Marion L. Steele High School



Student and Parent Handbook
2026-2027

450 Washington Street
Amherst, OH 44001
440.988.4433
440.988.5087 (fax)

Amherst Exempted Village School District
www.amherstk12.org

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General Information

District Mission Statement

The mission of Amherst Schools is to educate, equip, and empower all students to choose their path and make a positive impact in our community and beyond.

Alma Mater

AMHERST HIGH, OUR ALMA MATER
STAND WE NOW TO THEE
ALWAYS LOYAL AND DEVOTED,
WHEREVER WE MAY BE.
FAR AND WIDE YOUR SONS AND DAUGHTERS
FEAR NOT ANY FATE,
FAIREST SCHOOL IN ALL OHIO
LEADER OF THE STATE.
-Fred Powers

Administration

Joseph Tellier, Principal
Becky McArthur, Assistant Principal - Grades 9 & 10
Ashley Harigan, Assistant Principal - Grades 11 & 12
Casey Wolf, Director of Athletics

Counseling Department

Katheline Cooney, Grades 9, 10, and 11, Last Names A-K
Sarah Rigda, Grades 9, 10, and 11, Last Names L-Z
Jessica Heben, Grade 12

Administrative Assistants

Sharon Arendash, Main Office Secretary
Jackie Doehr, Main Office Secretary

Attendance

Attendance Line: 440-988-5230
Bailey Deulley, Attendance Secretary

Bell Schedules

Regular	
A - Schedule	
1st	7:25 - 8:16
2nd	8:20 - 9:10
3rd	9:14 - 10:04
4th	10:08 - 10:58
5A	11:02 - 11:32
5B	11:34 - 12:04
5C	12:06 - 12:36
6th	12:40 - 1:30
7th	1:34 - 2:25

Early Release	
B - Schedule	
1st	7:25 - 8:05
2nd	8:09 - 8:49
3rd	8:53 - 9:33
4th	9:37 - 10:17
5A	10:21 - 10:51
5B	10:53 - 11:23
5C	11:25 - 11:55
6th	11:59 - 12:40
7th	12:44 - 1:25

Activity	
C - Schedule	
1st	7:25 - 8:10
2nd	8:14 - 8:59
Activity	9:00 - 9:30
3rd	9:34 - 10:19
4th	10:23 - 11:08
5A	11:12 - 11:42
5B	11:44 - 12:14
5C	12:16 - 12:46
6th	12:50 - 1:35
7th	1:39 - 2:25

Late Arrival	
D - Schedule	
1st	9:25 - 9:55
2nd	9:59- 10:29
3rd	10:33 - 11:03
4th	11:07 - 11:37
5A	11:41 - 12:11
5B	12:14 - 12:44
5C	12:47 - 1:17
6th	1:21 - 1:51
7th	1:55 - 2:25

Building Hours

The main office hours are from 7:00 am until 3:00 pm. Students may enter the building at 7:15 am through the cafetorium, front lobby, or south lobby. Students needing to report to school before 7:15 am must make arrangements ahead of time with a faculty member. Upon end of day dismissal, students should exit the building by 2:35 pm unless they are under the supervision of a teacher and/or coach/advisor.

Communication

Announcements of school activities, functions, meetings, and reminders are communicated via the school webpage, various social media accounts of activities (see coaches/advisors for accounts), and email. Additionally, a bi-weekly Steele Report newsletter will be shared with students and families via email. An all-call system will be utilized at random times during the school year when deemed appropriate by administration. Students and parents should start communication with the appropriate teacher, counselor, and/or assistant principal regarding all student academic and disciplinary items.

Attendance Procedures

(Board Policy 5200)

The Board of Education, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that regular attendance and engagement are essential to academic achievement, social-emotional development, and graduation readiness. Absences for any reason, excused or unexcused, reduce instructional time and may adversely affect student learning.

Attendance shall be required of all students enrolled in the schools during the days and hours school is in session unless excused in accordance with law.

Excused Absence: The Board acknowledges there are times when a student simply cannot be at school. The Board considers the following factors to be reasonable excuses for time missed at school:

A. Illness of the child. The school may request a note from a physician or mental health professional explaining why the absence was necessary.

B. Illness in the family necessitating the presence of the child. The school may request a note from a physician or mental health professional explaining why the absence was necessary.

C. Quarantine in the home. The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials;

D. Death of a relative. The absence arising from this condition is limited to a period of eighteen school hours unless a reasonable cause may be shown for a longer absence;

E. Medical, behavioral or dental appointment. The school may request a note from a healthcare provider explaining why the absence was necessary.

F. Observance of religious holidays. A child shall be excused if the child's absence was for the purpose of observing a religious holiday consistent with the truly held religious beliefs of the child or the child's family;

G. College visitation. The approving authority may require verification of the date and time of the visitation by the college, university, or technical college;

H. Pre-enlistment reporting to military enlistment processing station. The approving authority may require verification of the date and time of the reporting;

I. Absences due to a child's placement in foster care or change in foster care placement or any court proceedings related to the child's foster care status;

J. Absences due to a child being homeless;

K. Children of military families. Absences due to deployment activities of a parent, legal guardian, or custodian consistent with section 3301.60 of the Revised Code;

L. Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.

M. Attendance at a driver’s education course for up to two (2) hours on no more than four (4) days (limited to a total of eight (8) hours during the school year), provided that the absence does not occur during a core curriculum subject course.

The parent, legal guardian, or custodian must provide an explanation for the absence, which shall be recorded by the approving authority of the school and shall include the date and time of the absence according to local policy.

Extracurricular Activities: In-state events sponsored by the district may be considered instructional opportunities for students. The superintendent or designee may determine under what conditions these opportunities allow for a participating student to be marked as "present" for school.

Medically Excused Absences: A student may have an excused absence for medical reasons, such as personal illness or medical visit. A medical excuse for personal illness will be accepted in the form of a physician or mental health professional's note on the day of the absence due to illness or doctor's visit.

Out-of-School Suspension: A disciplinary action that removes or excludes a student from their usual educational setting. This is different from in-school restriction or assignment, which may include an alternative learning opportunity for a student in a different setting and still may be counted as present. Truancy shall not be the sole reason for a student's suspension or expulsion.

Postsecondary Visitation: Students are encouraged to explore postsecondary options (such as technical college or university), and sometimes this must happen during the school day. Parents and guardians must coordinate with their child's building administrator to receive approval and discuss accommodations before each visit.

Religious Expression: A student may have up to three days excused for religious expression. To receive these days, the building principal should receive written notice from the student's parent or guardian within 14 days of the beginning of the school year or within 14 days of the student's enrollment date. A student absent in this way may still participate in after-school activities. The student will also receive reasonable accommodations for any academic requirement or testing missed.

Reporting Procedures for an Absence

The parent/guardian must notify the school by 8:45 am if the child is absent (not in school at 7:25 am) using the school attendance phone number (440-988-5230). The notification must contain the **name of the parent/guardian making the call, date of the call, date of the absence, and reason for the absence** (must be one of the eight excused absence reasons).

If no parent/guardian notification is received, it is our policy to call the home of the absentee. It is also our policy to spot check student absences, even if a phone call has been received. If the parent does not contact the school or the school is unable to contact the parent/guardian, the student will be listed as <u>unexcused</u> for the day and considered truant.

Upon returning to school, a student needs to bring a written note from the parent/guardian if a phone call has not been received in the attendance office. If a written note is received with the date of the absence and one of the eight excused absence reasons, the unexcused absence will be changed to an <u>excused</u> absence. Students returning to school without a phone call or note will be considered <u>unexcused</u> and truant.

Parent Notification of an Absent Student

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).

Early Dismissal

Students are not permitted to leave the school building during the school day without parent/guardian permission. Parental permission must be in the form of an email or telephone call to the attendance secretary and include one of the eight excused absence reasons. The attendance voicemail cannot be used to request an early dismissal. If by telephone, a return call to a number listed in PowerSchool from school personnel verifying the release is required prior to dismissing the student.

Students needing to leave school for an appointment, should present a written request by 7:25 am to the attendance secretary the day of the appointment. All requests must include the reason and a telephone number to verify the appointment. Students will not be excused from the entire school day unless it can be shown that the appointment necessitates the student to be gone for the remainder of the day.

Any student leaving early must sign out before leaving and then sign in upon their return using the kiosk at the front desk in the main lobby. Students who violate this policy will be subject to discipline. A release time request that has been falsified will be considered truant. Any student who leaves school without signing out, and/or parent approval is considered truant.

Pre-Planned Extended Absence

The Amherst School District understands that extended absences for worthwhile educational experiences or family activities (vacations) may come up throughout the year. The parent or guardian should seek approval of the school administration and complete the Pre-Planned Extended Absence Form. The school will make every effort to provide homework prior to the absence with two weeks advanced notice. An extended absence will be unexcused until the parent completes and submits the Pre-Planned Absence Form.

Parent Notification for Risk of Chronic Absenteeism

When a student of compulsory school age is absent from school in excess of forty-five (45) or more hours, the District or school shall notify the child's parent or guardian of the child's absences, in writing. Written notice will be sent within a reasonable amount of time after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention strategy may be taken.

Habitually Truant

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

The building's attendance officer shall 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.

Tardy to School Policy

Students are expected to arrive at school on time each day. Being punctual helps students start the day successfully and supports a positive learning environment. Our goal is to work together to build strong habits that support the success of each student at Marion L. Steele High School.

Attendance Monitoring

- Tardies are recorded daily. When patterns of tardiness begin to develop, staff will take steps to better understand and support the student.

Early Support & Problem-Solving

- After repeated tardies, staff will check-in with the student to identify any challenges, communicate with their family, and help develop strategies for arriving at school on time.

Restorative Approach with Accountability

- Ongoing tardiness may result in additional support plans, reflection, appropriate consequences, while continuing to focus on problem-solving and skill-building.

Classroom Tardy Policy

Students are expected to arrive at each class on time. Classroom teachers will check in with students to identify any barriers, communicate with parents/guardians, and work together to develop strategies for improving punctuality. Teacher consequences may be issued at their discretion. If tardiness continues after multiple interventions, an office referral may be submitted.

Make-up Work

Students who are absent when assignments are given are expected to obtain their assignments and complete their work as applicable. Make-up work for an absence will be due within the same number of school days as the length of the absence, unless otherwise determined by the teacher and/or administrator.

Suspensions

It is the student's responsibility to complete their work during suspensions. Teachers will facilitate student access to assignment information during a suspension. Assignments are due to teachers on the day the suspended student returns to school unless otherwise determined by the teacher and/or administrator.

Attendance Requirements for Participation of Extra-Curricular Activities

Students absent from school all day will not be permitted to participate in extracurricular activities for that day. Students must be present for fifty percent (50%) of their daily instructional hours to participate in extracurricular activities unless permission is granted by the administrative team. Students who leave school or are absent all day may not attend activities as a spectator. Students absent from school the day prior to a weekend will need their excuse validated by the high school administration prior to weekend participation.

Late Arrival/Early Release

Application for late arrival and/or early release is open to juniors and seniors only who have consecutive study halls at the beginning or end of the day only. Schedules will NOT be changed simply to provide release. Release is by parental and school permission. Permission is arranged each semester. Late Arrival/Early Release privileges may be revoked for discipline, academic, and/ or attendance problems. Students must arrange their own transportation, exit through the front doors, and may not loiter on school grounds if they are on release.

On certain days due to different schedules, a student may be expected to report to class at a different time. This will be communicated to the students in advance. A student who has late arrival will be allotted the same number of tardies per grading period and be given a warning before discipline is issued. Students with late arrival must also understand that parking may be difficult to find since the majority of students are already in school. However, this does not give any late arrival student permission to park outside designated student parking areas.

Open Campus Lunch

Marion L. Steele High School will have an Open Campus during lunch periods for juniors and seniors. Students are permitted to leave the school building during lunch periods and return to their next class. Open Campus is a privilege for upperclassmen and is by parental permission only. Students choosing to utilize Open Campus Lunch must do so every day and leave and reenter out the front doors.

In order to be granted Open Campus Lunch, students and parents must complete an Open Campus Lunch Application. Once the application is received and approved by administration, the student's schedule will be changed to reflect Open Campus Lunch. Students cannot begin Open Campus Lunch until it is on their schedule.

Open Campus Lunch is a privilege and may be revoked by school administration at any time as deemed necessary.

Appearance Code

Marion L. Steele High School recognizes that each student's mode of dress and grooming is an expression of personal style and preference. It is the policy of Marion L. Steele High School 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. Marion L. Steele's dress code policy is designed to promote a safe and healthy school setting and enhance the educational environment.

Student dress or grooming practices shall not:

1. Present a hazard to the health or safety of the student himself/herself or to others in the school.
2. Materially interfere with school work, create disorder, or disrupt the educational program.
3. Prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

The following are meant to be guidelines of appropriate dress for school and are not intended to be comprehensive. **School administration reserves the right to determine dress code standards.**

The appearance code is as follows:

- School dress and grooming should be similar to what would be appropriate for an informal workplace or place of business.
- Clothing and accessories should not reference drugs, alcohol, tobacco, illegal substances, weapons, violence, profanity, hate speech, gangs, or obscenities.
- Shorts or skirts should be an appropriate length.
- Clothing must cover undergarments.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.

Appearance Code Procedure

Students who are referred to administration for a dress code violation will be asked if they have something else to put on, as our goal is to return students to the learning environment as quickly as possible. The next alternative will be to call a parent/guardian to bring a change of clothes from home. Repeat offenders may warrant disciplinary consequences.

Graduation Requirements

To graduate from Marion L. Steele High School, students are required to complete the required coursework and meet the credit requirements established by the Amherst Exempted Village Schools Board of Education and meet the Ohio High School Graduation requirements.

Credit Requirements

Students must earn 22 units of credit or 21.5 units of credit if in the Vocational Program.

College Prep		**College Technology/Tech Prep Program[1]**		**Vocational Program[2]**	
English	4 credits	English	4 credits	English	4 credits
Math	4 credits	Math	4 credits	Math	4 credits
Science	3 credits	Science	3 credits	Science	3 credits
Social Studies	3 credits	Social Studies	3 credits	Social Studies	3 credits
Health	.50 credit	Technical Preparation	5 credits	Vocational Program	6 credits
Financial Literacy	.50 credit	Health	.50 credit	Health	.50 credit
Physical Education	.50 credit	Financial Literacy	.50 credit	Financial Literacy	.50 credit
Fine Arts	1 credit	Physical Education	.50 credit	Physical Education	.50 credit
Electives	5.5 credits	Fine Arts	1 credit		
		Electives	.50 credit		
Total	**22 credits**	**Total**	**22 credits**	**Total**	**21.5 credits**

[1] Students following this academic program may be admitted to college but may be required to take additional courses to meet academic requirements.

Ohio High School Graduation Requirements

In addition to satisfying the required coursework, students must meet the State of Ohio's Long Term Graduation Requirements.

In order to meet the **Permanent Requirements**, students must demonstrate:

1. Competency in Math and English by scoring at least 684 on the state's Algebra I and English II tests. Students who have taken required tests more than once without reaching competency and have received remedial supports are able to show competency through one of the options below:
   - Earn credit for one Math and/or one English course through College Credit Plus;
   - Demonstrate career readiness and technical skill through foundational and supporting options;
   - Enter into a contract to enlist in the military upon graduation.

2. Preparation for college or careers by earning two diploma seals, one of which must be state defined.
   - State Defined Seals:
     i. Citizenship Seal
     ii. College-Ready Seal
     iii. Honors Diploma Seal
     iv. Industry-Recognized Credential Seal
     v. Military Enlistment Seal
     vi. OhioMeansJobs Readiness Seal
     vii. Science Seal
     viii. Seal of Biliteracy
     ix. Technology Seal

   - Locally Defined Seals:
     i. Community Service
     ii. Fine and Performing Arts Seal
     iii. Student Engagement Seal

The Ohio Department of Education created an overview of the Ohio High School Graduation Requirements. Please note these requirements are subject to change based on ODE mandates. All updated graduation requirements may be found on the Ohio Department of Education and Workforce's website.

Graduation Ceremony

- All students who are candidates for graduation must attend and participate in the scheduled graduation rehearsal.
- Students must return all board-owned books and equipment, pay outstanding fines and fees, and satisfy all discipline obligations. If a student does not fulfill their obligations, then the student will not participate in the graduation ceremony and diplomas will be held until all obligations are met.
- In order to be eligible to participate in graduation ceremonies students who are candidates for graduation must complete all academic requirements no later than the last class period on the last day of regularly scheduled classes for senior students.
- Students not participating in the graduation ceremony will receive their cap and gown and diploma the first school day after commencement.
- Students who wish to wear the military dress uniform for the ceremony need to communicate this to the administration/guidance during the graduation rehearsal.
- Any student who is under suspension at the time of the graduation rehearsal or the graduation ceremony may not be permitted to participate in graduation.
- Any student exhibiting unruly behavior while in attendance at graduation rehearsal or the graduation ceremony may be removed from the event and may be denied any further participation in graduation.
- Any student who fails to comply with one or more of the graduation ceremony requirements will not be permitted to participate in the graduation ceremony except as noted below:
    - A student who fails to complete academic requirements for reason of personal illness as verified by a physician's written statement may participate in graduation ceremonies provided the requirements are fully met no later than the last day of class prior to graduation.
    - A student who fails to participate in graduation rehearsal for reason of personal illness as verified by a physician’s written statement may be permitted to participate in graduation ceremonies.
    - Students who are attending a college or technical school and have a schedule conflict which precludes attendance at the graduation rehearsal may participate in the graduation ceremony provided arrangements are made with the principal no later than one week prior to the scheduled graduation date.

Student Services

Grading Procedures

The current grading system was adopted to encourage students to strive for higher achievement, improve consistency in the building, department and courses, and recognize academic ability and effort.

Students and parents should review the following general information:

- Final grade computations are determined by an average of each quarter and the semester ending exam, except in AP courses.
- Each quarter receives 45 percent weight while the exam receives 10 percent.
- Two passing grades of the three and an overall passing average are necessary to earn credit for the semester.
- There are no running percentages from one grading period to the next.
- All students must take the required semester ending exam or project to receive credit for the course.
- Evaluative and late work procedures will be communicated by the teachers at the beginning of the course.

Grading Scale

A+	100% - 98%	B+	89% - 87%	C+	79% - 77%	D+	69% - 67%
A	97% - 93%	B	86% - 83%	C	76% - 73%	D	66% - 63%
A-	92% - 90%	B-	82% - 80%	C-	72% - 70%	D-	62% - 60%

Any percentage lower than a 60% percent will result in a failing grade.

Incompletes

Incompletes are only issued with administrative approval and based upon extenuating circumstances. Students have five school days to address incompletes unless administrative approval is granted. A student who fails to responsibly meet the deadline will receive the grade already calculated in the gradebook.

Failures

If a student fails a course required for graduation, they need to discuss credit recovery options with their school counselor.

Replacement of Grades

Students who earn a semester grade of D+, D, D-, or F, have the option of repeating that course one time. Permission of the first instructor is required. The new course must be at the same level as the old course. The first grade will be displayed on the transcript and, if the first was an F, it will be included in the GPA along with the second grade. If the first grade was NOT an F, then only the second grade will count towards the GPA.

Athletic Eligibility

Students should not change their course schedule or drop a course without first consulting their school counselor and athletic director to determine whether it will affect their eligibility. Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility. To be eligible, students must currently be enrolled in a member school and have received passing grades in a minimum of five one-credit courses, or the equivalent in the immediately preceding grading period. For eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period. If you have any specific questions on athletic eligibility, please contact the Athletic Director.

Interim Reports and Report Cards

Interim progress will be available online through PowerSchool. Report Cards can be printed through the PowerSchool program. If a student begins to fail a course, the parent/guardian will be contacted via email or phone.

Withholding of Grades

The Amherst Board of Education has adopted regulations prescribing a schedule of fees for materials required to be used in specific courses. There are also fees for: AP exams, equipment, instruments, athletic equipment, textbooks, and damage to the school building. Nonpayment of any fees and charges may result in a proof of enrollment transcript being made available.

PowerSchool Parent Portal

Parents and students are encouraged to monitor student progress using Amherst's online gradebook program, PowerSchool Parent Portal. Both parents/guardians and students will be provided login information at the beginning of the school year or at enrollment. PowerSchool usernames and passwords can be obtained from a main office secretary throughout the year if they become lost.

Parent/Teacher Conferences

Communication between home and school is extremely important. Parent/Teacher conferences for Marion L. Steele High School will be held on:

October 8, 2026 from 2:40 pm to 9:40 pm

February 11, 2027 from 2:40 pm to 9:40 pm

Other conference times are available throughout the year and are arranged by school counselors or school administrators upon parent/guardian request.

Withdrawals and Transfers

A parent/guardian of a student withdrawing or transferring must accompany the student to the school and complete the proper forms. Verification of enrollment from the student's new school is required before the student can be removed from Marion L. Steele High School's system. The student will be considered truant, if not currently attending school unless absences can be certified. All books must be returned and lockers must be emptied. All fines and bills must be paid before credits are transferred to another school or future transcripts are issued.

Honor Roll

High Honor Roll and Honor Roll are decided on the 4-point system. A 3.65 average is necessary for the High Honor Roll and 3.00 average is needed for the Honor Roll. To qualify for the Honor Roll, a student must receive a passing grade in all classes.

Award Letters

In the spring of each year there is an award program held. In order to qualify for an award letter, the following criteria must be met:

9th grade after the first semester	3.65 Cumulative GPA
10th grade after the third semester	3.60 Cumulative GPA
11th grade after the fifth semester	3.50 Cumulative GPA
12th grade after the seventh semester	3.50 Cumulative GPA

Class Ranking

Students are ranked numerically within their graduation class based upon their cumulative grade point average. The cumulative grade point average is calculated based on semester grades. All graded courses count in the ranking and the computation is based upon the total number of quality points divided by the total attempted credits. Please refer to the Program of Studies to see the exact weight of courses. Below is a listing of each grade's corresponding quality points.

Grade	Regular Wt.	Half Point Wt.	Full Point Wt.
A	4.000	4.500	5.000
A-	3.666	4.166	4.666
B+	3.333	3.833	4.333
B	3.000	3.500	4.000
B-	2.666	3.166	3.666
C+	2.333	2.833	3.333
C	2.000	2.500	3.000
C-	1.666	2.167	2.666
D+	1.333	1.333	1.333
D	1.000	1.000	1.000
D-	0.666	0.666	0.666
F	0	0	0

Academic Hall of Fame

The Academic Hall of Fame will honor academic excellence by Marion L. Steele High School students. A student chosen for induction will qualify by meeting one of the following requirements:

- National Merit Finalist.
- Must be in the top 1% of the graduating class.
- Achieve a perfect score on a subtest of the ACT or SAT.

Senior Academic Awards

The following are awards and accomplishments that the seniors are eligible to earn. The descriptions and criteria are defined below.

Honor Cord: A student must have at least a 3.5 cumulative GPA after 7 semesters.

President's Award: A student must meet the following requirements: at least a 3.5 cumulative GPA after the 7th semester and 85th percentile in Math or Reading on the ACT/SAT (27 ACT, 1220 SAT).

Honor Diploma - College Prep Curriculum: A student must meet seven of the following eight requirements:

1. Four credits of Language Arts
2. Four credits of Math (including Algebra 1 & 2, Geometry)
3. Four credits of Science (including a Physics and Chemistry)
4. Four credits of Social Studies
5. Three credits of one world language or two credits each of two languages
6. One credit of Fine Arts
7. 3.5 or higher cumulative GPA after 7 semesters
8. Composite score of 27 on the ACT or a score of 1210 on the SAT

Honor Diploma - Technical/Vocational Education Curriculum: A student must meet six of the following seven requirements:

1. Four credits of Language Arts
2. Four credits of Math (including Algebra 1 & 2, Geometry)
3. Four credits of Science (including a Physics and Chemistry)
4. Four credits of Social Studies
5. 3.5 or higher cumulative GPA after 7 semesters
6. 4 units of Career-Technical minimum
7. Composite score of 27 on the ACT or a score of 1210 on the SAT

Valedictorian/Salutatorian: To be considered for valedictorian or salutatorian, a student must be enrolled at Marion L. Steele High School for a minimum of two consecutive semesters. At the conclusion of the 8th semester, the student with the highest cumulative GPA and total quality points will be the valedictorian of the class. In the event that one student does not have both the highest GPA and the highest total quality points, the student who has the most quality points in Advanced Placement courses will be the valedictorian. In this event, the student with the second highest quality points will be the salutatorian. In the event that one student does not have both the second highest cumulative GPA and the second highest total quality points, the student who has the most quality points in Advanced Placement courses will be the salutatorian. Valedictorian and salutatorian will pertain to the class of 2026 and 2027. Starting with the Class of 2028, Marion L. Steele High School will transition into a Latin honor system and will not be publicly recognizing the valedictorian/salutatorian at Commencement.

School Counseling

School Counseling services are available for every student in Marion L. Steele High School. These services include but are not limited to: assistance with educational planning, interpretation of test scores, occupational information, career information, and academic assistance. A college and career readiness counselor will be working primarily with the senior class to assist students with their post-graduation planning.

Mrs. Cooney – Grades 9-11, Last Names A-K

Ms. Rigda – Grades 9-11, Last Names L-Z

Ms. Heben – Grade 12, College and Career Readiness

Scheduling

Scheduling for each coming year is done during the third quarter. Parents and students should refer to the Program of Studies during the scheduling process and are encouraged to contact a counselor when questions arise.

Schedule Changes

After scheduling is completed, a student's schedule will be changed for the following reasons only:

1. To correct an incomplete schedule.
2. To resolve conflicts in requested courses.
3. To meet graduation requirements.
4. To accommodate approved educational programs.
5. To add a class, provided an opening exists in the class and in the student's schedule, there first must be written parental approval.

Schedule changes will not be made for:

1. Teacher preference
2. Late arrival or early dismissal from school
3. Work considerations
4. Transportation
5. Special lunch request

Course Recommendation

A teacher recommendation may be required for certain courses. If a parent chooses to have their student enrolled in a class not recommended by a teacher, then the parent must contact the counseling department for a Parental Override form.

Withdrawal Policy

Once scheduling is complete it is the understanding there should be no adjustments unless the reason is one of the above. Students cannot withdraw from a course who are achieving a 70% or better academically. Students withdrawing from a course who do not meet the following guidelines may have an "F" placed on their transcripts. Students should follow this procedure prior to attempting to drop a course:

1. Documentation displaying the student contacted the teacher for additional support.
2. Documentation displaying the student obtained the additional support for at least one grading period.
3. Request their counselor contact the teacher to inquire regarding academic placement.
4. The counselor will contact the appropriate assistant/associate principal regarding the academic placement.

School Psychologist

School psychological services and testing are handled by the school psychologist. Student referrals and appointments are arranged through the school counselors.

Speech Therapy

The school system employs speech therapists. This service is obtained through contacting the counselors.

Transcripts

Students under the age of 18 must have their parent/guardian fill out the Parental Consent for Release Form. Students 18 or older may make this request on their own. The first two transcripts sent are free.

Advanced Placement Program (AP)

Advanced Placement courses are high level classes offered at Marion L. Steele High School. Currently there are AP classes in the areas of Art, English, Math, Music, Social Studies, and Science. Students must take the Advanced Placement Examination as the culmination of their advanced placement experience (fee required). Examinations are scheduled in May of each year. Some colleges, in turn, grant credit and/or appropriate placement to students who have scored well on the examinations. Please refer to our Program of Studies for more information and AP course descriptions.

College Credit Plus (CCP)

Ohio's Dual Enrollment Program, College Credit Plus (CCP) program, allows Ohio high school students to earn college credit and high school graduation credit through the successful completion of college courses. The purpose of College Credit Plus (CCP) is to promote rigorous academic pursuits and expose students to options beyond the high school classroom. Any high school student admitted to a course by an institution of higher education will be required to perform at the same level as the institution's regular students. The CCP Program allows seventh through twelfth graders to take college courses at a college campus or, when available, onsite at their high school. There will be mandated criteria set which will be communicated by the college(s) and the home school district. Please refer to our Program of Studies and the CCP Handbook for more detailed information.

Students enrolled in CCP courses on site must adhere to Attendance Procedures or procedures set forth by building administration. CCP, may be amended during the school calendar year which affects high school students.

Miscellaneous Information

Anti-Harassment

(Board Policy 5517)

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Bullying- Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

A. teasing;
B. threats;
C. intimidation;
D. stalking;
E. cyberstalking;
F. cyberbullying;
G. physical violence;
H. theft;

I. sexual, religious, or racial harassment;
J. public humiliation; or
K. destruction of property.

Harassment- Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

A. Places a student or school employee in reasonable fear of harm to their person or damage to their property;
B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment- For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

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

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

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

A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
B. Unwanted physical and/or sexual contact.
C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
L. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
M. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

Race/Color Harassment
Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment
Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment
Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment
Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the

characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officers

Assistant Superintendent, Sarah Walker
440 988-4406
550 Milan Avenue, Amherst OH 44001
sarah_walker@amherstk12.org

Director of Human Resources, David Odelli
440 988-4406
550 Milan Avenue, Amherst OH 44001
david_odelli@amherstk12.org

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process. Any complaint brought forth to the Compliance Officers will be investigated in accordance with Board Policy 5517.

Bullying

(Board Policy 5517.01)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

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

Any student who believes they have been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

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

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

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

A. Physical - hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal - taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

D. "Cyber bullying" - the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

   The Board recognizes that cyberbullying can be particularly devastating to young people because:

   1. cyberbullies more easily hide behind the anonymity that the Internet provides;
   2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
   3. cyberbullies do not have to own their own actions, as it usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
   4. the reflection time that once existed between the planning of a prank - or a serious stunt - and its commission has all but been erased when it comes to cyberbullying activity.

   Cyber bullying includes, but is not limited to the following:

   1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
   2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victims cell phone bill;
   3. using a camera phone to take and send embarrassing photographs of students;
   4. posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical

contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

A. physically harming a student or damaging a student's property;
B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
C. creating a hostile education environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaints shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of

investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that their report be anonymous.

Change of Address

Documentation must be provided for Proof of Residency and the office informed in writing if you have a change of address or telephone number in case of emergencies.

Directory Information

In order to comply with the regulations regarding the disclosure requirements contained in the Family Education Rights and Privacy Act, directory information regarding Amherst students will be released to persons or organizations requesting the information. Directory information shall include the following:

1. Name, address, telephone number
2. Date and place of birth
3. Major field of study
4. Participation in school activities
5. Dates of school attendance

Any parent or adult student who desires this directory information not be released may stop in the school office and file this request on forms available.

Equal Education Opportunity

(Board Policy 2260)

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

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

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

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Assistant Superintendent, Sarah Walker
440- 988-4406
550 Milan Avenue, Amherst OH 44001
sarah_walker@amherstk12.org

Director of Human Resources, David Odelli
440- 988-4406
550 Milan Avenue, Amherst OH 44001
david_odelli@amherstk12.org

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. Any complaint brought forth to the COs will be investigated in accordance with Board Policy 2260.

Emergency School Closing/Two-Hour Delayed Start

In case of severe weather - snow, low temperatures, ice, etc. - Amherst Schools may close or have a two-hour delay. The official announcement will be made through X, Facebook, and an all-call to parents/guardians. The news programs will then be notified of the closing or delay.

End of School Responsibilities and School Fees

Students must make sure all books are returned to their respective teachers. Any books not returned will result in a fee being placed on the student's account. If a student has any outstanding fees at the end of their senior year, their diploma may be held until all are paid in full.

Foreign Exchange Students

All requests to accept a foreign exchange student should be made to the building Principal.

Hall Pass Guidelines and 10/10 Rule

Students are not permitted in the hallways during instructional time unless they are granted faculty/staff permission. Students must sign in and out of their classroom any time a hall pass is needed during the school day. Hall passes will not be granted during the first ten minutes and the last ten minutes of each class period.

I.D. Cards

Following school pictures, students will receive their student I.D. cards. If lost or damaged, a replacement I.D. will be made at a cost (to be determined) through the main office. I.D.s will be needed for school dances.

Illness

If a student becomes ill at school, they will be permitted to stay in the office a maximum of 15 minutes under the following conditions:

1. All students must present a pass from the teacher whose class they will miss.
2. Students are permitted to stay in the office for a period of 15 minutes. After 15 minutes, a determination will be made if they are able to return to class or go home.
3. If a student makes too many visits, their school counselor will be contacted. The school counselor may call home to discuss the problem with the parent/guardian.

Insurance

At the beginning of the school year students receive information and the necessary form to enroll in the insurance program. Student athletes are required to enroll with school insurance or have parents sign a medical waiver form stating that they have insurance to cover accidents or injury.

Lockers

School lockers are the possession of the school board. Lockers will not be utilized for illegal or dangerous purposes and can be inspected by the administration to ensure safety and pupil welfare. The Amherst Board of Education is not responsible for items which are missing from lockers.

Lost and Found

Please check the lost and found located in the main lobby when you misplace an item. Items not collected at the end of each quarter are donated to charity. Students are reminded to secure their belongings in their lockers with a lock. Marion L. Steele High School and the Amherst Board of Education is not responsible for lost/stolen articles.

Lunchroom

The Board of Education has set the high school prices for the 2026-2027 school year as $3.80 for lunches and free for breakfast.

In order for the lunchroom to maintain an acceptable environment the following procedures must be followed:

1. Lunch is a scheduled class period. Students are required to report to the cafetorium during their scheduled lunch period.
2. Students must be on time to the cafetorium.
3. Each student must clean up the area used.
4. Permission is needed before any student leaves the cafetorium during lunch.

Parents can prepay any amount of money in the form of cash, check, or online through PaySchoolsCentral.com. All students will enter their six-digit student I.D. number when they enter the service line. The cashier's computer screen will display their picture, grade, and cash balance. The purchase is then automatically deducted from their account. Cash is still acceptable on an everyday basis, but change is no longer given. Any change will be added back into the lunch account.

Nondiscrimination on the Basis of Sex in Education Programs or Activities (Title IX)

(Board Policy 2266)

The Amherst Exempted Village School District does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The District prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the District is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy.

The District will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities.

Coverage

This policy applies to Sexual Harassment that occurs within the District's education programs and activities and that is committed by a member of the School District community or a Third Party.

This policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the District's education programs and activities; such Sexual Misconduct/Sexual Activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines and applicable State and/or Federal laws if committed by a Board employee.

Definition

Sexual Harassment: "Sexual Harassment" means conduct on the basis of sex that satisfies one (1) or more of the following:

- conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- "sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
- "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, and the "nonforcible" sex offenses of Incest and Statutory Rape. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.
    - *Rape* is the carnal knowledge of a person (i.e., penetration, no matter how slight, of the genital or anal opening of a person), without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
    - *Sodomy* is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
    - *Sexual Assault* with an Object is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
    - *Fondling* is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
    - *Incest* is nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.
    - *Statutory Rape* is nonforcible sexual intercourse with a person who is under the statutory age of consent as defined by State law.
    - *Consent* refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent

because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.
    - *Incapacitated* refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.
- "Domestic violence" includes felony or misdemeanor crimes of violence committed by:
    - a current or former spouse or intimate partner of the victim;
    - a person with whom the victim shares a child in common;
    - a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
    - a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
    - any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
- "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Title IX Coordinator(s)

The Board of the Amherst Exempted Village School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinators are:

Assistant Superintendent, Sarah Walker
440-988-4406
550 Milan Avenue, Amherst OH 44001
sarah_walker@amherstk12.org

Director of Human Resources, David Odelli
440-988-4406
550 Milan Avenue, Amherst OH 44001
david_odelli@amherstk12.org

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone numbers or electronic mail addresses, or by mail to the office addresses listed for the Title IX Coordinators.

Students, Board members, and Board employees are required (and other members of the School District community and Third Parties are encouraged) to report allegations of sex discrimination or Sexual Harassment promptly to the/a Title IX Coordinator or to any Board employee, who will, in turn, notify a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s). Any complaint brought forth to the Compliance Officers will be investigated in accordance with Board Policy 2266.

Phone Calls/Telephone Use

Delivering messages from parents/guardians during the school day will be limited to **EMERGENCIES ONLY** for students in class. If a student needs to call a parent/guardian, these are only to be used for **EMERGENCIES ONLY**.

Posters/Signs

Signs or posters of any type must receive the approval of an administrator prior to being posted.

Prescription Medication and Medical Information

The Board of Education recognizes that many students are able to attend school only through the effective use of medication for the treatment of disabilities or illnesses that do not hinder the health or welfare of others. Parents should be aware that the school district contracts with the Lorain County Public Health for RN supervisory services and the clinics are staffed with district-hired clinic aides. If possible, all medication should be given by a parent/legal guardian at home. If this is not possible, parents may come to school to administer medications only when no alternative is available.

Medication Dispensing

In order for your child to take any medication during the school day, the following steps must be completed:

1. A Medication Authorization Form is required for any and all medication that is to be given at school. This includes both prescription medication as well as over the counter medication, *including cough drops that contain menthol.*
2. The Medication Authorization Form must be completed and signed by both a physician and a parent/legal guardian.
3. Due to school policy and state law, no medication will be sent home with students. All medications must be transported to and from school by an adult and must be in the original, correctly labeled container.
4. No student shall carry medication to or from school, unless it is an inhaler, Epi pen, emergency seizure mediction or diabetic supplies and the proper paperwork must be place prior to the student carrying it themselves.
5. All over the counter medication must be in the original container and clearly labeled with the student's name.
6. All prescription medication must be in the original container with a current medication label. The label must contain the student's name, the drug name and dosage, and the correct dosing information.
7. Parents are responsible for cutting any pills that require being split and for providing any medication measuring spoons or metered cups for a liquid medication.

8. The school does not supply any medications to the students such as acetaminophen, ibuprofen, cough drops, eye drops, ointments, etc.
9. No medication will be accepted at school prior to the paperwork being completed and on file.
10. Medications and forms should be dropped off 3-5 days prior to the start of school and picked up on the last day of school by an adult. Medications left after the school year will be discarded after the last day of school.

Illness at School

If a student becomes ill at school, they will be sent to the Clinic. If necessary, a parent will be contacted to pick up the student.

Important: Students should not take it upon themselves to call their parents to pick them up from school directly. They must first notify the staff in the School Clinic that they are ill.

A a student should stay home from school if they have had any of the following:

- Diarrhea / loose stools within the last 24 hours
- Vomiting within the last 24 hours
- Sore throat with difficulty swallowing
- Severe cough, congestion, drainage or relentless sneezing
- Undetermined rash / itching
- Temperature of 100.4 degrees Fahrenheit or higher
- Eyes red, itching, burning with crusting/drainage of one or both eyes
- Live head lice - until cleared by clinic staff. Refer to head lice policy.

Note: Students must be fever free / vomit free without the use of medication (for example: Tylenol, Advil, etc.) for 24 hours prior to returning to school. Students diagnosed with a condition requiring antibiotics (for example: pink eye, strep throat) must be on antibiotics for 24 hours before returning to school.

Required Immunizations

The following immunizations are required under Ohio Revised Code 3313.67
and the Ohio Immunization Summary for School Attendance.
Proof of vaccination must be provided to the school prior to the 14th day of school, per Ohio Revised Code. Failure to provide documnetation may result in exclusion from school.

DPT (Diphtheria, Tetanus, Pertussis)

- Polio (Poliomyelitis)
- MMR (Measles, Mumps, Rubella)
- Hepatitis B
- Varicella (Chickenpox)
- TDaP (Tetanus, Diphtheria, Pertussis) 7th grade
- MCV4 (Meningococcal) 7th & 12th grade



Lorain County Public Health

For the Health of Us All

Head Lice

If your child has head lice, please notify the school clinic. The clinic staff does not do routine lice checks in the classroom; however, clinic staff can check students who are suspected of having lice and provide information on prevention and treatment.

Any child with live head lice in school will be sent home. In order to return to school, students must be treated at home. Students will be checked for live lice upon returning to school. Head lice can be a persistent problem. For more information about head lice, review the ODH "What should I do if my child gets head lice" pamphlet and contact your child's physician.

Chronic Conditions

If your student has a chronic medical condition (diabetes, seizures, severe allergies, etc). that requires special supplies while at school, (for example: an insulin pump, G-tube, trach, etc.) please contact the school clinic. Health Care Plan Information & Forms can be found on the Health & Wellness page of the school website.

Early Dismissal for Doctor's Appointments

For a scheduled doctor's appointment, students should present a written request to be released early when they arrive in the building for the day. The early dismissal will then be listed on daily attendance. Telephone calls to release students early are discouraged. All written requests for early release must be signed by the parent / guardian and include a reason and a telephone number to verify the appointment. The voicemail number for attendance is not to request an early dismissal.

Emergency Medical Forms

Each school is required by Board of Education Policy to have on file for each student an emergency medical authorization form providing information from the parent/guardian on how they wish the school to proceed in the event of a health emergency involving a student, and a release for the school in case emergency action must be taken.

Each student's emergency medical form must be completed before the first day of school. Also, please notify the main office of any changes made during the year so that we may stay current

Safety Drills

Safety Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone acts promptly and follows the prescribed procedure for the specific safety drill. Students are not permitted to talk during safety drills. They are to remain in their designated areas until the signal is given to return to class.

School Dances

The following guidelines for school dances will be followed:

1. All school rules are in effect, whether the dance is on school property or not.
2. All dances are open to Marion L. Steele High School students grades 9-12. Outside invited guests must complete a guest dance form. This form will be checked by administration and the school resource officer. All guests must be of at least ninth grade status and under the age of 21.
3. Prom is open to invited guests of Marion L. Steele High School seniors only. No one 21 or older may attend Prom. Underclassmen who attend Marion L. Steele High School are permitted to attend Prom if invited by a senior. Outside invited guests must complete a guest dance form for Prom. This form will be checked by administration and the school resource officer. All outside guests must be of at least tenth grade status and under the age of 21.
4. Once a student leaves the dance, they are not allowed to return. No money will be refunded.

5. Students and guests are expected to obey the requests of all chaperones, police officers, and other school personnel.
6. Students' behavior should be such as not to endanger or bother other students.
7. Anyone violating these rules or other rules in the code of conduct will be removed from the dance and will be subject to further disciplinary action.
8. Any student who receives an out of school suspension will not be permitted at school dances during the school year the suspension took place in unless school administration deems otherwise.
9. Any student considered truant from school the day before may not be permitted at school dances.
10. Administration reserves the right to not allow students to attend school dances.

Student Deliveries

No flowers, balloons, candy, food, etc. will be delivered to students in classrooms or the cafetorium. The student shall come down to the office at the end of the day to pick up the delivered items. In the event of an emergency, outside food can be left by a parent/guardian at the reception desk and be consumed by the student in the front lobby area.

Student Vehicle and Parking Information

All student drivers parking on Amherst Exempted Village School District property must obtain a parking permit. Students are assigned the parking space which matches the number of their parking permit. Student parking areas/regulations are communicated through Amherst email and when purchasing a parking pass. Any violation of the following rules will result in loss of driving/parking on school property or other disciplinary action.

1. Students must register their vehicle in the office in order to purchase a Marion L. Steele High School parking permit. Parking permits cost $30. There is a limited number of parking permits. Purchase is available to seniors first and juniors second. Any remaining permits will be made available for underclassmen to purchase.
2. All student drivers who purchase an MLS High School parking permit must also complete an Informed Consent Agreement for drug testing.
3. Student parking permits must hang on the rearview mirror with the assigned number facing the windshield. If the pass is not visible, the student is subject to disciplinary action.
4. A student's assigned parking space matches their parking permit number. Students must park in their assigned location at all times. Disciplinary action may take place and the car may be towed at the owner's expense.
5. Students are not to share parking passes with other students.
6. The speed limit on school property is 10 m.p.h. and any reckless driving is prohibited.
7. Any vehicle brought on District property by a student may be searched when the principal/designee has reasonable suspicion to justify the search.

The following areas are **off limits** to **all** student parking:

- The North Front Lot, which is located in front of the Cafetorium
- Bus Garage Parking Lot
- Any space that is numbered (unless parking permit is purchased for that space)
- Any space marked VISITOR or STAFF

Students parking **WITHOUT** a parking pass are limited to the following areas:

- Parallel parking spaces on Washington Street
- The New Beginnings Church parking lot

Disciplinary measures for parking violations may include office detentions, Saturday School, revoking of Late Arrival and Early Release privileges, and/ or towing of the vehicle at the owner's expense.

Textbooks

Textbooks are loaned to students for use during the school year. Students are responsible for these books, and if lost or damaged, will be charged the replacement cost of the book.

Visitors

In order to protect the educational integrity of our program and the safety of our students and staff, any parent/guardian wishing to visit or observe the school must make arrangements in advance through the building principal. A photo ID is required for any visitors entering the building. Building administration reserves the right to deny, limit, or approve visits. The following are procedures to arrange a classroom visit:

1. A completed Visitation Request Form will be submitted to the building principal that includes a detailed reason for the visitation. Upon submission, the principal will arrange a visitation day and time that is acceptable to the parent, teacher, and principal. A copy of the request will be given to the teacher. The visitation will be scheduled with three days' advance notice.
2. Visitors must report directly to the school office in compliance with the State of Ohio Revised Code. The building principal or another school representative will assist the parent during the visitation and will accompany the parent to the classroom. The visitation will last for no longer than a class or academic period. Parent visits will be limited to no more than one particular classroom or teacher per grading period.
3. To protect the educational process for all students, parents are not to create any kind of disturbance or disruption. Discussion with the teacher or any student during the visitation is not permitted.
4. To protect the privacy and confidentiality rights of all students, parents are not permitted to videotape or audiotape the visitation. In addition, any comments concerning the visitation are to be discussed with the teacher and building principal at a later time when students and other staff members are not present.
5. For the safety, welfare, health of the students, and to prevent any disruption to the educational process, the administration reserves the right to deny building visitation privileges to any parent. This administration decision is final.

Students from other schools are not allowed to shadow or visit our school except as part of a school sanctioned event or part of an office-guided tour for prospective students.

Work Permits

All minors must obtain a work permit prior to employment. Work permit forms may be obtained in the main office.

Technology Policies

Artificial Intelligence Policy

The District recognizes that responsible and appropriate uses of AI by students and educators will vary depending on the context, including but not limited to grade level, subject, and/or the nature of the classroom activity or assignment.

Expectations for acceptable student uses should be clearly articulated by educators in alignment with policy and guided by the specific requirements for an assignment or activity. This includes specifying AI use expectations in course syllabi and assignment instructions when relevant. These expectations should clearly articulate the expectations of use, types of relevant assignments where AI use is acceptable, and required format for references. Use of tools that have not been approved is not permitted.

To ensure the privacy and safety of all school community members, staff, students, and visitors, may not wear or use AI glasses/devices in classrooms, hallways, restrooms, locker rooms, and buses. As with other Electronic communication devices, exceptions for AI glasses/devices may be made for documented accessibility needs in accordance with a written 504 plan or IEP.

All users are expected to employ AI tools solely for educational and related operational purposes, upholding values of respect and academic integrity, and in alignment with other related District policies. Using AI tools for bullying, harassment, and any form of intimidation is strictly prohibited and will be addressed in alignment with existing behavior and discipline policies.

Cell Phone Policy

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of the Amherst Exempted Village School District has determined the use of cell phones by students during school hours should be limited.

The objective of this policy is to strengthen the Amherst Exempted Village School District's focus on learning, eliminate student distraction, eliminate the negative mental, social, and behavioral effects of constant cell phone use, and foster a sense of community within our schools.

I. Research- Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

II. Applicability- This policy applies to the use of cell phones by students while on school property during school hours.

III. Use of Cell Phones- Students are prohibited from using cell phones at all times, unless approved by a staff member or administrator. Students are prohibited from taking pictures and recording other students and staff members at all times.

IV. Exception- Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address a health concern.

V. Cell Phone Storage- Students shall keep their cell phones turned off in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times when cell phone use is prohibited.

VI. Discipline- If a student violates this policy, a staff member or administrator shall take the following progressively serious disciplinary measures:

- First Offense: Give the student a verbal warning and require the student to store the student's cell phone in accordance with this policy.
- Second Offense: Securely store the student's cell phone in a teacher-controlled or administrator-controlled locker, bin, or drawer for the duration of the class or period.
- Third Offense: Place the student's cell phone in the school's central office to be picked up by the student's parent or guardian.
- Fourth Offense: Ban the student's cell phone from district property and all district sponsored events. Schedule a conference with the student's parent or guardian to discuss the student's cell phone use at any time.

Students who do not comply with a staff member's or administrator's directives regarding the use of cell phones or other electronic devices will be subject to disciplinary action including in-school and out-of-school detentions and suspensions.

In accordance with district cell phone policy, Marion L. Steele High School students are permitted to quietly use cell phones and their electronic devices before and after school, during study hall, lunch and in between periods. Students must refrain from communicating with students who are in class during the lunch period.

Marion L. Steele High School administration reserves the right to determine disciplinary action for technology violations they deem more severe.

Future Ready Chromebook

Amherst Exempted Village School District is committed to preparing students for success in school and beyond. Part of this preparation includes making sure students are exposed to technology and taught how to use technology appropriately. Providing individual devices that they are responsible for operating and maintaining will equip students with skills including collaboration, critical thinking, global communication and innovative design.

Students will be assigned individual Chromebooks and are expected to carry the device with them throughout their school day. Students at Steele High School are expected to take the devices home and return to school fully charged. Any Chromebook damaged or lost should be reported immediately to the main office to facilitate a timely repair or replacement. Similar to textbooks, if a Chromebook is damaged or lost while assigned to an individual student, that student may be responsible to repay the cost of repairs or the replacement cost.

Marion L. Steele High School Pupil Code of Conduct

The following code sets forth rules prohibiting certain types of conduct either:

A. On school grounds before, during, or after school.
B. On school grounds at any other time when the school is being used by a group.
C. Off school grounds, on a school bus, or at a school activity, function or event.
D. In designated school parking areas.

Attendance and participation in extra/co-curricular events and school sponsored activities such as school dances (including Prom) is a privilege. In order to establish a safe, positive, and enjoyable environment; students who violate the Code of Conduct may be denied the privilege of attending such events.

SECTION I

The district has the authority to issue discipline up to 80 days of expulsion with police contact for any violations of the Code of Conduct in Section I, Items 1 – 36. Normally, most discipline is progressive in nature. Violation of the Code of Conduct may result in verbal or written warning/reprimand, referral to school counselor, parental contact, detention, Saturday School, referral to law enforcement agencies, suspension, or expulsion.

The LCJVS is an extension of the Marion L. Steele High School program; therefore, students who elect to attend the JVS are subject to disciplinary action based upon the Code of Conduct of either the JVS and/or MLS High School. Consequently, the conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

1. **Disruption of Schools**
   No student, by use of violence, threat, intimidation, fear, active, or passive resistance, false alarms or any other conduct, shall cause the disruption or obstruction of any lawful process or function of the school or urge other students to engage in such conduct.

2. **Inappropriate Language**
   No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language. Neither shall any students use profane, vulgar or other improper gestures, publications, pictures or signs, nor engage in any socially or sexually improper behavior.

3. **Inappropriate Behavior**
   Student conduct that demonstrates a lack of respect and/or civility toward other students/adults is prohibited.

4. **Public Display of Affection (PDA)**
   Public display of affection is considered inappropriate on school property or at extracurricular events.

5. **Failure to Comply with Directives/Insubordination**
   Students shall comply with directives and orders of teachers, student teachers, monitors, secretaries, principals and other authorized school personnel during any period of time when they are properly subject to the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered insubordination for anyone to disobey or fail to comply with, which is a part of this code, directives of authorized school personnel. A student shall not fail to give identification to school personnel or give false identification. Failure to serve a detention is considered insubordination and may result in further discipline.

6. **Forgery/False Reports**
   No student shall cheat, lie, prefabricate, deceive, use a cheat sheet, receive or disseminate answers to a test, or falsify records. Neither shall any student forge, falsify, distort, or misrepresent (in verbal or written form) dates, times, addresses, grades or other data contained in any communication to or from the school. Any student who assists or participates in any of the above actions on a secondary basis shall also be subject to discipline.

7. **Academic Dishonesty**
   No student shall fraudulently, dishonestly, or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements with respect to proper test taking or the completion of work assignments. Neither shall any student assist another student in the pursuit of academic dishonesty, by providing information or by any other means. For purposes of this policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed work product, examination questions, and examination answers. Any student who misappropriates or plagiarizes someone's work, assists another in such misappropriation or otherwise engages in academic dishonesty shall not obtain credit for the work in question and shall be subject to other disciplinary action.

8. **Accomplice**
   No student shall place themselves in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule. The prohibition of this section includes, but is not limited to, serving as a "lookout" for a student engaged in misconduct. In addition to the foregoing, students shall also have an affirmative duty to report another student who is known to have violated, is violating, or is planning to violate a school rule involving any dangerous weapon (as defined in Board Policy) or any illegal, prescription or counterfeit drug. In administering discipline under this section, school officials and administrators shall have discretion to consider the circumstances and nature of the offense, including any mitigating circumstances.

9. **Truancy**
   Truancy exists when a student is absent from class or school without school authorization. Leaving the school building and/or grounds without permission is also truancy. Along with discipline action, the student will receive a zero for specific tests and assignments missed.

10. **Tardiness**
    Repeated tardiness is disruptive to the smooth functioning of the school and classes. Please refer to the attendance section for explanation of discipline in this area.

11. **Loitering/Out of Assigned Area**
    A student shall not trespass, skateboard, or loiter on school grounds, in the building, or adjacent properties including after school hours. This includes not being in assigned, scheduled areas and/or leaving the school parking lot or building after arriving at school. Students must enter the building upon arrival at school and leave when expected or instructed. Unless students are participating in after school sponsored activities or events, or parents have made special arrangements with the school. Students are expected to leave school ten minutes after dismissal.

12. **Trespassing**
    Students are not permitted on school property except as authorized. In particular, this rule will be used to address acts of vandalism or theft.

13. **Damage, Destruction, or Theft of School or Private Property, Vandalism**
    A student shall not cause or attempt to cause destruction to school or private property of students, teachers, school personnel or other persons. Neither shall a student steal or attempt to steal property of students, teachers, school personnel or other persons or participate or attempt to participate in the unauthorized removal or property either on school grounds or during a school-sponsored or related activity, function or event off the school grounds. Acts of vandalism on school property will not be tolerated as well. Examples include, but are not limited to, defacing property, unauthorized "decorating" or toilet papering, and the placing of unauthorized signs or other objects on school property. Depending upon circumstances, restitution may also be required. Pursuant to O.R.C. 3109.99 and O.R.C. 3109.091, a student and/or their parent or guardian shall be held financially accountable to the Amherst Exempted Village Schools for any damage, destruction or theft caused by their child.

14. **Extortion**
    No student shall use an expressed or implied threat, violence, harassment, coercion, or intimidation to obtain money or anything of value from another.

15. **Gambling**
    No student shall engage in or promote games of chance, place a bet, or risk anything of value.

16. **Unauthorized Sale or Distribution**
    Distributing or selling unauthorized materials on school property, or attempting to distribute or sell such items, is not permitted.

17. **Gangs**
    Gangs are prohibited. A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practice include the commission of illegal acts, violations of school rules, establishment of territory or turf, or any actions that threaten the safety or welfare of others. Gang activity such as initiation, recruitment, wearing of colors, fighting, assault, hazing, or established turf, on school property, at school functions and school related activities, will not be tolerated. It should be noted that the Amherst Schools maintain open lines of communication with local law enforcement agencies. A student who violates this section will not only be subject to the notification of their parents/guardian by school authorities, but also, when deemed appropriate, the student's prohibited gang activity will be reported to the local police department.

18. **Repeated Violations of School Rules**
    No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals or other authorized school personnel.

19. **Possession and/or Use of Tobacco**
    A student shall not possess or use tobacco in any form (cigarettes, vaping products/paraphernalia, cigars, pipes, snuff, etc.) on school premises, buses, or at school sponsored activities. E-Cigarettes/products will be considered a tobacco product and will be treated as such. Vaping will be considered a tobacco product and treated as such.

20. **Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants**

During school, summer school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, trafficking, apply or display evidence of consumption of any mood-altering chemical of any kind, including alcohol. "Possession" includes, with limitation, retention on a student's person or in a student's purse, wallet, locker, desk or automobile parked on school property. "Displaying evidence of consumption" is defined as manifesting signs of chemical misuse including, but not limited to, staggering, red eyes, odor, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior which is not considered normal for the particular student. The term "mood-altering chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, inhalants, and look-alike substances. These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question and kept in the original container with the student's name and with directions for proper use. Prescription medications shall be kept in the school office. All other procedures outlined in school policy should also be followed. Counterfeit controlled substance is defined as: any drug that bears, or whose container or label bears, a trademark name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark; any unmarked or unlabeled substance that is represented to be a controlled substance; any substance that is represented to be a controlled substance or is a different controlled substance, and; any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale. No student shall knowingly possess, make, offer to sell, give, package, or deliver a counterfeit controlled substance.

Law Enforcement Dogs – The Amherst Exempted Village School District may utilize these trained dogs in the school parking lot grounds, on school transportation and/or in the school building. The school district will work in cooperation with local authorities. Inspections may be unannounced.
All other procedures outlined in school policy should also be followed:

- Legal authorities will be informed.
- The substance will be turned over to legal authorities.
- The student may be referred to an outside agency for an assessment.
- Upon return to school, follow-up sessions with a building prevention specialist may be required. Students may be referred to the board approved LCADA representative.

21. **Look-alike Drugs**

A student shall not use, conceal, sell, purchase, accept or transmit any substances which are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be drugs of abuse. (Medications prescribed by a physician must follow the Board-adopted policy regarding student medication.) A counterfeit controlled substance is defined as:

a. any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
b. any unmarked or unlabeled substance that is represented to be a controlled substance;
c. any substance that is represented to be a controlled substance or is a different controlled substance and
d. any substance other than a controlled substance, which a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

No students shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 20. No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct, that physical or mental effects are the same as the effects associated with the use of a controlled substance. No student shall knowingly make, offer to sell, give, package or deliver a counterfeit-controlled substance. Violations of this provision will be treated in the same manner as Rule 20.

22. **Drug Paraphernalia**

A student shall not possess, use, transmit or conceal any item(s), which is designed for use with any illegal substance or any substance prohibited by this code while on school property or in attendance at any Board of Education sponsored or supervised activity. Vapes may be considered paraphernalia capable of being used to use drugs. Students may be referred to the board approved LCADA representative.

23. **Possession and/or Use of Flame Producing Devices**

The unauthorized use or possession of matches, lighters or other flame producing devices on school property is not permitted.

24. **Unauthorized Bodily Contact/Fighting/Hitting/Threats**

A student shall not cause physical injury or behave in any way which could threaten to cause physical injury to other students or guests who are visiting the school or attending any Board of Education-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate touching. A student who initiates unauthorized bodily contact of another person, whether on or off school property, or at a non-school-sponsored or related activity, function or event, may be subjected to discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the Superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.

25. **Physical/Verbal Harassment**
    Students should not be involved with verbal (maligning, threatening, etc.) harassment directed toward another student or person on school property or when representing Marion L. Steele High School.

26. **Conduct Against School Employees**
    A student shall not physically assault, threaten, harass (physically or verbally) an employee, or vandalize, damage, or attempt to damage the property of a school employee or their family.

27. **False Alarm**
    A student shall not initiate a fire alarm or initiate a report warning of a fire or catastrophe such as a tornado without cause.

28. **Bomb Threats**
    A student shall not initiate a reported warning of a bomb on school property, on Board of Education owned vehicles, or at Board of Education school sponsored or supervised activities is prohibited.

29. **Unauthorized Fire**
    A student shall not willfully and maliciously burn or attempt to burn any school property.

30. **Threat/Action to Induce Panic**
    A student shall not commit an act, verbal and/or written, or through technology that will threaten to cause a disturbance or create panic at school or related school events.

31. **Felonious Act**
    A student who is charged and/or convicted of a felonious crime committed on school grounds or off school grounds at a school related event is subject to disciplinary action.

32. **Gross Misconduct / Illegal Misconduct**
    It should be noted that other possible inappropriate, lewd, and/or illegal conduct, persistent disobedience, repeated or gross misconduct, may also serve as grounds for suspension and/or expulsion as provided by law. All sexual expressions and activities are prohibited. Students shall be responsible for following all applicable laws of Ohio, as well as all local ordinances.

33. **Transportation Violation**
    No student, while under the authority of a school bus driver, may interfere with the safe operation of the bus through destructive actions or words either to other students, the bus driver or passing motorists.

34. **Lewd/Pornographic/Inappropriate Images**
    The possession, transmittal, and/or communication of such images on school grounds or off school grounds at a school related event is subject to disciplinary action.

35. **Technology/Computer/Online Regulation Violations**

Penalties for infractions will be applied as determined by the administration including the loss of technology privileges. Unauthorized use of technology is subject to search and seizure and cause for discipline. The administration reserves the right to determine authorized and unauthorized use.

Technology usage in the Amherst Exempted Village Schools is encouraged and made available to students for education purposes. The district retains the ownership of all data, hardware, software, video, etc. The Amherst Exempted Village Schools reserve the right to inspect, copy, and/or delete all material accessed with district equipment. In addition, material created for the Amherst Exempted Village Schools must be monitored and/or inspected by staff members. Multimedia, including the Internet, is an important educational resource. Thus, students are automatically granted usage unless their parent/guardian notifies the appropriate building administrator. All non-educational usage is prohibited. Specific but not absolute guidelines for student usage are stated below:

1. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
2. Passwords may not be shared.
3. Students shall not use, share, or alter another person's password, files, or directories.
4. Students shall not access, transmit and/or retransmit material requiring a password without legally possessing such a password or authorization. Should a student's password be known by someone else, it is the responsibility of the student to report this to a teacher.
5. Use of computers and all other forms of technology is restricted to curriculum related projects and must be supervised.
6. No student shall attempt to establish unauthorized contact into school district computers or any other application.
7. Students are not permitted to use electronic communications such as instant messaging, social networking, texting and/or message boards/chat rooms on district computers.
8. Accessing and/or sharing obscene material and use of inappropriate or threatening language is prohibited.
9. Transmission of any material in violation of any state or federal regulation is prohibited. This includes copyrighted material.
10. The network should not be used in such a way that is disruptive and/or detrimental to the operation of hardware, software, and/or network.
11. Uploading and/or downloading any inappropriate material, creating/using computer viruses and/or any malicious attempt to harm or destroy equipment, materials or the data of any other user is prohibited.
12. Use of proxy servers and/or any other attempt to bypass Internet filtering/security is prohibited.
13. Vulgar, derogatory, obscene and/or offensive language is prohibited.
14. No student shall waste resources, i.e., paper, toner, server space and/or bandwidth.
15. Rules and regulations of computer etiquette are subject to change by the administration.
16. Amherst's administration, faculty and staff reserve the right to scan all storage devices that are brought into our building.

Internet Acceptable Use Policy

Internet access is now available to students and teachers in the Amherst School District. We are very pleased to have Internet access, as we believe it offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation, and communication. For those not familiar with the term, the Internet is an electronic highway connecting millions of computers all over the world, and millions of individual users. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. In addition, the system will be used to increase District communication, enhance productivity, and assist District employees in upgrading their skills through greater exchange of information with their peers. The system will also assist the District in sharing information with the local community, including parents. social service agencies, government agencies, and businesses. With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Net may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Amherst School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

To be allowed to access the internet a student must have on file a signed Internet Use agreement. The purpose of this agreement is to ensure that use of Internet resources is consistent with the district's stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you will acquire. If an Amherst School District user violates any of these provisions, their account will be terminated, and future access could be denied in accord with the rules and regulations discussed with each user during Internet training sessions.

To gain access to the Internet, all students under the age of 18 must obtain parental permission and parent and student must sign the Internet Use Agreement. The signatures at the end of this document are legally binding and indicate the parties who signed read the terms and conditions carefully and understand their significance.

Internet - Terms and Conditions:

Students are responsible for good behavior on the school computer networks, just as they are in a classroom, or a school hallway. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. That access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts. Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks

intentionally will result in cancellation of privileges. Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism will not be tolerated. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify a system administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to log on to the Internet as anyone but yourself may result in cancellation of user privileges.

Amherst School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district assumes no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Amherst School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

All communication and information accessible via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and ensure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities. Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

36. **Aggressive Behavior (Bullying, Hazing, Harassment, and Sexual Harassment)**

The Board of Education is committed to providing a safe, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This policy applies to all activities in the District, activities on school property, on a school bus, while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Definitions

Bullying: Bullying is defined as any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site, social media site or on weblog;
2. sending email, instant messages, or messages through social media that are malicious or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send inappropriate photographs of students;
4. posting disparaging or fake photographs of students on web sites.

Hazing: Hazing is defined as acting or coercing another, including the victim, to participate in any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by any individual subjected to hazing will not lessen the prohibition contained in this policy and will not exempt any student from discipline under this policy. For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Harassment and Sexual Harassment: No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, national origin, religion, marital status, age, disability, gender identity, or sexual orientation. Harassment includes, but is not limited to, conduct which intimidates, insults, persistently annoys, or otherwise physically or verbally (verbally or in writing) abuses another student including in writing. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including, but not limited to, unwanted touching, verbal comments of a sexual nature, sexual name-calling, suggestive comments, displaying sexually suggestive objects or photographs, sexually explicit conversations, pressure to engage in sexual activity, repeated propositions, or unwanted body contact.

Bullying, hazing, and harassment can occur through electronically transmitted acts (i.e. internet, email, social media, websites, cellular telephone, or wireless hand-held device).

Reporting Procedures

Any student who believes they have been or is the victim of aggressive behavior should immediately report the situation to the assistant principal, principal or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student or staff member. All reports about aggressive behavior that may violate this policy shall be promptly investigated. Reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of the aggressive behavior and the names of any potential student or staff witnesses. Reports of aggressive behavior may be made informally and/or anonymously. A school staff member or administrator who receives an informal or anonymous report shall promptly document the complaint in writing, including information provided. All reports shall be promptly forwarded by the school staff member and/or administrator, to the building principal for investigation. If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate corrective and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

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

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

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

Complaints

Students and/or their parents/guardians may file reports regarding, suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator. or other school personnel. Such complaints shall be reasonably specific inducing person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator, to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff members(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that their report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments with the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. At least once each school year, a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Prevention Education and Training

The Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the district shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development. The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the superintendent shall be followed.

SECTION II

The district has the authority to issue discipline up to one (1) calendar year of expulsion with police contact for any violations of the Code of Conduct in Section II, Items 37 – 38.

37. **Weapons, Dangerous Instruments, Fireworks, Firearms, and Explosives**

    No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions or events off school grounds, on school-owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object, which is used or may be used to inflict physical harm or property damage. (Note: Bringing firearms to school shall result in a one-year expulsion from school. Bringing a knife on to school property may also result in a one-year expulsion.)

    No student shall possess, handle, transmit, sell, conceal or bring on school grounds any fireworks, explosives or munitions, nor shall any student ignite or explode fireworks, explosives or munitions at school-sponsored or related functions or activities on or off school grounds or at any other time the student is subject to the authority of the school. This prohibition applies to firearms, explosives, knives and other dangerous objects of no reasonable use to the student at school. It also applies to any look-alike weapon or dangerous object (including normal school supplies like pencils or compasses), that a reasonable person might consider, under the circumstances, capable of harming a person or property.

38. **Biological and Chemical Threats**

    A student shall not cause a disruption or obstruction to the school's operation by threat of the release, rumor, or presence of any biological agent, hazardous substances, or poison, regardless of the circumstances of the threat. Because of the widespread angst that such threats produce it will be deemed to be of the most serious nature and will be punished accordingly. Emergency removal of the student from school premises, as well as expulsion, and permanent exclusion shall be considered as remedies for the punishment of such conduct.

Positive Behavioral Interventions and Supports (PBIS)

PBIS is a framework that guides school teams in the selection, integration, and implementation of evidence-based practices for improving academic, social, and behavior outcomes for all students. The PBIS process emphasizes four integrated elements: data for decision making, evidence-based interventions, and practices that support varying student needs (multi-tiered), systems that efficiently and effectively support the implementation of these practices, and continual progress monitoring to ensure outcomes are met.

Marion L. Steele High School's faculty and staff are committed to the success of all students. Through Steele's PBIS framework, school-wide behavioral expectations are taught across all environments, positive behavior is promoted through encouragement and reinforcement, and inappropriate behavior is corrected through prompting, re-teaching, and opportunities to correct behavior.

Steele's PBIS model is intended to support positive behavior and academic achievement while bringing out the best in our students not only academically, but also in the areas of social-emotional and behavioral growth.

PBIS Matrix

COMETS are...

	RESPECTFUL We accept differences in others and treat everyone with courtesy and consideration.	ENGAGED We strive to learn and achieve at high levels with the appropriate level of enthusiasm.	ACCOUNTABLE We accept responsibility for our choices and learn from mistakes.
Hallways	Use appropriate language and volume Be considerate of others	Eyes up, screens down Walk with purpose	Be on time Clean and care for our building
Classrooms	Communicate positively with teachers and peers Follow classroom procedures	Ask questions and advocate for yourself Be an active learner and listen intently when others are speaking	Manage time efficiently Be prepared with necessary materials
Cafetorium	Use your manners with peers and adults Treat others as you wish to be treated	Include others Have positive interactions & communicate	Leave area cleaner than you found it Assist others in need
Bathrooms	Honor privacy Use facilities for intended purposes	Go, flush, wash Report concerns in a timely manner	Only visit when needed and with a pass Return promptly to class
Technology	Visit school appropriate sites Graciously comply with requests from adults	Utilize for instructional purposes Model digital citizenship	Charge your Chromebook nightly Be mindful of your digital footprint

Discipline Types and Procedures

Office Detentions

Office Detentions are given for some violation of school rules. There is no appeal to a detention. The following regulations apply for the serving of office detentions:

- Students will be served notice of an office detention through the Assistant Principal's office, or Attendance Office for tardies.
- Students are required to serve their detentions as assigned. Additional consequences may be assigned if these detentions are not served.
- Excuses for missing detentions such as having to work or not having a ride home are not acceptable.
- Detentions are to be served after school as assigned.
  1-hour detentions are from 2:30 pm - 3:30 pm.
  2-hour detentions are from 2:30 pm - 4:30 pm.

The following rules apply to Office Detentions:

1. Students are to be on time.
2. Students must have materials to study.
3. No electronic devices allowed
4. If students are removed for improper behavior, the time served does not count.

Violation of any of the above may result in additional consequences.

Saturday School

Saturday School guidelines are stated on paperwork and reviewed with students at the time of assigning the discipline. There is no appeal to a Saturday School.

Missing an assigned Saturday School is considered a serious offense, punishable by Suspension the next two (2) school days. In addition, any student who violates the rules stated above or is late arriving to Saturday School will be asked to leave and may be assigned two (2) days Suspension.

Suspension

Suspension is defined as out of school suspension. Out of school suspension results in the loss of the privilege to participate in school, extracurricular, and co-curricular activities during the time of the suspension. Students are not permitted on school grounds during a suspension. Credit is permitted for work during out-of-school suspensions. A suspension which is administered on a Friday or carries through a Friday with a return to school the following week will result in the student not participating in weekend activities. Students in vocational programs are not permitted to go to their vocational job site during the suspension. The procedure for suspension will be in accordance with the Board of Education policy regarding suspension. In summary:

1) A principal may suspend. Each suspension will not exceed ten school days.
2) Due process shall consist of:
   (a) The administrator will give written notice of the intention to suspend the student. Notice will have the reason for the action.
   (b) The student will have an opportunity to appear at an informal hearing before the principal or their designee to explain the situation. The hearing may take place immediately. Due process is guaranteed to the student.

1) If suspension occurs, after said hearing, within 24 hours thereafter the Principal must give notice in writing to the pupil's parent, guardian, or custodian, the Superintendent, and to the Treasurer of the Board of Education which notice shall include:
    (a) Reason(s) for the suspension
    (b) A statement as to the right of the pupil, parent, guardian, or custodian to appeal the suspension to the Board of Education's designee.
    (c) A statement of the pupil's right to be represented at the appeal hearing and to have the appeal hearing.

Appeal of Suspension

A pupil or their parent guardian, or custodian may appeal any suspension to the Board of Education's designee, who is the Superintendent. The Superintendent shall schedule an appeal hearing within 48 hours after the request for the same. The pupil may be represented by counsel at such appeal. The Board's designee may affirm the order of suspension or may reinstate the pupil, or may otherwise reverse, vacate, or modify the order of suspension or expulsion. The Board's designee must make a verbatim record of the appeal hearing. The decision of the Board's designee may be appealed to the County Court of Common Pleas as per Chapter 2506 of the Ohio Revised Code.

Expulsion Procedure

No student may be expelled unless the Superintendent gives prior written notice to the pupil and their parent, guardian, or custodian of the intention to expel them, setting out the reason(s) for such proposed expulsion. The pupil and/or parents may be represented by counsel at such hearing, if so desired.
The written notice shall also set a time and place at which the pupil and their parent, guardian, custodian, or representative may appear before the Superintendent or their designee to challenge the reasons for the proposed expulsion or otherwise to challenge the reasons for expulsion.
The hearing shall be held not earlier than three days or later than five days after the notice is given unless the Superintendent grants an extension of time at the request of the pupil, or their parent, guardian, custodian, or representative. If the time is thus extended the Superintendent must notify the pupil and their parent, guardian, or representative of the new time and place to appear.

Appeal of Expulsion

After the expulsion has been made by the Superintendent, the parents, guardian, custodian, or the student, if 18 or over, may appeal the Superintendent's decision to a hearing officer designated by the Board of Education. At the request of the pupil (if 18 years of age or over) or their parent, guardian or custodian, a hearing will be held with the hearing officer. The hearing officer will then recommend to the Board of Education to uphold, revoke, or modify the expulsion. The Board of Education will then render its decision at their next regular meeting, in public session. The pupil and/or parents may be represented by counsel, at such hearing, if so desired. The hearing officer will make a verbatim record (by tape recorder) of the hearing and the Boards decision will be noted in the minutes of their next meeting as official notice to the parents, guardian, or custodian of their decision. The decision of the Board of Education may be appealed to the County Court of Common Pleas as per chapter 2506 of the Ohio Revised Code.

Emergency Removal Procedure (Academic and Extracurricular)

Certain cases of pupil misconduct, although not requiring suspensions or expulsion from school, may result in the removal of a pupil from a specific class or an extracurricular activity for a period of time up to and including the remainder of a season or school year. Such removal from a class shall be affected only by the Superintendent or building Principal. Such removal from an extracurricular activity shall be affected by the Superintendent, building administration, the teacher responsible for the activity, or by such teacher's immediate supervisor. A class is considered to be a curricular course of study prescribed pursuant to ORC 3313.60 and State Minimum Standards. Appropriate due process, notification, and appeal procedures shall be provided.

Athletic Code of Conduct/Handbook

An Athlete's Responsibilities to Self and Others

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration. All athletes shall abide by a code of ethics, which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be condoned. Acts of unacceptable conduct by student-athletes tarnish the reputation of everyone associated with Comet Athletics and the Amherst Exempted Village Schools. As a member of an athletic team, you represent the Amherst Exempted Village Schools and the tradition of Comet Pride that it symbolizes. Interscholastic athletics are an integral part of the total educational program. High standards of scholarship, behavior, and citizenship are important to maintain in all aspects of school. Students volunteering to participate must assume the responsibilities of these privileges and are required to meet expectations beyond those set for non-athletes. The younger students in Amherst are watching you. They will emulate you in many ways. Do NOT do anything to let them down.

Eligibility Standards

In order to be eligible in grades 9-12, a student must be engaged in coursework during the immediately preceding grading period. For the purpose of this Bylaw 4, Section 4, the term "grading period" is defined as the school's Board-adopted calendar (e.g., six week, nine week, 12 week or semester) and does not mean an interim marking period. Additionally, at the conclusion of the immediately preceding grading period, a student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, each of which counts toward graduation and at least a 1.0 Grade Point Average in those passing credits. For the purpose of this bylaw, the term "immediately preceding grading period" refers to the grading period of the school which immediately precedes the grading period in question.

Additionally, a student engaged in a College Credit Plus (CCP) Course during a high school's semester shall be presumed to be passing that class until it is shown that the student has received a failing grade at the conclusion of the class or subsequently dropped the class, at which time the class can no longer be used to assist the student in meeting the five-credit standard. A student who is engaged in a CCP course has an added responsibility to immediately notify the school for which they participate when any changes with their enrollment status within the CCP course occurs, and it is the school's obligation to confirm the schedule change upon receipt of notification.

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. For the purposes of this bylaw, "school day" includes faculty in-service days, and regular school attendance days but not holidays or school breaks.

EXCEPTION 1: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

EXCEPTION 2: A student coming off the "ineligible status" may become eligible after the fifth calendar day immediately following the end of the grading period provided those grades can be obtained and verified by a school administrator.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be engaged in coursework during the immediately preceding grading period and receive passing

grades at the conclusion of that grading period in a minimum of four of those subjects in which the student received grades.

Home School/Non-Public School

Effective September 29, 2013, Students who are educated at home or enrolled in Non-Public schools may be eligible to participate in interscholastic athletics.

A. Participation in Extracurricular Activities for Chartered and Non-Chartered Non-Public School Students

Note: "Extracurricular Activity" has the same meaning as in Section 3313.537 of the Revised Code.

If the non-public school in which the student is enrolled does not offer the extracurricular activity, a student enrolled in a chartered or non-chartered non-public school, who is entitled to attend district schools under section 3313.64 or 3313.65 of the Revised Code, shall be afforded by the Superintendent the opportunity to participate in that extracurricular activity at the district school to which the student otherwise would be assigned during that school year by the Superintendent.

In order to participate in an extracurricular activity, the student shall be of the appropriate age and grade level, as determined by the Superintendent, for the school that offers the extracurricular activity, and shall fulfill the same academic, non-academic and financial requirements as any other participant. The district shall not impose additional rules and/or fees on a non-public student to participate in extracurricular activities that do not apply to other students participating in the same extracurricular activity.

B. Participation in Extracurricular Activities for Homeschooled Students

Note: "Extracurricular Activity" has the same meaning as in Section 3313.537 of the Revised Code.

A student who is entitled to attend school in the district under section 3313.64 or 3313.65 of the Revised Code and is receiving home instruction shall be afforded by the Superintendent the opportunity to participate in any extracurricular activity offered at the district school to which the student otherwise would be assigned during that school year by the Superintendent. If a student is afforded the opportunity to participate in an activity that is offered by the district, the student shall not participate in that activity at another school or school district to which the student is not entitled to attend.

In order to participate in an extracurricular activity, the student shall be of the appropriate age and grade level as determined by the Superintendent for the school that offers the extracurricular activity, shall fulfill the same non-academic and financial requirements as any other participant, and shall fulfill either of the following academic requirements:

1) If the student received home instruction in the preceding grading period, the student shall meet any academic requirements established by the State Board of Education for the continuation of home instruction.
2) If the student did not receive home instruction in the preceding grading period, the student‘s academic performance during the preceding grading period shall have met any academic standards for eligibility to participate in the program established by the school district.

Eligibility for a student who leaves a school district mid-year for home instruction shall be determined based on an interim academic assessment issued by the district in which the student was enrolled based on the student‘s work while enrolled in that district.

Any student who commences home instruction after the beginning of a school year and who is, at the time home instruction commences, ineligible to participate in an extracurricular activity due to failure to meet academic standards or any other requirements of the district shall not participate in the extracurricular activity until the student meets the academic requirements established by the State Board of Education for continuance of home instruction as verified by the Superintendent. No student shall be eligible to participate in the same semester in which the student was determined ineligible.

The district shall not impose additional rules and/or fees on a student to participate that do not apply to other students participating in the same extracurricular activity.

R.C. 2305.23, 2305.231, 3313.53, 3313.535, 3313.752, 3315.062

Ohio High School Athletic Association

Requirements for Participation

REMEMBER THAT AS AN ATHLETE YOU ARE NOT ELIGIBLE TO PARTICIPATE UNTIL THE FOLLOWING ITEMS HAVE BEEN COMPLETED (FORMS AVAILABLE IN THE ATHLETIC OFFICE AND ONLINE VIA FINAL FORMS)

1) Insurance Form- The school district does not carry insurance to cover individual student athletic injuries. Parents will need to sign the insurance form stating they have purchased insurance or possess a family insurance plan.
2) Eligibility Requirements
3) Code of Conduct/Student Handbook Acknowledgement Form
4) Physical Examination Completed and OHSAA Form on file in the Athletic Office- A Yearly physical examination is required. The physical form must be completed by a physician and submitted to the coach or athletic office prior to the official starting date of the sport. The form will be kept on file in the student office for one year.
5) Emergency Medical Form- Each athlete's parents shall complete an Emergency Medical Authorization Form giving permission for treatment by a physician or hospital when the parents are not available. A copy of the card will be kept with the coach at all times.
6) Scholastic Eligibility- In order to participate on an Amherst Exempted Village Schools athletic team, each student-athlete must have satisfied all of the scholastic eligibility requirements prior to participation.
7) Drug Testing Policy Consent Form on File in the Athletic Office
8) Pay to Participate has been taken care of with the Business Office

Every attempt will be made by the administration and coaches to assist student athletes in meeting the standards set by the state and school board, but ultimately the responsibility lies with the student.

Risk of Participation

All athletes and parents must realize the risk of serious injury and in the extreme cases, death, which may be the result of athletic participation. The Amherst Exempted Village School District will use the following safeguards to make every effort to eliminate injury:

- All Coaches will follow OHSAA guidelines concerning coaching certifications.
- A certified athletic trainer will be available to all athletes for consultation and rehabilitation of injury.
- Maintain a continuing education program for coaches to have the opportunity to learn the most up to date techniques and skills to be taught in their sport.

Guidelines for Possible Cutting of Student-Athletes from Athletic Teams

Time, space, facilities, equipment, economics, and other factors will place limitations on the most effective squad size for any particular sport. In accordance with our philosophy of athletics and our desire to see as many students as possible to participate in the athletic programs, we encourage coaches to keep as many students as they can without compromising the integrity of the sport. The most difficult job of any coach is when they must make decisions regarding the personnel of their team. We ask each coach to be as empathetic as possible to each student athlete who has tried out but does not make the team. Each coach should communicate with those that will not make the team in the manner deemed best by that individual coach.

Parent Meeting

If a parent would like to meet with the Athletic Director regarding an issue with an athletic program, here are the steps:

1. Meet with the sport Head Coach and Student Athlete
2. If the result does not meet your expectations, please contact the Athletic Director for a meeting that will include the Head Coach, Student Athlete, and Parents.

The Athletic Director would be glad to meet with a parent to discuss any items, except the student athlete's playing time.

Athletic Behavior Code

Students who participate in athletic programs not only represent themselves, but the Amherst Exempted Village School District and our local community. Since student participants are representative of their school, they are expected to maintain a high standard of exemplary behavior. All students who wish to participate in athletics shall be willing to accept the guidelines, rules, and regulations that govern the sport they wish to participate in. Since participation on an athletic team is a privilege for each participant, it is important that students and parents/guardians be aware of the rules and regulations which are in effect 24/7 during said athletic season. An athletic season is defined as the official start date set forth by the OHSAA to the completion of the final competition for their sport.

<u>Forbidden Conduct</u>

1. Disruption of Activity: A participant shall not cause disruption or obstruction of athletic programs by use of violence, force, coercion, threat, or words.
2. Damage of Property: A participant shall not willfully or recklessly cause or attempt to cause damage to property owned by the Board of Education, private individuals, or other public agencies.
3. Assault and Battery: A participant shall not intimidate, threaten, assault, or commit battery upon any person, nor shall a student behave in such a manner that could cause physical or emotional injury to such persons.
4. Dangerous Weapons and instruments: A participant shall not illegally use, possess, handle, transmit, or conceal dangerous weapons, substances, or instruments which include, but are not limited to, firearms, knives, mace, tear gas, firecrackers, explosives, incendiaries, or other similar devices.
5. Obscenity: A participant shall not use obscenity, profanity, or other offensive language or gestures.
6. Theft: A participant shall not wrongfully take, carry away, or exercise dominion and control over property of others.

7. Insubordination: A participant shall not fail to comply with the rules and regulations of the governing body of the Ohio High School Athletic Association. A student shall not fail to comply with any additional rules as required by a coach/advisor.
8. Criminal Activity: A participant shall not engage in activities that violate local. State, or federal criminal laws.
9. Use of Tobacco: A participant shall not use or possess any tobacco product which shall include, but not limited to, cigarettes, vaping products, cigars, snuff, chewing tobacco, or pipes.
10. Alcohol, Chemical Use and/or Abuse: A participant shall not at any time possess, use, sell, deliver, conceal, consume, or be under the influence of any drugs of abuse, including alcoholic beverages, or any counterfeit drugs of abuse. This includes attending parties where alcoholic beverages or illegal substances are openly used or consumed. Counterfeit drugs of abuse include any substance that is directly or indirectly represented as a drug of abuse. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. Participants shall not possess, use, sell, offer to sell, deliver, or conceal any instruments or paraphernalia for use with drugs of abuse.

Penalties of Athletic Behavior Code

The administration has the obligation to determine the appropriateness of any penalty, including the right to increase or reduce the penalty imposed in light of the violation. The coach and athletic director will meet with parents and students when a violation occurs so that all understand what the consequence will be and what is required to become eligible again.

First Violation: A first violation of the Athletic Behavior Code will result in removal from participation for 20% of the regular season contests. If the penalty cannot be completed prior to the end of the current scheduled season, the remainder of the penalty will be carried over to the next "established sport or activity." An established sport is one in which the student participated in the previous school year. A participant is allowed to practice with the team or organization but may not participate in public playing dates or activities.

Any participant violating the Athletic Behavior Code sections regarding alcohol, tobacco, drugs, or criminal activity will be subject to the terms, rules, regulations, and penalties of the Amherst Exempted Village School District Drug Testing Policy. Penalties for all criminal activity violations will be determined by the Administration on the severity of the violation and disciplined accordingly.

Second Violation: A Second violation of the Athletic Behavior Code will result in a student being removed from participation in 50% of the regular season contests. If the penalty cannot be completed prior to the end of the current scheduled season, the remainder of the penalty will be carried over to the next "established sport or activity." The student will be allowed to practice with the team during this suspension.

Any participant violating the Athletic Behavior Code sections regarding alcohol, tobacco, drugs, or criminal activity will be subject to the terms, rules, regulations, and penalties of the Amherst Exempted Village School District Drug Testing Policy. Penalties for all criminal activity violations will be determined by the Administration on the severity of the violation and disciplined accordingly.

Third Violation: A Third Violation of the Athletic Behavior Code will result in dismissal from the athletic team and all subsequent participation in athletic programs for the remainder of said school year.

Any participant violating the Athletic Behavior Code sections regarding alcohol, tobacco, drugs, or criminal activity will be subject to the terms, rules, regulations, and penalties of the Amherst Exempted Village School District Drug Testing Policy. Penalties for all criminal activity violations will be determined by the Administration on the severity of the violation and disciplined accordingly.

Social Media

The Athletic Department acknowledges social media is a part of everyday life. Student-Athletes are a representation of their family, program(s), school, district and community. Administration, if made aware of alleged improper/inappropriate social media postings will investigate. Consequences will be administered according to the Athletic Behavior Code.

Hazing

It is the policy of the Amherst Exempted Village Schools Board of Education, the School District, and the Athletic Department that hazing activities of all types are inconsistent with the educational process and shall be prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that uses or creates substantial risk of causing mental or physical harm to any person or persons. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing will NOT be tolerated by the Marion L. Steele Athletic Department and will be dealt with swiftly and harshly.

Care of Equipment

The Steele Athletic Department has attempted to provide adequate and safe equipment. Student Athletes are responsible for the proper care and safekeeping of the uniform and/or equipment issued to them. All athletic equipment used is school property and may be used only during a particular sports season. It is the responsibility of each student athlete who is issued any type of uniform and/or equipment to return that equipment to their coach at the completion of their participation of each sports season. Each student athlete will be held financially responsible for lost equipment. The replacement of lost equipment is necessary. The student athlete will be expected to reimburse the school for lost equipment according to actual replacement prices. School purchased or booster club athletic equipment shall only be worn during practice or contest unless authorized by the coach for game day wearing. All equipment obligations must be completed before an athlete will receive equipment for the next sports season.

Athletic & Activity Participation Conflicts

Steele students are encouraged to participate in many school activities and it is not uncommon for students to be involved in more than one extra-curricular activity at a time. While such conflict is not encouraged or recommended, it does happen. It is strongly encouraged that student athletes, their parents, coaches, and advisors of other activities openly communicate with each other to maximize our student's participation in all activities.

When conflicts occur, the student should notify the coach and/or advisor of the conflicting activities as soon as possible so a solution may be derived in everyone's best interests. Whenever possible, the staff discussions should consider the following prioritization of activities:

State Level Activity
Regional Level Activity
District Level Activity
Conference Level Activity
Building Level Activity (banquets or culminating activities, concerts, etc)

Practice/Rehearsal

Training Rules and Regulations

It is a privilege to be an athlete and all athletes must follow general training rules for that sport prescribed by the coaching staff. In order to assure parental awareness and involvement, all coaches must conduct a preseason parent meeting to fully explain the athletic policies. Parents and/or guardians must sign all appropriate paperwork prior to the individual participation in that sport. Individual coaches may supplement Athletic Department training rules by adding their own rules and regulations.

Training rules and team rules apply 24 hours a day, seven days a week from the first day of practice through the last contest of that activity. Examples of times the student is considered under the school's jurisdiction may include but are not limited to the following:

School sponsored activities on weekends and holidays
Preseason, in-season practice, e.g. August Practices
Clinics and camps attended by students if such clinic/group participation is to facilitate participation in, or is a prerequisite to participation in the sport
Violations of Amherst Exempted Village Schools Code of Conduct
Any unlawful activity outside the school's jurisdiction

The Athletic Department or Administrator in charge of Student Activities or activity will keep records of all violations.

Dropping or Transferring Sports

On occasion, an athlete may find it necessary to drop out of a sport for necessity. If this is the case, a discussion should take place between the athlete and the coach and all issued equipment (and other team items) should be returned should the athlete drop off the team. Those individuals of any athletic team shall be considered members of the team through the completion of that particular sport season unless they are removed for disciplinary reasons, academic issues, or mutual agreement between player and coach. They will NOT be able to participate in other sports pre-season or off-season activities until the previous sport season is completed. All Team members who complete the season in good standing are expected to participate in the athletic award ceremonies at the end of the season. Any issues pertaining to this should be brought to the Athletic Director.

Absences/Attendance Prior to Contest or Practice

Students must be present for at least fifty percent (50%) of their scheduled instructional day in order to participate in an afterschool or evening practice, performance, or contest, unless permission is granted by the administrative team. In all cases, verification of the absence as excused must be provided. The principal may approve participation under special circumstances.

Approved Absences:

Students may still be eligible to participate if their absence falls under an approved category and is properly communicated and verified. Examples of approved absences include:

- Educational-based activities (e.g., college visits, school-sponsored field trips)
- Family events (e.g., funerals, weddings, or sudden/emergency situations)
- Medical appointments
- Other absences approved in advance and directly communicated with the Principal or Athletic Director

Excused but Not Approved for Participation:
The following absences may be considered excused by school policy but do not qualify for participation on the same day:

- Illness
- Vacation

Day Preceding a Weekend: A student who is absent the entire day prior to a Saturday contest or performance may participate only if verification of the absence as being excused is received. If this becomes habitual, the student may be denied permission to participate.

Travel
All Athletes must travel to and from athletic contests as a team, when transportation is provided by the School District. Athletes will remain with their squad and under supervision of a coach while attending away contests. If a parent/guardian wishes to take their child home after the contest due to a special circumstance, that parent/guardian must:

Provide a note to the coach with that information

Personal contact with the coach. The student will only be released to their parent or guardian. The responsibility for the safety and accountability of each student athlete is too important for coaches and administrators to permit any deviation from the transportation policy. Violations may result in disciplinary action.

Communication with the Athletic Director may also be a requirement by a head coach for separate transportation requests.

Cancellation Policy
If school is canceled due to inclement weather, contests and practices may still be played. This decision will be left up to the discretion of the Athletic Director in conjunction with the Principal and Superintendent. Student Safety will take precedence during these times.

College Recruitment Policy
In the event a college recruiter should contact an athlete, they have an obligation to work through their coach and the Athletic Department. Inform your coach of such a contact as soon as possible. College recruitment information is in the Guidance Office. It's the student's responsibility to meet and complete the requirements of the NCAA Eligibility Center. Please see a Guidance Counselor or the Athletic Director for more details. The Athletic Director is available to meet with students and/or parents on the college recruitment process and requirements. NCAA Initial Eligibility requirements are subject to change. It is imperative that student athletes be informed about the NCAA Eligibility Center and the initial eligibility requirements. Information for prospective student athletes, parents, and high school administrators regarding Initial NCAA Eligibility is currently available at http://www.ncaaeligibilitycenter.org. Among the topics covered are eligibility requirements to compete in college; the recruiting process, and services available for students with disabilities. Based on this review it may be necessary to initiate schedule changes in order to satisfactorily meet or exceed the NCAA requirements for Initial Eligibility for course work, GPA, and/or standardized test scores. If any questions exist, please contact your high school guidance counselor or the Athletic Director.

Athletic Awards
Freshman Certificate: Participation and completion of a Freshman Sport Season
Junior Varsity Certificate: Participation and completion of a Junior Varsity Sport Season
First Overall Varsity Letter: Varsity 'A' with that sport specific pin
First Varsity Letter in another sport: Sport Specific Pin
Second Varsity Letter: Comet A Logo Medal
Third Varsity Letter: Comet Man Medal
Fourth Varsity Letter: Framed Letter
Letter awards are determined at the discretion of the head coach.

An athlete must complete the sport season in good standing in order to be eligible for these awards.

Extra-Curricular Activities

Boys' Interscholastic	**Girls' Interscholastic**	**Clubs and Activities**
Baseball	Basketball	Academic Challenge
Basketball	Cross Country	Bowling
Cross Country	Flag Football (pending OHSAA approval)	Cheerleading
Hockey	Golf	Comets Live
Football	Soccer	Dance Team
Golf	Softball	eSports
Soccer	Swimming and Diving	ECO League
Swimming and Diving	Tennis	Gamers Club
Tennis	Track and Field	Indoor Track and Field
Track and Field	Volleyball	Leo Club
Volleyball		National Honor Society
Wrestling		Pickleball Club
		Snow Sports Club
		Student Council
		Theatre