

# **East Guernsey Local Schools**

## **2019-20**

### **Student Handbook**

*Guidelines and Expectations for Students and Families*

#### **Buckeye Trail High School**

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(740) 489-5005

#### **Buckeye Trail Middle School**

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Mr. Paul (Tre`) Stratton, Assistant Principal  
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District Website: [www.eguernsey.k12.oh.us](http://www.eguernsey.k12.oh.us)

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# East Guernsey Local Schools

## Student Handbook

### Introduction

#### Scope and Jurisdiction

The Board of Education has developed policies to facilitate the accomplishment of the stated beliefs, vision, and mission. This handbook has been developed for parents and students as a means of providing information regarding the policies, procedures, rules, guidelines, operations, and activities for East Guernsey Local Schools. These are intended to provide for the maintenance of a “learning environment” where the goals identified for our students can best be accomplished. In the event of a conflict, all provisions of this handbook are subject to the Provisions of the Ohio Revised Code (3301.60).

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.

#### Board of Education

Mr. Denny Patterson, President  
Mr. Dennis Douth, Vice President  
Mr. Kyle Cochran, Member  
Mrs Karen Horvath, Member  
Mr. John Scurlock, Member

## **2019-2020 School Calendar**

August 12–14, 2019	Staff Professional Days
August 14, 2019	Open House - 5:00pm - 8:00pm
August 15, 2019	Student's First Day of School
September 2, 2019	No School – Labor Day
September 9–13, 2019	No School – Fair Week
September 27, 2019	Interim Reports
October 18, 2019	End of First Grading Period
October 25, 2019	Teacher PD – No school for Students
November 11, 2019	No School – Veterans' Day
November 15, 2019	Interim Reports Sent Home with Students
November 26, 2019	Teacher PD - No school for Students
November 26, 2019	Parent/Teacher Conference 4:00pm - 8:00pm
November 27, 2019	No School - Parent/Teacher Conf. 8:00am - 11:00am
November 28-29, 2019	No School – Thanksgiving Vacation
December 20, 2019	End of Second Grading Period
December 23–31, 2019	No School – Holiday Break
January 1-3, 2020	No School – Holiday Break
January 20, 2020	No School – Martin Luther King Jr. Day
February 7, 2020	Interim Reports
March 19, 2020	Teacher PD – No school for students
March 19, 2020	Parent/Teacher Conferences (4:00–8:00 p.m.)
March 20, 2020	No School – Parent/Teacher Conf (8:00–11:00 a.m.)
March 20, 2020	End of Third Grading Period
April 10-13, 2020	No School - Holiday Break
April 17, 2020	Interim Reports
May 17, 2020	Commencement at 3:00pm
May 18, 2020	8th Grade Promotion
May 20, 2020	Students Last Day
May 21, 2020	Teachers Last Day

# GENERAL INFORMATION

## 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 Middle School and Buckeye Trail High School are members of the Ohio High School Athletic Association (OHSAA), subject to the rules and regulations of the organization. **Athletic eligibility is determined in accordance with OHSAA regulations.**

**Middle School Students:** A student must pass five (5) of his/her scheduled classes during the previous nine-weeks grading period. It is the responsibility of the student to maintain his/her athletic eligibility by maintaining the required number of courses passed. Incoming seventh-grade students are automatically eligible for the first nine weeks of the school year.

**High School Students:** A student must pass at least five (5) credits during the previous nine-weeks grading period in order to be eligible to compete in an 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.

## Cafeteria Information

**Breakfast is available to all students at no charge, as long as the student gets a complete breakfast.** A complete breakfast consists of the three food components, with one of those being a fruit or a juice. Students who do not have a complete breakfast will be charged for each individual item.

### **Lunch Prices:**

Students in Grades K-5- **\$2.80**

Students in Grades 6-8- \$3.00

Students in Grades 9-12- \$3.00

Adults- \$4.00

Extra Milk .50

## **Point of Sale**

The point of sale transaction is used in the cafeteria. Students must enter their student identification number before leaving the cafeteria line. You can deposit money into your student's account at any time. We encourage parents to make deposits on a weekly or monthly basis. Both milk money and lunch money go into the same account. **When paying by check, please memo the student's name that you intend for the deposit.** If the money is to be divided among siblings, please send a note with the deposit.

Students are to pay on their lunch accounts upon entering the building before 8:10 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. At the end of the year, any remaining money will remain in the student account until the next school year.

The East Guernsey Local Schools operate a free and reduced lunch program in cooperation with the federal government. Forms are available from the school office and online at our school website. All requests are confidential. However, 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 daily. Breakfast is available in the morning to all students at no charge. Milk or juice is available as a lunch supplement.

Buckeye Trail Schools operate a closed lunch. Students are not allowed to leave the building for lunch. They are to remain in the building and eat in the cafeteria under school supervision

**In an effort to promote healthy eating habits, the East Guernsey Local Schools will provide students with their choice of meal options. A basic meal will consist of one entrée and two sides, which the students may choose. Also provided will be an extended meal at an additional price, which will consist of one entrée and three sides, or two entrees or two sides. Students must purchase a basic or extended meal before purchasing a la carte items.**

## **Cafeteria Rules**

To maintain an orderly and safe lunch program, all Code of Conduct rules, in addition to other guidelines, must be observed. Additional guidelines are, but not limited to the following:

1. Students will conduct themselves in a reasonable manner.
2. Students will enter in an orderly manner and walk in single file through the lunch line.

3. Students will not be permitted to cut in line.
4. Once students have been seated, they will not be permitted to change seats. Assigned seats may be utilized.
5. Students will keep their eating area clean.
6. Students will remain in the cafeteria until dismissed by the duty teacher or volunteer.

### **Cell Phones and Electronic Devices**

Cell phones and personal electronic devices must be **powered off** during school hours. They are not to be on vibrate or silent.

Cell phones and electronic devices used for cyberbullying will be confiscated. (Please refer to the Code of Conduct, pg. 32).

Cell phones and electronic devices may be used only when a teacher gives specific permission as part of a lesson or learning activity. Tape or recording devices may be used in a classroom, but only as a learning aid and only with the prior approval of the teacher or as indicated in an IEP or 504 plan. Students are not permitted to take unauthorized pictures or videos of students or staff members (See Code of Conduct, pg. 32).

**High School Students**-Only high school students have the permission to use cell phones on campus before school, in the cafeteria during lunch periods, and after school. Middle school students may use cell phones on campus prior to 8:00 am and after 2:59 pm.

### **Chromebook Use**

Students in grades 6 through 12 are issued a Chromebook device by the district. Extra Chromebooks may not be available in classrooms, so students are expected to bring a fully-charged Chromebook to class each day that school is in session. Students who chronically fail to meet this expectation may be subject to discipline.

All students issued Chromebooks by the district are expected to follow all regulations outlined in the East Guernsey 1:1 Program (see pgs. 39-48).

### **Class Parties**

Elementary classes may have class parties, which should be an extension of the educational experience and promote the development of social skills. Parties are to be scheduled when they are least disruptive to the educational atmosphere and shall be no more than one hour in length. **There will be no more than three class parties per year.** Some parties are designated as “parent parties,” and parents are invited and encouraged to attend. Some parties are designated as “class parties,” and are enjoyed by the class and their teachers. Siblings are not permitted to attend classroom parties.

In keeping with the District Wellness Plan, current Ohio Department of Health guidelines and government regulations, all food brought to the school for distribution to students must be purchased and pre-packaged with contents included on the label.

**Concerns/Complaints**

It is the objective of East Guernsey Local Schools to address concerns and complaints as thoroughly and efficiently as possible. Complaints are best handled within the pertinent department.

If you have problems or concerns, please contact the person most directly associated with the issue.

<b>Concern</b>	<b>Contact</b>
Classroom/Teacher	Teacher
District	Superintendent
Building	Principal or Assistant Principal
Athletics	Mr. Aaron Bates
Cafeteria	Mr. Matt Bourne
Preschool	Mrs. Cindi Johnson
Special Education	Mrs. Cindi Johnson
Technology	Mr. Matt Hardy
Transportation	Ms. Julia Cunningham

**Emergency Dismissal**

In the event of delays, cancellations, or early dismissal due to calamity situations (weather, utility failures), **announcements will be made via the school call system, as well as on local radio stations (WILE, WCMJ, WBNV), television stations (WTRF, WHIZ, WTOV) and on district social media accounts.** 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. Emergency dismissal arrangements should be noted on the emergency card and the student made fully aware of such an arrangement. An automated call system will also be utilized to notify parents of school cancellations.

### **Emergency Medical Cards**

All students are required to have an updated Emergency Medical Card on file in Parent Portal by August 31, 2019. Students/Parents/Guardians are responsible for reporting any changes in emergency medical information. Copies are required for the office, field trip authorization, athletics, and any extra-curricular activity if needed.

### **Emergency Procedures**

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

### **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.

### **Food/Drinks/Water**

In support of our Health and Wellness programming for students and staff, we recognize that there are times when school-sponsored meals, foods, or drinks may need to be provided and/or consumed in classrooms. As of January 2018, building water fountains may be used by staff and students to fill personal water bottles. Water bottles must have a sealable lid.

The permissibility for meals, foods, drinks, water bottles, etc. must be balanced, so that students may benefit, yet it does not significantly impact the educational process or cause harm to the facilities and/or property. The building principal(s) may give directives to assist teachers in coordinating such efforts.

### **Fundraisers**

Throughout the school year, fundraising activities are carried out by school-related groups and organizations. Students are encouraged to participate in helping to raise needed funds for the many school activities not funded through district funds. No student is required to participate in fundraising activities.

Parents who do not want their child to participate should send a note indicating such to the school office. Students may be denied the opportunity to participate directly in fundraising activities if previous participation resulted in money not being turned in or if other abuses of the fundraiser took place.

**Due to the numerous fundraising efforts by many groups within the school district,**

**only school-related fundraising is permitted in the building. Non-school groups should not ask students to fundraise in the school during school hours.**

### **Homeless Students**

A student may be considered “homeless” if they live on the street, in a shelter, motel, vehicle, abandoned structure, campground, or if they are “doubled up” with friends or relatives. Students with such living situations may continue in the school in which they attended before becoming homeless, if that is their choice and feasible. EGLSD’s Homeless Liaison may provide assistance for such students.

Students, parents, and guardians in need of more information may contact:

Ms. Carol Zimmerman  
EGLSD Homeless Liaison  
(740) 489-5100

### **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 if it has a clear objective; arbitrarily-created homework is unlikely to attribute to academic progress. To move our students forward in the learning process, teachers will strive to assign appropriate and meaningful homework.

"Homework" shall refer to those assignments to be completed outside of the school day 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.

### **Insurance**

Students will have the opportunity to purchase insurance during the beginning of the school year. Purchase of insurance is voluntary; and between you and the company. Students participating in sports must have proof of insurance coverage.

### **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. 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.

### **Locks and Lockers**

Students are assigned a locker to keep their books, papers, and personal possessions at school. **The lockers are the property of the East Guernsey Local Schools. Lockers and contents may be searched in accordance with Ohio law.** Lockers must be kept neat and clean. Contents are to be in accord with the Student Code of Conduct. Students may not share a locker with another student. Students are not permitted to visit their lockers unless they have permission from a teacher or an administrator, unless they are in grades 9 through 12. Lockers must be cleaned out before the Christmas break and again at the end of the year.

### **Personal Property**

Any items that may adversely affect the safety of students, or the educational environment of the school, are not to be brought onto school property. Such items will be turned in to the office and made available only to parents. Students bringing such items are considered to be in violation of the Code of Conduct and therefore subject to disciplinary consequences. Other personal items brought to school that may become stolen, lost, or damaged, are not the responsibility of the school.

### **Playground Rules**

Middle school students will go outside, on the gym balcony or in the gym, after or before eating lunch. The following guidelines are to be observed:

1. Walk to and from recess.

2. Do not enter the building without permission.
3. Play in the designated areas only, and do not use equipment designated for elementary only.
4. Stay away from the road and building.
5. Touch football will be allowed as long as it remains "safe."
6. Equipment is to be used and treated in the manner that it is intended. Students, who damage equipment, due to misuse, will be held financially responsible. If students are unsure of the use of the equipment, they should ask the duty teacher or principal.
7. Good sportsmanship and fair play are to be used at all times.
8. Food and pop are not allowed on the playground. Gum is prohibited at all times during the school day, including lunch and recess.
9. Only equipment provided by the school or approved by the principal is to be used on the playground. Items such as bats, skateboards, and skates are not allowed.

### **Safety**

The Ohio Revised Code requires that each school instruct and train children in procedures used in case of emergency. Student safety is controlled by classroom instruction and regularly scheduled fire, tornado, lockdown drills, and evacuation drills. Signs are posted in each room giving evacuation procedures to follow in an emergency. A district crisis plan is used to train staff members how to handle crisis situations.

### **Student Drivers**

Driving to school is considered a privilege for high school students. 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 parked on school property are subject to search. Student vehicles may be searched if there is a reasonable suspicion the student is in violation of school rules or Ohio laws.

### **Student Information and Records**

**Change of Address and/or Phone Number:** It is the responsibility of the student to report any change of address or phone number to the office.

**Custody Orders:** Current custody orders are required to be on file. When a new custody order becomes effective, or an existing order is modified, an updated copy of the entire order must be provided to the school.

### **Surveillance Cameras**

Surveillance cameras are present to aid with student safety, building, and bus management. **There is no expectation of student privacy.** Surveillance cameras are for administrative use only and due to confidentiality issues, available for viewing by school administrative personnel only.

### **Title I School-Wide Buildings**

Each year, Buckeye Trail Elementary & Buckeye Trail Middle School receives Title I Federal funds. Title I funds are based on free and reduced lunch counts and are used to provide services to students who need additional assistance. Our Title I delivery service is called a Schoolwide program. This means that all students, but in particular the lowest achieving, receive additional assistance. Intervention services are provided by Title I. Parent involvement is an important component of your student's success. We encourage you to contact us with questions or concerns. All parents of students in Title I buildings may request information regarding the professional qualifications of teachers and paraprofessionals, including; licensure status, degree major, graduate certification, fields of study and highly qualified status.

### **Telephones**

Telephones in school offices are to be used by students for emergencies or authorized reasons-and only with permission of office personnel. Messages of an urgent nature will be delivered to students.

### **Vending Machines**

The beverage machines are to be used primarily by students staying after school for athletic participation, the general public at athletic events when a concession stand is not available, or as rewards or incentives for students. The following guidelines regarding the use of the machines are in effect:

1. Students may not purchase from the machines without permission.
2. Students not staying after school for school-sponsored events and supervised by a staff person may not purchase from the machines. **Bus students are prohibited from taking such items on the bus.**
3. Students authorized to stay after school may purchase from the machines anytime after 3:05 p.m. These students are responsible for cleaning up and throwing away cans and wrappers. Report spills to the custodian on duty immediately.
4. Students are not to have open cans or bottles of pop/water/juice while moving through the hallway. The only exception to this rule is water, as students may fill water bottles from the water fountains. All personal water bottles must have a sealable lid.
5. No beverages or snacks in the classroom without teacher permission.
6. Since the district participates in the federal lunch program, students are not permitted to purchase food or drink from the snack machines or beverage machines during the time lunch is served.

### **Visitors**

To maintain the educational environment, student visitors are not permitted. Visitors to the school should make arrangements in advance if planning to visit a classroom or teacher so that the learning environment is not disrupted. Adult volunteers and visitors should not bring other children as they visit the classrooms. Students may not have guests accompany them during the school day.

This policy does not change during school events during school hours, such as holiday parties, concerts, assemblies, etc. During these times, visitors must stay in designated areas.

For security and academic reasons, all visitors must:

1. Report to the main office.
2. Sign in.
3. Obtain a school-issued visitor's pass.
4. Sign out and return the visitor's pass before leaving the building.

### **Work Permits**

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 the physical certificate being completed
  3. Have promise of employment pledge of employer page completed by the employer
  4. Submit a copy of student's birth certificate.
  5. Contact the Principal/designee with the completed application for processing.
- Allow two days for completion of the work permit.

# ACADEMICS-Elementary School

## Building Grading Procedures

Nine weeks grades are determined by the percentage grade determined by the individual teacher's' grading procedures and student work. Final grades are determined by the average of each nine-weeks letter grade.

Report cards are normally distributed within seven (7) days of the end of the grading period.

### **Grading Scale:**

A+ = 97-100    A = 93-96    A- = 90-92    B+ = 87-89    B = 83-86    B- = 80-82  
C+ = 77-79    C = 73-76    C- = 70-72    D+ = 67-69    D = 63-66    D- = 60-62  
F = 0-59

## Communication

Effective communication between home and school is crucial to a student's educational experience. Several methods have been established to facilitate the process.

**Conferences** – In addition to scheduled spring and fall conferences (**see calendar**), conferences may be scheduled with the teacher or principal by appointment. Due to responsibilities and duty assignments, teachers are not available for unscheduled conferences before, during, and after the school day. Please call the school office or write a note requesting a conference. One will be arranged at the earliest possible opportunity.

**Interim Reports** – These reports are given midway through each nine-week grading period. Each student should receive at least one such report per subject, per year. In cases where a student is having difficulty in any subject or area, he/she may receive more than one per year.

**Progress Book** – Parents have access to grades via the Internet using the district website, [www.eguernsey.k12.oh.us](http://www.eguernsey.k12.oh.us), and logging on to Progress Book Parent. Each parent will receive both a student login and a parent login for the website in the initial interim report.

**Report cards** – Report cards are issued every nine weeks.

**Telephone**– BTES; K-5 (740-489-5100). Messages may be left with the office or on teachers' voicemail. Teachers should not be called to the telephone during the school day unless an emergency exists.

## Make-Up Work

All school work missed during an absence from school must be made up. Time allowed for make-up work will be the number of days absent plus one day.

If a student is present the day before a test or an assignment or project is due and absent only for the next school day, he/she will be expected to take the test or turn in the assignment upon return to school.

Upon return to school from an absence, it is the student's responsibility to check with his/her teacher for any make-up work and the due date.

**A student who is suspended will be given the opportunity to complete work to stay current with the class and given equal credit for that work.**

### **Promotion, Placement, and Retention**

At the end of the school year, students are either promoted (having successfully completed academic criteria they move to the next successive grade level), placed (although not successfully completing the academic criteria, other factors indicate the student should be placed in the next grade level), or retained (having failed the academic criteria, factors indicate the student should return to the same grade level for the next school year).

Students having difficulty will be given opportunities and suggestions for intervention and assistance toward successful academic progress. Parents should pay close attention to interim reports and other communications sent home to be fully aware of their child's progress. Parents will be notified as soon as possible that placement or retention is considered for the next school year.

The promotion, placement, or retention of each student will be determined individually (except as determined by the Third Grade Guarantee). The decision to promote, retain or place a student in a grade will be made by the teacher(s), principal, guidance counselor, and parents on the basis of the following factors: reading level, mental ability, age, physical maturity, emotional and social development, social problems, home conditions, grade average, response to intervention strategies, attitude, and local assessment results. The building principal will notify the parents of the final decision as to placement or retention. Should the parents wish, they may appeal this decision to the superintendent for review. The superintendent will make the final determination prior to the beginning of the next school year.

### **Recognition of Academic Success**

If your child is on the Honor Roll/Principal's list and is in good standing or has perfect attendance (including tardy and leaving before 2:55 PM) and is in good standing, he/she **may be invited** to participate in BTES incentive programs which **may** be offered for the first, second and third nine weeks. To be in **good standing** for incentives, a student must have completed the following:

- maintained all A's and/or B's for the nine weeks
- had no discipline infractions for the nine weeks, including detention

# **ACADEMICS-Middle School**

## **Building Grading Procedures**

Nine-weeks grades are determined by the percentage grade determined by the individual teacher's grading procedures and student work. Final grades are determined by the average of each nine-weeks letter grade.

Report cards are normally distributed within seven (7) days of the end of the grading period.

## **Course Enrollment**

Course enrollment for middle grades, particularly for accelerated and advanced classes may be based on, but not limited to past grades, student test scores, summative and formative assessments, parent input, and teacher recommendations. Such decisions are at the discretion of the building principal.

## **Grading System**

Buckeye Trail Middle School uses a four (4) point grading system:

A = 4.0      B = 3.0      C = 2.0      D = 1.0      F = 0.0

## **Grading Scale:**

A+ = 97-100    A = 97-100    A- = 90-92    B+ = 87-89    B = 83-86    B- = 80-82  
C+ = 77-79    C = 73-76    C- = 70-72    D+ = 67-69    D = 63-66    D- = 60-62  
F = 0-59

## **Homework**

Homework is any school work that is completed at home and should be limited in its extent, yet it should contribute to the practice of skills learned within the academic classroom. To ensure that all students, regardless of home environment and/or systems of support, have opportunities to use homework to advance their learning without negatively impacting their class grade, homework will not exceed 25% weight or exceed 25% of the total points for the class.

## **Educational Options:**

Students may earn academic credit through the following Educational Options. Further information and appropriate forms may be obtained through the Guidance Office. Students can take courses for high school credit or college credit through the College Credit Plus, the EGLSD A+ program and/or the Distance Learning Program.

## **Make-Up Work**

All school work missed during an absence from school must be made up. Time allowed for make-up work will be the number of days absent plus one day.

If a student is present the day before a test or an assignment or project is due and absent only for the next school day, he/she will be expected to take the test or turn in the assignment upon return to school.

Upon return to school from an absence, it is the student's responsibility to check with his/her teacher for any make-up work and the due date.

**A student who is suspended will be given the opportunity to complete work to stay current with the class and given equal credit for that work.**

### **Promotion, Placement, and Retention**

At the end of the school year, students are either **promoted** (having successfully completed academic criteria they move to the next successive grade level), **placed** (although not successfully completing the academic criteria, other factors indicate the student should be placed in the next grade level), or **retained** (having failed the academic criteria factors indicate that the student should return to the same grade level next school year).

Students having difficulty will be given opportunities and suggestions for intervention and assistance toward successful academic progress. Parents should pay close attention to interim reports and other communications sent home to be fully aware of their child's progress. Likewise, parents will be notified at the first indication of difficulties the child is having which may lead to possible placement or retention.

The promotion, placement, or retention of each student in the District will be determined individually, according to District policy. The decision is based on collective information from the classroom teacher(s), building principal, parent or guardian, and guidance counselor. Factors to be considered include reading grade level, mental ability, age, physical maturity, emotional and social development, social problems, home conditions, grade averages, attitude, competency test scores, and Achievement test results. The building principal will notify the parents of the final decision as to placement or retention. Should the parents wish, they may appeal this decision to the district superintendent. The superintendent will then make a final determination prior to the beginning of the next school year.

### **Recognition for Academic Success**

**Principal's List** – Those students who have earned all "A's" for a grading period.

**Honor Roll** – Those students who have earned all "A's" and "B's" for a grading period.

**Top Student** – At the end of students' eighth-grade year, a Top Student will be designated for the class. This will be based on the highest GPA when averaging the first eleven grading periods for grades six, seven, and eight.

# ACADEMICS-High School

## Academic Procedures

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

1. **Complete all course requirements.**
  - a. 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.

**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

### **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

### **Adult Students**

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

### **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.

### **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 the content area
3. Educational Options-educational travel, independent study, internship,
4. community service, arts performance, sports and others
5. All credit flex applications must be submitted by **September 14, 2019**, for the first semester of the **2019-2020** school year and **January 11, 2020**, for the second semester.

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

- ❖ With prior approval, students may take courses out of study hall that does not fit the master schedule.

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

- ❖ 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 2020**. Prior principal approval is required for all College Credit Plus courses that are being substituted for graduation required courses.

#### **D. Job Shadowing**

- ❖ 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**

- ❖ 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**

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

### **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. The 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**

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 choice to be used in the senior divider page. These photos must be “school appropriate”. Deadline for the additional photo is **April 22, 2020**.

Senior cap and gown orders will be in **November 2019** at BTHS, and “to be announced” at the career and technical schools.

### **Graduation Requirements**

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.

Seniors cannot participate in the graduation ceremony and/or related activities if they have an existing financial obligation to the school district.

### **Credit Requirements– 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.

### **Classes of 2020,2021,2022 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

### **Home School**

Any homeschool 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.

### **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 at least two months and meets for at least 10 hours after school each week. The 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 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.**

## **ATTENDANCE**

EGLSD recognizes that regular attendance is key to receiving continuous instruction for learning. So, all students are urged to keep daily absences to a minimum. Whenever possible, students and parents should work to schedule appointments and errands during non-school hours.

### **Arrival**

School staff is on duty beginning at 7:30 a.m. Students who walk or ride with parents **should not arrive** or plan to enter the building prior to 7:30 a.m. Beginning at 7:30, students may arrive and enter the building.

Students who wish to eat breakfast must do so immediately upon their arrival at school. Middle school and high school students may go to their lockers at 8:00 prior to reporting to their homeroom. No students will be permitted in the hallways before 8:00 a.m. unless they have a supervisor present.

Any student arriving at school tardy (after 8:10 a.m.) must bring a note explaining the reason for their tardiness. Students who are tardy should first report to the office and sign in before going to their locker or classroom. Students riding late buses will not be counted tardy.

### **Dismissal**

Students are dismissed daily at 3:00 pm. Bus students are to exit through the Middle School doors and go directly to their assigned bus. Middle school students who are to be picked up by a parent are to report to the Middle School pick up area at the rear of the building. Middle school students, who are to be picked up with an elementary school sibling, are to report to the elementary school pick up area, adjacent to the third-grade rooms. All students, unless otherwise arranged through the office, must leave the building at 3:00 pm dismissal.

Students who are authorized to stay after schools, such as athletes, drama and other permitted students need to be in those specific areas and preparing for their activity. Playgrounds and gym areas are restricted to approved activities at 3:00 pm.

Students who plan to change their normal routine after school (i.e.- go to a different residence) must bring a note from a parent or guardian, which will be verified and approved in the office. The student will be required to have a note with them at dismissal time to show to bus driver or teacher. Without approval and the note, a student will follow their normal routine.

Students needing to leave the building early must get permission from the principal's office. This will require a written excuse explaining the reasons for the early dismissal and must be signed by the residential parent/guardian.

### **Absences**

According to the Ohio Administrative Code, parents/guardians have a legal responsibility to inform the school that their child(ren) will not be in attendance EACH DAY the child(ren) is absent. A parent/guardian must call the office each day that a student is absent. If unable to call, parents are expected to write notes covering the days of absence.

**Notification of Parents/Guardians:** In order to assure regular attendance in school, it is our

policy to call the home of each absentee to verify the student's absence. The District reserves the right to investigate the cause of every single absence or prolonged absence.

There are two types of absences:

1. Excused
2. Unexcused

### **Absences-Excused**

An absence of a student from school or class for the following reasons:

Personal illness of the student

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

Absences shall include full days of absence, partial days of absence, and any hours missed due to cut classes or other unauthorized absence from school.

Regardless of the number of hours or days of excused absence, school administration may require written documentation or other information to verify whether a student's absence qualifies as Absent Excused for any of the permitted reasons addressed above.

If a parent/guardian fails to call or submit any written documentation or other information requested by the school administration promptly (within 5 days), the student's absence will be deemed unexcused.

Planned absences mean an absence due to a set of circumstances judged by the school administration to constitute a good and sufficient cause for absence from school. Reasons for such absence may include accompanying parents on a trip, participation in non-school athletic events, family matters out-of-town, college visitation or other trips approved by the school administration.

In order for a planned absence to be considered as excused, a student must first:

1. Notify the school administration in writing five school days in advance
2. Obtain the signature of classroom teachers on the form and obtain all assignments from each teacher
3. All missed work and assignments must be completed upon return to school

The school administration may deny requests for any excused absence based on a student's attendance record thus far.

### **Absence Due to Student's Chronic Condition**

Students are advised that if there is a chronic physical condition that will cause an unusual number of days of absence, this circumstance must be on file in the school office in the form of a note signed by a physician.

### **Absences-Unexcused**

Any absence of a student from school (full or partial days) that does not meet the criteria for Absent Excused. **The out-of-school suspension will be treated as excused.**

### **Make-Up Work**

Students whose absences are deemed either excused or unexcused will have the opportunity to recover all missed class assignments, examinations, quizzes, and/or tests. The student shall have the number of days of absence to recover missed class assignments, examinations, quizzes, and/or tests. The student shall have the number of days of absence plus one day to recover missed class assignments, examinations, quizzes, and/or tests. Work not completed during that time period will not be eligible for subsequent recovery or evaluation. Students who are absent can keep up on their work by calling the school to get their assignments, and on his/her first day back to school after an absence, the student must contact his/her teachers in each course for any remaining missed class assignments, examinations, quizzes, and/or tests.

### **Tardiness**

Students arriving at school after 8:10 am will be considered tardy and will need a note from parent/guardian explaining the reason for late arrival. Students should first report to the office and sign in before going to their locker or classroom. Students who are tardy 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 tardy.

A student who is tardy to school must report to the office first. If he/she is tardy to class, he/she should report directly to that class. If he/she is detained by a teacher, the student should obtain a written note/pass from that teacher, as opposed to the office. The office reserves the right to penalize students who are chronically tardy to school or to classes.

### **Extra-Curricular Activities and Absences**

For students to be considered present for one-half day, they must be in class for four consecutive periods. Student-athletes may not practice or participate in a contest unless they attend one-half day of school (exception – authorized absence request form filed prior to absence). Likewise, students may not attend extracurricular events such as dances or programs unless they meet the one-half day requirement.

### **Truancy**

Any student leaving the building without one of the above-stated forms of permission will be considered as "out of the building-unauthorized" and/or truant. A student leaving the building for a legitimate reason but without permission will have the absence marked as unexcused.

A student will be deemed “habitually truant” if the student has unexcused absences for:

1. 30 consecutive hours of instruction
2. 42 hours of instruction during one calendar month
3. 72 hours of instruction during one school year.

The parent(s) and/or legal guardian of a student who is deemed “habitually truant” will be required to comply with state law (HB 410), school adopted policies and procedures to address the student’s truant behavior. In each case, reasonable and meaningful attempts will be made by the school to notify and engage the student and parents in resolving the truant behavior.

If a student is habitually truant and the student’s parent(s)/legal guardian failed to cause the student to resume attendance, the School Administration will file a complaint with the Juvenile Court and/or take other appropriate intervention actions as set forth in Board Policy.

### **School or Class Truancy**

Credit for missed assignments may be given to a student who is deemed habitually truant at the discretion of the administration.

## **MEDICAL INFORMATION**

### **Student Medication and Authorization**

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. New medication forms must be filed each year with the office.

**Prescription and nonprescription medications will require both parent and doctor authorization.** Non-prescription medication (such as Tylenol) can be administered with the written permission of the parent and their physician. In these cases, the parent/guardian will need to supply the school with the medication as the school is no longer permitted to provide these types of medications (Tylenol, Pepto Bismol, cough drops). Permission forms, for both the type 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 in the original container and 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.

### **Allergies and Bee Stings**

Parents are responsible for informing the school of any allergies their child may have. If a child is allergic to bee stings, the parents are responsible for providing the school with the bee sting medication and a doctor’s statement concerning the administration of this medication. Please

provide us with at least three (3) bee sting kits. They will be kept in the following locations: the school office, the child's classroom, or the regular school bus the child rides.

### **Accidents**

Staff members take every precaution to ensure the safety of students throughout the school year. However, accidents do occur. When a student has been injured on the playground, or in the building, the student is sent to the school nurse or the office. In the event of minor scrapes or bruises, the area is washed and bandaged. In the event of more serious accidents (particularly involving neck or back injuries), the parents are notified immediately.

### **Emergency Medical Authorization Cards**

Emergency medical authorization cards **must** be on file for every student before August 31, 2018. Students may be excluded from attending school if the emergency medical information is not on file after this date.

### **Health Information and Immunizations**

State law requires health records be maintained for all students attending school. The significance of O.R.C. 3313.671 is that a pupil is not admitted to school unless the parent or guardian has submitted written evidence of all proper immunizations.

Immunizations can be waived if:

1. A written statement is presented by a physician certifying that immunization is medically inadvisable; or
  2. A written statement signed by parent and minister objecting to immunizations because of religious convictions.
  3. Parent-verified or physician-verified disease history may be accepted in lieu of vaccine for mumps only. Disease history of Rubella cannot be accepted in lieu of vaccine.
- Kindergarten students must have received three (3) Hepatitis B doses of vaccine.
  - Total doses of minimum required immunizations for any 6th-grade student entering school are: 4-DPT (diphtheria, pertussis, tetanus); 3-OPV (oral polio vaccine); 2-MMR (measles, mumps, rubella.)
  - Students entering either 7<sup>th</sup> or 8<sup>th</sup> grade should have received a second MMR immunization.

## **STUDENT CONDUCT**

### **General Expectations**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the district must conform to school regulations and accept directions from authorized school personnel.

A student who fails to comply with established school rules or with any reasonable request made by school personnel when students are under their supervision is subject to approved student discipline regulations. Students may be disciplined for misconduct off school owned or controlled property, or that is connected to activities or incidents that have occurred on school owned or controlled property, or which is directed at a district official or employee or at the property of a district official or employee, wherever that misconduct occurs.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject and the types of conduct, which are subject to suspension or expulsion from school or other forms of disciplinary action. The Student Code of Conduct is also posted in a central location within each building. Students and parents will be presumed to know the rules and regulations and the consequences of their violation.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

### **STUDENT CODE OF CONDUCT**

Rules and regulations are adopted by the East Guernsey Local Board of Education for the health, safety, and moral benefit of all students. 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. Although all types and aspects of student behavior will not and cannot be defined, the following is the established code of conduct for all elementary buildings within East Guernsey Local School District, during the school day and for all school-sponsored after-school activities, at home and away:

1. **ALCOHOL AND DRUGS:** Students shall not use, possess, transmit, sell or offer to sell, buy or attempt to buy, or conceal alcoholic beverages, narcotics or other drugs including counterfeit drugs, or any paraphernalia capable of being used to use drugs. This may include electronic cigarettes, “vapes,” or related paraphernalia Evidence of use of alcohol or drugs at school or at a school-related event is a violation of the Code of Conduct.
2. **BULLYING/HAZING-FRIGHTENING, DEGRADING, INTIMIDATING, OR DISGRACEFUL ACTS--MENACING:** bullying is defined as an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once, and the behavior causes mental or physical harm to the other student

and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for the other student. Types of bullying include physical, emotional, cyber, and hazing.

- a. **Physical:** Physical bullying is any behavior that is physical in nature used to intimidate another student. These acts may include but are not limited to, pushing, kicking, and intentional physical contact.
  - b. **Emotional:** Emotional bullying is any behavior that is used to intimidate another student without physical contact. These acts include but are not limited to, name-calling, gestures, threatening another student, and verbal intimidation.
  - c. **Cyber:** Cyberbullying is any behavior that causes harm or disruption including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetuated with computers, cellular phones, internet websites, and/or electronic devices the effect of which occurs on school grounds.
  - d. **Hazing:** Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. A student shall not cause mental or physical harm or behave in such a manner which would cause mental or physical harm to other students while under the jurisdiction of the school.
3. **DATING VIOLENCE:** Dating violence is defined as “a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person’s dating partner. A “dating partner” is “any person, regardless of gender, involved in an intimate relationship with another [person] primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.” Dating violence is a form of harassment, intimidation, and/or bullying (Ohio Revised Code 3313.666)
  4. **COMPLICITY:** A student will not assist or encourage another student in violating the code of conduct. Students who record a code of conduct violation with any device may be considered complicit in the violation.
  5. **CHEATING/PLAGIARIZING:** Misrepresentation of one’s work or a fraudulent means to acquire answers, information, or work from another individual such as a student, teacher, or off of the internet is considered cheating or plagiarizing. Students should not willingly allow other students to copy their work. Work obtained in this manner may receive reduced or no credit. In addition to discipline, the teacher or building administrator may decide to change or reassign work.
  6. **DAMAGE TO SCHOOL PROPERTY:** A student will not cause or attempt to cause damage to school property. Possible restitution or monetary reimbursement may be required.
  7. **DAMAGE TO PRIVATE PROPERTY:** A student will not cause or attempt to cause damage to private property. Possible restitution or monetary reimbursement may be required.
  8. **DISRUPTION OF CLASS, SCHOOL, OR BUS ROUTE:** A student will not cause or

attempt to cause disruption or obstruction to the educational process or school and district procedures. A student will not interfere with the education or services of any other student(s). A student who legally induces a panic or causes a false alarm may be subject to school disciplinary action as well as a criminal conduct charge with law enforcement officials.

9. **DRESS CODE VIOLATION:** Acceptable student dress and appearance are necessary to ensure an atmosphere conducive to learning. Appropriate clothing is expected. A student will not dress in an inappropriate manner which interferes with a student's health and welfare (or that of other students) or causes disruption or directly interferes with the educational process. If a student wears inappropriate clothing to school, he or she must change to appropriate clothing. Hats may not be worn indoors. Inappropriate clothing may include, but is not limited to, the following examples:
  - a. Clothing that advertises alcohol, drugs, or tobacco.
  - b. Halter-tops, tube tops, cut-off t-shirts, strapless shirts, midriff-baring tops, or any see-through apparel.
  - c. Clothing that suggests a message or interpretation of violence. (ie. swastika/rebel flag)
  - d. Tops or pants that do not cover undergarments and/or are too revealing.
  - e. Pants, shorts, skirts, and dresses that are not modest in length and are not in good taste. (Mid-thigh is often a good "rule of thumb" in determining appropriate length.)
  - f. Bandanas or other items are worn on the head.
  - g. THE PRINCIPAL WILL USE HIS/HER DISCRETION IN DETERMINING IF THE DRESS CODE IS BEING FOLLOWED.
10. **DRINKS/FOOD:** Students are not to have drinks and food in classes, hallways, etc. without teacher permission. Personal water bottles, with a sealable lid, are the exception.
11. **EXCESSIVE DISCIPLINE:** Repetitive violations against the code of conductor against classroom rules may result in increased discipline.
12. **FIGHTING:** A student shall not threaten, act or behave in such a way as could cause physical or mental injury to a student or staff member on the school grounds or in the school building. No punches, shoving, or other types of inappropriate physical contact should be exchanged between students. Severe offenses may be referred to local law enforcement.
13. **FORGERY:** A student will not falsify information such as times, dates, grades, addresses, or signatures on school forms or other written/electronic correspondence.
14. **HORSEPLAY:** A student should not engage in horseplay on school property. Such seemingly innocent student interactions can often escalate into more serious problems.
15. **INAPPROPRIATE BEHAVIOR:** A student will not misbehave, disrupt, and/or act inappropriately in the classroom, hallways, cafeteria, or at school functions.
16. **INSTIGATION:** A student will not act in such a way as to directly or indirectly cause another student to violate the student code of conduct.
17. **INSUBORDINATION:** A student who does not comply with reasonable directions of authorized school personnel is subject to disciplinary action.

18. **LEAVING SCHOOL GROUNDS/OUT OF ASSIGNED AREA:** A student will not leave school grounds during school hours without the proper permission. A student will not leave class or go to another part of the building without authorized permission.
19. **LYING:** Students may not be deceptive, misleading, or untruthful to staff or faculty with their words or actions.
20. **MISCHIEVOUS OR DISRESPECTFUL BEHAVIOR:** This includes, but is not limited to, disobedience and/or disrespect toward school personnel. Other examples include littering, excessive talking, mischief, and disturbing class.
21. **PHYSICAL CONTACT:** Public displays of affection are not permitted in school or on school grounds during the school day or at school functions.
22. **PROFANITY AND/OR OBSCENITIES:** A student will not use profanity or obscene language (written or verbal) when communicating with any person at school or during school activities. The use of obscene gestures, signs, pictures, or publications is also prohibited.
23. **PROJECTILES:** Students will not throw or launch objects.
24. **SEXUAL HARASSMENT:** Sexual activity is defined as “any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.”
25. **STEALING/THEFT:** Unauthorized use or possession of another’s property.
26. **TECHNOLOGICAL DEVICES:** Lasers, radios, MP-3 Players, iPods, iPads, and related items are not permitted unless permission is specifically given for a classroom activity. Students are strongly advised to avoid bringing valuable items to school. See related policies: Cell Phone Policy (pg. 9), ChromeBook Use (pg. 9), Acceptable Internet Use Policy (pg. 39), East Guernsey 1:1 Program (pg. 42).
27. **THREATS:** A student may not threaten to cause harm to other students, faculty, building property, or private property.
28. **TOBACCO:** A student will not possess, use, or transmit any tobacco product or related paraphernalia. This may include electronic cigarettes, “vapes,” or related paraphernalia. Any evidence of the use of tobacco products at school or at a school-related event is a violation of the Code of Conduct.
29. **TOLERANCE AND RESPECT:** Tolerance and respect for differences in others shall be shown toward all students and adults at all times in East Guernsey Local Schools. Unacceptable behavior includes, but is not limited to, any comments or actions that embarrass, ridicule, or demean others under circumstances including, but not limited to, race, religion, gender, national origin, sexual orientation, physical stature, and mental/emotional capacity.
30. **UNAUTHORIZED FIRE:** Unauthorized use of fire, fireworks, matches, etc.
31. **UNAUTHORIZED TOUCHING:** A student will not cause physical injury or behave in such a way that could threaten to cause bodily harm or physical injury to school staff, other students, or visitors.
32. **UNAUTHORIZED USE OF AN ELECTRONIC DEVICE:** Students are not permitted to take unauthorized pictures or videos of students or staff members during the school day

or at school-sponsored functions.

33. **WEAPONS:** No student shall bring weapons to school. A weapon may be defined as “any device which may be used to cause bodily harm.” Weapons may include but are not limited to, guns, knives, bombs, grenades, and rockets. Students who bring weapons to school may be recommended for expulsion.

### **Discipline and Consequences**

It is necessary for students to behave in a way that promotes learning. However, if a student keeps the teacher from teaching, keeps someone from learning, damages property, or violates the code of conduct disciplinary action is necessary. It is at the discretion of the teacher or school or district administrator that discipline will be administered. Discipline may include, but is not limited to, one or any combination of the following:

- Counseling/Conferencing
- Denial of privileges
- Conference with parent or guardian
- Detention
- Removal from class
- Assigned custodial work
- Restitution or monetary reimbursement
- **In-School Detention**
- In-School Suspension
- Bus Suspension
- Saturday School
- Out-of-School Suspension
- Recommendation of expulsion to the superintendent
- Referral to law enforcement and/or juvenile court

### **In-School Detention (I.S.D.)**

**In-School Detention** is an in-school assignment similar to I.S.S.; however the administration can design this assignment with the student in mind. I.S.D. may be assigned for a partial school day, so that students are able to fully participate in key classes or school experiences. In addition, I.S.D. allows students the potential to receive individualized academic, behavioral, or social-emotional supports.

### **In-School Suspension (I.S.S.)**

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 I.S.S. assignment. One (1) day of I.S.S., students will not be permitted to attend practice or games nor be on school property after school hours. Three (3) or more days of I.S.S. will result in the student not being allowed to participate after school for all days serving except the last day of suspension. An I.S.S. does not affect extracurricular

activities on Saturday or Sunday, or over an extended vacation period. Students serving I.S.S. spend part of a day, a day or days in the I.S.S. room and do school work for which they receive credit. Violations of the Code of Conduct or I.S.S. rules may result in additional I.S.S. time, suspension, and/or referral to Juvenile Court.

### **Suspension**

In accordance with Ohio Revised Code 3313.66, the principal or assistant principal may assign in-school suspension or out-of-school suspension.

**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 the 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 full credit. However, 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 for full credit. Students who receive a suspension of ten (10) days or longer, or who have received multiple suspensions, may appeal to have the 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. 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.

Should 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

**ISS:** During an in-school suspension, the student must spend the number of suspended days in school. Students may be permitted to make-up work and take tests in I.S.S. In this instance, all make-up work is due on the first day after the student's suspension. Appeal procedures do NOT apply to In-School Suspension.

**OSS:** During an Out-of-School Suspension, students are not permitted to attend school. Students are permitted to make-up work and take tests; students must make arrangements to do so with their teachers in a timely manner. When a student is out of school suspended, all other make-up work is due on the first day after the student's suspension.

During any suspension, the student is not permitted to attend any extracurricular activities or be on school property after dismissal that day. Any administrator may approve an exception if the extracurricular event is associated with an academic course in which the student is enrolled. In the event that the student is absent, or there is a calamity, the suspension will be served on the next school day.

### **Appeal Procedures**

**Suspensions:** There is an appeal procedure for Out of School 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 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:** There is an appeal procedure for 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 the student's 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.

### **Conduct at Extracurricular Activities**

Students are expected to abide by the Student Code of Conduct at all extra-curricular activities. Failure to do so may result in student discipline.

# Technology

Internet Acceptable Use Policy

Internet access is available to all students and teachers in the East Guernsey Local School District (EGLSD). We are very pleased to have this access for East Guernsey and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The EGLSD has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials; an industrious user may discover controversial information. We (EGLSD) firmly believe that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If an East Guernsey user violates any of these provisions, his/her account may be terminated and future access could possibly be denied. The signature(s) at the end of the student handbook portion of this booklet is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understands their significance.

**In the event that students/staff use personal mobile technologies on school grounds, these devices are subject to the regulations outlined in the acceptable use policy adopted by the East Guernsey Local Schools Board of Education (IIBG).**

### **Terms, Conditions, and Responsibilities:**

#### **Acceptable Use:**

1. The purpose of student use of the Internet is to support research and education in and among academic institutions in the U.S. and by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the EGLSD.
2. Uses of other organization's network or computing resources must comply with the rules appropriate for that network.
3. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
4. Use for commercial activities prohibited.
5. Use for product advertisement or political lobbying is prohibited.
6. Pornographic or sexually explicit material is prohibited.

**Privileges:**

1. The use of the Internet is a privilege, not a right, and inappropriate use could result in a cancellation of these privileges. Each student who receives an account will be part of an introductory course pertaining to the proper use of the network.
2. The school administrators will deem what is inappropriate use and their decision is final.
3. The school administrators may close an account at any time as required.
4. The administration, faculty, and staff of the EGLSD may request the technology coordinator to deny, revoke, or suspend user accounts.
5. User accounts may be suspended temporarily or indefinitely.
6. A student's suspension of privileges due to disciplinary action could negatively affect the student's grades in one or more classes depending on the class requirements.

**Network Etiquette:**

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities, use threatening, or racially inflammatory language, or any other inappropriate language. Illegal activities are strictly forbidden.
3. Do not reveal your personal address or phone numbers of students or colleagues.
4. Note that electronic mail (E-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to, or in support of illegal activities may be reported to the authorities.
5. Do not use the network in such a way that you would disrupt the use of the network by others.

**Responsibilities:**

1. The EGLSD makes no warranties of any kind, whether expressed or implied, for the service, it is providing. The EGLSD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service obtained via the Internet is at your own risk.
2. The EGLSD will not be responsible for any user charges or fees obtained via the Internet.

**Security:**

1. Security on any computer system is a high priority, especially with the system involving many users.
2. If you can identify a security problem on the Internet, you must notify a school administrator, teacher, or the technology coordinator.
3. Do not demonstrate the problem to other users.
4. Do not use another individual's account.
5. It is prohibited to give your password to anyone.
6. Any user identified as a security risk or having a history of problems with other computer

systems may be denied access to the Internet.

7. Do not give a credit card number or personal information over the Internet.
8. Do not leave the computer while you are logged on.
9. Do not circumvent the network. Use of a proxy service is prohibited.

**Vandalism:**

1. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of another user, Internet, or network. This includes, but is not limited to, the uploading or creation of computer viruses.
2. It is prohibited for a student to bring a disk or CD-ROM from home for use at school. This is to help in the prevention of viruses. Students should obtain disks for school use from faculty members.
3. Students will be held liable for any damage they cause to technology equipment.

# 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 at the 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 the 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 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 fully charged 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

- ❖ The 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 log in using their **@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.

## 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 cannot 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 display turns 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 the 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 fully charged may have to serve a lunch detention.

### 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.
- ❖ Protection plan will cost \$20 for the 2019-2020 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 in 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 the 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 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. The 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 log in 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.

# Transportation

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 parents. With your help and support, we hope to avoid accidents and injury.

Any disruptions, rowdiness, or acts by students that jeopardize the safety of others will not be tolerated. The bus driver is in charge of students transported on his/her bus with full authority to enforce these rules in conjunction with the district-wide Code of Conduct.

## **Bus Rules**

1. Unsafe behavior at the bus stop – any behavior that threatens life, limb, or property of another.
2. Unsafe behavior on the bus – out of the seat while the bus is in motion, extending hands, arms, head or objects out of the windows, blocking the aisles or exits, throwing or passing objects.
3. Failure to comply – failure to obey the driver promptly and respectfully.
4. Operating windows without the permission of the driver.
5. Eating, chewing gum, or drinking liquids on the bus is prohibited.
6. Discarding refuse on the bus.
7. Carry-on possessions – only objects that fit on laps are permitted. Toys, sports equipment, and other items must be in a sack or duffel bag. No glass containers are permitted. **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 exit at 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 the bus stop before the scheduled time of arrival;
  - b. wait in a location clear of traffic and away from the bus stop;
  - c. walk on the left side of the road facing oncoming traffic when approaching; and
  - d. cross in front of the bus when going to the opposite side of the road.

School buses are equipped with surveillance cameras. Cameras may periodically be used while students are on the bus. There is no expectation of student privacy.

Students who receive a bus conduct report will meet with the principal or his/her designee. Students are afforded Due Process in matters of bus disciplinary referrals.

## **Guide of Bus Discipline/Consequences:**

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 will be held with the student.

Step 4 – Three-day bus suspension.

Step 5 – Five-day bus suspension.

Step 6 – Ten-day bus suspension.

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

**The disciplinary consequences, which accompany the Code of Conduct on these pages, are a general guide. The severity of the offense may/will determine the consequence based on the principal or designee judgment.**

# **POLICY INFORMATION**

## **AHERA NOTIFICATION**

East Guernsey Local School District, in accordance with the U.S. Environmental Protection Agency Regulation 40CFR763, subpart 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. All buildings in the district were inspected on June 29, 1992, to enable the East Guernsey Local School District to act in accordance with the AHERA ACT to control the possible exposure to asbestos within their buildings. For specific information on types and locations of asbestos-containing materials within the East Guernsey Local School District, please consult the AHERA Management Plan. The District AHERA plan is available for public review at the Administration Office during normal working hours. A copy is maintained at each school for that particular building.

## **DISCRIMINATION and GRIEVANCE INFORMATION**

For resolution of complaints alleging discrimination of 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 solve the issue, is to submit the complaint to the compliance offices, Title IX, Section 504, Superintendent of Schools, 65591 Wintergreen Road, Lore City, OH 43755, (740) 489-5271.

The compliance officer's responsibility is to investigate the circumstances of the complaint.

## **FAPE (FREE APPROPRIATE PUBLIC EDUCATION)**

The East Guernsey Local School District ensures that a free appropriate education (FAPE) is made available to all children with disabilities between the ages of 3 and 21, inclusive, in accordance with the *Individuals With Disabilities Education Act* and the *Operating Standards for Ohio Agencies Serving Students with Disabilities*.

## **FERPA (Notification of Directory Information)**

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

- A. The guidance counselor is the Records Control Officer for each respective building and is responsible for processing and maintenance of all student records. The Guidance Office is located in the Buckeye Trail Middle School building. The counselor can be reached by phone at (740)489-5005.
- B. Each student's records will be kept in a confidential file located in the Guidance Office. The information in a student's record file will be available for review only by the parents/legal guardian of a student, and adult students (18 years of age or older), and those designated by Federal law or District regulations.

- C. 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 (FERPA).
- D. The District has established the following information about each student as "directory information" and will make it available upon legitimate request unless a parent/guardian or adult student notifies the Records Control Officer in writing by August 30, 2019 that he/she will not permit distribution of any or all of such information: **Name, address, and telephone number; photograph; 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.**
- E. A copy of the Board of Education policy and accompanying District regulations are available at the District's Central Office. There will also be a person available to answer any questions concerning the policy or regulations.

## **HAZING and BULLYING**

### **(Harassment, Intimidation and Dating Violence)**

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website.

Complaint Procedure for Hazing, Harassment, Intimidation, Dating Violence, and/or Bullying

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. If a student feels that he or she is the victim of hazing, harassment, intimidation, dating violence and/or bullying, he or she may file a complaint, as per Ohio HB 116.

### **Formal Complaints**

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, dating violence and/or bullying. The reports must be written, and they must be reasonably specific, including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

### **Informal Complaints**

Students, parents or guardians and school personnel may make informal complaints of conduct

that they consider

to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

### **Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, hazing, intimidation, dating violence and/or bullying.

### **Police and Child Protective Services**

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

### **False Reporting**

Discipline may be administered to any student who makes a false report or complaint.

### **Harassment and/or Retaliation**

Discipline may be administered to any student who harasses or takes actions in retaliation towards anyone who files a report or complaint.

### **Title IX Nondiscrimination**

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public, and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

The Board does not discriminate on the basis of legally acquired genetic information.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, 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.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

The Board has developed informal and formal discrimination and harassment complaint procedures. The procedures provide for a prompt and equitable investigation and resolution of complaints of sex discrimination, including sexual misconduct. The Board also has identified disciplinary measures that may be imposed upon the offender. Nothing in this policy or procedure prevents an individual from pursuing action through State and/or Federal law, contacting law enforcement, or from filing a complaint with the United States Department of Education, Office of Civil Rights, the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Superintendent

Address: PO Box 128, Old Washington, OH 43768

Phone number: 740-489-5190

Email: [adam.pittis@eguernsey.k12.oh.us](mailto:adam.pittis@eguernsey.k12.oh.us)

The Title IX Coordinator serves as the grievance officer and coordinates the District's efforts to comply with and carry out responsibilities under Title IX, including any complaint under Title IX. He/She is vested with the authority and responsibility for investigating all harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks. Any investigatory responsibilities of the Title IX Coordinator may be delegated to a designee trained in Title IX compliance and procedures.

All harassment matters, including the identity of both the reporting party and the responding party, are kept confidential to the extent possible, consistent with the Board's legal obligations to investigate. Although discipline may be imposed against the responding party upon a finding of guilt, the District prohibits retaliation for an individual's participation in, and/or initiation of a harassment complaint investigation, including instances where the complaint is not substantiated. The District takes reasonable steps to prevent retaliation

and will take strong responsive action if retaliation occurs.

# 2019 - 2020 Handbook Receipt, Acceptable Use and Internet Safety Policy, and 1:1 Policy For Students

PLEASE SIGN, DETACH AND RETURN TO SCHOOL BY **AUGUST 30, 2019**

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

## **STUDENT ACKNOWLEDGEMENT**

I have received a copy of the 2019-2020 Buckeye Trail Student Handbook. I understand that I am responsible for the rules and procedures of Buckeye Trail Middle 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 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 \_\_\_\_\_

# 2019 - 2020 Handbook Receipt, Acceptable Use and Internet Safety Policy, and 1:1 Policy

## FOR PARENTS

PLEASE SIGN, DETACH AND RETURN TO SCHOOL BY **AUGUST 30, 2019**

### PARENT/GUARDIAN ACKNOWLEDGE

My son/daughter has received a copy of the 2019-2020 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 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/LEGAL GUARDIAN SIGNATURE

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STUDENT NAME (please print)

GRADE \_\_\_\_\_

DATE \_\_\_\_\_