SENECA EAST LOCAL SCHOOLS
13343 E. US 224, Attica OH 44807

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Quick Reference Contacts

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1. GENERAL INFORMATION

- **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.

- **Elementary Arrival/Dismissal**
  - Arrival
    - Bus students will enter the building at 7:55 am and report directly to their classrooms.
    - Students drop offs will enter the OFFICE or GYM entrance at or after 7:50 a.m. at which time they will report to their classrooms. Students are to be in their classrooms by 8:00 a.m.
  - Dismissal
    - Students who are parent pick up will be led to the gym lobby area at 2:55 pm. Parents need to walk up to the door to pick up their child/ren. Students will not be released to go to the parking lot on their own.
    - Bus students will be taken to the bus parking lot by their teacher at 2:57 pm. Buses will leave once MS/HS students are loaded at approximately 3:07 pm.
    - Parents picking up their children prior to 2:55 pm will need to sign them out in the elementary office.

- **MS/HS Arrival/Dismissal**
  - Arrival
    - Bus students will enter the building at 7:50 or after and report directly to their classrooms
    - Students may not be dropped off prior to 7:40. Parents will turn into the first parking lot drive and drop off along the office sidewalk. Then, parents will exit down the middle “exit-only” lane.
    - All MS/HS students drop will enter the OFFICE entrance.
    - Office entrance locks directly after the 8:00 tardy bell
  - Dismissal
    - Students riding the bus will exit the north “playground” doors
    - Students who are parent pick up will exit the office door after the end of day bell at 3:00. Parents are asked to enter and exit following the Arrival processes.
    - Students will be required to exit the building immediately after school unless they are in a school organized activity and supervised by an advisor/coach.

- **MS/HS Bell Schedules**

Regular Daily Schedule	**Two-Hour Delay Schedule (A)**
1st Period 8:00 – 8:42 2nd Period 8:45 – 9:27 3rd Period 9:30 – 10:12 4th Period 10:15 – 10:57 Tiger Time 11:00 – 11:30 5th A Period 11:33 – 12:03 (MS Lunch and HS SH) 5th B Period 12:06 – 12:36 (MS SH and HS Lunch) 6th Period 12:39 – 1:24 7th Period 1:27 – 2:12 8th Period 2:15 – 3:00	1st Period 10:00 – 10:27 2nd Period 10:30 – 10:58 3rd Period 11:02 – 11:30 5th A Period 11:33 – 12:03 (MS Lunch and HS SH) 5th B Period 12:06 – 12:36 (MS SH and HS Lunch) 6th Period 12:39 – 1:12 7th Period 1:15 – 1:48 8th Period 1:51 – 2:24 4th Period 2:27 – 3:00
Special Activity Schedule	**Two Hour Delay Rotations**
1st Period 8:00 – 8:40 2nd Period 8:43 – 9:22 3rd Period 9:25 – 10:04 4th Period 10:07 – 10:47 8th Period 10:50 – 11:30 5th A Period 11:33 – 12:03 (MS Lunch and HS SH) 5th B Period 12:06 – 12:36 (MS SH and HS Lunch) 6th Period 12:39 – 1:23 7th Period 1:26 – 2:10 Activity Time 2:15 - 3:00	Class period order of delays will be: **A**: 1-2-3-5-6-7-8-4 **B:** 2-3-4-5-6-7-8-1 **C:** 3-4-1-5-6-7-8-2 **D:** 4-1-2-5-6-7-8-3 This sequence will cycle throughout the year

- **Final Forms & Contact Information Updates**
    - Final Forms - All students must have emergency medical as well as other pertinent safety information on file with the school. All students and their parents will complete Final

Forms at the very beginning of the school year, and continue to update throughout the school year.
    - (MS/HS students may have detentions assigned if forms are not completed by the second week of school)
    - Change of Address or Email -Notify the school office of any change of address or telephone number immediately.

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2. ACADEMIC GUIDELINES

Elementary

- **Kindergarten Age Requirement**
    - A child must be five years of age on or before the first day of instruction to enter kindergarten. Most children are considered to have the best chance for a successful school experience if they display a level of social maturity and physical and psychological readiness which generally occurs by this age.
    - However, in certain instances when exceptional maturation has developed in a child mentally, physically, and socially beyond his/her chronological age, early admission to school may be approved based on testing results. Please contact the school principal to obtain more information pertaining to the testing requirements. (Board Policy 5408)
- **Homework(K-5)**
    - Homework may be assigned to students at the discretion of the classroom teacher, and the work will be designed to strengthen and expand student skills in specific areas.
    - The amount of homework should increase as a child moves through the elementary grades. As a guide or reference point, a student should have approximately 10 minutes of homework per grade level (for example, a 3rd grade student may have 30 minutes of homework). If your child is routinely spending more than this amount of time on homework, please contact his/her teacher.
    - Homework should be completed by the student to the best of his/her ability and then turned in to the teacher on time. Parents will be contacted(by phone or Class Dojo) if a teacher feels that a student's quality of work needs to improve or a student is not turning in the assigned work.
    - Students will be required to make up missed assignments in a timely fashion. A student who misses one day of school will have one day after his/her return to complete the work, a student who misses two days of school will have two days after his/her return to complete the work, etc.
    - Parents may pick up work for an absent child, or the work will be provided for the child upon his/her return to school. Minimal or no homework will be given on Wednesday evenings.
    - Please note that students may be kept in from recess or assigned to serve after school detentions to complete missing assignments. Students habitually not turning in homework will be referred to the building principal and a meeting will be scheduled with the parents, student and teachers involved, and the principal.

Middle School/High School

- **Homework**
  - Students in grades 6 - 8 should expect homework on average 3 days a week per subject.
  - Students in grades 9 - 12 should expect homework on average 4 days a week per subject.
  - With a more rigorous schedule or course selections, parents and students should understand that homework and assessment expectations will increase as well.
  - Students may receive consequences if teacher expectations are not met with classwork and/or homework.

District

- **Safety and Security**
  - All visitors must report to the office when they arrive at school.
  - All visitors are given and required to wear a badge while they are in the building.
  - Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

- **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.
  - By June 30th of each year, parents will be provided with the score of any State-mandated assessment or test administered to their student. Results will be sent via mail or email or, alternatively, will be posted to a secure portal (Progressbook) that families can access on the District's or school's website.
  - Violations of these provisions shall be investigated and prosecuted under Section 3319.151 of the Ohio Revised Code 44.
- **Parent/Teacher Conferences**
  - Parent-Teacher conferences will be scheduled on two evenings in the fall, and one the evening in the spring. Parents will be notified of the conference dates/times, and an effort will be made to schedule conferences for every parent in the fall.
  - Parents are also encouraged to contact/meet with teachers as (or before) concerns arise, and these conferences may be scheduled by contacting teachers to schedule the appointments.

- Parents may not visit a teacher's classroom without prior notice and consent from the teacher and building principal, and parents receiving permission to visit classrooms are still required to wear a Guest Badge while in the building, except during P/T conferences. Regular home-school correspondence via written notes, phone calls, email, etc. is also encouraged.

- **Chain of Command**
  - Parents are also asked to follow the proper channel of command when conflicts do arise: (1) Communicate with the teacher to obtain information and attempt to resolve conflict if needed. (2) Meet with the building principal if conflict is not resolved with the teacher. (3) Request a meeting with the superintendent if meeting with the building principal does not solve the problem.
  - Please refrain from contacting school board members with complaints until the other attempts to resolve a problem have been made.

- **Grading System, GPA & Scheduling**
  The school year is divided into four nine-week grading periods. Student grades are accessible through Parent Access Progressbook. 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.

  Board policy will be followed in regards to promotion and retention.

Grade Scale for K-2

3 = Meets Expectations
2 = Approaching Expectations
1 = Below Expectations

Grade Scale for 3 - 5

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

Grade Scale for K-5

S+ = Above Grade Level
S = At Grade Level
S- = Below Grade Level

Grade Scale for 6-12 (Non-weighted)

The following final grading scale applies to grades 6-12. Grades for courses that earn credits toward a high school diploma will be awarded value as indicated in this policy, which will be used to determine class rank.

GRADE	RANGE	VALUE	GRADE	RANGE	VALUE
A+	100-98	4.0	C+	77-79	2.33
A	93-97	4.0	C	73-76	2.0
A-	90-92	3.67	C-	70-72	1.67
B+	87-89	3,33	D+	67-69	1.33
B	83-86	3.0	D	63-66	1.0
B-	80-82	2.67	D-	60-62	.67

Weighted Grade Scale 7-12

Advanced standing courses receive a higher weight due to the rigor of the curriculum and workload. The following final grading scale applies for AP, College Credit Plus, career-technical education CTAG/ITAG, and honors courses. This scale and weighted grades will be phased out beginning with the class of 2030.

All weighted classes will be weighted with an add-on point system. These points will be added onto the student's cumulative grade point average after it has been calculated on the current grading scale. The add-on points will be point .025 for a full-year class and point zero-one-two-five (.0125) for a semester class. No add-on will be awarded for a grade lower than a C-.

GRADE	RANGE	VALUE (yearly/semester)	GRADE	RANGE	VALUE (yearly/semester)
A+	100-98	4.025, 4.0125	C+	77-79	2.355, 2.3425
A	93-97	4.025, 4.0125	C	73-76	2.025, 2.0125
A-	90-92	3.695, 3.6825	C-	70-72	1.695, 1.6825
B+	87-89	3.355, 3.3425	D+	67-69	*
B	83-86	3.025, 3.0125	D	63-66	*
B-	80-82	2.695, 2.6825	D-	60-62	*

*No weighted values are applied for grades below a C- in advanced standing courses.

Grading LEP Students in Grades 3-12

Many LEP students who are in their first year of U.S. schooling are not able to adequately demonstrate academic competence due to the language barrier. The LEP Grading Rubric is recommended for the following students in grades three (3) through twelve (12):

A. LEP students who are within their first year of U.S. schooling;
B. LEP students who are within their first three (3) years of U.S. schools and are still at the pre-functional or beginner level of OTELA (composite score).

The LEP Grading Rubric may be used to supplement or supplant grades in any content area. If used, the report card should indicate that this is a modified or accommodated grade. A team of educators, including the ESL teacher, should decide how or when the LEP Grading Rubric is used.

Semester Grade Formula:

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

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

10 + 16 + 5 = 31/5 = 6.2 Semester Grade = C+

- A student must pass the second semester (of a year course) in order to pass a course.
- 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.
- Students can earn a partial credit in a year-long course
- 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).
- 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.
- **ALL STUDENTS ARE REQUIRED TO TAKE THEIR FINALS TO RECEIVE CREDIT FOR A COURSE.**
- Final exams count for 20% of the semester grade.

High School

- Scheduling
  - Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available

class space. Any changes in a student's schedule should be handled through the School counselor. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

- Academic Letter Requirements
  - 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.
- Diplomas
  - Regular diploma - Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must fulfill the requirements of one (1) graduation pathway that has been approved by State law and this Board and must meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.
  - Academic Honors Diploma
    Students can substitute the World Language, GPA, or ACT requirement with 12 Total CCP Hours.There are additional Honors Diploma pathway options.
    Must meet all but one of the requirements below:

    4th Math Credit must be greater than Algebra 2
    1 Additional Advanced Science Credit
    1 Additional Social Studies Credit
    3 World Language Credits in same language or 2 World Language Credits in 2 different languages
    3.5+ unweighted GPA
    27+ ACT
    2 Additional Seals (not including the OMJ seal or Honors Diploma Seal)
    Ohio Means Jobs Readiness Seal
- Early Graduation
  - Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.
- Honor Rolls
  - Honor Rolls for middle/high students are 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.

- 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.
  - Teachers should consult with the student's guidance counselor to determine a fair way of administering the final exam.
- Latin Honors
  - Students may graduate from Seneca East with Latin Honors based on their cumulative GPA.
  - Students receiving these distinctions will be recognized in the graduation program and may wear distinguishing cords at the graduation ceremony.

Cum Laude	3.5 – 3.7499
Magna Cum Laude	3.75 – 3.899
Summa Cum Laude	3.9 – 4.0+
- 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.
  - 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)
- **Governor's Merit Scholarship and Ohio Guaranteed Admission Programs**
  - To encourage high-achieving students to attend a college or university in Ohio, the state has established the Governor's Merit Scholarship ("GMS") and the Ohio Guaranteed Admission ("OGA") programs. The GMS provides up to $5,000 per year for up to four (4) years in financial assistance to high school graduates who are identified as being in the top five percent (5%) of their class. Additionally, the OGA guarantees the top ten percent (10%) of each graduating high school class

undergraduate admission to every Ohio public college and university, as well as participating Ohio private colleges and universities.

- For the purpose of implementing the GMS and OGA, the District shall determine which students fall within the top five percent (5%) and the top ten percent (10%) of their class. Students who are enrolled in a high school that is designed to support and assist students in need of academic intervention (“Success Academies”) may be eligible for nomination, provided that they have a GPA reasonably commensurate with other nominees in the District. Students who graduate early may also be considered. An early graduate’s GPA and class rank from the previous academic year will be used to determine eligibility.
- Determination of a student’s membership within the top five percent (5%) and the top ten percent (10%) of the class shall be based upon grade point average ("GPA") at the end of the student’s junior year and calculated in compliance with state law and guidelines established by the Chancellor of Higher Education.
- The provisions stated in this policy establish the criteria for determining class rank and for determining a student’s membership within the top five percent (5%) and top ten percent (10%) of the class.
- The top five percent (5%) of high school graduates who are nominated for the GMS shall be restricted to the number communicated to the school or School District by the Ohio Department of Higher Education through the GMS portal.
- The top ten percent (10%) of high school graduates who are nominated for the OGA shall be restricted to the number communicated to the school or School District by the Ohio Department of Higher Education through the GMS portal.

In such cases where ranking by GPA results in a tie, the District will determine which student(s) are nominated for the OGA and GMS programs based on the following factors:

A. Composite scores on standardized college entrance examinations (e.g., ACT);

B. the number of advanced standing programs, including honors, advanced placement, college credit plus, and advanced career-technical education classes taken;

C. End of Course Exams.

The District shall not consider a student’s stated or unstated post-graduation plans when submitting nominees.

The District will report to the Ohio Department of Higher Education ("ODHE") the identity of the students who qualify for GMS and OGA utilizing the secure GMS portal by October 1 each year in the student’s senior year. The District will also provide the student’s email address, or if preferred, a parent/guardian email address, when nominating students. The Ohio Department of Higher Education will notify students of the award offer by November 1st. The District will inform all nominees after November 1st.

- **Make-Up Work Policies**

- Parents/Guardians may request student assignments by emailing the teacher directly or calling 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 absence 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.
- Only excused absences shall receive credit for make-up work.
- Make-up work from unexcused absences will not receive credit from the teacher.
- Truant students will receive no credit for their work while absent from school.
- Students will receive up to 60% credit for work missed while on out-of-school suspensions.

- **College Credit Plus (CCP) (Board Policy 2271)**
  - Any student in grades seven (7) through twelve (12) may enroll in a College Credit Plus Program provided the student meets the requirements established by law and by the participating college or university. A student will be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under eighteen (18), written consent of the parents or attendance in counseling services offered with this educational option.
- **College Visit Days**
  - 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 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.
- **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.
- **National Honor Society**
  - 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.
    - <u>SELECTION:</u>

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.

- 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 members 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.

- **Edgenuity/Credit Recovery**
  - 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.
- **Course of Study**
  - Course of Study information can be located on the District website.
- **Career Advising Program**
  - Career advising is an integrated process that helps students understand how their personal interests, strengths, and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. (See Board Policy 2413 – Career Advising)
- **Transcripts**
  - A student or graduate may request transcripts from the guidance department at any time provided that they complete a request form 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.
- **Gifted/Honors**
  - Gifted and Honors classes will be offered at Seneca East Middle/High School; students will qualify to be enrolled based upon rubrics and other criteria 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.

- **Acceleration**
  - A student may be accelerated (either by whole-grade or by subject area) when the student's performance and measured ability significantly exceeds that of their grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student requesting acceleration. Decisions regarding acceleration are based on Board Policy 5408, 5409.
- **Study Halls**
  - A study hall 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.
    - Come prepared with materials needed
    - No sleeping
    - No off-task behavior (excessive talking, noise making, any acts that distract others from working)
    - Group work is at the discretion of the monitor
    - No use of cell phones or other electronic and/or bluetooth devices
    - No gaming on computer
  - Students may be assigned to state test tutoring along with other intervention/tutoring in an area of need.
  - You may not be a teaching assistant during a study hall period.
  - Passes to work in a different space, visit the media center, or see other staff must be requested using SmartPass.
  - Students who do not follow study hall rules and procedures will be subject to disciplinary actions

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3. STUDENT CONDUCT EXPECTATIONS & CONSEQUENCES

The Student Conduct and Expectations shall be used by the students, parents, teachers, and administrators in clarifying any questions in regards to disciplinary actions/consequences.

The Board of Education and the Administration of Seneca East Schools have established these guidelines.This code meets the intent of the Ohio Revised Code, Board Policy and Student Due Process. However, 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. The Administration reserves the right to interpret the violations of Student Conduct and Expectations and assign consequences as fit to the degree, frequency, and context of the violation. The administration reserves the right to discipline any student for any violation not listed in the Student Conduct and Expectations.

Expected Behaviors

- act courteously to adults and fellow students;

- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

Classroom Environment

- It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows.
- a teacher to communicate effectively with all students in the class; and
- all students in the class have the opportunity to learn.

Misconduct off school grounds

- Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.
- Misconduct is defined as any violation of the Student Discipline Code.

Disciplinary Code

- PURPOSE: To provide the regulations and guidelines governing student conduct and discipline in the Seneca East Schools.
- 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.
- JURISDICTION: This code and its provisions shall be applicable during school hours, during bus transport to and from school/Sentinel, any extracurricular activities/co-curricular activities, and for Early Release/Late Arrival students. It also governs 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.
- APPLICATION OF THE CODE: It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school vehicle rules.

  The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the School.

  Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline Actions	Formal Discipline Actions
● Verbal Warning ● Conference with student and/or parent ● Guidance referral ● Office referral ● Incident Documentation ● Lunch/Recess detention (Elementary) ● Removal from class(es)/environment ● Loss of specific privileges ● After school detention ● In-School Assignment (ISA) ● Friday School	● Emergency Removal ● Out-of-School Suspension (OSS) ● Police Notification ● Recommendation to Expel ● Juvenile Court Referral ● Permanent Exclusion

Definitions of Consequences

- AFTER-SCHOOL DETENTION (Either teacher-assigned or office-assigned) - A quiet, supervised study period that runs from 3:05 – 3:50 Tuesdays and Thursdays and **are non-appealable.**
    - Students must bring study materials to assigned detentions and may be assigned Restorative Practice Activities if students cannot produce work.
    - Detentions will 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.
    - Transportation is NOT the responsibility of the school or its personnel, but rather the student and his/her parent or guardian.
    - Students who do not show for detention will be given one additional opportunity to serve the detention 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.
- IN-SCHOOL ASSIGNMENT– Will be scheduled on Tuesdays and Thursdays. Students will report to the office first thing in the morning and will be monitored 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**.
    - Students will attend a Google Meet or Zoom session when assigned by his/her teacher at the regularly scheduled period
    - Work will be completed, collected, and verified by the Monitor - work is considered “full credit”
    - Reinforcement materials may be provided if student has finished daily assignments
    - Any unfinished work will be completed after school as homework and due upon return
    - Students may use their chromebook with corded earbuds for school purposes only
    - All other electronic devices and cell phone will be given to the monitor and returned at the end of the day
    - No sleeping during ISA

- Restroom breaks will consist of a morning and afternoon break.
- Students will be taken to get their lunch and eat in the ISA location
- Administration will determine on a case by case basis if the student can participate in their after school event or activity.
- Students who miss school the day(s) of a given in-school assignment for reasons other than what is described as "excused" 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.
- Students may be subjected to complete Restorative Practice activities 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 3:15 to 6:00 pm and **Friday Schools are non-appealable**
  - Students will report to the office 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 a 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 his/her assigned date, he/she will be assigned the next available Friday School. If the student fails to attend the Friday School, he/she will be issued 1 day of Out of School Suspension.
- EMERGENCY REMOVAL – If a student's presence poses a continuous danger to persons or property or there is an grievous disrupting of the academic process, then the superintendent, principal, assistant 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.
  - 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.
  - 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.
  - 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.

- Students in K-3: A student in any of grades Kindergarten through 3 may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extracurricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades Kindergarten through 3 is removed and returned to his/her curricular and extracurricular activities the next school day, the principal is not required to hold a hearing (or provide a written notice of the same).
  The principal shall not initiate suspension or expulsion proceedings against a student in any grades pre-Kindergarten through 3 who was removed unless the student has committed one (1) of the following acts:
  - The student brings a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extracurricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board. Similarly, the principal can initiate suspension or expulsion proceedings if the student possesses a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extracurricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board.
  - The student commits an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program or activity and the act: 1) would be a criminal offense if committed by an adult; and 2) results in serious physical harm to person(s) as defined in R.C. 2901.01, or to property as defined in R.C. 2901.
  - The student engages in behavior of such a nature that suspension or expulsion is necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other school employees.

- OUT-OF-SCHOOL SUSPENSION – A student is not allowed to attend school, participate in any home/away events or be on school grounds during the prescribed number of days given in a suspension notification.
  - 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.
  - 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.
  - 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.
- APPEAL OF AN OUT OF SCHOOL SUSPENSION
    - 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.
    - Upon review, the superintendent may uphold the suspension, establish an alternative suspension of lessened severity, or reverse the suspension in its entirety.
    - The Superintendent shall reach the decision and provide written notice to the parent/guardian within five (5) school days following the hearing.
    - A student shall remain suspended for the duration of the suspension unless and until action modifying the suspension is taken on appeal.
    - 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.
    - The decision of the superintendent may be appealed to the Board of Education in Executive Session.
    - 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.
    - 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.
- 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, destructive device, or any violent conduct 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
    - 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.
    - 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.

- 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.
- 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.
- Any student expelled from Seneca East will also be suspended/expelled from Sentinel Vocational School, CCP and any Distance Learning Programs.
- 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.

- APPEAL OF EXPULSION
  - A student, his/her parent, guardian, or custodian may appeal a suspension or expulsion to the Board of Education or its designee. 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.
- 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:
    - Any possession or involvement with a deadly weapon or dangerous ordinance.
    - Drug trafficking
    - Murder, manslaughter, assault or aggravated assault
    - Certain sexual offenses
    - Complicity in any of the above crimes regardless of location
- 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.
- DUE PROCESS RIGHTS
  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.
- 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 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 behaviors are directed 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 that may be used
- RESTORATIVE PRACTICES
    - Whenever appropriate, the school will provide opportunities for students to reflect on the impact of their behavior and repair harm through restorative practices. The goal is not only to correct behavior but also to rebuild respectful relationships.

      **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.

PROHIBITED BEHAVIORS WITH CONSEQUENCES

A. Insubordination/Misconduct

Rule A1: Insubordinate Behavior
Intentional refusal to follow a reasonable request or directive from a staff member or school authority. This behavior challenges or undermines the adult's role and disrupts the learning environment. This rule is in effect at school, on school grounds, and/or at any school affiliated event home or away.

- Lunch/Recess Detention(s) (Elementary Only)
- After School Detention
- In School Assignment
- Friday School
- Out of School Suspension

Rule A2: Disruption of the Educational Process
Disrupting the educational process refers to any behavior—verbal, physical, or digital—that

interferes with teaching, learning, or the normal functioning of the school environment. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

(Depending on Severity as Determined/Interpreted by the Administration/Teacher)

- Warning
- Lunch/Recess Detention(s) (Elementary Only)
- After School Detention(s)
- In School Assignment(s)
- Out of School Suspension

Rule A3: Use of Vulgarity or Profanity in the Classroom or Aimed at Student(s) (Verbal, Written, or Gestures)

- Warning
- Lunch/Recess Detention(s) (Elementary Only)
- After School Detention(s)
- In School Assignment(s)
- Out of School Suspension

Rule A4: Repetitive Disregard for Student Code of Conduct
Students may lose the privilege to attend/participate sporting events, field trips, assemblies and dance activities for the remainder of the semester in addition to any consequence that was fitting to the undesired behavior exhibited.

- Lunch/Recess Detention(s) (Elementary Only)
- Loss of Specific Privileges as Selected by Administration
- In School Assignment
- Out of School Suspension
- Expulsion

Rule A4: Unauthorized leaving of School or School Grounds

- After School Detention and Phone Call to Parent and Police if student doesn't return
- In School Assignment and Phone Call to Parent and Police if student doesn't return
- Friday School and Phone Call to Parent and Police if student doesn't return

Rule A5: Aiding, Abetting or Inciting the Breaking of School Rules (Consequences Based on Severity)

- Warning
- Lunch/Recess Detention(s) (Elementary Only)
- After School Detention(s)
- In School Assignment(s)
- Out of School Suspension

Rule A6: 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.

- Warning
- Lunch/Recess Detention (Elementary Only)
- Detention(s)
- In School Assignment(s)

B. Refusing to Accept Discipline

Rule B1: Refusing to accept discipline/directives from administration or inciting actions in others that go against school rules or administrator directives

- Lunch/Recess Detention (Elementary Only)
- Detention
- In School Assignment
- Out of School Suspension

Rule B2: Skipping/missing an assigned consequence will result in further/greater consequence actions pending the initial assigned consequence.

C. 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 to school, 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).

PANTS

- No exposed skin above the knee. If skin can be seen, even through frays, they are not permitted.
- Students shall not wear pants that, when fastened, sag, or fit below the waist.
- “Pajama Pants” are not allowed at school.

SHORTS

- The length of the shorts need to reach mid-thigh. No running shorts (example Nike running shorts).

SKIRTS AND DRESSES

- Skirts and dresses must be mid-thigh length or longer around the entirety of the body(legs). Any slit shall be no higher than mid-thigh length
- The top of a dress worn to school or for school events (other than Prom/Homecoming) shall follow the regulations set for shirts/blouses.

.YOGA PANTS OR LEGGINGS

- Must be black.
- Must be worn with a top that comes to hip level. **(not with a crop top)**

SHIRTS/TOPS/BLOUSES

- Tank tops must have straps that are 3 fingers wide
- No undergarments may be exposed from under a top/tank
- Sleeveless garments must fit closely under the arms (no tube-tops)
- Necklines need to be modest and cover the skin/chest from underarm to underarm
- Must not allow skin to show whether standing, sitting or raising hands.

HATS/HEAD COVERINGS

- No hats, hoods, or any other head covering from 7:30 am to 3:15 pm

FOOTWEAR

- Shoes must be worn at all times during the school day
- No cleats, rollerblades, track spikes, or wheels may be worn in the building

OUTERWEAR

- Outerwear is to be stored in lockers.

MISCELLANEOUS GUIDELINES

- Military issued uniforms or parts of uniforms may not be worn out of respect for the true heroes who wear such uniforms.
- Undergarments must not be visible.
- No see-through garments
- Any garment worn cannot have any tobacco, alcohol, or drug logo directly printed or insinuated reference to the same.
- No clothing items may 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 violence, are gang related; 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.
- No wallet or pocket chains

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.

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.

Rule C1: Dress Code Violation - All students will have the options to call home for alternate clothing/accept alternate clothing from the office/adjust or amend clothing. Students **may** be held in the office if the clothing is too offensive or inappropriate until alternate clothing is secured.

- Warning
- Lunch/Recess Detention(s) (Elementary Only)
- After School Detention(s)
- In School Assignment(s)

D. Cell Phones & Electronics (Board Policy 5136)

- There will be no cell phones permitted during the school hours for any grade levels
- Cell phones must be turned off/silent and stored in school lockers or left in personal vehicles
- Students in CCP classes may use cell phones for dual verification procedures. Students will place phone on instructor desk after verification process until change of class when phones can be placed into their lockers.
- All students are prohibited from using their cell phones on the bus.
- 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 expressing prior notice and explicit consent for the capture, recording or transmission of such words or images.
- Students are also prohibited from using any 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.
- Teachers reserve the right to request any smart/bluetooth device to be removed or put away during a class period.
- 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 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.
- "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. 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 PCD.
- Students must adhere to the Acceptable Use Policy.

Rule D1: Cell Phone/Other Electronic Device Violation

- Lunch/Recess Detention (Elementary only)
- Confiscate (parent pick up)
- After School Detention(s)
- In School Assignment(s)
- Friday School

Rule D2: Violation of Acceptable Use/Unauthorized Downloading/Recording

- Confiscate (parent pick up)
- Lunch/Recess Detention(s) (Elementary Only)
- After School Detention(s)
- In School Assignment(s)
- Out of School Suspension

Rule D3: Pornography/Sexting (Possession, Sale, Distributing, Inviting Others to View, Viewing/Downloading, Accessing, and all other aspects)

- Confiscate (parent/law enforcement pick up)
- Out of School Suspension
- Law enforcement notified

E. Falsification of School Documents/Cheating

Falsifying signatures or data, or refusing to give proper identification, or giving false information to a staff member.This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false IDs.
Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary actions.

Rule E1: Forgery of Notes/Signatures

- Parent Notification
- Lunch/Recess Detention(s) (Elementary Only)
- After School Detention(s)
- In School Assignment(s)

Rule E2: Cheating/Plagiarism/Academic Dishonesty

- Parent Notification(by Teacher or Administrator)
- Zero on Work (for cheaters & facilitators)
- Lunch/Recess Detention(s) (Elementary Only)
- After School Detention(s)
- In School Assignment(s)

F. Hazing

Hazing is defined as 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 and 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.

Rule F1: Hazing

- Lunch/Recess Detention (Elementary Only)
- Detention(s)
- In School Assignment(s)
- Out of School Suspension(s)

G. Intimidation, Harassment, 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. Board Policy 5517.

Rule G1: Mean behavior (intentional or unintentional) directed towards another student(s) consisting of rude comments, name calling, gestures, or other acts that would embarrass, sadden, or anger another student or group of students. No evidence of pattern or pervasiveness; act is considered isolated in nature

- Warning
- Lunch/Recess Detention (Elementary Only)
- Detention(s)
- In School Assignment(s)
- Emergency Removal
- Out of School Suspension(s)

Rule G2: Repetitive, Intentional, and/or Targeted Harassment, Intimidation, Bullying, or Cyberbullying

- Meeting with Parents/Guardian (face to face, phone conference, Google Meet)
- Counseling Services
- In School Assignment(s)
- Emergency Removal
- Out of School Suspension(s)

Rule G3: Mean Behavior OR Harassment, Intimidation, Bullying or Cyberbullying based on gender, race, ethnicity, sex, and/or religion

- Meeting with Parents/Guardian (face to face, phone conference, Google Meet)
- Counseling Services
- Lunch/Recess Detention (Elementary Only)
- In School Assignment(s)
- Out of School Suspension(s)

Rule G5: Gross Sexual Imposition

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

Rule G6: Sexual Harassment/Unwelcome SexualConduct/Contact. This could also mean Cyber-Harassment when it pertains to actions/threats that could take place at school.

- Emergency Removal, 5 Days OSS, Juvenile Court Warning
- Emergency Removal, 10 Days OSS, Police Notified, Juvenile Court Referral

H. Inciting Violence and/or Fighting

Inciting violence is defined as words or actions that provoke, encourage, or intentionally lead to physical violence or aggressive behavior between others. This can include the following:

- **Verbal encouragement of violence**
  "Hit him!" or "Are you really going to let her say that about you?"
- **Spreading rumors or lies** designed to provoke anger or retaliation
  Telling one student another made offensive or insulting comments, knowing it will cause a confrontation
- **Social media instigation**
  Posting or sharing threats, taunts, or edited videos meant to humiliate someone or stir conflict (if posts affect the goings on at school, it is punishable)
- **Texting/snapchatting students to help coordinate/encourage a fight**
  Even if not involved in the physical altercation, coordinating or promoting it can be seen as inciting
- **Cheering, encouraging a fight in progress, participating in videoing, etc**
  Yelling or filming while encouraging others to continue fighting
- **Creating a hostile situation through taunting or repeated harassment**
  Especially when it leads another student to lash out physically

Rule H1: Inciting Violence/Fighting

- Lunch/Recess Detention(s) (Elementary Only)
- After School Detention(s)
- In School Assignment(s)
- Out of School Suspension(s)

Rule H2: Verbally Threatening Another Student (This can also pertain to Cyber Threats when it pertains to school)

- In School Assignment(s)
- Emergency Removal
- Out of School Suspension(s)
- Anger Management sessions with Guidance upon return to school
- Notification of Law Enforcement
- Juvenile Court Referral

Rule H3: Hitting or other aggressive contact with an individual (with or without intent to harm) as determined by administration.

- Lunch/Recess Detention(s) (Elementary Only)
- After School Detention(s)
- In School Assignment(s)
- Emergency Removal
- Out of School Suspension(s)
- Anger Management sessions with Guidance upon return to school

- Police Notification
- Juvenile Court Referral
- Recommendation for Expulsion

Rule H4: Mutual Fighting/Combat
Fighting is considered a mutual offense regardless of who made the initial physical contact or attempt to contact. Fighting (with or without the intent to harm) will be defined as hitting, slapping, shoving, grabbing etc.

- Lunch/Recess Detention(s) (Elementary Only)
- After School Detention(s)
- In School Assignment(s)
- Emergency Removal
- Out of School Suspension(s)
- Anger Management sessions with Guidance upon return to school
- Police Notification
- Juvenile Court Referral
- Recommendation for Expulsion

I. Altercations with Staff Member/Person associated with the District
Any verbal, physical, or aggressive confrontation
between a student and a staff member that is disrespectful, disruptive, or threatening in nature. This includes, but is not limited to**:**

- Yelling at, cursing at, or using disrespectful or vulgar language toward staff
- Refusing directives in an aggressive or confrontational manner
- Making physical contact or gestures intended to intimidate or provoke
- Threatening statements or behavior, including body language or posturing

Rule I1: Minor Defiance or Disrespect - eye-rolling, muttering, walking away while being addressed, using a disrespectful tone, ignoring reasonable requests

- Restorative conversation with staff or administration
- Staff assigned consequence (per classroom rules)
- Lunch/Recess Detention (Elementary Only)
- Detention(s)

Rule I2: Disruptive or Defiant behavior - repeated refusal to follow direction, responding with raised voice, sarcasm or a dismissive tone. Student is publicly challenging authority

- Parent meeting
- Restorative or mediated conferencing
- Lunch/Recess Detention (Elementary Only)
- Detention(s)
- In School Assignment
- Friday School(s)

Rule I3: Aggressive, Vulgar, or Threatening Statements/Actions Towards or With Staff
This includes yelling, cursing at, or verbally threatening staff; Throwing or slamming objects during an interaction; Physical posturing or gestures that signal intent to intimidate; Any physical contact (pushing, grabbing, etc.) If a teacher is physically harmed, students will face an automatic 10 day suspension and potential recommendation for expulsion.

- Immediate administrative removal

- Behavior Plan
- Re-entry Plan
- Detention(s)
- In School Assignment(s)
- Out-of-school suspension(s)

J. Endangerment

Any activity or action that may result in the endangerment of another person's health and/or safety. Such actions may include, but are not limited to spitting, inciting panic, pulling fire alarms, false alarms, bomb threats, etc.

Rule J1: Spitting

- Warning & Clean Area
- Lunch/Recess Detention(s) (Elementary Only)
- After School Detention(s)
- In School Assignment(s)
- Out of School Suspension

Rule J2: Inciting Panic (depending of severity)

- Lunch/Recess Detention(s) (Elementary Only)
- After School Detention(s)
- In School Assignment(s)
- Out of School Suspension(s)

Rule J3: Tampering with Fire Alarms

- Under 18
  - 5 Days OSS
  - Juvenile Prosecution
  - Police Notified
- 18 or Over
  - 5 Days OSS
  - Adult Prosecution
  - Police Notified

Rule J4: Arson

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

- Emergency Removal
- Out of School Suspension(10 days)
- Police Notification
- Recommendation to Expel
- Juvenile Court Referral

Rule J5:Explosives, Setting/Calling False Alarms, Fire/Bomb Threats, Intentional Damaging Exceeding $500.00, Unauthorized Materials

- Emergency Removal
- Out of School Suspension(10 days)
- Police Notification
- Recommendation to Expel
- Juvenile Court Referral

K. Possession/Use of drugs and/or alcohol

Possessing, using, transmitting, concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood-altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

When school personnel have a **reasonable concern based on observable behavior, physical indicators, credible information, or safety concerns** that a student may be under the influence of a prohibited substance or improperly using medication, the student may be referred to school administration and/or the school nurse for assessment, parents/guardians may be contacted, and appropriate safety and disciplinary procedures may be followed in accordance with district policy and applicable law

If a building principal has a reasonable individualized suspicion of drug or alcohol use, the building principal may request the student in question to submit to any appropriate testing including, but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one (1) other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, the student will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

Rule K1: 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 Misuse of Prescription Drugs, Over-the-Counter Drugs/Counterfeits & Alcohol

First Violation

- The student/family will make an appointment with a chemical dependency counselor for a drug assessment and then follow the recommendations of the counselor. The counselor and/or agency must be certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services. Parents/Guardians/Custodians must pay for this expense and provide documentation of sessions.
- The student will be denied participation for thirty (30) calendar days of all (non-atheletic) extra-curricular/co-curricular activities, with any remaining days of the denial of

participation applied to the next season of participation if needed. Note: The student may not attend club meetings and/or participate in off campus trips or special events. In the case of performing arts, a student may continue to practice with the group but not participate in the performance. The student may not wear a uniform during this denial of participation. No student will be penalized academically for testing positive for banned substances and being denied participation in co-curricular activities.

- The student will be denied thirty (30) school days of driving/parking privileges.
- The student will be denied forty percent (40%) of participation in athletics, marching band, cheerleading and mat maid participation. The student will be denied participation of the current season, with any remaining percentage of the denial of participation applied to the next season of participation if needed

Second Violation

- The student/family will make an appointment with a chemical dependency counselor for a drug assessment and then follow the recommendations of the counselor. The counselor and/or agency must be certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services. Parents/Guardians/Custodians must pay for this expense. Parents/Guardians/Custodians must pay for this expense and provide documentation of sessions.
- The student is denied participation in athletics, extra-curricular/co-curricular activities (which does not include class time), and driving/parking privileges for one (1) calendar year. The calendar year begins from the date of notification of the violation. The student is denied participation for one (1) calendar year from the date of notification of the violation.

Third Violation

- The student will be permanently denied participation in athletics, extra-curricular activities, driving/parking privileges and co-curricular activities (with no class time missed and no academic impact) immediately. The principal/designee will determine the beginning date for denial of participation in co-curricular activities.

Violations are accumulative throughout the student's secondary school career (grades 9-12).

Possession/Use of Tobacco

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY,"

“BREEZE,” “Puff Bar,” etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes or other smoking devices for burning tobacco or any other substance is also prohibited.

Rule K2:
Buying, Selling, Attempting to Sell, Supplying, Using Consuming, Possessing, Transmitting, Concealing, Distributing,Having/Showing 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

L. Use and/or possession of a weapon or firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5772.

- Firearm is defined as any weapon (including a starter gun) that will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.
- Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity, or on a school vehicle that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm, or knowingly displaying or brandishing the object and indicating it is a firearm.

The term "weapon" includes any object which, 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, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordnances under State law. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for or is readily capable of causing death or serious bodily injury.

- Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, and jewelry.

- Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

Rule L1: Possession of a Firearm and/or Weapon or Weapon Paraphernalia or use of an object as a Weapon/Lookalikes

- Confiscate
- Lunch/Recess Detention(s) (Elementary Only for use of an object)
- In School Assignment(s)
- Emergency Removal
- 10 Days OSS
- Recommendation for Expulsion
- Police Notified
- Juvenile Court Referral

M. Trespassing

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school, or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the Principal.

Rule M1: Trespassing or Being in an Unauthorized Area

- Warning
- Lunch/Recess Detention(s) (Elementary Only)
- After School Detention(s)
- In School Assignment(s)

Rule M2: Loitering Inside and Outside Building

- Warning
- Lunch/Recess Detention(s) (Elementary Only)
- After School Detention(s)
- In School Assignment(s)

N. Extortion

Defined as the use of threat, intimidation, force or deception to take or receive something from someone else.

Rule N1: Extortion

- Out of School Suspension(s)
- Juvenile Court Referral
- Police Notified
- Recommendation to Expel

Gambling

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

Rule N2: Gambling/Gaming

- Warning
- Lunch/Recess Detention(s) (Elementary Only)
- After School Detention(s)
- In School Assignment(s)

O. Theft, Misuse, Or Damage to Property (Vandalism)

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials.

Defacing,cutting,or otherwise damaging property that belongs to the school, district, other students, employees, or others and disregard for school property.

Rule O1: Intentional Damaging/Vandalizing/Defacing
(School/Staff/Student Property) Consequences will depend on severity and value of property. Damage from accidental action will be handled at the discretion of the administration.

- Restitution
- Lunch/Recess Detention(s) (Elementary Only)
- Detention
- In School Assignment
- Out of School Suspension

Rule O2: Theft of Student, Staff or School Property,
including Cafeteria Items (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. Value will be taken into consideration.

- Restitution
- Lunch/Recess Detention(s) (Elementary Only)
- Detention
- In School Assignment
- Juvenile Court Warning/Referral
- Police Notified

- Out of School Suspension

P. Driving Violations

Driving violations may include reports of reckless driving to or from Sentinel/SE, to or from school, in the parking lot, and violating the parking and/or vehicle access rules.

Rule P1: **Unsafe Driving**

- Warning
- Loss of driving privileges for 1 week
- Loss of driving privileges for 3 weeks
- Loss of driving privileges for 9 weeks
- Loss of driving privileges for rest of the semester/year

Q. Playground Expectations

a) All students are to go out to recess at the scheduled time as long as weather permits and playground conditions are acceptable.
b) Outdoor recess decisions will be made on the 20 degree mark.Teachers & staff can choose to take classes outside for a brief recess(5-10 minutes) when weather conditions are below 20 degrees and favorable; and they have received permission from administration.
c) Students are expected to be dressed for the weather each day and participate in playground activities.
d) Students who need to stay in for medical reasons need to bring a note from their parents daily. If a prolonged absence from recess is necessary, a doctor's note is required. Students who do not go outside should remain seated in the appointed location.
e) Students are to follow all Student Conduct & Expectations rules on the playground.
f) Specific Playground Rules:
    i) Students must have permission from the playground monitor before leaving the playground.
    ii) There will be no tripping, fighting, or pushing.
    iii) Return playground equipment to the proper storage area.
    iv) Sit on the swings properly. No twisting or running in front of/behind or under swings.
    v) Do not use baseballs or golf balls.
    vi) Do not bring toys, trading cards, electronic devices onto the playground.
    vii) Do not play tag on the equipment.
    viii) Use playground equipment properly.

- BOTTLED WATER/BEVERAGES

  Elem - Water bottles will be permitted in the classrooms. Students are encouraged to have their own water containers, as store-bought plastic bottles could be difficult to identify unless labeled.

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

  Students are responsible for the disposal and clean up of any mess related to their beverages.

  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.

- GUM CHEWING AND CANDY

  Gum chewing is NOT allowed in the building or on the school grounds. Candy may be eaten at lunch time as long as it is eaten in the auditeria and within the classroom given teacher permission.

- NUISANCE ITEMS

  Large Trapper Keepers with the shoulder strap are not permitted in the classrooms.

  Electronic games, Ipads, 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.

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

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4. ATTENDANCE POLICIES

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200 - Attendance).

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

- If we do not receive a call, the school will attempt to call you at home or work within 120 minutes of the start of school.
- A written excuse shall be provided within 2 days of the absence or it will be considered unexcused. 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
- Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Types of Absences: The Ohio Revised Code classifies absence from school as excused or unexcused. *The school is the determining factor on whether an absence is excused or unexcused.*

- **Excused Absence** - Students may be excused from school for one or more of the following board approved reasons, and will be provided an opportunity to make-up missed school work and/or tests:
    - Personal illness
    - Healthcare provider appointment
    - Illness in the family requiring student to be at home
    - Quarantine of the home
    - Death in the family
    - Necessary work at home due to absence or incapacity of parent/guardian, and/or farm work
    - Driver's education [up to 2 hours on no more than 4 days] ~ no more than 8 hours, and does not occur during a core curriculum subject
    - Religious expression days (3)
    - Out of state travel to participate in a District-approved enrichment/extracurricular activity
    - Such good cause as may be acceptable to the Superintendent
    - Medically necessary leave for a pregnant student

    - College Visit - Days must be pre-approved by principal & teachers using the College Visitation Form. Verification from the admissions office must be returned to the school. No visits after May 1st or during exam sessions.
        - two (2) college visitation days their junior year and
        - three (3) college visitation days their senior year.
    - Service as a precinct officer for election purposes
    - Absences due to being homeless
- **Religious Expression Days**
  To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.
- **Homebound Instruction** - The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician.
- **School Field Trips/Events -** do not count towards student attendance hours
- **Out of School Suspension**
    - Absence from school due to suspension shall be considered an *authorized* absence and will *not* count towards student attendance hours.
    - Completed work may be submitted for a maximum of sixty percent (60%) of the available points unless otherwise required by law, an Individualized Education Program (IEP), a Section 504 Plan, or other applicable educational requirements.
    - The student must complete missed assignments during the suspension and turn them in to the teacher within 2 days of returning from suspension (unless prior arrangements have been made).
- **Unexcused Absence -** Students who are absent for reasons that do not qualify as either a Board-approved excused absence or an available Tiger Day shall be considered unexcused.
    - Students will continue to have access to all missed assignments, instructional materials, notes, and classroom resources; however, work missed during an unexcused absence may not be made up for academic credit. A grade of zero (0) shall be assigned for missed work.
    - Any student who is absent from school for *all* or *any part* of the day without a legitimate excuse shall be considered unexcused (truant) and the student and their parents shall be subject to the truancy laws of the State.
- **Vacations During the School Year**
    - Vacations are unexcused absences. It is recommended that parents not take their child out of school for vacations.
    - Tiger Days should be "saved" and used for this so that students may receive full credit on their work (as defined in the makeup work section)
    - If a family vacation *must* be scheduled during the school year, the parents/guardians shall request and the student shall complete the required form (available in the office) at least 3 days prior to the leave requested to provide time for the teacher to prepare materials that the student can take home for the trip.

    - If the student does not have Tiger Days left, each day will be unexcused, count as truancy hours, and the student will receive a zero ‘0’ for any assignments/assessments during the leave.
- **Hunting** – Hunting days are unexcused absences.
    - Tiger Days may be used for these absences.
    - If the student does not have Tiger Days left, each day will be unexcused, count as truancy hours, and the student will receive a zero ‘0’ for any assignments/assessments during the leave.

Tiger Days and Attendance Classifications - Seneca East Local Schools recognizes the importance of regular school attendance and the positive impact attendance has on student learning, achievement, and school connectedness. While students are expected to attend school each day it is in session, the District also recognizes that families may occasionally choose to participate in activities or opportunities that do not fall within the Board-approved categories for excused absences.

- **Tiger Days -** Each student will be provided ten (10) Tiger Days per school year. Tiger Days may be used for parent-approved absences that do not meet the Board's definition of an excused absence. Tiger Days provide families with flexibility while maintaining the District's commitment to regular attendance. Absences designated as Tiger Days will be coded as **EXCUSED** for attendance purposes. Examples may include, but are not limited to**:**
    - Family vacations
    - Club sport competitions or activities
    - Hunting trips
    - Family events
    - Senior Skip Day
    - Other parent-approved activities
- **Attendance Accumulation -** All absences and hours missed from school accumulate *regardless of classification*. The assignment of a Tiger Day does not remove the hours associated with the absence. Rather, Tiger Days provide students and families with a limited number of parent-approved absences that would otherwise be classified as unexcused.
- **Academic Expectations -** Students are responsible for obtaining and completing all assignments missed during any absence.
- **Excused Absences and Tiger Days**
  Students shall be permitted to make up missed assignments, assessments, and coursework for full credit when submitted in accordance with the district's established make-up work procedures and deadlines.

Truancy: Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered *habitually truant* if the student is absent without a legitimate excuse for:

- Thirty (30) or more consecutive hours,
- Forty-two (42) or more hours in one (1) month, or for
- Seventy-two (72) or more hours in one (1) school year.

The District’s attendance officer will file a complaint in the juvenile court against any student who is habitually truant unless the District or the student’s school determines that the student and the student’s

family are making satisfactory progress in improving the student's attendance at school. If no determination of progress is made, or if the school determines that the student and the student's family have ceased to continue making progress in improving the student's attendance, the attendance officer shall proceed to file a complaint in juvenile court against the student. The complaint will allege that the child is unruly for being habitually truant, and the parent, guardian, or other person having care of the child has violated Revised Code 3321.38.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, the student may further be adjudicated as a delinquent child.

Understanding the Attendance Intervention Plan and The Tiger Success Team

Ohio law requires schools to provide additional support when a student's attendance reaches a level that may negatively impact learning and school success. As part of this process, Seneca East Local Schools utilizes a **Tiger Success Team** to work collaboratively with students and families to identify barriers to attendance and develop solutions that support student success.

The **Tiger Success Team** is Seneca East's attendance intervention team. The team may include administrators, counselors, teachers, attendance personnel, parents/guardians, and the student. Together, the team reviews attendance concerns, identifies student strengths and barriers, and develops an individualized Attendance Intervention Plan.

The purpose of the Attendance Intervention Plan is not to assign blame or punishment. Instead, it serves as a collaborative roadmap that outlines supports, interventions, and action steps designed to improve attendance, strengthen school connectedness, and help the student achieve success both in and out of the classroom.

Attendance Intervention Structure

Threshold	Action
3%	Internal watch list
5%	Attendance Awareness Letter
7.5%	Personal phone call
10%	Tiger Success Team (including student & family) & initiate Attendance Intervention Plan.
Habitual truancy	Legal requirements

Tardy to School and Class(MS/High School only)

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. 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. All students entering the building after 8:00 as indicated by the bell, 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.

Rule T1: **Tardy to School**

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:

Driving to school is a privilege and students need to learn time management skills. Therefore the following consequences will be in place. These consequences may not be appealed. School transportation is available within the district. Open enrolled students will need to find other means if driving is suspended.

- For the first three (3) unexcused tardies, a student will lose their driving privileges for 5 school days
- For the next 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 the rest of the semester.

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

Rule T2: Tardy to Class

- 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

- Withdrawal (Board Policy 8330)

    - 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 withdraw 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 withdrawal 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.
- 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.

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5. TECHNOLOGY USE

- Acceptable Use Policy (AUP)
    - 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 Acceptable Use Policy can be found within Final Forms under the Handbook page. Parents and students are agreeing to the stipulations within this policy when signing(electronically).
    - Seneca East AI policy can be located on the school website
- Internet Safety
    - As stated in the AUP, to ensure safe and appropriate use of school technology and the Internet
        - Students must use the internet responsibly.
        - Avoid inappropriate sites and report anything concerning to staff.
        - Never share personal information or meet online contacts in person.
        - Hacking and illegal activity are prohibited.
        - The school uses filters to block harmful content and monitors student internet use.
    - GoGuardian

        - GoGuardian Teacher is a classroom management tool used in grades 4-12 that allows educators to monitor student devices, manage digital resources, and facilitate communication within the classroom. It provides real-time insights into student online activity, enabling teachers to intervene when students are off-task or struggling.
- Artificial Intelligence Guidelines(Board Policy 7540.09)
    - The use of artificial intelligence (AI) tools by students must support learning and follow academic integrity expectations. Any AI-assisted work submitted must be original and reflect the student's own understanding. Misuse of AI, including using it to complete assignments dishonestly or bypass learning, may result in disciplinary action. Staff will guide appropriate AI use in the classroom setting.
- **Care of Chromebooks and School Devices**
    - Students are responsible for taking care of their school-issued devices. Chromebooks should be stored safely when not in use, transported in a protective case or bag (if provided), and never carried open from place to place. Stickers, writing, or markings on devices are not allowed. Devices should be kept clean, charged, and handled with care at all times. Misuse or damage may result in repair fees or loss of privileges.

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6. HEALTH & SAFETY

- Suicide and Crisis Lifeline Number 988 - Dial if you need mental/emotional support. One-on-one assistance is available to you for free.
- School Nurse & Clinic

  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.**

- Immunization Requirements

  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.

- Accident & Injury Protocols

  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.

- Medication Policies

- 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
    - The school health nurse must receive a written request, signed by the parent or guardian, that the drug be administered to the student.
    - The school health nurse will receive a signed statement by the physician who prescribed the drug.
- **The statement must include the following information:** Name and address of the student, School and class in which the student is enrolled, the name of the drug and the dosage to be administered, the times at which the drug is to be administered, the date the administration of the drug is to begin, the date the administration of the drug is to end, any adverse reactions that should be reported to the physician, and special instructions for the administration of the drug, including sterile conditions and storage.
- There must be a notification to the school health nurse if any information provided by the physician changes.
- The person authorized by the Board to administer the drug must receive a copy of the statement described above.
- 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.
- Security precautions must be provided.
- 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.
- Parents may give permission for administration of Board approved over the counter medications.

  All medication will be stored in and dispensed from the school office. The only two exceptions to this policy are students who, with written parent and doctor's permission, carry an inhaler or an epinephrine auto injector.

  *Further details in regards to medication can be found in Board policy 5330, 5330.02, 5330.03, 5330.05, 5336, 5337 on the school website.

- Head Lice & Communicable Conditions
    - **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.
    - **Communicable Diseases** - School policy will be followed and the Health Department will be consulted in regard to any communicable diseases.
- Control of Blood Borne Pathogens
    - The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take

precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.
    - Whenever a student has contact with blood or other potentially infectious material, the student must immediately notify their teacher, who will contact the school nurse and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 - Exposure Report).
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- Safety 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.
- 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.

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7. STUDENT LIFE

- Classroom Parties & Celebrations (Elementary)
    - Classroom parties may be scheduled to celebrate major holidays. If you wish for your child to not participate due to religious or other reasons, please contact your child's teacher(s) and he/she will be excused from the activities.
    - Birthday parties for students are not permitted, but parents may send in treats to be shared with all classmates during recess or lunchtime, or at the discretion of the classroom teacher. Please make an effort to send in healthy treats to be shared with the class, and also **be aware of allergy concerns** (for example, many students are seriously allergic to peanuts). A list of ingredients should be provided for any food/items brought to school for such occasions.
    - Invitations for private birthday (or other) parties that do not include the entire class are not to be distributed at school. This will help avoid embarrassing situations and hurt feelings for our students.
    - Parents are to be discouraged from having flowers or balloon bouquets delivered to school. Such deliveries will be kept in the office until the end of the day, and these items are not to be taken home on the bus.
- Pictures
    - Fall & Spring Pictures: Innovations Portrait Studio and the school will notify parents of Picture Days. Portraits are scheduled for both the fall and spring. All pricing information

will be provided by Innovations, and all fall packages must be pre-paid. All students will have photos taken in the spring and the photo packages will be sent home. Parents will then decide to either keep or pay for the spring portraits or send the package back to school (with all photos not paid for). Memory Books that include elementary pictures taken in the fall and candid photos taken throughout the year will also be made available for purchase. Note: Innovations may require parents to pre-pay for pictures and only photo those students on spring Picture Day. Updates will be provided for parents prior to pictures.

- Senior Class Pictures: An official photographer for the class will be designated. This will be the official class photographer who will provide yearbook photographs. Everyone must have a yearbook and composite picture shot by the photographer

- Student Rights of Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:

1. is obscene to minors, libelous, or pervasively indecent or vulgar;

2. advertises any product or service not permitted to minors by law;

3. intends to be insulting or harassing;

1. intends to incite fighting; or

2. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

- Assemblies and School Event Behavior
  - Students 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 donation for charitable purposes. Regular study periods will be conducted for those students who choose not to attend such an event

    - Students are encouraged to attend as many after-school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.
    - It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.
- Dances & Social Events (HS & MS)
    - 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 ensuring 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.
- Student Fund-Raising
    - Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:
    - Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
    - Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

- Student Passes (MS/HS)
    - Students are required to use the designated lanyard pass during the school day.
    - Students who abuse the use of passes will lose all privileges.
- Teacher Helper

  Students will be able to schedule one period to be a teacher's aide for elementary, middle, and/or high school placement. Placement is dependent upon availability, seniority, and permissions. The following criteria must be met:
    - Students must obtain permission from the teacher
    - Minimum GPA of 3.0
    - Priority will be given to seniors, then juniors, then sophomores, then freshmen
    - Study hall time may not be used for helper periods
    - Teacher may not have a helper during their plan or lunch
    - No teacher will have more than two aides (aides must be in different periods)
    - High School Teachers may have helpers, but the helper must not be enrolled in any of the teacher's courses for the current year/semester
- Student Council & Class Officers

- 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 course 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.

- **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.

- Yearbooks
  - The elementary yearbook will be available to purchase midyear and will be delivered in the spring. This yearbook is designed and produced by Innovations.
  - 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.

- Field Trips
    - Field trips support classroom learning by providing real-world experiences connected to the curriculum. Participation is a privilege and may be impacted by behavior, academic effort, or safety concerns. If a student's conduct could disrupt the trip or pose a safety risk, they may not be permitted to attend. Families will be informed if concerns arise.
    - Student Code of Conduct applies to all field trips.
    - Permission slips are provided via Final Forms. However, classroom teachers will share details of specific field trips well in advance.
- Co-Curricular (non-athletic) Guidelines
    - Students involved in any co-curricular activity will adhere to the student conduct expectations identified in this handbook.
        - Minor violations will follow suggested consequences as identified in this handbook
        - Violation of a major rule shall be dealt with by an ad hoc committee consisting of the principal and advisor.
        - 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.
        - 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.
        - 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 may result in expulsion from the activity.
        - 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.
        - Specific rules may be established by the advisor in his/her respective activity and issued prior to the beginning of the activity.
        - Repeated violations may result in denial of participation from the activity.
- Nonschool- Sponsored Clubs and Activities
    - Nonschool-sponsored student groups may meet in the school building during noninstructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

- Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.
- No nondistrict-sponsored organization may use the name of the school or school mascot on any materials or information.

- Senior Trip Guidelines
  - 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.
  - Fees collected for the trip are considered Non-Refundable.
  - The trip will also be subject to the following general guidelines:
    - Trip fees are non-refundable; any cost or arrangements related to alterations requested by the parent or guardian of the traveler will be at the families expense and responsibility.
    - 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.
    - The trip will be financed through monies earned by the class in projects approved by the administration. Any remaining balance is the responsibility of the student/family.
    - Students who elect to participate in the trip fundraisers and meet the specified criteria will be credited with a portion of the account that is equally subdivided by the number of qualifying travelers.
    - Students who initially indicate they are going on the trip but later elect not to go OR are removed from the list due to disciplinary recourse 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.
    - **Students who do not elect to participate in the trip are expected to report to school as per their normal schedule.**
    - Chaperones must be approved by the administration and the Board of Education.
    - Itinerary for the trip will be selected by seniors from choices provided by the administration with final approval resting with the Board of Education.
    - 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.
    - The total cost of the trip will be paid by the date specified by the school and/or agency.
  - TRIP RULES

        - No possession or use of illegal drugs, narcotics, or alcoholic beverages during the tour regardless of the legal drinking age in the cities visited.
        - Random Drug Tests are allowable and should be expected by the participants
        - No boy will enter a girl's room or vice-versa, at any time, for any reason, without expressed prior permission of a chaperone.
        - 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.
        - All tour members must participate in all the scheduled activities and meet at assigned places at announced times.
        - 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 as listed in this handbook.
        - Serious violations on the trip may result in the student being denied the privilege of participating in the Graduation Ceremony.
        - Disciplinary actions must be completed in order for the senior to receive his/her diploma.
        - 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.
- Graduation Exercises and Attire Guidelines
    - Participation in the graduation practice is mandatory
    - Boys: Shoes, socks, dress slacks, dress shirt and tie
    - Girls: Shoes, a dress outfit (dress, pant suit/slacks/blouse)
    - **No Jeans Are Permitted**
    - Cap and gown will be worn by all graduates
    - Caps and gowns will be black **(no decoration)**
    - All graduating seniors will participate in graduation unless prior permission is granted by the principal and superintendent
    - Graduates may be denied the privilege to participate in the graduation ceremony as a result of disciplinary actions
    - Students must meet all state and local requirements to participate in graduation exercises.
    - Allowable adornments:
        - approved cords (Latin Honors, NHS, NTHS, FFA, Yearbook Editor, Leo Club, Military Enlistment)

        - new cords must be approved by the principal and meet district rubric guidelines
        - approved medals/pins (Honors Medallions, Sentinel Academic Pins)
- 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.
- 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.
- Restrooms, Locker Rooms and Changing Rooms
    - Restrooms, locker rooms, shower rooms, and changing rooms are for the exclusive use of the male or female biological sex of each student in a school building or facility used by the school for a school-sponsored activity.
- Hallways & Lockers
    - Students, when in the hallways and on the stairs, should walk quietly and on the right side.
    - All middle & high school students will be assigned a locker (lockers are property of the school and may be searched at any time)
        - 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.
    - Students should not do anything to the lock mechanism to keep it from functioning properly.
    - Bookbags, backpacks, and other miscellaneous carry-all bags are to be stored in the lockers and will not be permitted to be in the classroom.
    - 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.
    - Damaged lockers will be the student's financial responsibility to have repaired by school personnel.
- Care of Property
    - Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

- Textbooks
    - Textbooks are loaned to the students by the school. Students are responsible for the book should it become lost, stolen, or damaged.
    - Fines will be assessed per level of repair or replacement.depending on severity
- Student Fees
    - **Elementary Student Fees will NOT be charged for the 2025-2026 school year**. Charges, however, may also be imposed for loss, damage, or destruction of school equipment, musical instruments, library materials, textbooks and for damage to school buildings or property.
    - 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.
    - When needed, a payment schedule can be arranged to pay fees incurred prior to graduation. Call the office to be directed to the appropriate person.

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8. ATHLETICS

- Athletic Participation Overview
    - A student's participation and eligibility on an athletic team of the Seneca East Local School District is a privilege, not a right. (Board Policy 5601.05)
    - 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 must always act in a manner that reflects positively upon the school district.
    - 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 (Board Policy 5610.05)
- LOCAL ELIGIBILITY RULES:
    - The athletic director is directly in charge of all athletics with the principal of the building overseeing the programs.
    - To be eligible for athletics, a student cannot be 19 years old before August 1.
    - After a pupil completes the eighth grade, he/she is only eligible for eight consecutive semesters.
    - Students must be in school by 10:32 (11:22 on a two hour delay) 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. 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.
    - 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.
    - 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.

    - 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.
    - 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.
- OHSAA & Local Eligibility Requirements
    - Eligibility (Board Policy 2430, 2431)
        - 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.
        - 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.
    - 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.
- Training Rules & Conduct
    - 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.
    - Violation of a major rule shall be dealt with by an ad hoc committee consisting of the principal and athletic director.
        - All decisions of the committee shall be approved by the principal.
        - The student shall have due process rights as outlined in the athletic handbook.
    - 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.
    - General Rules - shall apply both during and outside of school hours and on and off school property.
        - 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.
        - No athlete shall use, possess, or transmit an alcoholic beverage.
        - No athlete shall use, possess, or transmit a tobacco product, e-cigarettes, or paraphernalia.
        - All athletes shall abide by all rules and regulations established by the Administration and Board of Education.
        - All student athletes shall abide by the hazing policy as described under Rules of Conduct.
    - Specific Rules - Can be established by each coach in his/her respective sport.
    - Athletes are expected to:
        - Dress and conduct themselves in a way that will reflect favorably upon the team, the school, and the individual.
        - Attend all practices and games punctually according to guidelines established by the head coach.

        - Refrain from vulgarity or other unsportsmanlike behavior at all times.
        - 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.
    - Penalties - Refer to the Athletic Handbook for parents and athletes
- Injury/Return-to-Play Policy - 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.

- Team Cut Philosophy (MS & HS)
    - Middle School:
        - Students are 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, student self-discipline, teaching fundamentals of the sport and broad student participation.
        - The coaching staff will determine team size of middle school teams.
    - High School
        - Interscholastic athletic competition at JV and Varsity levels have a high degree of visibility, both locally and throughout the area.
        - The Board of Education deems that the head coaches of each sport will have the discretion to determine the size and composition of varsity or JV teams
        - Coaches are to develop student athletic skills, promote sportsmanship, and competitively participate

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9. SUPPORT SERVICES & PROGRAMS

(Board Policy 5531)

- School Counseling Services
    - 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.

- PBIS Framework

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.

- Intervention Assistance Team (IAT)
    - Referrals to our school’s Intervention Assistance Team may be made by parents or school personnel.
    - Concerns about academic performance or emotional, social or behavior problems will be discussed by a team that includes the child’s parents, teachers, principal, guidance counselor, and/or other appropriate school personnel in an attempt to resolve the problem.
    - Referrals will follow the district procedures in order to provide needed support for students.

- Special Education Services

  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:
    - 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.
    - 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.
    - 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.
    - 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).

- Risk Assessment Team

The Risk Assessment Team is a multidisciplinary group of school professionals who work together to evaluate and respond to potential safety concerns, such as: Threatening behavior by students, staff, or others; signs of emotional or psychological distress; indicators of potential harm to self or others

Members may include:

- Administration
- School counselor or psychologist
  School resource officer (SRO) Director of Student Services
- Behavior specialist or social worker
- Teacher or other knowledgeable staff

- Key Responsibilities
  - **Identify** students exhibiting concerning behaviors
  - **Assess** the seriousness of the threat (using research-based tools like CSTAG or others)
  - **Intervene** with supports, monitoring, or disciplinary actions as appropriate
  - **Communicate** clearly with families, staff, and outside agencies (when necessary)
  - **Document** the process and outcomes

- Homeless Students

  Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students.

- Foster Care

  Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information, see Board Policy 5111.03.

- Exchange Student Program

  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.

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10. OPERATIONS & LOGISTICS

- ClassDojo(Elementary)/Office Telephones
    - ClassDojo will be the universal communication tool for the elementary. Parents will need to sign up for ClassDojo or download the app. Teachers and staff will be using this system to contact families throughout the school year. Parents will be encouraged to contact teachers through this system.
    - The office telephone is a business phone and should be used accordingly. Students may use the office phone for emergency calls only, and with teacher permission only. Forgotten homework, books, lunches, lunch money, etc. may not constitute an emergency. Developing responsibility is a part of student growth.
- Apptegy (School App)/School Telephone
    - Apptegy (School App)will be the universal communication tool for the MS/HS. Teachers and staff will be using this system to contact families throughout the school year. Parents will be encouraged to contact teachers through this system.
    - The office telephone is a business phone and should be used accordingly. Students may use the office phone for emergency calls only, and with teacher permission only. Forgotten homework, books, lunches, lunch money, etc. may not constitute

- Student Transportation & Bus Conduct

To ride a school bus is a privilege and an extension of the classroom and therefore all conduct expectations apply. The Ohio Revised Code stipulates that the bus driver is responsible for maintaining order on the bus (O.R.C 3319.14). Students will extend courtesy and respect to all drivers.
Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned vehicles as well as any contracted transportation.

The driver will assign seating or direct students in any reasonable manner to maintain transportation safety.

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.

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

- Pupil Transportation Policies for Grades K-12
    - Arrive 5 minutes before the scheduled bus arrival
    - Students 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.
    - Students 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.
    - Students must not threaten, strike, push, trip, or otherwise abuse another student riding the bus or waiting at the bus stop.
    - Students are to go directly to their assigned or available seat so the bus may safely resume motion.
    - Students 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.
    - Absolute quiet must be observed while approaching, stopping and crossing all railroad crossing tracks.
    - Students 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.
    - Students must refrain from eating, drinking, (except for medical reasons) chewing gum, smoking, all tobacco use, light matches or lighters on the bus. *
    - Students must keep hands, arms, legs, and heads inside the bus. Windows may be open with the permission from your driver.
    - Students must not throw or pass objects and/or paper on, from, or into the bus.
    - Students will not distract the driver with noises (yelling, whistle, stomping, clapping or any other noise that can cause a start or distraction)
    - Students may not bring pets, animals, (exception special needs assistance) reptiles, or insects of any kind on the bus
    - Students cannot bring glass containers, bottles, helium balloons, skateboards, fragile items, laser pointers or items that have sharp points or edges.
    - Students may not have weapons, lookalikes, alcohol or drugs (prescription excluded) on the bus
    - Students will not litter, spit, tamper with, or deface/destroy bus property or equipment.
    - 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.
    - Students 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.

*Students may be permitted to eat or drink on the bus for non-route trips such as athletic events as long as there is at least one chaperone accompanying the students

Consequences for improper conduct on the school bus may include the following depending on frequency, severity, and context of the incident. Bus supervisor and/or administration reserves the right to select appropriate consequences. A student who misbehaves on a school vehicle shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on a school vehicle.

- A written warning
- Phone call home
- Detention
- Bus suspension (length determined by frequency, severity, and context)
- Permanent removal from bus

- 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.
- It is the parents' responsibility to inform the driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.
- The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.
- The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

- Transportation of students by private vehicles
  When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

- Student Parking & Driving Policy
  - Students wishing to drive to school **must** file a parental consent form in the office and agree to observe the following regulations:
    - Obtain a parking permit from the office by submitting an application. Parking slots will be assigned once the application is returned to the office. Students will park in their assigned slot.
    - Students are required to obey the parking lot speed limit of 15 mph
    - An approved student driver may not transport other students to a school-sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's

vehicle provide written authorization for the student to drive or to be transported and release the Board from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form - which is approved by the Principal.
    - All vehicles entering school property are subject to search and inspection.
    - Students will obey all traffic regulations while driving to and from school and 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.
    - 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.
    - Students are not to use their vehicle until after 3:00 p.m. to leave. At times exceptions may be granted with parental permission and office approval.
    - Students will not transport non-family members. Special permissions may be granted with parent signatures (both the driver's parent and passenger's parent) and require administration approval.
    - 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.
    - Athletes driving to the complex after school must make sure they yield to exiting buses after school has been dismissed.
    - Students are not to loiter in the parking lot before/after school or before/after Sentinel
    - Students are not allowed to change clothes for practices while in the parking lot.
    - PDA is not allowed in the parking lot.
    - **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 (ER/LA)
    - This is available to **SENIOR STUDENTS ONLY** who have earned the privilege of either leaving school early or arriving late for either work or CCP purposes
    - ER/LA requests forms must be obtained from guidance, completed with proper documentation, and approved by the High School Principal
    - Students on ER/LA for work must complete the ER/LA form with the employee and parent/guardian signatures
    - Students requesting ER/LA for CCP must provide enrollment verification to the Guidance Department AND must be completed prior to the beginning of the school year upon receipt of the student schedule.
    - Students may forfeit this privilege if they fail to follow school rules, procedures, and guidelines.
    - A STUDENT'S SCHEDULE WILL NOT BE ALTERED TO ACCOMMODATE AN ER/LA REQUEST.
    - 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.
    - All students on ER/LA must sign in/out at the front office
    - Students cannot leave then return to school during the academic school day

    - Students may leave early for CCP purposes and return after the academic school day for practices or competitions.
    - Other qualifying indicators:
        - Students must have a 2.0 Cumulative Grade Point Average at the end of the junior year
        - Students must have attained at least 15 credits by the beginning of their senior year.
        - Students must have scored an 18 on all end of course exams OR earn an ACT score that is “Remediation Free” OR passed the Work Keys and Industry Credentialing Test, OR have met one of the Alternate Pathways
        - Students must complete 5 full credits during the senior school year
    - If students are a late arrival, they will be allowed to enter the hall no more than 5 minutes prior to the start of their class
- Loss of ER/LA Privileges
    - Any out-of-school suspension or other severe disciplinary consequence that is at the discretion of the administration.
    - Cutting/Skipping Class/School/Work
    - Attendance issues (as identified in attendance section)
    - 6 or more tardies to school for any given semester
    - Failing any class at the end of a grading period
    - Loitering/remaining in parked cars
    - Loss of the job that qualified student for ER/LA
    - Withdraws/Removals from qualifying CCP class
- Cafeteria & Lunch Rules (Board Policy 8500)
    - **Supervision and Behavior**
        - Students are supervised by teachers, aides, or other staff members and are expected to speak in a quiet and respectful manner.
        - Running, horseplay, or disruptive behavior is not permitted in the cafeteria or lunch line.
    - **Permission and Movement**
        - Students may not leave the cafeteria/auditeria during lunch without permission from a supervising adult.
        - Restroom use during lunch requires permission.
        - High school students must also receive permission before going to their lockers.
    - **Clean-Up Responsibilities**
        - Students must take trays, utensils, and trash to the designated disposal area after eating.
        - Tables should be wiped clean, and any trash on the floor should be picked up before leaving the lunch area.
    - **Line Conduct**
        - Students are expected to wait their turn in line. Cutting is not permitted.
    - **Lunch Options and Restrictions**
        - Students may bring a healthy lunch from home.
        - No food may be ordered for delivery from restaurants during the school day.

        - Students will no longer receive change when adding to their school lunch account
        - Pop/soda is not permitted during lunch without prior approval from the principal, teacher, or cafeteria supervisor.
    - **Charging Lunches**
        - In emergency situations, students may charge a lunch. No more than **two (2)** unpaid charges are allowed. Charges must be paid promptly.
        - In the high school, lunch money and payments on charges should be submitted to the designated staff member **in the morning**, not during lunch.
    - **A La Carte Items**
        - A la carte options are available at all levels. Parents may notify the school if they do not want their child to purchase these items.
        - Parents/guardians have online access to review and monitor student lunch accounts.
    - **Lunch Visitors**
        - Guests may not join students for lunch without prior approval from the building principal.
    - **Closed Lunch Policy**

      A closed lunch policy is enforced at all levels. Students may not leave campus during lunch.

- Library Policies
    - The library is here to provide books and materials that support your classes and interests. It's a place to read, research, or quietly work—not to hang out or avoid study hall. Please be respectful of others by keeping conversations quiet and related to your purpose in the library.
    - If the library is not used appropriately, you may be asked to leave.
    - Library rules will be posted inside. Fines and overdue book notices will be given one week before the quarter ends.
    - Grade cards may be held for unpaid fines or overdue books.

- Lost & Found
    - A lost & found area is located in the stairwell for elementary students. It will be cleared out 2-3 times a year.
    - 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.
- Visitors Procedures
    - Parents will not be permitted to walk students to the classroom. The only exception will be for a child's first day of school.

- If a person wishes to confer with a member of the staff, the person should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.
- Parents and other guests will also not be permitted to eat with children in the lunchroom.
- Parents may attend in-person meetings with teachers, but must sign in with the building secretary upon arrival.
- 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 front office.

- School Closures & Weather Alerts

  When extreme weather conditions make it unsafe to begin the school day on time, Seneca East Local Schools may delay the start of school by one or two hours or cancel classes entirely. These decisions will be announced using the following communication methods:

  - **Apptegy/Thrillshare Automated Messaging System** (calls, texts, and emails)
  - **Local radio and television stations**
  - **Seneca East social media platforms**

  The **Apptegy/Thrillshare system** is an automated message delivery service used by Seneca East to disseminate information to groups or all district families who sign up to receive notifications. This system also serves as the district's primary means of communication to students, families, and staff during emergencies.

  Families who are not receiving messages from the automated system should contact the school office to ensure their contact information is current. Announcements typically begin at **6:30 a.m.**

  In the event of an **early dismissal** due to weather or other emergencies, students will follow their regular end-of-day transportation plan:

  - Students who typically ride the bus will ride the bus home.
  - Students who are usually picked up will be held in the office until a parent or guardian arrives.

  If alternative arrangements are needed, parents must call the school office **after** an early dismissal has been announced.

Important: During weather-related emergencies, **please do not call the school office.** The phone lines must remain open for communication with transportation staff, road crews, media outlets, and other schools.

Families are encouraged to have a **clear plan in place** with their children in case of early dismissal or sudden schedule changes.

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11. LEGAL NOTICES AND BOARD POLICY

- FERPA (Student Privacy)
    - 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.

- Protection of Individual Beliefs

  The Board shall not solicit or require current or prospective students who seek enrollment in the District to affirmatively ascribe to specific beliefs, affiliations, ideals, or principles concerning political movement or ideology, nor will the District use any statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology to evaluate the student's academic performance. (See Policy 2265)

- Title IX Non-Discrimination

  In accordance with federal law and Board of Education policy 2266, Seneca East Local Schools prohibits discrimination on the basis of sex in its education programs, activities, and employment practices.

  Title IX Coordinator
  Lindsay Rellinger and Matt Schock serve as the Title IX Coordinators for Seneca East Local Schools.
  Contact Information:
  Seneca East Local Schools
  13343 East US 224
  Attica, Ohio 44807
  Phone: 419.426.1850
  Email: lrellinger@se-tigers.com, mschock@se-tigers.com

  Grievance Procedure
  Any resident of the Seneca East Local School District who believes that sexual

discrimination is occurring may file a written complaint. The complaint should specify the nature of the alleged discrimination and include any supporting evidence. This complaint must be submitted to the Title IX Coordinator.

Upon receiving the complaint, the Title IX Coordinator will conduct an investigation and provide a written response to the complainant within fifteen (15) days. If the Coordinator determines that an official interpretation or guidance is needed from the Office for Civil Rights, the complainant will be notified, and the timeline may be extended accordingly.

Seneca East Local Schools is committed to maintaining an environment free from discrimination and will take prompt and appropriate action to investigate and address any concerns.

- Equal Opportunity Statement

  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 Mr. Dave Danhoff, Superintendent of schools at 419.426.7041. Complaints of this nature will be investigated in accordance with Board of Education policy (2260)

- Search & Seizure
  Administrators may search a student or a student's property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

  Additionally, students have NO reasonable expectation of privacy in their actions in public areas including, but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extra-curricular activities.

  Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held, or turned over to the police. The School reserves the right not to return items that have been confiscated.

- Interrogation of Student
  The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and the building administrator (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

- Breathalyzer Policy

  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, Harassment and Intimidation

  The following provides an overview of Seneca East’s Bullying Policy 5517.01 per HB 116. For a full policy statement, visit www.neola/senecaeast-oh/ and search for “Bullying.”

  - Definition: "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 assistant (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.
  - 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), no later than the next school day
- Any retaliation for reporting 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.
- 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.

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. This handbook reflects the current Board of Education policies as of June 22, 2026. 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 June 22, 2026.