

# Continental Junior High/High School Student Handbook



**2018-19**

5211 State Route 634  
Continental, OH 45831  
[www.continentalpirates.org](http://www.continentalpirates.org)

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## **WELCOME!**

On behalf of the staff, welcome to Continental Junior High/High School!! This student handbook is published so that all students of Continental JH/HS have all the information they need about our school at their fingertips. It is important that all students read the information in this handbook carefully to help avoid misunderstandings as to the expectations we have of our students. It is also strongly suggested that all parents read through this information and are familiar with the contents as well. If you have any questions about anything contained in this handbook, please contact the Office for help.

The goal of Continental JH/HS is for all students to succeed. We believe that all students can succeed through a cooperative relationship between the students, teachers, administrators, parents, and the community as a whole. We welcome your cooperation and look forward to working with you this school year.

Best wishes for success and happiness during your experience at Continental High School!

### **Continental Local Schools Mission Statement**

Continental Local Schools are committed to the fullest development of every student's unique talents and abilities. We strive to provide all students with a foundation for lifelong learning. We encourage students, parents, and the community to join as partners in this commitment.

### **Vision Statement**

All students in the Continental Local School District will demonstrate, in a variety of ways, that they have achieved a high level of academics and are excited about learning in a safe, comfortable, accepting environment.

### **Belief Statement**

We believe that all children can learn.

### **Continental High School Administrative and Support Staff**

Danny Kissell, Superintendent	419-596-3671
Tim Eding, Principal	419-596-3871
Carol Sullivan, Building Secretary	419-596-3871
Deb McIntyre, Guidance Counselor	419-596-3670
Marie Bidlack, EMIS/Guidance Secretary	419-596-3670
Kelly Tegenkamp, Guidance Secretary	419-596-3670
Jordan Streicher, Athletic Director	419-596-3871
Keith Schnipke, Technology Director	419-596-3871
Sarah Goedde, Cafeteria Manager	419-596-3860
High School Office Fax	419-596-2651

## 2018-19 School Calendar

August 16	Teacher Workday/Open House 4-6pm
August 20	No School-Professional Development Day
August 21	First Day for Students
September 3	No School-Labor Day
September 21	1 <sup>st</sup> Quarter Midterm
October 19	End of the 1 <sup>st</sup> Quarter
October 26	No School-Professional Development
November 19	No School-Professional Development Parent/Teacher Conferences 3-7pm
November 20	No School-Parent/Teacher Conferences 10am-7pm
November 21-23	No School-Thanksgiving Break
November 30	2 <sup>nd</sup> Quarter Midterm
December 19 & 20	1 <sup>st</sup> Semester Exams
December 21-January 2	No School-Winter Break
January 3	Classes Resume
January 11	End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester
January 21	No School-Martin Luther King, Jr. Day
February 8	3 <sup>rd</sup> Quarter Midterm
February 18	No School-Presidents Day
March 1	No School-Professional Development
March 15	End of the 3 <sup>rd</sup> Quarter
April 12	4 <sup>th</sup> Quarter Midterm
April 18-22	No School-Spring Break
April 23	No School-Professional Development
May 22 & 23	2 <sup>nd</sup> Semester Exams
May 23	Last Day for Students/End of 4 <sup>th</sup> Quarter/End of 2 <sup>nd</sup> Semester
May 24	Teacher Workday
May 26	Graduation-Class of 2019 2:30pm

**Possible Make-up Days:** October 26, January 21, February 18, March 1, April 22, April 23, May 24, May 28, May 29, May 30...

### Bell Schedule

Regular Day	2-Hour Delay	3-Hour Delay (w/o Extended Day)
Period One 8:15-8:59	Period One 10:15-10:47	Period One 11:15-11:36
Period Two 9:02-9:46	Period Two 10:50-11:22	Lunch (HS) 11:36-12:06
Period Three 9:49-10:32	Lunch (HS) 11:24-11:54	Period Five (JH) 11:36-12:06
Period Four 10:35-11:18	Period Five (JH) 11:24-11:54	Lunch (JH) 12:06-12:36
Announcements 11:18-11:24	Lunch (JH) 11:56-12:26	Period Five (HS) 12:06-12:36
Lunch (HS) 11:26-11:56	Period Five (HS) 11:56-12:26	Period Two 12:39-1:00
Period Five (JH) 11:26-12:10	Period Three 12:28-12:56	Period Three 1:03-1:24
Lunch (JH) 12:12-12:42	Period Four 12:59-1:27	Period Four 1:27-1:48
Period Five (HS) 11:59-12:42	Period Six 1:30-1:58	Period Six 1:51-2:12
Period Six 12:45-1:28	Period Seven 2:01-2:29	Period Seven 2:15-2:36
Period Seven 1:31-2:14	Period Eight 2:32-3:00	Period Eight 2:39-3:00
Period Eight 2:17-3:00		

## **SECTION 1-GENERAL INFORMATION**

### **Student Responsibilities**

The rules, policies, and procedures of Continental High School are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow the directions of all staff members and obey all school rules. **Adult students (age 18 or older) must follow all school rules.**

The teachers and administrators have three basic expectations for all students:

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

Teachers and administrators desire to help students succeed. If you feel that you need help at any time, students and/or parents are encouraged to seek help from the principal, guidance counselor, or any other staff member.

In order to keep parents informed of their student's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use phone calls, the USPS, electronic mail, text alerts, ProgressBook, or social media posts. Parents are encouraged to build a two-way link with their child's teachers to help the academic process.

### **School Hours**

School will begin at 8:15am and end at 3:00pm every day for students in grades 7-12. Students arriving by school bus are permitted into the cafeteria/breezeway portion of the building at 7:55am. Students that are dropped off, walk, or drive themselves to school must wait in the cafeteria/breezeway or the main entrance of the HS building. No students are permitted to go to their lockers or be in the halls until the 8:05am bell rings, unless they have permission from a teacher/staff member. Students are expected to leave the building promptly at the end of the school day unless they have previously scheduled activities that warrant them being on the premises.

### **Student Well-Being**

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills as well as accident reporting procedures. If a student is aware of any dangerous situation or accident, they are required to notify a staff member immediately. Students are expected to follow the directions of all staff members, law enforcement officers, and first responders in the event of a drill or actual emergency.

State law requires that all students have an emergency medical authorization form completed, signed by a parent/guardian, and on file in the school office in order for a student to participate in an activity off of school grounds, including field trips, spectator trips, and athletic or other extra-curricular/co-curricular activities. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the high school office.

### **Injury and Illness**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated at school and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. Students should NOT contact parents on their own and should always come to the office to make calls home regarding injury or illness.

### **Student Valuables**

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

### **Lockers**

All students are assigned a locker for their personal belongings. Students may lock their lockers at their discretion, but the combination and/or a spare key for the lock must be turned in to the high school office. Failure to supply the combination/key will result in the lock being cut off of the student's locker. Students are not permitted to change to another locker without permission from the office. The school will not be responsible for articles stolen from a student's locker. Extremely valuable items may be placed in the HS Office during the school day for safe-keeping.

Students lockers remain the property of the school and may be opened and examined at any time without notice to the student. Periodic inspections may include the use of canines trained in detecting the presence of drugs or other contraband, when the administration has reasonable suspicion that illegal drugs or other contraband may be present in the school. Canine detection will be conducted in collaboration with local law enforcement authorities. Both students and parents will be notified of a locker search within 48 hours after an alert from the canines.

### **Bookbags/Coats**

Bookbags and coats must be stored in school lockers during the school day. Exceptions may be made for student's with documented medical conditions or if room temperatures merit an exception. Bookbags are permitted to be carried to and from Physical Education class, but must be returned to lockers immediately after the class period.

### **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.

### **Personal Electronics Policy**

Students are prohibited from using cellular telephones or other communication devices during the school day (8:15am-3:00pm). Parents are strongly discouraged from texting or calling their student's cell phone to pass along messages. If a parent needs to get a message to a student, please call the HS Office and we will be happy to deliver the message for you or have them return your call in order to prevent your student from violating this policy.

If a teacher or staff member sees or hears a student device, they are to confiscate the device and deliver it to the office as soon as possible. Failure to turn over the device to a staff member when requested will result in increased disciplinary action towards the student. If a teacher has reason to believe a student is using a smart watch (apple watch, fitbit, etc) or other similar device to communicate, cheat, or otherwise circumvent school rules, they may require the student to remove the device and it must also be turned over to the school office.

Consequences for violation of this policy

1<sup>st</sup> Offense: Student may claim the device from the office at the end of the school day

2<sup>nd</sup> Offense: Parent/Guardian must claim the device from the office (will not be returned to student)

3<sup>rd</sup> Offense: Parent/Guardian must claim the device from the office (will not be returned to student) plus an after-school detention for the student

4<sup>th</sup> Offense: Parent/Guardian must claim the device from the office (will not be returned to student) plus an ISS for the student

Five or more offenses of this policy will be subject to increased disciplinary consequences.

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

### **Announcements**

Announcements will be broadcasted daily through a method approved by the Principal during the announcement period. Emergency/last minute announcements will be made via the PA system when necessary. To submit an announcement, fill out the Google Form located on the homepage of the school's website.

### **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 the 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 the 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.

### **Student iPads and Chrome Books**

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, ISR, 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.

There is a \$50.00 premium for the student iPads that must be paid each school year before the student is permitted to take the iPad out of the building. If the iPad is damaged, broken, or lost during the year, the student will not be permitted to take the iPad out of the building without special permission from the principal or technology director.

Students are required to return their iPads when requested, and when students either move out of the district or graduate. Failure to return the iPad and/or the charger and cable will result in financial charges being placed on their student account and/or notification to law enforcement.

Students on the All A or the A/B Honor Roll will be given more privileges with their iPads to access things such as games and music while at school. These privileges will be granted quarter-by-quarter and can be revoked, if necessary.

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.

All 7-8<sup>th</sup> grade students will be assigned a chrome book on the first day of school. 7<sup>th</sup> and 8<sup>th</sup> grade students are not charged a fee for use of the chrome book. Students CANNOT take chrome books out of the building and must be returned to the assigned location each day. Any misuse, damage, or loss of the chrome book assigned to a student will be the responsibility of the student. All other rules/policies/procedures for the student iPads apply to the student chrome books for 7<sup>th</sup> and 8<sup>th</sup> graders.

### **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.

### **Student Drivers and Parking**

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. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is warranted and requested by school administration. 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.

### **Safety and Security**

All visitors must report to the office when they arrive at school. Visitors may enter the main entrance at the front of the school and will need to ring the doorbell for admission into the building. All visitors are required to wear a visitor's pass while they are in the building. Staff members are expected to question people in the building whom they do not recognize and who are not wearing a visitor's pass, and to question people who are "hanging around" the building after hours. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

### **Visitors**

Visitors, including parents/guardians, are welcome at Continental Schools. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school building to sign in and receive a visitor's pass. Any visitor found in the building in violation of this rule will immediately be reported to the office and/or proper authorities. If a person wishes to meet with a staff member, he/she should call for an appointment prior to coming to the school in order to schedule the meeting at a mutually convenient time.

Students may not bring visitors to school without first obtaining written permission from the Principal. This permission must be obtained at least 24 hours prior to the expected visit.

### **Fire, Tornado, and Safety Drills**

Continental Local Schools comply with all fire and safety laws and will conduct drills in accordance with State law. Teachers will provide specific instructions on how to proceed in the case of a fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Students are expected to comply with all directions of staff members and first responders.

Safety and evacuation drills will be conducted throughout the school year. Teachers will provide specific instructions on the appropriate procedures to follow in situations where students must be secured in their building or evacuated. These situations can include modified lockdowns, terrorist threats, a person in possession of a deadly weapon on school property, or other acts of violence.

### **Classroom Telephones**

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.

### **Video/Security 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 as well as behavior on the school buses. 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.

### **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 Closing and Delays**

Students and parents may sign up for text alerts by going to the district webpage ([www.continentalpirates.org](http://www.continentalpirates.org)) and clicking on "Text Alerts" on the homepage. The district will also use local television and radio stations (list available in the superintendent's office). It is the responsibility of the student and parent for knowing about emergency closings and delays.

### **School District Protocol for Communicating School Emergencies**

Per state law and board of education policy, the purpose of this notification is to share the methods that will be employed to notify parents and students of Continental Local Schools in the event of an emergency or serious threat to safety. District officials will use the following communication methods to notify parents and students in the event of a school emergency, applicable to each situation:

- Continental Local School Text Alert System (Ohio Alerts)
- Continental Local School Website
- Local television and radio stations

If you have questions regarding these procedures or need assistance in subscribing to the Text Alerts, please contact the school office.

### **Enrolling in School**

Students are expected to enroll in the school district in which they live unless enrolling under the district's open enrollment policy. Students that are new to the Continental Local School District are required to enroll with their parents or legal guardian. When enrolling, the parent(s)/guardian need to bring the following items:

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations
- Social Security number

Students enrolling from another accredited school must have an official transcript from the sending school in order to have credits transferred. The guidance office will assist with obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the Liaison for Homeless Children with regard to enrollment procedures.

The Superintendent, after offering an opportunity for a hearing and at his/her discretion, may deny admission to a student who has been suspended or expelled from another public school within or outside the State, for

the period of unexpired time of the suspension or expulsion. If the expulsion is from an out-of-state public school, the lesser of the period of such expulsion or the period of expulsion which would have been applied had the student committed the offense in this District will be imposed. When the suspension or expulsion from the other district has expired, the student is to be admitted providing all other eligibility requirements have been met. This provision also applies to a student who is the subject of power of attorney designating the child's grandparent as the attorney-in- fact or caretaker authorization affidavit executed by the child's grandparent.

### **Withdrawal/Transfer from School**

A student that anticipates transferring to another school must obtain a withdrawal form from the HS Office that must be signed by the parent/guardian and the Principal. The student must return all textbooks and other class materials, including the student's district-assigned iPad and charger. All debts (book bills, cafeteria accounts, and library fines) must be paid at the time of withdrawal. No student under the age of 18 will be permitted to withdraw from school without written consent of his/her parents in compliance with Ohio Law. A student that withdraws from school shall be reported to the juvenile judge of the county and Bureau of Motor Vehicles for suspension of their driver's license, if he/she is under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

### **Immunizations**

Students must be current with all immunizations required by law or have an authorized waiver from Ohio Immunization Requirements. For the safety of all students, the school principal may remove a student from school after the 15<sup>th</sup> day of attendance if a student does not have proof of the necessary immunizations or an authorized waiver on file with the high school office. Any questions should be directed to the high school office.

### **Student Fees and Fines**

Textbooks are provided by the District at no cost to students. Once a textbook is assigned to a student, the student is responsible for its care until it is checked back in to the teacher at the end of the term. Students are to write their name in the space provided so that the owner of the book may be easily identified. Damaged or lost textbooks will be paid for by the student at the end of the term. Textbook covers are recommended and may be required by teachers on a class-by-class basis. Fines for lost/damaged textbooks:

Broken Cover	\$12.00
Loose/Broken Back	\$6.00
Torn Pages	\$.50/page
Excessive Writing/Dirty	\$5.00
Water damage/lost book	Replacement cost

Due to the nature of certain courses that require a large amount of materials, it is necessary that a lab fee be assessed to each student in the course. A copy of the current lab fees can be obtained from the high school office.

Workbook fees are required for certain courses and are sold to the students at cost.

Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property.

Failure to pay fines, fees, or other charges will result in the suspension of student and parent access to ProgressBook and may result in the withholding of grades and credits. All monetary obligations must be satisfied before a student can participate in the graduation ceremony.

### **Student Fund-Raising**

Fund-raising by students on behalf of school-related organizations whose funds are not managed by the Treasurer may be permitted on school grounds in accordance with the Superintendent's administrative guidelines. These administrative guidelines should:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation.

Students may not sell any item or service in school without prior approval of the Principal. Violation of this policy may lead to disciplinary action.

### **Advertising of Outside Activities**

Students/parents/outside groups may not post announcements or advertisements for outside activities without receiving prior approval from the Principal.

### **Inspection of Instructional Materials**

Per Board of Education policy, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). This also includes textbooks, reading lists, instructional materials, and academic curriculum used in the district. Instructional material does not include academic tests or academic assessments.

### **Protection and Privacy of Student Records**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
  - 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer
  - 2. the parent or eligible student, upon request, receives a copy of the record; and
  - 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student.
- C. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;
- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;
- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;
- I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

#### Directory Information

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within five (5) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

#### **Access to Equal Education Policy**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

#### **Individuals with Disabilities**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedure. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Principal or Guidance Counselor.

### **Sexual Harassment Policy**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- J. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- K. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an

individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

### **Bullying Policy**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

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. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means:

- A. 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 other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to the building principal or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.



All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

#### **Compliance Officer for Civil Rights and Harassment Claims**

Mrs. Deb McIntyre, Guidance Counselor  
5211 State Route 634  
Continental, OH 45831  
419-596-3670

#### **Drug Prevention Policy**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Ohio statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. any substance containing betel nut (areca nut);
- G. any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, and at any school-sponsored event.

It further establishes a drug-free zone within 1,000 feet of any facility used by the District for educational purposes.

### **District Wellness Policy**

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school. The Wellness Policy can be found in its entirety on the school website by clicking on *Policies and Bylaws* and searching for policy #8510.

## **SECTION II-PROCEDURES**

### **Use of Medications**

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1). Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the principal, and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location pursuant to Policy 5336.

Parents may administer medication or treatment, with the exception of diabetes care covered under Policy 5336. Additionally, students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs but only in the presence of a designated school employee with the exception of students authorized to attend to their diabetes care and management pursuant to Policy 5336.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization

for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as aforementioned, may be stored in the principal's office and administered in accord with this policy and Policy 5336.

### **Meal Service**

The school participates in the National School Lunch Program and makes breakfast and lunch available to students for a nominal fee. Ala Carte items are also available. Students are permitted to bring a lunch from home instead of purchasing a lunch from the school. All students must eat in the high school cafeteria, unless a teacher has made other arrangements. Students are not permitted to leave school grounds during the lunch period.

The cafeteria uses a computerized cash register system called *Meals Plus* to accept payments for meals. Students and parents must prepay to use the *Meals Plus* system using personal check, cash, or a credit card (available through the school website for a fee). Students are assigned a 4-digit PIN that remains with them throughout their school career. This number is confidential and should not be shared with any other student. Students cannot authorize other students to use their PIN. Students and parents should monitor the money in the student's account (can be done through the school's website) and replenish funds as necessary. Reminder messages may be sent via letter or email once accounts run a negative balance.

Students will not be permitted to purchase any "extras" (cookies, chips, fries, drinks, etc) once their account runs more than a negative \$5.00 balance (-\$5.00). Students will only be permitted to purchase a "sack lunch" once their lunch account runs more than a negative \$15.00 balance (-\$15.00). Students are required to settle all debts and financial obligations at the end of each school year and may be denied participation in the graduation ceremony if they owe any money to the cafeteria at the end of their senior year.

Applications for the School's Free and Reduced Lunch program are distributed to all students. If a student does not receive a form and believes he/she is eligible, please contact the Cafeteria Manager or the High School Office for a new form.

All food and drink, except water (if permitted by a teacher), must be consumed in the cafeteria. Students should not take food/drink to classes, unless the teacher has permission from the Principal for a party or if a student has a documented medical reason.

### **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 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.

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.

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. Students cannot leave Academic Assist to go to another teacher's classroom without written permission from that teacher.

### **Use of the Library**

The library is available to students during their study halls throughout the school day, with the exception of class periods when the library aide is at lunch or covering another duty. Passes must be obtained from a student's teacher or the librarian before a teacher permits a student to leave their classroom and go to the library. Students should not enter the library when the library aide is not present and are not permitted to take books from the library without the book being checked out by the library aide. Books may be checked out for a period of two (2) weeks. Any books not returned or renewed by the due-date will be subject to a \$.05 fine per day. Students that lose, damage, or misplace a book that they have checked out of the library will be charged for the replacement cost of that book.

### **Guidance Office**

We encourage students to use the Guidance Office and services as needed, but it is not a place for students to "hang out". Some guidance functions include course selection, assistance on college applications and/or financial aid, career guidance, scholarship information, testing, and personal problems. The counselor is available to meet you at any time, but the guidance office may be busier at certain times of the year than others. If you wish to see the counselor, please let the counselor know so that an appointment can be scheduled.

### **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.

### **Hall/Restroom 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.

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.

### **Field Trips**

Field trips are a privilege for students to be able to attend. With the exception of certain trips that apply to a whole class or college/career planning, students must have permission from the rest of their teachers to attend a field trip. Students earning quarter grades of a C or lower must also have permission from the Principal in order to attend a field trip. All work that is missed while a student is on a field trip for another class is the responsibility of the student and is expected to be complete when the student returns to class, unless prior arrangements were made with the teacher.

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. Prepaid fees, deposits, or other monies paid for such a trip will not be reimbursed if a student is unable to attend the trip due to their grades.

## **SECTION 3-ACADEMICS**

### **Graduation Requirements**

Specific Course Requirements to earn a high school diploma from Continental Local Schools:

4 Units of English

4 Units of Mathematics (must include Algebra II)

3 Units of Science

3 Units of Social Studies (World History, American History, Government/Personal Finance)

½ Unit of Health

½ Unit of Physical Education

6 Units of Electives (including at least 1 Fine Arts Credit, unless on a career-technical path)

**21 Units Total**

In addition to earning the credits listed above, students will also need to meet one of three Pathways established by the Ohio Department of Education to show college or career readiness:

1. Ohio's State Tests: Earn at least 18 points on seven end-of-course state tests (minimum of 4 points in math, 4 points in English, and 6 points combined in science and social studies)
2. Industry Credential or Workforce Readiness: Earn a minimum of 12 points by receiving a State Board-approved industry recognized credential or group of credentials in a single career field and earn the required score on WorkKeys
3. College and Career Readiness Tests: Earn remediation-free scores in mathematics and English on either the ACT or SAT

Information on these pathways may be found on the Ohio Department of Education's website (<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>).

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.

### **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 all graduation requirements have been fulfilled and full payment has been received for student fees, fines, etc.

### **Honor Graduates**

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

### **Grading Scale/Grading Procedures**

Continental JH/HS has a standard grading scale for all standard courses. *College Credit Plus courses taught in conjunction with a college or university may have different grading scales.*

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 determined in the following manner:

1 <sup>st</sup> /3 <sup>rd</sup> Quarter Grade	40%
2 <sup>nd</sup> /4 <sup>th</sup> Quarter Grade	40%
Semester Exam	20%

Continental High School awards credit by the semester. Failure to successfully earn credit for a semester will require a student to re-take the course the following term.

### **Class Standing (9-12 Grade Students)**

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/Retention of 7<sup>th</sup> & 8<sup>th</sup> Grade 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 may 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 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 may 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.

### **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.*

### **Semester Exams**

All courses are required to have a semester exam. The semester exam is worth 20% of a student's final semester grade (see Grading Scale/Procedures section for more information). Failure to complete the exam may result in failure of the course.

### **Physical Education Opt-Out**

Students may opt-out of the required physical education credit by participating in an OHSAA sanctioned interscholastic sport while in high school. A student choosing this option must file the correct paperwork with the Guidance Counselor at the beginning of the school year. A student must complete TWO SEASONS OF THE

SAME SPORT to fulfill the requirement. Students that choose to opt-out of Phys Ed will not receive credit for the course, but will fulfill the graduation requirement. Students are expected to replace the ½ credit with another elective. Quitting a sport before the season is over or not playing for a second year will necessitate the student enrolling in PE to earn their credit.

### **Physical Education Requirement for Vantage Students**

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.

### **Report Cards/Interim Grade Reports**

All teachers use ProgressBook to report student grades. Students and parents may access ProgressBook online (through the school's website) at any time to check grades for all classes.

Report cards are issued at the end of each 9-week grading term (each quarter). The report cards are issued through ProgressBook, unless a parent/guardian requests a paper copy in writing.

Interim Reports are mailed via USPS to all students earning D's or F's at the mid-point of each grading period. This report is intended to be a warning for the parent/guardian of the student's current academic performance. Upon receiving the report, parents are encouraged to contact teachers to help ensure the student passes their classes for the quarter.

### **Online Courses**

Continental High School offers online courses for credit-recovery to students that have failed to earn credit through their regular classes. Students are expected to make regular progress in all online courses. Parents will receive quarterly progress reports (via USPS) of their student's progress in online courses.

Other online and/or elective courses (not for credit recovery) may be approved by the Principal on a case-by-case basis.

### **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 Restriction (ISR) room. Further violations will result in additional days of ISR.

### **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 will be required to reimburse the district for the entire cost of the class. These students may also be placed on CC+ Probation or be dismissed from CC+ courses, based on Board Policy #2271.

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.

All CC+ classes, regardless of student's grade level, will count towards the students High School G.P.A.

#### 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 1<sup>st</sup> quarter of the CHS academic calendar will be reported as 1<sup>st</sup> quarter grades on the student's grade card.

- \*Work that is due during the 2<sup>nd</sup> quarter of the CHS academic calendar will be reported as 2<sup>nd</sup> 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 (OHSAA bylaw 4-4-1).

In accordance with OHSAA 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 &amp; 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>
				<b>Total: 7 = eligible</b>

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.

### **SECTION 4-STUDENT CODE OF CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

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

## Discipline

The following punishments 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. Classroom discipline referrals are sent to the high school office, and disciplinary action will be administered by the principal depending on the nature of the offenses. Written notification of all formal disciplinary infractions and punishments will be sent to the parent/guardian.

**Lunch Detention**—Assigned to the office for the student's lunch period. Student will bring their lunch to the office and remain in the office until the lunch period is over. After eating, student is expected to work on assignments or read. Teachers may assign lunch detentions, with written notification to the Principal.

**Detention**—Assigned to the 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. Teachers may assign detentions, with written notification to the Principal.

**In-School Restriction**—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/being uncooperative during ISR 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 Saturday 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 a student has been suspended. Any student suspended from Vantage Career Center is also considered suspended from Continental High School.

**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 ordnance. (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 3313.66:

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 evidence of consumption 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 evidence of consumption of 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 showing evidence of consumption 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. E-Cigarettes and personal vapes will be considered a tobacco product and will be treated as such under this Code of Conduct.
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. Unauthorized fire/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.

### **Dress Code**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

#### Examples of Unacceptable Dress for Students:

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. 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 or skirts (shorter than the finger-tip line), excessively tight pants, tights, or pajama pants
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 may 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.

#### Consequences for Violation of the Dress Code

1<sup>st</sup> Offense: Student must take corrective action\* (turn shirt inside out, put on a sweatshirt, cover holes in jeans, change shorts/skirt, etc) and return to class. Incident will be documented.

2<sup>nd</sup> Offense: Student must take corrective action\* (turn shirt inside out, put on a sweatshirt, cover holes in jeans, change shorts/skirt, etc) and return to class. Incident will be documented and parental notification will be made.

3<sup>rd</sup> Offense: Student must take corrective action\* (turn shirt inside out, put on a sweatshirt, cover holes in jeans, change shorts/skirt, etc) and return to class. Incident will be documented, parental notification will be made, and student will serve an after-school detention.

4<sup>th</sup> Offense: Student must take corrective action\* (turn shirt inside out, put on a sweatshirt, cover holes in jeans, change shorts/skirt, etc) and return to class. Incident will be documented, parental notification will be made, and student will serve a day of ISR. Each additional offense will result in an increased number of days in ISR.

*\*If a student cannot take corrective action (does not have extra clothes, sweatshirt, etc), then the student will remain in the office until clothes can be brought from home or the end of the school day.*

### **SECTION 5-ATTENDANCE**

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. Due to recent changes in state law, absences are no longer calculated by the day or half-day, but instead are calculated by the hour. ALL ABSENCES, with the exception of school-related absences, count towards a student's total number of hours absent. The exact time a student enters or leaves school is recorded and counts towards the student's total absences.

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) per semester with parental consent for a total of 87.5 hours (14 days) of excused absences a year. Any absence in excess of 43.75 hours per semester or 87.5 hours per year (the 8<sup>th</sup> absence and every one thereafter in a semester or 14<sup>th</sup> absence and every one thereafter for the year) will be unexcused unless a medical note signed by a healthcare provider is presented.

### **Acceptable Reasons for Absence from School**

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. Defendant in Court or appointment with legal counsel (written slip required upon returning to school)
9. 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.

### **Notification by School of Absences**

When a student accumulates 18.75 hours (3 days) of absences in a semester, a warning letter will be sent to the parents about attendance. A copy of this letter will be placed in the student's attendance file.

When a student accumulates 31.25 hours (5 days) of absences in a semester, a second warning letter will be sent to the parents about attendance. A copy of this letter will be placed in the student's attendance file.

If a student exceeds the maximum number of allowable absences in a semester (43.75 hours/7 days), a notice will be sent to the parents about attendance. A copy of this letter will be placed in the student's attendance file.

### **House Bill 410 and Attendance Reporting Requirements**

H.B. 410 requires student attendance to be reported in hours instead of days. This law also defines chronic absenteeism, excessive absences, and habitual truancy and requires schools to notify parents/guardians when certain thresholds are met.

### Chronic Absenteeism

H.B. 410 defines chronic absenteeism as a student that has missed 10% or more of the school year for any reason (excused or unexcused).

### Excessively Absent

Ohio Revised Code Section 3321.191(C)(1) defines excessive absences as a child of compulsory school age who “is absent WITH OR WITHOUT legitimate excuse from school for 38 or more hours in one school month or 65 or more hours in one school year.” Schools are required to notify parents/guardians in writing within 7 days of the triggering absence if a student hits the threshold for excessive absences, regardless of if the absences are excused or unexcused. A copy of this letter will be placed in the student’s file and may be forwarded to the County Attendance Officer for review.

### Habitually Truant

Ohio Revised Code Section 2151.011(B)(18) defines habitually truant students as “any child of compulsory school age who is absent WITHOUT legitimate excuse from school for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year.” The law also requires schools to take the following steps:

- Within 7 days of the triggering absence for habitual truancy, the school is required to select members of an absence intervention team and make 3 meaningful attempts to secure the participation of the student’s parent/guardian on the absence intervention team
- Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team.
- Within 14 school days after the assignment of the team, the district will develop the student’s absence intervention plan.
- Within 7 days after the plan is developed, the district shall make reasonable efforts to provide written notification to the student’s parent/guardian.
- The student has 60 days to successfully implement the plan. If the student does not make progress on the plan, as determined by the absence intervention team, the attendance officer must file a complaint in the juvenile court against the student on the 61<sup>st</sup> day after implementation of the absence intervention plan.

### **Suspensions from School**

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.

### **Denied Credit (HS Classes)**

Students that miss more than 7 individual class periods per semester or 14 individual class periods per school year without a medical excuse may be denied credit for that class. *Medical excuses must be turned in within 3 days of the student returning to school.* Being present for a class period will be interpreted to mean the student was present for at least 50% of the minutes in that individual class period.

A student receiving No Credit for a class on their report card may formally appeal to the Principal for 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.

### **Extra-Curriculars**

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/Hunting/Farming**

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/14 excused absences per year 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.

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.** 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.

### **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 to School**

A student arriving after 8:15 a.m., but before 9:15 a.m. without an acceptable excuse will be considered tardy.

Starting with the 3<sup>rd</sup> tardy in a semester, students 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.

### **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 office 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.

## **SECTION 6-TRANSPORTATION**

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.

## **SECTION 7-EXTRA CURRICULARS**

Each advisor/coach may have additional rules, policies, and procedures for their club/activity/team. All of these additional items must be approved by the principal and/or athletic director and presented to the students and parents in writing prior to the start of the school year or season.

### **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.

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.

### **Athletic Department Handbook**

#### 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 Athletic Director 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

#### Junior High/Freshmen

The emphasis at the JH/Freshmen level is on participation, success and further development of their skill development. If the program supports a JH/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 this 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, and the AD may 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 include (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 and AD. These rules shall be placed in writing and given to athletes and parents for signatures as to the knowledge of their existence.

***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. The administration will work diligently to make sure any disciplinary action is completed in a timely manner.

All coaches will follow the guidelines regarding code of conduct and 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 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 winners will receive a plaque denoting the sport they participated.
  - f. 2nd and/or 3rd year Junior Varsity will 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 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 for 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 home 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 12:00pm. An exception of this is when the student is excused in advance by the HS Principal or 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 to 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  
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 Department 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 1<sup>st</sup>, October 20<sup>th</sup>, and February 20<sup>th</sup> 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 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) 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, or HS Principal 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 and HS Principal. 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, and/or Head Coach. Two (2) staff members shall be involved in the meeting unless it is conducted by the HS Principal 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

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.