

BULLDOG PRIDE

Message from the Administration:

On behalf of the entire staff, the administration takes pleasure in welcoming you to East Palestine High School (EPHS). This Student Handbook is published so that all students have a ready reference to information that is necessary to the understanding of the programs and daily operation of our school. It is essential that all students and their parents read the information in this handbook so there may be as few misunderstandings as possible. When this handbook does not give you the information you need, you should contact a building administrator, counselor or teacher for help.

The goal of EPHS is excellence; and striving to reach this goal must be a continuous and cooperative effort on the part of the students, teachers, administrators, parents, and community. We earnestly solicit your cooperation in this venture and assure you that the result will be well worth the effort. Therefore, the administration urges you to become actively involved in your studies and in the extracurricular activities of your school.

ALMA MATER

Our strong band can ne'er be broken
Formed in East Palestine High
Far surpassing wealth unspoken
Sealed by friendship's tie
Alma Mater, Alma Mater
Deep graven on each heart
Shall be found unwavering true
'Til we from life shall part

FIGHT SONG

Forward Bulldogs, Forward Bulldogs
Boost that Brown and White
Carry our proud name ahead and keep it ever bright
Come on and fight you Bulldogs, fight you Bulldogs
Make your record shine
Let's win this game tonight for East Palestine.

It is our belief that:

1. **All people have equal worth.**
2. **Education is empowerment.**
3. **Every child has the right to an excellent education. The community is the stakeholder in the educational process.**

Section 1: Mission

Preparing life-long learners in a safe and supportive environment that promotes Personal Responsibility, Respect, Integrity, Diversity, Excellence. **Bulldog PRIDE**

EPHS is guided by its belief in democracy as a way of life. That being stated, it is the mission of EPHS to:

*provide curricular and extracurricular programs that encourage all students to reach their full potential.

*provide a positive, supportive environment.

*help students develop social skills necessary to become productive citizens.

*promote student responsibility in the learning process.

Every Pupil [WILL] Have Success

Goals of EPHS

1. Students and faculty will work cooperatively to develop critical thinking skills and problem solving strategies that allow them to become self-sufficient members of our society.
 2. With the help of faculty, students will demonstrate success in passing all required sections of the state proficiency tests and/or the Ohio Graduation Test.
 3. With the guidance of faculty, students will develop to their fullest potential the appropriate academic and social skills.
 4. With the help of faculty, students will demonstrate mastery of the skills necessary to earn required credits for graduation.
 5. Students and faculty will work cooperatively to demonstrate a feeling of positive self-esteem.
 6. With the help of faculty, students will develop the skills necessary to make a positive contribution to school and community.
 7. With the help of faculty, students will demonstrate the skills necessary to communicate effectively.
 8. With the help of faculty, students will develop a sense of responsibility and learn the value of self-motivation.
 9. With the help of faculty, students will develop an intelligent curiosity in order to adjust successfully to an ever-changing technological world.
 10. With the help of faculty students will learn to make use of available resources to make successful decisions in their future pursuits.
 11. With the help of faculty, students will increase their appreciation of the purpose, value, and ownership of their education
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- 1.1 Students at EPHS are expected to act as mature, responsible individuals. To receive the greatest benefit of the education being offered to them, they should be friendly, cheerful, and show a willingness to learn. They should show a healthy attitude to both fellow students, and members of the faculty and staff.

Section 2: Student Code of Conduct

- 2.1 A student attending East Palestine Schools has basic rights and responsibilities under the Constitution of the United States.
- 2.2 All rules and guidelines with regard to student behavior are set forth by state law or district policy. These are in effect while the student, regardless of age, is at school before, during, or after the regular school day. These also are in effect at all school-sponsored activities, both home and away, on school buses, and on other school property. All school personnel have the complete authority to direct the activities and behavior of the student. School personnel include administrators, teachers, support personnel (cafeteria, coaches, custodians, volunteers, aides, etc.), substitutes, bus drivers, secretaries, invited guests, and all others employed by the East Palestine Board of Education. A violation of any school rule or regulation will

result in disciplinary action; including detention, in-school restriction, out-of-school suspension, emergency removal, expulsion, possible referral to police/court or other disciplinary action.

- 2.3 Students, once they have reached the age of 18, are considered to be adults who have chosen to attend EPHS and are subject to all rules and regulations applicable to other students. Therefore, if students are 18 or older and reside with their parents or adult relatives, it is still mandatory that the parents or relatives be contacted in order for students to be released from school before the end of the scheduled day, for illness, etc. The only exception is when students are living on their own and are financially self-supporting (emancipated) (See 2.4).
- 2.4 Students 18 years old and up to the age of 22, maintaining residence in this school district apart from parents and who support themselves by their own labor and who meet all other Board of Education requirements for enrollment, are entitled to attend school free. The superintendent or his designee may make reasonable inquiries and may demand evidence of self-sufficiency to establish the qualifications of such person for free attendance. The guidelines to be used under this section are those published by the Ohio Athletic Association.
- 2.5 Any student who accumulates multiple infractions of school rules will be subject to an increased level of disciplinary action, regardless of the infraction, including recommendation for expulsion.
- 2.6 **Any action judged by school officials to involve misconduct not specifically mentioned in other sections of this code of conduct will be dealt with as insubordination.**
- 2.7 Because regular and punctual attendance directly corresponds to student achievement, absences, tardiness and early releases are strongly discouraged. Those students who frequently miss class experience great difficulty in achieving the maximum educational benefits. Even though a student may make-up actual class work, he/she may never be able to replace the social, educational or cultural contacts, which can only be held through actual class participation. While it is the school's responsibility to provide instruction, school and class attendance are the responsibility of the student and his/her parents; developing more importantly, the proper habits of punctuality and reliability needed in everyday life after graduation. The entire education process requires continuity of instruction, classroom participation, and in-depth learning opportunities. **Students who have poor attendance may lose course credit and/or certain privileges (driving) and/or be referred to the county attendance office for further disciplinary action.**
- 2.8 Students with disabilities will be dealt with on an individual basis in accordance with the student's Individual Education Plan (I.E.P.), and with the Individuals with Disabilities Education Act (I.D.E.A.), the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.
- 2.7 Search and Seizure
 - a) The Board, or its designee, reserves the right to search the lockers, desks, person, and personal belongings of a student on school grounds, or at any school activity when reasonable suspicion exists for the maintenance of order, discipline and safety, and in the supervision and education of students. If possible, the student's consent prior to the search will be obtained. At the beginning of the school year, students will be

advised that their lockers, desks, persons, and personal belongings are subject to search for contraband, harmful, or dangerous substances.

- b) Searches will be made only upon reasonable suspicion. In determining whether there is reasonable suspicion, the following factors will be taken into account:
 - 1) The age, history, and school record of the student.
 - 2) The prevalence and seriousness of the problem.
 - 3) The need to avoid delay.
 - 4) The probative value and reliability of the information on which the suspicion is based.
- c) A more intrusive search, such as of the student's person, should be based on a higher standard as to these factors, than for a less intrusive search of a locker or other area, or of personal belonging.

Section 3: Attendance

The primary responsibility of compulsory education and attendance fall upon the parent and student. Although there are valid reasons under attendance policies and laws by which a student may be excused, establishing a good school attendance pattern must be a goal for all students. Every child of compulsory school age (6-18), who is not employed on an age and school certificate, and has not been determined to be incapable of profiting by further instruction, must attend school. Regular and punctual attendance is essential to successful achievement in school. Therefore, the East Palestine City School District will adhere to the following procedures regarding student absence:

3.1 **Excessive absenteeism will be reported to the County Attendance Office for possible court action.**

3.2 The statutes governing school attendance are very specific and leave little option for school authorities to excuse students from school. Excused absences are those which fall under school/compulsory attendance laws and which are excuse by school officials upon notification by the parent. Reasons for excused absences and/or tardies to school, based upon Ohio Attendance Laws, are:

- a) personal illness
- b) illness in immediate family
- c) funeral/death in family
- e) religious holiday
- f) transportation problem: school bus breakdown or involvement in an automobile accident, and/or extremely bad weather (validity determined by principals)
- i) medical, dental or legal appointments unable to be scheduled after school hours
- j) drivers license exam unable to be scheduled after school hours
- k) college visits: Only juniors and seniors are eligible and they must obtain prior approval from the guidance department (**juniors** two visits/**seniors** three visits)
- l) other emergencies or special circumstances determined or receiving prior approval by the principal.

When absences become excessive, then the following procedures will occur: **After five days of absence** – parents may be notified by letter; After

ten days of absences – parents may be notified by letter and a conference may be requested regarding the absences; After **fifteen days of absences** – parents will be notified by letter stating that future absences will only be excused when accompanied by a written medical/court excuse. **Students who have excessive absenteeism that is not substantiated by a doctor will be in jeopardy of losing course credit.**

- 3.3 Students who are absent for the day are not permitted to participate in, or attend, after-school functions (athletic events, dances, plays, etc.)
- a) Students wishing to participate in or attend extracurricular activities must be in school by 11:00 a.m. on the day the activity occurs.
 - b) Students absent on a Friday may participate in a school activity on Saturday.
 - c) If a student goes home ill during the day, regardless of the time, that student **will not** be permitted to participate in extra curricular activities occurring on that day.
 - d) The principal must approve any exceptions to this policy.
- 3.4 A student who is absent from school must have his/her parent or guardian call the school to report the absence on the day on which the absence occurs. The office phone number is **330-426-9401**.
- 3.5 A student who has been absent must present a written excuse, signed by a parent or guardian, to the main office within two days of the last day of his/her absence. If no written excuse is provided, the absence will be unexcused and the student will be considered truant (see section 3.2 for reasons absences are considered excused). The following are the disciplinary guidelines:
- a. Any student who does not comply with this policy will be subject to disciplinary action including referral to the County Attendance Officer.
 - b. If this procedure is not followed, the student will be unexcused. This means the student will receive **NO CREDIT** for the day(s) missed. To receive credit, the student must present each of his/her teachers with an admit slip.
 - c. Only a legally emancipated student may be permitted to write his/her own excuse after receiving administrative permission.
 - d. Students who arrive to school after 9:00 a.m. or leave before 2:00 p.m. will be counted as absent for a half-day.

3.6 Unexcused Absences or Tardiness

Students with unauthorized absences from or tardies to school, class or an invalid absence or tardy reason, will be unexcused. The student and his/her parent/guardian will be subject to Ohio's truancy laws.

- a) If an absence/tardy is unexcused, then the student will receive **NO CREDIT** for the day(s)/period(s) missed and may be subject to further disciplinary action including detention, Friday School, in-school restriction and out-of-school suspension.
- b) Whenever a student under the age of eighteen has ten consecutive or a total of fifteen days of unexcused absences from school, he/she may be reported to the county attendance officer and to the Ohio Bureau of Motor Vehicles for the suspension of his/her driver's license.

- c) Students arriving after 8:02 a.m. are considered tardy and must report to the main office to obtain an admittance slip to class. A parent/guardian should contact the attendance office at 330-426-9401 to provide an explanation for the late arrival whenever possible. A written excuse signed by a parent/guardian should be presented when the student arrives at school but not later than one day following the late arrival. Unexcused tardies are recorded and students are subject to disciplinary action upon the fourth (4th) tardy and every tardy thereafter. As a student's record of unexcused tardies to school increases, the following actions will be taken:
- | | |
|---|------------------|
| 4 th -6 th Tardy | 1 detention each |
| 7 th -10 th Tardy | Friday School |
| 10 th or more Tardy | I.S.R/Other |
- This tardy count will revert to zero (0) after the first semester.
- d) Tardiness to class: Students are subject to teacher disciplinary actions for the first three unexcused tardies to class. The fourth and subsequent occurrences will follow the above guidelines.

3.7 Early Release/Dismissals

Students may not leave the school building/premises before the end of the scheduled school day without the permission of a parent/guardian **and** a school authority. All efforts should be made to schedule any appointments or personal business after school hours or on weekends.

- a) Any student (including those who are eighteen years old) who must leave the school premises before the end of the scheduled day must present a written note to the main office and signed by a parent/guardian requesting an early release/dismissal **before** 8:02 a.m. on the day of the early release/dismissal.
- b) The following are valid reasons for excused early releases from school but may require proof such as a written statement from the parent/guardian, medical, dental or legal office supporting the absence for verification by the attendance office:
- 1) Personal or family illness.
 - 2) Medical, dental, or legal appointments unable to be scheduled after school hours.
 - 3) Other emergencies or special circumstances receiving approval by a principal.
- c) **Illness/Clinic visit:** If a student becomes ill during the school day and believes it is necessary to go home, he/she must report to the clinic or main office by obtaining a pass from the classroom teacher. **The school nurse or another school official must contact a parent/guardian before the student will be permitted to go home. Emergency medical forms, because of their importance, must be completed by each student's parent/guardian to be kept on file at the school.**

3.8 Permanent Early Dismissal

Students who are juniors or seniors may be eligible for early leave. The student must maintain at least a 2.0 grade-point average, no failing grades, and evidence of employment or other approved need may apply to leave school at the beginning of the last period. Students in work-study programs may be granted earlier dismissals since credit is earned for employment. Class schedules will not be changed to accommodate permanent early dismissal requests.

- a) Students on permanent early dismissal are responsible for their own after-school transportation. Students without a ride must report to study hall. Students with excessive "no ride" days may temporarily or permanently lose this privilege.
- b) Students failing to leave school grounds within five minutes of the early dismissal time may have this privilege temporarily or permanently revoked.

3.9 Student Vacation/Field Trip Policy

The school district strongly encourages families to appropriately schedule vacations in accordance with the current school calendar. In the event of family vacations/field trips during the school year, students are expected to obtain assignments in advance.

A written request signed by a parent/guardian must be submitted to the principal, at least one week in advance, indicating dates departing, returning and absent from school.

- a) Assignments are to be turned in to the teacher on the day the student returns to school. Tests missed during this absence will be made up at the discretion of the teacher.

3.10 Make-up Work for Excused Absences, Tardiness, or Early Releases

To receive credit and make-up work for excused absences, tardiness or early releases, students must present each teacher with an admittance slip indicating their absence was excused. If the student is unexcused, he/she may not make-up any schoolwork missed and will receive no credit for the day(s) missed.

- a) Students will have one day for every day they are absent to make-up work or complete tests up to ten consecutive days.
- b) Extended absences (more than ten consecutive days) will be made up at the discretion of the teacher and/or principal.
- c) Students who do not complete the make-up work within the allotted time may not be given any additional time.

3.11 Incomplete Grades or Withheld Report Cards

Students may receive an incomplete grade ("I") on their report cards if the necessary work requirements for a grading period have not been completed due to excused absences from school and/or may have it withheld if any financial or other course requirements have not been met.

- a) Teachers should notify students and/or parents/guardians about any incomplete grades prior to the end of the grading period.

- b) Make-up work needs to be completed within two weeks following the end of the grading period in order for the incomplete grade to be changed to a permanent grade.
- c) When outstanding fines, fees or other obligations have been taken care of, the incomplete grade will be changed to a permanent grade.
- d) Report cards may also be withheld until all financial responsibilities or other school obligations for courses or extra-curricular activities have been resolved.

3.12 Appeals

Parents who wish to appeal an attendance matter should submit a written request to the building principal no later than one week after the issuance of the report card.

3.13 Withdrawal from School

In order to withdraw from school, a student must be eighteen (18) years of age, have written consent from his/her parent or guardian, and comply with state law.

Section 4: List of Rules/Definitions/Disciplinary Action(DA)

Disciplinary action for any violation of the code-of-conduct may include but are not limited to conference/warning, after-school detention, Friday School, in-school restriction, out-of-school suspension, community service, restitution, referral to law enforcement agencies, and recommendation for expulsion.

4.1 Disruption of School

A student shall not, by use of violence, force, coercion, or threat, cause or attempt to cause disruption or obstruction to the educational process of the school. Examples: Strikes, walkouts, bomb threats, false fire alarms, demonstrations, fireworks, smoke bombs, or other as determined by the administration.

4.2 Harassment, Bullying, Intimidation

A student shall not, by use of violence, fear, hazing, force, coercion, extortion, threat, or other related behavior intimidate or harass any other persons regardless of race, national origin, ancestry, religion, citizenship status, sex, economic status, age, disability, any class, team or organization or other human difference.

Harassment, intimidation or bullying by any student in the East Palestine School District is strictly prohibited and such conduct may result in disciplinary action including suspension and/or expulsion from school. No student shall engage in harassment, intimidation or bullying behaviors defined as any intentional written, verbal, graphic or physical act including electronically transmitted acts (i.e., internet, cell phone, personal digital assistant or wireless hand-held device), either overt or covert by a student or group of students toward other students, including violence within dating

relationships, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school property, at any school-sponsored activity, on school provided transportation, or any other official bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of a student's personal property; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other students; and that
- C. Cyber bullying involves the use of information and communication technologies such as e-mail, cell phone, and pager/text messages, instant messaging, defamatory personal web sites, and defamatory on-line personal polling web sites to support deliberate, repeated, hostile behavior by an individual or group that is intended to harm others.

It is understood that any individual experiencing these issues will make aware the building principal, guidance office personnel or other administrator/personnel designated by the principal. Reports of such acts can also be made via a district web site link to Bully/Safety Tip Line (330-965-2869). All reports regarding bullying, harassment, intimidation may be investigated and victim and parents may be notified of actions taken. Staff may be notified of potential bullying, harassment and/or intimidation

4.3 Destruction of School or Private Property

A student shall not cause or attempt to cause damage, destroy, or deface school or private property at any time including school related events off school grounds.

4.4 Theft

A student shall not take or attempt to take into possession the public property or equipment of the school district or the personal property of another during the school day, activity, function, or event off school grounds.

4.5 Fighting/Assault

A student shall not verbally abuse, threaten, physically assault or behave in a manner that might cause physical injury to anyone on school property at any time, or during a school activity, function, or event off school grounds. Examples: Bullying, harassment, threats, verbal or physical assault, or other.

4.6 Assault and Battery

A student shall not intentionally cause or attempt to cause significant physical injury, or intentionally behaving in such a way as could reasonably cause significant physical injury to anyone on school property at any time, or during a school activity, function, or event off school grounds.

4.7 Dangerous Weapons and Instruments or Materials

ORC 2923.122 makes it a felony for any person to knowingly possess, handle, transmit, or conceal any object, ordinance or other substance which might be considered a dangerous weapon, or instrument capable of harming another person or material in support of such a weapon or instrument. Possession of counterfeit weapons is considered to be a violation of this section. Examples: Guns, explosives, mace, knives, toy guns or other.

4.8 Tobacco

A student shall not possess, use, transmit, or conceal tobacco or matches, lighters or other related materials on school property at any time during a school activity, function or event off school property. **For any student under age 18 who is caught selling or in possession of tobacco, the first offense will be dealt with in the school. Any following offense will be dealt with by the school for discipline and the POLICE will be notified in accordance with the new state law adopted in 2001.**

4.9 Narcotics, Alcoholic Beverages and Drugs

A student shall not possess, use, transmit, conceal, or be under the influence of narcotics, alcoholic beverages, drugs or drug paraphernalia on school property at any time during a school activity, function or event off school property. Students found in violation of this policy will be subject to suspension or expulsion, and referral for prosecution. The student may also lose his/her driver's license. A reduction in penalty may be granted if the student receives professional assistance. Professional assistance may include, but not be limited to, an alcohol/drug education program; assessment with follow-through, based on the assessment finding, counseling, outpatient treatment, or in-patient treatment.

4.10 Arson

A student shall not set fire to, or attempt to set fire to, school property or property of persons employed by the school or in attendance at the school.

4.11 Other Illegal or Inappropriate Conduct

A student shall not commit any offense that constitutes criminal conduct under federal, state, or city laws and/or which are life- or health-threatening.

4.12 Administration of Medication to Students

In accordance with the board of Education Policy 5330 and 5331, all students who are required to use medication must bring the medication to the principal's office for storage and distribution. There will be no

exceptions. No medication, prescription or nonprescription, is to be taken at school without administrative approval. Before any medication or treatment can be administered to a student by a school official the following procedures must be followed:

- a) A written prescription from the child's physician accompanied by written authorization from the parent must be on file in the nurse's office.
- b) Only medication in its' original prescription bottle, labeled with the date of the prescription, student's name, and exact dosage will be administered.
- c) A student authorized in writing by a physician may, in the presence of a school employee, self-administer medication or treatment.
- d) Students who submit a completed asthma inhaler authorization form to the office may carry on their person and self-administer routine preventative inhaled asthma medication. The inhaler must be kept in a private place, not shared with others, and used according to physician orders. This privilege may be revoked for noncompliance with these rules.

4.13 Student Non-Compliance

When the student is under the authority of school personnel, he/she shall not disregard reasonable directions or commands by school personnel, or fail to identify himself/herself when requested by school personnel. Examples: Disrespect, rudeness, failure to report to the office, failure to report to detention, being in areas of the school or school grounds without proper permission, plagiarizing, cheating, defiance, violations of suspension or expulsion regulations. Students will not exhibit behavior that is deemed inappropriate by the school personnel at any time. Examples: Inappropriate gestures, inappropriate speech, classroom disruptions, roughhouse behavior, misconduct in the cafeteria, running in the halls, or eating in an area other than the cafeteria without permission, public display of affection.

4.14 Cheating/Dishonesty/Plagiarism

Cheating, dishonesty, plagiarism are defined as:

- a. Using/submitting another person's work in any form as your own.
- b. Copying another person's work, assignment or any material used in a course.
- c. Using as your own, any person's ideas, expressions, or words without giving the original author credit including material found/downloaded from the internet.
- d. Having in your possession or preparing to have materials or any device which may give an unfair advantage.

A first offense will result in a grade of "F" or "zero" for the assignment/assessment/project. A second offense will result in an "F" for the assignment/assessment/project, and a meeting with parents. A third offense may result in an "F" for the course for the particular grading period in which it occurred. All instances will be documented

in a student's discipline file/record and may jeopardize a student's access to any and all academic honors and awards (i.e., NHS, Honor Student status, recommendation for or receiving of scholarship(s)).

4.15 Falsification and Forgery

No student shall change, alter or modify, or attempt to change, alter or modify any record, document or form required to be submitted to or used in the operation of the school. No student shall forge any writing of another so that it purports to be genuine when it is actually false or make use of such forgery. No student shall make or cause to be made a false statement to circumvent school rules and regulations.

4.16 Gambling

No student shall play in, or be involved with, any game of chance or skill for money or items of value.

4.17 Unauthorized Publications

No student shall publish, reproduce, and/or distribute any unauthorized or slanderous material on the campuses of this district or at school-related functions.

4.18 Profanity, Abusive, or Obscene Language

No student shall use any form of abusive, profane or obscene language or gesture on school property, or at any school activity, function, or event off school property.

4.19 Lewd or Obscene Behavior

No student shall behave in a lewd or obscene manner on school property, or at any school activity, function, or event off school property. This includes the following:

- a) Public display of affection.
- b) Sexual Misconduct - any sexual harassment, unauthorized touching, verbal, nonverbal, or written sexually oriented activities.
- c) Sexual Offenses - any willful and/or deliberate act committed with the intention of gaining sexual favors or furthering acts lewd or lascivious in nature.
- d) Any act of indecent exposure.

4.20 Student Dress Code

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Attire and/or appearance considered by school personnel to be unsafe, unclean, immodest, vulgar, or offensive will not be permitted. The following modes of dress are NOT acceptable in the regular school day setting:

- a) Bare feet – feet must be covered by some type of shoes or sandals (sandals must have straps). No steel cleats may be worn on boots or shoes.
- b) Midriffs, bare backs, tank tops/double tank tops, low cut tops, gym sweat pants; mesh/net shirts, and/or cutout clothing are not permitted. No shirt shall expose any part of the midriff under normal range and motion.
- c) Unclean or torn clothing is not permitted. Any clothing with holes, rips, or tears is not permitted even if there is another layer underneath.
- d) Yoga pants and leggings are not permitted to be worn unless the shirt worn is covering and comes down to the mid thigh area.
- e) No hats of any kind for boys or girls to include knit hats and baseball caps.
- f) Apparent braless look – proper undergarments must be worn. Tops that are low cut are not permitted.
- g) Wearing hats, hair curlers, bandannas, head bands, head rags, sunglasses, cutoffs, boxer shorts, gym shorts, biking shorts, pajamas/pajama bottom pants, bathing suits or similarly designed inappropriate clothing is not permitted as well as wallet chains, and outerwear in the building
- h) Dresses, skirts, skorts, and shorts that are shorter than the student's fingertips when his/her arms are extended to their side. Skirts/shorts cannot be more than 3 inches above the knee.
- i) Droopy pants -pants worn below the waist that expose ones underwear.
- j) Clothing that is transparent, torn (including jeans with holes), riveted, excessively tight or excessively loose fitting.
- k) Clothing and accessories labeled with objectionable material including references to drugs, tobacco, alcohol, sex, race, discrimination, derogatory comments and/or pictures, profanity, excessive violence and/or any references to any other illegal activity
- l) spikes on jewelry or belts
- m) **any other form of dress deemed inappropriate by the administration**

4.21 Truancy

Truancy is any unauthorized absence from school, class or study hall. Truancies will be dealt with accordingly and repeat offenses will receive disciplinary action.

4.22 Trespassing

Trespassing is being in a school building, in unauthorized areas, or on school grounds without permission.

4.23 Bus Rules

Transportation to and from school is a privilege. Rules are necessary for the safety of each student. To perform this service safely and efficiently, the cooperation of parents, students and bus driver is necessary. These are the current bus rules:

- a) Students riding a bus are expected promptly to obey the bus driver and follow all school rules.
- b) No one shall produce open flames of any kind on the bus.
- c) Students will not have tobacco, drugs or alcohol on the bus.
- d) No one shall cause any part of his/her body to project from the bus window.
- e) No one shall interfere with the driver's operation of the bus.
- f) No unauthorized person shall sit in the driver's seat or operate any of the controls, including the entrance door, at any time whether the bus is parked or in motion.
- g) No one shall throw any object from the bus.
- h) Animals, firearms, glass, ammunition, explosives, or other dangerous materials, which may interfere with the safe operation of the bus, shall not be brought onboard the bus. This includes items that are large enough to impede the driver's visibility.
- i) Students may carry on the bus only those items that can safely be carried on their laps.
- j) Students must remain seated, keeping aisles and exits clear.
- k) Students will not use profane language while on the bus.
- l) Students will ride their assigned buses and exit buses at their correct stops. Any variation of this procedure requires that a written request, signed by a parent, be submitted to the school office for approval. Upon approval the student will be issued a bus pass, which is to be given to the bus driver.
- m) It is against state law to eat or drink on a moving bus for any reason except a medical emergency.
- n) The bus driver is authorized to assign seats.
- o) Behavior at bus stops must not threaten life, limb or property of any individual.

Violations of the above rules will be reported in writing to the office and will incur disciplinary consequences, which may include detentions, Saturday detentions, and/or suspension of bus riding privileges.

4.24 Library/Media Center Rules

The Library/Media Center is a place where students can develop information literacy skills. To this end, the use of the library will be intended for students who need library materials to do research related to class assignments. This will be our primary focus. In addition, students who want to read the newspapers and

magazines in the library are welcome to do so. Students are to sign a list in the library for attendance purposes. Rules established by the librarian/media center supervisors as well as those that are part of school policy are to be followed.

4.25 Computer Lab/School Computer Use

- a) Access
 - 1. **NO FOOD OR BEVERAGES** will be permitted in any computer area.
 - 2. Students are required to have teacher authorization to access any central computer system and/or a valid, authorized account to access any central computer system remotely. Students may use only those computer resources that they are specifically authorized to use. Students are to use their account only in accordance with its authorized purposes.
 - 3. Computing is accessible to all students, faculty and staff in the East Palestine School District. Users are responsible for safeguarding computing accounts. Take necessary precautions to protect access to your account. Keep passwords private.
 - 4. Tampering with computer equipment or resources is not permitted. Any activity, which produces system failure, degrades performance, or proliferates computer viruses will result in disciplinary and/or legal action.
 - 5. Students are not permitted to print material from the computer/internet without permission.

- b) School Computers
 - 1. Students are not permitted to use a computer in any classroom or library unsupervised.
 - 2. Students shall not use another person's password for any purpose.
 - 3. In addition to the computer lab students can use computers in the library and individual classrooms
 - 4. Do not engage in unauthorized duplication, installation, alteration or destruction of data, programs or software. Do not transmit or disclose data, programs or software belonging to others. Respect all copyright laws. Plagiarism will not be tolerated. **The intended use of school computers is for educational purposes.**
 - 5. Abide by accepted rules of network etiquette and conduct yourself in a responsible, ethical manner. It is not permitted to transmit, receive, submit or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. Such abuse includes, but is not limited to, sending/receiving messages within the East Palestine School District or beyond via network facilities.

Inappropriate use of computers may result in a suspension or cancellation of computer privileges as well as other disciplinary or legal action.

4.26 Study Hall Rules

- a) All students are required to be in an assigned seat.

- b) Students are not permitted to deface study hall furniture or sit on desks and tables.
- c) Students are not permitted to play cards.
- d) Electronic/personal technology equipment use must be in accordance with BYOD policy.
- e) No talking.
- f.) Group study is permitted with permission of the teacher/supervisor.
- g) No food or drink is permitted in study hall or any classroom without teacher/supervisor permission.
- h) Students are not permitted to leave study hall without written permission.
 - i) Students are expected to utilize study hall as instructed by the study hall supervisor. No sleeping.

4.27 Students in Building

Students are not to enter the building before 7:55 a.m. During inclement weather students are permitted to sit in the gym before school. Students with special assignments may obtain permission to enter the building from the teacher for whom they are working. Students are to enter the building through either the front or east/west doors.

When school is not in session, only students who are authorized for an activity should be in the building. Permission for an activity to be held is granted by faculty activity sponsors only. Students not participating in an authorized activity are to be out of the building by 2:35p.m. **NO EXCEPTIONS--PARENTS and/or STUDENTS MUST MAKE PRIOR ARRANGEMENTS SHOULD THEY NEED TO BE IN THE SCHOOL AFTER THIS TIME.**

4.28 Student Parking

- a) A student who wishes to drive to school must file an application in the principal's office with a written request from his/her parent. The request must give proof of liability insurance and information concerning the make, model, license plate number, and year of the car being driven. If granted permission to drive to school, the student will be assessed an annual \$10 parking fee and given a numbered tag to hang from his/her rearview mirror. Seniors and juniors are given priority for parking passes.
- b) **Under NO circumstance is a student to park in the teachers' lot. Violators will be TOWED AT OWNERS EXPENSE.**
- c) Cars must be parked in the student parking lot, in the assigned parking space, and may not be returned to during the school day, unless the student must go to work, or has permission from the office. There is to be no reckless driving on school property. A 10-mph speed limit exists. Driving without permission to school or during the school day will result in disciplinary action.

4.29 Book bags/Backpacks

Students are **NOT permitted to carry their book bags/backpacks around the school during school hours**. Students are permitted to use a book bag, backpack or similar large carrying bag to carry books to and from school; however, once they arrive at school they must remove their books, homework, pencils, pens, etc. from their book bag/backpack and place the book bag/backpack in their locker. The book bag/backpack should be able to fit in the student locker without jamming the locker.

4.30 Cafeteria/Lunch Rules

The cafeteria is the dining area of the school. To maintain a clean dining area requires everyone's cooperation. After eating each student is expected to dispose of all wastepaper and to return his/her lunch tray to the proper place.

4.31 Use of Phones

a.) School Telephones

Students are permitted to use only the main office telephone and only to return a call to a parent when the parent has initiated the request. No student is to request to use the phone during class time. Phone use is limited to time during lunch or study hall.

4.32 Dance Regulations

High school dances (grades 9-12) are only for EPHS students and their dates. Permission to bring a guest/date (non-EPHS student) to a dance must be secured in advance. Anyone attending a dance must be in at least the ninth grade and under the age of 21. Only tennis shoes or socks are permitted on the gym floor when dances are held there. Once you leave the dance, you are not permitted to return that evening. All school rules and regulations are in effect at this or any school function.

4.33 Possession of Electronic Devices

During the school day, students are permitted to carry cellular phones, iPods, iPads, and/or electronic devices on their person. All electronic device usage is governed by the BYOD policy. Inappropriate use of these items may result in them being confiscated and stored in the office and the student will be referred for disciplinary action. Students with medical conditions requiring the use of a pager/beeper or those who are volunteer firefighters required to carry a pager/beeper must present written authorization to the office prior to the use of the pager/beeper. Videotaping, recording, filming or photographing any student or staff member without the explicit knowledge and permission of the student or staff member is prohibited. Texting through the use of a cellular phone/electronic equipment during the school day is strictly prohibited and subject to disciplinary action which can include but not limited to suspension from school. The school will assume no responsibility for theft, loss, damage or vandalism of

electronic devices brought onto school property or unauthorized use of such devices.

Section 5: Detention, Restriction, and Suspension

5.1 Detentions

Detentions may be given for infractions of rules and are issued by the principal or teachers.

- a) **Detentions assigned by the administration are scheduled on Monday through Thursday and begin at 2:30 p.m. and end at 3:25 p.m.** A student must provide his/her own transportation home after detention has been served. Detentions issued by the administration are to be served in the designated room for that day.
- b) Teacher issued detentions may be assigned any day and will be served in the room of the teacher issuing the detention.
- c) Friday School may also be assigned to students for infractions of rules and are issued only by the principals. Friday School detentions begin at 2:30 p.m. and end at 5:00 p.m.
- d) **Student employment and involvement in extra-curricular activities (including athletics) are not acceptable reasons for missing any portion of, or requesting special arrangements for an assigned detention or Friday School.**
- e) A student who fails to report for assigned detentions will be subject to further disciplinary actions including possible suspension from school.

5.2 In-School Restriction

- a) Upon arriving at school, students are to go **immediately** to their locker and then **directly** to the I.S.R. room.
- b) Students are to bring the following items to I.S.R.: All schoolbooks, paper, pen, and pencil, and lunch or lunch money. Students who are already participating in the free/reduced lunch program may continue to do so while in I.S.R.
- c) Students will be permitted one restroom pass for the morning and one for the afternoon. Lunch will be eaten in the I.S.R. room.
- d) While in I.S.R., students **are not permitted** to attend, or participate in, extracurricular activities. They are to be on school property only during the regularly scheduled school day.
- e) Students are to **remain** seated and **quiet** all day.
- f) Students are to be **awake** and **working** at all times.
- g) If a student has any questions or needs any help in any of their classes, he/she is to raise their hand to be acknowledged by the I.S.R. teacher. Otherwise, students are not to disturb anyone at anytime.
- h) All work **must be attempted and completed** according to teacher directions, or additional I.S.R. dates may be assigned.

- i) Tests will be administered in I.S.R. The student will receive the same amount of time to complete exams as in the regular class. Tests are to be returned to the I.S.R. teacher.
- j) Students **must do** all work in the I.S.R. room. No assignments will be taken home.
- k) The principal must approve any absence from I.S.R. The student's parent or legal guardian must call the school before 8:00 a.m. on the day of the absence. **A doctor's note will be required for two (2) consecutive absences.** Any absence will be automatically served in I.S.R. on the first day upon the student's return to school.
- l) Students in special programs for outside work programs **will remain in I.S.R. until 2:25 p.m.** unless working. Work hours will be verified by the faculty coordinator of the work program and release will be given by an administrator.
- m) If any student is found breaking any of these rules, additional periods and/or days will be added. A maximum of 10 days I.S.R. per school year may be assigned.
- n) In-School Restriction Violations/Penalties will be as follows:
 - 1) **Additional I.S.R. Days will be assigned for:**
 - A) Talking
 - B) Sleeping
 - C) Reading magazines/books not related to school assignments
 - D) Eating candy, lunch, snacks at improper time
 - 2) **Out-of-School Suspension will be assigned for:**
 - A) Repeatedly out of seat without permission
 - B) Disrespectful to I.S.R. supervisor
 - C) Attendance at extra-curricular activities on any day of assigned I.S.R.
- D) Leaving I.S.R. without permission
 - E) Students who accrue excessive days/periods for I.S.R. violations may be suspended out of school for up to ten (10) days.
 - F) Assignments are not attempted
 - G) Necessary materials are not brought

5.3 Suspension

The principal or assistant principal of a school building or the superintendent of the school district may suspend a student from school for up to ten (10) days for infractions or violations of the adopted Student Code of Conduct. If the principal, assistant principal or superintendent contemplates suspension of a student, the principal or superintendent must:

- a) Give the student actual written notice of the intent to suspend and immediately withdraw the student from the classroom.
- b) Provide the student with the opportunity of an informal hearing before the principal, assistant principal, superintendent or superintendent's designee to challenge the reason(s) for the intended suspension or otherwise explain his/her actions.
- c) If, as a result of the hearing, the administrator determines to suspend the student, written notification to the parent, guardian, or custodian of the student and the Treasurer of the Board of Education will be made within one school day of the suspension.

- d) The notice to parents, guardian, or custodian must include the reason(s) for the suspension plus the right of the student, parent, guardian, or custodian to appeal the suspension to the superintendent. This includes the right to be represented in the appeal.
- e) Students on suspension will receive no credit for class/course work, cannot attend any school activity and are not permitted on any school property during the time of suspension.

Section 6: Expulsion

A student may be expelled by the Superintendent of Schools in accordance with procedures outlined in the Ohio Revised Code and Board of Education Policy. Due process will be afforded to the student by the building administrator before the administrator recommends expulsion to the superintendent. The due process procedure includes the following steps:

- a) The student and the parent(s), guardian(s), or custodian(s), will be given written notice of the intention to expel. The notice will advise the student and parent(s), guardian(s), custodian(s), or representative of their right to appear in person before the superintendent or his/her designee to challenge the reasons for the expulsion. The notification will include the place, date, and time of hearing.
- b) When a student is expelled, the superintendent will notify the parent(s), guardian(s), or custodian(s) and Treasurer of the Board of the action within one school day. A copy of this notice will be placed in the student's permanent school record. This notice will include the reasons for expulsion and an explanation of the right of the parent(s), guardian(s), to appeal to the Board of Education and the right of the student to be represented at the appeal hearing.

Section 7: Miscellaneous

7.1 Grade Classification

Students will progress in grades by the number of years they are in the building. However, in order to be classified as a senior, a student must have earned 14 credits.

7.2 Honor Students/Honor Roll/Merit Roll

A student's grade point average is calculated from earned credits in graded classes only. Courses taken on a pass/fail, under the educational options program (correspondence, independent study, mentorship, tutoring, virtual learning) or in summer school are not figured into grade point averages. Post-secondary options courses are figured into grade point averages. The calculation of a student's grade point average, which determines rank in class for honor student purposes, will follow the procedures listed below:

End-of-year honor students will be determined by a student's performance in the following academic courses:

English 9,10,11,12	Physical Sci.	Anatomy
Math 1,2,3, 4	Chemistry	Envir. Science
Calculus	Biology	Physics
Government	Economics	US Studies 9,10
World Geography	Psychology	Foreign Language
College Credit Plus Courses		

There are a maximum 5 science credits and maximum 4 foreign language credits. School grade point values will be utilized in determining honor students. The rank of honor students will be determined by the total points earned by a student in at least 20 of the above listed courses at the end of the third nine-weeks of the senior year. Only the above courses will be used in determining honor students, the top ten percent of the graduating class. The distinction of valedictorian, salutatorian and honor students will be determined by the highest cumulative GPA earned by a student and a combination of at least 20 of the above listed honors/college credit plus courses. This procedure will be used for the recognition of honor students at graduation time and any accompanying awards or publicity. The school district's present procedure for calculating grade point average and rank in class, as reported on a student's final transcript, could be slightly different from honor student status as determined by the above.

1. Honor roll will recognize those students who receive all "A's" in all graded subjects, regardless of the level of instruction.
2. Merit roll will recognize those students who receive nothing lower than a "B" in all graded subjects regardless of the level of instruction.

End-of-course grades will be reported as letter grades for transcript purposes. The following percent scale will be used to determine grades:

100% - 93%	-	A	Below 69%	-	F
92% - 86%	-	B	Pass	-	P
85% - 78%	-	C			
77% - 70%	-	D			

7.3 School Records

Students and their parents have the right to review their own permanent record, which are kept in the guidance office. Those who desire to do so are to make an appointment in the guidance office.

7.4 Honor Society Requirements

a) National Honor Society Requirements

Membership in the National Honor Society is both an honor and a responsibility. It is an honor bestowed by the faculty. Only juniors and seniors are eligible for selection into the National Honor Society. Students selected for membership are expected to demonstrate the qualities of scholarship, service, leadership, character, and citizenship. To be eligible for selection, a student must meet the following criteria:

- 1) Scholarship: Have at least a 3.50 cumulative grade point average.

- 2) Service: Demonstrate a willingness to work for the benefit of those in need without compensation or recognition.
- 3) Leadership: Take the initiative in class and school activities; influencing peers to uphold school ideals.
- 4) Character: Demonstrate such qualities as reliability, honesty, sincerity, courtesy, concern, and respect for others.
- 5) Citizenship: Demonstrate civic involvement in and out of the school.

Each potential candidate must submit a Candidate resume and essay for consideration.

Athletic Eligibility

- 1) Students must be enrolled in and passing a minimum of 5 credits the preceding grading period.
- 2) Students must maintain at least a 1.0 GPA during the preceding grading period.
- 3) Students must not have more than one "F" in any graded course during the preceding grading period.

Fall eligibility will be determined from grades earned during the fourth nine-weeks of the previous school year. Students have the responsibility to monitor all eligibility requirements.

7.6 Sportsmanship

Good sportsmanship is an expectation of any athletic program and of all students who participate in or attend athletic events. Cheers and/or signs, which are interpreted, to be unsportsmanlike or derogatory are not permitted. No signs of any kind are permitted at away games. Cheers should be positive and directed toward your team. Rude comments or booing of opposing team members or game officials is not permitted. Anyone doing so will be asked to leave the event. Noisemakers, which tend to be disruptive, are not permitted. Only cheerleaders may use megaphones.

7.7 Work Permits

All employed youth, under the age of 18 and working in Ohio, must have an age and schooling certificate (work permit). To apply for a work permit the student should report to the principal's office for the necessary forms.

7.8 Visitors to School

Parents are welcome to visit the school. **They must first check-in at the principal's office, as required by State Law.** Student visitors are permitted only if arranged in advance and only if the visitor is planning on enrolling at East Palestine High School. This must be arranged through the guidance office. Student visitors are not permitted on a day before or after any scheduled vacation.

7.9 Fire and Tornado Drills

Fire drills are held periodically for the safety of the students. The students should proceed in an orderly fashion from the school building according to the building evacuation plan posted in each room. Students must keep quiet during the drill. This is extremely important so that order may be heard in an emergency. Return to the building when the directive is given. Special instructions are also given for Tornado Drills.

7.10 **Locker Policy**

Lockers will be evaluated at the beginning and end of each school year. Fines will be assessed to students for any damage to individual lockers. This may include writing on lockers, dents, scratches, broken hinges, etc. Lockers are the responsibility of the student using the locker. **Any problems with a locker should be reported to the custodians through use of a Maintenance Request Form which can be found in the main office.**

Section 8: Incentive Scholarship

Purpose: The incentive Scholarship Program is designed to recognize and encourage academic excellence at East Palestine High School.

Awards: Certificate – two individual 9 week averages of 3.75 or better

To receive the following awards:

- a certificate must have already been received
- the nine week averages must be ones immediately preceding the presentation of the awards

Bronze Key – six individual nine week averages of 3.75 or better

Silver Key and Academic Letter – ten individual nine week averages of 3.75 or better

Gold Key – fourteen individual nine week averages of 3.75 or better

Note: No nine week grade may be below a “C”.

1. The award will be made in the spring of each school year.
2. To earn the award, a student must have an average of 3.75 or better (weighted).
3. No student may be given more than one award at a time.
4. Any graded subject calculated in the GPA will be considered.
5. Students must carry at least four graded subjects each semester.
6. Post-Secondary Enrollment and College Credit Plus Options students must carry at least four graded subjects each semester in any combination of EPHS courses and early college admissions programs.
7. Eligibility of transfer students and foreign exchange students will be judged from official transcripts of their home schools which will be equated, if possible, to courses offered at EPHS by a committee of EPHS administrator(s) and counselor(s).
8. The determination of eligibility and nine week averages will be the responsibility of a committee of staff members appointed by the building principal.

EPHS 2016-2017 Bell Schedule

Regular Bell Schedule

Entrance Bell 7:55

Period 1 8:02 - 8:49 (47)
Period 2 8:52 - 9:36 (44)
Period 3 9:39 - 10:23 (44)
Period 4 10:26 - 11:10 (44)
Period 5A 11:13 - 11:50 (Lunch - 37)
5B/5C 11:13 - 11:58 (Class - 45)
Period 6A 11:53 - 12:48 (Class - 45)
6B 12:01 - 12:38 (Lunch - 37)
6C 12:01 - 12:46 (Class - 45)
Period 7A/B 12:41 - 1:26 (Class - 45)
7C 12:49 - 1:26 (Lunch - 37)
Period 8 1:29 - 2:13 (44)
Period 9 2:16 - 2:35 (19)

D-Schedule (Assembly)

Entrance Bell 7:55

Period 1 8:02 - 8:44 (42)
Period 2 8:47 - 9:26 (39)
Period 3 9:29 - 10:08 (39)
Period 4 10:11 - 10:50 (39)
Period 5A 10:53 - 11:30 (Lunch - 37)
5B/5C 10:53 - 11:38 (Class - 45)
Period 6A 11:33 - 12:18 (Class - 45)
6B 11:41 - 12:18 (Lunch - 37)
6C 11:41 - 12:26 (Class - 45)
Period 7A/B 12:21 - 1:06 (Class - 45)

7C 12:29 - 1:06 (Lunch - 37)
Period 8 1:09 - 1:47 (38)
Assembly 1:50 - 2:35 (45)

Two Hour Delay Bell Schedule

Entrance Bell 9:55
Period 1 10:02 - 10:28 (26)
Period 2 10:31 - 10:56 (25)
Period 3 10:59 - 11:24 (25)
Period 4 11:27 - 11:52 (25)
Period 5A 11:55 - 12:32 (Lunch - 37)
5B/5C 11:55 - 12:40 (Class - 45)
Period 6A 12:35 - 1:20 (Class - 45)
6B 12:43 - 1:20 (Lunch - 37)
6C 12:43 - 1:28 (Class - 45)
Period 7A/B 1:23 - 2:08 (Class - 45)
7C 1:31 - 2:08 (Lunch - 37)
Period 8 2:11 - 2:35 (24)

**EAST PALESTINE HIGH SCHOOL
School Calendar
2016-2017**

August 22	Staff In-service
August 23	Staff In-service
August 25	First Day of School
September 5	Labor Day (No School)
October 13	Parent-Teacher Conferences
October 14	Comp Day for P/T Conf. (No School)
October 17	Waiver Day (No School for Students)
October 28	1st Quarter Ends
October 31	Begin 2nd Grading Period
November 23-November 28	Thanksgiving Break (No School)
November 29	Classes Resume
December 21 - January 3	Winter Recess (No School)
January 4	Classes Resume
January 16	Martin Luther King Jr. Day (No School)
January 20	End of 2nd Grading Period/1st Semester
January 23	Begin 3rd Grading Period
February 17	Waiver Day (No School for Students)
February 20	President's Day (No School)
March 9	Parent-Teacher Conferences
March 10	Conference Comp Day (No School)
March 24	3rd Quarter Ends
March 27	Begin 4th Grading Period
April 13—18	Spring Break (No School)
May 27	131st Commencement - 7 p.m.
May 29	Memorial Day (No School)
June 2	Last Day for Students
June 5	Staff In-service Day (Make-up Day if needed)

Quarters:
Aug 25 - Oct 28

Oct 31- Jan 20
Jan 23 - Mar 24
Mar 27 - June 2