

SENECA EAST MIDDLE & HIGH SCHOOL

Dr. Jennifer Scott, Principal
Mrs. Hollie Borer, Assistant Principal
13343 E. U.S. 224
Attica, Ohio 44807
Phone: (419) 426-1850
Fax: (419) 426-5400

STUDENT HANDBOOK

This is your handbook of school rules and policies. Included with the handbook is an assignment planner that is to be used by all high school students. This handbook/assignment planner will serve as a hall pass and must be used as such and be in your possession at all times when in the hallways. Additional copies of this handbook/assignment planner will be available in the office for a fee of \$8.50. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not create a contract between the school and the student and/or parent, but only reflects the current status of the Board's policies and the school's rules. In addition, this handbook reflects the current status of the Board of Education policies as of May 2024. If any policies or administrative guidelines referenced herein are revised, the language of the most current policies or guidelines prevail. While every effort is made to ensure the accuracy of the information provided, the school reserves the right to make changes at any time without prior notice. Current copies of Board policies are available on the district website. This handbook was adopted by the Seneca East Board of Education on May 13, 2024.

SENECA EAST TIGERS

This handbook/assignment planner belongs to:

NAME _____

ADDRESS _____

Seneca East's Mission Statement



Seneca East Local School District is committed to the total development of each student by fostering the growth of the whole person through education. The district seeks to encourage students to perform at the height of their ability in preparation to become the leaders of tomorrow. This mission is accomplished by developing critical thinking skills, social accountability, creativity, the ability to communicate effectively and a solid work ethic.

School Phone Numbers

H.S. Office/Attendance	419.426.1850
Guidance Office	419.426.1850 ext. 6932
Athletics Office	419.426.1850 ext. 6918

TABLE OF CONTENTS

Academic Letter	4	Lockers	84
Accidents	4	Lost and Found	85
Acceptable Use Policy	4	Lunchroom	85
Apptegy/Thrillshare	15	Make-up Work	86
Assemblies	15	Medication	86
Athletics and Eligibility	16	Military	88
Athletic Policy	17	Missing/Unaccounted Child	88
Attendance Policy	20	Music Policy (Instrumental)	88
Backpacks	29	Music Policy (Choral)	89
Bottled Water	29	National Honor Society	89
Breathalyzer	30	Nuisance Items	90
Bullying	30	Nurse	91
Cell Phones	32	Office Telephones	91
Change of Address	34	Open Enrollment	91
Class Bell Schedule	34	Pass System	91
Class Officers	35	PBIS	92
College Credit Plus	35	Physical Education	94
College Visitation	35	Random Drug Testing	94
Dance Regulations	36	Recording	95
Dangerous Weapons	36	School Counseling Dept.	95
Disciplinary Code	37	School Insurance	95
Dress Code	65	Search and Seizure	95
Driving and Parking	70	Senior Pictures	96
Early Release/Late Arrival	71	Senior Trip Policy	96
Edgenutiy	73	Special Education	98
Extra- and Co-Curricular	73	Student Council	99
Fees	75	Study Halls	100
FERPA	75	Surveillance Cameras	101
Field Trips	76	Teacher/Office Aide	101
Final Forms	76		
Finals	76	Technology	102
Fire, Tornado, Lockdown	76	Testing	103
Foreign Exchange Students	77	Textbooks	103
Gifted and Honors	77	Title IX	104
Grading	78	Transcripts	104
Graduation Exercises	81	Transportation	104
Gum Chewing/Candy	83	Unpaid Bills/Fines	107
Hazing	83	Visitors	107
Hallways	83	Weather Emergencies	107
Head Lice	83	Withdrawal	108
Illness	84	Work Permits	108
Immunizations	84	Yearbook	108
Library	84		

(Seneca East does not discriminate on the basis of sex, race, color, or natural origin, religion, age or physical-mental handicap in employment or educational programs and activities. If any person believes that s/he has been discriminated against on the basis of these stated items, s/he should immediately contact Dr. Laura Kagy, Superintendent of schools at 419.426.7041. Complaints of this nature will be investigated in accordance with Board of Education policy.)

ACADEMIC LETTER

An "Academic Letter" will be awarded in the high school to those students who maintain a cumulative 3.8 grade point average for the first three grading periods of the school year. Those students who qualify will receive an Academic Letter the 1st year and bars for each subsequent year. The Academic Letter and subsequent awards will be presented at the awards assembly at the end of the year.

ACCIDENTS

In the event of an accident or injury, a supervising teacher or the office **must** be notified immediately. An accident report will be filled out by the supervising teacher and filed in the office.

ACCEPTABLE USE POLICY FOR THE 1:1 PROGRAM

One laptop and charger are being lent to the student and are in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the property of Seneca East Local Schools and is herewith lent to the student for educational purposes only for the academic school year. The student may not deface or destroy this property in any way. Inappropriate use for the machine may result in the student losing his/her right to use the laptop and its accessories. The equipment will be returned when requested by Seneca East Local Schools, or sooner, if the student withdraws from Seneca East Local Schools prior to the end of the school year.

The district property may be used by the student only for non-commercial purposes in accordance with the district's policies and

rules, the district's Acceptable Use Policy, as well as local, state, and federal statutes.

Students may not install or use any software other than software owned or approved by the district and made available to the student in accordance with this receipt and agreement.

One user with specific privileges and capabilities has been set up on the laptop for the exclusive use of the student to which it has been assigned. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not make any attempt to add, delete, delete access, or modify other user accounts on the laptop or on any school owned computer.

Seneca East Local Schools' network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the laptop. These labels are not to be removed or modified. If they become damaged or missing, the student must contact the technology department for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine.

An e-mail account, provided by the district, will be required for each student to use for appropriate academic communication with other students and staff members only. This e-mail is for communication within the school district. This email will also be the student's login for Google Apps for Education. It is the student's responsibility to protect this password as any access from the account will be treated as the owner of the account.

The student agrees to use his/her best efforts to assure that the district property is not damaged or rendered inoperable by any such electronic virus while in the student's possession.

The student acknowledges and agrees that the student's use of the district property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges his/her responsibility to protect

and safeguard the district property and to return the same in good condition upon request by Seneca East Local Schools.

Students may at times be permitted to use entertainment resources, those determinations may be changed throughout the year and revoked at any time.

Parent Responsibilities:

Your son/daughter has been issued a laptop to improve and personalize his/her education this year. It is essential that the stated guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- I will supervise my child's use of the laptop at home.
- I will discuss our family's values and expectations regarding the use of the Internet and e-mail at home.
- I will supervise my child's use of the Internet and e-mail.
- I will not attempt to repair the laptop nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the laptop. I will not load or delete any software from the laptop.
- I will make sure my child recharges the laptop battery nightly.
- I will make sure my child brings the laptop to school every day.
- I understand that if my child comes to school without the laptop, I may be called to bring it to school as class work throughout the day will depend on having the equipment at school.
- I agree to make sure that the laptop is returned to school when requested or upon my child's withdrawal from Seneca East Local Schools.

Student Responsibilities:

Your laptop is an important learning tool and is to be used for educational purposes only. In order to take your laptop home each day, you must be willing to accept the following responsibilities:

- When using the laptop at home, at school, and anywhere else you may take it, I will follow the policies of Seneca East Local Schools, especially the Code of Conduct and the Acceptable Use Policy. I, too, must abide by all local, state, and federal laws.
- I will treat the laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby, and I will keep my laptop in my school-approved protective sleeve at all times when not in use.
- I will not lend the laptop to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any additional software onto the laptop.
- I will not use my laptop with personal e-mail accounts other than the one issued by the school.
- I will not remove programs or files from the laptop.
- I will not give out personal information when using the laptop.
- I will bring the laptop to school daily and ensure it is fully charged.
- I agree that e-mail (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and I will not share these with any other students.
- I will not use the laptop in “no-use” areas at school such as locker rooms, bathrooms, and other areas where it is not appropriate to use a computer.
- I will not attempt to repair the laptop nor have it repaired by any third party or relatives.
- I will return the laptop when requested and/or upon my withdrawal from Seneca East Local Schools.

Student Network and Internet Acceptable Use and Safety Agreement

The Seneca East Local School District is pleased to make available to students access to inter-connected computer systems within the district and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities. In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this

access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of the network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing the signature page, and returning to Seneca East, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or under, fails to sign and submit the signature page as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's access will be denied, if not already proved, or withdrawn, and he or she may be subject to additional disciplinary actions.

- I. Personal Responsibility – By signing the signature page, you are agreeing not only to follow the rules in this policy, but you are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy but has the effect of harming another or his or her property.
- II. Term of Permitted Use – A student who submits to the school, as directed, a properly signed signature page and follows the policy to which he or she has agreed, will have the computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the Seneca East School District before they are given an access account.
- III. Acceptable Uses – The school district is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.

A. Use of Artificial Intelligence

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural language processing (NLP) tools is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the tools in an ethical and responsible manner. Teachers have the discretion to authorize students use of AI/NLP tools for the following uses:

1. Research assistance
2. Data analysis
3. Language translation
4. Writing assistance (as granted by the teacher)
5. Accessibility

B. Unacceptable Use of the Network – Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

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

2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan Horse," "time bomb" or other harmful forms of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
 4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you, including credit card numbers and social security numbers.
- IV. Netiquette – All users must abide by rules of network etiquette, which includes the following:
1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
 4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.
- V. Internet Safety – General Warning: Individual Responsibility of Parents and Users – All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from

these sites. Parents of minors are the best guides toward materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

- VI. Personal Safety – Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or private setting.
- VII. “Hacking” and Other Illegal Activities – It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- VIII. Confidentiality of Student Information – Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information as defined by Ohio law for internal administrative purposes or approved educational projects and activities.
- IX. Active Restriction Measures – The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are obscene, pornographic or harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be

disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254[h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that...

- A. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - B. Depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated normal or perverted sex act or a lewd exhibition of the genitals;
 - C. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- X. Privacy – Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district, and no user shall have any expectation of privacy regarding such materials.
- XI. Failure to Follow Policy – The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet severely restricted and/or terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary actions in such circumstances.
- XII. Warranties/Indemnification – The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses,

damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parents(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing the signature page, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s), agree to cooperate with the school in the event of the school's initiating an investigation of the user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

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

Miscellaneous Additions To the Policy

- Users may access a computer, a portable device, or network account only by using their own assigned network username/password.
- Users are responsible for their behavior and communication on the computer/network. Users may not access the network or school property to engage in transmission, receiving, or possession of obscene materials or pornography of any kind. Users may not send or receive e-mails that contain inappropriate or obscene comments, suggestions, or language.

- Users may not intentionally seek information or modify files, data, or passwords belonging to other users or misrepresent other users on the computer/network.
- Users may not access the network or school property to engage in illegal activities such as software pirating, peer to peer file sharing, and/or intellectual property violations. Rules against cheating and plagiarism will be enforced.
- Software may be installed on school devices only with the consent of the administration and/or director of technology.
- “Hacking” is defined as the malicious use of the network or school property to develop programs intended to infiltrate a computer or computer system to cause damage to the computing system or network. Users may not access the network or school property to disrupt its use by others.
- Users may not bypass or attempt to bypass the district’s technology protection measures. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- Any use of the network or school property to engage in cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
- While on the school network, unauthorized use of chat clients, social networking sites, and personal web-based e-mail are prohibited.
- Privacy in communications over the Internet and the school network is not guaranteed. The school reserves the right to inspect any directories, files, and/or messages residing on or sent using the school network or property.
- Users and/or parents will indemnify and hold the district harmless from any financial losses or legal ramification sustained due to misuse of the network or school property.
- Unauthorized use of games, videos, and movies while on the network or using school property is prohibited.
- Damages to the equipment that is owned by Seneca East Local Schools may be subject to costs incurred by the student/parent depending on the severity of the damage and depending on coverage of the school’s insurance. Fees for repairing school-owned equipment will be set by the technology committee and will be billed to the student/parent. It is recommended that

parents make sure that school-owned equipment be insured other than what is covered by the district.

- When using the network or school computers, students (specifically) must follow the directions of the school teachers/staff and adhere to school policies. It shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, The Children’s Internet Protection Act, The Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Failure to adhere to network policies and rules may subject users to warnings, usage restrictions, disciplinary actions, or legal proceedings.
- Bypassing the schools filtering and protective measures is prohibited and may result in the forfeiture of network access privileges.
- Students understand that network traffic on the schools wireless or wired network is monitored and that personal devices will be banned through electronic methods if they are found to be malicious or used to circumvent existing or future protective measures (filtering). Traffic may be inspected to determine the contents to protect the safety of the district’s staff and students.

APTEGY/THRILLSHARE

The Apptegy/Thrillshare system is an automated message delivery system used by Seneca East. It is used to disseminate information to groups and to potentially all district families who sign up to use the service. Apptegy/Thrillshare, too, will serve as the district’s means of communication to students, families, and staff in the event of an emergency.

ASSEMBLIES

Throughout the school year, a variety of assemblies are presented to the student body. These assemblies, which are both educational and entertaining, may include speakers, multimedia presentations or movies, plays, etc. You are expected to display respectful and appropriate behavior during all assemblies. Students not behaving appropriately will be removed from the assembly and may be subject to a disciplinary consequence. Some assemblies may involve a small fee for students to attend, typically for charitable purposes. Regular study

periods will be conducted for those students who choose not to attend a paid assembly (an assembly in which a fee is charged).

ATHLETICS

A student's participation and eligibility on an athletic team of the Seneca East Local School District is a privilege, not a right. Students may be denied participation or eligibility for their actions or activities beyond the student day or school year. A student participating on a Seneca East Local School District athletic team as a representative of the school district must always comport himself/herself in a manner that does not reflect negatively upon the school district. Therefore, a student shall never be involved in the use of alcohol, drugs, tobacco, or similar stimulants, nor shall a student be involved in criminal, assaultive or dangerous behavior. The administration of the school district shall be the sole arbitrator of what actions or activities of the student reflect negatively upon the school district.

ATHLETIC ELIGIBILITY

JUNIOR HIGH

ATHLETIC CUT POLICY AND PHILOSOPHY (TEAM SIZE)

On the middle school level of interscholastic athletic competition all students are to be encouraged to participate in a wide range of athletic activities and are to be given an opportunity to explore their interests and abilities. Coaching emphasis on these levels should be directed at developing the concepts of team play and student self-discipline, at teaching fundamentals of the sport and appropriate skills and at broad student participation. At these levels a coach must be judged more on the above criteria and less on the won-loss record. It is up to the coaching staff to determine team size of middle school teams.

HIGH SCHOOL VARSITY AND HS RESERVE TEAMS

Interscholastic athletic competition at these levels has a high degree of visibility, both locally and throughout the area. The Board of Education, in recognizing that coaching personnel at these levels are judged in large part on both winning and on their ability to utilize and develop student athletic skills on a high level, deems that the head coaches of each sport have the discretion to determine the size and composition of varsity or reserve teams.

All students are both permitted and encouraged to try out for athletic teams, and no student will be cut from a team until he or she has been given an opportunity to demonstrate his or her desire and ability to make the team. At all high school levels, the coach has the discretion to make cuts as deemed necessary.

A. LOCAL ELIGIBILITY RULES:

1. The athletic director is directly in charge of all athletics with the principal of the building overseeing the programs.
2. To be eligible for athletics, a student cannot be 19 years old before August 1.
3. After a pupil completes the eighth grade, he/she is only eligible for eight consecutive semesters.
4. Students must be in school by 10:32 and may not leave for the remainder of the day in order to be eligible to participate in an athletic contest or extracurricular event that school day. On a two-hour delay schedule, the time for appearance to school is 11:22. Exceptions may be made by the principal for funerals and doctor's appointments. Other reasons will have to be approved by the principal only when written notification is received in advance from the parent. Written notice does not necessitate approval from the administration.
5. Students absent on Friday due to illness may not play in an athletic contest on Saturday unless they have a doctor's note or written excuse from the parent that is presented to the coach or athletic director.
6. Attendance patterns on the school day immediately following a contest will be observed and may be used to determine eligibility if a poor attendance pattern is observed.

ATHLETIC POLICY

B. PARTICIPATION

1. An athlete may not convert sports during a season after five (5) practices. Any exceptions must be granted by the head coach and athletic director.
2. Any athlete serving an out-of-school suspension or Emergency Removal will not be able to play or practice.

- Participation regarding a student serving an in-school assignment will be at the discretion of the administration.
3. After an athletic injury requiring a physician's attention, the athlete must provide the head coach or athletic director with medical documentation allowing the athlete to return to play.

C. TRAINING RULES

1. General training rules are established by this policy and shall be enforced for all athletes involved in the Seneca East athletic program. Additional specific rules shall be established by each coach in his/her respective sport.
2. Violation of a major rule shall be dealt with by an ad hoc committee consisting of the principal and athletic director.
 - a. All decisions of the committee shall be approved by the principal.
 - b. The student shall have due process rights as outlined in the athletic handbook.
3. All athletes and their parents shall be made aware of the general rules prior to the start of the season. One school meeting held in the Fall will be followed by team meetings in the Winter and Spring. At these meetings, OHSAA and Seneca East codes will be reviewed, and the athlete and parent will be asked to sign the Athletic Code in order for the student to participate.
4. General Rules - shall apply both during and outside of school hours and on and off school property.
 - a. No athlete shall use, possess, or transmit to another student any drug, narcotic, or derivative thereof. This shall include any drug apparatus used in the application.
 - b. No athlete shall use, possess, or transmit an alcoholic beverage.
 - e. No athlete shall use, possess, or transmit a tobacco product, e-cigarettes, or paraphernalia.
 - d. All athletes shall abide by all rules and regulations established by the Administration and Board of Education.
 - e. All student athletes shall abide by the hazing policy as described under Rules of Conduct.
5. Specific Rules - In most instances these shall be established by each coach in his/her respective sport. However, athletes are expected to...

- a. Dress and conduct themselves in a way that will reflect favorably upon the team, the school, and the individual.
- b. Attend all practices and games punctually according to guidelines established by the head coach.
- c. Refrain from vulgarity or other unsportsmanlike behavior at all times.
- d. Any athlete who commits a felony (to include juvenile delinquency which, if an adult, would be tried as a felony) or crime that brings ill repute to the school/athletic system shall be ineligible for a period up to one year. These offenses include, but are not limited to, assault, robbery, battery, rape and possession of a weapon.

D. PENALTIES

Refer to Athletic Handbook for parents and athletes.

**ELIGIBILITY FROM OHSAA CONSTITUTION AND
BY-LAWS AND LOCAL POLICY**

A. GRADING PERIODS AND ELIGIBILITY

1. Students in grades 7-12 must be passing five academic credits and carry at least a 1.5 GPA for the preceding quarter each grading period.
2. Eligibility will be checked and determined at the end of each grading period. Students who are found to be ineligible will remain ineligible for the entire next grading period, at which time eligibility will be checked again.

B. SCHOLASTIC DEFICIENCIES

Scholastic deficiencies at the end of any semester after certification for the ninth grade or subsequent grades cannot be removed by summer school, night school, tutoring nor by examination other than that accorded every other pupil of illness certified by a physician and concluded within seven days after the official close of the semester.

ATTENDANCE POLICY

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education (ED6-215-14) for the full time the school attended is in session. Such attendance must begin within the first week of the school term or within one week of the school term or within one week of the date on which the child begins to reside in the district.

The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. The Ohio Revised Code classifies absence from school as excused or unexcused. The following conditions constitute reasons for excused absence from school:

1. Personal illness
2. Illness in the family necessitating the presence of the child
3. Quarantined because of mandates or standards set by the health department
4. Death in the immediate family or a relative. This is limited to a period of three (3) days unless reasonable cause is shown. Additional days accumulated past three (3) days will be unexcused
5. Work at home that is necessary due to the absence or incapacitation of a parent or guardian. This would include farm-related work (see below).
6. Observance of a bona fide religious holiday.
7. An emergency situation or absence due to a cause which is justifiable in the judgment of the administration.

**If a student is absent, parents must call the school by 9:00 a.m. to report the absence.

**Absent students must present an absence excuse to the office on the day he/she returns to school. The note must contain the student's name, date(s) of absence, specific reason for absence and a parent's/guardian's signature. A note from a parent does not automatically count as an excused absence.

**Failure to supply a parental call or written documentation of the absence will result in an unexcused absence. Too many unexcused absences may result in truancy charges being filed on the student.

**In the event of prolonged absence, a doctor's excuse may be required. Reasons such as personal business, vacation absence, or an excuse without a specific reason are not counted as excused.

**House Bill 66 went into effect in April, 2019, and requires schools to make at least one attempt to contact parents/guardians within 120 minutes of the beginning of school day if the child is absent and the school has not been notified. The school's notification can be made by telephone, automated calling system with verification, an automated school information system, email, a personal visit to the home, or other notification procedure adopted by resolution from the board of education. If the school is not contacted by the parent, the school will use the numbers provided in the school's computer system or the ones provided on the Emergency Medical forms completed at the beginning of the year.

PLEASE NOTE: The school is the determining factor on whether an absence is excused or unexcused.

Excused local attendance regulations - (specific examples)

1. FARM RELATED: Those students who live on a farm and are needed at home to work may be excused up to five (5) days if there is prior notification to the school. Prior notification would include at least a phone call from the parents, in advance of the absence, and a written note upon returning. Previous attendance record, grades and class work will be considered before the principal grants an excused absence. These hours still count against the HB 410 Attendance Law.
2. MEDICAL & DENTAL APPOINTMENTS: Families are encouraged to make medical and dental appointments for non-school hours. If this is impossible, a note from the doctor/dentist should be presented to the office by no later than the morning of the appointment. Any student referred by the school for medication or treatment will not be counted as absent.
3. FAMILY VACATION ABSENCE: Vacation absence, defined as "time spent with family" is an excused absence for a total of five (5) days. Students must file a Vacation Absence Form

with the office at least two days in advance of the vacation. The student is responsible for all work missed during the vacation period, and if a student fails to make up the work, a grade of "F" will be assigned for all work missed. These hours still count against the HB 410 Attendance law.

4. COLLEGE VISITATIONS: Students will be allowed two (2) college visitation days their junior year and three (3) college visitation days their senior year. These days must be pre-approved by the principal and teachers through the College Visitation Form, which can be acquired in the office. To be an excused absence, verification from the college admissions office must be presented when the student returns to school. No college visits will be permitted after May 1 or during Semester I or II exams. These hours still count against the HB 410 Attendance law.
5. HUNTING – A student may be permitted to miss one (1) day of school for hunting in a school year provided that a parent note is presented PRIOR to the hunting absence. These hours still count against the HB 410 Attendance law.

NOTE: A student may be excused for 5 vacation days, 5 farming days, and 1 hunting day. Additional vacation and/or hunting days after this will be UNEXCUSED

EARLY DISMISSAL

Students may sign themselves out of the office; however, they will not be released to leave the building unless parental contact has been made approving the dismissal. This can be done via a phone call; however, NO TEXTS from parents will be accepted as an excuse for release. The presentation of a note or a call from the parent does not mean that early dismissal has been approved.

TARDY TO SCHOOL

All students entering the building after 8:00 must report to the office, sign in, and receive a class admission slip. Tardy minute/hours are recorded and count towards total hours missed. Students will be charged a tardy if they arrive to school from 8:01 – 8:30.

For Parent Pick Drop Off and Bus Riders:

Three tardies to school in a 9 weeks will equal a detention to be served either prior to school or directly after school. Upon the 5th tardy to school in the same 9 weeks, the student will be assigned to a Friday school. The tardy count is restarted at the beginning of

each 9 weeks. Excessive tardiness that is not curbed by the detentions and possible Friday school that could occur from the tardiness may result in delinquency charges being filed in juvenile court in order to correct the behavior

For Student Drivers

Students need to learn time management skills. Seneca East has a duty to its community and its students to provide a quality education. This includes teaching students to be responsible

- For the first three (3) unexcused tardies, a student will lose their driving privileges for 10 school days
- For the next three (3) unexcused tardies, a student will lose their driving privileges for 20 school days
- For the next three (3) unexcused tardies, a student will lose their driving privileges for the rest of the semester.

The tardy consequences start over at the beginning of the second semester. This policy is for each semester.

TARDY TO CLASS

For the purpose of consistency, classroom tardiness is defined as a student not being in his/her assigned location at the conclusion of the tardy bell.

- For the first three (3) unexcused tardies (per class), a student will receive a detention
- For the next three (3) unexcused tardies (per class), a student will receive an In School Assignment
- For the next three (3) unexcused tardies (per class), a student will be assigned a Friday School
- Additional unexcused tardies will result in possible Out of School Suspension or other consequence as determined by the principal

STUDENT ATTENDANCE AFTER FIRST PERIOD

A student who misses any time between one minute to three hours after 8:30 a.m. on a regular school day will be charged with a ½ day absence. A full day absence will be charged if a student misses more than three hours of the school day.

EXCESSIVE ABSENCES

House Bill 410 that was passed into law in December 2016 and became effective April 2017 created new parameters for excessive

absences for schools in Ohio. In compliance with the law, Seneca East will now recognize the following requirements for excessive absences:

Definition: Excessive absences for the purpose of this law and for the purposes of its consequences, is defined, now, through instructional hours and not days. The following demonstrates what defines “excessive absences” under the new law:

I. Absent 38 or more hours in one school month with or without a legitimate excuse (defined as any “month-long/30 day period”)

II. Absent 65 or more hours in one school year with or without a legitimate excuse

**House Bill (HB) 166, enacted in 2019 provided a modification to the definition of “excessively absent.” The new language in RC 3321.191(C)(1) specifies that only a student’s nonmedical excused absences and unexcused absences may be considered in determining whether a student is excessively absent. Any hours that a student is absent with a medical excuse should not be counted by the district in making this determination.

**It is important to note that this means with or without a legitimate excuse with provisions, now for the exception of medical absences. A student may bring in a doctor’s note, for instance, for missing four hours of school. For this law, the student will not be charged for the number of hours and minutes missed due to the doctor’s note. If a child stays home for illness with only a parent call, the hours will still be charged. For the purposes noting excused vs. an unexcused absence for the sole purpose of being able to make up the work for full credit, this four-hour absence will allow for the student to make up work because there is a doctor’s note, which counts as an excused absence. Finally, in this instance, for the purposes of the 10/20 day rule, this particular absence will not count against the 10/20 day rule because the doctor’s note is one exception to the accrual of days used in the 10/20 day count.

**Again, for purposes of comparison only, Seneca East observes a 6.5 hour school day; therefore, 38 hours is equivalent to approximately 5.9 days while 65 hours equals approximately 10 school days.

Once a student has surpassed the hours permitted and is designated as “excessively absent,” the following steps will be enacted per law:

- I. The parents/guardians of the offending student will be contacted within seven (7) school days of the triggering absences through a written correspondence.
- II. The school may require the student to follow an approved intervention strategy including one or more of the following:
 - A. Counseling
 - B. Mediation
 - C. Developing/implementing an absence intervention plan that may include registering all absences as “without legitimate excuse” with the exception of a doctor’s note, military note, court note, or bereavement note.
 - D. Requiring parental education and parenting programs
 - E. Notifying the Registrar of Motor Vehicles under R.C. 3321.13, and/or
 - F. Taking legal action under R.C. 2919.22, 3321.20, or 3321.38

TRUANCY

Also, in December of 2016 and enacted in April of 2017, House Bill 410 created new truancy laws for schools in the state. In compliance with the law, Seneca East will follow the procedures outlined below in order to deal with students who qualify as being “truant.”

Definition: House Bill 410 changes the truancy definition to be based on instructional hours, rather than days of instruction. Under the new definition, the designation of “chronic truant” has been eliminated and the designation of “habitual truant” is defined as any child of compulsory school age who has been absent without legitimate excuse for....

- I. 30 or more consecutive hours
- II. 42 or more hours in a school month (defined as any “month-long/30 day period”)
- III. 72 or more hours in a year

*Seneca East’s school day, just to give an example in days, lasts ~~6.75~~ 6.5 hours not counting lunch (as reported to EMIS, the state’s reporting database). Considering the first step in the consequence, a student may only miss 4.6 consecutive days without a legitimate excuse to qualify as truant. For the second step, the rough “day” equivalent is 6.5 days

and for the third step, it is 11.1 days. Again, the law says that non-legitimate absences must be figured in hours, so these “day” equivalents are only used to assist students and parents in understanding, in a more traditional way, the length of these non-legitimate absence definitions.

Once a student has surpassed the hours permitted and is designated a “habitual truant,” the following steps will be enacted per law:

- I. The student will be assigned to meet with an Absence Intervention Team (AIT) within ten (10) school days of the triggering offense.
- II. Within seven (7) school days of the student’s designation as a “habitual truant,” the principal or superintendent will select the members of the AIT. Members of this team must include...
 - A. A representative of the child’s school
 - B. Another representative from the school who knows the child
 - C. The child’s parent/guardian, custodian, guardian ad litem or temporary custodian

**Please note that within seven (7) school days of the student’s designation as a “habitual truant,” the principal or superintendent must make at least three (3) meaningful, good faith attempts to secure the participation of the student’s parent, custodian, guardian ad litem, or temporary custodian. If the parent responds but cannot participate, they are entitled to “appear by designee” meaning they can send a representative for them in lieu of the parent’s/guardian’s attendance.

**If the seven (7) school days elapse and the parent/custodian/guardian fails to respond to the attempts to secure parental participation in the team meeting, the school is charged with...

- A. Investigating whether the failure to respond triggers mandatory reporting to the public children services agency
- B. Proceeding with the AIT in developing a plan for the child in the absence of the parent/guardian/custodian
- C. Others who may be considered but who are not required to be on the team could include a school psychologist, school

counselor, social worker, or a public agency representative who can assist the student and families.

**Please note that the convening of the AIT can be bypassed if the district has a chronic absenteeism rate of less than 5%; however, there must be some intervention done with habitually truant students for 60 days regarding attendance.

III. Within fourteen (14) school days after the assignment of the AIT, the team shall develop an intervention plan meant to reduce or eliminate further absences. The plan must...

- A. Be based on the individual needs of the student
- B. State that the attendance officer shall file a complaint not later than 61 days after the date the plan was implemented if the child refuses to participate or fails to make progress on the plan.

**Please also note that the Absence Intervention Plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication.

IV. Within seven (7) days after the development of the plan, the school must make a reasonable effort to provide the student's parent, guardian, custodian, guardian ad litem, or temporary custodian with a written notice of the plan.

V. If the student at any time during the implementation phase of the absence intervention plan or other intervention strategies is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

VI. End of the Year Absences - If a student becomes habitually truant within the 21 school days prior to the end of the school year, the district may, in its discretion, assign a school official to work with the student's parent and develop an absence intervention plan during the summer. This plan shall be implemented no later than seven (7) days prior to the first day of instruction in the next school year. In the alternative, the school may toll the time period over the summer months and

reconvene the absence intervention process upon the first day of instruction in the following school year.

VII. Juvenile Court Referral - The attendance officer shall file a complaint with the juvenile court not later than the 61st day after implementation of the absence intervention plan if all the following apply:

- A. The student was absent without legitimate excuse from the public school for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year.
- B. The school has made meaningful attempts to re-engage the student through the absence intervention plan or other intervention strategies and any offered alternative to adjudication, and
- C. The student has refused to participate in or failed to make satisfactory progress on the plan.

Side note: If the 61st day after intervention falls on a day during the summer months, the district may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

VIII. Further requirements that are stated in the law...

- A. Provide counseling for the student
- B. Request or require the student's parent/guardian to attend parental involvement programs or truancy prevention mediation programs.
- C. Notify the registrar of motor vehicles
- D. Take legal action

In Summary...

If a student is absent from school without a legitimate excuse for 30 consecutive hours, 42 hours in a school month, or 72 hours in a school year, he or she is considered "habitually truant," and the following steps will apply as detailed above:

- Step #1 - Student assigned to an Absence Intervention Team
- Step #2 - Make three meaningful attempts to contact parent/guardian

- Step #3 - Principal will select members of the AIT
- Step #4 - AIT develops an Absence Intervention Plan
- Step #5 - Parents receive written notice of the plan
- Step #6 - Juvenile Court referral if progress is not made on the plan

ASSIGNMENTS FOR ABSENT STUDENTS/MAKE-UP WORK

Parents/Guardians may request student assignments. The quickest way would be to e-mail teachers directly at the school; however, parents/guardians are welcome to request assignments through the office. Please allow 24 hours to have assignments sent to the office from the staff.

Assignments and class work missed because of an excused absence shall be made up within a period of time equal to the same amount of time of absences plus one day. For example, if a student misses three excused days, he/she has four days to make up the work. If major assignments have been announced prior to the student's absence, the teacher has the right to maintain the same due date regardless of the absences. This should be explained to students through the individual teacher's classroom rules. Tests can be made up through arrangements with the instructor.

- A. Only excused absences shall receive credit for make-up work.
- B. Make-up work from unexcused absences may not receive credit from the teacher.
- C. Truant students will receive no credit for their work while absent from school.
- D. Students will receive up to 60% credit for work missed while on out-of-school suspensions.

BACKPACKS/BOOKBAGS/KNAPSACKS

Personal backpacks/knapsacks are not allowed in the classrooms at the middle school/high school with classroom safety cited as the main reason or concern. Backpacks/Bookbags/Knapsacks should be left in the student's lockers.

BOTTLED WATER/BEVERAGES

Purchased water bottles, refillable water containers, coffee, tea, and purchased beverages such as Gatorade and other energy drinks will be permitted in the building.

Proper disposal of cans and bottles will be enforced and students will be subject to discipline if beverages are disposed of improperly.

Additionally, the school reserves the right to withdraw this privilege for any one student or group(s) of students should the drinks become a distraction for the teacher or cause unreasonable messes. Given the educational environment (choir, science room, computer lab, band room, etc) a teacher has the right to refuse drinks in his/her classroom

The classroom teacher or aide does reserve the right to eliminate even water from their classrooms if they so desire for reasons not limited to the potential for damaging equipment or furnishings, the potential for it to create a mess in the classroom, or the potential for it to be a hindrance to learning.

BREATHALYZER

The Board of Education has adopted a policy instituting the possible use of a breathalyzer for such extra- or co-curricular Seneca East events listed, but not limited, to the Senior Class Trip, the Prom, junior and senior high dances, athletic events, etc. If the breathalyzer is to be used for an event, the proper protocol will be followed in notification, unless “reasonable suspicion” exists, as well as procedure.

BULLYING

The following is an overview of Seneca East’s Bullying Policy per HB 116. For a full policy statement, visit www.neola/senecaeast-oh/ and search for “Bullying.” "Harassment, Intimidation, or Bullying means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both causes mental or 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. Harassment, Intimidating, or Bullying also means cyberbullying through electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once. Harassment, Intimidating, or Bullying also includes violence within a dating relationship.

Building principals, assistant principals, and the Superintendent have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels s/he has been a victim of aggressive behavior and/or bullying in violation of Policy 5517.01 shall immediately report his/her concerns.

Teachers and other school staff, who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, s/he shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated and may result in 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. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to provide that the prohibition against harassment,

intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

CELL PHONES

CELL PHONES, SMART WATCHES BLUETOOTH DEVICES, AND OTHER WIFI- ENABLED DEVICES

(This includes cell phones/Smart phones, smart watches, pagers/beepers, PDA's, and other WIFI-enabled devices):

- Cell phones will be placed into cell phone boxes within each classroom at the beginning of the class period and remain in the boxes until the dismissal bell; this includes ALL study halls
- Cell phones should be on silent during every class period; violations may result in disciplinary actions including loss of cell phone privileges
- Cell phones may be out and in use prior to the beginning of school, during lunch and during the exchange of classes • Bluetooth earbuds will NOT be permitted during class or study hall and should be removed from the ears during each class period

- Headphones or earbuds that plug into the school issued Chromebook are allowed unless otherwise stated by the classroom teacher
- The classroom teacher or aide may require that smart watches be placed on the teacher desk or cell phone pocket prior to an assessment. Failure to comply will result in disciplinary action

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

**The administration reserves the right to suspend a student(s) cell phone privileges at any time

Additional Notes on Video Capturing

Students are prohibited from using cell phones or any other electronic device to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a cell phone or other electronic device to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. The use of cell phones that contain built-in cameras (devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms and bathrooms. Students are also prohibited from using a cell phone or any other electronic device to capture and/or transmit test information, class work, or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Also, students are prohibited from using their cell phones to receive such information.

Additional Notes on Sexting

“Sexting” is prohibited. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging or other electronic programs/apps. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child

pornography. Such conduct will be subject to discipline and possible confiscation of the cell phone.

Summary Notes on Cell Phones

Possession of a cell phone by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege. Further, the student is solely responsible for the care and security of their cell phone. Seneca East Schools assumes no responsibility for theft, loss, damage or vandalism to cell phones brought onto its property or the unauthorized use of such devices.

CHANGE OF ADDRESS/PHONE NUMBER

Please notify the principal and school office of any change of address or telephone number as soon as possible. This is very important in the event an emergency arises.

CLASS BELL SCHEDULE

<u>Regular Daily Schedule</u>	<u>Two-Hour Delay Schedule</u>
1 st Period 8:00 – 8:48	1 st Period 10:00 – 10:24
2 nd Period 8:52–9:38	2 nd Period 10:28 – 10:51
3 rd Period 9:42 – 10:28	3 rd Period 10:55 – 11:18
4 th Period 10:32 – 11:18	5 th A Period 11:22 – 11:52 (MS Lunch)
5 th A Period 11:22 – 11:52 (MS Lunch)	11:22 – 11:56
11:22 – 11:56	(HS SH)
(HS SH)	5 th B Period 11:55 – 12:29 (MS SH)
5 th B Period 11:55 – 12:29 (MS SH)	11: 59 – 12:29
11: 59 – 12:29	(HS Lunch)
(HS Lunch)	6 th Period 12:33 – 1:07
6 th Period 12:33 – 1:20	7 th Period 1:11 – 1:45
7 th Period 1:24 – 2:10	8 th Period 1:49 – 2:23
8 th Period 2:14 – 3:00	4 th Period 2:27 – 3:00

<u>Special Activity Schedule</u>	<u>Two Hour Delay Rotations</u>
1 st Period 8:00 – 8:39 2 nd Period 8:43 – 9:20 3 rd Period 9:24 – 10:02 4 th Period 10:06 – 10:44 8 th Period 10:48 – 11:29	The class period order of delays will be: 1 – 2 – 3 (first delay)
	2 – 3 – 1 (second delay)
	3 – 1 – 2 (third delay)
5 th A Period 11:32 – 12:02 (MS Lunch)	This sequence will cycle throughout the year
11:32 – 12:02 (HS SH)	
5 th B Period 12:06 – 12:36 (MS SH)	
12:06 – 12:36 (HS Lunch)	
6 th Period 12:40 – 1:18	
7 th Period 1:22 – 2:00	
8 th Period 1:48 – 2:23	

CLASS OFFICERS

Each class will elect the following officers in the spring for the next school year: President, Vice-President, Secretary, Treasurer and four (4) Student Council representatives. A student must file a petition to the Student Council Advisor with the signature of at least five (5) students from their grade. See guidelines under “Student Council” for qualifying requirements.

COLLEGE CREDIT PLUS

College Credit Plus is a program that has taken the place of PSEO and Dual Enrollment. Please see the Guidance Department for more details and deadlines.

COLLEGE VISITATION

Students are allowed two (2) college visitation days their junior year and three (3) college visitation days their senior year. These days must be pre-approved by the principal and teachers by use of the College

Visitation Form. To be an excused absence, verification from the college admissions office through their signature on the form will be required. No college visits will be permitted after May 1 without prior permission from the principal.

DANCE REGULATIONS

On occasion, and with prior approval of the administration, dances will be held for the student body. Dances sponsored by a class or school organization are open to Seneca East students in grades 9-12 and an invited "date," who is also not younger than 9th grade and not older than 20 years of age. (A date is defined as a person who accompanies and remains in the company of a Seneca East student, not a person who meets the student at the dance merely to enter). Seneca East students and their dates must abide by our school rules and regulations. Students who leave the dance before the conclusion will not be allowed to re-enter. Students are responsible for informing their outside dates of all rules and regulations.

If a class or school organization sponsors a dance, they are responsible for getting prior permission from the principal and insuring adequate supervision and parent chaperons along with the set-up and tear-down of the auditeria.

On occasion and with prior approval of the administration, dances will be held for the middle school student body. These dances are open to Seneca East Middle School students only and will be 2 hours in length. Students are not permitted to arrive late or leave early without a note signed by their parent/guardian.

DANGEROUS WEAPONS

The Board of Education prohibits students from bringing to school, possessing, storing, making, or using a weapon, including a concealed weapon, in any school setting that is under the control and supervision of the Board. This would include, but is not limited to, the school building, school buses, other school transportation, school property, and school-sponsored activities. The Board also prohibits the making of a bomb threat against any school property or school event.

The term "weapon" means any object, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the

health and safety of persons. Weapons include, but are not limited to, firearms, or air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons (taser and/or stun guns), metallic knuckles, martial arts weapons, ammunitions, chemical irritants, and other hazardous agents, explosives or any object indistinguishable from the above or that is held forth as a weapon. "Bomb threat" means to make a false report or indication of the presence of an explosive, incendiary, or other device capable of causing property destruction or human injury. Both now are considered federal crimes and will be prosecuted to the fullest extent of the law.

Exceptions:

- A. Weapons under the control of law enforcement
- B. Items pre-approved by school administrators as part of a class or individual presentation under adult supervision if used for the purpose and in the manner approved. This would never apply to working firearms or ammunition. It would apply to items indistinguishable from weapons, such as starter pistols, theatrical props, project props, and some sports equipment.

Before bringing any item to school or to an event that might violate this policy, students must ask a school administrator to rule on whether or not the item is covered by this policy. Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the building principal. Failure to report such information may subject the student to disciplinary action.

DISCIPLINARY CODE

- I. **PURPOSE:** To provide the regulations and guidelines governing student conduct and discipline in the Seneca East Schools.
- II. **RATIONALE:** Education cannot proceed without an atmosphere of good order and discipline necessary for effective learning. The intent of this code is to help create a positive educational environment which holds young people accountable for their actions and teaches them to live with the consequences of their decisions.

The Board of Education and the Administration of Seneca East Schools have established these guidelines. We feel that they will aid in achieving the best possible atmosphere. The code is also intended to standardize procedures to guarantee equally the rights

of every student within the district. This code meets the intent of the Ohio Revised Code and Student Due Process. However, we realize that it is impossible to foresee every possible situation or circumstance. Thus, this is not meant to be a complete list of all rules and regulations.

III. JURISDICTION: This code and its provisions shall be applicable not only during school hours, during bus transport to and from school, and for Early Release/Late Arrival students, but also at all school-related events and activities whether or not they are on Seneca East School property. This code also includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee. Seneca East is also in agreement with Sentinel Career Center in honoring and reciprocating consequences that may be applied to Sentinel students at either Seneca East or Sentinel.

IV. APPLICATION OF THE CODE: It is considered a fundamental understanding by each student and his/her parent that any administrator, teacher, or other school official has not only the right, but the duty, to insist on good behavior. The building principal is charged with the overall responsibility of proper enforcement of discipline in the total school setting. However, he/she has discretionary authority to authorize other certificated personnel to use the following measures to correct pupil behavior.

1. Teacher-student conferences
2. Teacher-parent conferences
3. Referral to guidance
4. Disciplinary report
5. Assigned detentions (Teacher-assigned or Office-assigned)
6. Referral to the principal
7. Removal from class or activity for 24 hours or less

A key guideline to the application of this policy is embodied in the principle that the appropriate reaction to a discipline problem is the least extreme reaction that holds promise of resolving the problem. However, there are situations in which a more severe disciplinary measure is needed to correct the problem. At this time the student is referred to the principal and the following action may be taken.

1. Emergency removal
2. In-School Assignment

3. Friday School
4. Out-of-School Suspension
5. Referral to police or judicial authorities
6. Recommend expulsion
7. Permanent exclusion

V. SUSPENSION, EMERGENCY REMOVAL, EXPULSION
DEFINITIONS AND PROCEDURES:

- A. AFTER-SCHOOL DETENTION (Either teacher-assigned or office-assigned) - This is a supervised study period that runs from 3:05 – 3:50 Tuesdays and Thursdays outside of normal

36

school hours. Students must bring study materials to assigned detentions and may be assigned Restorative Practice Think Sheets if students cannot produce work. Detentions should be served on the day assigned unless other arrangements are made in advance. Students will be provided a copy of the detention notice when the detention is assigned. It is the responsibility of the child to immediately present the Notice to his/her parents. Parents or guardians will receive a follow-up Detention Notice indicating the date and time for the detention to be served. The notice will also include the reason for the detention. Transportation is NOT the responsibility of the school or its personnel, but rather the student and his/her parent or guardian. Students must come to detention with necessary books and materials and will be required to stay on task for the entire time. If a student misses one after-school detention, they will be reminded of the absence from detention via email from the detention monitor and given one additional opportunity to serve the detention prior to a prescribed date set by the monitor. If, on this

second attempt, that the student fails to attend the detention, he/she will be issued an In-School Assignment. Continuous refusal to accept discipline by not attending detentions without a legitimate excuse may result in the filing of charges in juvenile court. **Detentions are non-appealable.**

- A. EMERGENCY REMOVAL – If a student’s presence poses a continuous danger to persons or property or an ongoing threat of disrupting the academic process, then the superintendent, principal, or athletic director may remove the student from curricular or extracurricular activities or from the school premises. A teacher may remove the student from curricular or extracurricular activities under his/her supervision (but not from the school premises altogether). If a teacher makes an emergency removal, reasons will be submitted to the principal, in writing, as soon after the removal as is practicable.
1. In all cases of normal disciplinary procedures where a student is removed from a curricular, co-curricular, or extra-curricular activity for a period of less than twenty-four (24) hours and is not subject to suspension or expulsion, the requirements of notice and a hearing do not apply.
 2. If the emergency removal exceeds twenty-four (24) hours, then a due process hearing shall be held. Written notice of the hearing and the reason for removal in any intended disciplinary action of suspension or expulsion shall be given to the student as soon as is practicable prior to the hearing. The hearing shall be held in accordance with suspension or expulsion provisions, whichever is applicable, except that the hearing shall be held within seventy-two (72) hours after the removal is ordered. The person who ordered or requested the removal will be present at the hearing. If the Superintendent or Principal reinstates a student as a result of the hearing for emergency removal, the teacher shall, upon request, be given the reasons for reinstatement in writing. A teacher cannot refuse reinstatement of a student.
 3. If a student is emergency removed from the school premises, said student is not allowed to return on school property until either the next school day (if there is no ensuing out-of-school suspension) or until an ensuing out-of-school suspension ends. If the student is an athlete,

he/she will not be allowed to participate in any school functions including practices, games, shows, etc.

- C. IN-SCHOOL ASSIGNMENT– Will be scheduled on Tuesdays and Thursdays. Students will report to the office first thing in the morning and will be detained in a determined location for the entire school day for a prescribed amount of time as presented to the student in a conference with the principal. **In-school assignments are non-appealable.**
1. A student will attend each Google Meet or Zoom session assigned by his/her teacher
 2. The student's completed work will be collected/verified by the ISA monitor for in-school assignment. The student is expected to work throughout the day. If assigned work is completed before the assignment is over, students will be given reinforcement materials provided by the classroom teachers, aides, or administrative staff. Any work assigned that is not completed during the ISA day will be finished and turned in the next school day.
 3. Students will receive full credit for the work completed in the in-school assignment.
 4. Cell phones, iPods, or other electronic devices are not allowed during in-school assignments and will be given to the administration and returned to the student at the end of the day. Computers may be used provided that they are used to aid in homework that was assigned to the student. Use of computers for anything other than school use (video games, streaming, movies, messaging, etc) will result in further disciplinary action
 5. There is no sleeping during ISA (In-School Assignment). This is grounds for additional hours of assignment to make up the time missed.
 6. Students will have 1 am and 1 pm restroom break and will be taken to get their lunch.
 7. Students given in-school assignment may or may not be able to participate or attend any co-curricular or extra-curricular activities on the day(s) of the assignment. Decision will be made by the administration.
 8. Students who miss school the day(s) of a given in-school assignment for reasons other than a doctor's visit, court appointment, military appointment, bereavement (verification needed for all four) or without

a phone call from the parent by 7:45 a.m. the day of the ISA to confirm an illness may be given an additional day(s) of in-school assignment or a Friday school as determined by the basis of the absence.

9. Students may be subjected to complete Restorative Practice assignments during ISA if the student does not have enough classwork to keep him/her occupied for the time assigned. Failure to complete this work, if assigned, will be construed as Insubordination.

FRIDAY SCHOOL - Friday School will be held as determined by the administration. Friday School will last from 3:05 to 6:00 pm. Students will report to the designated classroom with all coursework materials. No food or drink will be allowed in the Friday School. Students will turn in their cell phones and other personal electronic devices and are expected to work on current and/or missing work. Students will serve the Friday School on the date assigned. Administration reserves the right to reschedule to the next available Friday School pending the reason or scheduling conflict. Transportation is NOT the responsibility of the school or its personnel. The Parent(s)/Guardian(s) of the student will make arrangements for student pick up. Sleeping will not be permitted. If a student misses or his/her assigned date, he/she will be assigned the next 2 available Friday Schools. If the student fails to attend the Friday School, he/she will be issued 3 days of Out of School Suspension. Friday Schools are non-appealable.

- B. OUT-OF-SCHOOL SUSPENSION – A student is not allowed to attend school during the prescribed number of days given in a suspension notification. A student is also not allowed on school property during this time and is not allowed to participate in any school functions including practices, games, shows, whether on the Seneca East campus or on a campus where Seneca East is competing, etc.
 1. The superintendent or principal may suspend a student for not more than ten school days for a singular offense. The superintendent or principal shall give the student written notice of the intent to suspend and the reasons for the suspension.

2. The pupil will have the opportunity to appear at an informal hearing before the principal, superintendent or superintendent's designee to challenge the reasons for the intended suspension or otherwise explain his/her actions. If the administrator determines as a result of the hearing that the pupil should be suspended, then within 24 hours of the suspension, the parent, guardian, or custodian of the student will be notified in writing. The notice must include the reasons for the suspension and the right of the pupil, parent, guardian, or custodian to appeal the decision to the Board of Education or its designee, the right to be represented in the appeal, and the right to request that the hearing be held in executive session.
3. Work done in classes that the student will miss due to the suspension is to be completed the day that the student returns to school from the suspension. Work can be gathered from the teachers either via e-mail or through other contact with the school (homework collection). Work completed and submitted upon return can count for no more than 60% for each assignment or test. It is up to the individual teacher to merely assign a 60% to work submitted or to grade the assignment, quiz, test, project, etc. and make 60% the highest grade that the student can score on said work and deduct points from that top 60% score. This philosophy should be outlined in individual teacher's classroom rules based off of this school code.
4. Any student suspended out-of-school from Seneca East may also be suspended from Sentinel Vocational School.
5. Appeal of an Out-of-School Suspension
 - a. Suspension may be appealed to the superintendent of schools within ten (10) calendar days of the parent/guardian's receipt of the written suspension notice. The written appeal must state the reason why the suspension is being appealed.
 - b. Upon review, the superintendent may uphold the suspension, establish an alternative suspension of less severity, or reverse the suspension in its entirety.
 - c. The Superintendent shall reach the decision and provide written notice to the parent/guardian within five (5) school days following the hearing.
 - d. A student shall remain suspended for the duration of the suspension unless and until action modifying the suspension is taken on appeal.

- e. Any cross-examination or questioning at the appeal hearing is at the discretion of the superintendent. If the student, parent/guardian, or their representative fails to follow the hearing procedures established by the superintendent, the hearing may be terminated and the superintendent may proceed with a decision in the matter.
 - f. The decision of the superintendent may be appealed to the Board of Education in Executive Session.
6. Per House Bill 410 enacted in April of 2017, out-of-school suspensions cannot carry over into the following school year. However, the principal or superintendent can create an alternate work assignment for the summer in lieu of an out-of-school suspension if the suspension is assigned at the end of the year. If the work assignment is not completed or the student refuses, a consequence may be assigned to the student at the beginning of the next school year.
7. If for any reason school is cancelled on a day where a student is serving an out-of-school suspension, that day will not count in the total of days suspended for that student. Delay days can be counted as a suspended day out of school.

E. EXPULSION

Only a superintendent of schools may expel a student. Expulsion is the removal of a student for more than ten (10) days' duration but not to exceed eighty (80) school days except for firearm, weapon, knife, or destructive device, which may result in a one-year expulsion or permanent exclusion. When a superintendent wishes to expel a pupil, the following procedures will be utilized.

1. The superintendent will give written notice to the pupil and his/her parent, guardian, or custodian. The notice must include the written reasons for the intended expulsion and that the pupil and his/her parent, guardian, custodian, or representative have the opportunity to appear before the superintendent or his designee to challenge the expulsion or explain the pupil's action. The notice must state the time and place to appear which must not be less than three, nor more than five days after the notice is given unless the superintendent grants an extension of time.
2. The pupil or his parent, guardian, custodian, or representative may request an extension of time and the

superintendent may grant the request. If an extension of time is granted, the superintendent is required to notify the pupil and his/her parent, guardian, custodian, or representative of the new time and place.

3. A hearing is held before the superintendent or his designee at the appointed time and place. The pupil, his/her parent, guardian, custodian, or representative is given the opportunity to defend against the charges.
4. Written notification of the decision and the right to appeal to the Board of Education or its designee is required, as it is for a suspension. The notice must include the reasons for the expulsion, the right to be represented in the appeal and to request the hearing is held in executive session.
5. Any student expelled from Seneca East will also be suspended/expelled from Sentinel Vocational School, CCP and any Distance Learning Programs.
6. Any student expelled from Seneca East Local Schools will be withdrawn from school. Therefore, a student may not earn credit for the specified period of expulsion. Once students complete the serving of their expulsion, they must re-enroll in Seneca East Local Schools unless during the expulsion, they have enrolled in another Ohio district or approved online school.

F. **APPEAL** - A student, his/her parent, guardian, or custodian may appeal a suspension or expulsion to the Board of Education or its designee. Thus, the Board may either review the case itself, or appoint a hearing officer to act in its place. As previously noted, the student has the right to "representation" at the hearing. At the request of the pupil, his/her parent, guardian, custodian, or attorney, the Board or its designee may hold the hearing in executive session. Formal action on the appeal may only be taken in a public meeting. By a majority vote of the Board or by action of the Board's designee, the order of the suspension or expulsion may be affirmed, the pupil may be reinstated, the action reversed, vacated, or modified.

G. **PERMANENT EXCLUSION** – When a student, sixteen (16) years of age or older, is being considered for permanent exclusion, it is possible that he/she may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is a convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

1. Any possession or involvement with a deadly weapon or dangerous ordinance.
2. Drug trafficking
3. Murder, manslaughter, assault or aggravated assault
4. Certain sexual offenses
5. Complicity in any of the above crimes

H. DISCIPLINE OF STUDENTS WITH DISABILITIES – Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.), the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

I. DUE PROCESS RIGHTS - The Board of Education recognizes that all students have limited constitutional rights when it comes to their education. Accordingly, the Board of Education has established procedures that include due process in dealing with students facing out-of-school suspension, bus suspensions, expulsion, emergency removal, and permanent exclusion. These rights are posted on the school’s website under “District” then “School Board” then “Board Policies” at www.se-tigers.com.

VI. VIOLATIONS – Seneca East follows a two-tier discipline system. Student discipline in the classroom is up to the individual teachers and should be amply outlined in classroom rules distributed at the beginning of each school year for each individual class. Teachers are asked to administer discipline in Tier I situations or situations that can be handled and administered in the classroom environment. Teachers are also encouraged after speaking to students about their misbehavior to make some type of parental contact as well in attempting to modify the student’s behavior. Repeated Tier I and, further, Tier II and III behaviors are directed, typically, to the administration for the other half of the two-tier system. The following list of prohibitive behaviors and possible resulting disciplinary actions are not meant to be an exhaustive list. The administration must have some latitude in handling any situation that may be considered a disruption to the educational environment of Seneca East High School. Each violation listed below is accompanied by a list of consequences per offense.

**Seneca East considers drugs, tobacco, e-cigarettes, prescription pills (not for student’s medication) and alcohol as harmful and potentially dangerous to the students and to the learning environment.

Rule 1 Buying, Selling, Attempting to Sell, Supplying, Applying, Using, Possessing, Transmitting, Concealing, Distributing, Being Under the Influence of, or Showing Evidence of Consumption of Illegal or Prescription Drugs. These drugs can be defined, but are not limited in example to, narcotics, stimulants, inhalants, cannabinoids, depressants, opiates, morphine, anabolic steroids, hallucinogens, chemicals, pills, chemical preparations, plants, seeds, or derivatives thereof. This rule also includes medical marijuana and CBD products. This would include all drug paraphernalia or apparatus used in the preparation or use of the said controlled substances.

1st Offense 10 Days OSS, Emergency Removal, Police Notified,
Charges Filed, Recommendation to Expel
2nd Offense 10 Days OSS, Emergency Removal, Police Notified,
Charges Filed, Recommendation to Expel

Rule 2 Buying, Selling, Attempting to Sell, Supplying, Applying, Using, Possessing, Transmitting, Concealing, Distributing, Being Under the Influence of, or Showing Evidence of Consumption of Over-The-Counter Drugs/Counterfeits. A counterfeit is defined as any substance that is represented to be a controlled substance (even if it is not), or that from its appearance, a reasonable person would believe it to be a controlled substance because of its container, label, trademark, trade name, shape, size, color markings, packaging, or distribution.

1st Offense 5 Days OSS, Emergency Removal, Police Notified,
Sessions with School Nurse/Counselor in a social
services program
2nd Offense 10 Days OSS, Emergency Removal, Police Notified,
Recommendation to Expel

Rule 3 Buying, Selling, Attempting to Sell, Supplying, Using, Consuming, Possessing, Transmitting, Concealing, Distributing, Having/Showing Evidence of Consumption or Being Under the Influence of Alcohol.

- 1st Offense 10 Days OSS, Referral to Bureau of Motor Vehicles, Referral to Seneca County Sheriff, Loss of driving privileges for the remainder of the school year, Sessions with School Nurse/Counselor in a social services program
- 2nd Offense 10 days OSS, Recommendation for expulsion, Referral to Bureau of Motor Vehicles, Referral to Seneca County Sheriff, Loss of driving privileges for the remainder of the school year.

Rule 4 Use of Tobacco/Paraphernalia/E-cigarettes/Look-alikes, Tobacco Cessation Products/Hemp or Hemp Products (E-cigarettes include vaping devices or other substitute forms of cigarettes whether they contain nicotine or not)

- 1st Offense 2 Days OSS, Confiscation, Sessions with School Nurse/Counselor in a social services program
- 2nd Offense 4 Days OSS, Confiscation, Juvenile Court Warning, Sessions with School Nurse/Counselor in a social services program
- 3rd Offense 6 Days OSS, Confiscation, Juvenile Court Referral, Sessions with School Nurse/Counselor in a social services program
- 4th Offense 8 Days OSS, Confiscation, Juvenile Court Follow-up, Sessions with School Nurse/Counselor in a social services program

Rule 5 Buying, Selling, Attempting to Buy/Sell, Supplying, Possessing, Transmitting, Concealing, or Distributing Tobacco/Paraphernalia/E-cigarettes/Look-alikes, Tobacco Cessation Products/Hemp or Hemp Products (E-cigarettes include vaping devices or other substitute forms of cigarettes whether they contain nicotine or not)

- 1st Offense 2 Day OSS, Confiscation, Sessions with School Nurse/Counselor in a social services program
- 2nd Offense 3 Days OSS, Confiscation, Juvenile Court Warning, Sessions with School Nurse/Counselor in a social services program

- 3rd Offense 4 Days OSS, Confiscation, Juvenile Court Referral, Sessions with School Nurse/Counselor in a social services program
- 4th Offense 5 Days OSS, Confiscation, Juvenile Court Follow-up, Sessions with School Nurse/Counselor in a social services program

Rule 6 Possession of a Weapon (For example, but not limited to, guns, knives, pocketknives, etc.) or Weapon Paraphernalia (For example, but not limited to, ammunition)

- 1st Offense Confiscation, 10 Days OSS, Emergency Removal Recommendation to Expel, Police Notified, Juvenile Court Referral

Rule 7 Use of an Object as a Weapon/Lookalikes

- 1st Offense Confiscation, 10 Days OSS, Emergency Removal, Recommendation to Expel, Police Notified, Juvenile Court Referral

Rule 8 Arson, Explosives, Setting/Calling False Alarms, Fire/Bomb Threats, Intentional Damaging Exceeding \$500.00, Unauthorized Materials

- 1st Offense Emergency Removal, 10 Days OSS, Police Notified Recommendation to Expel, Juvenile Court Referral
- 2nd - 4th Offense Not Applicable

Rule 9 Threatening or Targeting Groups or Masses of Students and/or Staff with Violence

- 1st Offense Emergency Removal, 10 Days OSS, Police Notified, Recommendation to Expel, Juvenile Court Referral
- 2nd – 4th Offense Not Applicable.

Rule 10 Unauthorized Bodily Contact with a Staff Member That Causes Harm

1st Offense 10 Days OSS, Emergency Removal,
Recommendation to Expel, Police Notified, Juvenile
Court Referral

**Rule 11 Unintentionally Harming a Staff Member (Depending on
Severity)**

1st Offense Detention(s) to OSS (Step)
2nd Offense ISA to OSS (Step)
3rd Offense ISA to OSS (Step)
4th Offense OSS

**Rule 12 Unauthorized Bodily Contact with Another Student with
the Intent to do Damage or Harm (Other student
does not strike back)**

1st Offense Emergency Removal, 2 Days OSS, Juvenile Court
Warning, Anger Management Sessions with
Guidance upon Return to School
2nd Offense Emergency Removal, 5 Days OSS, Juvenile Court
Referral, Police Notified, Anger Management
Sessions with Guidance upon Return to School
3rd Offense Emergency Removal, 10 Days OSS, Juvenile Court
Referral, Police Notified, Recommendation to Expel

**Rule 13 Mutual Fighting/Combat (Action in which both parties
have contributed to the physical action of the
event)**

1st Offense Emergency Removal, 2 Days OSS, Juvenile Court
Warning, Anger Management Sessions with
Guidance upon Return to School
2nd Offense Emergency Removal, 5 Days OSS, Juvenile Court
Referral, Police Notified, Anger Management
Sessions with Guidance upon Return to School
3rd Offense Emergency Removal, 10 Days OSS, Juvenile Court
Referral, Police Notified, Recommendation to Expel

**Rule 14 Hitting (Without Intent To Harm As Determined by
Administration. This could include slapping,
grabbing, etc.)**

1 st Offense	1 After-School Detention
2 nd Offense	2 After-School Detentions
3 rd Offense	1 Day ISA
4 th Offense	3 Days ISA

**Rule 15 Intentionally or Unintentionally Hitting Another Student
And/Or Causing Bodily Harm**

1 st Offense	1 Day ISA
2 nd Offense	3 Days ISA
3 rd Offense	1 Day OSS
4 th Offense	3 Days OSS

Rule 16 Inciting Violence/Fight

1 st Offense	1 Day ISA
2 nd Offense	3 Days ISA
3 rd Offense	1 Day OSS
4 th Offense	3 Days OSS

**Rule 17 Inciting Actions In Others That Go Against School Rules
(Consequences dependent on severity)**

1 st Offense	Detention, ISA, OSS (Step)
2 nd Offense	Detentions, ISA, OSS (Step)
3 rd Offense	ISA, OSS (Step)
4 th Offense	ISA, OSS (Step)

**Rule 18 Verbally Assaulting or Threatening a Staff Member or
School Visitor/Substitute**

1 st Offense	1 – 5 Days ISA (Step)
2 nd Offense	ISA, or 1 – 3 Days OSS (Step)
3 rd Offense	1 – 5 Days OSS (Step)
4 th Offense	3 – 7 Days OSS (Step)

Rule 19 Verbally Assaulting Another Student

1 st Offense	2 Days ISA
2 nd Offense	4 Days ISA
3 rd Offense	1 – 3 Days OSS
4 th Offense	3 – 5 Days OSS (Step)

Rule 20 Verbally Threatening Another Student (This can also pertain to Cyber Threats when it pertains to school)

1 st Offense	Emergency Removal to ISA. Will be assigned 1 Day of ISA from the point of the referral or for next day depending on the severity and impending nature of the threat
2 nd Offense	Emergency Removal to ISA. Will be assigned 2 Days of ISA from the point of the referral or for the next day depending on the severity and impending nature of the threat.
3 rd Offense	Emergency Removal to ISA. Will be assigned 3 Days of ISA from the point of the referral or for the next day depending on the severity and impending nature of the threat.
4 th Offense	Emergency Removal and 1 Day of OSS assigned. *When the Verbal Threat involves bodily harm to another student, the consequence may be increased due to the severity of the threat and based on the nature and circumstances surrounding why the threat was made. **At any given point and depending on the severity and nature of the threat, Juvenile Court and the Sheriff's Department may be notified.

Rule 21 Using Racial Slurs in a Demeaning or Offensive Way

1 st Offense	2 Days ISA
2 nd Offense	Friday School
3 rd Offense	1 – 3 Days OSS
4 th Offense	3 – 5 Days OSS (Step)

Rule 22 Use of Vulgar/Vulgar or Profane Language/Vulgar or Profane Symbols, Pictures, or Gestures/Sexting Aimed at a Student(s) (Steps may be skipped based on the indecency of the vulgarity or profanity)

1 st Offense	1 After-School Detention
2 nd Offense	3 After-School Detentions
3 rd Offense	1 Day ISA
4 th Offense	3 Days ISA

Rule 23 Use of Vulgar/Vulgar or Profane Language/Vulgar or Profane Symbols, Pictures, or Gestures Aimed at a Staff Member or Substitute

1 st Offense	1 Day ISA
2 nd Offense	3 Days ISA
3 rd Offense	1 Day OSS
4 th Offense	3 Days OSS

Rule 24 Gross Sexual Imposition

1 st Offense	Emergency Removal, 10 Days OSS, Police Notified, Juvenile Court Referral, Recommendation to Expel
-------------------------	---

Rule 25 Sexual Harassment/Unwelcome Sexual Conduct/Contact. This could also mean Cyber-Harassment when it pertains to actions/threats that could take place at school).

1 st Offense	Emergency Removal, 5 Days OSS, Juvenile Court Warning
2 nd Offense	Emergency Removal, 10 Days OSS, Police Notified, Juvenile Court Referral

Rule 26 Harassment of Race/Gender/Sexuality/Religion

1 st Offense	1 – 3 Days ISA (Step), Sessions with Guidance Personnel
2 nd Offense	3 – 5 Days ISA (Step), Sessions with Guidance Personnel, Juvenile Court Warning
3 rd Offense	1 – 3 Days OSS (Step), Sessions with Guidance Personnel, Juvenile Court Referral
4 th Offense	3 – 5 Days OSS (Step), Sessions with Guidance Personnel, Juvenile Court Referral

Rule 27 Intimidation, General Harassment, Bullying, Cyber-bullying (when it pertains to actions/threats that could take place at school)

1 st Offense	Warning To Offending Student
2 nd Offense	1 After-School Detention
3 rd Offense	1-3 Day of ISS
4 th Offense	1 – 3 Days of OSS (Step)

Rule 28 Extortion

1 st Offense	1 – 3 Days OSS (Step)
2 nd Offense	3 – 5 Days OSS (Step), Juvenile Court Warning
3 rd Offense	5 – 7 Days OSS (Step), Juvenile Court Referral, Police Notified
4 th Offense	10 Days OSS, Juvenile Court Referral, Police Notified, Recommendation to Expel

Rule 29 Persistent Tardiness and Absences to School – See Section on “Attendance”

Rule 30 Tardy To Class – See Tardy to Class as described earlier

Rule 31 Unauthorized Leaving of School or School Grounds (Truancy)

1 st Offense	2 After-School Detentions, Phone Call to Parent and Police if Student Doesn’t Return
2 nd Offense	1-3 Days ISA, Phone Call to Parent and Police if Student Doesn’t Return
3 rd Offense	Friday School, Phone Call to Parent and Police if Student Doesn’t Return

Rule 32 Truancy From Class/Class Cutting (Stayed in the Building)

1 st Offense	1 After School Detention
2 nd Offense	2 After-School Detentions
3 rd Offense	2 Days ISA
4 th Offense	Friday School

Rule 33 Computer Lab/Computer Damage

1 st Offense	Restitution to School, 1 – 3 Days ISA (or 1 – 3 Days OSS for more severe cases), Loss of Computer Privileges
2 nd Offense	Restitution to School, 3 – 5 Days ISA (Step) (or 3 – 5 Days OSS for more severe cases), Continued Loss of Computer Privileges
3 rd Offense	Restitution to School, 1 – 3 Days OSS (Step) (or 5 – 7 Days OSS for more severe cases), Continued Loss of Computer Privileges
4 th Offense	Restitution to School, 3 – 5 Days OSS (Step) (or 7 – 10 Days OSS for more severe cases), Continued Loss of Computer Privileges

Rule 34 Unauthorized Downloading of Music, Videos, Software, Hardware, etc.

1 st Offense	Warning To Offending Student
2 nd Offense	1 After-School Detention
3 rd Offense	3 After-School Detentions
4 th Offense	1 Day ISA

Rule 35 Theft of School Property/Staff Property (Given a Chance to Return)

1 st Offense	1 Day OSS, Juvenile Court Warning
2 nd Offense	3 Days OSS, Juvenile Court Referral, Police Notified
3 rd Offense	5 Days OSS, Juvenile Court Referral, Police Notified
4 th Offense	7 Days OSS, Juvenile Court Referral, Police Notified

Rule 36 Theft from the Cafeteria (Given a Chance to Return)

1 st Offense	1 After-School Detention
2 nd Offense	2 After-School Detentions
3 rd Offense	3 After-School Detentions
4 th Offense	1 Day ISA

Rule 37 Theft of Student's Personal Property (Given a Chance to Return) (Note that personal property is the responsibility of the student and the

administration is not obligated to recover lost/stolen personal items) (This is a step discipline issue depending on the severity and cost of the item stolen)

1 st Offense	Detention, ISA (Step)
2 nd Offense	ISA (Step), Juvenile Court Referral, Police Notified
3 rd Offense	ISA, OSS, Juvenile Court Referral, Police Notified
4 th Offense	OSS, Juvenile Court Referral, Police Notified

Rule 38 Intentional Damaging/Vandalizing/Defacing (School/Staff Property) (This is a step discipline issue depending on the severity and cost of the item damaged)

1 st Offense	Detention(s), ISA, Restitution
2 nd Offense	ISA, Restitution
3 rd Offense	ISA, OSS, Restitution
4 th Offense	OSS, Restitution

Rule 39 Intentional Damaging/Vandalizing/Defacing (Student Property) (This is a step discipline issue depending on the severity and cost of the item damaged)

1 st Offense	Detention(s)
2 nd Offense	ISA
3 rd Offense	ISA, OSS
4 th Offense	OSS

Rule 40 Accidental Damage (School/Staff/Student Property)

1 st Offense	Restitution (if requested)
2 nd Offense	Restitution
3 rd Offense	1 After-School Detention, Restitution
4 th Offense	3 After-School Detentions, Restitution

Rule 41 Unauthorized Use of School Property (These consequences will be based on the severity of the action)

1 st Offense	Warning, After School Detention, ISA, OSS (Step)
2 nd Offense	After-School Detention(s), ISA, OSS (Step)

3rd Offense After-School Detentions, ISA, OSS (Step)
4th Offense ISA, OSS (Step)

Rule 42 Trespassing or Being in an Unauthorized Area (Not Truancy)

1st Offense Warning
2nd Offense 1 After-School Detention
3rd Offense 3 After-School Detentions
4th Offense 1 Day ISA

Rule 43 Gambling/Gaming

1st Offense Warning
2nd Offense 1 After-School Detention
3rd Offense 3 After-School Detentions
4th Offense 1 Day ISA

Rule 44 Forgery of Notes/Signatures

1st Offense 1 After-School Detention, Parent Notification
2nd Offense 2 After-School Detentions, Parent Notification
3rd Offense 3 After-School Detentions, Parent Notification
4th Offense 1 Day In-School Assignment, Parent Notification

Rule 45 Aiding and Abetting the Breaking of School Rules (Consequences Based on Severity)

1st Offense Warning, After-School Detention(s), ISA, OSS, Expulsion
2nd Offense After-School Detentions, ISA, OSS, Expulsion
3rd Offense ISA, OSS, Expulsion
4th Offense ISA, OSS, Expulsion

Rule 46 Refusing to Accept Discipline/Directives from Administration (Consequences Based on Severity)

1st Offense	Detention(s), ISA, OSS
2 nd Offense	Detention(s), ISA, OSS
3 rd Offense	ISA, OSS
4 th Offense	ISA, OSS

Rule 47 Public Displays of Affection – This would include, but is not limited to, kissing, hand holding, caressing, and inappropriate closeness, the latter being at the discretion of the staff member or administrator who is reporting the offense. Hugging also pertains to public displays of affection and its appropriateness or lack thereof will also be up to the staff member or administrator who is reporting the offense.

1 st Offense	Warning
2 nd Offense	Lunch Detention
3 rd Offense	2 Lunch Detentions
4 th Offense	1 After-School Detention

Rule 48 Cheating/Plagiarism/Academic Dishonesty

1 st Offense	Zero on Work (for cheaters and cheatees), After-school Detention, Parent Notification by Instructor
2 nd Offense	Zero on Work (for cheaters and cheatees), 1 Day ISA, Parent Notification by Instructor
3 rd Offense	Zero on Work (for cheaters and cheatees), 3 Days ISA, Parent Notification by Instructor
4 th Offense	Zero on Work (for cheaters and cheatees), 5 Days ISA, Parent Notification by Instructor

Rule 49 Pornography (Possession, Sale, Distribution, Inviting Others to View, Internet or Social Media Viewing/Downloading [Self], etc.)

1 st Offense	2 Day OSS, Confiscation/Deletion, Juvenile Court Warning, Loss of Computer Privileges
2 nd Offense	4 Days OSS, Confiscation/Deletion, Juvenile Court Referral, Police Notified, Loss of Computer Privileges

3rd Offense 6 Days OSS, Confiscation/Deletion, Juvenile Court Referral, Police Notified, Loss of Computer Privileges

4th Offense 8 Days OSS, Confiscation/Deletion, Juvenile Court Referral, Police Notified, Loss of Computer Privileges

Rule 50 Child Pornography or Pornography of Self (Possession, Sale, Distribution, Inviting Others to View, Internet or Social Media Viewing/Downloading, etc.)

1st Offense 5 Days OSS, Police Contacted, Juvenile Court Referral

2nd Offense 7 Days OSS, Police Contacted, Juvenile Court Referral

3rd Offense 10 Days OSS, Police Contacted, Juvenile Court Referral

Rule 51 Lewd Acts (Steps may be skipped based on the indecency of the act)

1st Offense 1 After-School Detention

2nd Offense 3 After-School Detentions

3rd Offense 1 Day ISA

4th Offense 3 Days ISA

Rule 52 Horseplay (Excessive – Steps Depending on Severity)

1st Offense Warning, Detention

2nd Offense Detention(s), ISA (Step)

3rd Offense At Least 3 Detentions, ISA, OSS (Step)

4th Offense ISA, OSS (Step)

Rule 53 Spitting

1st Offense Warning/Clean Area

2nd Offense 1 After-School Detention

3 rd Offense	2 After-School Detentions
4 th Offense	3 After-School Detentions

Rule 54 Loitering Inside or Outside Building

1 st Offense	Warning
2 nd Offense	1 After-School Detention
3 rd Offense	2 After-School Detentions
4 th Offense	3 After-School Detentions

Rule 55 Violation of Bus Conduct – See Consequences under the “Transportation” Section of the Handbook

Rule 56 Dance Activities – Students will lose the privilege to attend dances at Seneca East for the remainder of the semester in addition to any consequence that was fitting to the undesired behavior exhibited.

Rule 57 Sporting Events – Students will lose the privilege to attend sporting events involving Seneca East for the remainder of the semester in addition to any consequence that was fitting to the undesired behavior exhibited.

Rule 58 Field Trips – Students will lose the privilege to attend field trips at Seneca East for the remainder of the semester in addition to any consequence that was fitting to the undesired behavior exhibited.

Rule 59 Assemblies – Students will lose the privilege to attend assemblies at Seneca East for the remainder of the semester in addition to any consequence that was fitting to the undesired behavior exhibited.

Rule 60 Disruption of the Educational Process (Depends on Severity As Interpreted by the Administration/Teacher)

1 st Offense	Warning, Detention(s), ISA, OSS (Step)
2 nd Offense	Detention(s), ISA, OSS (Step)
3 rd Offense	Detentions, ISA, OSS (Step)
4 th Offense	ISA, OSS (Step)

Rule 61 Dress Code

1 st Offense	Call Home for Alternate Clothing or Accept Alternate Clothing from Office or Adjust/Amend Clothing, Warning
2 nd Offense	Call Home for Alternate Clothing or Accept Alternate Clothing from Office or Adjust/Amend Clothing, 1 After-School Detention
3 rd Offense	Call Home for Alternate Clothing or Accept Alternate Clothing from Office or Adjust/Amend Clothing, 3 After-School Detentions
4 th Offense	Call Home for Alternate Clothing or Accept Alternate Clothing from Office or Adjust/Amend Clothing, 1 Day ISA

**Students may be held in the office if the clothing is too offensive or inappropriate until alternate clothing is secured.

Rule 62 Card Playing/Dice (Unless using for a class project)

1 st Offense	Confiscate
2 nd Offense	Confiscate
3 rd Offense	Confiscate
4 th Offense	Confiscate

Rule 63 Unauthorized Cell Phone/Other Electronic Device Usage

1 st Offense	Confiscate, Student Pick-up After-School, Warning
2 nd Offense	Confiscate, Student Pick-up After-School, 1 After-School Detention
3 rd Offense	Confiscate, Parent Pick-up, 2 After-School Detentions
4 th Offense	Confiscate, Parent Pick-up, 3 After-School Detentions

Rule 64 Videotaping or Taking Pictures in the Classroom Without the Teacher’s Permission

1st Offense	Confiscation of Device, Student Pick-up After School, 2 After-School Detentions
2 nd Offense	Confiscation of Device, Parent Pick-up, 1 Day ISA
3 rd Offense	Confiscation of Device, Parent Pick-up, 3 Days ISA
4 th Offense	Confiscation of Device, Parent Pick-up, 1 Day OSS

Rule 65 Gang Activity – All gang activity gets referred to Juvenile Court. Gang signs, symbols, paraphernalia, etc. won’t be tolerated.

Rule 66 Disruptive Behavior (on school grounds), Insubordination, Disrespect, or other Behavioral Problems (Depending on Severity of the Case)
These consequences also apply to all areas of the building including hallways, restrooms, bus area, playground, etc. (for cafeteria, see Rule 59)

1 st Offense	1 After-School Detention
2 nd Offense	After-School Detention(s), ISA (Step)
3 rd Offense	1-3 ISA, Friday School (Step)
4 th Offense	OSS (Step)

Rule 67 Skipping, Missing, or Avoiding Detentions – Students Who Do Not Serve Detentions Will Be Assigned Double the Detention Time per missed detention under “Failure to Accept Discipline.”

Rule 68 Failure to Turn in Required Forms/Homework

1 st Offense	1 After-School Detention
2 nd Offense	2 After-School Detentions
3 rd Offense	3 After-School Detentions
4 th Offense	1 Day ISA

Rule 69 Unsafe Driving

1st Offense	Warning
2 nd Offense	Driving Privileges Revoked for 1 week.

3 rd Offense	Driving Privileges Revoked for 3 weeks
4 th Offense	Driving Privileges Revoked for the remainder of the semesters
5 th Offense	Driving Privileges Revoked for the rest of the year

Rule 70 Tampering With Vehicles – (Step Consequences Dependent on the Severity of the Tampering/Damage)

1 st Offense	Detention, ISA, OSS
2 nd Offense	ISA, OSS
3 rd Offense	OSS
4 th Offense	OSS

Rule 71 Hazing (Harass by exacting unnecessary or disagreeable ridicule or playing abusive or humiliating tricks by way of initiation) (Depending on Severity of the Hazing)

1 st Offense	After-School Detention(s) (Step)
2 nd Offense	After-School Detentions, ISS (Step)
3 rd Offense	ISA, OSS (Step)
4 th Offense	ISA, OSS (Step)

Rule 72 Inciting Panic (Depending on Severity)

1 st Offense	After-School Detention(s), ISA, OSS (Step)
2 nd Offense	After-School Detentions, ISA, OSS (Step)
3 rd Offense	ISA, OSS (Step)
4 th Offense	ISA (multiple), OSS (Step)

Rule 73 Fire Alarms

1 st Offense	Under 18 – 5 Days OSS, Juvenile Prosecution, Police Notified/Over 18 - 5 Days OSS – Adult Prosecution, Police Notified
2 nd Offense	Under 18 – 10 Days OSS, Juvenile Prosecution, Police Notified, Recommendation to Expel/Over 18 - 10 Days OSS – Adult Prosecution, Police Notified, Recommendation to Expel

The Board of Education has adopted a resolution stating that any person found tampering with the fire alarm system or firefighting equipment will, in the event of a student under 18, be suspended from school and referred to Juvenile Court; a person over 18 will be prosecuted to the limit of the law.

Rule 74 False Reporting – A student cannot make a false report, make a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member.

1 st Offense	1 After-School Detention
2 nd Offense	3 After-School Detentions
3 rd Offense	1 Day of ISA
4 th Offense	3 Days of ISA

Rule 75 Violation of the Acceptable Use Policy (These consequences will be based on the severity of the action and will come with a recommendation of consequences from the technology department).

1 st Offense	Warning, After-School Detention, ISA, OSS (Step)
2 nd Offense	After-School Detention, ISA, OSS (Step)
3 rd Offense	After-School Detentions, ISA, OSS (Step)
4 th Offense	ISA, OSS (Step)

Rule 76 Failure to Notify Nurse Before Calling Home Due to Illness

1 st Offense	Warning by Nurse
2 nd Offense	Warning by Administration
3 rd Offense	After-School Detention
4 th Offense	3 After-School Detentions

Rule 77 Backpacks in Classrooms

1 st Offense	Warning by Instructor/Aide
2 nd Offense	After-School Detention
3 rd Offense	2 After-School Detentions
4 th Offense	3 After-School Detentions

Rule 78 Sleeping in the Classroom

1 st Offense	Warning by Instructor/Aide
2 nd Offense	After-School Detention
3 rd Offense	2 After-School Detentions
4 th Offense	ISA, Friday School (step)

**It is the belief of the school and administration that when a student reaches 10 office referrals for disruptive behavior, insubordination, disrespect or other behavioral problems and when all alternatives of consequences that are available to the school have been exhausted that the child has become unruly, and the administration reserves the right to file unruly charges on a student in juvenile court on behalf of the school district.

**It is also the belief of the school and administration that disciplinary measures are progressive with the goal of modifying inappropriate behavior. If a student has accrued a number of infractions spanning various rules either listed or unlisted, consequences may be stiffer than what is listed with each rule above.

**The administration reserves the right to add to the list of rules and assign appropriate consequences for behavioral situations not covered in the aforementioned rules.

**The administration also reserves the right to bypass any step in the list of consequences depending on the nature and severity of the offense.

DRESS CODE

It is the policy of the Seneca East Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education. The appearance of students should reflect good taste and personal pride. Each student is expected to be well groomed, clean, and modestly dressed at all

times. Standards for school dress should reflect favorably upon the school and community and ensure the health and safety of all students. Standards for school dress as described herein are applicable not only to school itself, but for co-curricular activities and events that would take place before, during, or after school hours with the exception of Prom or other activities where the administration has given permission for alterations in the Dress Code. Exceptions that may be made may include spirit week dress, Olympics, fundraising days, etc.

Students who violate the dress code will be subject to the consequences as outlined in the code of conduct. Interpretation and enforcement of the dress code is under the jurisdiction of the building administrator(s).

1. Blue Jeans/Pants - These will be permitted if they do not present holes where the top of such holes are showing skin above mid-thigh (see definition of mid-thigh length at the end of the dress code policy). Frays are acceptable higher than mid-thigh but only in appropriate places on the jeans/pants. Remember that the difference between a hole and a fray is seeing skin. If skin can be seen, it's a hole; if no skin can be seen, it's a fray.

Other Considerations Regarding Pants

- A. Students shall not wear pants that, when fastened, sag, or fit below the waist. The pants must fit around the waist and be properly fastened (wear belts if needed.) **NO SAGGING PANTS.**
- B. "Pajama Pants" are not allowed at school.
2. Shorts - Shorts may be worn to school, and the highest part of the short must be at or past fingertip length. "Running Shorts" (aka Nike or the like) are **WEAR AT YOUR OWN RISK** and are a "NO WARNING" item. If the length is called into question, you will have to change the shorts. Refusal to do so or disrespectful interaction with administration **WILL** lead to other disciplinary action. All other shorts must meet the fingertip rule as well or you will be asked not to wear them again **OR** asked to change at the discretion of the administration.
3. Skirts - Skirts must be mid-thigh length or longer around the entirety of the body(legs). This pertains even on "dress up" days for events that occur later in that evening (See

the definition of mid-thigh length at the bottom of the dress code policy). Skirts may not have slits up the side unless the top of the slit is mid-thigh length and the rest of the skirt is longer than mid-thigh length. If tights, stockings, spandex or leggings are worn under a skirt, the skirt must meet the stated length requirement.

4. Dresses Dresses must not have slits or cuts that extend upwards of mid-thigh length. All slits and cuts must be at least mid-thigh length or longer (See the definition of mid-thigh length at the bottom of the dress code policy). 5. Yoga Pants /Leggings -

Yoga pants and/or leggings **must be a DARK** color (black/navy/burgundy/charcoal). They may not be sheer or see through. **Any top worn with them MUST come to the hip level.**

6. Sleeves and Shoulder Coverage - Sleeves are required on ALL tops worn to school. The following exceptions may apply:

A. Open-Shoulder blouses that have at least a three-finger width on the shoulder with a continuation of material on the arm are acceptable as long as the three-finger shoulder strap covers undergarments.

B. Blouses that cut off at the shoulder; however, must extend to the end of the shoulder and fit closely under the arms.

Other Considerations Regarding Sleeves/Shoulder Coverage

A. Tube Tops are NOT permitted to be worn even when the shoulders are covered by another garment

B. Dress straps should adhere to the guidelines in #6, 6A or 6B immediately above.

C. Tank tops worn underneath outer garments must have a strap that has at least a three-finger width in diameter.

7. Hats - (Hoodies, Beanies, Toboggans, Stocking Caps, etc. hereby referred to as "hats" or items that cover the head) - Hats are not allowed to be worn in the building between the hours of 7:30 a.m. and 3:30 p.m. Consequences for hats are spelled out in the Code of Conduct.

Other Considerations Regarding Head Wear

A. No bandanas are allowed that cover the head/hair unless prior permission has been obtained from administration based on medical or religious purposes.

B. No other head/hair coverings are allowed unless prior permission has been obtained from administration based on medical or religious purposes.

C. Hoodies as a sweatshirt may be worn in school; however, the hood of this garment is to remain off the student's head.

8. Footwear - Footwear must be worn at all times. In the interest of safety, no cleats, rollerblades, roller skates, or skate shoes are permitted in the building.

9. Outerwear - Outerwear clothing (jackets, coats, etc.) are to be stored in lockers. Students who find the building cold should wear sweaters, sweatshirts, or an over shirt. Notes: Coats may not be worn during class unless the conditions are such that coats are needed as deemed appropriate by the classroom teacher.

10. Other Clothing Considerations and Requirements:

A. Military issue uniforms or parts of uniforms may not be worn out of respect for the true heroes who wear such uniforms.

B. One-piece jumpsuits and bib style pants are acceptable if they are a styled, tailored type. "Painter bibs, work bibs, coveralls, etc. that are commonly considered work clothes will not be permitted.

C. Bare midriffs are NOT permitted. Skin between the pants and shirt should never be showing

D. Undergarments must not be visible.

E. Garments that are see-through are not acceptable.

F. Blouses and shirts must not be cut low or have low enough necklines that make them immodest.

G. Any garment worn cannot have any tobacco, alcohol, or drug logo or insinuated reference to the same. This would include pins and buttons as well.

H. Students shall not wear clothing items that contain messages or insinuations to things that are vulgar,

offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission. Further, no shirts with messages that are sexually suggestive or crude in nature will be permitted.

I. Students shall not wear clothing items that contain messages or insinuations related to gangs or gang activity.

J. Wallet/Pocket Chains will not be permitted per the safety of others

10. Grooming - The following are considerations when preparing for the school day and for co-curricular activities:

A. Hair should be styled and clean.

B. The classroom is not an appropriate place for grooming hair or putting on make-up.

***Mid-Thigh Length - When in a seated position, mid-thigh length is defined as the midpoint measurement between the crease that appears at the top of the thigh to the middle of the kneecap. Clothing must reach that midpoint when in a standing position. If there is an office referral for a dress code violation based on clothing that is supposed to be mid thigh, this will be the official determination of mid-thigh length. Students will be responsible for the measuring with administration, administrative assistant, SRO or guidance supervision.

***Spirit Days - The dress code may be altered for certain "spirit days," but only after a request has been made by the advisor/supervisor and permission is granted by the administration.

***Mid-Thigh Length - When in a seated position, mid-thigh length is defined as the midpoint measurement between the crease that appears at the top of the thigh to the middle of the kneecap. Clothing must reach that midpoint when in a standing position. If there is an office referral for a dress code violation based on clothing that is supposed to be mid-thigh, this will be the official determination of mid-thigh length. Students will be responsible for the measuring with administration, administrative assistant, SRO or guidance supervision.

***Spirit Days - The dress code may be altered for certain “spirit days,” but only after a request has been made by the advisor/supervisor and permission is granted by the administration.

DRIVING AND PARKING

Students wishing to drive to school **must** file a parental consent form in the office and agree to observe the following regulations:

- a. Obtain a parking permit from the office by submitting an application. Parking slots will be assigned once the application is returned to the office.
- b. Students will be required to park in the numbered slot assigned to them for the entirety of the year.
- c. Students will obey all traffic regulations while driving to and from school while on school property. Any violations occurring while on school property or off school property when driving to and from Sentinel will be subject to the consequences listed in this code.
- d. Any violations that are encountered off school property will either be forwarded to or recommended to be forwarded to the Seneca County Sheriff’s Office.
- e. Students are not to use their vehicle until after 3:00 p.m. to go home. The only exceptions granted will be with parental permission and will be allowed at the discretion of the office.
- f. Students will only transport other students (besides brothers and sisters) who have permission from school authorities to ride in their car and who have a signature approving this transport from the passenger's parents filed in the school office.
- g. Seneca East students are not to ride with a person who is not a student at Seneca East or not a parent of a Seneca East student.
- h. Once at school, students are not permitted to leave the premises without permission from the principal/office.
- i. Athletes driving to the complex after school must make sure they yield to exiting buses after school has been dismissed.
- j. Students should not park in areas designated for faculty parking until 4:00 p.m. throughout the school year. This is to avoid the mixing of student and faculty cars.
- k. Sentinel students either before riding to or after getting dropped off from Sentinel are not allowed to loiter in the parking lot.
- l. Students are not allowed to change clothes for practices while in the parking lot. We have locker rooms for changing clothes for practices.

m. As is the case in the building, PDA is not allowed in the parking lot. We have too many community members coming into this area after school, and PDA gives a bad impression to them of our school.

****Searches of vehicles may be conducted if there is a reasonable suspicion that the student is in violation of school rules – See “Search and Seizure.”**

**** Students exercising the privilege of parking on school grounds are considered to have given implied consent to a search the vehicle at any time a search is requested by the school administration.**

****Whether or not a search is reasonable in the context of constitutional rights depend on the circumstances.**

****Failure to comply will be considered insubordination. Except in extreme circumstances, the students in control of the vehicles shall be informed and shall be present during the search.**

****Driving to Sentinel Career Center is also a privilege and is allowed by Seneca East provided that students and parents complete the proper paperwork allowing this driving to take place.**

Failure to observe any of the regulations concerning the operation or parking/driving of cars may result in the forfeiture of driving privileges. Driving is a privilege, not a right; therefore, it may be suspended at any time for proper cause.

EARLY RELEASE/LATE ARRIVAL

The Seneca East Early Release/Late Arrival (ER/LA) Program is available to senior students who have earned the privilege of either leaving school early or arriving late for either work or CCP purposes. Since this is a privilege, students may forfeit this privilege if they fail to follow school rules, procedures, and guidelines. **A STUDENT’S SCHEDULE MAY NOT BE ALTERED TO ACCOMMODATE AN ER/LA REQUEST.**

- I. Students may qualify for Early Release/Late Arrival if they are in an off-campus CCP course that would require that they drive to a college or university. Students in these instances must...
 - A. Show proof of enrollment/college schedule to the Guidance Department prior to starting the course.
 - B. Must either sign in or out at the front office desk depending

on the time of the off-campus course.

- II. Students may also apply for Early Release/Late Arrival for work purposes. In these instances, students must...
 - A. Have a signed note from a parent/legal guardian stating that they are aware of the work that students are doing.
 - B. Sign and complete the Early Release/Late Arrival Form along with the signature of the employer.

- III. Conditions that apply to both instances of ER/LA:
 - A. Open only to seniors at Seneca East
 - B. ER/LA Forms must be completed prior to the beginning of the school year upon receipt of the student schedule. These forms can be obtained from the Guidance Department.
 - C. Students cannot leave then return to school during the academic school day.
 - D. Students may leave early for CCP purposes and return after the academic school day for practices or competitions.
 - E. Students must have a 2.0 Cumulative Grade Point Average at the end of the junior year to be considered for this program.
 - F. Students must have attained at least 15 credits by the beginning of their senior year.
 - G. Students must have scored an 18 on all EOC (end of course) exams or can prove they met the “Remediation Free” ACT score, or passed the Work Keys and Industry Credentialing Test offered at Sentinel (or other vocational school) or have met one of the alternate testing pathways available to the Class of 2020 and beyond.
 - H. Students must complete 5 full credits during the senior school year. The reference to “senior year” means a school year that runs from the day after the final day of the junior year to the final day of school in the senior year.
 - I. Student/Athletes are reminded that the OHSAA has additional eligibility requirements.
 - J. If students are a late arrival, they must not be allowed past the office area any sooner than five minutes prior to the start of their first class at Seneca East.
 - K. If students are an early release, they must leave the campus in a timely manner. They are not to loiter around the building in any capacity. Habitual offenders will be denied early release and placed in an academic class.
 - L. All students arriving late or leaving early MUST sign in or out through the front desk in the main office.

IV. Loss of Privileges

- A. Any out-of-school suspension or severe disciplinary consequence that is at the discretion of the administration.
- B. Cutting/Skipping Class or School
- C. Greater than ten (10) days of absences excluding those excuses allowed by Board policy and the state of Ohio.
- D. Greater than five (5) tardies to school for any given semester may result in the loss of ER/LA.
- E. Receiving a failing grade in any class checked at each nine-week interval.
- F. Loitering within the school during Early Release time.
- G. Habitually remaining in parked cars on school grounds during Early Release time.
- H. In regards to ER/LA for work purposes, if the student loses the job they had when he/she initially signed up for the program.
- I. In regards to ER/LA for CCP purposes, if the student withdraws or is removed from the CCP course.
- J. Failure to properly sign in or out of the main office.
- K. If problems occur in the community during the time of ER/LA time.

Participation in the ER/LA program is a privilege. Students in violation of the above policies may have their ER/LA privileges suspended or terminated. Although students must follow both school rules and the rules of the ER/LA Policy, Seneca East Local School District will carry no liability for a student's accident, injury, or actions while out of the school on the ER/LA program.

EDGENUITY

Edgenuity is an online, educational delivery system that Seneca East uses primarily for credit recovery and electives not offered here at Seneca East. Students taking Edgenuity courses are still considered students here at Seneca East.

EXTRA AND CO- CURRICULAR ACTIVITIES

One of the most rewarding experiences to be gained from high school is the participation in extra and co-curricular programs. Students who take an active role in school activities gain more enjoyment from school life. Therefore, students are encouraged to participate in extra and co-curricular activities. However, students are cautioned against becoming over-involved, which may hurt their grades or family

activities. Sports offered at Seneca East High School are football, cross country (boys and girls), golf, cheerleading, basketball (boys and girls), wrestling, baseball, softball and track (boys and girls). Academic or co-curricular programs include such activities as student council, the Spring musical, yearbook, office/teacher aides, library/guidance assistants, Pep Club, as well as various clubs such as FFA, FCCLA, DECA, Band, Chorus and National Honor Society. A student must be present by 10:32 a.m. on a regular schedule (and by 11:22 on a two-hour delay schedule) and remain in school for the rest of the day in order to participate in any extra or co-curricular event on that same day. This would include practices as well as events. Excused absences as outlined in this code are exceptions to this time limitation. For instance, if a student is attending a funeral, the student is not bound by the time guidelines.

CO-CURRICULAR DISCIPLINARY STANDARDS (FOR NON-SPORTS)

I. GENERAL RULES

- A. General rules are established by this policy and shall be enforced for all students involved in nonathletic, co-curricular activities in the Seneca East Local Schools.
- B. Violation of a major rule shall be dealt with by an ad hoc committee consisting of the principal and advisor.
 - 1. All decisions of the committee shall be approved by the principal.
 - 2. The student shall have due process rights as outlined in the student handbook with an appeal going to the superintendent of schools as the next step past the ad hoc committee.
- C. General rules and penalties shall apply within the school building, on the grounds, travelling to or from an event, or during all school activities and/or practices.
 - 1. No participant shall buy, sell, attempt to sell, supply, apply, use, possess, transmit, conceal, distribute or be under the influence of illegal or prescription drugs. This shall include the use or possession of any drug paraphernalia. Violation of the rule pertaining to drugs shall result in expulsion from the activity.
 - 2. No participant shall buy, sell, attempt to sell, supply, use, possess, transmit, conceal, distribute or be under the influence of alcohol or a tobacco product. First offense violation of the rules pertaining to alcohol or tobacco shall result in denial of participation of ten (10)

school days. Second offenses shall result in expulsion from all co-curricular activities.

II. SPECIFIC RULES

- A. In most instances specific rules may be established by the advisor in his/her respective activity and issued prior to the beginning of the activity. If such does not occur, participants are still expected to...
1. Dress and conduct themselves in a way that will reflect favorably upon the school and the individual.
 2. Attend all meetings punctually according to the guidelines established by the advisors.
 3. All participants shall adhere to the rules of conduct outlined in this handbook.
*Repeated violations (more than two of any specific rule listed above) may result in denial of participation from the activity.

FEES

Students must meet all financial obligations incurred before credit and grades will be granted and before transcripts will be released.

Diplomas will not be awarded in the event a senior still has yearly or cumulative fees to be paid. It is the student's responsibility to see that these things are taken care of promptly.

Students, parents and/or guardians must pay either in full or make a down payment (then, continue with "regular" payments) on school fees by the fifth week of school or the student's ProgressBook account will be disabled. Disabling ProgressBook may also occur if regular payments are not received by the school after the fifth week, but not without notification by the school that the student/parent/guardian is delinquent in their payment.

FERPA

The Federal Educational Rights and Privacy Act deals, in part, with the privacy of student records and personal information (ORC 3319.321). Parents, including non-residential parents, have access to student records unless and until one of the following occurs: 1.) The student is no longer a dependent for tax purposes and either turns 18 or enrolls in a postsecondary institution or 2.) The school receives a copy of a court order or other legally binding document that specifically revokes the parent's rights to access educational records. There is a Domestic

Violence Exception when the child is under the care of a shelter for victims of domestic violence. Under FERPA and IDEA, when a student enrolls in a postsecondary institution (by correspondence, satellite, Internet or other electronic means) or turns 18, the parents' rights regarding student records transfer to the student.

FIELD TRIPS

Field Trips are educational experiences that take students outside the classroom and into the public eye. For this reason, teachers at Seneca East reserve the right to not include students who have been proven, through their disciplinary history for that school year, to have behavior issues. Students who have served out of school suspensions may be eliminated from field trips through office notification to teachers. Teachers have the right to use grades as a determining factor on those who may attend field trips as well, but grades should be based on a previous quarter and not a current grade level for the sake of consistency.

FINAL FORMS

Because all students must have emergency medical as well as other pertinent safety information on file with the school, it is essential that all students and their parents complete Final Forms at the very beginning of the school year. **Detentions may be issued after the second week of school if Final Forms are not turned completed by the student.**

FINALS

Finals will be required for all academic courses. They will be given to all students. An exam schedule will be published in advance, and the test shall be given on the day/days assigned. High School final exam grades will count 20% of the semester grade in semester courses and 20% of the overall grade for year-long courses. **ALL STUDENTS ARE REQUIRED TO TAKE THEIR FINALS TO RECEIVE CREDIT FOR A COURSE.**

FIRE, TORNADO AND LOCKDOWN DRILLS

Several times throughout the year, the school will conduct announced and unannounced fire, tornado, and lockdown drills. The purpose of these drills is to provide and practice the school's emergency preparedness plans. Students should conduct themselves as though a

threat of either inclement weather or an intruder actually exists. Each classroom has either posted or supplied directions instructing staff and students the proper procedures for each drill. Students are expected to be cooperative and **QUIET** during any emergency drill. The principal or his/her designee will signal when the drill has ended. Disciplinary action will be taken with students who do not follow proper etiquette and procedures.

FOREIGN EXCHANGE STUDENTS

Seneca East does allow for a minimum number of foreign exchange students associated with an approved program to attend the high school in any given year. Hosting foreign exchange students in our district allows our own students to expand their vision of the world and to benefit from the cross-cultural experience.

If the foreign exchange student is a senior, he/she is allowed to receive an “honorary” diploma and “walk” at the graduation ceremony if they meet the following conditions:

1. Be enrolled for the full academic year at Seneca East
2. Meet all Seneca East attendance requirements
3. Maintain a full, academic schedule and pass all courses including Edgenuity and CCP (dropping coursework to avoid failing is not permitted).
4. Complete state level academic testing as required
5. Adhere to all policies, rules, and regulations that apply to all other Seneca East High School students during the year of attendance.
6. Foreign exchange students cannot be included in class rankings.

GIFTED AND HONORS

Gifted and Honors classes will be offered at Seneca East High School, and typically, students will have to qualify to be enrolled based on rubrics and other items developed by the department in which the course is offered. Scores on Ohio Department of Education approved assessment instruments provided by other school districts and trained personnel outside the School District shall be accepted.

The Board of Education shall ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in R.C. 3324.03 and the Operating

Standards for Identifying and Serving Gifted Students as specified in the District Plan.

A Written Education Plan (WEP) will guide the gifted services based on the student's area(s) of identification and individual needs.

GRADING

The school year is divided into four nine-week grading periods. With the introduction of Parent Access through Progress Book, student grades are accessible throughout each grading period. Teachers are required to have student grades updated on a weekly basis with the exception of lengthy projects. Report cards will be sent home with students or mailed to parents on the Friday following the end of the grading period. Parents are encouraged to contact teachers to schedule conferences to discuss grades when there is a concern.

I. GRADE SCALE

In order to promote unity on a system-wide basis, the following grading scale will be used by all junior high and high school teachers:

A = 90 - 100 B = 80 - 89 C = 70 - 79 D = 60 - 69 F = below 60

In addition, letter grades will be converted into the 12-point system to determine grade point average:

A+ = 100-98 = 12

A = 93-97 = 11

A- = 90-92 = 10

B+ = 87-89 = 9

B = 83-86 = 8

B- = 80-82 = 7

C+ = 77-79 = 6

C = 73-76 = 5

C- = 70-72 = 4

D+ = 67-69 = 3

D = 63-66 = 2

$$D- = 60 - 62 = 1$$

$$F = 59 - 0 = 0$$

Final grades for each semester will be determined through the use of the following formula:

- A. Double the point value of each nine-week grade, add in the final and divide by 5.

a. Example:

Quarter 1	Quarter 2	Exam
C	B	C
10 (5x2)	16 (8 x 2)	5

$$10 + 16 + 5 = 31 / 5 = 6.2 \quad \text{Semester Grade} = C+$$

- B. A student must pass the second semester (of a year course) in order to pass a course.
- C. In a year-long course, a student must pass 1 of 2 final grades (or 2 of 3 if a semester exam is included) in the first semester, and a student must also pass two of three final grades in the second semester in order to pass the class. Final grades include marks for Quarter I, Quarter II, Quarter III, and Quarter IV in addition to exams given. In a semester course, a student would have to pass 2 of the 3 final grades in order to pass a course (exams for semester classes are always given).

*Students can earn a partial credit in a year-long course

- D. Final exams count 10% of the semester grade.

II. GRADE POINT AVERAGE (GPA)

A student's grade point average will be calculated automatically at each quarter. The grade point average is calculated on a standard four-point scale with a numerical value of grades assigned accordingly:

A+	4.00	C+	2.33
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
		F	0.00

III. WEIGHTED GRADES

All Advanced Placement (AP) and College Credit Plus (CCP) courses will be weighted with an add-on point system. These points will be added on to the student's cumulative grade point average after it has been calculated on the current grading scale. The add-on points will be .025 for a full-year class and .0125 for a semester class. No add-ons will be awarded for a grade lower than a "C." Beginning with the Class of 2023, the following classes will also be weighted: Spanish III, Trigonometry/Pre-Calculus, Anatomy and Physiology, and Chemistry.

IV. GRADUATION CREDIT ADD-ONS

There will be an add-on bonus for those students earning more than twenty-four (24) cumulative credits earned during their high school years (this will not be determined until the end of the senior year). A student must take at least one AP or CCP course to qualify for the add-on. To tabulate the add-on amount, figure the total number of credits earned and subtract twenty (20); then, divide the result by forty (40).

V. HONOR ROLLS

The school's Honor Roll for high school students is compiled at the end of each nine week grading period. **PRINCIPAL'S LIST** recipients will have a 4.0 grade point average. **HONOR ROLL** students must have a grade point average of 3.99–3.50. **MERIT ROLL** students must have achieved a "B" average (3.0) in all academic subjects and a grade point average of 3.49–3.0.

VI. GRADES FOR TRANSFER STUDENTS

Grades for students who transfer to Seneca East High School from other schools during the school year are determined by combining grades from both schools. The student's counselor will provide teachers with grade information from the previous school as soon as it is available. If a student transfers during the middle of an estimate, the grade is based on the number of days spent at each school, the progress grade from the previous school, and the grades earned at this school.

Teachers should consult with the student's guidance counselor to determine a fair way of administering the final exam.

VI. LATIN HONORS

Students may graduate from Seneca East with Latin Honors based on their cumulative GPA for the first seven semesters of their high school career. Those graduating with these distinctions will be recognized in the graduation program and may wear distinguishing cords at the graduation ceremony. The list below denotes the distinction and the required cumulative G.P.A for each:

Cum Laude	3.5 – 3.7499
Magna Cum Laude	3.75 – 3.899
Summa Cum Laude	3.9 – 4.0+

VIII. TOP TEN PERCENT

Seneca East recognizes its Top 10 Percent annually. Students in the Top 10 Percent are those who have the top cumulative grade point averages at the end of seven semesters of their high school career and, in their ranking within their class, fall within a calculated number of students who represent ten percent of the total number of graduates. These GPA's are figured on the weighted scale. In the event of any ties where the GPA's of Top 10 Percent honorees are the same, those who tied, if they fit within the number calculated as ten percent of the class, will be awarded a Top 10 Percent distinction. (i.e. In a class of 70, seven students would be awarded this distinction. If there is a tie for 2nd, for example, there will still be seven recipients for the award - #1, #2, #2, #4, #5, #6, and #7). If the tie occurs on the final number of the allotted ten percent, those students who tied will be admitted into the Top 10 Percent even if that stretches the number of recipients beyond what is calculated as ten percent of the class. (i.e. In a class of 70, seven students would be awarded this distinction. If there is a tie in the final place, more than seven students may receive this distinction - #1, #2, #3, #4, #5, #6, #7, #7, #7)

GRADUATION EXERCISES

Appropriate clothing for participation in graduation is as follows:

1. Boys: Shoes, socks, dress slacks, dress shirt and tie.
2. Girls: Shoes, a dress that does not extend below graduation gown. Girls are also permitted to wear a dressy pants or dress pants and a nice blouse.
3. **No Jeans Are Permitted**
4. Cap and gown will be worn by all graduates, and all **classes will use black caps and gowns**. In addition, all seniors **MUST** participate in the graduation exercise unless prior permission is granted by the principal and superintendent. Graduation exercises are a privilege and not a right; therefore, the privilege to take part can be denied.
5. Caps, gowns, and/or shoes (or other garments) will not be decorated at graduation out of respect for the seriousness of the ceremony.
6. Students must meet all state and local requirements to participate in graduation exercises.
7. The only adornments that may be worn by graduates at the graduation ceremony include the following:
 - A. Latin Honors Cords
 - B. Honors Diploma Medallions
 - C. National Honor Society Cords
 - D. NTHS Cords (from Sentinel)
 - E. Sentinel Academic Pins
 - F. Military Enlistment Cords
 - G. FFA Cords
 - H. Yearbook Editor Cords
 - I. Leo Club Cords

***For Graduation Requirements, please see Seneca East's Course of Studies Manuals available in the guidance department.

GUM CHEWING AND EATING CANDY

Gum chewing is allowed in the building ~~or~~ and on the school grounds. Candy may be eaten at lunch time as long as it is eaten in the auditoria and within the classroom given teacher permission. Each teacher may revoke gum chewing in his/her classroom at any time if it poses a risk to equipment or causes a distraction. Likewise, the administration can revoke gum chewing as a privilege at any time.

HAZING

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm is not permitted at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule. All incidents of hazing must be reported immediately to any of the following: school administration, teacher, school guidance personnel, coaches, advisors, supervisors, or the superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

HALLWAYS

Due to the large amount of traffic in the halls at the change of classes, it is necessary to follow some basic rules for the benefit of all. Students, when in the hallways and on the stairs, should walk on the right side of the hallways and stairs. Students should make a concerted effort to be as quiet as possible in the hallways. Detentions may be assigned to those students who fail to abide by these policies.

HEAD LICE

Any student identified as having head lice (pediculosis) and/or nits (eggs) shall be excluded from school and school-related activities until proper treatment is received. Students may reenter school upon presentation of a note from a doctor or health nurse stating the student's head is free from lice.

ILLNESS

If a student is ill or becomes ill during the course of a school day, he/she should report to the office immediately. If warranted, a teacher will accompany the student to the office. The restroom is not a sickroom. If, in the judgment of the school health nurse or her designee, the student is too sick to remain at school, arrangements will be made to send the student home. **The health nurse or designee will make the arrangements, not the student.**

IMMUNIZATIONS

Ohio law requires a record of a student's immunizations be on file with the school by the 14th day the student attends school. If a student's immunization records are not on file by the 14th day of school, the student may be excluded.

LIBRARY

The purpose of the library is to supply you with the materials related to the courses you are taking and the life you are leading. The library is a place to browse, to read, or to do research. It is not a lounge, and it is not a place to escape from study hall. When in the library, it is necessary for each person using it to show respect for others also using the library. Conversations should relate to your reason for being in the library and must not disturb those who are not involved. If you do not use the library properly, you will be asked to leave. Explicit rules pertaining to the use of the library will be posted within the library. The librarian will issue fines and overdue book notifications one week prior to the end of the quarter. Grade cards will be held for overdue books and fines.

LOCKERS

All students will be assigned a locker. All lockers are in working condition and should remain so. Students should not do anything to the lock mechanism to keep it from functioning properly. Nothing is to be stored in a locker not assigned to a student. Gym lockers may be assigned by the physical education teacher. Students are highly recommended to purchase locks for gym lockers as this, at times, is an unsecured area. Possessions in lockers are the responsibility of the students. Seneca East Schools will not be responsible for the security of personal or valuable items stored in the lockers. Lockers assigned to students are the property of the Seneca East Board of Education. The lockers are loaned to students for the protection of their own property

as well as the property of the school (textbooks). Students should keep their lockers locked at all times. Damaged lockers will be the student's financial responsibility to have repaired by school personnel.

Important note pertaining to school lockers: **School authorities reserve the right to inspect lockers and their contents at any time to protect the safety and welfare of all students and the property of the Board of Education.** Section 3313.20 of the ORC authorizes the administration to search any pupil's locker and the contents thereof.

All lockers and the contents therein are subject to random searches at any time by appropriate school officials without regard to whether there is reasonable suspicion that any locker or the contents therein contain evidence of a violation of a criminal statute or school rule. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs.

LOST AND FOUND ITEMS

Each year a large number of items are turned in to the office. Most are never claimed. Students are to be held accountable for their own coats, notebooks, textbooks, etc. and must keep those items in their locked lockers when not in their possession. The school is not to be held responsible for lost textbooks or personal items.

LUNCHROOM

The cafeteria staff will make every effort possible to provide appetizing and nutritious lunches and a la carte items. To insure an enjoyable and relaxing lunch period, the following rules will be observed:

1. Students will be supervised by teachers or other adults, but should take it upon themselves to talk in a quiet and reasonable manner.
2. Students may not leave the auditoria during lunch without permission from a teacher or supervising adult.
3. Students may not go to their lockers during lunch without permission from a teacher or supervising adult.
4. All trays and utensils should be taken to the disposal area.
5. Students are required to clean off their tables and are expected to pick up their trash from the floor.
6. No running or "horseplay" is permitted in the lunchroom.
7. No cutting in line will be permitted.
8. Students may use the restroom with permission from a teacher or supervising adult.
9. A closed lunch policy is enforced.

10. In cases of emergency, a student may charge lunch. No more than two (2) unpaid charges will be permitted. All charges are to be paid promptly. All lunch money and charges are to be paid to the designated staff member in the morning, not during lunchtime.
11. Students may pack a healthy lunch from home, but no food is to be ordered by students to be delivered to school by a restaurant.

MAKE-UP WORK

Make-up work due to an excused absence must be completed promptly. **It is the responsibility of the student and/or parent to request the necessary work, and it's the responsibility of the student to complete the work.** The student will be given the same number of days as absent, plus one, to make up the work. Students who are absent and excused will be required to make up the work before the end of the grading period. If the work comes at the end of a grading period, and if the time required for make-up extends past the ending date of the quarter (or the date that grades need to be submitted to Guidance), the student shall receive an "I" (incomplete).

Students who are **absent and unexcused** will be given a "0" for all work missed. A student may make up the work to raise the grade up to "60%" but no higher.

Any coursework, tests, projects, requirements, etc. not completed by the end of the nine weeks will be reflected by an "I" (incomplete) on the student's report card. The student has two weeks by the time the report cards/grades are posted in order to make up the work. After this two-week time period, if the requirements are not completed, the student's grade will turn to an "F." If the requirements are met, the "I" will change to the grade the student truly earned in the class.

MEDICATION

While the dispensing of medication in school should be avoided if at all possible, certain isolated cases may exist where it is necessary. In these cases, the following guidelines **MUST** be followed:

- A. The school health nurse must receive a written request, signed by the parent or guardian, that the drug be administered to the student.
- B. The school health nurse will receive a signed statement by the physician who prescribed the drug.

The statement must include the following information:

1. Name and address of the student
 2. School and class in which the student is enrolled
 3. The name of the drug and the dosage to be administered
 4. The times at which the drug is to be administered
 5. The date the administration of the drug is to begin
 6. The date the administration of the drug is to end
 7. Any adverse reactions that should be reported to the physician
 8. Special instructions for the administration of the drug, including sterile conditions and storage.
- C. There must be a notification to school health nurse if any information provided by the physician changes.
- D. The person authorized by the Board to administer the drug must receive a copy of the statement described above.
- E. The drug must be delivered to the school in the container in which it was dispensed by the prescribing physician or licensed pharmacist. Pharmacists can make a duplicate bottle for school.
- F. Security precautions must be provided.
- G. Parents should be responsible for picking up all unused medicines at the end of the school year. Any medications left in the clinic will be discarded.

At no time should a student, without written and express consent from a doctor, be buying, dispensing, self-medicating, selling, attempting to sell, supplying, applying, using, possessing, transmitting, concealing, distributing or under the influence of prescription or over-the-counter medications outside the office area without supervision of designated office personnel. Doing so puts the student in violation with the student code. The only two exceptions to this policy are students who, with written parent and doctor's permission, carry an inhaler or an epinephrine autoinjector. With this policy adopted by the Board of Education, no person who has been authorized by the Board to administer a prescribed drug, after all of the provisions of the policy have been followed, would be held liable in civil damages for administering or failing to administer the drug unless the person acted in a wanton and reckless manner.

All medication will be stored in and dispensed from the school office. A copy of the physician's request (for the administration of medication by school personnel) and the parent's request (for the administration of

medication by school personnel) forms are included in the back of this handbook and may be copied as necessary.

**Tylenol must also be dispensed via the Board approved office personnel. This can only be done with the written consent of the parent/guardian. Forms are distributed to all students at the beginning of the school year, and if signed, students may be given Tylenol at their request via the office. Students should not carry this medication on them and self-dispense.

MILITARY

Numerous times throughout the year, representatives from the various armed services visit the school. Federal statute, U.S.C. 7908, gives parents the right to opt out of any military request for a student's contact information from the school through prior written consent to the school itself.

MISSING/UNACCOUNTED CHILDREN

The Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies. A pupil, at the time of his/her initial entry to school, shall present to the person in charge of admission a copy of his/her certificate of birth and copies of those records pertaining to him/her maintained by the school that he/she most recently attended. If the appropriate documents are not received within two weeks, the principal shall notify the police department having jurisdiction in the area where the student resides of this fact and of the possibility that the student may be a missing child. The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The school district staff will provide the assistance it can to parents and guardians with this responsibility.

MUSIC POLICY (INSTRUMENTAL)

Instrumental music (herein referred to as Band) is an elective course for students in grades 5-12. It is expected that if a student selects to be in band, that he/she has also elected to assume the responsibilities of doing those things necessary to make both him/her and the band successful. A specific band policy will be issued by the band director at the beginning of the new school year.

The only prerequisite for a student to join high school band is that the student must have been in a grade school (elementary) band class and progressed through middle school band. Late starting students who wish to join the high school band may do so by taking special lessons and meeting the requirements of the director of that band. Transfer students who were in band at their former school will be accepted. The middle school and high school bands prepare for and participate in several public appearances (parades, concerts, assemblies, contests, etc.) each year and attendance is required. There is a \$25.00 fee assessed to students for uniform cleaning for high school band members.

MUSIC POLICY (CHORAL)

A specific choral policy will be issued by the choral director at the beginning of the new school year.

NATIONAL HONOR SOCIETY (NHS)

All students in the sophomore and junior classes who have a GPA of at least 3.0 at the end of their first semester will be notified that to be eligible the following year for membership in the Seneca East Chapter of the National Honor Society, they will be required to perform at least 24 hours of community service prior to filling out the information forms for acceptance into this organization. Performing this service will not automatically admit you for membership, but you will not be considered unless it has been done and verified in writing by the person in charge. Students who do not have a 3.4 or better GPA at the beginning of their junior or senior year will not be considered for membership.

A. SELECTION:

Any junior or senior who has a 3.40 (not rounded up) cumulative grade point average will be given an activity sheet. The entire faculty will be able to recommend or not each of the students who filled out an activity sheet. These recommendations will then be turned over to a five (5) member Faculty Council who will use all of the available information to select the members to be inducted that year.

B. DISMISSAL:

Any member of the National Honor Society who does not maintain the required cumulative grade point average will have one quarter

to bring their grades back up. A verbal or written warning will be given to the member. A student who does not turn in the required personal service verification forms for two (2) months will be reminded to get them turned in. If the member continues to fall behind in the required hours, (4-6 hours per month) he/she may be brought before the Faculty Council for dismissal. A violation of school rules or civic laws may also warrant dismissal. The member will always be notified if any such action is going to be considered, and they will have the opportunity to appear before the Faculty Council for a hearing before any action is taken.

C. FURTHER INFORMATION:

Contact the NHS advisor for further information.

NUISANCE ITEMS

Scanners, beepers, pagers and laser pointers (not limited to only these items) are not to be brought to school without permission of the principal. Such items will be confiscated and returned to a parent. Cellular phones and other electronic communication devices should be turned off and are not to be used in the classrooms (unless the instructor has given you permission to use it for instructional purposes) in the hallways, restrooms, locker rooms, etc. During the school day. Cell phones may be used in the Auditoria during lunch periods and before/after school.

Skateboards are not permitted on school grounds during school hours. Repeated violations will result in detentions or other disciplinary actions.

It is Board of Education Policy that animals should not be on the premises. Special permission must be obtained from the administration in order to bring animals on school property for school-related, educational purposes.

NURSE

Seneca East employs a school nurse who is stationed in the clinic during school hours. The nurse is there for assisting students with medications, maintaining the well-being of the students' health, and tending to students who do not feel well during the course of the school day.

**If a student is feeling ill, the student should report to the nurse first before calling home and arranging for the parent/guardian to pick the student up at school. The nurse will give an assessment then make a recommendation to the student on whether to call home or not. Failure to do so may result in disciplinary actions.

OFFICE TELEPHONES

The office telephone is a business phone. Students may use the office phone for emergency calls only (with permission from the secretary). Students will not be called to the phone during school time unless it is an emergency.

OPEN ENROLLMENT

The Seneca East Board of Education has adopted an Open Enrollment procedure for students and families who do not live within the confines of the district. The Board of Education shall permit the enrollment of students from any Ohio district in a school or program of this District, provided each enrollment is in accordance with laws and regulations of the State concerning Inter-District Open Enrollment, the provisions of this policy, and the administrative guidelines established to implement this policy. The deadline for application for Open Enrollment is typically mid-April of the preceding year of enrollment.

PASS SYSTEM

Students are required to use the Smart Pass application on their Chromebook.

Passes will be used to excuse students from a class to go to their locker, restroom, other classrooms, or a drinking fountain. Students who abuse the use of passes will lose all privileges.

PBIS

PBIS is a behavior management framework intended to prevent the need for restraint and seclusion in schools. This program seeks to be proactive as opposed to reactive in response to negative student behaviors. Research shows that behavioral improvements result when we acknowledge positive behaviors in students. Consequences still exist for behavioral errors; however, PBIS seeks to reduce the number of times behavioral errors occur for students.

A fundamental piece to the PBIS program is the teaching of expected behaviors. Students are taught “PAWS” and Think behavior at the beginning of the school year and throughout the year as needed. Having “PAWS” and Think behavior means the student demonstrates Pride in what they do, has a Good Attitude, makes Wise Choices, and Shows Respect. PBIS works to create a predictable, consistent, positive, and safe school climate across all grade levels and building locations.

The Seneca East PBIS mission statement reads, “We believe optimal student achievement (academic and behavior) can be attained by utilizing a proactive systems approach for creating and maintaining a safe and effective learning environment.” Below is an outline of the expectations the program has within the building:

Pride

- *Clean Up After Yourself (Cafeteria)
- *Be Prepared (Cafeteria)
- *Get All Things Needed Your First Time Through the Line (Cafeteria)
- *Return To Class Promptly (Hall)
- *Keep Hallways Clean (Hall)
- *Walk Silently (Hall)
- *Be Prepared (Classroom)
- *Be a Good Listener (Classroom)
- *Be an Active Participant (Classroom)
- *Arrive On Time (Classroom)
- *Keep Locker Rooms Looking Nice and Clean (Locker Rooms)
- *Practice Good Hygiene (Locket Rooms)
- *Return To Class Promptly (Restroom)
- *Wash Hands With Soap and Water (Restroom)
- *Be a Positive Example To Others (Bus)

Attitude

- *Use a Quiet Voice (Cafeteria)
- *Use Good Table Manners (Cafeteria)
- *Say “Please” and “Thank You.” (Cafeteria)
- *Walk Quietly So Others Can Continue To Learn (Hall)
- *Smile and Be Courteous To People You Meet In the Hallway (Hall)
- *Follow Directions (Classroom)
- *Wait To Be Called On To Speak (Classroom)
- *Keep It Neat and Organized (Classroom)
- *Use Positive and Appropriate Language (Locker Room)
- *Be a Team Player (Locker Room)
- *Stay Positive (Locker Room)
- *Portray Good Sportsmanship (Locker Room)
- *Talk Quietly In the Restroom (Restroom)
- *Maintain Personal Space (Restroom)
- *Use a Quiet Voice (Bus)
- *Use Appropriate Language (Bus)
- *Follow the Directions Of the Bus Driver (Bus)

Wise Choices

- *Make Healthy Choices (Cafeteria)
- *Use Time Wisely To Eat (Cafeteria)
- *Move Quietly In All Hallways (Hall)
- *Walk At All Times (Hall)
- *Say “Hello” Silently (Hall)
- *Maintain Personal Space (Classroom)
- *Be Prepared (Classroom)
- *Do Your Job (Classroom)
- *Be Honest (Classroom)
- *Respect Others’ Things (Classroom)
- *Report Injuries To Adults In Charge (Locker Room)
- *Be Responsible For Your Lock and Possessions (Locker Room)
- *Return To Class Promptly (Restroom)
- *Use Soap and Water Wisely (Restroom)
- *Follow All Bus Rules (Bus)
- *Remain Seated Until the Bus Is Stopped (Bus)
- *Keep Belongings In Your Book Bag (Bus)

*Be Ready For Your Stop (Bus)

Show Respect

- *Use Good Manners (Cafeteria)
- *Say “Please” and “Thank You.” (Cafeteria)
- *Keep Hands and Feet To Yourself (Hall)
- *Travel On the Right Hand Side (Hall)
- *Open and Close All Doors Quietly (Hall)
- *Use Appropriate Hallway and Stairway (Hall)
- *Be a Good Listener (Classroom)
- *Use Manners (Classroom)
- *Treat Others the Way You Want To Be Treated (Classroom)
- *Respect Differences (Classroom)
- *Clean Up After Yourself (Restroom)
- *Keep Hands and Feet To Yourself (Restroom)
- *Use a Quiet Voice (Bus)
- *Walk To the Bus (Bus)
- *Be Mindful Of Younger Students (Bus)

PHYSICAL EDUCATION

Physical Education is required by the State Department of Education, and all Seneca East High School students are required to take part in physical education activities, or upon medical excuse, be allowed into a modified physical education activity. The state of Ohio has also granted a waiver status to the P.E. requirements if the student participates in athletics or marching band. (Please see the Guidance Department for details). Physical Education classes will provide structured sports and fitness activities designed to enhance student interest in team and individual sports and personal fitness. Specific rules will be posted and enforced by the physical education teacher(s). Students may contact the high school guidance counselor to obtain waiver information.

PROMOTION – RETENTION POLICY

When the possibility of retention exists for any student in grades 7-8, parental input and suggestions are welcomed and encouraged. The final decision, however, will be made by the school principal. The following factors will be considered before a middle school student is retained:

1. Student is failing in two or more major subject areas (Reading, English, Math, Science and Social Studies).
2. Student is below grade level in reading and/or math.
3. Teacher observations.
4. Parental observations.
5. Social maturity

Parents or guardians of any middle school student who, according to results of the above criteria, are in danger of retention will be notified of the possible retention at the end of the first semester and again at the end of the third quarter (grading period).

RANDOM DRUG TESTING

In order to continue in providing a healthy and safe environment for all students and in order to encourage students to remain drug free and provide a legitimate reason for students to refuse drugs and alcohol, the Seneca East Board of Education has adopted a random drug testing policy. Seneca East Schools have selected student athletes, student drivers, and all students who participate in co-curricular/extra-curricular activities and who are enrolled in grades 9 – 12 to participate in the district's random drug testing pool. Additionally, students with parent consent who choose to voluntarily be tested will be included in the testing pool. For more information, please see the Board adopted policy 5530.02 at <http://www.neola.com/senecaeast-oh>.

RECORDING

Students, by law, may record lessons and classroom content; however, they must obtain authorization from the teacher in order to do so.

SCHOOL COUNSELING DEPARTMENT/PROGRAM

The guidance department is here to not only offer you assistance with grades, post-secondary placements, and general support for scheduling (among many other things), they are also here as people with whom students may personally conference concerning both problems stemming from home and school. Students should also feel free to talk to any of our professional staff members as well including the administration.

SCHOOL INSURANCE

School insurance is available to any student, teacher, or administrative employee. Anyone having insurance is covered while in school, traveling directly to and from school, and while attending school-sponsored activities, supervised by school employees. Twenty-four hour coverage is also available.

SEARCH AND SEIZURE

In order to ensure the safety and well-being of all students, teachers, other school employees, and guests, it is the policy of this school district to authorize its administrators to search the clothing and personal effects of students where such a search is reasonably necessary under all the surrounding circumstances. In order to conduct such a search, it is not necessary that the administrator have probable cause to believe that a crime or violation of a school rule has occurred. It is necessary only for the administrator to have reasonable grounds to believe that a search will produce evidence that a student has violated or is violating a law or school rule. If such reasonable grounds exist, an administrator may conduct a search of a student's person or personal effects. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and/or the sex of the student and the nature of the possible infraction that may have or may be occurring.

The search of a student vehicle may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. 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 requested by the school administration. Failure to comply with a reasonable search will be considered insubordination.

SENIOR PICTURES

An official photographer for the class will be designated. This will be the official class photographer who will provide yearbook photographs. Students are encouraged to use the photographer for senior pictures. Everyone must have a yearbook and composite picture shot by the photographer to be used in the annual and composite.

SENIOR TRIP POLICY

The senior class trip is a privilege and not a right. Permission for the trip must be obtained from the Seneca East Board of Education. The administration will make a recommendation to the Board concerning approval of the trip based on the conduct and behavior of the class. Based upon this recommendation, the Board reserves the right to cancel the trip or exclude any person(s) or group who, in the judgment of the administration, has not shown sufficient acceptable behavior to warrant the privilege. The trip will also be subject to the following general guidelines.

I. GENERAL CLASS TRIP GUIDELINES

- A. Those persons who commit to go on the trip must have made the pre-announced deposit by a prescribed date. This money is non-refundable and may be either a cash deposit or made up entirely or in part from sales credit in the trip account.
- B. The trip will be financed through monies earned by the class in projects approved by the administration. This money will be ear-marked and recorded as senior class trip money.
- C. Students who elect to participate in the trip will be credited with a portion of the account that is equally subdivided by the number of travelers participating.
- D. Students who initially indicate they are going on the trip but later elect not to go may forfeit all or part of the individual cost of the trip. This will be determined by the administration and will depend upon the time remaining prior to the trip and added costs to the other students.
- E. **Students who do not elect to participate in the trip will not be excused from classes. All classes will meet as scheduled, and students must attend. Failure to attend classes will result in an unexcused absence and no credit will be given for work missed.**
- F. Chaperones must be approved by the administration and the Board of Education.
- G. Itinerary for the trip will be selected by seniors from choices provided by the administration with final approval resting with the Board of Education.
- H. Any adults that are traveling with the group who are not chaperones must be approved by the administration and the Board of Education.
- I. Money left in the trip account after expenses and taxes have been paid will be spent on a school project determined by the

- senior class advisor. Money left in the account after will be transferred to the general fund at the end of the school year.
- J. The total cost of the trip be paid 30 days in advance of the departure date.

II. TRIP RULES

- A. No possession or use of illegal drugs, narcotics, or alcoholic beverages during the tour regardless of the legal drinking age in the cities visited.
- B. No boy will enter a girl's room or vice-versa, at any time, for any reason, without expressed prior permission of a chaperone.
- C. Everyone must be in his/her own room at curfew and remain there until at least 7:00 a.m. unless the schedule calls for an earlier departure time.
- D. All tour members must participate in all the scheduled activities and meet at assigned places at announced times.
- E. Vandalism, disruptions, and/or pranks will not be tolerated and are subject to school discipline upon return.

***Failure to abide by these or any other rules set by the school or tour agency will result in the following penalties being imposed:

- F. Smoking or Tobacco Infractions – See Disciplinary Code
- G. Infractions Concerning Alcohol – See Disciplinary Code
- H. Infractions Involving Illegal Drugs/Substances – See Disciplinary Code
- I. All other violations will be dealt with through consequences doled out on the trip and/or through consequences as outlined in the Disciplinary Code upon return to school.
- J. Serious violations on the trip may result in the student being denied the privilege of participating in the Graduation Ceremony.
- K. Disciplinary actions must be completed in order for the senior to receive his/her diploma.
- L. He/she will be subject to any and all penalties pertaining to athletics if they are involved.

A liability statement pertaining to these and other conditions of the trip must be agreed to and signed by the student and his/her parents before he/she will be allowed to participate on the trip. In all cases, the decision of the tour guide and school administration will be final.

All students participating on the senior class trip are the direct responsibility of their parents. In no case will the chaperons, the travel agency, or the Seneca East Board of Education be liable for any cost incurred or refund of any or all of the cost of the tour.

SPECIAL EDUCATION

Parent/Guardian Notification to Share Information for Purposes of Billing Public Insurance and Consent to Bill Public Insurance: The Local Education Agencies (LEA's), such as school districts, are eligible to receive federal Medicated reimbursement for medically necessary services provided to their special education students when the services meet the requirements of the state's Medicaid program and are provided in accordance with the students' IEP's. The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and the Family Educational Rights and Privacy Act (FERPA) require schools to obtain written parental consent to share students' education and health-related records such as Evaluation Reports, IEP's, and direct services and to bill these services to Medicaid.

Please Note:

- I. No matter whether you grant consent or refuse to consent or revoke your consent, your child will still be provided with an evaluation and/or the services on his/her IEP, and you will not have to pay for those services.
- II. Your consent is voluntary. If you give consent, you will not incur any out-of-pocket expense, and there will not be any decrease in your child's available lifetime Medicaid coverage.
- III. If you give consent, you may revoke it in writing any time after it is given. Your revocation of consent will not negate (undo) an action that has occurred after consent was given and before the consent was revoked.
- IV. The withdrawal of consent or refusal to provide consent to the district does not relieve the district of its responsibility to ensure that all evaluations and/or services on your child's IEP are provided at no cost to you.

Upon request, you and your child may receive copies of your child's records that are disclosed as a result of this authorization.

This material written herein serves as the required annual notification under 34 CFR 300.503(c).

STUDENT COUNCIL

The Student Council Constitution will be distributed to Council members at their first meeting of each school year. The primary purpose of this body of students is to establish better relations, understanding, and cooperation between the faculty and the student body, to give the student body an opportunity and means to express their views on matters pertinent to the student body, and to help coordinate various school recreational and educational activities. To this end, there shall be at least quarterly meetings scheduled between the administration and the council.

New criteria have been voted on and approved by the Student Council for election of officers beginning in the 2014-15 school year. The following is an outline of a candidate's qualifications:

- I. Attendance – Students wishing to be elected to a class office, student council or homecoming court must not surpass the ten allotted absence days for semester courses or the twenty allotted absence days for year-long courses (does not include bereavement, legal, military, or doctor's note absences)
- II. GPA – Students wishing to be elected to a class office, student council or homecoming court must maintain at least a 2.0 GPA for each grading period.
- III. Disciplinary Record – Students wishing to be elected to a class office, student council or homecoming court must not have received more than five detentions and/or one suspension for the previous twelve months. Failure to do so after being elected to a representative position may be cause for removal of said position.
- IV. Substance Abuse – Students wishing to be elected to a class office, student council or homecoming court will be held accountable to the same guidelines as referred to in Section VII under the Disciplinary Code of the Seneca East Handbook both in and out of school. Failure to do so after being elected to a representative position may be cause for removal of said position.

Disclaimer: The purpose of these criteria is to ensure that elected representatives adhere to a standard which is appropriate for the position to which they hope to be elected or for the office they currently hold.

STUDY HALLS

The primary purpose of study halls is to provide students with a time and place in which to work on homework or study for tests in an atmosphere conducive to study. All other activities are to be considered subordinate to this primary purpose. The following regulations apply when you are in an assigned study hall:

- I. Students must come to study hall prepared with appropriate books and materials. Passes to lockers and restrooms should be limited.
- II. Students may not sleep.
- III. Students may not talk to other students during study hall.
- IV. There will be no group work during study halls as this causes a commotion for other students and leads to off-task behavior. Students may quietly ask another a quick question then return to his/her assigned seat.
- V. Electronic devices such as cell phones, iPods, MP3 players, etc. are not allowed in study hall. Research and homework must be done on the student's laptop, and music may be played, provided the student is using a set of headphones and playing it at acceptable volume levels, through streaming radio or music stations allowed on the laptops by the district.
- VI. Game playing on laptops or other devices should not be allowed as this can be a distraction to others and a mode of procrastination for students in regards to work that needs to be done.
- VII. Students, during the course of the year, may be assigned to state test tutoring along with tutoring in an area of need. This is meant to be a means to help particular students who need assistance in these areas.
- VIII. No student will be allowed to be a teacher's assistant during this study hall period. Two office assistants are exceptions to this rule.
- IX. If there is no homework on which to work or no tests/quizzes for which to study, students must bring other materials (books, magazines, etc.) to keep them busy during the study hall session.
- X. Students may sign out to go to the media center on a very limited basis. Since all high school students, for example, have study hall at the same time, there is not going to be room for even one from each study hall to go. Study Hall sign-outs to the library may not be for the entirety of the period. Students going to the library from study hall should only be there long enough to access the library for needed materials then return to study hall.

- XI. Students who do not follow study hall rules and procedures will be subject to disciplinary action such as detention or suspension.

SURVEILLANCE CAMERAS

Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras. For the students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

TEACHER/OFFICE AIDE

Students will be able to schedule a period to be an office or teacher's aide. For this to be scheduled, students must meet with the selected teacher or office personnel and ask permission to be an aide for the following school year, and the teacher or office personnel will, in turn, sign off in approval on this request. This does not guarantee that the student will be scheduled as an office or teacher's aide; there are variables to be considered including, but not limited to, availability in both the teacher's and the student's schedule in addition to seniority/priority scheduling. The following are the criteria for selection:

- I. Students must have a cumulative GPA of a 3.0 up to the point of application.
- II. Only two teacher's aides will be allotted per teacher in different periods in the elementary and middle school. Teachers may not have more than one student as an aide per period (again, with a maximum of two during the day). High school teachers are discouraged from having student aides but may be allowed with administrative approval when a viable rationale is provided.
- III. Students will not be able to schedule to be a teacher's aide from 5th period study halls or other study halls as applied to junior Sentinel students or 7th Grade Band students.
- IV. Teachers will not be able to have student aides during their preparation period.
- V. Seniors, then juniors, then sophomores, then freshman will be the priority level taken when selecting student aides for teachers who had multiple requests from students. This decision will be made

- by the administration/guidance with the approval of the teacher.
- VI. Students may only serve as an office or teacher aide for one period out of their schedule.
- VII. Office personnel may have one student aide per period including 5th period.

TECHNOLOGY

The Seneca East Board of Education adopted an Acceptable Use and Internet Safety Policy. Each student and parent/guardian will be responsible for reading, agreeing to, abiding by and signing the Acceptable Use Policy to allow student computer access.

The Seneca East Board of Education also adopted a Distance Learning Agreement and Waiver Form giving permission for students to participate in distance learning activities. These activities may involve photographing, videotaping or recording as part of the remote classroom or other learning activity. The student agreement will outline the rules and conditions involved in participating in any distance learning course or offering by the Seneca East Local School District.

The above-mentioned forms will be given to all students as a Technology Package at the beginning of the school year and must be signed by parents and returned before student accounts will be activated. The rules and conditions of these forms will be carried out by the Seneca East staff and administration.

TESTING

No person shall release, cause to be released, reproduce, or cause to be reproduced any secure test materials pertaining to the Ohio Graduation Test, The Ohio Achievement Assessment, AP Exams, ability tests, growth testing, or achievement tests through any means or medium including, but not limited to, electronic, photographic, written or oral. No individual who has served as a monitor or examiner shall produce, design or review any samples of the testing materials. No unauthorized person shall have access to any secure test materials at any time such materials are in the school district or district buildings. No person shall cheat, accept assistance in cheating, or assist in cheating in any way, manner or form. Cheating shall be defined as, but not be limited to, copying from the test of another or from a test not legally given to the pupil being tested at the designated time of the examination. Violations of these provisions shall be investigated and prosecuted under Section 3319.151 of the Ohio Revised Code 44.

TEXTBOOKS

Textbooks are loaned to the students by the school. Therefore, a student is responsible for the book should it become lost or stolen. A student is also responsible should the book become damaged. If any of the preceding should occur, the student must pay the cost of the replacement or repair. Fines for lost books will be determined at the end of the school year. School personnel will find the amount it costs to replace the text. Typically, this is done by searching related websites.

FINES: Damaged Book

As a general rule, if the condition of a book drops more than one level, the minimum charge should be \$1.00 (Example: from Good to Poor).

I. Torn Pages	\$1.00—\$5.00 depending on severity
II. Completely Torn/Ripped Binding	\$10.00 per book
III. Partially Torn/Ripped Binding	\$5.00 per book
IV. Graffiti/Marked up Pages	\$1.00—\$5.00 depending on severity
V. Book Completely Destroyed	Cost of the text

Students may be required to cover all textbooks

TITLE IX—PROHIBITING SEX DISCRIMINATION IN EDUCATION

Lindsay Rellinger is the Title IX Coordinators. At Seneca East, the contact information for the Title IX coordinators is 13343 East US 224, Attica, Ohio 44807. Either may be reached by phone at 419.426.1850 or via email at either lrrellinger@se-tigers.com. The grievance procedure, as adopted by the Board of Education, is as follows: Any resident of the Seneca East Local School District who feels that sexual discrimination is being practiced in the Seneca East Local Schools may make a written complaint specifying the nature of the discrimination and any supporting evidence to the district coordinator.

The district coordinator will investigate and make written response to the person initiating the grievance within fifteen (15) days of receiving the complaint. If the coordinator feels that an official interpretation is desirable from the office of Civil Rights, the person initiating the

grievance will be so notified and the 15 days may be extended to accommodate the request.

TRANSCRIPTS

A student or graduate may request transcripts from the guidance department at any time provided that they complete a request form complete with the student's or graduate's signature. If the student or graduate owes fees, they must be paid at that time or the request for the transcripts will be denied.

TRANSPORTATION

To ride a school bus is a privilege and an extension of the classroom. The Ohio Revised Code stipulates that the bus driver is responsible for maintaining order on the bus (O.R.C 3319.14). Students are expected to extend drivers the same respect and courtesy extended to teachers and administrators.

Consequences for improper conduct on the school bus may include the following. (For example: any incidents stated in the pupil transportation policies for K-12)

1st offense: A verbal warning issued by the bus driver. Student will receive a "written copy" of verbal warning.

2nd offense: When a student is referred to the administrator's office, for any incident, student will be subject to a detention and a phone call to the parents or guardian.

3rd offense: The student is referred to the administrator's office, for any incident, student will be subject to a 1 to 3-day suspension from riding the school bus. A form is sent home notifying the parents or guardian of the suspension period by the school office.

4th offense: The student is referred to the administrator's office, for any incident, student will be subject to a 5-10 day suspension from riding the school bus.

5th offense: Permanent Removal from riding the school bus.

In some instances, a student may be subject to discipline of a 5-10 day suspension from riding the bus without notice, or on the 1st offense. Examples of such incidents are as follows:

1. If a student strikes, attempts to strike, or threatens a bus driver.
2. If a student cuts seats or otherwise damages a seat, plus cost of repairs will be billed to the parents/guardians.
3. If a student is fighting, injures, or presents a danger to other students.
4. If a student uses or dispenses, tobacco, e-cigs, alcohol, or drugs.
5. If a student lights a fire or is playing with matches or a lighter.
6. If a student brings a weapon or explosives on the bus.
7. Other incidents that are not listed that would warrant an immediate dismissal.

Pupil Transportation Policies for Grades K-12

1. Pupils are to arrive 5 minutes before the bus is scheduled to arrive.
2. Pupils must wait for the bus at their designated bus stop and place of safety. Once the bus comes to a complete stop, and the driver drops his/her hand, then, the student may board the bus.
3. Pupils must enter and exit the bus in an orderly single file line. If necessary to cross the road, students are to cross 10' in front of the bus, *after* receiving a clear signal from the driver that it is safe to cross. Students must wait at their place of safety, until after the bus leaves.
4. Pupils must not threaten, strike, push, trip, or otherwise abuse another student riding the bus or waiting at the bus stop.
5. Pupils are to go directly to their assigned or available seat so the bus may safely resume motion.
6. Pupils must stay in their assigned seats while the bus is moving, no standing, turning around, or leaving their seats while the bus is in motion. All aisles and exits must be clear at all times.
7. Absolute quiet must be observed while approaching, stopping and crossing all railroad crossing tracks.
8. Pupils must not use abusive, derogatory or profane language, bully other students, or pick on another student(s). Students must keep their hands and feet to themselves.
9. Pupils must refrain from eating, drinking, (except for medical reasons) chewing gum, smoking, all tobacco use, light matches or lighters on the bus.
10. Pupils must keep hands, arms, legs, and head inside the bus. Windows may be open with the permission from your driver.
11. Pupils must not throw or pass objects and/or paper on, from, or into the bus.

12. Please arrange another means of transportation if you must bring any large, fragile, or forbidden cargo to school. Packages or musical instruments that can fit and be held securely on your lap may be carried if there is sufficient space. Students must check with the bus driver in advance.
13. Forbidden cargo: Pupils must not bring pets, animals, (exception special needs assistance) reptiles, or insects of any kind on the bus. Pupils cannot bring glass containers, bottles, helium balloons, skateboards, fragile items, laser pointers or items that have sharp points or edges. (lunch thermos bottles are acceptable)
14. Firearms, ammunition, weapons, explosives, or other dangerous materials on a school bus is prohibited by law.
15. Pupils must not have alcohol or drugs in their possession on the bus, (except for, prescription medication required for students).
16. Pupils can't yell, whistle, stomp feet, clap hands or otherwise distract the bus driver.
17. Pupils will not litter, spit on the bus floor, tamper with, or deface/destroy bus property or equipment.
18. No cell phones or video games are to be out on the bus. The bus driver has the right to confiscate these items and turn them into the office.
19. Pupils shall not board school buses to which the students are not assigned except with the express permission of the transportation department. A bus pass must be given to the driver as the student boards a bus.

If it becomes necessary to refuse pupil transportation, the school authorities will notify the parents of such refusal and explain the reason.

Non-bus students are NOT to arrive at school before 7:30 and are to leave the building immediately after school unless they are involved in an activity and are under the direct supervision of a teacher/coach.

Scheduling of the bus routes is performed during the summer months. They are usually kept the same time from year to year unless there is a population shift or a need for a reduction in drivers. If you should move from one bus route to another, please notify the school office promptly so that appropriate changes can be made.

UNPAID BILLS AND FINES

Students must meet all financial obligations incurred before credit and grades will be granted and before transcripts will be released. Diplomas will also not be awarded in the event a senior still has yearly or cumulative fees to be paid. It is the student's responsibility to see that these things are taken care of promptly. If someone has a financial problem and cannot make immediate restitution, he/she should have his/her parent or guardian contact the principal or superintendent so other arrangements can be made. Also, see notes under "Fees."

VISITORS

Students are not to bring friends to visit unless permission has been granted from the principal's office. Anyone entering the building who is not a student or employee of the Seneca East Board of Education must report immediately to the office of the principal.

WEATHER EMERGENCIES

When extreme weather conditions are such that it is inadvisable to begin the school day at the regular time, a plan to delay the opening of school for two hours or to cancel classes for the day will be announced over the school's Instant Alert Messaging System. For those who did not sign up to receive those notices, announcements will be made over several area radio and television stations beginning at 6:30 a.m. In the event of an early dismissal due to a weather emergency, each family should instruct children in advance of what to do. In cases of weather emergencies, it is imperative that parents NOT call the school office number. The office phone is used to contact bus drivers, township road crews, radio stations, other schools, etc.

WITHDRAWAL

Withdrawal from school must be done in the office. All accounts must be settled before any grades will be forwarded. A student who desires to withdraw due to age or moving from the district should see the building principal at least three (3) days prior to withdrawing.

In addition, when a student chooses to withdraw in order to continue his/her education in a home school format or with an online school, students may not withdrawal from Seneca East until proof can be given that home-school materials have arrived or proof can be shown that the student has the online materials and capability to log on and begin programming. Days missed in between withdraw from Seneca East

and the start of a home program can accrue into truancy charges being filed if it is not proven that the student has, indeed, begun an alternative educational program.

WORK PERMITS

Every employed minor, 14 to 18 years of age, must be a holder of an Age and Schooling Certificate. This must be on file in the establishment where the minor is employed. Application forms may be secured in the high school office. When students change jobs, a new permit must be obtained. Students who are 16 or 17 and whose job begins after school is out and ends before school reopens in the fall, need not obtain a work permit.

YEARBOOK

The *Tiger Paws* will be published yearly and will be the official approved annual for Seneca East High School. Yearbook staff members will be selected in the fall by the Yearbook Advisor to assist in completing the annual. The choice of editor will rest entirely with the advisor. The staff will be composed of students in grades 9-12. However, the editor should be a senior. The content, lay-out, and features of the yearbook will be the responsibility of the staff and advisor, subject to approval of the high school principal. The expense of the yearbook will be covered by the sale of advertisements, patrons, and cost of the book to the students. The cost of the yearbook will be determined by the staff after review of the budget. The annual/yearbook is the official publication of the entire high school student body.