

PARENT/STUDENT HANDBOOK REVIEW ASSURANCE

I/We, parent(s)/guardian(s) of _____,
have read and discussed with our child the **PARENT/STUDENT
HANDBOOK**, and we are fully aware of the contents,
requirements, and discipline dispensations contained within this
document.

The signatures below validate our awareness and understanding.

Student Signature: _____ Grade: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

**Detach and return this page to your first period teacher by:
August 30th, 2013.**

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EDON NORTHWEST LOCAL SCHOOLS
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VISION

The Edon Northwest Local School District is a community and family-oriented district with a cutting-edge and innovative educational environment empowering students to be life-long learners and well-rounded members of society.

MISSION

The Edon Northwestern Local School District provides all students an exceptional educational experience.

CORE VALUES

As we strive to achieve our Vision and accomplish our Mission, we value

Clean, safe, healthy and adaptable learning environments.
Honesty and Christian values.
Allegiance to our nation.
Respect for self and others.
Active and consistent discipline.
Communication between all members of our district.
Teamwork.
Exceptional and well maintained facilities.
Responsible use of all resources.

Community and family involvement.
Ownership and accountability.
Understanding, committed staff and administration.
Non-judgmental, open-minded thinking.
The potential of every child.
Skills that build self-esteem.

TABLE OF CONTENT

Section I – ACADEMIC INFORMATION	Pages 6 - 8
1. Band and Choir	Page 6
2. Credits Required for Graduation	Page 6
3. Grading Scale	Page 6
4. Honor Roll	Page 6
5. Incomplete Grades	Page 6
6. Job Interviews	Page 6
7. Job Shadowing	Page 7
8. Make-up Work	Page 7
9. National Honor Society	Page 7
10. Schedule Changes	Page 7
11. School Fees	Page 7
12. Semester Exams/Grades	Page 7
13. Study Hall	Page 7
14. Tests	Page 8
15. Work Permits	Page 8
Section 2 – ATTENDANCE INFORMATION	Pages 8 - 11
1. Attendance Calls	Page 8
2. Attendance/Activity Participation	Page 8
3. Attendance Required for Credit	Page 8
4. Attendance Rules	Page 9
5. College Visits	Page 9
6. Early Dismissal Policy	Page 9
7. Family Vacation	Page 10
8. Permission to Leave the Building	Page 11
9. Truancy	Page 11
Section 3 – CODE OF CONDUCT INFORMATION	Pages 12 - 23
1. Affectionate Couples	Page 12
2. After School Detention	Page 12
3. Bus Rules	Page 12
4. Code of Conduct	Page 12 – 17
5. Ohio revised Code Title 29	Page 17
6. Dance/Prom Guidelines	Page 17
7. Dress Code	Page 18
8. Driving	Page 18
9. Expulsion	Page 19
10. Friday Detention	Page 19
11. Gangs	Page 19
12. Food or Drink Items	Page 19
13. Hall Passes	Page 20
14. Hazing and Bullying	Page 20
15. Lockers	Page 21
16. School Property	Page 21
17. Suspension	Page 21
18. Vending Machines	Page 22

19. Violent Conduct	Page 22
20. Zero Tolerance	Page 23
Section 4 – GENERAL INFORMATION	Pages 23 - 26
1. Announcements	Page 23
2. Annual Notice/Student Records	Page 23
3. Arrival/Dismissal	Page 23
4. Bus Requests	Page 24
5. Checks	Page 24
6. Closed Lunch	Page 24
7. Family Educational Rights And Privacy Act	Page 24
8. Fire/Tornado Drills	Page 25
9. Guests	Page 25
10. Junior/Senior High School Daily Program	Page 25
11. Library Use	Page 25
12. Lost and Found	Page 26
13. Lunch	Page 26
14. Money and Other Valuables	Page 26
15. Pictures	Page 26
16. Telephone Use	Page 26
Section 5 – MEDICAL INFORMATION	Pages 26 - 27
1. Illness	Page 26
2. Medication	Page 27
Section 6 – SPORTS INFORMATION	Pages 27 – 31
1. Athletic Eligibility	Page 27
2. Athletic Eligibility Reinstatement	Page 27
3. Athletic Bus Rules	Page 27
4. Athletic Insurance	Page 27
5. Athletic Policy	Page 28
6. Athletic Physical Exam Required	Page 28
7. Athletics Offered	Page 28
8. Cheerleaders	Page 28
9. Guidelines for Student Athletic Eligibility (OHSSA)	Page 28

ACADEMIC INFORMATION

BAND AND CHORUS

Students in grades 7 and 8 are required to take choir and may elect to take band. Students in grades 9-12 may elect to take band or chorus. A student who enrolls in 7-12 band or chorus must remain in the class for the year, unless permission to drop is granted by the director, principal, and parent.

The director will determine if an absence from a band or choir performance is excused or unexcused. Written requests prior to the date of the performance are to be provided to the director. The director will communicate with parents if they have questions regarding a student's request to be excused from a performance. An unexcused absence will result in a grade reduction.

CREDITS REQUIRED FOR GRADUATION

English - 4 units, Social Studies - 4 units including American History and Government, Mathematics - 4 units including Algebra II or the equivalent of Algebra II, Science - 3 units, Health - ½ unit, Physical Education - ½ unit. Electives - 5 units. One unit or two half-units also required and to be selected from the areas of business/technology, fine arts, or foreign language.

GRADING SCALE

The grading scale for students in grades 7-12 is listed below.

100=A+	87-89=B+
93-99=A	83-86=B
90-92=A-	80-82=B-
77-79=C+	67-69=D+
73-76=C	63-66=D
70-72=C-	60-62=D-
0-59=F	

HONOR ROLL

A student achieving a GPA of 3.5 to 4.0 will be on the High Honor Roll and a student achieving a GPA of 3.0 to 3.4999 will be on the Regular Honor Roll. Classes not included in this average are the same as those not counted for a student's class rank and are as follows: PE 9, PE 10, and Communications. Any student receiving a D+, D, D-, F and I will not be included on the honor roll.

INCOMPLETE GRADES

Nine-week incomplete grades should be made up within one week after the final day of the grading period. An incomplete will become an F if a student fails to make proper arrangements with the teacher.

JOB INTERVIEWS

Permission for job interviews must be obtained in advance from either the counselor or the principal.

JOB SHADOWING

Permission may be granted through the guidance office for job shadowing for juniors and seniors. The process for approval is the same as arranging a college visit.

MAKE-UP WORK

Students, who are absent for any reason, will be required to make up work missed in each class.

It is a student's responsibility to obtain all make-up work from his/her teachers upon returning to school. Students who miss one or two days should expect to participate in all class activities the day they return, including taking tests or giving reports. Students who are absent for an extended period of time (3 days or more) will be allowed additional days to make up their work. Generally, the school will allow an equal number of days for make-up as were required for absence. Please consult with the administration if there is a concern related to this requirement.

NATIONAL HONOR SOCIETY

There are 4 criteria for admission to the honor society. One of these criteria is academic. Second semester sophomores, juniors and seniors gain eligibility for the honor society by attaining a grade point average of 3.5 or above on a 4.0 scale. **Other criteria for meeting the standards for the honor society are Service, Character and Leadership.**

SCHEDULE CHANGES

Students are allowed to change schedules only with permission from the parent, teacher, and principal prior to the **first day** of school. Classes dropped after this time may have a WF assigned as a grade, which will show on the permanent record and be counted into a student's grade point average. The Four County students are expected to meet this drop requirement also. Exceptions may be made by the administration if good cause can be shown.

SCHOOL FEES

Each school year students are assessed a school fee to cover materials for a student's personal use or privilege. School pictures will not be made available to families who have not met the required financial obligations mentioned above. Grades are also held for nonpayment of school fees.

SEMESTER EXAMS/GRADES

Semester exams will be given in all classes in grades 9-12. An exam schedule will be announced. Semester grades are calculated as follows: 2 X 1st 9-week's grade, 2 X 2nd 9-week's grade, 1 X semester exam grade. Divide the total by 5. (If a teacher uses percentages to calculate grades, then this system will not work.)

STUDY HALL

Study halls are a class set aside for students to do homework. Students will **not** be allowed to talk, sleep or move about unless the teacher has given permission. Students must bring study material with them to the study hall. Teacher will not allow students to return to their

locker after the period has started. Students are encouraged to use the restroom between classes. Teacher will keep restroom use by students to a minimum during class time. Students will not be allowed to visit another teacher/classroom without a note from the classroom teacher.

TESTS

Teachers will administer enough tests to allow a fair assessment of each student's progress. Students who cheat on a test will be disciplined according to each teacher's classroom policy. It is recommended that a student receive an F for the test when cheating. Any students assisting in the cheating should also be considered for academic discipline.

WORK PERMITS

The high school secretary takes care of all student work permits.

ATTENDANCE INFORMATION

ATTENDANCE CALLS

When a student is absent from school the parent is required to call the school before 9:00 a.m. the day of the absence. (419-272-3213). Parents who call in an absence do not need to send a note the next day. The school will attempt to notify parents of a student's absence if a parent's call is not received. Parents of students in grades 7-12 should talk to the middle/high school secretary.

UNEXCUSED ABSENCES: Any absence not satisfying the requirements set forth by the State of Ohio will be classified as unexcused, even though the parent may approve the absence. A student may not make up schoolwork when the absence is unexcused.

ATTENDANCE/ACTIVITY PARTICIPATION

A student must be in attendance by 10:30 a.m., and/or present at least one-half a school day, to be eligible for participation in after school events, practice or contests. Exceptions for extenuating circumstances may be made by the principal. Students who are suspended in school or out of school are not allowed to participate in any after-school activity scheduled that same day PER OHIO REVISED CODE.

Tardiness

Students who are tardy are required to sign in at the office. Students will not be admitted to their classroom without proper documentation from the office. (Green Admit Slip for excused tardies and Red admit Slip for unexcused tardies.) An excuse from home is to accompany any tardy student. Students will be considered tardy if they report to classes after 7:58 a.m. and prior to 9:45 a.m. Students arriving after 9:45 a.m. will be counted one-half day absent. Students arriving after 10:30 a.m. may not participate in after school activities. Students who receive three (3) tardies will receive a (1) hour after school detention. Students who receive five (5) tardies will attend a Friday School. Students receiving more than five (5) tardies will be assigned to cafeteria seating/duty.

ATTENDANCE REQUIRED FOR CREDIT

The Edon Northwest Local Board of Education has established the following guidelines for students who miss school frequently. Students who fail to attend school regularly

jeopardize their ability to receive credit. A letter will be mailed to the parent/guardian of a student once the student has been absent two (2) days per semester. A second letter will be mailed to the parent/guardian once the student has been absent three (3) days per semester, **a medical excuse will be required for future absences, and a referral may be made to Nick Woodall, Attendance Officer.**

ATTENDANCE RULES

All students legally enrolled in the Edon Northwest Local School District must be in regular school attendance as outlined in Ohio Law. Regular school attendance shall be defined as participation in all activities assigned to a student during specified school hours when classes are being conducted. The only tardiness or absence from these required activities that will be excused is that provided for in Ohio Law and confirmed by parents or by legal guardian. Examples of this are:

1. Personal illness [Note: The administration may require the validation of a physician if deemed advisable.]
2. Illness in the family [Note: Absence under this condition shall not apply to children under fourteen years of age.]
3. Death of a relative
4. Quarantine
5. Work at home due to absence of parents or guardians
6. Observance of religious holidays
7. Emergency or set of circumstances judged as sufficient cause by the Superintendent and/or designee.

REMEMBER: An unexcused absence will be listed for all absences reported other than those which are excused under Ohio Law, regardless of the information given during a phone message or any note brought in upon a student's return.

HUNTING: A student will be allowed **one** day excused absence for the purpose of hunting. In order to take this hunting day, a student must bring an excuse from his/her parent and his/her license to the principal prior to having the absence. If a parent wishes to extend the student's hunting period, he/she may do so by making a written request or contacting the principal with a written note prior to the period of absence. Extended hunting days will be determined as family excused days. Failure to obtain prior approval will result in the student receiving an unexcused absence.

COLLEGE VISITS

Arrangements for college visits must be cleared three days in advance through the guidance counselor. This includes arrangements for SAT tests, limited visits, parental visits, and prearranged tours by the institution. Final approval of college visitations will be granted by the administration.

EARLY DISMISSAL POLICY

Edon High School will consider only **Seniors** for an early dismissal based upon the following criteria:

- 1) The student must be able to successfully complete school while on a reduced schedule.
- 2) The student must have parent approval for an early dismissal.

- 3) The student must have a job that requires a need for early dismissal. Additionally, the student must have a statement from the employer on file with the school that states the need for an early dismissal.
- 4) The student must maintain passing grades in all subjects while on an early dismissal.
- 5) The student must maintain adequate credits for eligibility if he/she is participating in sports. Generally, students on early release do not participate in sports activities; however, take care to work with the guidance counselor to make sure the credit requirement is met if you are an athlete.
- 6) Students who qualify for special education and State work-study programs will be allowed to make schedule changes according to their need.
- 7) If a student loses his/her job, which qualified them for the early release program, the student will be required to stay for a full day of classes.
- 8) Students on early release are expected to maintain a 97% attendance average.
- 9) Students on early release are expected to maintain an excellent attitude with no behavior concerns.
- 10) Students are permitted to leave school beginning at 12:00 p.m. A student must confirm his/her schedule with the school counselor prior to scheduling the appropriate release time.
- 11) Students must submit a letter of intent to exercise the early release option to the school counselor prior to the first day of school.
- 12) Students must not violate rules stated in the Code of Conduct while on early work release.
- 13) Students must not be tardy to school to maintain early work release privileges.
- 14) Students on early work release may not request emergency days to work at home.

FAMILY VACATIONS

Students may be permitted to go on family vacations during the school year; however, parents are encouraged to plan vacations during times when school is not in session. The purpose of this policy is to accommodate parents who find it necessary to take their vacation during the school year.

- A. For the expressed purpose of discussing the proposed absence for vacation, a parent/guardian must make contact with the school at least **two (2) weeks** in advance and discuss the proposed absence with the building principal. The length of the absence shall be made clear. The principal and teacher(s) involved will have an opportunity to express their views on the pending absence.
- B. Parents must submit a written request to the school administration.
- C. The student's teachers may tell the student the approximate material and pages to be covered. Detailed and specific assignments will be made available only if such assignments are already prepared for all the students in the class.
- D. The time missed will be counted as an excused absence.
- E. When the student returns to classes, he/she will assume full responsibility for all tests and assignments. The student is responsible for completing assigned school work during vacation. [NOTE: Work assigned to the student prior to vacation will be presented to the classroom teacher upon return.] Students will have one day for every two days absent to turn in additional required work and to complete exams.
- F. Length of days missed should not exceed five (5) school days.

- G. Family is defined as immediate parent, step-parent, legal guardian, or approved relative.
- H. It is recommended that the student shall maintain a passing grade in all subjects and demonstrate good attendance habits. Families should consider their vacation options, outside of school time, to avoid placing the student in academic jeopardy.
- I. Exceptions to the above regulation will only be made after a meeting has been held with the building principal, superintendent, and/or other designated school personnel.
- J. No academic credit will be granted for vacations. Students are expected to make up all missed work. Failure to complete assignments in the established time frame may result in an incomplete grade and possible failure of the course(s).

PERMISSION TO LEAVE THE BUILDING

Students may not leave the school at any time without permission. Students are not allowed to sign themselves out on the sheet in the office. You must get permission to leave from an administrator and have a note from home or a call to your parents will be made. Students leaving without permission will be considered TRUANT and subject to discipline. Parents who need to pick their child up during the school day should send a note to school. Students in Grades 7-12 should give their notes to their first teacher of the day. Students may then sign out, and their name and the time they are leaving will be added to the morning attendance sheet.

TRUANCY

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

On request of the administration, or when it comes to the attention of the county attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" or a "chronic" truant. A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month or 12 or more school days in a school year.

A "chronic truant" is any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, 10 or more school days in one month or 15 or more school days in a school year.

The Board directs the administration to develop intervention strategies that may include the following:

1. providing a truancy intervention program for a habitual truant;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. notification to the registrar of motor vehicles or
6. taking appropriate legal action.

CODE OF CONDUCT INFORMATION

AFFECTIONATE COUPLES

Holding hands is the standard for acceptable physical contact during the school day. Students who fail to adhere to this will be subject to disciplinary action. See *Code of Conduct*. #16

AFTER SCHOOL DETENTION

All students in grades 7-12 assigned to an after school detention will meet in the school office. You must have study materials and be there by 3:05 p.m. Detentions will generally be held after school. Detentions may end at any time between 3:30 p.m. to 4:30 p.m., depending on the seriousness of the disciplinary action. Parents are to be prompt to meet and transport students.

BUS RULES

The board furnishes transportation in compliance with state law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Appropriate student behavior is expected at all times. The Student Code of Conduct is in effect during the time the student waits to load the bus, throughout the time the student is transported, and until the student arrives safely at the drop off point. All student rules for the school day pertain to bus routes, extra-curricular events, and other school functions. When a bus arrives at your pick up point, you are expected to be at the stop and to board immediately. If you miss the bus from school in the afternoon, immediately see an administrator for assistance.

Students on a bus are under the authority of and directly responsible to, the bus driver. Parent concerns pertaining to bus incidents may be directed immediately to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed. The board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final. **NOTE: Camera surveillance may be used during school transportation.**

CODE OF CONDUCT

OHIO REVISED CODE OF REGULATIONS

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, or removal from curricular or extracurricular activities pursuant to Section 3313.661 Ohio Revised Code. In addition, this Code of Conduct includes:

1) Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and

2) Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or property of an official or employee.

Basic Rules for Behavior

The staff at Edon Northwest Local Schools has worked very hard to develop a consistent set of basic rules for behavior. These rules support the philosophy that all students will have the opportunity to acquire the education they deserve without interference from other students, and are as follows:

- 1) Students must show respect for other students, teachers, and property.
- 2) Students must be on time and prepared for class.
- 3) Students must follow directions.
- 4) Students must keep hands, feet, and objects to themselves.
- 5) Students must behave responsibly.

NOTE: The Student Code of Conduct is, “applicable on school grounds at all times or off school grounds during a school-sponsored activity, on any school conveyance and at any other time when the student is subject to the authority of the school.”

THE ADMINISTRATION MAY NOTIFY LAW ENFORCEMENT OFFICIALS IF IT DETERMINES THAT A VIOLATION OF ANY OF THE OFFENSES LISTED IN THE CODE OF CONDUCT ARE SUCH SERIOUS NATURE AS TO WARRANT OR NECESSITATE THE INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS.

Violation of Rules – Administrative Guidelines

Violation of rules set forth in the Code of Conduct listed below may result in verbal warnings, written warnings, and denial of privileges, assignment of detention, Friday School, Saturday School, In-School Suspension, Out-of-School Suspension, or Expulsion according to guidelines utilized by the school administration.

1. **Vandalism** – Students shall not damage, or attempt to damage, school property or private property, both on and off premises during a school activity.
2. **Theft** – Students shall not knowingly attempt to obtain or exert control over property of another, which if successful, would have constituted the offense of theft. Any theft, regardless of the value of the article stolen, will result in discipline being assigned. Additionally, charges may be filed depending upon the circumstances.
3. **Disruption of the Educational Environment** – Students shall not disrupt the normal school atmosphere through the use of pranks, threatening dress or appearance, inappropriate gestures, strikes or walk-outs, and the impeding of traffic to or within the school. Students shall not place signs or slogans on school property without the permission of the proper authorities. Students shall not produce, distribute, or maintain printed materials or petitions on school grounds that are disruptive to the school or slanderous to anyone. NOTE: Student publications (newspapers, yearbooks, etc.) are a part of the school curriculum and editorial control remains with school authorities.

4. **Bomb Threats, False Alarms, False Reports** – Students shall not disrupt the normal school atmosphere by setting off alarms, making false reports, using stink bombs, or issuing bomb threats. Students issuing bomb threats or threats to harm fellow human beings will be reported immediately to the local law enforcement agency.

Discipline Rubric:

1st Offense – 10 Days Out of School Suspension
and Recommendation for Expulsion

5. **Insubordination** – Students shall not fail to comply with a reasonable request made or discipline prescribed by a staff member or administrator. Students shall not falsely report incidents, make accusations, or give false testimony to authorized school personnel.

6. **Repeated Violations** – Students shall not repeatedly fail to comply with the rules and regulations set forth in the Student Code of Conduct. Repeated offense will require that the student, parents of the student and administrator to meet to discuss and discern appropriate discipline intervention.

7. **Unauthorized Touching/Fighting** – Students shall not touch or threaten another student or other school persons on or off school premises or while in the custody or control of the school or in the course of school-related activities.

Discipline Rubric:

Level I (Pushing, Shoving, or in the Grasp)

Level II (Fists Thrown, but Parties End Conflict on their own)

Level III (Assault - Charges Will Be Filed)

8. **Profanity** – Students shall not use profane language, produce or display obscene materials, or write horrific stories of fantasies with graphic detail.

9. **Unassigned Area** – Students shall not, without permission for a school administrator or teacher, be in areas during school hours or outside school hours where students have no legitimate business.

10. **Truancy** – Students shall not be habitually or chronically tardy to school. Students shall not leave school premises during school hours without permission from a school administrator.

11. **Altering School Records** – Students shall not forge school related documents and/or falsely use, in writing, the name of another person or falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to the school or school personnel. Additionally, cheating or unauthorized copying of the work of a fellow student is prohibited and will result an automatic zero.

12. **Drugs/Alcohol/Tobacco** - Students shall not possess, transmit, conceal, or use tobacco (cigarettes, cigars, pipes, cloves, chewing tobacco, etc.), alcohol, anabolic steroids, or drugs, including look-alike or counterfeit drugs, in any manner or form on school property, including all home or away school functions. No student shall possess, transfer, sell, attempt to sell or deliver any tobacco, alcohol, drugs, including look-alike counterfeit

drugs or related paraphernalia (instruments, objects, papers, pipes, containers, pictures, drawings, matches, lighters, etc.) while on school grounds or while attending any home or away school function. Students violating these regulations may be required to undergo professional assessment and follow prescribed treatment/counseling programs in order to be fully reinstated into school.

Discipline Rubric: Drugs and Alcohol

1st Offense – 10 Days Out of School Suspension
(Reduced to 5 Days if student and parent agree to an assessment and following the recommendations of the assessment.)

2nd Offense – 10 Days Out of School Suspension and Recommendation for Expulsion and Required Drug/Alcohol Assessment

3rd Offense – Expulsion

Discipline Rubric: Tobacco

1st Offense – 3 Days Out of School Suspension

2nd Offense – 5 Days Out of School Suspension

3rd Offense – 10 Days Out of School Suspension and Recommendation for Expulsion

**Parents and students are reminded that NO medication, including over the counter medications, i.e. cough drops, lozenge, etc., shall be administered or distributed to students unless the parent, guardian, or family physician has provided a signed written request form to the school administrator. All prescription drugs are kept in the school office. Volatile inhalants are prohibited at Edon Northwest Local Schools according to ORD 3313.751.

REMEMBER: The Student Code of Conduct is, “applicable on school grounds at all times or off school grounds during a school-sponsored activity, on any school conveyance and at any other time when the student is subject to the authority of the school.”

13. **Weapons** – Students shall not knowingly convey, attempt to convey, or possess lighters, firearms, guns, starter guns, toys guns, knives, sling shots, ammunition, bow and arrow, machete, brass knuckles, chains, studs, axes, hatchets, hammers, ice picks, or other deadly weapon or dangerous ordnance onto or on any property owned by or controlled by, or to any activity held under the auspices of the school (ORC Section 2923.122). Furthermore, failure to present information which may prevent a dangerous attack, serious injury, or harm to a fellow student or staff member may result in suspension or being reported to the local law enforcement agency. Students are expected to report information to school authorities immediately or upon request.

Discipline Rubric:

1st Offense – 3 Days Out of School Suspension

2nd Offense – 5 Days Out of School Suspension

3rd Offense – 10 Days Out of School Suspension and Recommendation for Expulsion

14. **Violations of the Law** – Students shall not violate any law or ordinance of civil, state, or federal law while under the jurisdiction of the school. NOTE: ORC 2909.07 states, “(A) No person shall: (4) Without privilege to do so, knowingly move, deface, damage, destroy, or otherwise improperly tamper with any safety device, . . . (B) As used in this section,

“safety device” means any fire extinguisher, fire hose, or fire axe, or any . . . emergency escape equipment . . . (C) Whoever violates this section is guilty of criminal mischief, a misdemeanor of the third degree.”

Discipline Rubric:

- 1st Offense – 3 Days Out of School Suspension
- 2nd Offense – 5 Days Out of School Suspension
- 3rd Offense – 10 Days Out of School Suspension
and Recommendation for Expulsion

15. **Public Display of Affection** – Students shall not be involved in the act of displaying public affection.

16. **Lewd Behavior Level I** – Students shall not be involved in any act of sexual harassment, making lewd comments, or threats of touching.

Discipline Rubric:

- 1st Offense – 3 Days Out of School Suspension
- 2nd Offense – 5 Days Out of School Suspension
- 3rd Offense – 10 Days Out of School Suspension

17. **Lewd Behavior Level II** – Students shall not be involved in a sexual act while under the guidance of the school. Students shall not engage in indecent exposure.

Discipline Rubric:

- 1st Offense – 5 Days Out of School Suspension
- 2nd Offense – 10 Days Out of School Suspension
and Recommendation for Expulsion

18. **Dress Code Violation** – Students shall not fail to abide by reasonable dress and appearance codes set forth in the student handbook or established by the administration of the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the administration is reasonably related to or represents drug related, alcohol, obscene, profane, gang or gang like activity or inflammatory messages.

19. **Gambling** – Students shall not be involved in gambling activities.

20. **Electronic Devices** – Students shall not possess electronic laser pointing devices or electronic light emitting devices without express written permission of the administration. Students shall be permitted to possess cellular telephones, electronic toys, MP3players or other related, electronic/electronic communication devices, provided the uses adheres to the requirements set forth in the BYOD Acceptable Use Policy and Agreement and if so approved by the supervising adult. You will find the BYOD Acceptable Use Policy and Agreement at www.edon.k12.oh.us. All electronic devices must be turned off and kept in your locker during instruction time. Lost, stolen or tampered devices are not the responsibility of the school or school personnel.

21. **Computer Usage** – Students shall not violate the Acceptable Use Policy for Technology, Computer Network and Internet. Violations will result in enforcement of the Student Code of Conduct Discipline rubric or denial of computer/online privileges for a time

determined by the IT Coordinator and Building Principal. Additionally, privileges will not be restored until the Acceptable Use Policy for Technology, Computer Network and Internet is once again validated with student/parent signatures. The Acceptable Use Policy is available at www.edon.k12.oh.us.

NOTE: A student placed in Out of School Suspension or Expulsion is not permitted to attend any school-related field trips and shall receive an unexcused absence for each school day missed. Missed work or assignments will not be counted. Elementary students placed in In-School Suspension will have work counted.

NOTE: It is the policy of the Board of Education that students shall not be permitted to return to school pending any appeal process with administration or the court. The school district will make every effort to promptly hear all appeals to minimize a student's absences from school. Should the Board of Education or Superintendent (or his/her designee) reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to complete all missed work or assignments as a result of the imposed absence.

OHIO REVISED CODE TITLE 29, CRIMES-PROCEDURE

2913.04 Unauthorized use of property: unauthorized use of computer or telecommunication property

(B) "No person shall knowingly gain access to, attempt to gain access to, or cause access to be gained to any computer, computer system, computer network, tele-communications device, tele-communications service, or information service without the consent of, or beyond the scope of the express or implied consent of, the owner of the computer, computer system, computer network, telecommunications device, telecommunications service, or information service or other person authorized to give consent by the owner." (E) "Whoever violates division (B) of this section is guilty of unauthorized use of computer or telecommunication property, a felony of the fifth degree."

DANCE/PROM GUIDELINES

1. Students are not allowed to leave the building and return during a dance.
2. A Dance Guest Permission Form must be completed for each dance function.
3. Guests must be in high school to age 20. (Guests may not be over 20 years old and must provide proof of age if requested.)
4. A student may sign in one guest only, and the guest must be the Edon student's date.
5. NO students are allowed who are in junior high or younger.
6. Dances at Edon are open to Edon students and their guests only. Edon School dances are not open to the public.
7. Students and their dates at the Prom are NOT allowed to leave the building and reenter the dance.
8. These rules apply to the Prom and the post Prom activities at the school.
9. Guests invited to Prom must be prepaid. **Take care of this financial obligation prior to Prom.**
10. **Appropriate Dress is required and left to the discretion of the administration.**

DRESS CODE

School dress should not threaten the health, welfare and safety of the members of the student body and should enhance a positive image of the students and District. Edon Northwest School District expects students to dress appropriately at all times. Any fashion (dress, accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students and parents should consider the following questions when dressing for school:

- 1) Does my clothing expose too much?
- 2) Does my clothing advertise something that is prohibited to minors?
- 3) Is there an obscene, profane, drug-related, gang-related, or inflammatory message on my clothing?
- 4) Am I dressed appropriately for the weather or outside play?
- 5) Do I feel comfortable with my appearance?
- 6) Does the wording on my clothing suggest inappropriate language or actions?
- 7) Does my clothing contain wording that is intimidating or insulting to fellow students?

Edon Northwest Local School District has established the following guidelines for student dress:

- 1) Students must maintain proper hygiene and wear clothing that is neat, clean, and appropriately covers the body.
- 2) Tattoos (including stick on or transfer tattoos) and body piercing, specifically, but not limited to tongue, eyebrow, lip, navel, nose, etc., are not permitted. Students will be required to cover tattoos and remove piercing(s) during the school day or school related functions.
- 3) Young men are permitted to wear two earrings during the school day. The earrings must be studs or hoops of minimal size.
- 4) Minimum length for skirts, dresses and shorts is mid-thigh. Your garment must be longer than your arm extended to your thigh.
- 5) Hairstyles and facial hair should be kept neat and clean.
- 6) Clothing worn to school should not have holes. Drooping and sagging pants are not permitted.
- 7) All shirts **must** have sleeves.
- 8) The wearing of hats during the school day is prohibited except on school spirit days. Hats will not be permitted at formal events such as awards programs, assemblies, banquets, school plays, concerts, etc.
- 9) Flip-flops and slippers are prohibited. Sandals must have back straps.

The school maintains the right to rule on questionable dress or other extreme attire/personal appearance effects.

DRIVING

Students must be properly licensed to drive to school. Students are to park in the west lot, lock their cars, and enter the school upon arrival. Students may not leave school after 7:40 a.m. except with permission from an administrator. Students are not allowed to gather in groups in the school lot or to smoke on school property. Please park properly. Students

who drive to school are not allowed to return to their cars during the school day, unless approved to do so by an administrator.

REMEMBER: Driving on school property is a privilege, not a right. The school's search and seizure policy is in effect for vehicles parked on school property.

EXPULSION

If an expulsion is considered, only the superintendent can order it. The superintendent must give the pupil and his/her parents or guardian written notice of the intent to expel, which includes the reason for the expulsion. The pupil and parent or representative has an opportunity to appear on request before the superintendent or his designee to challenge his action or to otherwise explain the pupil's actions. The notice is to state the time and place to appear, which must not be less than 3 days nor later than 5 days after the notice is given.

Within 24 hours of the expulsion, the parent or guardian of the pupil and the clerk of the board must be notified of the expulsion. The notice must include the reasons for the expulsion, the right to appeal to the board, the right to be represented at the appeal, and the right to request that the hearing be held in executive session. The appeal before the board must include the following: representation for the pupil if he/she desires, a verbatim record maintained, formal board action taken to affirm, modify, or vacate the action in public session only, and a provision to inform the expelled student and parent/guardian that the decision of the board may be appealed to the Court of Common Pleas.

FRIDAY DETENTION

This after school detention will be held from 3:05 p.m. to 4:30 p.m. Students will be assigned to this for a variety of reasons after previous discipline has not impacted their behavior favorably.

GANGS

Gangs that initiate, advocate, or promote activities that threaten the safety and well being of persons or which are disruptive to the school environment will not be tolerated by the school district. The Edon Northwest Board of Education believes gangs (or gang activity) create an atmosphere where violations of district policies and regulations as well as State laws may occur.

Incidents involving initiations, hazing, intimidation and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or result in personal degradation or disgrace resulting in physical or mental harm to students is prohibited.

Students are prohibited from wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures that symbolize gang membership or causing and/or participating in activities, which intimidate or affect the attendance of another student. Students who violate any of the gang policy will be subject to severe disciplinary action.

FOOD OR DRINK ITEMS

Students are **not to consume food or drink in the hallways**. Food and drinks are to be consumed in the auditoria.

HALL PASSES

A student will not be allowed to leave a class if they do not have a signed pass with them. Students are to have a pass from a teacher anytime they are out of an assigned class during the school day. NO STUDENT should be allowed to leave a teacher's class where they are properly assigned to report to another teacher without a pass. Generally, a teacher should never write a pass that will cause a student to miss a regular class. A teacher may refuse to allow a student to leave their class when another teacher has written a pass for a student. **The highest priority is for the student to be in the class where they are assigned.**

HAZING AND BULLYING

(Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do 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.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying. Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes either mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity. Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy. The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying. Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved student are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered. The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's Website. The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other

employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

LOCKERS

Lockers shall be free of any articles or materials of a non-school nature that cause a disruption or are obscene. NOTE: The Board or its designees reserves the right to search lockers, desks, persons and personal belongings of students on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline, and safety and in the supervision and education of students. Please consider this information your advisement that lockers, desks, persons, and personal belongings are subject to search for contraband and harmful or dangerous substances.

Lockers in the halls, classrooms, dressing rooms, shop and agriculture classes, etc. are school property. Students must not put SCOTCH TAPE or other taped items on the front of the locker. **Please use magnetic tape.** Do not leave valuable items such as money in your locker.

SCHOOL PROPERTY

Respect all school property and each other's property. Textbooks should be free of marks or other damage. If damaged, see a secretary for binding tape. Marking on walls, restroom stalls, desks, etc. is vandalism and will be treated as such. Do not kick or throw balls against the walls in the gymnasiums. Please assist in keeping the building clean by picking up trash in rooms and halls.

Do not lean back on chairs or desks. Do not use the restrooms as lockers. Dress in locker rooms for activities, and leave all clothing items in the locker areas. Clean up after lab classes such as art, science, shop, agriculture, and home economics.

SUSPENSION

Following is a procedure that is to be used when a suspension is considered. The principal or superintendent can order the suspension. The student shall be given written notice of the intention to suspend and the reasons for the suspension. The pupil will be given an opportunity to appear at an informal hearing before the principal, superintendent, or their designee, and will be given a chance to challenge the reasons for the intended suspension or explain his actions. The hearing may take place immediately. If a suspension is enacted, the parents of the student shall be notified in writing within 24 hours of the suspension. Notice shall include the reasons for the suspension, the right of the pupil or parent to appeal to the Board of Education or its designee, the right to be represented at the appeal, and to request the hearing on appeal be held in executive session. If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, then the student may be removed from the curricular or extracurricular activity immediately. If the removal is for more than 24 hours, the reasons for the removal must be submitted to the principal as soon as is practicable. A due process hearing must follow

within 72 hours. The person who ordered the removal must be at the hearing. All of the preceding rules governing suspension also apply.

VENDING MACHINES

Vending machines are closed during the school day from 7:45 a.m. until 3:01 p.m. Students who violate this rule will be disciplined.

VIOLENT CONDUCT

For the purposes of the Code of Conduct, the following shall apply:

1. "Emergency suspension" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District and whose behavior presents an ongoing threat of disrupting the educational process provided by the District.
2. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year; if at the time a suspension is imposed fewer than ten (10) days remain in the school year. The procedures for suspension are set forth in Board Policy File: JGD.
3. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, or for one (1) year as specifically provided in this policy. Only the Superintendent may expel a student. The procedures for expulsion are set forth in Board Policy File: JGE.

Please know that the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board.

Please know that the Superintendent shall expel a student for a period of one (1) year for committing an act at school, on school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act: would be a criminal offense if committed by an adult; and results in serious physical harm to person(s) as defined in ORC 2901.01 (A)(5), or to property as defined in ORC 2901.01 (A) (6)

Please know that the Superintendent may expel a student from school for a period of one (1) year if a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

NOTE: The Superintendent may apply any or all of the remaining period of an expulsion to the following school year, if at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion.

4. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio.

ZERO TOLERANCE

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior including inappropriate language by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations, which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action.

The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the student code of conduct are punishable. If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

GENERAL INFORMATION

ANNOUNCEMENTS

Announcements will be read at the beginning of the school day. Afternoon announcement and other announcement should be limited to emergency situations.

ANNUAL NOTICE/STUDENT RECORDS

Parents are notified of their rights to have access to student records per Board Policies JO and JO-R. Questions regarding access to these records can be directed to the Superintendent or may be resolved by viewing the on-line Board Policy at www.edon.k12.oh.us.

ARRIVAL/DISMISSAL

Students who arrive after 7:58 a.m. are to report immediately to the school office to sign in and log the exact time of arrival. Students who leave school prior to dismissal time must also report to the school office to sign out and log the exact time of departure. Precise attendance is critical to students' safety and required attendance reporting.

BUS REQUESTS

Students must have a written request from a parent when:

1. The student wants to ride a bus other than the bus they are assigned to.
2. The student wants to get off the bus at a place other than their normal drop off point.
3. The student plans to ride home with another student.

NOTE: All bus notes are to be given to the school office, not the bus driver.

REMINDER: Students who walk to school are not to be in the area assigned to the buses. Students who walk to school are to leave the building through the main entrance to walk home.

Attention Parent: No bus changes will be made after 2:00 p.m.

CHECKS

According to State law, schools cannot cash checks for the purpose of obtaining cash. The school can accept checks in payment for student fees.

CLOSED LUNCH

The School Board and administration have closed the noon hour. This means that no student at any grade level may leave school property at noon to go to town for lunch. Students may **not** call for deliveries. All food items must be consumed in the auditoria. Students are not permitted to eat or drink beverages in the hallway. Students may take their lunch to the picnic area provided the area is maintained in an appropriate manner.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

FERPA is a Federal Law that requires the Edon Northwest Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information contained within your child's educational records. However, Edon Northwest Schools may disclose appropriately designated 'directory information' without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Edon Northwest Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual Yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish Yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Acts of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses, and telephone listing-unless

parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

If you do not want Edon Northwest Schools to disclose directory information contained within your child's education records without prior written consent, you must notify the District in writing within 10 days from the distribution of the student handbook/agenda. Edon Schools has designated the following as directory information:

- Student's Name
- Student's Address
- Telephone Number
- Student's date and place of birth
- Participation in officially recognized activities and sports
- Student achievement awards and honors
- Student's weight and height, if a member of an athletic team
- Major field of study
- Dates of attendance ("from and to" dates of enrollment)
- Date of graduation

FIRE/TORNADO DRILLS

Fire and tornado drills will be held during the school day. Teachers at the start of the school year will review rules for the drills. Students are expected to take all drills seriously. Walk quietly to the assigned area during a drill.

GUESTS

Guests are discouraged and generally will not be allowed. Students who bring guests to school with them without permission will be responsible for assisting them in finding a ride home.

JUNIOR/SENIOR HIGH SCHOOL DAILY PROGRAM

The school day begins at 7:58 a.m. and ends at 3:01 p.m. **NOTE: Staff members are not to release high school students prior to the 3:01 p.m. bell.** Students are to remain in the hallways until the 7:50 a.m. bell rings. Students not in regularly supervised activities at the end of the day must leave the building by 3:30 p.m.

LIBRARY USE

Library use is a privilege and students will be removed for improper behavior. The library staff has the same authority for managing students in the library as a teacher has in their class.

1. Students may go to the library once each day.
2. Reference work will take priority over browsing.

The use of library materials is regulated by the following rules:

1. Books circulate for a 2-week period and may be renewed.
2. A fine of 5 cents per day is charged for each school day that a book is overdue.

3. The library is reserved for students working on reading, research and use of other library materials.

Students, grades 7-12, may sign out as many books as necessary; however, if books are not returned on time, a fine of \$.05 will be charged for each day late. If books are lost or vandalized beyond repair, the student responsible will be expected to pay the replacement cost of the item.

LOST AND FOUND

When an item is missing, please check with the secretary.

LUNCH

The 7th through 12th grades have lunch between 12:00 p.m. and 12:35 p.m.

Class sections are rotated on a schedule printed separately. **Food should be eaten in the auditoria. STUDENTS IN GRADES 7 & 8 ARE EXPECTED TO EAT A LUNCH EACH DAY.** When dismissed for lunch, the students are to report directly to the lunchroom. All students must remain in the lunchroom until the teacher on duty releases them to go to class. Students are encouraged to pay weekly for lunches. Lunch charges may be allowed up to the amount of \$10.00. Charges must be paid at least every week or parents will be contacted. A print out of student lunch activity is available upon request to cafeteria manager.

No students are allowed in the parking lot, in cars, or around cars at noon or any time of the school day without permission.

MONEY AND OTHER VALUABLES

Your money, pens, pencils and other valuables are your responsibility. Do not leave valuables in lockers, halls, rest rooms, locker rooms and other such areas. Students have had items of value stolen. The school administration is not responsible for stolen or missing items. We will recover your items if possible, but proper care of your items is the best means of preventing theft. Cash from sales must be given to the appropriate person upon arrival to school.

PICTURES

School pictures will be taken of students in grades 7-11 in the fall. There will also be a second time for pictures in the spring. Dates will be announced.

TELEPHONE USE

School phones are not for student use except in an emergency and with permission.

MEDICAL INFORMATION

ILLNESS

Students who become ill during the school day should ask their teacher for permission to report to the office. An administrator will give permission for the student to either call their parents or to lie down in the clinic. REMINDER: Students should be fever free for 24 hours prior to returning after an illness.

MEDICATION

Students must take all medication and completed required forms to the secretary upon arriving at school. There are State laws regarding the use and dispensing of medications to students. If you have questions call 419-272-3213 and talk to Mrs. Dulle. If possible, it is best that all medication be taken at home.

**Parents and students are reminded that NO medication, including cough drops and aspirin/Tylenol, shall be administered or distributed to students unless the parents, guardians, or family doctors have sent a signed written request form to the school principal. All prescription drugs are kept in the school office. Volatile inhalants are prohibited at Edon Northwest Schools. ORC 3313.751.

SPORTS INFORMATION

ATHLETIC ELIGIBILITY

ALL ATHLETIC ELIGIBILITY IS BASED ON 9 WEEK GRADING PERIODS. The OHSAA rules AND THE SCHOOL DISTRICT RULES will be the criteria used for junior/senior high school academic eligibility. All athletes in grades 7-12 must maintain a GPA of 1.25 or above and may have no more than one F. Students in grades 7-12 must pass 5 units of credit. Failing to pass 5 units of credit in any NINE WEEK grading period makes you ineligible for the entire next nine weeks. An athlete may pass the 5 units of credit and STILL CANNOT PARTICIPATE IF THEY HAVE A GPA BELOW 1.25 OR MORE THAN ONE F. Reinstatement may be considered at mid-term if the GPA or the F policy causes the ineligibility. Athletes may play in one sport per season. Cheerleaders are not eligible for sports during the season they are cheering.

ATHLETIC ELIGIBILITY REINSTATEMENT

An athlete on ineligible status due to the GPA or F violation can be considered for reinstatement after 4 weeks of ineligibility have passed. This will normally be the end of the fifth week of the nine-week grading period. Reinstatement requires the athlete meet all the criteria as stated in the Athletic Eligibility rule related to GPA and number of F's. Failure to meet the OHSAA rule of passing a minimum of 5 units of credit each nine weeks makes an athlete ineligible for the entire grading period. If this occurs in the fourth nine weeks, then the athlete is ineligible for the first nine weeks of the next school year.

ATHLETIC BUS RULES

All athletes are expected to travel to and from contests in a district bus or van when the district provides transportation. In special situations a parent or guardian may transport his or her child with written permission approved by the coach. Athletes may not be transported by those NOT considered the parent or guardian unless advance written permission is approved by school administration.

ATHLETIC INSURANCE

Athletic insurance is required for all athletes and cheerleaders participating in all sports. The company we use for insurance does not allow any parent to sign off. Each sport has a different rate and each student must pay this rate before the first game to participate.

Please be advised that the insurance policy that is required is there to help cover the expenses that are not covered by your personal insurance policy.

ATHLETIC POLICY

All students and parents must sign the alcohol, tobacco and drug policy statements before the student may participate.

ATHLETIC PHYSICAL EXAM REQUIRED

All athletes must have on file a physical exam prior to the first practice. Students are encouraged to get their physical in the summer.

ATHLETICS OFFERED

Sports that are offered for junior high students are golf, cross-country, football, volleyball, basketball and track. Sports that are offered for high school students are cross country, volleyball, football, golf, basketball, baseball, track, and softball.

CHEERLEADERS

Cheerleaders are considered a part of the Athletic Eligibility Policy and must meet the same criteria as athletes. Cheerleaders are a part of the football and boys basketball programs. (See *Athletic Eligibility, Bus Rules.*)

(APPENDIX A)

Guidelines for Student Athletic Eligibility

Produced By The Ohio High School Athletic Association For School Guidance
Counselors
Revised 9/11

NOTE: In addition to any local standards or state mandated standards (GPA), the OHSAA standards must be met **without exception** in order to maintain athletic eligibility.

OHSAA Bylaws for Students in Grades 7-12

Please familiarize yourself with the following OHSAA Bylaws:

- All beginning seventh graders are eligible insofar as the scholarship bylaw.
- All beginning ninth graders must have passed a minimum of five of all subjects in which enrolled the immediately preceding grading period. However, they all must adhere to your district's grade point average requirement and any other standards that your school may have in place.
- Eligibility for each grading period is determined by grades received the preceding grading period. **Semester and yearly grades have no effect on OHSAA eligibility.**
- **Grades 9-12:** To be eligible, a student-athlete must be currently 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 (**Note:** Students taking post-secondary options must comply with these standards).
- **Grades 7-8:** To be eligible, a student-athlete must be currently enrolled in a member school and have received passing grades in a minimum of five of all subjects in which enrolled the immediately preceding grading period.

- For eligibility, 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.

Examples of Determining Student Eligibility – Grades 9-12

Passing grades must have been received in a minimum of **five** one-credit courses, or the equivalent, in the immediately preceding grading period. To determine credit equivalency, multiply full-year courses by a factor of 1; semester courses by a factor of 2; twelve-week courses by a factor of 3; and nine-week courses by a factor of 4.

Example 1: 1st Nine-Week Grading Period

Subject	Grade	Credit & Duration	Factor	Credit Equivalency
(Must Equal 5 Units or Equivalent)				
English 10	C	1 - all year	1	$1 \times 1 = 1$
Spanish I	D	1 - all year	1	$1 \times 1 = 1$
Health	B	1/2 - semester	2	$1/2 \times 2 = 1$
Algebra	F	1 - all year	1	0
Computers	C	1/2 - semester	2	$1/2 \times 2 = 1$
Social Studies	C	1/2 - semester	2	$1/2 \times 2 = 1$
Total Credits 5 = eligible for 2nd grading period				

Example 2: 4th Nine-Week Grading Period

Subject	Grade	Credit & Duration	Factor	Credit Equivalency
(Must Equal 5 Units or Equivalent)				
English	C	1 - all year	1	$1 \times 1 = 1$
O.W.E.	F	2 - all year	1	0
O.W.E.	D	1 - all year	1	$1 \times 1 = 1$
History	B	1 - all year	1	$1 \times 1 = 1$
Health	B	1/4 - semester	2	$1/4 \times 2 = 1/2$
Typing	C	1/4 - 4th 9 weeks	4	$1/4 \times 4 = 1$
Total Credits 4 1/2 = ineligible for 1st grading period of next school year				

Post-Secondary Options

Note: If a student is taking all course work at the post-secondary institution, the minimum number of credits required (under either the quarter or semester system) in order to maintain athletic eligibility is **13**.

It is highly recommended that you obtain a copy of *Ohio's Post-Secondary Enrollment Options Program* from the State Department of Education (614-466-2211). In addition, students electing to enroll in PEOP must be certain that 1.) The faculty members at the post-secondary institution understand that they will need to provide grades or a progress report at the time when the high school's grading period is over, and 2.) The student-athlete is taking enough course work at the post-secondary institution exclusively or between the post-secondary institution and the high school combined to be equivalent to five one-credit courses. Calculating equivalency of credits in the post-secondary institution is conducted in the same manner as in the high school, based on the Carnegie unit. **College courses for which five semester hours (7 1/2 quarter hours) of credit are earned shall be awarded**

one Carnegie unit. Fractional Carnegie units will be awarded proportionately.
 Examples of post-secondary options:

Example 1: 1st Nine-Week Grading Period

Subject	School	Credit & Duration	Credit Equivalency (Must Equal 5 Units or Equivalent)
History	High	1 (year course)	$1 \times 1 = 1$
Literature	PEOP	3 quarter hours	$.4 \times 3 = 1.2$
Calculus	PEOP	5 quarter hours	$.67 \times 3 = 2.01$
Biology	PEOP	3 quarter hours	$.4 \times 3 = 1.2$

Total Credits 5.41 = eligible for 2nd grading period provided all courses passed
The factor of 3 is used for post-secondary institutions that are on the quarter system.

Example 2: 4th Nine-Week Grading Period

Subject	School	Credit & Duration	Credit Equivalency (Must Equal 5 Units or Equivalent)
French	PEOP	5 semester hours	$1 \times 2 = 2$
Sociology	PEOP	3 semester hours	$.6 \times 2 = 1.2$
Computers	PEOP	2 semester hours	$.4 \times 2 = .8$
Geology	PEOP	3 semester hours	$.6 \times 2 = 1.2$

Total Credits 5.2 = eligible for 1st grading period of next school year provided all courses passed

The factor of 2 is used for post-secondary institutions that are on the semester system. Note that this student is taking all courses at the postsecondary institution, which is acceptable.

Examples of Determining Student Eligibility - Grades 7-8

Passing grades must have been received in a minimum of five of all subjects in which enrolled the immediately preceding grading period. **All courses in which a student receives a grade count toward this eligibility requirement.**

Example 1: 1st Nine-Week Grading Period

Subject	Grade
English	F
Math	B
Ohio History	F
Home Economics	B
Physical Education	F
Computers	C
Music	C
Health	B

Credits Passed 4 of 8 classes = not eligible for 2nd grading period.

Example 2: 3rd Nine-Week Grading Period

Subject	Grade
English	F
Math	D

Ohio History F
Industrial Arts C
Music B
Computers B
Physical Education B

Credits Passed 5 of 7 classes - eligible for 4th grading period

Quick Reference for Protecting Student Eligibility

- Do not permit a student-athlete to drop a course without first determining whether it will affect athletic eligibility.
- Do not permit a student-athlete to transfer without first determining whether it will affect athletic eligibility. At the beginning of the ninth grade year, students may enroll in and attend any member school that accepts them. Once eligibility has been established at a member school, a student will be ineligible for athletic purposes for one calendar year from the date of enrollment at the new school should he or she transfer unless one of the exceptions to the transfer bylaw is met. Should one of your student-athletes plan to transfer, set up a meeting between the student-athlete, his/her parents and your school principal or athletic administrator to review what affect the transfer will have on athletic eligibility.
- Be knowledgeable of the OHSAA scholarship requirements.
- Attempt to identify students who are or may become athletes when reviewing class schedules.
- Insure that student-athletes are taking enough courses to meet the scholarship requirements in order to be eligible the next grading period.
- Work closely with the coaches and athletic director.

• Contact the athletic director or principal on questions pertaining to eligibility.
NOTE: By state law, your school district has adopted a minimum grade point average (GPA) for participating in interscholastic extracurricular activities. In determining eligibility, the GPA is calculated on the grades the student received the immediately preceding grading period. It is not a cumulative GPA.

The complete text of the Bylaws and Regulations is published in the OHSAA Handbook, which is mailed to your school each summer and is posted on the OHSAA web site.

For additional information, contact:

Ohio High School Athletic Association

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