

Campbell Memorial High School



Red Devils

STUDENT HANDBOOK **2011-2012**

Mr. Thomas D. Robey, Superintendent
Ms. Jacquelyn Hampton, Principal
Mr. Robert Carlson, Assistant Principal

CAMPBELL MEMORIAL HIGH SCHOOL STUDENT HANDBOOK – 2011/2012

Mr. Thomas D. RobeySuperintendent

Ms. Jacquelyn Hampton..... Principal

Mr. Robert Carlson..... Asst. Principal

BOARD OF EDUCATION

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TO ALL PARENTS:

Our wish is to provide the best educational service for your child attending Campbell Memorial High School.

A child's attitude toward his educational experience is of significant importance to his success. Attendance, citizenship and academic effort are all indicators of this attitude.

Your knowledge of your child's activities in school and the encouragement you give him/her will have considerable influence on his/her attitude about school.

We encourage you to participate in our Parent-Teacher Conference days.

Jacquelyn Hampton, Principal

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GRADING

NINE WEEK

A = 8
B = 6
C = 4
D = 2
F = 0

MID-TERM & FINAL

A = 4
B = 3
C = 2
D = 1
F = 0

FINAL COURSE GRADE

A = 36-40 Pts.
B = 26-35 Pts.
C = 16-25 Pts.
D = 6-15 Pts.
F = BELOW 6 Pts.

Any three (F's) in one full year course on either a 9 week grading period or mid-term / final examination will constitute failure regardless of the point accumulation.

SEMESTER CLASSES:

NINE WEEK

A = 8
B = 6
C = 4
D = 2
F = 0

FINAL EXAM

A = 4
B = 3
C = 2
D = 1
F = 0

FINAL AVERAGE

A = 18-20 Pts.
B = 13-17 Pts.
C = 8-12 Pts.
D = 3-17 Pts.
F = Below 3 Pts.

Any two (F's) in a semester course on either a 9 week grading period or final examination will constitute failure regardless of the point accumulation.

Failure to take final exam without clearance from the Principal will cause failure of the course.

Note: A student that has received 3 F's in a full year course during the first semester can withdraw from that course under the following guidelines:

- 1.) A semester course must be available and enrolled in to replace the withdrawn course.
- 2.) An "F" will be given for the entire year course as a final grade.
- 3.) Parents, Guidance, Teacher, and Student must agree.

Teachers with first semester courses will schedule Final Exams during the last week of the semester. However, if the exam is given prior to the last day of scheduled classes, students must continue to report to that class until the end of the semester and attendance is to be taken.

GRADE PLACEMENT

Freshman: 0 to 5.00 credits
Sophomore: 5.25 to 10.50 credits
Junior: 10.75 to 16.00 credits
Senior: Over 16 credits

TWENTY-ONE (21) CREDITS ARE REQUIRED FOR GRADUATION

4 English	3 Science	1 Fine Art	5 Electives
4 Social Studies	3 Math	1 Health/Phys. Ed.	

OHIO CORE GRADUATION REQUIREMENTS

Beginning with students who enter ninth grade for the first time on or after July 1, 2010, the requirements for graduation from every public and chartered nonpublic high school shall include 20 units that are designed to prepare students for college and the workforce. The units shall be distributed as follows:

- English language arts, four units;
- Health, One-half unit;
- Mathematics, four units, which shall include one unit of algebra II or the equivalent of algebra II;
- Physical education, one-half unit;
- Science, three units with inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information, which shall include the following, or their equivalent:
 - Physical sciences, one unit.
 - Life sciences, one unit.
 - Advanced study in one or more of the following sciences, one unit:
 - ◆ Chemistry, physics or other physical science;
 - ◆ Advanced, physical geology, or other earth or space science.
- Social studies, three units, which shall include both of the following:
 - American history, one-half unit
 - American government, one-half unit.

NOTE: The Campbell City Schools Board of Education requires a minimum of 21 credits for graduation.

ENROLLMENT PROCEDURE

Students new to Memorial High School should register immediately upon becoming residents of the school district. If changing residence from one school district to another, please notify the school office immediately.

PERMANENT RECORDS

Each student's permanent record file is maintained in the high school office. This includes: transcript of grades, attendance, test scores and health record.

CAMPBELL MEMORIAL HIGH SCHOOL PRIDE

As a citizen of Campbell Memorial, you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students to become better school citizens.

BE PROUD OF YOUR SCHOOL

Take good care of your school, and feel free to make suggestions for improving it. As a school citizen, you are expected to act like a high school student and conduct yourself properly. You will learn necessary and useful skills for the future.

ALMA MATER

*O, Memorial High, We Lift Up Our Cry.
We'll Remember You, As The Years Go By.
Alma Mater, Our Dear High School,
To You We'll Always Be True.
We Will Honor You,
And Be Faithful, Too.
A Higher Goal We'll Set,
With This Our Motto.
We Will Ne'er Forget,
For We Will Love You Through All The Years.*

SCHOOL ORGANIZATIONS

Art Club	Memo – School Newspaper
Athletic Council	National Honor Society
Band	Office Checkers
Business Club	Quiz Bowl
Cheerleading	Red & Black Drama Club
Chemistry Club	Reveler – School Yearbook
French Club	Ski Club
Majorettes	Spanish Club
Mathematics Club	

SCHOOL FUNCTIONS

Only students of Campbell Memorial High School may attend social functions at the high school. Any student who is, or has been drinking or using drugs, will not be admitted. **Any infraction or misbehavior will result in disciplinary school action.**

LOCKERS

Each student is assigned an individual locker. **The lockers are property of the school and may be checked/searched at any time.** The school does not assume responsibility for articles lost or stolen from lockers. Keep your lockers clean. Do not deface your locker in any manner. You are the only one assigned the locker combination. For added protection of coats, books, and other valuables, the office is recommending that each student place an extra lock from home on his/her locker.

ASSEMBLY ETIQUETTE

When you go to an assembly either to the auditorium or field house, go in a quiet and orderly manner. The homeroom teacher will accompany all students to the assembly. Appreciation for a good performance should be shown. At no time should there be whistling, stamping of the feet or other boisterous types of distraction. Students should always stand when the Alma Mater or National Anthem is played or sung.

DRIVING TO SCHOOL

Students are not permitted to drive to school without obtaining a permit from the principal. Students are to park in designated areas only. All students must use the student parking lot. Violators of our driving rules will have their driving privileges revoked.

HEALTH REQUIREMENTS

Immunization requirements for students entering Memorial High School are:

4 DPT (Diphtheria, Pertussis, Tetanus)
3 Polio
MMR #1- (Measles, Mumps, Rubella) K-12
MMR #2 7-12
Hepatitis B (3 doses) recommended 7-12

Immunization requirements are the same for students from other countries as for our students. However, in addition, a **Tuberculin skin test (TB)** is now required for all new foreign-born students in any age who have arrived in the United States within the last five (5) years.

Any student sent home for pink eye, impetigo, ringworm, lice or any other contagious disease noted on the ODH communicable disease chart **CANNOT** return to school without clearance from your physician and/or checked by the school nurse upon return.

Emergency Medical Forms and information must be updated and turned in **YEARLY** as required by Ohio Revised Code. Emergency Medical Authorization Forms are required by law (O.R.C. 3313.712) and are to be returned to the school office no later than two weeks after the start of the school year or face exclusion. (**Deadline: second week of September**)

ADMINISTRATION OF MEDICATION BY SCHOOL NURSE OR DESIGNATED PERSONNEL PLEASE KEEP FOR REFERENCE

The providing of medical care to a student is the responsibility of the parent and should not be assumed by the school. Whenever possible, we would prefer that students not require medication during school hours. If it is absolutely necessary that medication be given during school hours, the following policy will apply:

1. For legal purposes, written permission for dispensing prescription drugs must be obtained from the student's parents and from his/her physician. The administration of any prescription drug without the order of the physician and the permission of the parent or guardian could be interpreted as practicing medicine and is prohibited by law. (Forms are available in the Nurse's office).*
2. The statement should include the student's name, name of medication, dosage, time it should be given, possible side effects, if any, and length of time the student will be taking the medication. This information is needed for each new medication or dosage change. No prescribed medication will be given unless this information and permission is provided. **THIS IS A STATE LAW.**

3. **THE STUDENT IS RESPONSIBLE FOR REPORTING ON TIME FOR HIS/HER MEDICATION.**
4. Medications will be given during lunch recess or at the designated time.
5. Medications cannot be transported on the school bus. The parents must bring the medication to the School nurse or principal, with the original container clearly marked giving the name of the child, name of medication, dosage directions, physician's name, and the pharmacist's number. The parents must supply the school with exact dosage.
6. Students may not carry or administer their own medication. Reactions to the drug taken might not be recognized and inappropriate treatment might be rendered.
7. Asthmatic students may carry their inhalers to self-administer with the written approval of the parent and physician. **THIS IS A STATE LAW.***
8. Non-prescriptive medication (i.e. Tylenol & Benadryl) may be administered with written and/or verbal parental permission according to school board policy. Other over-the-counter medications may be used according to school board policy.

When the medication has been discontinued, any remaining medication **must be picked up by the parent within one week after discontinuation or it will be disposed of by the school nurse.**

PROMOTION – RETENTION

The expected result of the child's growth achievement and mastery of learning skills is promotion. If the report card and Parent-Teacher Conferences indicate a lack of expected development, then retention may be more beneficial than promotion.

MEMORIAL HIGH SCHOOL COLORS: Red and Black

MEMORIAL HIGH SCHOOL MASCOT: Red Devil

SCHOOL INSTRUCTION - POLICY ON SCHOOL CREDITS

Minimum Standards for Ohio High Schools – Edb-403-01

COMPULSORY EDUCATION/ABSENCE FROM SCHOOL:

The Ohio law requires school attendance for all persons between the ages of six and eighteen. Excused absences are defined as: illness with medical verification; death in the family; court appearances; and with pre-approval of the building administrator for extenuating circumstances. In compliance with the **MISSING CHILD ACT**, to ensure student safety, **it is mandatory that a parent/guardian call 330-799-1515 to report a student absence by 10:00 a.m. on all days a student is absent.** Listen to the menu and press the number stated “To Report Your Child Off”.

Truancy

Truancy is defined as being absent from school or any portion of the school day without **BOTH** school authority and parental consent. Students will receive a grade of zero ("0") for any work missed due to truancy and are subject to additional disciplinary action, including suspension.

A RECENTLY PASSED ATTENDANCE LAW (S.B. 181) TAKES A TOUGH POSITION ON SCHOOL TRUANCY!

Poor attendance has been identified as one of the major predictors and symptoms of school failure and juvenile delinquency! The new law grants the courts exclusive jurisdiction over criminal cases in which an adult is charged with **“PARENT EDUCATION NEGLECT”**. Under the provisions of S.B. 181, failure by a parent/guardian to make certain his/her truant child is attending school can result in contempt of court charge. Fines can range from \$250.00 up to \$1000.00. Chronic Truancy will be referred to J.J.C.

Attendance Procedures: Failure to comply with attendance procedures may result in suspension, referral to the Mahoning County Juvenile Court, and/or the recommendation that the student be processed for expulsion.

EXCUSED/UNEXCUSED ABSENCES

Students with eleven (11) or more unexcused absences for any semester course will not receive credit for said course, regardless of the grade. In order to be counted in attendance for any course, a student must be present for the first 20 minutes of said class.

The principal or assistant principal may excuse students from attendance with proper documentation regarding illness, funerals, and other emergency situations.

Absenteeism excuses will be received by the high school office. Excuses will be accepted only for the current nine week grading period. Only three (3) parent excuses will be allowed per semester. All other absences must be documented with a doctor excuse. **NOTE:** Once the nine week grading marks and attendance are posted, no absenteeism excuses will be accepted for that period. This rule will be strictly adhered to. **CAUTION:** Memorial High School is now on all semester credit courses. Thus, credits are locked in after each semester and any attendance issues dealing with the first semester must be done during that period.

HOME INSTRUCTION (TUTORING)

Tutoring services may be approved for a full-time student in his/her home if he/she is physically unable to attend school. Arrangements for tutoring are made with the school psychologist.

SIGN IN / SIGN OUT PROCEDURES

1. Any student arriving to school after Home Room begins (7:50 - 7:57 a.m.) must report to the Tardy Station to sign in and receive a pass to Home Room.
2. Any student arriving to school during first period (7:57 - 8:30 a.m.) must report to Study Hall Room 332 to sign in and receive a pass to class.
3. **Any student arriving to school after 8:30 a.m. must report to the Administrative Office to sign in and receive a pass to class. Not signing in with the Office can result in the recording of an unexcused absence.**
4. To leave school early, a student must have a note from home, signed by a parent or guardian that contains student's name, date and time of dismissal, and reasons for leaving. This note should be brought to the administrative office before **Home Room**. A school authority may call home to verify the need to leave. **STUDENTS MUST REPORT TO THE OFFICE AND SIGN OUT PRIOR TO LEAVING.**
5. **If a student must leave school early due to an emergency, they must have an early dismissal pass from the office. The student must report to the administrative office to sign out prior to leaving the building.**

NOTE: Students not following above procedures will be subject to disciplinary action according to the Student Code of Conduct.

ADULT STUDENTS

Recent court rulings applied to the Ohio Revised Code have brought some changes to the educational status of 18 year old students. The changes may affect your household if you have a child that will turn 18 years of age prior to his or her graduation. Please review carefully the statements listed below.

- ▶ Compulsory school age is between the ages of 6 and 18 (RC3321.01)
- ▶ Students are entitled to attend school until the age of 22, provided they did not complete the high school curriculum of their I.E. P. (RC3313.64)
- ▶ The majority of age in Ohio is 18 years of age (RC3109.01). Once a student reaches the age of 18, he or she is an adult in the eyes of the law. Adult students acquire the right to consent to release of their school records, sign their own permission slips, write excuses for their own absences, and withdraw from school. Students absent under this section are required to supply supporting documentation or they may be considered as unexcused absences.
- ▶ The Federal Education Rights and Privacy Act (FERPA), provided that when a student reaches the majority of age, 18, the rights of the parents transfer to the adult students.

► Parents of dependent adult students, as defined by the Internal Revenue Code, may view the educational records of the student without his or her consent.

► The Superintendent of schools has the authority to direct and assign adult students to the appropriate school, grade, and an appropriate program. (RC3319.01)

You are being advised of these laws, so that if your child reaches 18 years of age prior to graduation, you are aware of the laws we are bound to follow. Also, talk to your child of adult responsibilities, so that disagreements between the adult student and his/her parent resolved at home. The administration of Campbell Memorial High School will follow the law and not become the buffer between adult students and their parents over educational decisions made by the adult student without the approval of his/her parent. We will however, comply with FERPA, and forward any educational records to parents/guardians who have a depended adult student upon request.

SUMMER SCHOOL COURSES

Summer school programs shall meet the minimum standards as they apply to the specific courses offered. The high school principal, or a qualified staff member, shall serve as director of the summer school program. A student taking new work in a summer school program shall have the minimum number of clock hours of instruction as are required for each unit of credit granted in Edb-403-01 (Q), Edb-403-01 I, and Edb-403-01 (S), respectively. For repeat work the amount of time the student shall spend in class shall be determined by each individual school depending upon the merits of each case involved.

A maximum load shall be one new unit per summer for each student, with a maximum of three such units counting toward graduation requirements.

DROPPING OF COURSES BY STUDENTS

No students will be permitted to drop any class once schedules are issued. There are only a few exceptions:

- 1.) Student failures has caused a problem with pre-requisites.
- 2.) Enrollment into special education following testing.
- 3.) Enrollment into an alternative program, i.e. Simon Project, OWE, MCC&TC.

DRESS CODE (POLICY #5511)

The basic responsibility for the appearance of the students attending the Campbell City Schools rests with the parent(s) or guardian(s) and the students themselves. However, it is the legal responsibility of the Board of Education and the school administrators to establish reasonable rules and regulations to insure conditions of learning in the schools that will effectively promote an atmosphere that is conducive to good learning, and will effectively promote the educational goals of the school system and protect the health and safety of pupils under their jurisdiction. This policy will apply for every day that students are in attendance, including examination week.

DRESS CODE – MALE STUDENTS - (Dress Code Colors: Red, Black & White)

Bottoms

Black trousers or black dress walking shorts are permitted. Dress walking shorts must be no more than three inches above the knee. **Dress shorts are only permitted when announced as so by the building administrator during appropriate times of the year.** All trousers and walking shorts must fit appropriately. Belt is required if loops are present.

None of the following will be permitted: spandex pants, jeans, jean look-alikes, denims, baggy slacks, sagging slacks, sweat pants, jogging suits, tight fitting shorts. No athletic-style pants with draw strings. Pants must have a relaxed fit (Dockers style).

Tops

All tops must be solid red, solid white or solid black in color. All tops must fit appropriately. They must totally cover upper torso and be no more than 8 inches below the waist.

Tops Permitted:

Polo shirts with collars (must totally cover upper torso)

Turtlenecks

Mock turtlenecks

Dress sweaters and vests with turtleneck; mock turtleneck or polo shirt

Sweatshirts with turtleneck, mock turtleneck, or polo shirt

Undershirts - must be tucked in and must be in dress code colors

Polo shirts and sweatshirts with Board approved Campbell Schools logo are also permitted

Examples of, but not limited to, tops NOT permitted:

Hooded garments

V-neck style garments

Shirts with graphics, pictures or writing

Any sleeveless tops

Button-down dress shirts

Hosiery

All male students must wear socks. The socks must be solid white or solid black in color

Foot Apparel Permitted:

Solid black dress shoes

Athletic style tennis or gym shoes

All shoes MUST totally encase the foot

Not permitted:

NO WORK-TYPE SHOES

No open-type shoe (sandals, flip-flops, etc.)

DRESS CODE – FEMALE STUDENTS - (Dress Code Colors: Red, Black & White)

Bottoms Permitted:

Black dress slacks with a relaxed fit (Docker style)-- ****No yoga pants permitted.**

Black jumpers, walking shorts, skirts, and dresses, but CANNOT be more than 3 inches above the knee (including a slit).

Belt must be worn if loops are present.

Dress walking shorts and capris (below knee) are only permitted when announced as so by the building administrator during appropriate times of the year. All bottom apparel must fit appropriately. Examples of bottoms, but not limited to, that are NOT permitted: spandex pants, jeans, jean look-alikes, denims, baggy slacks, sagging slacks, sweat pants, jogging suits or tight fitting slacks/shorts. No leather, pleather, satin, velvet or athletic-style pants with drawstring.

Tops

All tops must be solid red, solid white or solid black in color. All tops must fit appropriately.

They must totally cover upper torso and be no more than 8 inches below the waist.

Tops Permitted:

Polo shirts with collars (must totally cover upper torso)

Turtlenecks

Mock turtlenecks

Dress sweaters and vests with turtleneck, mock turtleneck, or polo shirt

Sweatshirts with turtleneck, mock turtleneck, or polo shirt

Undershirts must be tucked in and must be in dress code colors

Polo shirts and sweatshirts with Board approved Campbell Schools logo are also permitted

Examples of, but not limited to, tops NOT permitted:

Hooded garments

V-neck style garments

Shirts with graphics, pictures, or writing

Any sleeveless top

Button-down dress shirts/blouses

Hosiery

All female students must wear socks. Females may also wear pantyhose, leggings, or knee-highs as a means of hosiery.

Foot Apparel Permitted:

Solid black dress shoes/boots

Athletic style tennis or gym shoes

All shoes MUST totally encase the foot

Not Permitted: NO WORK-TYPE SHOE
No open-type shoe (sandals, flip-flops, etc.)

Spirit Days

Will be every Friday of the school year. Acceptable dress is any shirt that is a Campbell Memorial organization, club or team. Bottoms and shoes must follow normal dress code policies.

Violations of the dress code will be determined / enforced by the building principal or others designated by him/her. Persistent and open disregard of these guidelines will entail disciplinary action consistent with the nature and seriousness of each individual case. Any classes missed due to being sent home to change will be considered unexcused absences. **DRESS DOWN DAYS – Clothing deemed to be appropriate will be to the discretion of school officials.

REFUSAL TO CONFORM TO SCHOOL UNIFORM POLICY

- 1st Offense:
1. Sent home to change or an opportunity to change attire with apparel offered by school (Warning)
 2. Parent must come in or call to speak with administrator
- 2nd Offense:
1. Sent home for the rest of the day - One day Saturday School
- 3rd Offense
1. Sent home for the rest of the day - Five days in DRC (Disciplinary Reassignment Center)
- 4th Offense
1. Sent home for the rest of the day - Ten days OSS (Out of School Suspension), with recommendation for expulsion

The Campbell City School District Board of Education does hereby formally adopt the aforementioned policy requiring all students in grades one through twelve to wear the prescribed school uniform. Furthermore, it is not the intention of this Board of Education to infringe upon the rights of any individual, but rather to provide a safe environment for all students to receive the education they so rightfully deserve.

Flip-flops are strictly forbidden. Hair must be neat, clean, and well groomed. Facial hair must be well groomed. Hats are not to be worn inside the building. **NO COATS OR JACKETS ARE TO BE WORN AT ANY TIME DURING SCHOOL.** Other types of unacceptable dress, including body piercing, as determined / enforced by the administration, which detract from the educational process or cause concern for the health, safety, and general well-being of the students, will be strictly prohibited.

No radios, stereos, headsets, I-pods, boxes, televisions, etc. are to be worn, played, or brought into the high school building. Book bags may be brought or worn to school. **NO BOOKBAGS ARE TO BE WORN OR CARRIED DURING SCHOOL HOURS TO CLASSES OR LUNCH.**

PHYSICALS FOR ATHLETES

Memorial High School makes available a program of athletics for all boys and girls. A doctor will examine all boys and girls who will participate in the athletic program in the fall, or prior to participating in their respective sport.

FIELD TRIPS

Field trips to enrich the education of the pupils will be planned by many of our teachers. **Since the written consent of the parent is necessary before a student is permitted to participate, the parent must sign a consent form and have the student return it to the school. Emergency Medical Forms must accompany any field trip.**

FIELD TRIP ELIGIBILITY REQUIREMENTS

Field trips are valuable supplemental activities, which can augment the effectiveness of classroom instruction significantly. It should also be noted that participation in such activities is a privilege. Since the effectiveness of any trip as well as the safety of all participants is dependent upon good behavior and safety precautions, students must demonstrate their awareness of proper conduct, self-discipline and personal responsibility. Groups on district-approved trips represent not only themselves, but also the school and community. Therefore, if students demonstrate unacceptable behavior, they will be subject to disciplinary actions.

Teachers (with the approval of the administration) will inform the students of the criteria for attending a field trip: Students who violate the Memorial High School code of Conduct (Student Handbook) including excessive detentions, In School Suspension or Out of School Suspension and **have demonstrated a pattern of disregarding the acceptable behavior may be excluded from field trips.**

Student who are consistently disruptive and/or refuse to follow school rules will lose the privilege of attending field trips, assemblies, activities and/or off campus trips such as educational field trips that may be required by the course standards.

Field trip participation will be contingent upon final approval by administration.

Appeals may be made to the principal who will render a decision within 48 hours.

While on the field trip, students are required to follow the directions given by the chaperone, to behave in a manner acceptable to the adult community, and to participate in those activities authorized for that particular trip. While on a field trip, any student who violates any existing school regulation will be subject to disciplinary action per the Memorial High School Code of Conduct Handbook.

HIGH HONOR ROLL AND HONOR ROLL

A high honor roll will be posted and announced at the end of each grading period. To be eligible for high honor, a student must maintain a 4.0 average in all subjects. To be eligible for the honor roll list, a student must maintain a 3.0 average in all subjects. DH and LD subjects will have a separate ranking.

NO SKATE BOARDS, ROLLER SKATES OR ROLLER BLADES ARE PERMITTED ON SCHOOL PROPERTY.

TELEPHONE USE- PARENTS AND STUDENTS

Telephone usage is limited to school business and emergencies. Do not ask the secretaries to use the phone for personal use. Parents should limit phone calls to school business only. Only Administrators are permitted to remove a student from class to use the telephone. All emergency use of the telephone must be approved by an administrator. All calls are to come through the office for any student. A parent calling a student on his/her cell phone disrupts the educational process and subjects the student to disciplinary action.

STUDENT VOLUNTEER PROGRAM

The purpose of the Student volunteer Service Program is to acquaint high school students with the need to become participating agents of change by providing service to both their school and community.

Service Learning is defined as:

An educational method by which participants learn and develop through active participation in service that is conducted in and meets the needs of a community. Service learning is coordinated with a school or community service program and with the community. It is integrated into and influences the lifelong learning of a participant and includes structured time for the participants to reflect on the service experience.

Volunteering teaches the skills of civil participating and develops an ethic of service and civic responsibility. Students can provide service in the community on a voluntary basis to public, nonprofit agencies, civic, charitable and governmental organizations and school.

Volunteer Service Program is divided into a TWO TIERS Program

All students who have earned a total of **250 Volunteer Service Hours** will receive an award at commencement.

Students who earned a total **100 Volunteer Service Hours** will receive an award at commencement.

Hours are accumulating starting in June (summer) of their Freshman year of high school.

Community Volunteer Service Log Form

- ◆ Community Volunteer Service Log Form can be found in the Office. You may also obtain this form from Mrs. McCallister, Mrs. O'Neal or Mrs. Arrowsmith.
- ◆ The form must be turned in within one week of the service in order to receive credit. The only exception is in the summer. Please turn these forms in during the first week of the new school year. Please return forms to Mrs. O'Neal or the Office. Students should turn in volunteer forms regularly and should keep duplicate copies of all forms for their records.

- ◆ Robert Carlson, Assistant Principal and his/her committee will make a final decision if a volunteer hour will count for credit. If you are not sure, prior approval is wise.

General Guidelines

1. Student Volunteer Service Hours may be earned in both the school and or the community. Volunteer time does not count until after after 2:45 p.m. (after the school day ends). They cannot receive more than eight (8) credit hours per day.
2. Service performed as a result of disciplinary action taken by the school or the courts will not count.
3. The number of service hours that are earned cannot be doubled or in any way increased by any agency or school for student participation in a specific project. Agencies found to be practicing the doubling of hours will be removed from the list of those agencies approved by the programs. Example: extra credit or grade for a class or organization cannot be used as volunteer hours.
4. Volunteering for family or family business will not count.
5. Volunteer hours may not be certified by a family member or fellow students.
6. Participation in competitive activities such as athletics, plays, debate meets, etc. will not count.
7. Service performed as an academic requirement, other than that performed as part of the approved volunteer service learning courses will not count.
8. Babysitting or similar services, performed for an individual family will not count.
9. Babysitting services for school or community related activities will count.
10. A student may receive volunteer hours for the time donating blood or assisting and helping blood drive is eligible for service learning credit.
11. Students may receive volunteer hours for helping at religious institutions as long as those hours do not include participation in a religious service, teaching religion or proselytizing. Example: a student is not eligible for service learning teaching Sunday School, singing in the choir or serving as an alter server. However, a student may receive volunteer hours for assisting in landscaping, clean up days, or volunteering I the day care center. **In addition, students serving as teen aides (i.e., copying materials, walking kids to the restroom, assisting with supervision), fundraiser, fish fry's etc. are eligible for** volunteer credit as long as the student is not teaching religious studies.
12. Service hours will be awarded for students volunteering on **issue campaigns**. To receive service hours, a student cannot be paid for working on the political campaign. A student is not eligible to receive service learning hours for volunteering on the political

campaign of a school board employee or in school board elections. Students are not eligible to receive learning hours for campaigning or being engaged in political activities during the school day.

13. Activities organized by profit making or non-profit organizations to address a community service need will count as volunteer service hours.
14. Services performed for day care centers, retirement homes, and animal hospitals count for volunteer hours. A student may earn service hours by volunteering with a Doctor, lawyer or dentist only when “pro bono” work is being performed. Example: if a doctor volunteers to give physical examinations to school athletes, a student may assist and earn service hours.
15. Activities organized by profit making or non-profit organizations to address a community service need will count as volunteer service hours.
16. Volunteering at events or programs sponsored by governmental agencies will count. For example, students serving as an usher or working a concession stand are eligible to receive service learning hours.
17. A student may earn volunteer hours by helping at an event or performance at which admission is charged or a donation collected, providing that the student is not a member of the organization benefiting from the event. Example, a student, who is not a member of the Drama Club, may volunteer to usher and collect tickets at a Drama Club production and earn Service Learning Hours.
18. Volunteer credit will not be given if they miss a prior commitment to a school activity including but not exclusive to: team sports in season, school plays, and other events, etc. (Must be approved by coaches, advisors, school principal and volunteer chairpersons.

FEES FOR CLASSES

Crafts.....	\$ 5.00
Anatomy/Physiology	\$ 5.00
Art I, II, III, IV	\$ 5.00
Biology	\$ 5.00
Chemistry I	\$10.00
Chemistry II	\$10.00
Computer Lit. & Prog. App.	\$ 5.00
Desktop Publishing	\$ 5.00
Healthy & Safe Foods... ..	\$ 5.00
Integrated Software Applications	\$ 5.00
Keyboarding I	\$ 5.00
Physics	\$ 5.00
CPR/First Aid	\$ 5.00

ALL SUBJECT AREAS: Any workbooks or supplementary material beyond the basic textbook, the student will assume the cost.

FEES AND MONIES OR SCHOOL PROPERTY OWED BY STUDENT

Students who fail to pay fees owed the school (library fines or cost of unreturned library books, lab fees, athletic fees, activity fees, club dues, uniforms not returned or damaged, damages to school property or damages to school text books) are subject to school sanctions. The athletic department may not allow an athlete to participate in other sports till the obligations are fulfilled. Club advisors may seek fees owed by communicating with the administration the circumstances and not permitted students to participate in student activities. Grade cards and transcripts may be withheld till fees and monies owed are paid. Participation in extracurricular activities may be restricted if the administration meets and reviews the facts and finds that a student in negligent or unwilling to cooperate with the school in scheduling payment of obligations.

EXTRA-CURRICULAR ACTIVITY - OUTSTANDING OBLIGATIONS

Any student that participates in extra-curricular activities is expected to meet all obligations as to uniforms, warm-ups, accessories, and other equipment issued to them. Also a student that belongs to any school club or organization is responsible for all financial obligations in regards to promotional or fundraising sales.

Any student that has an outstanding obligation with any extra-curricular club, team, or organization at the end of that season or activity will not be permitted to attend, participate, or practice in any high school extra-curricular activity until said obligation is cleared with the coach or advisor. Activities include all athletics, cheerleading, ski club, dances, Prom, Homecoming, plays, concerts, field trips by clubs.

MEMORIAL HIGH SCHOOL – REGULAR BELL SCHEDULE

7:35 AM - - - - - Teacher Arrival
7:40 AM - - - - - Entry Bell for Students
7:50 AM - - - - - Tardy Bell
7:50 AM to 7:57 AM - - - - - Homeroom
7:57 AM to 8:00 AM - - - - - EXCHANGE
8:00 AM to 8:50 AM - - - - - 1st Period
8:50 AM to 8:53 AM - - - - - EXCHANGE
8:53 AM to 9:43 AM - - - - - 2nd Period
9:43 AM to 9:46 AM - - - - - EXCHANGE
9:46 AM to 10:36 AM - - - - - 3rd Period
10:36 AM to 10:39 AM - - - - - EXCHANGE
10:39 AM to 11:29 AM - - - - - 4th Period
11:29 AM to 11:32 AM - - - - - EXCHANGE (A) Lunch: 11:29 to 12:04
11:32 AM to 12:22 PM - - - - - 5th Period (B) Lunch: 12:22 to 12:57
12:04 AM to 12:07 AM - - - - - EXCHANGE FROM (a) TO 6TH PERIOD
12:07 AM to 12:57 PM - - - - - 6th Period
12:57 PM to 1:00 PM - - - - - EXCHANGE
1:00 PM to 1:50 PM - - - - - 7th Period
1:50 PM to 1:53 PM - - - - - EXCHANGE
1:53 PM to 2:43 PM - - - - - 8th Period
2:50 PM - - - - - Teacher Dismissal

ASSEMBLY BELL SCHEDULE

7:35 AM - - - - - Teacher Arrival
7:40 AM - - - - - Entry Bell for Students
7:50 AM - - - - - Tardy Bell
7:50 AM to 7:57 AM - - - - - Homeroom
8:00 AM to 8:45 AM - - - - - 1st Period
8:45 AM to 8:48 AM - - - - - EXCHANGE
8:48 AM to 9:33 AM - - - - - 2nd Period
9:33 AM to 9:36 AM - - - - - EXCHANGE
9:36 AM to 10:21 AM - - - - - 3rd Period
10:21 AM to 10:24 AM - - - - - EXCHANGE
10:24 AM to 11:09 AM - - - - - 4th Period
11:09 AM to 11:12 AM - - - - - EXCHANGE (A) Lunch: 11:09 to 11:44
11:12 AM to 11:57 AM - - - - - 5th Period (B) Lunch: 11:57 to 12:32
11:44 AM to 11:47 AM - - - - - EXCHANGE FROM (A) TO 6TH PERIOD
11:47 AM to 12:32 PM - - - - - 6th Period
12:32 PM to 12:35 PM - - - - - EXCHANGE
12:35 PM to 1:20 PM - - - - - 7th Period
1:20 PM to 1:23 PM - - - - - EXCHANGE
1:23 PM to 2:08 PM - - - - - 8th Period
2:08 PM to 2:11 PM - - - - - EXCHANGE
2:11 PM to 2:43 PM - - - - - Assembly
2:50 PM - - - - - Teacher Dismissal

TWO HOUR DELAY

8:00 a.m. - 9:30 a.m.	Teacher Arrival Time
9:40 a.m. - 9:50 a.m.	Student Arrival Time
9:50 a.m. - 9:57 a.m.	Home Room
9:57 a.m. - 10:00 a.m.	Exchange
10:00 a.m. - 10:20 a.m.	1 st Period
10:20 a.m. - 10:23 a.m.	Exchange
10:23 a.m. - 10:43 a.m.	2 nd Period
10:43 a.m. - 10:46 a.m.	Exchange
10:46 a.m. - 11:06 a.m.	3 rd Period
11:06 a.m. - 11:09 a.m.	Exchange
11:09 a.m. - 11:29 a.m.	4 th Period

Regular Schedule after 4th Period.

BUS STUDENTS

Know the bus schedule and be prompt. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.

Loud, boisterous, or profane language or indecent conduct shall not be tolerated. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands and feet or body in any inappropriate manner.

Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or lady-like manner on the bus.

Smoking on the bus is strictly forbidden.

PROGRAM OF STUDIES

Accreditation: Memorial High School is examined by the State Department of Education to see that the program it prescribes is carried out.

GUIDANCE PROGRAM

The guidance program at Memorial High School functions for the purpose of giving personal assistance to individual pupils toward making their plans and decisions concerning education, vocations, employment and personal adjustment. Individual counseling, group therapy, and referrals and conferences accomplish the attainment of fulfilling the objectives with representatives from other agencies. The school counselor may be able to provide considerable assistance to a student who has personal problems. The counselor does this by leading the student to a better understanding of himself and his environment. Tests are administered by the guidance counselors to determine strengths and weaknesses in the learning process, to assist special aptitudes and interests, and to qualify students to compete for college admission and scholarships.

TEXTBOOKS – WORKBOOKS – SUPPLIES

Textbooks are provided without charge by the Campbell Board of Education and remain the property of the school. If a book is lost or damaged, a fine may be assessed. Supplementary materials and/or supplies may be charged to the student.

REPORT CARDS

Students will receive a report card every nine weeks. Parents should read it carefully as a report of individual achievement. If an explanation is needed, please request a conference with the individual teacher through the school office.

PARENT-TEACHER CONFERENCES

Two (2) school days are set aside for conferences. These conferences include discussions of the child's achievement, growth and learning. This conference, in conjunction with the report card, assists the teacher in helping the child. If you cannot schedule the conference on the invited day, please make arrangements with the teacher for an available time. Any school problem which troubles you is reason for a parent-teacher conference, but please, call for an available time in the teacher's schedule. This may be done at any time you feel the need.

FIRE DRILLS – TORNADO DRILLS

Fire drills and tornado drills are held periodically, as prescribed by law. Be sure you know the proper exits in case of a fire drill. Detailed procedures for fire and tornado drills are posted in each classroom. Move quietly, quickly, and orderly, for it may mean your life.

Any student deliberately setting off a false fire, bomb threats or tornado alarm will be automatically suspended from school, and reported to the State Fire Marshall for prosecution.

DETENTION

Detention will be held from **7:15 A.M. until 7:40 A.M. and from 2:50 P.M. until 3:15 P.M. in the school library.** The principal may make other arrangements. If a student is unable to serve his/her detention, the detention can be postponed until a later date only by contacting the principal's office. Repeated failure to make up detention or failure to make alternate arrangements may result in the student being suspended from school. **When a student reaches 10 consecutive dates of detention, the student will be sent to DRC for three (3) days.**

SUSPENSION/REASSIGNMENT

Students may be suspended/reassigned from school for the following reasons: truancy, destruction of school and private property, fighting, smoking, and repeatedly breaking school rules. In the absence of a definite rule of offense which interferes with the orderly conduct of the school, or has an injurious effect on school discipline, the principal may deem it cause for suspension/reassignment.

Under most circumstances, suspension/reassignment will be: 1st offense – 3 days; 2nd offense – 5 days; 3rd offense – 10 days. **The length of suspension/reassignment will be at the discretion of the principal or assistant principal, and may differ from the above due to the nature of the offense or situation.** Any student who has been suspended from school on three separate occasions during one school year will be subject to possible expulsion from school for an entire semester or its equivalent, which is 90 days.

To clarify this procedure, any student who has been suspended/reassigned 3 times, regardless of offense, will be recommended for expulsion or its equivalent on his/her next (4th) offense.

DISCIPLINARY REASSIGNMENT/SATURDAY SCHOOL

The building principal or assistant principal may only apply Disciplinary Reassignment. Disciplinary Reassignment will be used in place of suspension from school, when deemed to be more appropriate and effective. Disciplinary Reassignment will last from a minimum of one (1) day to a maximum of 10 days, depending on the severity of the offense.

Saturday School will meet at the high school from 8:00 A.M. to 12:00 P.M. in Room 142, the DRC Room.

DISCIPLINARY REASSIGNMENT CENTER INFORMATION

1. Disciplinary Reassignment hours are from **7:50 A.M. to 2:43 P.M.** at Memorial High School, Monday through Friday in Room 142. **YOU MUST WEAR YOUR SCHOOL UNIFORM!**
2. Students are to bring all books and necessary materials to the D.R. Center. Assignments will be attained for them.
3. DRC students may get a lunch from the school cafeteria or bring their own lunch.
4. **All students attending the D.R. Center *MUST enter and leave through the back door of the high school, next to the band concession stand.* They have NO BUSINESS being anywhere else in the building.**
5. Students are expected to leave the school grounds upon being dismissed.
6. **No student attending the D.R. Center is permitted around the high school building before 7:50 A.M. and MUST leave the grounds at 2:43 P.M. sharp!**
7. Inappropriate behavior WILL NOT be tolerated at the D.R. Center. **If a student misbehaves and is asked to leave or walks out, the student will be suspended out of school for one to three days, after which the student must return to the D.R. Center to finish assigned days.**
8. Parents MUST contact the assistant principal before the student returns to regular classes.

EXPULSION

In cases where various disciplinary measures have been taken and a problem continues or in cases of certain serious offenses such as violation of federal or state statutes and local ordinances, the superintendent of schools may expel the student from school for 90 days.

CLASSES

Students are expected to be in classes and on time. Any student coming in late must have a pass to excuse their tardiness. Any student missing 20 or more minutes of a class is considered to have missed that class and is considered absent.

**BOARD OF EDUCATION
CAMPBELL CITY SCHOOL DISTRICT
POLICY**

MEMORIAL HIGH SCHOOL

STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this district.

The building principal, assistant principal, acting principal, and superintendent shall have the authority to assign discipline to students, subject to the rules and regulations of the superintendent and to the student's due process right to notice, hearing and appeal.

A violation of any rule may result in disciplinary action, including detention, suspension, expulsion, or Disciplinary Reassignment. **A copy of discipline forms will be give to the student and a copy will be mailed to their parent.**

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed annually.

R.C 3312.30, 3313.66, 3313.661, 3315.17

A.C. 3301-35-03 (G) 3301-83-07

STUDENT CONDUCT CODE

CODE FOR DETENTION, DISCIPLINARY REASSIGNMENT, SUSPENSION, AND EXPULSION

TO: All Pupils
FROM: The Office of the Principal

These rules will be strictly enforced – if you keep them in mind at all times, you will have a very successful year.

1A. GENERAL DISRUPTION – CLASSROOM AND CAFETERIA INCLUSIVE

Corrective Measure

- 1st Offense: Detention
- 2nd Offense: Three-Day Reassignment
- 3rd Offense: Five-Day Reassignment
- 4th Offense: Ten Day Reassignment or OSS

1B. REPEAT OF MINOR VIOLATIONS--per semester

Corrective Measure

- Over 5 Detentions – One-Day Reassignment
- Over 10 Detentions – Three-Day Reassignment
- Over 15 Detentions – Five-Day Reassignment (Letter will be sent to Parent)
- Over 20 Detentions – Ten Day Suspension with recommendation for Expulsion

2. FIGHTING

Corrective Measure

EMERGENCY REMOVAL – Pending Investigation

- 1st Offense: One to Ten Day Suspension, OSS
- 2nd Offense: Five to Ten Day Suspension, OSS
- 3rd Offense: Ten-Day Suspension, OSS – Pending Expulsion

3. PROFANITY,/VERBAL ABUSE: PROFANITY OR OBSCENE LANGUAGE, WRITTEN OR VERBAL, DIRECTED TOWARD STUDENTS, SCHOOL PERSONNEL, OR ANY MEMBER OF THE COMMUNITY. THIS SHALL INCLUDE USE OF OBSCENE GESTURES AND SIGNS.

Corrective Measure

- 1st Offense: One to Three-Day Reassignment
- 2nd Offense: Three to Five-Day Reassignment
- 3rd Offense: Five to Ten-Day Suspension, OSS – Pending Expulsion

4. INSUBORDINATION, DISRESPECT, AND DEFIANCE OF SCHOOL OFFICIALS, TEACHERS, AND EMPLOYEES

Corrective Measure

- 1st Offense: One to Three-Day Reassignment or Suspension
- 2nd Offense: Three to Five-Day Reassignment or Suspension
- 3rd Offense: Five to Ten-Day Reassignment or Suspension – Pending Expulsion

5. ASSAULT UPON AN EMPLOYEE OR VOLUNTEER

FILE CHARGES WITH CAMPBELL POLICE DEPARTMENT

Corrective Measure

- 1st Offense: Ten-Day Suspension, with a Recommendation for Expulsion
- 2nd Offense: Expulsion

6. DESTRUCTION AND/OR DAMAGE OF PROPERTY

Corrective Measure

Detention, reassignment, suspension, or expulsion depending upon the severity of each case – plus the cost of replacement of damaged material. Parent/Guardian will be responsible for replacement value of any property that is damaged.

7. USE OF DRUGS/DRUG PARAPHERNALIA

BOARD OF EDUCATION – CAMPBELL CITY SCHOOL DISTRICT POLICY DRUG PREVENTION

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, “drugs” shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Ohio statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. any substance that is a “look-alike” to any of the above;

G. any substance, when misused, will provide euphoria or a mind-altering experience, electronic equipment (beepers, receivers, pagers, etc.).

The Board prohibits the use, possession, concealment, or distribution of any drug on school grounds, on school vehicles, and at any school-sponsored event.

It further establishes a drug-free zone within 1000 feet of any facility used by the district for educational purposes.

BOARD OF EDUCATION – CAMPBELL CITY SCHOOL DISTRICT POLICY DRUG ABUSE CORRECTIVE MEASURES

1. POSSESSION OR USE OF DRUGS

1st Offense: Ten-Day Suspension

Can be reduced to five days if student and parent agree to an assessment from a Board approved agency. Recommendation of the assessment must be followed. Proof of the assessment must be on file in the office.

2nd Offense: Expulsion

May be reduced to ten-day suspension upon recommendation of agency. The student must enroll in a drug program

3rd Offense: Expulsion

2. SELLING OF DRUGS

- a. Notification of policy
- b. Suspended until court appearance
- c. Expulsion upon conviction

The superintendent shall establish administrative guidelines necessary to implement this policy. Such guidelines shall ensure that the proper notice regarding the use of anabolic steroids is posted in each of the District's locker rooms used by students in grades 7-12.

R.C. 2925.37, 3313.60 (E), 3313.752, 3313.95, 3319.012

Public law 101 – (Drug-Free Schools and Communities Act as amended in 1989)

Revised 10/90 - Revised 6/16/92

8. USE OF TOBACCO OR POSSESSION OF TOBACCO

BOARD OF EDUCATION – CAMPBELL CITY SCHOOL DISTRICT POLICY

USE OF TOBACCO

The Board of Education recognizes that use of tobacco presents a health hazard, which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette and pipe, snuff or any other matter or substances that contain tobacco. The school day shall be the time between the first arrival of students before classes and the last departure of students after classes. It also includes all school-related activities.

In order to protect students and staff, who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco by students, the Board prohibits use of tobacco by students in school buildings.

The superintendent shall develop procedures to implement this policy.
R.C. 3313.751

Corrective Measure

- 1st Offense: One to Three-Day Reassignment
- 2nd Offense: Three to Five-Day Reassignment
- 3rd Offense: Ten-Day Reassignment
- 4th Offense: Expulsion

9. TRUANCY (MISSING TWO OR MORE PERIODS) – JUVENILE JUSTICE CENTER MAY BE INFORMED ABOUT ABSENTEEISM

Corrective Measure

- 1st Offense: Saturday School
- 2nd Offense: Three Days Reassignment
- 3rd Offense: Five Days Reassignment
- 4th Offense: Ten-Day Suspension with a Recommendation for Expulsion

10. TARDY TO SCHOOL

Corrective Measure

- 1-2 Tardies per nine weeks ----- Free
- 3-4 Tardies per nine weeks ----- Warning
- 5 Tardies per nine weeks ----- Saturday School
- 6 Tardies per nine weeks ----- One Day DRC (Letter sent to Parent)
- 7 Tardies nine weeks ----- Two Day DRC
- 8 Tardies per nine weeks ----- One Day OSS
- 9 Tardies per nine weeks ----- Three Days OSS
- 10 Tardies per nine weeks ----- Referral to Juvenile Court

***STUDENTS WHO ARE HABITUALLY LATE WILL SUFFER THE CONSEQUENCES!**

11. TARDY TO CLASS (TWENTY OR MORE MINUTES LATE TO CLASS COUNTS AS CUTTING CLASS)

Corrective Measure

1st Offense: One Day Detention

2nd Offense: Saturday School

Beginning with 2nd Offense Teachers must write a referral

3rd Offense: Three Day Reassignment

4th Offense: Three Day OSS

12. FORGING DOCUMENTS

Corrective Measure

1st Offense: Three Days Detention & Administrative Conference

2nd Offense: Three-Day Reassignment or Suspension & Parental Conference

3rd Offense: Five-Day Reassignment or Suspension & Parental Conference

4th Offense: Ten-Day Reassignment or Suspension - Pending Expulsion

13. FAILURE TO ATTEND CLASS (CUTTING ENTIRE CLASS PERIOD)

Corrective Measure

1st Offense: Three Days Detention

2nd Offense: Saturday School

3rd Offense: Three-Day Reassignment

4th Offense: Five-Day Suspension – Pending Expulsion

14. THREATENING A TEACHER/SCHOOL EMPLOYEE

Corrective Measure

1st Offense: Ten-Day Suspension with a Recommendation for Expulsion

2nd Offense: Expulsion

15A. TAUNTING, AGITATING OR INTERFERENCE BY BYSTANDERS WHILE A TEACHER OR ADMINISTRATOR IS DISCIPLINING OTHERS.

15B. TAUNTING OR AGITATING TO INCITE A FIGHT, RIOT, OR PANIC, ETC.

15C. BULLYING & INTIMIDATION

Corrective Measure

1st Offense: Three-Day Suspension

2nd Offense: Five-Day Suspension

3rd Offense: Ten-Day Suspension – Pending Expulsion

16. BRINGING GUNS, KNIVES, DRUGS OR WEAPONS TO SCHOOL (WILL BE CONFISCATED AND NOT RETURNED) – TO INCLUDED COUNTERFEIT AND LOOK-A-LIKES OR ANY INDISTINGUISHABLE OBJECT THAT MAY REPRESENT A WEAPON.

Corrective Measure

- 1st Offense: Ten-Day Suspension with a Recommendation for Expulsion
- 2nd Offense: Expulsion

17. TAKING SOMEONE ELSE'S PROPERTY, STEALING, STRONG ARMING (EXTORTION), TAKING MONEY, THREATENING ANOTHER STUDENT FOR MONEY

Corrective Measure

- 1st Offense: Three-Day Suspension
- 2nd Offense: Five-Day Suspension
- 3rd Offense: Ten-Day Suspension – Pending Expulsion

18. POSSESSION OF MATCHES, LIGHTER, OR FLAMMABLES (AGAINST CITY ORDINANCE) INCLUDING BULLETS, EXPLOSIVES, AND FIREWORKS.

Corrective Measure

- 1st Offense: Three-Day Reassignment or Suspension
- 2nd Offense: Five-Day Reassignment or Suspension
- 3rd Offense: Ten-Day Reassignment or Suspension – Pending Expulsion

19. THROWING SNOWBALLS ON SCHOOL GROUNDS

Corrective Measure

- 1st Offense: One to Three Day Reassignment
- 2nd Offense: Three to Five-Day Reassignment
- 3rd Offense: Ten-Day Reassignment – Pending Expulsion

20. MOLESTING ANOTHER STUDENT (MALE OR FEMALE)

Corrective Measure

- 1st Offense: Ten-Day Suspension with a Recommendation for Expulsion
- 2nd Offense: Expulsion

21. SEXUAL HARASSMENT

- A. VERBAL – The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
- B. NONVERBAL/GESTURES – Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District/outside the District.
- C. PHYSICAL CONTACT – Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Corrective Measure

Principal's discretion with regard to the severity of each case:

1. Suspension
2. Reassignment
3. Expulsion

22. HORSEPLAY, NAME CALLING, PLAYFULLY HITTING ANOTHER STUDENT

Corrective Measure

- 1st Offense: One - Three Days Detention
- 2nd Offense: Three-Day Reassignment
- 3rd Offense: Five-Day Reassignment
- 4th Offense: Ten-Day Reassignment – Pending Expulsion

23. SPREADING RUMORS TO AID OR ABET A FIGHT / HARRASSMENT

Corrective Measure

- 1st Offense: One - Three-Day Suspension
- 2nd Offense: Three - Five-Day Suspension
- 3rd Offense: Ten-Day Suspension – Pending Expulsion

24. BUS MISCONDUCT

Corrective Measure

If the disruptive behavior affects the health or safety of the students, driver, teacher or chaperone, the student can be suspended from school.

- 1st Offense: Warning
- 2nd Offense: Three-Day Bus Suspension
- 3rd Offense: Five-Day Bus Suspension
- 4th Offense: Ten-Day Bus Suspension
- 5th Offense: Bus Expulsion

25. UNAUTHORIZED PUBLICATION AND/OR DISTRIBUTION OF MATERIALS

Corrective Measure

- 1st Offense: Three-Day Suspension
- 2nd Offense: Five-Day Suspension
- 3rd Offense: Ten-Day Suspension
- 4th Offense: Expulsion

26. LEAVING SCHOOL WITHOUT PERMISSION/FAILURE TO SIGN IN /OUT OF SCHOOL

Corrective Measure

- 1st Offense: Saturday School
- 2nd Offense: Three Days Reassignment
- 3rd Offense: Five-Day Suspension
- 4th Offense: Ten-Day Suspension with a Recommendation for Expulsion

27. FALSE ALARMS AND FALSE REPORTS/ANY STUDENT CONSPIRING TO CAUSE HARM OR PANIC TO THE SCHOOL

Corrective Measure

- 1st Offense: Ten-Day Suspension with a Recommendation for Expulsion
- 2nd Offense: Expulsion

28. CHEATING, PLAGIARISM

Corrective Measure

- 1st Offense: Teacher Discretion
- 2nd Offense: Three-Day Reassignment
- 3rd Offense: Five-Day Reassignment
- 4th Offense: Ten-Day Suspension with a Recommendation for Expulsion

29. TRESPASSING, UNAUTHORIZED ENTRY

29A. OUT OF BOUNDS: STUDENTS IN AREAS OF BUILDING OR GROUNDS THAT IS PROHIBITED

Corrective Measure

- 1st Offense: One to Three -Day Suspension
- 2nd Offense: Three - Ten-Day Suspension
- 3rd Offense: Recommendation of Expulsion

30. INAPPROPRIATE DRESS (SCHOOL UNIFORM POLICY – PAGE 8)

Corrective Measure

Policy #5511 – See pages 8 through 11

31. POSSESSION / USE OF NONPERMISSABLE ELECTRONIC DEVICES

Items and example of nonpermissible electronic devices include, but are not limited to, the following:

Radios	Sound Production Devices	I Pods
Tape Decks	MP3 Players	Other Electronics Devices
Walkman	DVD Players	
Beeper/Pagers	Cell Phones	

*Items will be confiscated by the office and returned only to parents after a conference is held.

Corrective Measure

- 1st Offense: Confiscate & Parental Conference
- 2nd Offense: One to Three-Day Reassignment & Parental Conference
- 3rd Offense: Three to Five-Day Reassignment & Parental Conference
- 4th Offense: Ten-Day Reassignment – Pending Expulsion

31A. FILMING AN INCIDENT ON SCHOOL GROUNDS WITHOUT ADMINISTRATIVE APPROVAL (COULD LEAD TO THE FOLLOWING CONSEQUENCES):

1st Offense: Three to Five Day Suspension

2nd Offense: Ten-Day Suspension with Recommendation for Expulsion

32. FAILURE TO SERVE DETENTION (WITHIN THREE (3) DAYS)

Corrective Measure

1st Offense: Saturday School

2nd Offense: Three Day Reassignment

3rd Offense: Five-Day Reassignment or OSS

33. ASSAULT UPON A STUDENT

Corrective Measure

1st Offense: Three to Ten Day Suspension

2nd Offense: Five to Ten Day Suspension

3rd Offense: Ten-Day Suspension – Pending Expulsion

34. INTERNET/COMPUTER VIOLATIONS

Corrective Measure

1st Offense: One to Three-Day Reassignment and Loss of Internet/Computer Privileges

2nd Offense: Three to Five -Day Suspension

3rd Offense: Ten-Day Suspension with Recommendation for Expulsion

35. FAILURE TO REPORT TO SATURDAY SCHOOL/FAILURE TO COMPLY WITH SATURDAY SCHOOL RULES AND REGULATIONS

Corrective Measure

1st Offense: One Day DRC

2nd Offense: Three Days DRC

3rd Offense: Five Days DRC

4th Offense: Five Days OSS (Parent Meeting)

36. ANYONE WHO VIOLATES THE HEALTH AND GENERAL WELFARE OF A STUDENT, INCLUDING HIM/HERSELF, OR ANYONE WHO BRINGS ANY UNDUE ATTENTION TO HIM/HERSELF, IN THE JUDGEMENT OF THE ADMINISTRATOR, DISRUPTS THE EDUCATIONAL PROCESS.

Corrective Measure

1st Offense: Three to Ten Day Suspension

2nd Offense: Five to Ten Day Suspension

3rd Offense: Ten-Day Suspension – Pending Expulsion

37. DETENTION DISRUPTIONS

Corrective Measure - Removal from Detention and,

- 1st Offense: Removal and One Additional Detention Added
- 2nd Offense: One-Day Reassignment
- 3rd Offense: Three-Day Reassignment

38. DRESS CODE VIOLATIONS (See Pages 13-15 DRESS CODE)

Corrective Measure

- 1st Offense: Sent Home to Change and Warning
- 2nd Offense: Sent Home for the Remainder of the Day and Saturday School
- 3rd Offense: Sent Home for the Remainder of the Day and Five Days DRC
- 4th Offense: Sent Home for the Remainder of the Day and Ten Days OSS with recommendation for expulsion.

39. DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the district's disciplinary procedures.

To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

- A. There is no appeal for students assigned to the D.R. Center.
- B. Student subject to suspension out of school.
A student must be given both written notice of his/her suspension and the reasons therefore and the opportunity to appear and respond to the charges against him/her prior to the suspension. The decision may be appealed to the Board of Education or its designee.
- C. Students subject to expulsion
A student and his/her parent or guardian must be given written notice of the intention to expel and the reasons therefore, and an opportunity to appear with a representative before the Board of Education or its designee to answer the charges.

The hearing may be private, but the Board must act publicly.

The superintendent shall ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

40. GANG RELATED/INCIDENTS/ACTIVITY

Any gang related issues (at the discretion of administration) will result in either suspension or possible expulsion. Consequences will be given at the judgment of the administration or school officials.

Suspicion of Gang Involvement and/or Activity

Examples: Any manner of grooming, hair style, clothing, jewelry, or other accessories that may indicate membership; use of gang slogans, hand signals, nicknames, etc. indicating affiliation or association; graffiti on school or personal property; reasonable suspicion of the above.

* * * * *

Disciplinary Reassignment may be substituted for suspension if the building principal deems it to be more appropriate.

When an administrator has exhausted all means of discipline adopted by the Campbell Board of Education in handling unruly students, he/she will inform the superintendent of this situation.

If unruly pupils need placement in professional discipline programs (Severe Behavioral Learning), the administrator, teachers, nurse, and school psychologist will work together jointly to expedite this process.

If the joint opinion of the school psychologist, principal, nurse, teacher and county psychologist agree placement in a behavioral school is necessary, for the welfare of the child, then the Campbell Board of Education will pay this cost willingly.

Students who are sent to the D.R. Center will be afforded the opportunity to get all assignments for that period, and will be permitted to make up all missed tests. However, it is the student's responsibility to request assignments from the office and to make arrangements with his her respective teachers for making up tests.

Students suspended out of school lose their right to make up assignments or tests missed excluding final exams for the 9-weeks / semester within a reasonable time frame as dictated by length of suspension. The responsibility for making these arrangements lies with the student.

POLICY AND PROCEDURAL STANDARDS FOR THE SUSPENSION AND EXPULSION OF PUPILS FROM THE CAMPBELL CITY SCHOOLS FOR THE POSSESSION OR SALE OF COUNTERFEIT CONTROLLED SUBSTANCES

In accordance with the provisions of the H.B. 535, which became effective on August 20, 1982, the Campbell Board of Education does hereby incorporate into its Student Conduct Code the following rules, regulations, and procedures for disciplining a student for the possession or sale of a counterfeit controlled substance (look-alike).

It shall be the responsibility of the building administrators to implement a program that will explain the new law to all students in the district. The disciplinary action that will result if a

student is found to be selling or in the possession of counterfeit controlled substance is as follows: 1st offense – 10 day suspension from school; 2nd offense – expulsion.

1. For clarification, a counterfeit controlled substance is defined as:
 - A. Any drug that bears, or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark.
 - B. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it.
 - C. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
 - D. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
2. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, and offer to sell, give, package, or deliver a counterfeit controlled substance.
3. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with or conduct its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.
4. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

VACATIONS

The Campbell Board of Education plans its school calendar a year in advance. The school calendar outlines the days that school is in session and also the vacation recesses throughout the year. It is strongly recommended, for educational instruction, that families plan their vacations during the time school is not in session. **Only under extenuating circumstances will permission be granted for vacations that occur during the school year. In these instances, prior approval must be obtained from the building principal or the superintendent of schools.** If permission is granted, it then becomes the responsibility of the parent and student to insure that all homework assigned to the student while he/she is on vacation is completed and turned in to the teacher immediately upon returning to school. All absences due to vacations other than those approved by the principal and superintendent will be considered unexcused absences and treated accordingly.

INSTRUCTIONAL PROGRAMS FOR PREGNANT STUDENTS

Recognizing that educational opportunities are part of the value system for a free society, and recognizing further that education in our increasingly complex and technological society is a prerequisite for the opportunity to lead a full and productive life, the Campbell City Schools advocates the right to continued public education for pregnant girls and young mothers of compulsory age who are residents of the Campbell City School District. However, the Board of

Education, acting through its superintendent, must consider the physical safety and well being of all students, and therefore, can require that a student at an advanced stage of pregnancy may not attend regular classes. In such cases, the student will be provided an alternative means of instruction, and may be assigned a qualified teacher for home instruction purposes.

MARRIED STUDENTS

Married students of compulsory school age are subject to the compulsory attendance law and must attend school unless excused from attendance for any of the statutory reasons. Married students may not be excluded from any extra-curricular activities because he or she is married.

ANY STUDENT, OTHER THAN A STUDENT IN THE OCCUPATIONAL WORK EXPERIENCE PROGRAM, WILL NOT BE PERMITTED TO LEAVE SCHOOL EARLY BECAUSE OF AN OUTSIDE WORK SCHEDULE.

ANTI- HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING

As per Ohio Legislative House Bill 276, the Ohio State Board of Education ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING Model Policy, and this School District's Board of Education Policy.

Harassment, intimidation, or bullying behavior by any student/school personnel in this school district is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Harassment, intimidation, or bullying”, in accordance with Ohio law, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts, i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of student's/personal property; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Anyone who witnesses or suspects that a student or adult is being harassed, intimidated or bullied in any way should report it immediately to the building principal.

ANTI-HAZING

It is the policy of the Campbell Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in the policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing and planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to criminal penalties in accordance with Ohio Law. In addition, this policy shall be incorporated into the subject of discussion at employee staff meetings or in-service programs.

CAFETERIA

Students are responsible for returning all trays and utensils back to the kitchen. Cleanliness and neatness are your responsibility. Abuse of cafeteria property will result in reassignment.

Absolutely no fast foods: McDonald's, Pizza Joe's, Burger King, etc., are not to be brought into the cafeteria during lunch periods by anyone (students or parents). **PRICES SUBJECT TO CHANGE**

BREAKFAST PRICES:	Breakfast	\$1.00	Reduced	\$.30
LUNCH PRICES:	Lunch	\$2.10	Extra Milk	\$.30
	Reduced	\$.40	Adults	\$ 2.75

Students eating breakfast must enter the building from the Sanderson Street school entrance. Breakfast begins at **7:15 a.m. and is over at 7:40 a.m.

THREATS

Any student who feels another student has threatened him or her, either verbally or physically, should notify the assistant principal or principal immediately.

No one has to attend school in fear of someone else. In the event that someone is proven to have threatened another, that student will be suspended. Repeated threats will result in expulsion from school.

PREPONDERANCE OF EVIDENCE

May a student be suspended without an admission of guilt?

The standard of proof in suspension hearings (before the principal or assistant principal) is preponderance of the evidence. In other words, the administrator, after talking to witnesses, otherwise investigating the facts and hearing the student's explanation or statements, believes more than disbelieves that the student did it. The student need not confess.

TO ALL STUDENTS AND EMPLOYEES OF THE CAMPBELL BOARD OF EDUCATION

In accordance with the regulations set forth in Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Campbell City Board of Education does not discriminate on the basis of race, color, national origin, sex, or handicap, in providing equal opportunity for employment and admission or access to facilities, programs and activities which it operates. Any person or persons who feel their rights have been violated or have been discriminated against because of race, color, national origin, sex, or handicap, should contact the Board of Education, Campbell Memorial High School, 280 Sixth Street, Campbell, OH 45405.

SCHOOL PHILOSOPHY

The purpose of the faculty and administration of Campbell Memorial High School is to develop a clear-thinking, morally and ethically sound personality who can take an effective part in our democratic society. It is our chief objective to educate each of our students in such a way that he/she is able to reach his/her maximum potential. With this goal in mind, we have developed a curriculum, which allows for individual differences and abilities.

A student's course of study is a valuable tool, which will aid the student in attaining his/her future goals. Therefore, diagnostic tests are administered to pinpoint areas of strength and weakness. After this data is compiled, the guidance counselor is better able to assess the student's ability and place him/her in the area best suited to his/her needs.

In addition to this effective, all-around program, we strive to teach and hold the fundamentals of democracy and seek to aid our children in developing good habits, righteous attitudes, self-discipline and proficiency in school and community life.

Although our aims are varied and complex, we have arduously undertaken the task of developing a curriculum which encompasses all of these factors. A statement delineating these goals follows in the Objectives of Campbell Memorial High School. Should you have any questions, please feel free to call the high school office at 330-799-1515.

CAMPBELL CITY SCHOOLS ATHLETIC CODE OF CONDUCT

Illegal substances are detrimental to the performance of the athlete. The use of illegal substances both on and off the athletic field is destructive to a healthy lifestyle. The athlete must respect his/her mind and body and commit to the best performance possible in both athletics and life.

Athletics is a privilege for each participating individual. We expect our athletes to be diligent in participation, relentless in effort, disciplined in nature, respectful in actions, self-controlled in words, humble in spirit and aggressive in the pursuit of excellence with regard to score, opponent, time or referee. Below are the rules and regulations that must be followed to participate in Campbell.

1. No selling or distributing any alcohol or drugs.
 - First Offense: Immediate dismissal from the team for the remainder of the season.

2. No possession or use of alcohol, drugs, or any other mood altering chemicals.
 - First Offense: Suspension from participation in the next interscholastic event not to include practice or scrimmage. The athlete will also be required to participate in an assessment program. He/She will be excused from practice to attend the program. Failure to meet this requirement will result in immediate dismissal from the team until the obligation is met.

 - Second Offense: Immediate dismissal from the team for the remainder of the season.

3. The use of tobacco in any form (smoking or chewing) is prohibited.
 - First Offense: Suspension from participation in the interscholastic event. (The athlete will be expected to participate in all practices and attend an educational program on the tobacco use.)

4. An athlete represents more than himself/herself. Since the athlete represents the Team, school and community, his/her conduct must reflect that responsibility. Rules of grooming are also necessary to maintain health standards in the locker room and in use of equipment. It is clearly understood that each coach will enforce grooming rules as necessary for his/her sport.

5. Every athlete will meet the rules and regulations including eligibility rules of our Governing body, the OSHAA.

6. If a coach requires additional rules and regulations for his/her sport they must be given to the athlete and approved and placed on file by the athletic director.

The Campbell School District believes that by following rules and procedures our athletes will create a positive self image, gain peer acceptance, learn self control, and self discipline and establish a positive set of values for future involvement in society. By signing the rules outlined in the Campbell City schools Code of Conduct you are stating that you understand the rules as outlined.

Parent/Guardian Signature _____ Date _____

FERPA General Guidelines for Parents *from www.ed.gov*

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. Parochial and private schools at the elementary school levels do not generally receive such funding and, therefore, are not subject to FERPA. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99.

Under FERPA, schools must generally afford parents: -access to their children's education records -an opportunity to seek to have the records amended -some control over the disclosure of information from the records.

Parents may access, seek to amend, or consent to disclosures of their children's education records, unless there is a court order or other legal document specifically stating otherwise. When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records.

Access to Education Records

Schools are required by FERPA to:

- provide a parent with an opportunity to inspect and review his or her child's education records within 45 days of the receipt of a request

- provide a parent with copies of education records or otherwise make the records available to the parent if the parent, for instance, lives outside of commuting distance of the school

- redact the names and other personally identifiable information about other students that may be included in the child's education records.

Schools are not required by FERPA to:

- Create or maintain education records;

- Provide parents with calendars, notices, or other information which does not generally contain information directly related to the student;

- Respond to questions about the student.

Amendment of Education Records

Under FERPA, a school must:

- Consider a request from a parent to amend inaccurate or misleading information in the child's education records;

- Offer the parent a hearing on the matter if it decides not to amend the records in accordance with the request;

- Offer the parent a right to place a statement to be kept and disclosed with the record if as a result of the hearing the school still decides not to amend the record.

A school is not required to consider requests for amendment under FERPA that:

- Seek to change a grade or disciplinary decision;

- Seek to change the opinions or reflections of a school official or other person reflected in an education record;

Seek to change a determination with respect to a child's status under special education programs.

Disclosure of Education Records:

A school must:

Have a parent's consent prior to the disclosure of education records;

Ensure that the consent is signed and dated and states the purpose of the disclosure.

A school MAY disclose education records without consent when:

The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the school district's annual notification of rights to parents;

The student is seeking or intending to enroll in another school;

The disclosure is to state or local educational authorities auditing or evaluating Federal or State supported education programs or enforcing Federal laws which relate to those programs;

The disclosure is pursuant to a lawfully issued court order or subpoena; and

The information disclosed has been appropriately designated as directory information by the school.

Annual Notification

A school must annually notify parents of students in attendance that they must allow parents to:

Inspect and review their children's education records;

Seek amendment of inaccurate or misleading information in their children's education records;

Consent to most disclosures of personally identifiable information from education records.

The annual notice must also include:

Information for a parent to file a complaint of an alleged violation with the FPCO;

A description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that person;

Information about who to contact to seek access or amendment of education records.

Means of notification:

Can include local or student newspaper; calendar; student programs guide; rules handbook, or other means reasonable likely to inform parents;

Notification does not have to be made individually to parents.

Complaints of Alleged Violations:

Complaints of alleged violations may be addressed to:

Family Policy Compliance Office
US Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-5901

Complaints must:

Be timely submitted, not later than 180 days from the date you learned of the circumstances of the alleged violation

Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:

Relevant dates, such as the date of a request or a disclosure and the date the parent learned of the alleged violation;

Names and titles of those school officials and other third parties involved;

A specific description of the education record around which the alleged violation occurred;

A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the parent and the school regarding the matter;

The name and address of the school, school district, and superintendent of the district;

Any additional evidence that would be helpful in the consideration of the complaint.

FERPA Frequently Asked Questions and Answers are found here:

<http://www.ed.gov/policy/gen/guid/fpco/faq.html>

FERPA General Guidance for Students from www.ed.gov

General Information

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99.

Under FERPA, schools must generally afford students who are 18 years or over, or attending a postsecondary institution:

- access to their education records
- an opportunity to seek to have the records amended
- some control over the disclosure of information from the records.

Access to Education Records

Schools are required by FERPA to:

- provide a student with an opportunity to inspect and review his or her education records within 45 days of the receipt of a request
- provide a student with copies of education records or otherwise make the records available to the student if the student, for instance, lives outside of commuting distance of the school
- redact the names and other personally identifiable information about other students that may be included in the student's education records.

Schools are not required by FERPA to:

- Create or maintain education records;
- Provide students with calendars, notices, or other information which does not generally contain information directly related to the student;
- Respond to questions about the student.

Amendment of Education Records

Under FERPA, a school must:

- Consider a request from a student to amend inaccurate or misleading information in the student's education records;
- Offer the student a hearing on the matter if it decides not to amend the records in accordance with the request;
- Offer the student a right to place a statement to be kept and disclosed with the record if as a result of the hearing the school still decides not to amend the record.

A school is not required to consider requests for amendment under FERPA that:

- Seek to change a grade or disciplinary decision;

Seek to change the opinions or reflections of a school official or other person reflected in an education record.

Disclosure of Education Records

A school must:

Have a student's consent prior to the disclosure of education records;

Ensure that the consent is signed and dated and states the purpose of the disclosure.

A school MAY disclose education records without consent when:

The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;

The student is seeking or intending to enroll in another school;

The disclosure is to state or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those programs;

The disclosure is to the parents of a student who is a dependent for income tax purposes;

The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;

The disclosure is pursuant to a lawfully issued court order or subpoena; or

The information disclosed has been appropriately designated as directory information by the school.

Annual Notification

A school must annually notify students in attendance that they may:

Inspect and review their education records;

Seek amendment of inaccurate or misleading information in their education records;

Consent to most disclosures of personally identifiable information from education records.

The annual notice must also include:

Information for a student to file a complaint of an alleged violation with the FPCO;

A description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that individual; and

Information about who to contact to seek access or amendment of education records.

Means of notification:

Can include student newspaper; calendar; student programs guide; rules handbook, or other means reasonable likely to inform students;

Notification does not have to be made individually to students.

Complaints of Alleged Violations:

Complaints of alleged violations may be addressed to:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Complaints must:

Be timely submitted, not later than 180 days from the date you learned of the circumstances of the alleged violation

Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:

Relevant dates, such as the date of a request or a disclosure and the date the student learned of the alleged violation;

Names and titles of those school officials and other third parties involved;

A specific description of the education record around which the alleged violation occurred;

A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the student and the school regarding the matter;

The name and address of the school, school district, and superintendent of the district;

Any additional evidence that would be helpful in the consideration of the complaint.

FERPA: Model Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that [School District], with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, [School District] 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 [School District] 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; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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 Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.⁽¹⁾

If you do not want [School District] to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by [insert date]. [School District] has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Footnotes:

1.These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920**

PPRA for Parents

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. Briefly, the law requires that schools obtain written consent from parents before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the following areas:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent*; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)

The No Child Left Behind Act of 2001 contains a major amendment to PPRA that gives parents more rights with regard to the surveying of minor students, the collection of information from students for marketing purposes, and certain non-emergency medical examinations. In addition, an eighth category of information (*) was added to the law.

You may read more about the specific changes to the law by going here:

<http://www.ed.gov/policy/gen/guid/fpco/hottopics/ht04-10-02.html>

The Department will be updating the PPRA regulations to reflect these changes.

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

This school district has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the District

has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

Hand Hygiene Protocol for Campbell City Schools

Studies have shown that hand washing and personal hygiene are the most important measures a person can use to prevent illness and communicable disease. Many germs can live for long periods on tables, counters, and other hard surfaces. Hand washing with soap and warm water for a minimum of twenty (20) seconds, paying close attention to the surfaces between the fingers and on the back of the hands, is best for removing dirt and germs. The proper use of hand sanitizers is also useful in controlling the spread of germs.

Students and Staff will wash their hands with soap & water;

1. After using the rest room
2. Before eating
3. If their hands are visibly soiled
4. If the student or staff member has encountered chemicals or other items, such as soil, in a science lab, art room, vocational facility, or other educational venue that soils hands
5. If the student or staff member encountered chemicals during cleaning the school environment
6. After cleaning animal habitats or handling animals
7. Before and after each task when preparing food in any class such as family science or an integrated class
8. After athletic practices and games
9. If the student or staff member has encountered bodily fluids (e.g. blood, nasal discharge, mucous from coughing, etc.)

Hand sanitizers may be used when the student's hands are not visibly soiled and cleaning is needed from;

1. Sneezing or coughing
2. Before and after eating
3. After recess
4. Before and after using the computer or other items used by other students
5. In modular units, temporary classrooms or where hand washing facilities are not readily available

Hand washing signs will be posted at all rest rooms and/or hand sinks.

Soap, warm water and towels or an air dryer will be located at all hand washing areas.

RESOURCES

Centers for Disease Control, www.cdc.gov

Hand Hygiene Resource Center, St. Raphael Healthcare System, New Haven, CT., www.handhygiene.org

Ohio Dept. of Health, Pandemic Influenza Toolkit for Schools, <http://www.ohiopandemicflu.gov/>

School Network for Absenteeism Prevention, It's a SNAP <http://www.itsasnap.org/index.asp>

MEMORIAL HIGH SCHOOL

280 Sixth St., Campbell, OH 44405
PHONE (330) 799-1515 – Fax (330) 799-6390

PRINCIPAL – Richard A. Gozur

ASST. PRINCIPAL – Jacquelyn Hampton

CREDIT FLEXIBILITY

Credit Flexibility applies to any alternative coursework, assessment and/or performance that demonstrate proficiency qualified to be awarded equivalent graduation credit as applied for and approved in advance by the school district. Approved credit awarded through this policy will be posted on the student's transcript and counted toward student grade point average (GPA), class rank and as graduation credit in the related subject area or as an elective.

The school district will include details of the Credit Flexibility policy and program on the district website and in the Student/Parent Handbooks at the middle schools and high school.

Application:

Any student may apply for credit to be awarded through Independent Study or Credit Flexibility. The student will submit an application on the district **Application for Independent Study and Credit Flexibility** form. All required information must be provided. The student may be required to provide supporting documentation as determined by the Guidance Counselor and/or Principal or designee of the Principal. Application must be made by April 1st for participation in the 1st semester of the following school year, and by November 1st for the 2nd semester.

Review of Application:

The application will be reviewed by the guidance counselor(s) and Principal or designee of the Principal. Upon approval of a completed application, the student may then proceed with the learning activity and credit will be awarded when all requirements are completed and evaluated. The Principal or designee may consult with the facilitator of the related department or others as needed to provide needed information prior to making a decision regarding the awarding or denial of credit.

Instructor(s):

- A Memorial High School educator will be appointed by the Principal or designee of the Principal as the Instructor of Record.
- Credit Flexibility options must meet the requirements of the Highly Qualified Teachers (HQT).
- Online courses must be included on a district pre-approved list of providers.

Awarding credit:

A student may be eligible to receive credit upon satisfactory completion of the alternative coursework, activity, assessment and/or performance as required by the Principal or designee. The following standards and guidelines apply to awarding credit:

- The total number of credits that may be awarded is not limited.
- The successful completion of a pre-approved course may result in credit being designated as fulfilling either required or elective credit toward graduation requirements.

- All courses, as applicable, must be aligned to the Ohio Academic Content Standards to receive credit.
- Credit from other districts and educational providers, including online providers, may be accepted in accordance with the Ohio Operating Standards.
- The Principal or designee may award credit for custom learning activity(s) in the amount approved in advance and may award partial credit where deemed appropriate.
- The Principal or designee may award credit or partial credit for pre-approved assessments, performances or work products that demonstrate mastery of content of any course offered at Memorial High School. Elective credit for courses not offered at Memorial High School may also be earned in this manner as pre-approved.
- If a student transfers from another school district to the Memorial High School and the student has not completed the course requirements to receive credit as approved by the other district, the Principal or designee may consider this a new application for credit. The Principal or designee may assign partial credit for partial completion as deemed appropriate.
- Credits completed in another district before transfer to Memorial High School will count as credits toward fulfilling graduation requirements as awarded by the sending district. The Principal or designee will review the transfer credit to determine equivalency to specific courses offered by Memorial High School.
- There are NO weighted grades for credits earned through independent study/credit flexibility.
- The Teacher of Record reserves the right to withdraw the student from a course (with penalty) for issues involving plagiarism and copyright violation.
- The student must complete all coursework assigned by the Teacher of Record on or before the due date or the student may be withdrawn with penalty from the course.
- The decision of the Teacher of Record regarding a withdrawal from the course may be appealed to the Principal. A letter outlining the reason(s) for the appeal must be received by the Principal within 10 calendar days following notification of withdrawal.

Determining Grades:

- Grades earned through Independent Study and/or Credit Flexibility will NOT be weighted. The letter grade to be posted on the transcript and included in the student's grade point average will be awarded as determined by the Teacher of Record.
- If a student fails to make adequate progress on coursework, the approval to further pursue the proposed credit may be revoked and a failing grade will be posted to the student's transcript.
- The final grade for the course must be posted before the credit can count toward graduation.
- If a student is unable to complete the course due to illness (with provided medical documentation) or other valid reason as determined by the Principal or designee, an extension may be permitted and/or requirements revised.
- If the student does not intend to complete the credit and there has been an illness or other valid reason, the application may be withdrawn without penalty by the Principal or designee.
- Should a student transfer to another school district, upon request of the student or parent, the district shall forward a copy of the approved application to the new district for their consideration.

Access:

This policy does not in any way prohibit access to on-line education, postsecondary options or services from another district approved by the board.

Appeal of the Decision to Approve Credit Flexibility Option:

The student may appeal the decision of the Principal or designee of the Principal to the Superintendent within 10 calendar days following notification by the Principal. The Superintendent's decision on the appeal is final.

Campbell Memorial High ~ Credit Flexibility

Waiver Language

1. Test-out

Campbell Memorial High School District will examine assessment options to determine their alignment with Ohio Academic Content Standards/Common Core Standards. The examination will include reviewing assessments and test specifications for those assessments. In addition, the district will develop a comprehensive assessment system to provide various options for students to demonstrate mastery of an identified course.

2. Online education

Campbell Memorial High School District will examine multiple online education options to determine the alignment of the courses to the Ohio Academic Content Standards/Common Core Standards and to determine the rigor of those courses meets the level of rigor proposed in the Standards.

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Application for Independent Study and Credit Flexibility

This application must originate with the student's assigned guidance counselor with a student/guidance counselor conference.

Counselor Signature _____ Date _____

STUDENT INFORMATION

Student Name _____ Grade _____

Student phone/contact information _____

Parent/Guardian name and contact information _____

COURSE INFORMATION

Course title: _____

Course type (check one): _____ current course _____ customized course

Check here if the student is completing a course previously attempted _____

Explanation/Comment: _____

Course duration: _____ All year _____ Semester 1 only _____ Semester 2 only

Amount of course credit: _____ School year: _____

ACTION PLAN

Description of what the student will do to earn the credit (check all that apply):

_____ Test or assessment _____ Coursework _____ Internet-based learning

_____ Field experience _____ Mentorship _____ Project-based learning

_____ Internship _____ Independent study

STUDENT CONTRACT

Student explanation of goals and statement of commitment:

I, (student signature) _____, understand the Independent Study/Credit Flexibility Option is an intensive process designed to allow me to work at my own pace to complete the assigned work.

The student and parent must initial each item below as indication of having read and accepting the following:

Parent Student

_____ _____ The student will hold primary responsibility for the overall success or failure of the course.

_____ _____ The student will be expected to allocate an average of _____ hours per week working toward completion of the course.

_____ _____ The student will be required to meet with the Instructor of Record at least _____ times per _____.

_____ _____ The student will actively engage with the Instructor of Record and course activities by _____ or the student will be withdrawn with penalty from the course according to the school's guidelines.

_____ _____ The student will have until _____ to complete the course or the student may be withdrawn with penalty from the course.

_____ _____ **The credit flexibility committee has the right to cancel course/credit option if: (1) the student violates rule / policy as it relates to the violation of the students handbook as it would apply to any other student. (2) the student does not regularly and actively engage with the teacher and course material by _____; or (3) the student does not make steady progress toward completion of the course.**

_____ _____ The student must complete all online as well as offline/other work assigned by the due date stated by the teacher or the student may be withdrawn with penalty from the course.

Parent Student

_____ _____ The Instructor reserves the right to remove the student from the course (withdrawn with penalty) for issues involving plagiarism and copyright violation.

_____ _____ There are no weighted grades for credits earned through independent study/credit flexibility.

_____ _____ The teacher decision regarding a withdrawal from the course may be appealed to the Principal. A letter outlining the reason(s) for the appeal must be received by the Principal within 10 calendar days following notification of withdrawal. The Principal's decision on the appeal is final.

SIGNATURES

Student _____ Date _____

Parent _____ Date _____

Guidance Counselor _____ Date _____

Instructor of Record _____ Date _____

Principal _____ Date _____

EMIS Coordinator _____ Date _____

NOTES:

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OPTIONS – 2010/2011

Physical Education Credit for the following activities:

A. **Athletics:**

Students that participate in school sponsored athletics and complete two full seasons from the beginning of the sport season to the end will receive full credit for Physical Education. The athletic director will verify participation through teacher rosters submitted to the OHSAA at the beginning of the season and the final roster at the conclusion of the season.

Injuries that prevent a student from participation in at least 50% of the scheduled season will result in that student not receiving the credit for that sport.

Since the O.D.E. does not permit partial credit, this option is an all or nothing option. (i.e., a student cannot take one Physical Education class and participate in one season of Athletics). NOTE: As for this option cheerleading is considered an athletic sport.

B. **Band and Intro To Dance:**

Students that participate in Band shall adhere to the same rules as Athletics. Band will also count toward a Fine Art credit.

Students that participate in Intro To Dance will receive 1/2 credit of Fine Art and a 1/4 Credit of Physical Education.

8th Grade students that participate in a full season of high school Band will be able to acquire high school credit for Fine Arts and one season toward the Physical Education requirement, provided the music class is taught by a certified high school instructor.

Fine Art Credit:

Students that participate in the Bright Future's Program with Westminster College summer program will receive a 1/2 credit of Fine Arts, provided the focus of the summer program is of

Performing Arts. Should the program change its focus, Campbell Memorial will revise this option to meet the change.

Dual Credit with Y.S.U.:

This option allows qualified students enrolled in Physics, AP Chemistry and/or Calculus to earn college credit and high school credit while enrolled in the class taught at C.M.H.S. Standards and guidelines are specifically outlined by Y.S.U. Any additional subjects offered under this program will be added as approved by Y.S.U. and the Campbell Board of Education.

Alternative Educational Options:

- Post-Secondary Option
- Mahoning County Resource Center (Mall School)
- P.A.C.E.
- Mahoning County Career and Technical Center
- Mahoning County Unlimited Classroom
- Choffin Career Center
- Mahoning County High School (Juvenile Court School)

Customized Courses:

As stated in application and developed by students, parents, guardians, and Credit Flex Approval Committee.