

2017-18
CONTINENTAL JH/HS
STUDENT HANDBOOK

5211 State Route 634
Continental, Ohio 45831

High School Office
419-596-3871

Guidance Office
419-596-3670

SCHOOL CALENDAR 2017-2018

Aug 17	Teacher Workday/Open House 4-6pm
Aug 21	Teacher In-Service
Aug 22	First Day of School
Sep 4	NO SCHOOL - Labor Day
Sep 22	Mid Term
Oct 26	End of 1 st Nine Weeks
Oct 27	NO SCHOOL - Quarter Break
Nov 20-21	NO SCHOOL (P/T Conferences)
Nov 22-24	NO SCHOOL - Thanksgiving Break
Nov 27	NO SCHOOL-Prof Development
Dec 1	Mid Term
Dec 21-29	NO SCHOOL - Christmas Break
Jan 1	NO SCHOOL - New Year's Day
Jan 12	End of 2 nd Nine Weeks
Jan 15	NO SCHOOL - Martin Luther King Day
Feb 5	2-Hr Delay – Prof Development
Feb 9	Mid Term
Feb 19	NO SCHOOL - Presidents' Day
Mar 16	End of 3 rd Nine Weeks
Mar 29	NO SCHOOL - Prof Development
Mar 30	NO SCHOOL - Easter Break
April 2-3	NO SCHOOL - Easter Break
April 20	Mid Term
May 24	Last Day of School
May 25	Teacher Workday
May 27	Graduation, Class of 2018

Make-Up Days: Dec 21, Dec 22, Jan 15, Feb 19, Mar 29, Apr 2, Apr 3, May 25...

Daily Schedule

Period One	8:15 – 8:59
Period Two	9:02 - 9:46
Period Three	9:49 - 10:32
Period Four	10:35 - 11:18
Announcements	11:18 - 11:24
Lunch (HS)	11:26 - 11:56
Period Five (MS)	11:26 - 12:10
Lunch (MS)	12:12 - 12:42
Period Five (HS)	11:59 - 12:42
Period Six	12:45 - 1:28
Period Seven	1:31 - 2:14
Period Eight	2:17 - 3:00

2-HR Delay Schedule

Period One	10:15 – 10:47
Period Two	10:50 – 11:22
Lunch (HS)	11:24 – 11:54
Period Five (HS)	11:56 – 12:26
Period Five (MS)	11:24 – 11:54
Lunch (MS)	11:56 – 12:26
Period Three	12:28 – 12:56
Period Four	12:59 – 1:27
Period Six	1:30 – 1:58
Period Seven	2:01 – 2:29
Period Eight	2:32 – 3:00

Students Who Arrive Prior To 8:05 A.M. Must Wait In The Breezeway Entrance.

CONTINENTAL HS EXPECTATIONS

1. *Be punctual and prepared for school and classes.*
2. *Show respect towards all people, places, and things.*
3. *Maintain high standards of personal and academic integrity.*

CLASSROOM BEHAVIOR AND ROUTINE

- Students will wait their turn to talk.
- Students will use positive comments when talking to their peers and all staff.
- Students will be seated when the bell rings and remain in their seats.
- All pencils will be sharpened before the bell rings.
- Students may go to another teacher's room with permission from that teacher.
- If a student is sent to the office for a discipline reason, the teacher must call the office and notify the secretary or the principal.
- Restroom and locker passes will be documented in the Student Passbook with a maximum of 2 per week.
- A student in the hall during class time must have a signed pass.

CONTINENTAL HIGH SCHOOL PLAGIARISM AND ACADEMIC DISHONESTY POLICY

CHS staff members feel that academic honesty is important to creating a trustworthy learning environment. It is the personal and social responsibility of a student to show the utmost integrity in her/his pursuit of a quality education. As a result, all work submitted by a student is expected to be the result of that student's ideas and efforts; when the work is not, the student has engaged in academic dishonesty.

Plagiarism occurs when a person takes credit for another's work, be it from printed material (ex: Internet, books, newspapers, encyclopedias or periodicals) or from a peer without proper documentation. The following are some examples of instances of plagiarism:

- Copying from another student's test/work
- Obtaining by any means another person's work and submitting it as one's own work
- Failing to give proper credit to sources used in papers and projects

Academic dishonesty is when a student fraudulently gains access to knowledge for the purpose of assignments, etc. The following should be used as a guide to help students understand academic dishonesty:

- Seeking aid from another student during/after a test
- Preparing any academic work with another student, unless permitted by a teacher
- Possessing or using material or notes not authorized by an educator during a test
- Plagiarism and academic dishonesty can be avoided by the following:
- Proper documentation
- Clear communication between student and teacher
- Integrity through personal and social responsibility

If a student is guilty of academic dishonesty or plagiarism, she/he will receive a failing grade for the assigned work, the possibility of a failing grade for quarter/semester, and other disciplinary measures (which could include removal from NHS) determined by a committee made up of the guidance counselor, three classroom teachers, and the high school principal.

Any student who violates the schools Plagiarism and Academic Dishonesty Policy will serve one day of discipline in the In-School Suspension (ISS) room. Further violations will result in additional days of ISS.

ACADEMICS

GRADUATION REQUIREMENTS

English	4 units
Social Studies	3 units
Science	3 units
Mathematics	4 units (must include Algebra II)
Health	1/2 unit
Physical Education	1/2 unit
Fine Arts:	The Ohio Core requires two semesters prior to graduation. Those students who choose to take the career-technical path are exempted from the fine arts requirement.
Financial Literacy	1/2 unit

Only students successfully completing all State and Local requirements for graduation will be allowed to participate in graduation ceremonies. Students not receiving a diploma are not permitted to participate in the graduation ceremony.

Students are required to meet graduation requirements as set forth in House Bill 487. Students will still need to complete the courses as described above.

In addition, students will be required to earn a cumulative total of 18 points (minimum of 4 points in math, 4 points in ELA, and 6 in Science and SS) on End-of-Course (EOC) Exams in Algebra I, Geometry, Biology, American History, American Government, English 1, and English 2.

Students not earning the required number of points on the EOC exams may still graduate if they earn a “remediation-free” score on the ACT or SAT, or earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on the job skills assessment (<http://education.ohio.gov/Topics/Ohio-Graduation-Requirements/Graduation-Requirements-2018-and-Beyond> for details).

Any changes to graduation requirements approved by the State Board of Education, the Ohio General Assembly, or the Continental Local Board of Education after the publication of this handbook will be followed.

Students who graduate with a cumulative G.P.A. of 3.35 or higher, will be recognized as honor graduates.

COMMENCEMENT

Any student that meets the graduation requirements as established by the Continental Board of Education and the Ohio Department of Education is eligible to participate in graduation exercises conducted by Continental High School. Students participating in the ceremony must meet all graduation requirements. Those students participating in the ceremony must abide by the guidelines established for the ceremony or they may be denied participation in the event. Students will be prohibited from participating in commencement unless full payment has been received for student fees, fines, etc.

CONTINENTAL MIDDLE SCHOOL/HIGH SCHOOL STANDARD GRADING SCALE FOR ALL CLASSES

A	94 - 100 Excellent
B	84 - 93 Good
C	75 - 83 Average
D	67 - 74 Poor
F	66 - 0 No Credit
I	Incomplete - Make up work is necessary

*The "I" denotes incomplete work. When the work is made up, the "I" will be changed to the grade earned. A student will have 10 school days to make up incomplete work unless there are extenuating circumstances approved by the principal.

Credits earned in band, choir, and/or physical education will be computed in the student's grade point average.

Semester grades are calculated by averaging the nine-week percentage grades, and the appropriate letter will be placed on the card.

Semester grades are determined in the following matter:

1st nine weeks	40%
2nd nine weeks	40%
Exam	20%

All courses, both first and second semester, are required to have a semester exam.

CLASS STANDING

Class standing is based on the total number of credits a student earns each year. A student who fails two or more core classes a year will remain a year behind his/her classmates until those credits are successfully earned.

Students are classified by grade according to the number of credits accumulated. The minimum credits toward graduation for grade classification is as follows:

- 9th grade: Satisfactory completion of 8th grade
- 10th grade: Passed 5 units of Credit
- 11th grade: Passed 11 units of Credit
- 12th Grade: Passed 16 units of Credit
- Graduation: Passed 21 Units of Credit, and all other requirements as adopted by the State of Ohio and the Continental Board of Education.

PROMOTION AND RETENTION OF STUDENTS

Promotion to the next grade (or level) is based on the following criteria:

- current level of achievement
- potential for success at the next level
- emotional, physical, and/or social maturity

A student will be retained if he/she is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year and has failed two (2) or more of the required curriculum subject areas in the current grade.

Students in grades 7 and 8 who pass 3 of the 5 core subjects of Math, Reading, Language Arts, Science, or Social Studies will be promoted to the next grade. Students who do not pass 3 of the 5 will be retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

SCHEDULE CHANGES

Students should use an Academic Assist period to consult with the counselor about such changes. Both the counselor and principal must approve changes. *A student dropping a class after the 5th day of classes will receive an "F" for a 9-week grade unless the principal designates otherwise.* This means that an "F" will be on the student's record for that course and will be included in the student's G.P.A. No full year course may be dropped after these 5 days, nor at the end of the first semester. Administrators may allow adds/drops at the semester on a case by case basis at their discretion.

INTERIM REPORTS

Any student failing after completing 4/5 weeks of the grading period will receive an interim report of warning. The student and parents are urged to have a conference with his/her teacher, counselor or principal upon receiving a report.

REPORT CARDS

Grade cards will be issued at the end of each 9-week grading term. Students will receive grade cards online unless parents have submitted a request in writing.

ONLINE CLASSES

Online classes completed through Continental Schools are intended to be for remediation only for classes that are offered through the school. Other online elective courses may be taken with approval by the Dean of Students and/or Principal. Students are expected to make regular progress that corresponds to the length of the course. For example, students taking a full year course are expected to have successfully completed 25% of the course by the end of the first quarter. Parents will receive quarterly progress reports of their student's progress in online courses.

HOMEWORK

Work to be completed outside of class is an integral part of the requirements for credit in each course. Teachers may give an incomplete or failing grade if homework is not submitted in addition to assigning disciplinary action. It is the student's responsibility to see that homework is completed in a satisfactory manner. Students who fail to turn in assignments when they are due will receive a failing grade for that assignment. A teacher may allow a student to turn in an assignment late for extenuating circumstances. If this is the case, students will only receive half credit for their work.

If a student is given work prior to a pre-arranged absence, the work is due the day he/she returns.

MAKE UP WORK

An unexcused absence means a student will not be permitted to receive credit for missed work. If the absence is excused, students are given the number of days absent plus one to make up their work. *It is the student's responsibility to check on any work that is missed and to make up that work.*

FEES AND FINES

Workbook fees and monetary fines charged for vandalism, damage to schoolbooks and materials, or parking violations, are due by the end of each semester. All monetary obligations must be satisfied before a student can participate in the graduation ceremony. Progress Book access to both students and parents may be restricted for non-payment of fees and fines.

FIELD TRIPS

Field trips are a privilege for students to be able to attend. As such, students are required to have passing grades in order to participate in field trips. An exception to this may be made for trips dealing with Career Planning, or as deemed necessary by administration. Students that are wishing to participate in long-distance or overnight trips are required to have passing grades at least 2 weeks prior to the scheduled trip due to the financial burden placed upon other members and the organization arranging the trip.

VANTAGE

Any student wishing to attend Vantage must have completed their Physical Education requirement prior to applying. Students who have not completed their physical education requirement by the conclusion of their sophomore year are NOT permitted to apply to Vantage.

COLLEGE CREDIT PLUS

Continental High School Students have the opportunity to take college courses while still in high school through the College Credit Plus Program that was established as part of House Bill 487. This program is governed by Ohio Revised Code 3365.

Essentially, students must inform the district board of intent to participate in the program by March 30 or obtain the permission of the district superintendent. The student must also be accepted by a college (admission standards vary widely).

Students may earn up to 30 credit hours of college credit per school year from any participating public college/university in Ohio. Students wishing to attend a private college/university may incur costs associated with those classes.

Those students who receive a failing grade or withdraw from class may have to pay the entire cost of the class.

All College Credit Plus (CC+) classes taken during the CHS academic year must be taken for dual credit if the student wants the school to pay for the class and if the class is necessary for OHSAA eligibility--the class must count for college credit and high school credit.

More information about this program can be found on the school website and/or by visiting the guidance office.

Off-site CC+ Classes

Classes that are taught on a college/university campus or taught online through a college or university are considered off-site CC+ classes.

Students that take CC+ Classes off-site will not receive quarter grades. The only grades that will be reported will be a student's semester grades, which will be provided to the school by the college/university where the classes are taking place.

Grades for CC+ classes that are taken off-site will not be used to determine quarterly honor roll status nor will they be used to determine eligibility for Quarterly All A's awards.

Students that are taking an online CC+ class through a college or university are eligible for one (1) academic assist (AA) per class in which they are enrolled (ex: 2 online CC+ classes=2 AA's). The student will be assigned to the AA that all other HS students are assigned to that period (students may not leave early/arrive later than non-CC+ students).

On-site CC+ Classes

Classes that are taught at CHS by a member of the school faculty will be considered on-site CC+ classes. Students taking on-site CC+ classes will receive quarter grades. The quarter grades will be determined using the college/university's grading scale.

*Work (assignments, tests, quizzes, projects, etc) that is due on days that fall during the 1st quarter of the CHS academic calendar will be reported as 1st quarter grades on the student's grade card.

*Work that is due during the 2nd quarter of the CHS academic calendar will be reported as 2nd quarter grades on the student's grade card.

*Final/semester exams will be reported as the student's semester exam grade.

*The final course grade, as determined by the college/university's grading scale, will be reported as the student's semester final grade on their report card and transcript.

Grades for on-site classes reported on the student's grade card will be used to determine quarterly honor roll status and will be used to determine quarterly eligibility for All A's awards.

The teacher of the CC+ class taught on-site is responsible for entering the student's grades appropriately on the grade card using the college/university's grading scale.

Students in on-site CC+ courses are not entitled to any additional AA time.

GPA/Class Rank (for CC+ Classes)

Semester grades for both on-site and off-site CC+ classes will be used to calculate a student's cumulative grade point average and class rank. The semester grade, as it is entered on the student's report card and transcript, will be the sole determining grade used for the calculation.

Athletic Eligibility (for CC+ Classes)

OHSAA rules require that all high school students MUST be enrolled in and earn passing grades in a minimum of five (5) one-credit courses (or the equivalent) each and every grading period to have continuing eligibility (bylaw 4-4-1).

In accordance with Bylaw 4-4-1, all courses taken in CC+ must count toward high school graduation. College courses for which three or more semester hours of credit are earned shall be awarded one Carnegie unit. A factor of 2 is used for post-secondary institutions that are on the semester system.

Example:	<u>Subject</u>	<u>School</u>	<u>Credit & Duration</u>	<u>Credit Equivalency</u>
	History	CHS	1 (year course)	1 x 1 = 1
	Literature	CC+	3 semester hours	1 x 2 = 2
	Calculus	CC+	3 semester hours	1 x 2 = 2
	Biology	CC+	3 semester hours	<u>1 x 2 = 2</u>

Total: 7 = eligible

Quarter grades for on-site CC+ classes will be used to determine athletic eligibility. The grade entered on the report card for each quarter will be the sole determining grade used to determine athletic eligibility. See *information about grading scale and teacher's responsibility above*.

Semester/Term grades for off-site CC+ classes from the preceding grading period will be used to determine athletic eligibility.

ATTENDANCE POLICY

Regular attendance and promptness are indicators of student success in education as well as in the workplace. It is our aim to see that students understand the need to be in school all day and every day possible.

If a student must be absent, Ohio Revised Code (3313.205) requires that parents notify the school if their child will not be in attendance and requires schools to notify parents if the child is not in school. In the event of an absence, parents must call the high school at 419-596-3871 prior to 11:00 a.m. to report the absence.

A student returning from an absence whose parent has not contacted the school must bring an excuse stating the reason for the absence and signed by parent or guardian to the high school office. If the absence is excused, students are given the number of days absent plus one to make up the work. It is the responsibility of the student, not the teacher to arrange for make-up work after an absence.

Students who fail to bring an excuse to school upon their return will be unexcused. If a student brings an excusable note within 24 hours, the absence will be changed to excused. An unexcused absence means a student will not be permitted to receive credit for missed work.

Students will be issued an excused absence for a total of 43.75 hours (7 days) with parental consent in a semester for a total of 87.5 hours (14 days) of excused absences a year. Any absence in excess of 87.5 hours per year (the eighth absence and every one thereafter) during the semester will be unexcused unless a medical note is presented.

Students that miss more than 7 individual class periods per semester or 14 individual class periods per school year may be denied credit for that class.

Acceptable reasons for absence from school include the following:

1. Personal illness (a written physician's statement verifying the illness may be required)
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family (no more than 3 days are permitted)
5. Doctor's appointments provided the student sees the doctor and presents the office with a written slip from the doctor's office either before the student leaves or upon his/her return to the school from the appointment
6. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
7. Observation or celebration of a bona fide religious holiday
8. Such good cause as may be acceptable to the Superintendent

In all cases the school administration determines when a student is excused or unexcused, not the parent or guardian.

When a student has 18.75 hours (3 days) of unexcused absences, a letter of concern will be sent to the parents about attendance. A copy of this letter will be sent to the County Attendance Office, which may result in a home visit or phone call from this officer.

A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in a school month, or 72 or hours in a school year.

The County Attendance Officer will notify (within seven days of the triggering absence) a child's parent, guardian, or custodian in writing if the child is absent WITH OR WITHOUT a legitimate excuse for 38 or more hours in one school month or 65 or more hours in a school year.

H.B. 410 requires that any student that is excessively absent (defined as 38 or more hours in one school month or 65 or more hours in a school year) be provided with a truancy intervention plan. This plan will:

- Assign the student to a truancy prevention program
- Provide counseling for the student that is habitually truant
- Request or require a parent or guardian (or other person having care of a habitual truant) to attend parental involvement programs

- Request or require a parent or guardian (or other person having care of a habitual truant) to attend a truancy prevention mediation program
- The school will notify the registrar of motor vehicles (per R.C. 3321.13) of student's absences
- The school may pursue legal action
- Develop an Absence Intervention Team and an Absence Intervention Plan for that student to reduce or eliminate additional absences.

NOTE: Suspensions are unexcused, but are not considered for truant issues. ***No credit is given for homework; however, a suspended student may make up missed tests on the day he/she returns if the student requests make-up tests from the teacher.***

A student who misses 8 or more days of class without a medical excuse in a semester may be denied credit in that class for that semester or for the course if it is a semester course. Medical excuses must be turned in within 3 days of the students return to school.

A student receiving No Credit for a class on their report card may formally appeal to the Principal Extenuating Circumstances to be considered in their absences by the Attendance Committee. Exception may be made for students who have Extenuating Circumstances as approved by the Attendance Committee at the end of the semester or school year.

The Attendance Committee consists of the principal, guidance counselor, attendance officer and two teachers. Decisions of the Attendance Committee may be appealed to the superintendent.

A student must be present in school at least 50% of the day to be eligible to participate in any extracurricular activity that day. The principal may waive this requirement if adequate justification can be shown. If a student leaves school early for illness they will not be permitted to participate in an extra-curricular event that same afternoon/evening.

FAMILY VACATIONS

While family vacations should be taken during the summer months, this is not always possible. Students are excused from school for family vacations for a maximum of five school days per year; this includes any day or days taken for hunting, farming, and college visits.

Any vacation, hunting, or farming days count against the 7 excused absences permitted per semester and disqualify students from the perfect attendance award.

Parents must notify the office five days in advance if a child is going to be absent for a vacation, and students must take an assignment sheet and get their assignments and teachers' signatures prior to leaving on their vacation. Students who have been given their assignments in advance are expected to have their homework completed upon return from vacation, unless prior arrangements are made with teachers.

Hunting and farming requires a **prearranged form** approved by the office at least one day prior with a copy of the hunting license.

Any student who is receiving a D or F in a class will be strongly discouraged from missing school for any reason other than illness.

All assignments are due the day the student returns to school. Such days will be counted as days absent in the 14-day limit for the school year.

COLLEGE VISITS

Students visiting a college must have the visit approved by the guidance counselor and bring a note from parents before leaving. Students are requested to secure a college visitation form from the Guidance Office and return it to school with the college official's signature upon their return.

Any junior or senior may take 2 days for college visitation, and these days will not be counted as days absent if the above guidelines are followed.

TARDIES

Any student who arrives after 9:15 a.m. or leaves before 2:00 p.m. will be counted as absent 1/2 day. A student arriving after 8:15 a.m., but before 9:15 a.m. without an acceptable excuse will be considered tardy.

Any student tardy more than 2 times in a semester will serve a detention within three days for the same amount of time that the student was late for school. Any student who does not stay will be assigned an additional 45-minute detention.

TARDIES TO CLASS

Any student who is tardy to class 3 times in any given semester is subject to serve an after-school detention.

PERFECT ATTENDANCE

It is just that – perfect. In order to receive recognition for perfect attendance, students cannot be tardy or absent from school at all. As long as students follow proper procedures, college visits, scholarship interviews, etc. do not count against students for this.

LEAVING THE BUILDING

When a student enters the building, he/she is under the jurisdiction of the school until he/she is excused. A student is not to leave the building without permission before the end of the school day. Students who leave without permission will be considered truant and subject to penalties of truancy. (Teachers cannot give permission to leave the building.)

LEAVING DURING THE SCHOOL DAY

If a student must leave during the day he/she must bring a note signed by his/her parent to the attendance officer before school starts so the student's name and time will be on the absence list. Students are to sign-out in the office when leaving and sign-in when returning to school.

18-YEAR-OLD STUDENTS

Students 18 years of age or older are required to follow the same rules for behavior and attendance as any other Continental student. Parent permission for field trips, school activities, and absences are required unless the student is "emancipated" according to Ohio Revised Code standards, which means that the student is living outside their parent's home and self-supporting.

ILLNESS AT SCHOOL

If a student becomes sick while at school, he/she should report to the office immediately. All efforts will be made to contact parents to come to pick the student up, or we may arrange to take a student home if the illness merits it. The phone call to excuse a student from school must be made by the principal or school secretary, not the student.

WITHDRAWALS FROM SCHOOL

Students withdrawing to a new school must go through a checkout procedure, which is initiated by going to the high school office. All books must be turned in and any fees or fines must be paid or your transcripts will not be sent to your new school. The transcript is the official legal document that indicates credits earned in any school and is the tool used to transfer student credit.

TAKING MEDICATION DURING THE SCHOOL DAY

In those circumstances in which a student must take prescribed medication during the school day, the following guidelines are to be followed. Parents should determine with their physician's counsel whether the medication can be adjusted to avoid administering medication during school hours.

The Medication Request Form (Form 5330 F1) **must** be filed with the building principal before the student will be allowed to begin taking medication during school hours. Portions of this form must be filled out and signed by a doctor, and the parent(s)/guardian(s).

All medications must be registered with the principal's office. This includes use of an epi-pen (Form 5330 F4) and asthma inhalers (Form 5330 F3). Send only the amount of medication needed to be taken during school hours. In the event that epi-pen is administered at any school function, a school employee will request assistance from an emergency medical service provider (911).

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Before any non-prescribed medication or treatment may be administered, parents are required to provide a prior written consent along with a waiver of any liability to the District for the administration of the medication (Form 5330 F1a).

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered.

TECHNOLOGY

Vast varieties of technology devices are available to students ranging from computers to a variety of audio and video equipment. Students and staff also have Internet access for education related projects. Any misuse or unethical use of the computer or accessories will result in disciplinary action and, if appropriate, student and parent financial liability for any damages.

The use of the Internet and all technology devices through Continental Local School district network is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. CHS administrators and technology coordinator will be responsible for making the decision regarding the suitability of use.

Students are NOT permitted to use any school technology or network devices/connections until an acceptable use policy has been signed by the student and a parent/guardian and is on file with the technology coordinator.

Any student in violation of the Acceptable Use Policy for computers is also subject to the school's discipline code.

IPADS

All 9-12 grade students will be assigned iPads on the first day of school. iPads are an integral part of the instructional system that is used by the teachers in our building and therefore all students are expected to follow these basic guidelines for their use:

1. iPads are for educational use only.
2. iPads should be charged AT HOME and come to school fully charged each day.
3. Students are expected to take their iPad with them to EVERY class, unless otherwise instructed by the teacher.

Those students in violation of the policies may have their iPads confiscated and/or face other disciplinary measures such as lunch detention, after-school detention, ISS, etc.

Forgetting your iPad at home, not bringing your iPad to class, or not charging your iPad completely are not excuses for not doing your expected work. Failure to abide by these simple rules is the equivalent to forgetting your work at home or leaving your textbook in your locker.

Students are required to return their iPads when requested, and when students either move out of the district or graduate.

Students using their school iPad to listen to music may only do so if permitted by each individual classroom teacher. Students must use headphones/earphones (these are not provided by the school) and must have one ear open/available at all times in order to hear emergency directions that may be given by a teacher or other staff member.

STUDENT EMAIL ACCOUNTS

All students in grades 9-12 will be provided an email account (*username@docs.cn.noacsc.org*) by the school. Student email accounts are restricted to educational use between students and staff members or between students. All student emails are archived and may be searched by the administration or technology coordinator at any time. Failure to follow proper rules regarding email use may result in forfeiture of privileges and/or further disciplinary actions.

CONDUCT WHILE IN THE BUILDING

TELEPHONE ACCESS

Classroom phones are for emergency purposes and use by teachers to contact parents. Students are only permitted to make calls from the high school office phone if absolutely necessary.

LUNCH HOUR

The high school will operate on a closed lunch hour. Students will not be allowed to leave the building. We will have an ala carte line, ice cream, sandwiches, etc. in addition to regular lunch line. Students must dispose of trash properly. During lunch periods students must stay in the cafeteria. Only students with teacher signed planners will be permitted to leave the designated areas.

LUNCH ACCOUNTS

All students will be assigned a personal identification number (PIN) to use for purchasing their lunch. The PIN should be kept confidential and should only be used by the student to which the number is assigned. Students may NOT give permission to anyone else to use their PIN.

Lunch accounts operate on the debit system. Students (parents/guardians) need to deposit money into the account on a regular basis to ensure that the account does not run a negative balance. To deposit money,

students and/or parents/guardians should send cash or a check in a sealed envelope with the student's name and PIN printed on the front. That envelope should be placed in the deposit box inside the kitchen (along the wall on the ala-carte line) or handed directly to the cashier.

Parents/guardians and students are able to check the balance of their lunch account at any time using the "Check Lunch Balance" link on the homepage of the district website.

Students will NOT be permitted to purchase any "extras" (cookies, chips, drinks, etc) once their lunch account runs more than a negative \$5.00 balance. Reminder messages will also be sent via letter or email once student lunch accounts get to this point (-\$5.00).

Students will only be permitted to purchase a "sack lunch" once their lunch account runs more than a negative \$15.00 balance.

Parents/guardians wishing to apply for the federal free/reduced lunch program should contact the office.

FOOD AND DRINK

Food items and beverages (pop and juice) are not permitted in any part of the building except the cafeteria during the school day. No food items or beverages of any kind are permitted in the classrooms, auditorium, or gymnasium. The only item permitted in the hallway and classrooms is water (with teacher approval).

LOCKERS

All lockers are the property of the Continental Local School and are assigned for the convenience of the students. Students have the right to reasonable privacy, however if there is cause to believe that there are prohibited, illegal or stolen articles in any assigned locker the principal or superintendent, or a person designated by either, may search a locker at any time.

Since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board of Education to permit such periodic searches. The Board also authorizes the use of canines trained in detecting the presence of drugs to be used when the Superintendent or his designee has reasonable suspicion or cause to believe that illegal drugs may be present in school, on school grounds, or at a school sponsored event. Should any student's locker be searched after an alert from the canines, both students and parents will be notified within 48 hours. Only items connected with school activities and approved by the building principal are to be displayed on the lockers (athletic or band spirit signs, etc.) and they must be attached with tape in order to avoid damage to the locker surface or paint. Lockers are assigned and posted by grade. The school is not responsible for valuable articles stored in an unlocked locker.

FEES

Payment of school fees, or arrangement for payment, is to be done by the end of the first grading period of the school year; students are to be current with school fees and no outstanding fees from the previous school year. Failure to comply will result in holding of grades/credits, denial of participation in extra-curricular field trips, denial of participation in co-curricular activities, and other action as deemed appropriate. Progress Book access to both students and parents may be restricted for non-payment of fees and fines.

CARS

Students driving to school must register their vehicle by completing a driving form and purchasing a driving permit from the high school office within the first ten days of the school year. Student vehicles parked on school property must have a parking tag displayed on the rear view mirror. Drivers of unregistered vehicles will be subject to the disciplinary process or lose driving privileges to school.

Reckless operation or improper parking on school property may result in the driving permit being suspended, contacting authorities, and/or calling parents.

All student vehicles must be parked off the driveways in the designated area (parking lot behind the school) and may not be parked on any grass or in any way to block the drives to the parking lot. The area in front of the school is reserved for visitors and parents.

Any items not permitted in the school building are also a violation of school rules if present in student vehicles on school property. The Board of Education authorizes the use of canines to periodically check for the presence of drugs and other illegal items in vehicles parked on school property. Vehicles may also be searched after an alert from the canines, both students and parents will be notified within 48 hours.

Students are advised that Continental Local School does not assume responsibility for damages to vehicles, or contents, parked on school property. Students choosing not to use school provided bus transportation do so at their own risk.

SKATEBOARDS AND ROLLER BLADES

Students are not permitted to bring skateboards or roller blades to school. This includes the use of shoes with rollers in them.

LOITERING IN RESTROOM

Students are to use the restroom for the purpose intended and leave immediately. Two or more students should not be in the same toilet stall or congregate in the bathroom while not using the facility.

HALL CONDUCT

Running, scuffling, loud talk, crowding entrances and knocking books out of other students' hands is not acceptable.

Students should go to their lockers and report to class immediately and not stand in large groups blocking the halls so others cannot easily get to their classes.

EXCUSING FROM ACADEMIC ASSIST, CLASSROOM OR BUILDING

The practice of students leaving an Academic Assist, class, or homeroom to get a drink, go to the restroom, to the office, etc., will be extremely limited. Students who need to leave any room must have permission from the teacher and are required to use a hall pass.

BOOK BAGS & COATS

ALL BOOKBAGS AND COATS MUST BE STORED IN SCHOOL LOCKERS DURING THE SCHOOL DAY. Book bags are not permitted in the classroom or left in the hallways. The only time coats are permitted would be if room temperatures merit it, as determined by school personnel.

PASS POLICY

Students in the hallways during class are required to have teacher permission and a hall pass from that teacher. Passes may be used with teacher permission only, for legitimate purposes, and may be regulated at the teacher's discretion.

Students with medical conditions requiring extra restroom use should provide documentation to the office, who in turn will then notify teachers.

ACADEMIC ASSIST

Academic Assist is intended for purposeful study of one or more subjects. Students are expected to sit in an assigned seat, bring appropriate study materials with them, and adhere to any other rules the teacher considers necessary for a quiet environment. Students are not permitted to play cards or listen to personal electronic devices during Academic Assists.

Students may volunteer as a classroom aide for only one classroom teacher and for only one period per day. While being an aide can be important it is not a substitute for academic work.

Students should not have more than one Academic Assist period each semester. Any student that this pertains to may be required to add additional coursework to his/her schedule.

MEDIA CENTER

Students may go to the library for the entire period during Academic Assist and other periods of the day with a teacher pass. All students are required to have their student planner with bar code on inside cover in order to check out books and materials from the library. The school librarian will post procedures for library use and expectations of student behavior. Parents are welcome to visit the library and review books at any time.

BOOKS

Students are responsible for the textbooks that are assigned to them for any coursework, along with books that they may check out of the library. Charges for damages or the misuse of books will be assessed to the student responsible. All books are to be returned no later than the close of the year. Any student not returning the book that he/she was issued will be charged the replacement cost of the book

The following is the fine list:

Broken Cover	\$12.00
Loose/Broken Back.....	\$5.50
Torn Page	\$.50 per page
Excessive writing/dirty	\$5.00
Water damage/Lost book.....	Replacement Price

ELECTRONIC DEVICES

The use of any technological device not provided by the District is prohibited during school hours. Prohibited technological devices include, but are not limited to: Cell phones, PDA's, Cameras, MP3 Players, Hand-Held Video Games, Netbooks or Laptops, Any device capable of accessing the Internet without going through the District's connection, etc. These items will be confiscated until the end of the school day if seen/heard by school personnel. *Those who continue to bring these items to school may be forced to have their parents retrieve these for them.* Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the office. Students who continue to violate this policy may be subject to further discipline. Any electronic devices confiscated due to use in the school building may be searched by school personnel. Devices that are confiscated as part of a disciplinary investigation may be held until the investigation is complete.

Consequences for violation of the electronic device policy:

- 1st Offense: device confiscated and turned in to the office. Student may pick up the device after school.
- 2nd Offense: device is confiscated and turned in to the office. Parent/guardian must pick up the device after school.
- 3rd Offense: device is confiscated, parent/guardian must pick up the device after school, and student must serve an after-school detention.
- 4th Offense: device is confiscated, parent/guardian must pick up the device after school, and student will be assigned 1 day of in-school suspension.
- Five or more offenses of this policy will be subject to increased disciplinary consequences.

VIDEO CAMERAS

In order to improve student discipline and benefit the welfare and safety of staff, students, and visitors, video cameras and recording equipment have been installed to monitor the building and grounds. The video recordings may be used as evidence in student disciplinary proceedings. Any evidence that is obtained from the use of cameras may not be viewed by parents. The same can be said for video surveillance installed on buses.

SCHOOL INSURANCE

Accident insurance provided through a private agency is available to all students at a nominal cost. Students participating in athletics or cheerleading must have school insurance or a school form signed by parents indicating that athletic injuries are covered by parental insurance.

EMERGENCY DRILLS

State law requires that monthly emergency drills be done. All students are expected to know the location of emergency exits and to comply with emergency procedures and directions given during all emergency drills. These include, but are not limited to, tornado, fire, and lock-down drills.

DRESS CODE

Continental High School students are expected to come to school clean and neat in order to maintain an acceptable standard of social behavior and dress according to the standard generally approved by the community and as defined by the Board of Education.

While parents and students have the responsibility for these matters, the school will not permit immodest clothing or dress deemed disruptive to the educational atmosphere. Any student who dresses in such a manner as to call undue attention to him/herself will be removed from class and required to make appropriate changes in their dress and/or appearance.

UNACCEPTABLE DRESS FOR BOYS AND GIRLS

1. Any apparel with pictures or writing that is vulgar, obscene, distasteful; that advertises alcohol, drugs or tobacco; that is sexual in connotation, promotes nudity, or implies any of the aforementioned.
2. Leather neckpieces, bracelets, chains, and other apparel and/or accessories that constitute a student safety issue.
3. Hats, gloves, sunglasses, and bandanas.
4. Inappropriately torn, tattered, and cut up pants or shirts. Jeans must not have holes in them above the finger-tip line (see #9). Excessive holes are also not permitted as determined by school personnel.
5. Tank tops, cut-off shirts or "muscle shirts" worn by male or female students.
6. Halter, tube or bare midriff tops, or see-through blouses/pants. Tops and bottoms should overlap at all times, including when arms are raised.
7. Coats and/or blankets, unless room temperatures merit it, at discretion of the administration and/or teacher.
8. Boxer shorts, spandex biker shorts, long underwear, excessively brief shorts, excessively tight pants, tights or, or pajama pants
9. Short shorts &/or skirts – all outfits are required to be no shorter than finger-tip length.
10. Pants/shorts should be worn at/above waistline at all times.
11. Students are in violation if any part of the undergarment is visible.
12. Body piercings that are deemed disruptive, with the exception of traditional ear piercings, may be required to be removed.

13. Any type of hair that disrupts the normal classroom – this could include spikes, mohawks, multiple hair colors, etc.

Any student whose appearance is considered unhealthy, unsafe, unclean, disruptive or inappropriate shall be sent to the office to remedy the problem. At the administrator's discretion, students may be required to wear t-shirts inside out, issued a discipline action, and/or contact parents to bring in appropriate clothing. If parents are not available, students will be removed from the regular class setting until appropriate clothing is available.

DISCIPLINE

Detention—Assigned to the principal's office or other room from 7:30-8:15 a.m. or from 3:05-3:45 p.m. Students are required to work on school-related material during this time. Students will be given at least 24-hour's notice in order to arrange transportation. Any student who has served five detentions will be given an automatic suspension from school on their next discipline referral since detention does not appear to be a strong enough deterrent.

In-School Suspension—Student is assigned to a specific area for one or more days for disciplinary issues. The absence from class is excused; if homework is credited it is left to the discretion of the individual teacher. Students serving In-School Suspensions will not be excused to go to work or work study programs. Misbehavior during ISS will result in additional time or out of school suspension.

Saturday School—For disciplinary reasons, student reports to school and is supervised by a school staff member on Sat morning.

Emergency Removal—If the student's presence poses a continual danger to other students or property or is disrupting the academic process, the student may be removed for a period of twenty-four (24) hours and will be prohibited from attending any school-related activities.

Out of School Suspension—Because of a major behavior issue, the student may not come to school or attend any extra-curricular activities. The absence is unexcused, and the student will not receive credit for daily work, but may turn in work and take tests upon his/her return to school, at the discretion of the teacher. Any missed work and tests must be taken care of the day the student returns from suspension. Parents will be notified in writing and by phone within 24 hours when student have been suspended.

Expulsion—Students who repeatedly violate school policy that results in subsequent suspensions out of school may be recommended for expulsion by the principal to the superintendent of schools. Any student expelled from Vantage Career Center is also considered expelled from Continental High School.

Permanent Exclusion—As of July 31, 1992, a student age sixteen or older may be permanently excluded from attending any public school in Ohio, if the student is convicted of committing or is adjudicated delinquent for committing any of the following listed offenses:

1. Murder, voluntary manslaughter, if victim was school employee. (O.R.C.2903.01 04)
2. Felonious assault, aggravated assault, if victim was school employee. (O.R.C. 2903.11 12)
3. Rape, gross sexual imposition, felonious sexual penetration, if victim was school employee. (O.R.C. 2907.02, 2907.05, 2907.12)
4. Possessing or selling deadly weapons, dangerous ordinance. (O.R.C.2923. .122)
5. Carrying concealed weapons. (O.R.C. 2923.12)
6. Possessing or selling controlled substances. (O.R.C.2925.03)

Any student engaging in the types of conduct either specifically or generally like the kinds indicated in the following list is subject to expulsion, suspension, emergency removal, and/or denial of participation in extracurricular activities pursuant to Ohio Revised Code 33313.661.

1. Damage or destruction to school property on or off school premises.

2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Assault including any unauthorized touching of another that could create fear, distress, or injury in or to that person on school premises.
4. Possession or use of dangerous weapons, or look-alike weapons.
5. Fighting.
6. Chronic misbehavior, which disrupts or interferes with any school activity.
7. Disregard of reasonable directions or commands by school authorities, including but not limited to school administrators, teachers, substitute teachers, janitors, cafeteria workers, coaches, secretaries, bus drivers, or educational aides.
8. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
9. Leaving school during school hours without permission of the proper school authority.
10. Distribution of pamphlets, leaflets, buttons, insignia, etc. without the permission of the proper school authority.
11. Demonstrations by individuals or groups causing disruption to the school environment.
12. Disrespect to a teacher or other school authority/staff member.
13. Refusal to serve a detention or other properly administered discipline.
14. Buying, selling, using, possessing or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance or that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale).
15. Buying, selling, transferring, possessing, or using any drug, medication, inhalant, or other substance which can be taken internally where the student or students involved cannot show a legitimate health, or other reason for the use of such substance.
16. Possessing, using, or being under the influence of any alcoholic beverage or intoxicant of any kind.
17. Smoking, possession of tobacco, electronic cigarettes, personal vaporizers, or vaping liquid/e-liquids on school grounds or at a school activity.
18. Possession of drug, tobacco, and/or alcohol related paraphernalia.
19. Turning in false fire, tornado, bomb, or disaster alarm. This will also be turned in to local law enforcement personnel.
20. Placing signs and slogans on school property without the permission of the proper authorities.
21. Extortion of a student or school personnel.
22. Forgery on school-related documents.
23. Cursing or use of profanity.
24. Truancy.
25. Cheating, plagiarizing, or copying homework.
26. Hazing/Bullying
27. Harassment
28. Gambling.
29. Tardiness.
30. Improper or suggestive dress.
31. Engaging in sexual acts on school premises.
32. Publishing or displaying of obscene, pornographic or degrading materials or publications deemed

inappropriate in a public school setting.

33. Use of indecent, obscene, or inappropriate language in oral or written form.
34. Indecent exposure.
35. Arson/purposely setting fire.
36. Failing to abide by reasonable dress and appearance codes set forth in the student handbook or established by the administration or the board of education.
37. Failing to abide by rules and regulations set forth by administration for student parking.
38. Disobeying driving regulations while on school premises.
39. Knowingly present on school property with a communicable disease.
40. Willfully aiding another person to violate school regulations.
41. Possession of any device, which has no educational purpose for the student and could cause harm to other students or the school (i.e. laser pointers, lighters, etc.).
42. Verbal or written threats regarding bodily injury or threat of death by any means.
43. Commission by a student of 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 school premises, or at a school-related activity regardless of the location.
44. Any other activity by a student, which the student knows or should know will disrupt the academic process or a curricular or extra-curricular activity while on the school premises or while in the control or custody of the school district regardless of whether on or off the school premises or at a school related activity regardless of location.
45. Public displays of affection (PDA) – this includes kissing, hugging, touching, etc.
46. Sexual harassment.
47. Insubordination.
48. Violation of classroom rules.
49. Theft.
50. Knowledge of dangerous weapons or threats of violence – students are required to report knowledge of dangerous weapons or threats of violence to the Principal.
51. Interference, disruption, or obstruction of the educational process – any actions that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable.
52. Violation of school bus/transportation policies.

DUE PROCESS

In the case of a student's intended removal from school for purposes of suspension, the following procedure will be followed.

1. Only a designated administrator or superintendent may suspend.
2. Suspensions will not exceed ten (10) days. If calamity days occur during the suspension, the suspension days will be carried over to the following school days in the number of days missed because of school cancellations.
3. The superintendent or designated administrator will give written notice of the intention to suspend and the reasons for that suspension to the student.
4. The student will have the right to appear at an informal hearing before the principal, superintendent, or his designee and has the right to explain his actions. The hearing may take place immediately.

5. Within 24 hours a letter will be sent to the parent or guardian stating the specific reasons for the suspension and notice of their right to appeal such action.
6. Simultaneous written notice of the suspension will be sent to the superintendent and the board treasurer.

Classroom discipline referrals are sent to the high school office, and disciplinary action will be taken depending on the nature of the offense.

The following steps may be used at the principal's discretion when student behavior warrants corrective action. **The Principal has the authority to issue discipline consequences as he/she sees fit:**

- Step 1: Student is assigned a detention by a classroom teacher/administrator. Copy of Discipline Notice sent to the parent after the 1st detention.
- Step 2: Student is given a 2nd detention for disciplinary purposes. Copy of the Discipline Notice sent to the parent after the 2nd detention along with a letter and/or phone call from the principal.
- Step 3: Student is assigned his/her 3rd detention. Parent will be provided a disciplinary referral, and a written notification that any additional infractions will result in at least one day in in-school suspension.
- Step 4: After a student accumulates his or her 3rd detention, a one day, in school suspension will be assigned if there is a discipline infraction. Parent will be sent a copy of the referral in addition to a personal letter and/or phone call. Number of days in in-school isolation can be increased depending on the nature of the infraction; however, 3 consecutive days is the maximum for in school isolation. No student will be assigned to in school suspension more than 3 times per quarter.
- Step 5: A 5th disciplinary referral will merit one Sat School for the student or a day spent at the Alternative School. In addition to a copy of the disciplinary referral, the parent will receive a phone contact from the high school principal. No student will be assigned to Sat School more than 3 times per quarter.
- Step 6: A 6th disciplinary referral will result in a three-day out of school suspension. Students will have a Due Process hearing; parent will receive a copy of the disciplinary referral along with a letter of intention to suspend. High School principal will make every effort possible to contact parent by phone prior to the suspension. Length of suspension will range from 1 to 10 days maximum based on the nature of the infraction.
- Step 7: A 7th disciplinary referral will result in a three-day assignment to the alternative school (AOC). Parent conference will be required in order to discuss results of additional discipline actions.
- Step 8: An 8th referral will result in a five-day out-of-school suspension. Parent conference with school officials will be required.
- Step 9: A 9th disciplinary referral will merit a ten-day out-of-school suspension. Parent conference with school officials will be required
- Step 10: Recommend for student expulsion to superintendent.

These steps will be on a semester basis for detentions accumulated 1 through 4. Any student issued a 5th detention will remain on the step program for the entire year rather than going back to zero detentions the beginning of the second semester.

SEXUAL HARASSMENT

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

1. Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
2. Making or threatening reprisals after a negative response to sexual advances.
3. Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters. This includes written communications.
4. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
5. Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
6. Physical conduct; touching, assault, impeding or blocking movement. This may include: snapping female's bras, pulling down the pants of other students, etc.

It is the school's goal for all students to be comfortable and feel safe. If actions such as those listed above cause a student to feel threatened or uncomfortable, it cannot be dismissed as "joking around" or "just kidding." At that point the matter should be brought to the attention of the teacher, guidance counselor, or principal for investigation and possible disciplinary action.

DISCRIMINATION

Students shall not discriminate against others, nor be discriminated against on basis of race/color, religious creed, sexual orientation, disability, or national origin.

BULLYING

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. That means any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the student(s) is considered to be bullying. This may include, but is not limited to: teasing, threats, intimidation, stalking, cyber-stalking, cyberbullying, physical violence, threats, sexual, religious, or racial harassment, public humiliation, destruction of property. *It should be noted that by definition, bullying is behaviors/actions that are repeated or those that may be repeated over time.*

CIVIL RIGHTS COMPLIANCE OFFICER

The Guidance Counselor, Mrs. Deb McIntyre can be contacted at 419-596-3871.

DRUG PREVENTION

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled

substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

TRANSPORTATION POLICY

The bus driver is responsible for the orderly conduct of their passengers. While on the bus, the student is under the authority of and is directly accountable to the bus driver. Students must conduct themselves on the bus as they would in the classroom except that reasonable conversation is permissible.

In the event of misbehavior, the driver is responsible for disciplining his/her students. If a behavior continues or evolves that merits it, the driver will write a disciplinary referral to the high school principal who will take the necessary action. Any video or recorded behavior that relates to bus or school discipline is only viewable by school administrators, bus drivers, and bus aides. Parents and/or students are not permitted to view any behavioral school related video.

Prohibited Conduct on Bus

1. Insubordination and/or disrespect toward bus driver or school personnel.
2. Swearing or profanity.
3. Unnecessary spitting.
4. Throwing objects on/or out of the bus.
5. Use or possession of water pistol, water balloons or other devices.
6. Fighting or threatening physical assault of a fellow student.
7. Eating or drinking on the bus.
8. Standing/changing seats while bus is moving.
9. Tearing or cutting seat covers or damaging the bus. (Student will be charged for repairs.)
10. Students are subject to all school rules outlined in the Code of Conduct and the disciplinary action.

DISCIPLINARY ACTION FOR OFFENSES

- 1st Offense – three days suspension from the bus
- 2nd Offense – five days suspension from the bus
- 3rd Offense – ten days suspension from the bus
- 4th Offense – expulsion from the bus

Students may also face suspension out of school for acts of misconduct on the bus that are addressed in the Code of Conduct.

STUDENT ACTIVITIES

Each activity advisor has a copy of the Continental High School Activity Code. In addition, a copy of that code is posted in the high school office. All activity participants will abide by the guidelines of that code.

NATIONAL HONOR SOCIETY

What is the National Honor Society? What am I applying for? These are common questions that are often misunderstood by many students in High School. Hopefully this information will answer some of your questions about the Pirate Chapter of the NHS.

The Pirate Chapter of the National Honor Society was formed in October of 1960. We are a Chartered Organization—this means that the National Association of Secondary Schools has issued a document authorizing this school to have a chapter of the National Honor Society. This document, or charter, is on display in the advisors classroom. As a result of being a chartered organization, there is a National NHS Constitution that the chapter and advisor must follow. This constitution provides the basis for all chapter activities, policies, and procedures. Failure to follow the national constitution can result in the revocation of a chapter's charter.

The Pirate Chapter of the National Honor Society is governed by a set of local bylaws that amplify the national constitution. These bylaws will be supplied to all members of the organization after they are inducted. In the bylaws are provisions for the operation of the chapter and the discipline of the students who violate chapter policy. Everything the NHS does must be based in the local bylaws or national constitution.

An important component of the National Honor Society is the Faculty Council. Every NHS chapter is required to have a Faculty Council that is comprised of 5 teachers and the advisor. Each of the 5 teachers has a vote, but the advisor does not. All administrative decisions (admission, dismissal, amending the bylaws, etc.) pertaining to the NHS are handled through the Faculty Council. The Principal does not serve on the Faculty Council, but is an integral part of the National Honor Society. The Principal has final authority over the chapter and is the first step in the appeal process. Finally, the chapter Advisor is responsible for the day-to-day operation of the chapter. The Advisor is to have a deep knowledge of the National Constitution and local bylaws and make sure that the members, Faculty Council, and Principal are following the policies and procedures that are contained within them. While the Advisor does not have a vote in Faculty Council meetings, they do play a major role in the proceedings by facilitating and directing the meetings.

Since 1960, many students have been inducted to the chapter—some of which have gone on to have highly successful careers as doctors, lawyers, business leaders, and even teachers here in our own school. Members of the National Honor Society graduate with special academic regalia as part of their graduation uniform and receive a diploma with the National Honor Society emblem. Here at CHS, the National Honor Society has worked to improve the school and community through various activities and programs, including sponsoring the homecoming weekend and various other school-wide community service activities.

The National Honor Society is recognized around the nation as the highest honor that schools can place on their students. Typically NHS students are the top 10% of students nation-wide. The National Honor Society exists not just to recognize academic achievement in high school—there are four “pillars” of the NHS—each equal in weight. One pillar is no more important than the others—they work together to create the ideal student.

Scholarship-Cumulative Grade Point Average of 3.0 (local bylaws have increased this requirement to 3.35)

Leadership-Leadership is more than just holding offices in extra-curricular organizations, but it is based on the efficiency with which duties are performed. A leader takes a constructive lead in the classroom; promotes worthy and appropriate school activities; successfully holds positions of responsibility; contributes ideas to improve the school; influences others for the good; and shows initiative in his/her studies. A leader does not follow the crowd.

Service-Service is not based on classroom work, projects, or activities for which grades or pay is given. Instead, service is putting time into others above self-interest; giving time, effort, or talents not for personal gain but instead for the benefit of the class, school, or community; performs committee or staff work; shows courtesy to teachers, other students, and visitors; represents the school in various types of competition; and renders service through the school and to the community.

Character-Character is not based merely on personality or on minor incidents unless they are repeated so as to indicate a definite pattern of behavior. Character is who you are when nobody is looking. Students with character promptly meet individual pledges and responsibilities to the school and teachers; demonstrates highest standards of attitude towards honesty, reliability, fairness, and tolerance; cooperates in a willing spirit with school regulations concerning property, books, attendance, halls, lockers, and other things of the like; upholds principles of morality and ethics; and actively helps rid the school of bad influences.

Selection into the National Honor Society is not automatic for students with a high GPA. The National Honor Society is not an "Honor Roll Club". It is much more than just earning high grades. Members of the NHS must be leaders among the rest of the students and exhibit high standards of character at all times—in and out of school. Students who are members of the NHS are expected to exemplify the four ideals on which they were inducted. Students who serve in the NHS should never be called into question—they are to be the role models for the rest of the student body. Becoming a member of the National Honor Society is as much a responsibility as it is a privilege.

Students who do not wish to accept this responsibility should not apply. Ultimately it is a personal decision for each student—do I wish to leave my school a better place than I found it? If the answer to that question is a resounding "yes", then the National Honor Society is for you.

Finally, all students who are selected for membership in the National Honor Society are required to take an oath and sign a pledge to the chapter. In this oath a student promises not to violate the national constitution or local bylaws in any way—and accepts the responsibility that comes with being a member of the Pirate Chapter of the National Honor Society. If at any time a student falls below these standards, they can and will be excused from the chapter.

STUDENT ATHLETIC POLICY

MESSAGE TO STUDENT/ATHLETES AND THEIR PARENTS

This handbook is being presented to you because your son/daughter has a desire to participate in interscholastic athletics at Continental Local School. The school is very pleased that they have made this decision and we hope that the experience will be positive as well as educational. Participation in athletics provides the student the opportunity to learn leadership skills, gain confidence, self-discipline, organization, decision-making skills, and to set goals.

Once the decision is made to participate in athletics, there are often many questions, which both you and your son or daughter may have regarding the Continental Local School Athletic Program. In order to assist in making the athletic experience a positive one, this handbook has been assembled to answer questions about the guidelines and philosophy of the Continental Local School Athletic Program. We hope this will be of assistance, and we encourage you to use it as a reference throughout the year. If you have additional questions, please feel free to contact the Continental HS Principal or Dean of Students at 419-596-3871.

PHILOSOPHY

It shall be the purpose of Continental Local School to provide a well-planned and well-balanced program of interscholastic athletics for our students. Competitive sports are an important part of the total education program for students in our school. Student-Athletes develop physically, mentally, socially, and emotionally, while participating in athletics. The Continental Athletic Department will offer athletic programs that will instill pride and reinforce a sound value structure that helps promote an individual's self-image, as well as

the image of the school district and the community.

Athletic activities will provide educational experiences not otherwise provided in the curriculum. Emphasis will be upon teaching through activities in addition to teaching the skills of activities. Every attempt will be made to provide numerous opportunities for the students to participate in activities which promote growth and development, teach social and recreational skills, and develop leadership qualities. It is the mission of the Continental Local School Athletic Department to offer as many of these educational opportunities as possible so students may compete in a manner that will help them develop personally, develop teamwork, and teach important life skills necessary for becoming a valued member of society. The interscholastic athletic program will be operated and managed under the policies and guidelines set forth by the Continental Board of Education, the Ohio High School Athletic Association (OHSAA), and the Putnam County League. The athletic program shall be based on the following premises:

- A. That interscholastic athletics are an integral part of the overall educational program.
- B. That the total development of the student is our main concern.
- C. That the fundamental functions of the school lie in the work within the classrooms and the extracurricular work should supplement, not interfere with the basic functions for which schools are established and maintained.
- D. That the contest rules, regulations and supervision of the programs should insure the maximum protection of the health and safety of the participants.

CONTINENTAL LOCAL SCHOOL ATHLETIC SPORTS

Fall: Boys Soccer, Girls Soccer, Girls Volleyball, MS Girls Volleyball

Winter: Boys Basketball, Girls Basketball, Cheerleading, Boys JH Basketball, Girls JH Basketball, JH cheerleading

Spring: Boys Baseball, Girls Fast-pitch Softball, Boys Track, Girls Track, Boys JH Track, Girls JH Track

LEVELS OF COMPETITION

Middle School/Freshmen

The emphasis at the MS/Freshmen level is on participation, success and further development of their skill development. If the program supports a MS/Freshmen squad, squad limitation may occur at this level and attempts will be made to play as many students as possible during each contest, while striving for victory for the entire team.

Junior Varsity

The emphasis at the level of competition begins to focus on skill refinement. Squad limitation may occur at this level and it is possible that not every player will play in every game.

Varsity

The perfection of skill, putting the best players in the game, and winning is the emphasis at this level. While winning at all costs is not a part of the Continental athletic department's philosophy, no apology should be necessary if the varsity team does all it can to win each contest within the bounds of ethics, integrity and sportsmanship. In certain sports, squad limitation may be used at this level and it is extremely likely that not every player will play in every contest.

PRE-SEASON PARENT'S MEETING

Each Head Coach, HS Principal or Dean of Students, and the AD shall set up and conduct a pre-season meeting with the parents of his/her team. This meeting should inform the parents the coaching staff's expectations for their children as well as to go over school/team policy. Items to discuss are (but not limited to): coaching philosophy, code of conduct policy, eligibility requirements, attendance policy (if applicable),

and training rules of the coach. Items not appropriate to discuss includes (but not limited to): playing time, other athletes, and other sports. This is a requirement of the OHSAA.

TRAINING RULES

All athletes and parents must sign a Code of Conduct form (done electronically through the OHSAA meeting). This must be on file in the AD's office before an athlete will be allowed to participate. Athletes will only need to sign the form once. All head coaches may establish additional training rules for his/her sport (i.e. curfew hours, dress, school conduct, etc.). Any additional rules will be subject to approval of the HS Principal or Dean of Students and AD. These rules shall be placed in writing and given to athletes and parents for signatures as to the knowledge of their existence. You will be able to find the Code of Conduct in this packet.

Any athlete under a disciplinary suspension from school is not eligible for participation in either practice or competition during the suspension.

CODE OF CONDUCT VIOLATION PROCEDURE

When a code of conduct violation is reported, the following procedure will be followed. The athlete will be interviewed as soon as possible by the Coach, AD, and/or HS Principal or Dean of Students. The administration will work diligently to make sure disciplinary action is completed in a timely manner.

All coaches will follow the guidelines regarding code of conduct denial of participation issues.

ELIGIBILITY

In order for a student to be eligible to participate in athletics, a student must be currently enrolled and meet all other requirements of the OHSAA and Continental Schools. 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. (5 credit rule) **All coaches should remind athletes to be taking at least 6 credits each grading period.**

Also, any student receiving a GPA below 1.00, (1) F and (2) D's or (2) F's in a grading period will be ineligible to participate the following grading period.

AWARDS

Each respective sport season will have its own awards ceremony, planned by the AD, coaching staff, and made to honor its athletes at the conclusion of their season.

- A. All athletes who complete a sport season in Freshmen, Junior Varsity, Varsity competition will receive a certificate of participation. Awards will be made at the end of each sport season mentioned above as determined by the head coach of each sport. There will be no individual or team awards for JH, Freshmen or Junior Varsity sports.
- B. Additional awards beyond the about certificates are:
 - a. A Varsity letter "C" and a Junior Varsity "C" will be awarded only once in an individual's sporting career. **Letter winners will be determined in each sport by the head coach.**
 - b. In each sport, first-time Varsity letter winners will receive a pin for their letter denoting the sport they participated.
 - c. 2nd year Varsity winners will receive a pin for their letter denoting the sport they participated.
 - d. 3rd year Varsity winners will receive a trophy and a pin denoting the sport they participated.
 - e. 4th year Varsity winner will receive a plaque denoting the sport they participated.
 - f. 2nd and/or 3rd year Junior Varsity in receive a JV pin.
 - g. An athlete who is chosen for an AP/Coaches Poll (HM or higher), is a state participant in an

individual sport, and/or is named PCL Player of the Year will have their picture placed on the “Wall of Fame”.

- h. An athlete who is chosen “Player of the Year,” or is a State Finalist in an individual sport will have their picture placed on the wall of the gymnasium. Any State Championship or Runner-up teams will have a team picture placed in the trophy case and a banner placed in the gymnasium.

RECOGNITION OF STATE ATHLETIC COMPETITION

It is the intent of community of school officials to recognize outstanding athletic achievement in a meaningful and respectful manner. Realizing the fans of the Continental Pirates are willing to show their appreciation for state athletic teams/individuals, the following procedure will be followed:

- A. Athletic teams/individual will be recognized to OHSAA state competition only. For teams, there will be a “welcome home” reception, organized by the athletic boosters, at the high school.
- B. For individuals, the athlete will be honored at the next season sports rally sponsored by the athletic boosters.

FACILITY USAGE

No student is to use any facility (gym, weight room, etc.) without a staff member or board approved individual being present.

MISSING PRACTICE

Practice is an integral part of the athletic processes where coaches determine the abilities and capabilities of their athletes as well as building team cohesiveness. It is very important that athletes do not miss practice. If an athlete has to miss practice, he/she must directly consult his/her coach before missing practice. Never rely on a teammate to deliver this message! Missing practice or a game without good reason will be dealt with according to specific team rules. Head Coaches will state penalties for missing practice in their rules specific to their sport.

CANCELLATION OF ATHLETIC CONTESTS

In the event that school should be canceled due to inclement weather, the decision to cancel any scheduled contest will be determined by the superintendent, HS Principal or Dean of Students, AD. The decision to cancel will be made as early as possible so that all concerned may be given notice. It is usually the visiting or traveling team that will make the final decision whether or not the contest will be held.

In the event that school is canceled due to inclement weather, there are to be no athletic practices without permission from the principal and/or superintendent. The administration also reserves the right to make practices on days of school closings as “voluntary.” These decisions will be made clear to the coaches affected. The safety of the athlete is to be given prime consideration in making the decision to hold practice. At no time will an athlete be required to attend a practice, if in the mind of the student/parent, the safety of the student (due to road conditions) is in question.

Practice sessions on inclement weather days will not be announced over the radio. The head coach will be responsible of contacting all student athletes via a method approved by the athletic department.

When a contest is canceled, the AD will notify the transportation director, game officials, and coaching staff. Alerts will be sent out through the appropriate messaging system.

TRANSPORTATION OF TEAMS

Bus transportation will be provided to transport all participating school personnel to contests. Coaches need to turn in transportation sheets to the Transportation Director for each away contest prior to the start of their season. Coaches are to remind athletes that they **will** travel on the bus both to and from contests. The only

exception is when the parent/guardian gives the coach a written consent releasing the athlete to their custody. Coaches may deny this request due to team considerations. The athlete may not travel H with anyone other than the parent/guardian. Coaches are responsible for the conduct of their players while on the bus. Conduct must be in a manner befitting a representative of Continental Local School.

ABSENCE FROM SCHOOL

Student/athletes must attend school regularly to demonstrate the responsibility and dedication that are rewarded by the privilege of interscholastic competition. Regular attendance is also important in maintaining scholastic eligibility. A student/athlete must be in attendance at least the second half of the curriculum for the day of the event. This means students must be in attendance by 12:00 pm. An exception of this is when the student is excused in advance by the HS Principal or Dean of Students/AD before leaving. Any student leaving school early due to illness will not be permitted to participate that evening. **Coaches need to remind their athletes of this policy.**

TEAM SELECTIONS

It is the philosophy of Continental Local School that athletic participation is open to as many students as possible. However, due to limitations of space, equipment, and numbers of players needed, it is sometimes necessary to limit the number of athletes on a particular team. The criteria and date for team selections will be established by the head coach and explained to all candidates. Decisions made by the head coach are final.

PHYSICAL EXAMINATIONS

All athletes and cheerleaders grades 7 – 12 must pass a physical examination yearly. The physical examination form must be signed by the parent or guardian. It is the responsibility of the coaching staff to see that no athlete or cheerleader participates until the proper proof of the physical examination is on file. The responsibility of the physical examination and the cost will be the student/athletes.

INSURANCE

The parent/guardian should provide evidence of health or accident insurance coverage. If the parent/guardian does not have health or accident insurance for the student athlete, the parent can ask the AD to inform them of the availability of coverage through a carrier approved by the Continental Board of Education.

EMERGENCY MEDICAL FORMS

All students must have these on file in the office. Each coach will be given copies of the forms of his/her athletes. These forms must be with the teams at all times.

EMERGENCY MEDICAL ATTENTION

Injuries that appear to be serious will be handled by the trainer (coach/AD if no trainer is available) who will stay with the athlete until the parent/guardian arrives. IF there is danger due to loss of blood, unconsciousness, severe pain, or other dangerous symptoms, the rescue squad will be called. In all cases, the parent/guardian will be notified as soon as possible. **Coaches should have copies of emergency medical forms of all players with them at all contests/practices.**

SUMMER CAMPS

In order to avoid conflict with other sports activities and events, all sports camps coordinated by the head coach will be scheduled in cooperation with the AD. Summer camps and programs can cause some student/athletes

to be pressured to be involved in as many as three different sport activities at once. With the coach's cooperation with the AD, we will be able to prevent most conflicts between programs. Any coach planning a summer camp or summer program will submit a schedule of this to the AD prior to the end of the school year.

DRESS CODE

School-wide dress code policies apply to all athletic contests. Coaches may require guidelines that exceed policy. Exceptions or deviations to the policy may be permitted by teams that dress at home or do not appear publicly: only with the express permission of the AD.

UNIFORMS

Continental athletes will be issued uniforms that are the property of the athletic department. Uniforms are to be worn only in athletic contests in which the athlete is a participant. Any damage beyond normal wear and tear is the responsibility of the student-athlete.

SPORTSMANSHIP GUIDELINES

The Continental Local School believes that interscholastic competition involving member schools should be governed by the basic principles of good sportsmanship. Parent/Staff/Team Personnel are governed by the sportsmanship policy established by the OHSAA. Any team member or staff member ejected for unsportsmanlike conduct or a flagrant foul shall be ineligible for the contests for the remainder of the day as well as for all contests in the sports until two regular season/tournament contests are played at the same level as the ejection. If the ejection occurs in that last contest of the season, the student or staff member shall be ineligible for the same period of time in the next sport in which the member participates. A student or staff member under suspension may not sit on the bench, enter the locker room or be affiliated with the team in any way traveling to or from the contest. A student who is ejected a second time will be denied participation for the remainder of the season in that sport.

Continental High School is committed to upholding the ideals for good sportsmanship, ethics and integrity. It is important that the actions of the participants, coaches, and spectators be a positive reflection on the school **community**.

HAZING

It is the position of the Continental Local School athletic department and the Continental Board of Education that hazing activities of any type are inconsistent with the educational process and shall be prohibited. Under no circumstances will hazing be tolerated. Hazing is defined as any act of coercion or harassment toward another, including the victim, into actions that create substantial risk of mental or physical harm to any person as part of an initiation.

COACH/PARENT RELATIONSHIP

A clear line of communication is important between a coach and a parent. Parenting and coaching are extremely difficult vocations. The Continental Local School in conjunction with its Athletic Department follows the chain of command listed below. We ask that you observe the order of this line of communication.

Head Coach

Athletic Director

HS Principal or Dean of Students

Superintendent

Board of Education

IF the coach cannot be reached, call the Athletic Director. An appointment with the coach will be

arranged.

Please do not attempt to confront the coach before or after a contest or practice session. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution.

ROLE OF PARENTS IN INTERSCHOLASTIC ATHLETICS

As a parent, make sure no matter what happens that win or lose, you love your child, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure.

Try your best to be completely honest about your child's athletic ability, competitive attitude, and actual skill level.

Don't coach them. Love them.

Teach them to enjoy the thrill of competition.

Try **not** to relive your athletic life through your child in a way that creates pressure. Don't pressure your child because of your pride. If they are comfortable whether winning or losing, they are on their way to maximum achievement and enjoyment. Don't compare the skill, courage or attitude of your child with other members of the team.

ATHLETIC CODE OF CONDUCT

INTRODUCTION

Participating in athletics at Continental Local School is a privilege, **not** a right. All students are expected to behave appropriately at all times. Their behavior is a reflection on themselves, their families, their activity, their school and their community. If students engage in conduct on or off school property that is felt to be demeaning to their role as participants in the athletic program, they may be denied the right to participate in the activity. The policy is an effort to promote a **drug-free** athletic program, however, it is not 100% foolproof.

- A. No buying, selling, supplying, or transmitting of alcohol, intoxicants, illegal drugs, look-alike drugs, or tobacco in any form.
- B. No possession or use of any intoxicants, illegal drugs, look-alike drugs, tobacco of any form, e-cigarettes, personal vaporizers, and/or any paraphernalia for any of the above mentioned items.
- C. An alleged violation of federal, state or local law/ordinance, including felony or misdemeanor acts other than minor traffic offenses may result in a penalty as provided in the penalties section. Conviction of said act is not necessary to establish a violation of the policy, but will be determined through an independent school investigation.
- D. These rules are in effect for the three athletic seasons per school year (fall, winter, and spring) which begin August 1st, October 20th, and February 20th and end when the last event for that team has been completed.
- E. Athletes will have the opportunity to voice their version of the violation with the HS Principal or Dean of Students, AD, and if necessary, the Superintendent.

DEFINITIONS AND EXPLANATIONS

Self-referral

- A. Athlete or Parent of athlete turns self in to school personnel (coach, AD, HS Principal or Dean of Students) before being confronted by school personnel.
- B. The self-referral option is only available to athletes on the first (1st) violation.
- C. Any police/law enforcement involvement in a situation negates the self-referral option.

Non Self-referral

- A. Matter of public record, police log or report or law enforcement involvement.
- B. School personnel with first-hand knowledge reports violation to any coach, AD, HS Principal or Dean

of Students and is willing to have his name attached to the accusation.

C. Confronted by coach or school personnel and admission results.

Special Circumstances

A. An athlete who floats from the Varsity to JV will be denied the % amount of scheduled varsity contests (1st or 2nd offense). For example, if a student is suspended 2 games, this would include both the JV and Varsity games on consecutive dates if they are played on the same day.

Practices

A. An athlete must practice in all scheduled practices during the time of the denied contests and also will travel with the team.

Denied Participation

A. Denied participation may carry over into another sport season. If the number of contests remaining in the season is less than the % of contests to be denied, the penalty is carried over into the athlete's next season.

B. Tournament games are also subject to disciplinary action.

PENALTIES

Lying

A. An athlete will be denied an additional 10% of scheduled contests if caught lying about their own code of conduct violation.

B. An athlete will be denied 10% of scheduled contests if caught lying when confronted about another athlete's code of conduct violation.

First Offense

A. Self-referral (1st offense only)

a. After self-referral to school personnel (coach, AD, HS Principal or Dean of Students), an athlete voluntarily seeks assistance for dealing with an alcohol or other drug situation, they shall be denied participation in 10% of scheduled contest.

B. Non Self-referral

a. Athlete will be denied participation in 20% of scheduled contest.

C. First offense will go on record in the Athletic office.

Second Offense

A. Athlete will be denied participation in 50% of scheduled contest.

B. Second offense will go on record in the Athletic office.

Third Offense

A. Athlete will be denied participation for one (1) calendar year from the date of discovery.

B. Third offense will go on record in the Athletic office.

Fourth Offense

A. Athlete will be denied participation for the remainder of his/her high school athletic career.

ADDITIONAL TRAINING RULES:

All teams will follow the above guidelines regarding code of conduct issues and administer them accordingly. Additional training rules (other than for the code of conduct issues) may be listed by each individual coach for his/her sport (i.e. curfew, violations, dress code, school conduct, etc.). All additional rules will be subject to the approval of the AD, HS Principal and Dean of Students. These rules will be placed in writing and given to the athlete/cheerleader and their parents/guardians for signature as to the knowledge of their existence.

VIOLATIONS PROCEDURE

When a violation is reported/known, the athlete(s) will be interviewed as soon as possible by the AD, HS Principal or Dean of Students and/or Head Coach. Two (2) staff members shall be involved in the meeting

unless it is conducted by the HS Principal, Dean of Students or Superintendent. Also, parents will be notified regarding the situation.

If denial of participation is enforced, the student/athlete may appeal the decision to the next level. The chain of command will be placed in effect:

Head Coach

Athletic Director

HS Principal or Dean of Students

Superintendent

Board of Education – may listen to complaints, but does not have ability to overturn any form of disciplinary action.

During any appeal process, the student/athlete has the right of representation of their choice to attend/represent the student/athlete.