

2020-21 Edgerton Jr. /Sr. High School

111 East River Street

Edgerton, OH 43517

Phone: (419)-298-2331 Fax: (419)-298-1322



This agenda belongs to:

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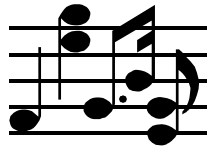
School Web Site: <http://www.edgerton.k12.oh.us>



Edgerton Fight Song

Hail loyal sons of ol' Edgerton,
Wake up the echoes cheering her name,
Send the volley cheer on high,
Shake down the thunder from the sky.

All though the odds be great or small,
Edgerton will win over all,
As her loyal sons go marching
Onward to victory.



Alma Mater

O, Edgerton, we stand and sing our praise forever more.
Our memories shall hold us close, and ring from shore to shore.
Though times and places all may change, from you we'll never part,
Beloved Bulldogs we will be forever joined in heart.

Board of Education Philosophy

The Board of Education believes in the importance and worthiness of education in a democratic society. The Board of Education further believes in the established practice of providing equal educational opportunities for all youth without concern or prejudice because of sex, race, color, religion or political belief.

We, the Board of Education, accept the responsibility placed on us by the electorate to provide the best educational system possible within the limits of the finances available for that purpose. The Board of Education recognizes the necessity and desirability of providing educational opportunities in accordance with the standards established by the State Department of Education.

General Information

It shall be the policy of the Edgerton Local Schools to encourage student conduct that will promote good health, reasonable standards of behavior, effective citizenship, and a favorable atmosphere for learning. Students on school grounds or in places under school jurisdiction are required to abide by the rules which are established to achieve these objectives.

Admission to the schools of Edgerton carries with it the presumption that the student will conduct himself as a responsible member of the school community. This presumption includes the expectation that the student will obey the law, adhere to the policies of the school system, and comply with rules and regulations implementing these policies. The student is required to safeguard the property of the school and to respect the rights and privileges of others in the school community. Each student is required to accept responsibility for his own conduct.

In accord with this policy, the Board has approved and the administration shall implement the rules, regulations, and procedures contained in this document. When a violation of these rules occurs, the school officials are authorized and obligated to take appropriate action designed to insure more responsible behavior on the part of the student. When violations of the laws of the United States, the State of Ohio, Williams County, or Village of Edgerton are also involved, the school officials can refer such matters to parents, legal guardians, or appropriate civil authorities.

Introduction

This handbook is provided to assist students and their parents with an understanding of the policies and procedures of the Edgerton Junior/Senior High School. Cooperation between home and school is vitally important if a student is to have a successful school experience. Our purpose is to help prepare our students to meet the challenges of an adult life. Students need to develop skills in all academic areas. Specific behaviors should be fostered such as self-respect, respect for others, discipline, and responsibility.

Office Hours - The junior high/high school office is open from 7:30 a.m. to 3:30 p.m. every school day.

School and Event Cancellations - When school or any school-sponsored event is in jeopardy of cancellation due to inclement weather or other extenuating circumstances, students, parents, and staff are advised to listen to the local radio and TV stations: WBNO (Bryan 100.9 FM), WQCT (Bryan 1520 AM), WTVG (Toledo TV 13) and WPTA (Ft. Wayne TV 21) for announcements and any additional information. **Also, through the KSwift alert system you will receive a message either by the phone, e-mail, or text message. Insure that you have registered for this service.**

Junior/Senior High School Calendar

August 19.....	Students' First Day
September 7.....	Labor Day – No school
September 14.....	Fair Day – No school
September 15.....	Waiver Day – No school
October 16.....	End of first nine weeks
October 26-27.....	Parent/Teacher Conferences (1pm – 7pm)
November 25 - Nov. 30.....	Thanksgiving – No school
December 18.....	End of second nine weeks/1st semester
December 21 - Jan. 1.....	Christmas Break - No school
January 18.....	Martin L. King Day - No school
February 12.....	Waiver Day – No school
February 15.....	President's Day – No school
February 16.....	Parent/Teacher Conferences (1pm – 7pm)
March 19.....	End of third nine weeks
March 29 – April 2.....	Spring Break – No school
April 2.....	Good Friday – No school
May 26.....	Seniors Last Day
May 28.....	Staff/Students' Last Day –End of 4th nine weeks/2nd Semester
May 30.....	Graduation
May 31.....	Memorial Day – No school

Possible make-up days: February 12, 2021; February 15, 2021

Other calendar information may be seen at the district's web page: www.edgerton.k12.oh.us → Information tab → Events Calendar tab.

Arrival and Dismissal Times - School begins at 8:00 a.m. Students should not arrive at school prior to **7:45 a.m.** unless transported by school busses. Students are to enter the building upon arriving at school. They are not to loiter in the parking lot at any time. **Students must be in their 1st period class by 7:57.**

Busses will drop-off/ pick-up by the NE doors near the elementary basketball court. No vehicles are to enter this area.

All bussed students will enter/exit using the NE doors.

All walking/pick-up students will enter/exit through the front of the building.

All bicycles or mopeds are to be parked in the designated racks. Bike racks are provided. Bikes or mopeds should not be left on other parts of the school property

All student-drivers must park and keep their vehicles in the lower North parking lot **AT ALL TIMES**. Any student who is parked in any other parking lot other than the designated North parking lot, could be towed at the owner's expense. Student drivers will also be a part of the school's random drug testing policy.

Students riding the bus will be released from the building at the 2:56 bell. All other students will be dismissed at **3:02 p.m.**

Students riding busses are expected to report directly to their assigned bus; bus for departure by 3:00 p.m.

Students not staying after school for a practice, meeting, or detention are to leave the school premises by 3:15 p.m.

Students remaining in the building for a meeting, practice, or detention should report directly to their assigned locations immediately after the dismissal bell. Students are expected to make the necessary arrangements to have their parents pick them up at the appropriate time.

Daily Time Schedule

7:57	8:00	Tardy Bell/Attendance	3 minutes
8:00	8:42	Period 1	42 minutes
8:45	9:27	Period 2	42 minutes
9:30	10:12	Period 3	42minutes
10:15	10:57	Period 4	42 minutes
11:00	11:30	Period 5 A - Lunch	30 minutes
11:30	11:42	Shared time (5 th period)	12 minutes
11:42	12:12	Period 5 B - Lunch	30 minutes
12:15	12:57	Period 6	42 minutes
1:00	1:42	Period 7	42 minutes
1:45	2:27	Period 8	42 minutes
2:30	2:56	BLT	26 minutes
2:56		Bus Students Dismissed	
3:02		All other students Dismissed	

Two-hour Delay Schedule

9:57	10:00	Tardy Bell/Attendance	3 minutes
10:00	10:30	Period 1	30 minutes
10:33	11:03	Period 2	30 minutes
11:06	11:36	Period 3	30 minutes
11:39	12:09	Period 5 A – Lunch	30 minutes
12:09	12:14	Shared time (5 th period) →	5 minutes
12:14	12:44	Period 5 B - Lunch	30 minutes
12:47	1:17	Period 4	30 minutes
1:20	1:50	Period 6	30 minutes
1:53	2:23	Period 7	30 minutes
2:26	2:56	Period 8	30 minutes
2:56		Bus Students Dismissed	
3:02		All other students Dismissed	

Academic Information

Guidance - Students and parents are urged to use the guidance and counseling services in the school. The counselors are available for educational, vocational, and personal counseling, as well as class orientation, testing, scheduling, group work, and consultation. Appointments may be made by contacting the counselors. Other relevant curricular information can be viewed on the district's web site: <http://www.edgerton.k12.oh.us>

Plagiarizing and Academic Dishonesty - A student's theme, projects, essays and other exercises must be your own work. To submit to your teacher a paper that is not truly the product of your own mind and skill is to commit plagiarism. To put it bluntly, plagiarism is the act of stealing the ideas and/or the expression of another and representing them as your own. It is a form of cheating and a kind of academic misconduct which can incur severe penalties. It is important, therefore, that you understand what constitutes plagiarism, so that you will not unwittingly jeopardize your school career.

Plagiarism can take several forms. The most obvious form is a word-for-word copying of someone else's work, in whole or in part, without acknowledgment, whether that work be magazine article, portion of a book, newspaper piece, another student's essay, or any other composition not your own. Any such verbatim use of another's work must be acknowledged by (1) enclosing all such copied portions in quotation marks and by (2) giving the original source either in the body of the essay or in a footnote. As a general rule, use little quoted material in your themes.

A second form of plagiarism is the unacknowledged paraphrasing of the structure and language of another person's work. Changing a few words of another's composition, omitting a few sentences, or changing their order does not constitute original composition and therefore can be given no credit. If such borrowing or paraphrasing is ever necessary, the source must be scrupulously indicated by footnotes. The consequences for violation of this rule may include:

1st offense → "0" on the assignment, redo the assignment, call home, serve detentions until assignment is complete. At the teacher's discretion, student may only earn the highest "F" OR the grade earned on the assignment, whichever is lower.

2nd offense → referral to office for additional disciplinary action.

Grades - There are four (4) nine-week grading periods each school year, and the ending dates for each grading period are indicated on the annual calendar. Grades will be available to the students via their online account. Transcripts will be printed by request only at the end of each semester. Teachers assign nine-week letter grades, and for most courses, students receive a letter grade (A, B, C, etc.)

1. In high school semester courses, each 9 week grade is worth 50% of the final grade for the semester.
 - a. Teachers may require students to take end of quarter/semester assessments in all classes for credit. This assessment can take any form that the teacher designates, i.e. exam, writing assignment, performance assessment, etc. If the course has an ODE generated End of Course Exam, the teacher may choose to use this score (if available from ODE). Regardless of the assessment given, the teaching staff will comply with all Ohio Revised Codes, ODE mandates, or other administrative guidelines regarding End of Course Exam protocols. **There is no longer a 'Senior Exam' exemption.**
2. In junior high courses, each 9 week grade is worth 50% of the semester.
3. Students receiving high school credits while in junior high, i.e., Algebra I, will follow the high school grading guidelines. See item #1.

Testing - The Ohio Department of Education requires state mandated achievement tests to be given to junior high and high school students. Federal law requires that all students participate in these assessments.

Failure - The Edgerton School faculty desires to assure the academic success and educational development of every student in the school. However, some students fail for any number of reasons. Teachers combat failure

by conferences with the student, individual assistance, referrals to the guidance counselor, parent conferences and other forms of engagement, as well as, other progress reports.

Parent/Teacher Conferences - Teachers are available for conferences with parents during their conference time and immediately before or after normal school hours. Parent/teacher conference days are listed on the annual calendar found on the district's webpage.

VALEDICTORIAN / SALUTATORIAN /GRADE SCALE:

The Edgerton High School Valedictorian and Salutatorian are defined as "the student(s) of highest scholastic standing" who meet the following criteria:

- A. The students must have met the qualifications for an Honors Diploma.
- B. Students must attend Edgerton High School for the 11th and 12th grade years.
 - 1. If a student attends Four County Career Center, Edgerton is considered the home school.
 - 2. If a student receives more than fifty percent (50%) of his/her 11th and 12th grade credits through post-secondary option or through flex credit courses, he/she is NOT considered an Edgerton High School student for Valedictorian/Salutatorian purposes.
- C. The Grade Point Average at the end of 7 semesters will be the determining factor for the purpose of selecting a Valedictorian. The top Grade Point Average will be selected as Valedictorian. The second highest GPA will be selected as Salutatorian

For the class of 2021 and beyond, Valedictorian and Salutatorian candidates must take at least one (1) AP or (1) CCP course to be eligible for this honor.

- D. ACT scores will only be incorporated into the selection process as a tiebreaker of the GPA for Valedictorian/Salutatorian honors. Once a tie has been determined, the student attaining the highest super score will be considered the Valedictorian and the student obtaining the second highest super score will be determined as the Salutatorian.
- E. GPA will be calculated using the semester grades and will use the following scale with (GPA) equivalent:

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>4.0 GPA</u>
A	94-100	4.00
A-	90-93	3.67
B+	87-89	3.33
B	84-86	3.00
B-	80-83	2.67
C+	77-79	2.33
C	74-76	2.00
C-	70-73	1.67
D+	67-69	1.33
D	64-66	1.00
D-	60-63	0.67
F	0-59	0.00

ANNUAL REVIEW:

It shall be the responsibility of the high school principal to review this policy and make changes as deemed necessary due to the addition or deletion of courses or any other factors that may impact this policy.

S.B. 331 - Credit flexibility - Edgerton High School students may earn units of high school credit based on a demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction. To learn more about credit flexibility, please go to the guidance office and obtain the proper forms and paperwork. Appropriate fees may be assessed. Courses taken do not meet the NCAA eligibility clearinghouse requirements.

Student Record Review - Student records are confidential and protected by law. Only the staff and the student's parent have access to the records. However, directory information which includes name, address, phone number, age, weight, etc. is not protected by law. Parents can ask that the school not release this information by way of a written request, stating the reasons for denying the information.

A divorce or change of custody does not change the rights of a natural parent to his/her child's records. A noncustodial parent can request a copy of the child's grade card, permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions.

The Edgerton Board of Education, through its administrative staff, will provide the opportunity for parents/guardians to review or question the accuracy of records contained in the student's folder in the presence of the principal or her designated representative. This request for examination should be submitted in writing to the principal for implementation. Any disagreement concerning information contained in the student's record shall be stated in writing to the principal for transmission to the superintendent of schools.

FERPA and Directory Information - The school district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities and military recruiters should contact the guidance office.

Transcripts - Transcripts are available to students from the guidance office. At the request of the student, transcripts will be forwarded to colleges, scholarship committees, potential employers, etc. A record release must be signed before transcripts or records can be released. If the student is not eighteen, a parent or guardian must sign the release. If the student is a past graduate or a former student, a mailed written statement will release the records, or the person may wish to obtain the records in person and sign the release at that time. There is no charge for this service. If the records are obtained in person, they will be marked "unofficial," and an official copy will be mailed upon request. Therefore, deadlines should be considered carefully.

Honor Roll - For grades 9-12, the GPA requirement is 3.250. For grades 7-8, students must have 'All A's & B's'. A separate list will be maintained for 'All A's'. Further eligibility includes a 93% attendance rate for that quarter. Students who take CCP semester courses may not be considered for quarterly honors since official grades for those courses are reported at the end of the semester. Students who have a 'blended' schedule, **Edgerton Local courses and CCP may be considered for Honor Roll so long as the student is enrolled in 5 semester hours on campus.** In addition, students who choose to be educated full time, off campus, at our career tech facility or via college credit plus venue, will not be listed in the Honor Roll. Those institutions maintain their own process/requirements for recognition.

Academic Letter - Students in grades 9-12 may earn an Academic Letter by maintaining an accumulative GPA of 3.500 at the end of the 1st, 3rd, 5th and 7th semester.

National Honor Society - Selection and induction is per recommendation of the National Honor Society selection and induction policy. The grade point average for selection will be 3.500. Only juniors and seniors will be considered for induction. Please see NHS advisor for additional requirements.

Commencement Ceremony - The opportunity to participate in the graduation ceremony is a **privilege** for graduating seniors and not a right. In order for qualified students to participate in the ceremony, the student must have met all requirements to be issued a diploma (reference the current year Senior Fact Sheet); participate in all of the required activities/practices/rehearsals; proper attire is required, including the cap, tassel,

and gown representative of the school. Any student displaying inappropriate behavior or possessing any disruptive objects at either the rehearsal or the graduation ceremony will be disciplined in an appropriate manner as determined by the administration.

Grade Cards - Grades are posted quarterly in the Power School system. Grade cards are no longer issued at the end of each quarter directly to the student. Students may receive transcripts at the end of each semester.

Student Services

Student Nutrition

Cafeteria - EHS will have a "Closed" lunch period.

No outside vendor food is to be delivered or purchased without prior permission. In addition, students may not have guests attend lunch with them unless they receive administrative permission at least 24 hours in advance.

- Food can only be eaten in the cafeteria. There is to be no food or beverages consumed in the halls or classrooms.
- Trays, utensils, straws, and other cafeteria items are not to be taken from the cafeteria.
- Each student is responsible for proper disposal of all items used at lunch time, including trays, cups, napkins, etc.

The cost of a complete lunch is posted; ala carte items can be purchased. Students can pack their lunches. Failure to follow cafeteria rules may result in disciplinary action.

In order to insure that all students have the opportunity to eat a well-balanced school lunch, free and reduced lunches are provided to families that qualify. Parents who wish to enroll in this government supported program should file the required application at the beginning of the school year. All of the particular details of this program are available from the superintendent's office.

Prepaid Cafeteria Lunch Program will be used in the cafeteria lunch line. The following guidelines will apply.

- Students may put money on their account prior to first period class.
- The full amount of the check or currency will be put on their account unless there is a signed note from the parent to do otherwise.
- EHS offers a cashless cafeteria line. All students must enter money into their accounts. Money may not be used in the cafeteria line.
- **If a student's lunch account maintains a negative balance of \$5.00, they will not be permitted to take a regular, ala carte lunch or ala cart items. A small meal may be provided.**

Transportation of Students - In accordance with O.R.C., Edgerton Local Schools provide transportation to those students who reside more than one (1) mile from their respective schools. Recognizing that conditions exist which hinder or preclude conventional methods for students getting to their schools, the Edgerton Local Board of Education will and does provide transportation of all grade levels where conditions warrant.

Bus Transportation - Bus riding is regarded as a privilege; for this reason and for purposes of safety, all students are expected to obey the rules that are posted in the front of each bus. The failure of a student to follow these regulations may result in his/her forfeiting the privilege of transportation by the school bus.

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road, and to ensure the safety and proper maintenance of school buses.

Effective for the 2019-2020 School Year, any student riding to or from school must have a transportation from on file in the Superintendent/Transportation Office. Families will be allowed one change in transportation arrangement during the school year.

The students will be required to do the following:

- Be on time to the bus stop and be careful in approaching the stop.
- Not consume food or drink, or chew gum while riding the bus.
- Sit in specific seats if assigned by driver.
- Observe same conduct rules as in the classroom.
- Obey the driver promptly and respectfully.
- Keep the bus clean and sanitary.
- Treat bus equipment with respect.
- Keep all body parts inside the bus at all times.
- Remain seated until the bus stops.
- Arrive at pick-up points no more than ten minutes prior to the scheduled time of the arrival of the school bus.

Bus Riding Passes - Riding a different bus should be done on an emergency basis only. For a student to ride a different bus, the parent of **each student** must write a note explaining the emergency nature of the request. Then the note must be approved by the Principal's office and given to the bus driver upon boarding.

Health and Safety Services

The Edgerton Local School employs a registered nurse on a full-time basis. This person is qualified to deal with minor accidents and illness during the school day. Any accident of a serious nature should be reported to the nurse or office and an accident report form will be completed immediately. Students must report to the office/nurse to report an illness before contact is to be made with the parent/guardian.

Emergency Medical Authorization Forms - The parent is responsible for completing the Emergency Medical Authorization forms each year. Included on this form must be the names and phone numbers of whom to contact in emergencies, names of doctors, and hospitals of preference.

Student Medication - If a student is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only an employee designated by the principal may administer the medication under the following administrative regulations: (1) A written request by the parent to the principal, (2) The written order of the prescribing physician. Forms are available on the District webpage.

As per Ohio Revised Code (3313.713), school personnel cannot, on any occasion, dispense over-the-counter (OTC) medicines to students. Please contact Nursing Services if you have any questions.

Accidents - Even though all reasonable precautions are taken at all times, accidents involving students do sometimes occur during school hours. If a minor accident does happen, the teacher who is responsible for supervising this student will fill out an accident form and have the student report to the office so that the principal is aware of the situation. However, if the accident is deemed serious, the proper steps are immediately taken in accordance with the student's Medical Authorization form. Also, all attempts will be made to contact the parents.

Child Abuse - A mandatory obligation is imposed by law on all school officers and employees to report cases of suspected child abuse or neglect to appropriate authorities.

Court Orders - It is the responsibility of any person (student, parent, guardian, etc.) in possession of any type of court order that would have an impact on the educational process, the school environment, classroom activities or student activities to notify school authorities. Proper notification will enable school authorities to react and abide by the court ordered provisions of such writ. Failure to provide proper notification to school

officials of the existence of such writ prevents the order from being followed and absolves school authorities of having knowledge.

- **Child Custody** – Parents have an obligation to notify the school any time the custody of a child changes (SB 140 requires this information). School officials should be supplied with a copy of the most current court orders pertaining to a child's legal custody.

Questioning by Police – The school has the legal custody of students during the school day and during the hours of approved extra-curricular activities. Therefore:

- Whenever possible, police officers should contact or question students outside of school. When it is necessary for an officer to make contact with a student at school, the questioning should be done in private in the presence of a school official (as long as the presence of a school official will not have an adverse impact on the investigation).
- The school principal or designee must be notified before a student may be questioned in school or taken from class.
- When it is necessary to remove a student from school, after notifying the principal (or designee), law enforcement officers (not the school) will be responsible to notify the parents according to department policy.

Safety and Security Drills - Drills are held regularly. It is important that the building be evacuated as quickly and quietly as possible. Use designated exits as posted in each room, or as directed by the teacher. In event of a tornado, safety areas have been designated, and personnel should report to their assigned areas as posted in each room, or as directed by the teacher.

Policies

Parent's Guide to Being Heard at School - Unfairness, misunderstanding, hurt feelings, and conflict are experiences common to us all. When children experience these problems at school, it causes difficulty for everyone -- the children, parents, and school staff. Following the established protocols have a positive affect and proves to successfully resolve issues at school. It is the intention of all school staff and board of education members of the Edgerton Local School District to listen to and resolve issues of concern as quickly and effectively as possible. Following the procedures outlined will help to bring about what we all want for our children -- a quality education in a safe, orderly and encouraging learning environment.

Take your concerns to the person closest to the problem. No matter where the problem is, take your concern there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved. It is best if you make time to talk with the school personnel regularly, before problems are encountered. Know who your children's teachers, bus drivers, and coaches are and how they may be contacted. Tell them when things are going well, and communicate any concerns you have quickly, openly and professionally. If you call for an appointment to see your child's teacher, let him or her know in advance the general nature of your concern. This gives the teacher an opportunity to ask other staff members for information that might relate to your problem or concern. If a personal visit isn't possible, simply call to state the problem, and during that conversation, offer to call back at a time when you can both discuss the situation in more detail. The problem you or your child faces may be the result of an oversight or misunderstanding that can be easily corrected once it is brought to the attention of the staff member most directly involved. Give the staff member a chance to explain & resolve the issue first. All staff members may be contacted via the school district web site at www.edgerton.k12.oh.us.

Talk with the principal or other appropriate supervisors. The principal is responsible for supervision of staff within the buildings. The athletic director supervises all school athletics. The transportation director & transportation secretary supervises bus activity. Each one is an example of the next level of school personnel you should contact if the staff member closest to the problem

hasn't been able to satisfactorily resolve the difficulty. Supervisory personnel will not always have ready access to the information they need to be of immediate assistance, and working through them will often require additional time.

Talk with the superintendent of schools. Sometimes all the best intentions can't solve a problem. When you believe you've worked hard with those closest to the problem, and you have taken the problem to the next level but still haven't achieved a satisfactory outcome, the superintendent of schools is the next place to go. Keep in mind that the superintendent's day starts early and often ends late in the evening. Part of the superintendent's job requires attendance at area-wide meetings outside the district. As a consequence, a meeting with the superintendent will probably require some advance planning. By calling the superintendent's office and setting an appointment, you establish an opportunity to completely discuss the issue and steps previously taken. An alternative would be to explain the issue and steps you have taken through a letter or email requesting the superintendent call you or designating a time you will call. This provides the superintendent an opportunity to research the issue completely.

Contact your school board members. School board members are elected to represent the interest of all parents and district residents, and you should always feel free to tell them your point of view. The board's primary responsibility is to make policies that guide the school district. Any change in policy requires board adoption upon recommendation of the superintendent. School board members do not, however, have direct authority in day-to-day school operations. All authority is the result of official actions by a majority of the board at meetings open to the public. Some policy changes may require substantial public input and consultation with the school district's attorney. These requirements often increase the time required for the board to make a response.

Dances - Edgerton High School may schedule dances each school year. The dances may include, but are not limited to, the Fall Homecoming dance, a winter dance, and Prom. The following rules will be adhered to: All Edgerton High School Student Handbook policies and procedures will apply, *once you enter the dance you may not leave and re-enter the building without prior approval by the dance sponsor or the principal, and students in the eighth grade or younger are prohibited from attending a high school dance. In addition, students in grades 9 through 12 may not attend a junior high dance.*

Special dress codes may be adopted for certain dances. All students must maintain a 93% yearly attendance rate in order to be eligible to attend any dances. In addition, all school fees must be paid or a payment plan in place.

Edgerton High School students and their one (1) guest must arrive no later than one (1) hour after the posted start time of a school-sponsored dance. No student or guest will be admitted who arrives after one (1) hour of the posted start time of the dance.

- Guests of Edgerton High School students must be in high school and at least 14 years of age on the date of the dance and have freshman status.
- Guests may not be older than 20 years of age on the date of the dance.
- All guests will be required to fill out a dance guest form and obtain the signature of their home school principal, if enrolled in school. The guest form shall be submitted to the Edgerton High School office no later than 3 days prior to the dance.
- Guests shall be required to provide proof of age to be submitted with the guest form. A state issued photo ID or copy of a birth certificate shall be required as proof of age.
- Guests unable to provide proof of age at the time of submitting the form will not be admitted to the dance.
- Guest forms, proof of age, etc. will not be accepted at the dance. Guests who have not submitted the guest form and proof of age at least 3 days prior to the dance will not be admitted to the dance.
- The Edgerton High School student handbook and code of conduct shall apply to all Edgerton students and guests attending the dance. The following guidelines for modest dancing shall apply to all dances sponsored by Edgerton High School.
 - o No excessive "grinding" or rubbing"

- o No sitting on laps

Students and guests who fail to adhere to these dance guidelines will be asked to stop the unacceptable behavior on the 1st offense and asked to leave the dance on the 2nd offense. Parents of Edgerton students who are asked to leave will be notified. Students and guests who are asked to leave shall not be refunded the cost of admission.

Married Students - Under the age of eighteen, students must comply with the compulsory attendance law and, therefore; must attend school.

Eighteen Year Olds – Students who are 18 or older must follow the same rules and procedures as minor students. An adult student who does not adhere to the policies and regulations of Edgerton High School may be withdrawn from school.

An Emancipated Minor - An emancipated minor is a person under the age of eighteen who by reason of marital status (see note above) or military service is no longer in the custody of his/her parents. Living apart from parents and being an emancipated minor is not the same thing. An emancipated minor must provide Edgerton Schools the following items:

- A marriage license and/or proof of military service
- Proof of residence in the Edgerton Local School district
- Pay stubs (no older than two weeks)
- Rent contract/lease
- Registered to vote in the district

Excused from Ohio's Compulsory School Attendance Law under Age 18 - A student may be excused from Ohio's compulsory school attendance law by meeting the following criteria:

- Must be sixteen years of age
- Must have parental consent
- Must secure full-time employment (30 or more hours per week)
- Must obtain valid work permit (High school office)

Forms and necessary procedures are available from the high school office.

Eighteen-Year-Old Residency - Eighteen-year-old students living apart from their parents/guardians must provide the following items: Proof of residence in the Edgerton Local School District (rent check)

- Proof of being self-supporting with pay stubs (no older than two weeks)
- Registered to vote
- Rental contract/lease

Eighteen-Year-Old Students and the Ohio Compulsory Attendance Law - Eighteen-year-old students may withdraw voluntarily from school by formal withdrawal procedures or may be **administratively withdrawn for excessive absenteeism or lack of academic achievement.**

STUDENT ABSENCES AND EXCUSES - An absence will be excused only if the school is notified by the parent. The parent should call the school (419-298-2331) before 9:00 AM on the day the student is absent. If a parent does not have access to a phone, a written excuse stating specific reason for the absence, date or dates of absence, and signature of the parent must be submitted to the office by the student upon returning to school, or the absence may be considered unexcused. Approval of all absences from school will be at the discretion of the building principal/administrator.

Students are expected to attend classes regularly and be on time for all classes. Daily school attendance has a major impact upon achievement. Educational researchers have shown that students who attend school

regularly and pay attention to daily lessons and homework receive higher grades. When a student misses a day of school, he/she misses a day of learning. Learning is an ongoing process. Lessons proceed in steps. Each step is built on the last and builds toward the next. Each step helps students understand the meaning and progression of their learning and how the skills they are learning relate to major course objectives. We encourage students to place attendance at school as a high priority.

DEFINITION OF HOUSE BILL 410 TRUANCY AND EXCESSIVE ABSENCES

1. The new definition of 'habitual truant' is as follows:
 - a Absent 30 or more consecutive hours without a legitimate excuse;
 - b Absent 42 or more hours in one school month without a legitimate excuse; or
 - c Absent 72 or more hours in one school year without a legitimate excuse.Includes 'excessive absences':
 - a Absent 38 or more hours in one school month with or without a legitimate excuse; or
 - b Absent 65 or more hours in one school year with or without a legitimate excuse.
2. When a student is excessively absent from school, the following will occur:
 - a The district will notify the student's parents in writing within 7 days of the triggering absence;
 - b The student will follow the district's policy for addressing excessive absences; and
 - c The district may refer the student and family to community resources as appropriate.
 - d **Excused absences include the following:**
 - i Illness of the child
 - ii Illness in the family
 - iii Quarantine of the home
 - iv Death of a relative
 - v Medical or dental appointment
 - vi Observance of religious holidays
 - vii College visitation
 - viii Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school. Pursuant to division (C) of section 3321.04 of the Revised Code.
 - ix Family Vacation – Parents must inform the principal in writing at least one week in advance of the planned absence for vacation. These hours will be counted as an excused absence and will appear as hours of absence on the student's attendance record.
 - x Absences due to the student's homeless status
 - xi Absences due to a student's placement in foster care or change in foster care placement of any court proceedings related to the student's foster care status
 - xii Hunting – A maximum of one day may be recognized as an excused absence. Parents must inform the principal in writing, including proof of current hunting license, at least one week in advance of the planned absence for hunting. Hunting cannot coincide on a day that a student is to participate in an extracurricular or sporting event.

PROPER MEDICAL OR LEGAL DOCUMENTATION SHALL CONTAIN THE FOLLOWING:

1. student's name
2. time in and out of the doctor's office
3. an indication as to whether the student can return to school following the appointment or how many days the student will be out of school
4. must be signed by the doctor
5. must be written on the doctor's office stationery Any exception to this rule must be approved by the principal's office prior to the absence.

TRUANCY AND HABITUAL ABSENCE – When a student is habitually truant, the following will occur:

1. Within 7 school days of the triggering absence, the district will do the following:
 - a. Select members of the absence intervention team;

- b. Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team
1. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team.
2. Within 14 school days after the assignment of the team, the district will develop the student's absence intervention plan.
3. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.
 - A. No credit will be recorded for work missed as a result of truancy.
 - B. A record of the truancy will be entered in the student's file.
 - C. A parent conference may be held.

If a student is habitually truant or excessively absent and the student's parent, guardian, or custodian has failed to cause the student's attendance, a complaint may be filed with the judge of juvenile court. If the truancy persists, and student becomes habitually truant, or excessively absent, the superintendent or designee shall notify the registrar of motor vehicles and the judge of juvenile court of the child's persistent absence. As a result of that information, the child's temporary driving instruction permit for driver's license may be suspended or the opportunity to obtain such a permit or license may be denied.

PROCEDURES AND PENALTIES

- **Parental Excused Absence:** After receiving a phone call or a note (when a phone call is not possible) from the parent, the office will notify each teacher the absence is excused.
 - Correctable absences must be changed to 'documented' within 5 days after the student returns to school. The change must be approved by the administration.
 - Participation in extracurricular activities is not allowed on a day a student is not in attendance by the end of 1st period. A student may participate in a co-curricular or extracurricular activity if the missed time is a court document, or a funeral. Students who miss school on a Friday because of illness, need to be cleared by the coach, athletic director, or principal for Saturday/Sunday participation provided the student recovers and is healthy enough to participate. The only exception to this requirement will be a prearranged afternoon absence approved by the principal/designee in advance of the absence.
- **Penalty for Truancy/Unexcused Absences:** Student may be disciplined for having excessive number of truanancies. A student, who is unexcused for that day, may not participate in any extra-curricular activities, including viewing of athletic events.
- **Perfect Attendance:** A student who has perfect attendance has been at school as assigned. Participation in school approved field trips, mentorship's, college visits, and/or work programs is encouraged and is counted toward perfect attendance. Tardiness, suspensions, parental excused absences, funerals, early departure from school; each will prevent a student from having perfect attendance.
 - College visitation - maximum of two per year as a junior and four as a senior. Proper documentation is required. See attendance secretary for details.
- **Late to School and Tardiness:** Any student entering the school after **8:00 am** must sign in tardy in the office and take his/her office pass to enter the first period class. The teacher will mark the student in the grade book as excused or unexcused per documentation from the office. If the student enters the building after first period, that absence will be considered as an excused or unexcused. The principal or his designated person will handle the discipline for excessive excused tardiness and unexcused tardiness to school. Students are allowed two unexcused tardies per quarter. Any unexcused tardies thereafter will result in an after school detention.
- **Tardiness to Class:** The teacher will handle the discipline for unexcused tardiness to class, study hall, lunch, etc. throughout the school day. Teachers need to identify the assigned location (seat, doorway, etc.) in their classroom rules. Students have the responsibility to be familiar with the individual teacher expectations and to know the teacher-imposed penalties for a classroom tardy. For the purpose of consistency, classroom tardiness is defined as a student not being in his assigned location at the conclusion of the tardy bell.

- **Family Vacation:** The purpose of this administrative guideline is to accommodate parent(s) who must take vacation during the school year. Whenever a proposed absence for vacation is requested, the parents must discuss it with the principal. The school must be notified in writing at least five days in advance. Proper paperwork from the office **MUST** also accompany parent request. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The district will only approve the student's absence for vacation when he or she will be in the company of his or her own parent or other family relative but no other student's parents, unless extenuating circumstances deemed appropriate by the principal. If a student is absent for any other type of vacation, it will be an unexcused absence from school and subject to truancy regulations. In any case, the total number of absences will count towards the hours set forth by HB410. Vacations will not be approved during the final week of each grading period or during the state-testing window.

NOTES ON ATTENDANCE

Daily class work, tests, and special assignments make up the student's grade. For students to gain from the educational experience, regular attendance by the student is essential. On those days when the student is not in attendance, the following guidelines shall be implemented.

- The grade given for a day of absence may be counted as no more than for the actual day on which the absence occurred. Example: A student absent on the day of a major test must be allowed to make up the test, and the grade made on the test must be counted the same as if the test was taken on the assigned day.
- An incomplete grade may be assigned by the teacher when the student was present, but has not completed the work during the grading period.
- An incomplete nine-week grade assigned by the teacher may not be carried beyond the following grading period. Any extension for make-up work under extreme conditions must have the approval of the building principal. An incomplete grade assigned by the teacher at the end of the school year must be removed prior to the beginning of the following school year. To remove an incomplete mark, the completion procedure must be substantiated.
- Removal of an incomplete grade, once it is placed on the grade report, may only be replaced by the issuing instructor and with approval of the principal.
- Students will have until 2 weeks following the end of a grading period to dispute a grade before it is archived and placed in their permanent records. No changes will be permitted after this time period. If the grading period is at the end of the school year, an 'Incomplete' grade shall be converted to an 'F' after 30 days unless provided with medical or judicial documentation.
- Field Trips: students will be required to turn in any prior assignments the morning of the field trip. This 'excused absence' does not apply to the make-up procedures. Field trips may be designated for on campus students only.

Make-Up Homework - The student is given an amount of time that is equal to the number of days **absent plus one (the first day back to school)**. The first day a student returns from an excused absence is to be considered a "contact day" with teachers.

It is the sole responsibility of the student to initiate contact with the teachers regarding work missed during an absence and to make the appropriate arrangements for the makeup work.

Student will be permitted to make-up work and any *assessment* given during that absence with the opportunity to receive full credit UNLESS the undocumented absence is due to:

- **An out of school suspension - student may earn the highest 'F' or if**
- **The absence is undocumented – Students shall receive a zero.**

. The principal reserves the right to allow/deny credit for the assessment.

Commented [KW1]:

Assignments When Absent - Many staff members post their assignments online. Students may check the teachers' web page for the daily assignment. If the absence is for two or more days, assignments may be obtained by contacting the school secretary. Parents should call by 9:00 a.m. to be able to pick up assignments by 3:00 p.m. in the office. However, where the due date has been previously established in advance, students will not be given extended time to complete the work. Students absent on the due date will turn in the assignment on the day they return to school.

Appointments for Professional Services- Doctor, clinic, or dentist appointments should be made for after-school hours. Because this is not always possible, the student will be released from school. **After the student/parent has provided the secretary with documentation** from the physician/dentist regarding the appointment time, the student will be "excused" from school. The student must sign out in the office before leaving and must sign in upon returning.

Leaving School Grounds - Students will only be allowed to check out of school with the permission of a parent. Students leaving school must check out through the office, list the reasons for departure, and record the time left. Should the student return the same day, the return time should be recorded in the office. Those who fail to follow this procedure are considered truant and subject to disciplinary action. No teacher has the authority to release a student to leave the school grounds unless the student has a permission slip for errands on file signed by the parents. **Students are not to run personal errands for teachers.**

Search by School Authorities - The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession.

- There should be reasonable suspicion for school authorities to believe that articles are kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation.
- Search of an area assigned to a student should be for a specifically identified item.
- General housekeeping inspection of school property may be conducted with reasonable notice.
- Illegal items (drugs, weapons, etc.) or other possessions reasonable determined to be a threat to the safety or security of others may be seized by school authorities at any time.

PRINCIPALS AND THEIR DESIGNEES (LAW ENFORCEMENT OFFICERS) ARE PERMITTED TO SEARCH, ACCORDING TO ESTABLISHED BOARD POLICY, THE PERSON AND PERSONAL PROPERTY (PURSE, KNAPSACK, GYM BAG, CAR, ETC.) OF A STUDENT WHEN THERE IS REASON TO BELIEVE THAT EVIDENCE WILL BE OBTAINED INDICATING THE STUDENT'S VIOLATION OF EITHER THE LAW OR SCHOOL RULES.

Vehicles

- Any vehicle brought on district premises by a student may be searched when the administration has reasonable suspicion to justify the search.
- Refusal by any of the parties to provide or allow access to a vehicle at the time of a search request shall be cause for terminating the privilege without further hearing.

Search and Seizure (Board policy -5771).

The board has also the authority to use specially trained dogs to do search and seizures at the school to detect the presence of drugs and devices.

School Resource Officer - The School Resource Officer (S.R.O.) position is a collaborative effort between the Edgerton Police department and the Edgerton Local School District. It is designed to provide enhanced communication and interoperability between these two entities for the betterment of the greater Edgerton Community. As a collaborative effort this position will operate outside of the traditional law enforcement or academic role. The School Resource Officer will be responsible for the general safety of the students, staff,

and property of the Edgerton Local School District while maintaining a primary focus on fulfilling the day to day educational tasks assigned by the school administration.

Computer Technology and Networks Guidelines:

Computer use at Edgerton High School is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and delete all files and records created or stored on school owned computers. Students must observe the following guidelines. Failure to do so will result in penalties as determined by staff or school administrators.

- Files stored on school computers are restricted to school-related assignments only. Personal files may not be stored. Student must stay within allocated server space.
- Network password security is the responsibility of the student. Any student unable to log into the network for any reason will be subject to discipline.
- Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
- Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
- All non-school software and disks must be checked for viruses and approved for use by a network administrator before being used on any computer and are subject to inspection and approval by school personnel at any times.
- Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator. Internet users must complete an Internet Use Consent form, which must be approved before using the Internet.
- No students shall attempt to establish or establish computer contact into school district restricted computer nets or any other unauthorized databases.
- Gaming, messaging, chat forums. Student emails. Non-educational video streaming (YouTube) and online social network will not be allowed on the District's network.

General Information

Basic Enrollment

- Certified Birth Certificate - Immunization Record - Social Security Number - Custody Paperwork (if applicable)

Open Enrollment - The Edgerton Local School district participates in an open enrollment program. The superintendent of schools can be contacted for further information.

Visitors - Edgerton High School welcomes adult visitors but asks **they do the following:**

- All visitors **MUST** check in at the office immediately upon entering the building. You must have a 'visitor' tag on at all times. Alumni visits are restricted to before and after school hours. Alumni may meet with former teachers during their conference periods providing arrangements have been made ahead of time.
- No visitor may enter a room while a class is in session.
- Student visitors are strongly discouraged. Permission will not be granted to have a visitor come to school during lunch or to attend class with you.
- Parents are welcome to visit the school or classrooms at any time, but are required to check in as stated above. Please contact the school ahead of time so appropriate arrangements can be made to insure a quality visit.

Lost and Found - Lost and found items, including books, should be turned in to the office. Any student who has lost articles should report the loss to the office and regularly check to see if these articles have been submitted. Edgerton Locals Schools are not responsible for lost or stolen items. Items of value should be left at home or secured in your locker.

Announcements – Will begin at 7:57 a.m. every morning prior to first period.

Patriotism – The Pledge of Allegiance will be recited at least once per week. Students are encouraged to recite the Pledge of Allegiance and will stand when it is recited. Either The Pledge of Allegiance will be recited or The Star Spangle Banner will be played before athletic events and organizational meetings. In as much as all persons' rights will be respected, so too, will respect be given to our Flag and all that it represents to this Country.

Telephones - The student phone is available to students for necessary or emergency calls; it can be used before and after school, during lunch, and during a student's study hall (with proper permission). Only one student is permitted in the phone location at a time. During school hours, students must have office approval before using the telephone.

Textbooks - Textbooks are the property of the Edgerton Board of Education. Teachers are to assign students textbooks, as they are needed. The teacher should assess and record the condition of the textbook before it is issued to a student. Students are to sign the textbook adding the name of the teacher of the class. If a student loses a textbook, the student should contact the individual teacher to obtain another copy of the necessary textbook. If the original copy is not found, the student will pay for the lost copy.

Normal wear on textbooks is expected; book covers will help maintain the condition of the textbook. However, misuse or damage to textbooks will result in fines determined by the respective teacher. In no case should a textbook fine exceed its "good shape" current value. Student schedules and grades can be held for recovery of any fines due.

Student Fees - Fees may be charged to cover the cost of instructional supplies over and above funds provided by the Board of Education. Every effort is made to hold these fees to a minimum. O.R.C. 3313.642 provides that grades and credits may be withheld for non-payment of fees approved by the Board of Education. All students, regardless of the campus they attend, may be subject to the fees schedule.

Class Activity/Dues – Class activity/dues for each grade level will be determined at the beginning of each school year. The funds collected go directly into the class account to be used for class projects, the Prom, Graduation expenses, class trips, etc. All students, regardless of the campus they attend, may be subject to the Activity/Dues schedule.

Student Obligations Regarding Fees/Dues -A student having obligations (financial, athletic, and disciplinary) shall have their access to PowerSchool revoked until the obligation is settled. Transcripts are not made available to any student until all fees and fines for that student are paid in full. Participation in extracurricular activities, including pep rallies, field trips, and other activities may not be permitted unless payment has been received. Students may be prohibited from participating in commencement exercises unless payment has been received.

Work Permits - Necessary cards and information will be given to students by the secretary when requested.

Miscellaneous Information

Harassment and Other Forms of Aggressive Behavior - The Board of Education will not tolerate any known harassment, intimidation or bullying of any student on school property (to include school transportation, such as busses, vans, etc.) or at a school-sponsored activity. Harassment, intimidation or bullying is defined as an intentional, written, electronic, verbal or physical act that a student has exhibited toward another particular

student, more than once and the behavior both (1) causes mental or physical harm to the other student and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. In addition, this includes violence within a dating relationship via harassment, intimidation, or bullying by electronic means.

Cyber-bullying is defined as abusive behavior including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercion by one or more individuals against other students or staff, perpetrated by an electronic act through the use of computers, cellular phones, internet websites, personal communication devices, and/or any other electronic communication device. A student found responsible for the harassment, intimidation, or bullying by an electronic act may be disciplined, up to and including suspension. In addition, any student who is determined to have made a false claim may be disciplined in a like manner.

Any student who believes he/she has been a victim of harassment, intimidation or bullying as defined above should report the incident(s) to the building principal or teacher.

All students enrolled in the district annually are provided with age-appropriate instruction, as determined by the board, on the board's policy, including a written or verbal discussion of the consequences for violations of the policy. Any student who believes that s/he is the victim of any of the listed actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Anti-Harassment Complaint Coordinator(s): the Guidance Counselor and/or Superintendent.

SEXUAL HARASSMENT

Verbal - The making of written or oral sexual innuendoes, suggestive comments, and jokes of a sexual nature, sexual propositions, or threats to a fellow student, a staff member, or other person associated with the district.

Non-Verbal - Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, a staff member, or other person associated with the district.

Physical Contact - Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, a staff member, or other person associated with the District.

Cyber-bullying abusive behavior including, but not limited to - taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated by an "Electronic act". This means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Dating Violence – 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.

GENDER, ETHNIC, RELIGIOUS, DISABILITY, HEIGHT, WEIGHT HARASSMENT

Verbal - Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.

Non-Verbal - Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.

Physical - Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

Cyber-bullying abusive behavior including, but not limited to - taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated by an "Electronic Act". This means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Sexual Harassment - The Edgerton Local School District is committed to preventing sexual harassment in all school facilities at all school functions. Sexual harassment is improper, immoral, illegal, and will not be tolerated in the Edgerton School District. The policy is implemented to inform students as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the district.

Weapons and Dangerous Instruments - A student shall not possess, handle, or transmit a knife, razor, ice pick, laser pointer, electronic stunning devices, explosive, sword cane, machete, firearms, lighter, fireworks, pellet or air rifle, pistol or other object that reasonably can be considered a weapon. Included in this prohibition is the use of chemicals and gases, such as mace or stink bombs. A student shall not fire, display, or threaten the use of firearms, explosives or other weapons on school premises. This rule does not apply to normal school supplies such as pencils or compasses unless they are used as weapons. School supplies which cause injury will be treated under Rule 4 (assault) and will result in suspension. See ORC Sec 2923.122 for further information.

Alcohol Use/Student Drug Abuse - The Edgerton Local School district recognizes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. A student shall not possess, use, sell, distribute, conceal or show signs of consumption of any illegal or unregistered drugs, narcotics, alcohol, counterfeit controlled substance, look-a-likes or placebos. Neither shall he/she possess, use, sell, distribute, or conceal any drug paraphernalia. This rule applies in school buildings, or in the view of, on school grounds, on school buses and/or during school-sponsored activities on or off school property. Therefore, any or all of the following penalties will apply and violations of these regulations will be enforced in a cumulative manner during each segment of all students' school career (elementary, middle school, and high school).

- Selling or distributing of any illegal or unregistered drug, narcotic, alcohol, counterfeit controlled substance, look-a-likes or placebos.
 - Recommendation for expulsion, student will not be permitted to attend school pending the outcome of the hearing.
 - Notify parent/guardian
 - Notify police department
 - Parental conference with Guidance Counselor or Chemical Use, Abuse and Dependency Program Coordinator to discuss referral for drug/alcohol counseling and/or treatment and re-entry programs.
- Possessing, using concealing or showing signs of consumption of any illegal or unregistered drug, narcotic, alcohol, counterfeit controlled substance, look-a-like or placebos.

First Offense:

- Ten day out-of-school suspension (up to seven days of suspension may be waived) after successful completion of a mutually agreed upon contract. A contract constitutes an agreement between the student, parent/guardian, and school official that may include school approved intervention program or out-of-school drug/alcohol counseling.
- Notify parent/guardian
- Notify Guidance Counselor or Chemical Use, Abuse and Dependency Program Coordinator to arrange for implementation of contract
- Notify Law Enforcement

Second Offense:

- Ten day out-of-school suspension and/or recommendation for expulsion. If suspended, the contract in the "First Offense A" would apply. In addition, an assessment by Drug/Alcohol Treatment Center or hospital will be required.
- Notify parent/guardian
- Notify Law Enforcement
- Notify Guidance Counselor or Chemical Use, Abuse and Dependency Program Coordinator for follow up with student and parent/guardian

All Subsequent Offenses:

- Suspension from school pending outcome of recommendation for expulsion
- Notify parent/guardian
- Notify police department
- Parent conference with Guidance Counselor or Chemical Use, Abuse and Dependency Program Coordinator to discuss referral for drug/alcohol counseling and/or treatment and re-entry programs

Use of Breath – Test Instrument

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever there is reasonable suspicion to believe that the student has consumed an alcoholic beverage.

The principal shall attempt to contact the Edgerton Police Department and arrange for them to conduct the breath test.

Agencies/Personnel for Student/Parent Assistance:

- First Call for Help/1-800-468-4357
- Maumee Valley Guidance Center/ 419-636-2932
- Four County Adam's Board/1-800-468-4357
- 5-County Alcohol/Drug Program 419-636-0410
- Williams County Health Department/ 419-636-4004
- Edgerton Local School Guidance/419-298-2331

Assemblies/ Field Trips/ Pep Rallies/ Off Campus Events - Special assemblies may be held during the year and are a privilege. Students may also be denied due to discipline reasons. Students are expected to display proper courtesy at all times during an assembly. Field trips are planned as an extension of the educational program and experiences for students. Parents will be provided information before the trip and students must have a signed permission slip on file before the student can participate. School policies and rules apply during the field trip.

Students may be denied the opportunity to participate in a field trip/field day or other off campus experiences if:

- The student has showed continued and persistent behaviors that have resulted in disciplinary actions;
- The student has an outstanding financial balance with the District;
- The student must maintain a 93% yearly attendance average one week prior to the event.

Student Lockers - All lockers made available for pupil use are the property of the Edgerton Local School District. All such lockers and the contents thereof are subject to random search at any time by appropriate school officials without regard to whether there is reasonable suspicion that any locker or the contents thereof contain evidence of a violation of a criminal statute or school rule. Students will be held responsible for the condition of their lockers. The school expects students to maintain their lockers in a manner befitting any school property.

Valuables should be checked in the office, not stored in lockers. **The school cannot be held responsible for loss of valuables stored in lockers.** *The school does not allow students to share lockers or locker*

combinations. Such action compromises the security of student's lockers and possession. Students are strongly urged to have locks on their lockers at all times. Locks are permitted as long as an extra key or the combination is provided to the office.

Valuable Items and Money

- Normally a student should never bring valuable or expensive items to school! However, if students bring valuable objects or articles to school for use in a classroom presentation or a display, they should leave the items in the office for safe storage.
- Money students have at school should be restricted.
- Trading cards should not be brought to school. Questions of theft and trading fairness are impossible for teachers and administrators to investigate.
- Purses and wallets should never be left unattended. Lockers should be locked.
- **Radios, iPods, game boys, camcorders, laser pointers, cameras, and any other electronic nuisance items are potentially disturbing in the educational setting, and students are not allowed to use them in school.** If this type of item is in a student's possession, the item can be confiscated and maintained in the office until the student's parent arranges to pick it up. When there is some special educational purpose for a student to use the above listed items in class, etc., the student must receive prior permission from the teacher/building administrator.

Co-Curricular and Athletic Activities - It is expected that high standards of conduct and attitude be a part of all co-curricular endeavors. The same standards that apply to in-school behavior are demanded for out-of-school activities (home or away) of co-curricular clubs, organizations, and teams. **Participation in these activities is not a right, but a privilege that may be regulated.** Therefore, all students who participate or attend co-curricular activities must follow the Student Code of Conduct. Failure to comply with these regulations will result in disciplinary action. **In addition, these students must meet the quarterly academic eligibility requirements as defined by the district. Further, students must maintain the 93% yearly attendance rate in order to participate in any activities.**

Please remember that students assume the same responsibility and legal liability in an "off-campus" activity as they do when on campus. Inappropriate behavior at a co-curricular event may result in denial from future attendance at activities, progressive school suspensions, expulsion, and/or permanent exclusion.

Co-Curricular and Athletic Opportunities - In addition to the regular academic program, a wide variety of opportunities is available to Edgerton High School students. Following is a description of programs which students can participate. Most require after-school practices and meetings. A selection process can also be used by the coach or advisor to determine members. The coach/advisor determines the qualifications and requirements for membership. Questions regarding a specific sport or activity should first be directed to the coach/advisor of that activity. School regulations and policies apply to each of the sports and activities.

Students may be suspended from extra-curricular activities upon being charged and/or confessing to a crime greater than a minor misdemeanor. Disciplinary action will be determined based on final disposition of the case.

Co-Curricular Groups

- The Student Council is an elected group which represents the student body; they work to improve school spirit, coordinate the Homecomings and various other jobs. Academic and discipline standards apply to these leaders.
- The Quiz Bowl team competes in the Green Meadows Conference League.
- Foreign Language Club focuses mainly on Spanish/Hispanic traditions and offers students exposure to the many different cultures around the world. Activities are planned throughout the year.

- FFA provides activities, develops leadership, and is open to any agricultural-science student. There are opportunities to get involved not only locally but also at state and national levels.
- The Future Educators of America (FEA) is a student organization interested in education related careers. The need for recruiting the best and brightest to the teaching profession has been apparent since at least the early 1930s. Through various name changes and changes to the sponsoring organization, through disbanding and rebirth, the Future Educators of America fills an important role in the life of the United States by recruiting teachers to meet the need that has been recognized by presidents and leaders throughout the decades. **Students, who wish to become an aid for a classroom teacher, are required to be in this organization.**

Student Conduct Code

The purpose and intent of this code is to maintain an appropriate educational atmosphere. This code of conduct is in effect while students are under the authority of school personnel or involved in any 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 district property but is connected to activities or incidents that have occurred on school district property; and
- Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.
- Misconduct by a student on, adjacent or in view of school property.

Students' Responsibilities - Admission to the Edgerton Schools requires that the student conduct himself/herself as a responsible member of the school community. Each student is required to accept responsibility for his/her own conduct and in doing so, accept the responsibility for the consequences of his/her choice. The student must recognize that to maintain an atmosphere conducive to learning, the reasonable exercise of authority by school officials is necessary.

Some specific student responsibilities include regular school attendance, conscientious effort in classroom work, maintenance of school property, and obedience to school rules and regulations. Students share, with administrators and faculty, the responsibility of developing a climate in the school that is conducive to wholesome learning and living.

Career Center – The Four County Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Edgerton High School and/or the Four County Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

Classroom Rules – Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this code. Teachers have the right to determine classroom rules in each class and to determine the organization and discipline that is conducive to their personal method(s) of teaching. Teachers may use their discretion on such issues as use of writing utensils, food & drink, awards, etc. Students should respect the authority of teachers, should learn what each teacher expects in the classroom and adjust according to the varying methods and techniques. Both teachers and students should work toward establishing a mutual respect for each other's abilities so that maximum educational benefits will be realized.

Classroom Discipline - Every student is under the jurisdiction of all teachers and staff members, regardless of whether or not the teacher/staff member has the student in class.

Removal or Suspension from Class - By law, a teacher may remove a student from class for a period of time not to exceed 24 hours. If a student's conduct in the classroom seriously disrupts the educational process, the teacher can complete a Discipline Referral Form and send the student to the office.

Suspension and Expulsion - In accordance with Ohio law, Section 3313.66 R.C. the superintendent or the principal of a school may suspend a pupil from school for not more than ten (10) days. In addition, the superintendent may expel a student from school for eighty (80) days. Suspensions and/or expulsions can extend into the next school year. In some cases, the superintendent may seek to permanently exclude a student.

In accordance with Public Law 94-142, due process is guaranteed to handicapped children. Handicapped children are not entitled to completely separate disciplinary procedures and may be suspended. Expulsion of a handicapped student or suspension in excess of an aggregate of 10 days per year is a change of placement, thereby requiring federal due process procedures to be followed. The suspension of a handicapped student for up to ten days per year does not constitute a change of educational placement.

Note: Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

This will include weekend activities if suspension days are inclusive of a weekend. For example, if the suspension occurs on a Friday; the student may not attend any District event on Saturday or Sunday.

Permanent Exclusion - A student may be permanently excluded from attending any Ohio public school if the student is convicted of, or adjudicated a delinquent child, for committing, when 16 years of age or older, one of several criminal offenses.

Edgerton Local Schools will honor any suspension or expulsion from any other Ohio district, which the discipline has not expired. Out-of-state districts' expulsions will similarly be honored.

General Detention - General detention after school is a legitimate method of taking corrective action with students. General detention notice will be given to students one day prior to the detention date. When students report to general detention, they are to bring with them materials for study and are to work quietly throughout the time assigned. Students who do not show up for general detention will be referred to the school assistant principal/principal where more severe disciplinary action will be taken. Students are expected to be present in the teacher's room and seated by 3:10 p.m. It is the responsibility of the student to make arrangements for transportation home after general detention. Skipping detention because the student does not have a way home is not permitted.

General Detentions are held after school from 3:05 P.M. – 4:00 P.M. on Tuesdays and Thursdays.

Administrative Assigned Detention - Administrative Detention is a legitimate method of taking corrective action with students. Administrative detention notice will be given to students a minimum of one day before the administrative detention is assigned. Administrative detention will be served on Thursday from 3:10-5:00 p.m. When students report to administrative detention, they are to bring with them materials for study and are to work quietly throughout the time assigned. It is the responsibility of the student to make arrangements for transportation home after administrative detention. Failing to serve an administrative detention because the student does not have a way home is not permitted. Administrative detentions are assigned through the office. Failure to serve this form of detention will result in a more serious form of disciplinary option being used by the administration.

Administrative Detentions will be held on Thursday from 3:05 P.M. – 5:00 P.M.

The following will be adhered to in the detention area:

Note: students are permitted only **TEN general** detentions per school year without further disciplinary action being taken. Once this limit is exceeded, progressive disciplinary measures will be engaged.

- Detention takes precedence over all other school activities. Students shall receive a copy of the detention date when assigned and are responsible for showing parents upon their return to home.
- Detentions can only be re-assigned by the issuing teacher with 24-hour request. The administration reserves the right to re-assign detentions as needed.
- A student failing to meet his obligation and responsibility to serve an assigned detention will have a conference with the principal to determine why the student failed to serve. Students who do not attend their assigned detention and participate in another school activity during that detention time, may be re-assigned a Tuesday Detention AND be issued an additional Thursday Detention. If there is a 2nd violation, the student may be restricted from participation in all extra-curricular events for a designated period of time.

Surveillance Cameras – For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

Student Behavior for Guest Teacher(s) – Substitute teachers are guests in our school. They do a difficult job and are to be appreciated. Students are expected to give them the utmost respect and cooperation. Students who misbehave for these teachers will be disciplined accordingly.

Student Rules and Regulations

The violation of any rule below may result in disciplinary action, including any of the following at the discretion of the principal:

- Loss of privileges, i.e. lunch detentions, exclusion from extra-curricular activities per ORC 3313.664, etc.
- General detention or Administrative detention.
- In-School Restriction or other alternative placement/ Suspension - out of school - may be carried over from one year to the next with superintendent approval
- Removal from classroom/ Expulsion - may be carried over from one year to the next
- Restitution for damages
- Assignment of Community Service Hours/Assignment to Alternative Learning Center
- Referral to juvenile court
- Release of information to legal authority

Rule 1. Disruption of Class/School - A student shall not by use of violence, force, coercion, threat or other means cause disruption or obstruction, nor attempt to cause disruption or obstruction.

Rule 2. Damage to Private Property/Failure to Report - A student shall not cause or attempt to cause damage to the property of school officials or school staff at any time or in any location. Damages could include, but not limited to, homes, vehicles, etc. A student shall not cause or attempt to cause damage to the property of another student while under school jurisdiction. This also includes all property/files associated with communicating on the "information highway." Students having knowledge of such incidents are expected to report the incident to a staff member as soon as possible.

Rule 3. Damage to School Property/Failure to Report - A student shall not cause or attempt to cause damage to school property at any time. This also includes all property/files associated with communicating on the "information highway." Students having knowledge of such incidents are expected to report the incident to a staff member as soon as possible.

Rule 4. Assault/Unauthorized Touching/Physical Endangerment - A student shall not verbally assault a teacher or another student or strike another person or physically handle, shove, or grab any student or

behave in such a way as could cause physical injury to any person. Any student striking or behavior in such a manner as to cause injury to a teacher or school personnel shall be considered as committing assault. Any teacher or school personnel using reasonable and necessary force shall not be struck, shoved, or grabbed by a student.

Rule 5. Dangerous Weapons and Instruments - A student shall not possess, handle, transmit or conceal any dangerous weapon or instrument, unless under the direct supervision of a staff member as part of the educational experience. This list of such objects includes, but is not limited to, knives, guns, explosives, lighters, and clubs.

Rule 6. Disregard of Reasonable Directions or Commands by School Authorities - A student shall not disregard any reasonable direction or command from any teacher, **substitute teacher**, student teacher, principal, bus driver, or other authorized school personnel. A student shall not show disrespect to a teacher or other school authority. This includes the refusal of a student to accept the assigned discipline.

Rule 7. Repeated Violations - A student shall not exhibit continued and persistent failure to comply with reasonable rules established for running the school efficiently.

Rule 8. Truancy/Tardiness /Leaving School without Permission – A student shall not be absent from school or class except for the reasons adopted by the school as excused absences. A student shall not assist another student in the act of truancy absences. A student shall not assist another student in the act of truancy or tardiness.

Rule 9. Stealing/Theft - A student shall not steal, or attempt to steal, public property or equipment of the school district or the personal property of another student or employee of the school district. The school assumes no responsibility for items lost, stolen, or damaged at school.

Rule 10. Threats, Intimidation, Cursing, and Obscene Language/Gestures - A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation shall include, but is not limited to threats used to extort money or any other item of value from another student or person. A student may not use obscene language/gestures.

Rule 11. Falsification of School Work, Identification, or Forgery - A student shall not forge, or attempt to forge, a note or signature, alter a note or signature, or utilize a forged or altered note or signature; also included under this provision is false representation by telephone, and/or on equipment linked to communicating on the "information highway."

Rule 12. Emergency Safety Equipment/Drills - A student shall not tamper with any emergency safety equipment unless an emergency actually exists. This includes, but is not limited to, fire extinguishers and the fire alarm system. A student shall not display inappropriate conduct during a safety drill.

Rule 13. Public Display of Affection - A student shall not engage in public displays of affection. Students are not to engage in kissing, embracing, or any sexual acts at school. A student shall not engage in sexual acts, nor shall they engage in simulated sexual acts on school premises, or while under school supervision for any school-related function.

Failure to comply can be due cause for a parent/student conference with administrators and appropriate disciplinary response.

Rule 14. Baggage – Bags, purses, and athletic equipment that do not fit in your locker may not be worn or carried with you during the day. Please make arrangements with your coach to store athletic bags, etc. in the locker room.

Rule 15. Confrontational Instigation - A student shall not be involved in or instigate a situation that results in a physical or verbal altercation.

Rule 16. Inciting Panic or other Terror Threats - A student shall not engage in activities that threaten, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another. A student will not create an act or action that would place the health and safety of the students and/or other employees of Edgerton Local Schools in potential and/or risk.

Rule 17. Demonstrations by Students - A student or students shall not be involved in demonstrations either individually or in groups that cause disruption to the school program.

Rule 18. Persistence absence or tardiness - A student shall be in class as assigned. Students may not intentionally 'skip' a class as assigned. This includes a 'senior skip day'. Any time during the 4th quarter that the seniors' class attendance falls below a 93%, the senior class early release days may be revoked.

Rule 19. Narcotics, Alcoholic Beverages, Illicit Drugs, Counterfeit Drugs or Drug Paraphernalia - A student shall not possess, or attempt to possess, use, transmit, sell distribute, conceal, or be under the influence or exhibit evidence of consumption of any illegal or unregistered drugs, narcotics, alcohol, counterfeit, controlled substance, look-a-likes, or illicit drugs, as well as, those instruments used in said acts, at school or a school-related event.

Rule 20. Tobacco - No student shall smoke, use, possess, or exhibit evidence of consumption of any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, and chewing tobacco or use tobacco in any other form. As provided in 3313.751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location.

**** E-cigarettes:** E-cigarettes will be considered as a tobacco product and will be treated as such under the Edgerton Jr/Sr High School Student Handbook.

**** "Vapes"** are considered under "paraphernalia capable of being used to use drugs."

Rule #21. False Reporting - A student shall not make a false statement, a false accusation, or provide false information that in anyway defames or damages the reputation of another student or staff member. The student shall not make a false report or issue false accusations that result in the reporting of an instant of child abuse to Children Service's law-enforcement agencies. A student shall not turn in false fire, tornado, bomb or disaster alarms.

Rule 22. Placement of Signs/Etc. - No signs or slogans will be permitted to be placed upon school property without the permission of the proper school authority. A student shall not distribute pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authorities. **Note: Signage on the outside of lockers must be laminated, school appropriate, and secured by magnets only. All signage must be approved by the administration or designee.**

Rule 23. Extortion - A student shall not obtain or attempt to obtain another person's property, either by force, intimidation, or undo illegal power.

Rule 24. Academic Dishonesty/Cheating - A student shall not cheat, attempt to cheat, assist or encourage another student to cheat on any school assignment or test. This includes the transmission, use or obtaining of any unauthorized academic information, including the tampering/hacking of files/data bases associated with communicating on the "information highway."

Rule 25. Hazing/Detrimental Conduct - Acts of Hazing will not be permitted. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. - A student shall not

exhibit any type of behavior which could be detrimental to the health, safety and welfare of other persons and/or the educational process.

Rule 26. Publication or Use of Indecent, Obscene, Pornographic or Libelous Material - There will be no publication or use of indecent, obscene, pornographic or libelous material allowed on school property in either oral, written, or by equipment/software means on the "information highway."

Rule 27. Illegal Fires – The attempt to start illegal fires is not permitted on school property.

Rule 28. Student Self-Transportation - Students shall abide by the rules and regulations set forth by the administration for student parking and driving while on school property. This is a privilege not a right and **can be revoked at any time at the discretion of the Principal.**

Parking - To aid students who drive to school, a parking area north of the school is provided for their automobiles. Since the school district provides bus transportation to all students, the responsibility for the motor vehicles driven to school rests solely with the students. **There is a 15 MPH speed limit on school grounds. The school reserves the right to deny students the privilege of using the parking facilities if a student's driving is considered unsafe or destructive.** If deemed necessary, students may be required to purchase and display a parking sticker or tag to park on school grounds. **The Board will not be responsible for motor vehicles or their contents that are lost, stolen, or damaged.**

PARKING VIOLATION PENALTIES

- 1st Offense - detention and/or loss of privileges for one week
- 2nd Offense - loss of privileges for one week
- 3rd Offense - loss of privileges for the semester
- 4th Offense - loss of privileges for the year

Note: PARKING VIOLATORS WILL BE TOWED AT THE OWNERS EXPENSE.

DRIVERS LICENSE REVOCATION – HOUSE BILL #204

DUE TO STUDENT WITHDRAW FROM SCHOOL, EXCESSIVE ABSENCE, STUDENT CONDUCT, OR SUSPENSION OR EXPULSION FROM SCHOOL; Students may have their temporary instruction permit or driver's license suspended due to a variety of reasons:

1. Dropouts - A dropout is any student of compulsory school age who withdraws for some reason other than a change of residence or is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent.
2. Unexcused Absence - A student of compulsory school age who has been absent without legitimate excuse for more than 10 consecutive days, or a total of at least 15 days during a semester.
3. Suspension or Expulsion for use or possession of alcohol or drugs - A student is suspended or expelled from school in accordance with ORC 3313.66 for the possession of alcohol or drugs.

After receiving such information from the Superintendent the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or of driving privileges is terminated for another reason allowable under the Ohio Law.

Notification to the registrar of motor vehicles and the county judge must comply with ORC 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

In accordance with Ohio Law a student whose driving privileges have been denied can file a petition with the juvenile court in which he resides.

Legal Refs: ORC: 3321.01, 3321.04, 3321.13, 3321.14, 3321.38, 4507.071 State Board of Education Minimum Standards: 3301-35-02, 3301-35-03

Please keep in mind that this is not school policy, but rather enacted law of which schools are required to comply.

Rule 29. Inappropriate Attire and Grooming Students shall abide by reasonable dress and appearance codes set forth in student handbooks or established by the administration or Board of Education. Students shall not wear improper or suggestive dress. Students shall not have indecent exposure.

DRESS AND PERSONAL APPEARANCE: "Dress for Success."

Cleanliness is a virtue and the pride of each individual is reflected in the manner in which he/she dresses. We believe that most students exercise good common sense in the choice of clothes for school.

Since the Edgerton Local Schools is operated by public funds for the common good of all and for the expressed purpose of providing an educational setting that is free of disturbing influences and disruption, it is in the common interest of all to abide by appearance regulations that tend to encourage and enhance the educational setting of the school.

The administration does not wish to be severe in its restrictions but does reserve the right to question improper dress of an individual, to discuss the appearance of a pupil with him/her and their parents, and to require the improvement of the same.

WHY HAVE A DRESS CODE POLICY:

- ✓ Limit classroom distractions.
- ✓ Practice dress attire for the workplace.
- ✓ Preserve self-discipline and respect.

The Board of Education has adopted the following guidelines by resolution. The principal may suspend a student who does not follow the regulations.

THE FOLLOWING ARE CONSIDERED TO BE UNACCEPTABLE ATTIRE AT EDGERTON JUNIOR/HIGH SCHOOL:

1. Outdoor clothing such as coats, jackets, sunglasses, and any form of headwear.
2. Piercings: Must be limited to the ears and no bars, gauges, chains or potentially dangerous jewelry are permissible
3. Hair color: if dyed must be of natural color
4. Tank Tops, muscle shirts, mesh shirts, spaghetti string tops or cut-off shirts. ***Shoulders must be covered.***
5. Clothing that shows the mid-section at any-time. ***This includes when sitting.***
6. Undergarments as outerwear and pajamas bottoms.
7. Any clothing that displays or advertises vulgar, obscene, disrespectful, or inappropriate slogans or images. This includes alcohol, drug, tobacco, promoting sex, gang and/or weapon related slogans or representations.
8. Dresses, skirts, or shorts that are extremely short or extremely tight. Minimum length is **mid-thigh**
 - **Guidelines:** Students will be allowed to wear shorts, skirts, skorts and dresses to school according to the guidelines below. Any student wearing shorts, skirts, skorts and dresses considered inappropriate will be asked to change and may be restricted from wearing these items the remainder of the school year. ****Minimum length is mid-thigh.**

Rule 30. Aiding Other Students Violations - Students shall not willfully aid another person to violate school regulations. This includes the withholding of information from school authorities. Any student who has

knowledge about specific incidents of code of conduct violations and deliberately withholds that information when questioned by school authorities, may be subject to disciplinary action.

Rule 31. Presence in Area - A student shall not be present in areas during school hours or outside school hours where a student has no legitimate business without permission of school administration or teacher.

Off-Limits There are several places in the high school building that are off-limits. They are as follows: The Records Room, all supply rooms and closets, all staff filing cabinets and desks, and the faculty workroom. The only exception to this rule is when the student is accompanied by a staff member.

Rule 32. Communicable Disease - No student shall be present on school property with a communicable disease. A student may be sent home until it is determined by school and/or medical authorities that the student presents minimal or no risk to other students.

Rule 33. Immunizations and Health Policies - Failure to comply with Sections 3313.671 and 3701.13 of the Ohio Revised Code or the Health Policies of Edgerton Local Schools shall result in exclusion from school.

Rule 34. Prohibited Activity - Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off school premises, or at a school related activity regardless of location, shall be reason for disciplinary action as listed in the Student Code of Conduct.

Rule 35. Crime - No student shall commit any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school related activity regardless of location.

Rule 36. Other Activity - No student shall engage in any other activity, which in the judgment of the administration, the student knows or should know will disrupt the academic process or a curricular or extracurricular activity. Examples would include but not be limited to unsportsmanlike behavior at athletic events, setting off smoke bombs, and/or acts which frighten, degrade or disgrace a staff member, student, visitor, or community member by written, verbal, gestures, or physical means.

Rule #37. Improper use of a Personal Electronic Device (PED) - Students have no need for personal electronic devices during the school day. All PED's are prohibited to be on and used during the school academic hours (8am-3pm) unless otherwise directed by school personnel. Please keep them off during the school day! **At no times should students be using electronic devices outside of the educational setting unless designated by school administration or staff.**

Contents of electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

Teachers will not do random searches looking for PED's on students. However, if a teacher suspects that a student is using a PED from 8-3pm; the teacher has the authority to ask a student to see what is in his/her pockets', including, but not limited to, front pockets or "hooded-style" sweatshirts. Teachers may ask for assistance from the administration when deemed necessary.

- a. First offense – PED to be surrendered to the building principal (battery must be included), and the device returned at the end of the school day.
- b. Second offense - PED to be surrendered to the building principal (battery must be included), the student being issued one detention, and the device may be claimed by the student's parents.
- c. Third offense – PED to be surrendered to the building principal (battery must be included), with the student being issued two detentions
- d. Fourth offense – PED to be surrendered to the building principal (battery must be included), with discipline being up to the discretion of the building principal.

Note: if the administration deems that an illegal act has been committed with that device, the device will be surrendered to authorities.

Rule #38. Hall Pass Violations - In order to keep hall use at a minimum during classes, those who travel the halls at times other than during the regular class change must have their agendas. Students must "sign out" on the appropriate Hall Pass sheet and must "sign in" upon returning. Students are to go to their destination and return by the most direct route. Privileges of hall pass usage can be restricted or denied at any time by teachers or administrators as a result of inappropriate behavior by students or as a result of abuse of the privilege.

Rule #39. Lunchroom Misconduct - Students are expected to observe proper lunchroom etiquette. This would include not running to the lunchroom, not cutting ahead of another student in line, not littering, nor shouting. All students are expected to return all trays and utensils to designated areas and not cause a disturbance. Food and beverages are not permitted in classrooms unless permission has been granted by the principal or designee.

EDGERTON HIGH SCHOOL ATHLETICS

Athletics have a positive influence on athletes, the student body, and the community. A wide variety of sports is offered at Edgerton for both boys and girls. To acquire information about the athletic program or specific sports, eligibility, schedules, tickets, etc., please contact the Athletic Director. Edgerton High School is a member of the Ohio High School Athletic Association and the Green Meadows Conference. Our sports program is conducted in compliance with the rules and regulations of these organizations. Rules specific to Edgerton athletics can be found in the Edgerton High School Athletic Policy Handbook located on the District's webpage at: <http://www.edgerton.k12.oh.us> under the Athletics tab.

Participation in athletics and attendance at contests is a privilege. The conduct of players and spectators reflects upon Edgerton High School. Students are expected to demonstrate good sportsmanship at all contests.

ATHLETIC ELIGIBILITY-COLLEGE ATHLETES

All prospective student-athletes who want to play NCAA Division I or II intercollegiate athletics must adhere to NCAA Eligibility Requirements.

Students and parents should view the NCAA Guide for the College-Bound Student-Athlete at www.ncaaclearinghouse.net.

Be sure to ask your coach, athletic director, or counselor about these requirements or contact the NCAA national office at 1800-638-3731 or www.ncaa.org.

At the end of their junior year, all prospective student-athletes should register with the NCAA Initial Eligibility Clearinghouse. Please see your guidance counselor for details. Prospective NCAA student athletes who wish to take an "official visit" at a Division I institution must be registered with the NCAA Clearinghouse AND have either an ACT/SAT test score posted. Be sure to have the ACT/SAT send scores to the NCAA Clearinghouse by coding 9999 on the test registration.

ATHLETIC ELIGIBILITY-HIGH SCHOOL

Participation in athletics can add a dimension to the educational process. All students are encouraged to participate in the extracurricular activities of their choice. This participation may develop into skills that can serve future social and physical wellbeing.

Edgerton Local Schools Athletic Eligibility is as follows:

- Any athlete, in grades 7-12, having a quarterly GPA of less than 1.5 for a nine week grading period will automatically be ineligible for the next grading period.

- During the preceding grading period the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation.
- Any athlete who fails two classes in the previous grading period will automatically be ineligible for the next grading period.
 - a. The exception to this rule is any student enrolled in CCP courses. These students must be passing these courses with a 'C minus' or better and be in good standing during eligibility checks.
 - b. Students enrolled in two or more Credit Recovery course will not be eligible to participate in any athletic or co/extra-curricular event until the student falls below the 2 course threshold.
- The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. A "school day" includes faculty in-service days, calamity days and regular school attendance days but not holidays or school breaks.
Exception: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.
- Any athlete that becomes academically ineligible during a sports season MAY not be issued an award for participation.

Drug Testing Policy

The EDGERTON LOCAL SCHOOLS Board of Education Drug Testing Policy was formed because of a concern that alcohol and illicit drugs may be used by EDGERTON LOCAL SCHOOLS High School students. The EDGERTON LOCAL SCHOOLS Board of Education desires to implement a policy which will attempt to provide this district with a safe and healthful student program. This policy reflects the EDGERTON LOCAL SCHOOLS Board of Education and the community's strong commitment to establish a truly drug and alcohol-free school program. Because of the pervasive nature of drug use in our local schools, EDGERTON LOCAL SCHOOLS have selected student athletes, students who participate in extra-curricular activities, drivers, and students who, along with consent from their parents, volunteer to be tested, for inclusion in the testing pool. This policy applies to all athletes, volunteers and extracurricular activities from grades 7-12.

PURPOSE OF THIS POLICY SHALL BE:

1. To provide a healthy and safe environment to all students participating in the athletic and extracurricular program.
2. To discourage all students from using drugs and alcohol.
 - a. Students will assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.
3. To provide students with the opportunity to become leaders in the student body for a drug free school.
4. To provide solutions for the student who does use drugs and alcohol.
5. To provide the school with positive guidelines and disciplinary policies for violations of the drug free policy.
6. To encourage those students who participate in athletic and extracurricular programs to remain drug free and alcohol free.

The program does not affect the current policies, practices, or rights of the District regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is non-punitive. Students involved in extra-curricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extra-curricular activities, no student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program. No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record.

Any student in grades seven (7) through twelve (12) and his/her parent(s) or legal guardian(s) must first sign a drug testing registration/consent form in order to be eligible to participate in any one (1) or combination of the following:

- A. drive a motorized vehicle to school
- B. athletics
- C. extra-curricular activities other than athletics
- D. curriculum related activities that do not receive a grade

EDGERTON LOCAL SPORTSMANSHIP – ETHICS AND INTEGRITY PROTOCOLS

The following are ACCEPTABLE BEHAVIORS at an athletic contest:

- Applauding during introductions.
- Cheerleaders leading fans in positive cheers in a positive manner. □ Treating the game as a game and not a war.
- Applauding the efforts of both teams at game's end.
- Showing concern for an injured player regardless of team.
- Encouraging, in fact, demanding sportsmanlike behavior from those fans near you.
- Departing the game venue in a dignified and ethical manner.
- Face painting, spirited costumes, and/or other themes, when not offensive or suggestive AND with prior administrative approval.
- Loud positive noise in support of your own team.

The following are CONSIDERED UNACCEPTABLE BEHAVIORS and SUBJECT TO SANCTION ranging from WARNINGS to SUBSEQUENT SUSPENSION FROM ATTENDANCE:

- Using an opponent's name or number in a cheer or chant.
- Profanity, Taunting, Trash Talking or Heckling.
- Wearing derogatory or offensive attire.
- Standing on seats or excessive bouncing up and down on the bleachers.

All other OHSAA rules apply for scholastic eligibility.