2021 Campbell Memorial High School

Home of the Red Devils

Student Handbook

2022

Positivity - Respect - Integrity Determination - Empathy

Grades 7 - 12

Brad Yeager
Principal
Brian Nichols
Asst. Principal

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STUDENT HANDBOOK – 2021/2022

CAMPBELL MEMORIAL HIGH SCHOOL

Mr. Matthew L. Bowen
Superintendent of Schools

Mr. Bradly A. Yeager
Principal

Mr. Brian A. Nichols
Assistant Principal

Board of Education

Mrs. Judy Gozur
President

Mr. Gary Bednarik
Vice-President

Mrs. Beth Donofrio
Member

Mr. Tony Kelly
Member

Mr. Bill Valentino
Member

To All Parents:

It is our goal to work with you, your child, and the staff to promote a strong sense of community in order to provide the best educational opportunity for all students. The administration and staff at Memorial High School will always ensure your child is challenged in a safe learning environment.

Memorial High School will work hard to transform the high school learning by developing meaningful relationships, delivering relevant curriculum, expecting personal responsibility and providing a rigorous educational environment focused on results. Every Memorial High School student will graduate with the knowledge and the skills to succeed in the 21st Century.

We invite you to visit our school and to actively participate in your child's educational journey. 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. Please never hesitate to contact teachers, staff members, and/or administration regarding your child.

We encourage you to visit the district website for daily information at www.campbell.k12.oh.us

Bradly A. Yeager

Bradly A. Yeager, Principal

COLORS: **Red & Black** **SCHOOL MASCOT:** Red Devil

SCHOOL INSTRUCTION:

POLICY ON SCHOOL CREDITS

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.

CAMPBELL MEMORIAL HIGH SCHOOL PRIDE

As a citizen of Campbell Memorial, you are expected to respect and 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. Respect the facilities and others at ALL times.

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 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.

GRADING

NINE WEEK	FINAL EXAM	FINAL AVERAGE
A = 8	A = 4	A = 18-20 Pts.
B = 6	B = 3	B = 13-17 Pts.
C = 4	C = 2	C = 8-12 Pts.
D = 2	D = 1	D = 3 -7 Pts.
F = 0	F = 0	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.

Dates for final exams will be released prior to the end of the semester. ***All students taking final exams must take their exam during the scheduled testing date and time.*** Students taking exams during scheduled make-up time must have a valid excused absence.

ALL students must be in dress code to take their exams.

Parent Assist Module (PAM)

The Parent Assist Module is designed to help parents/guardians stay involved in their students education. Each student receives a unique user name and password within the first few weeks of school (sent home to the parent/guardian). Our teachers post grades regularly on the PAM for the parent/guardian to see. This does not always represent the complete grade of the student; however, if you feel that there is a discrepancy lease call the office and set an appointment to talk to the teacher.

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.

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.

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.

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

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.

CLASS LOAD

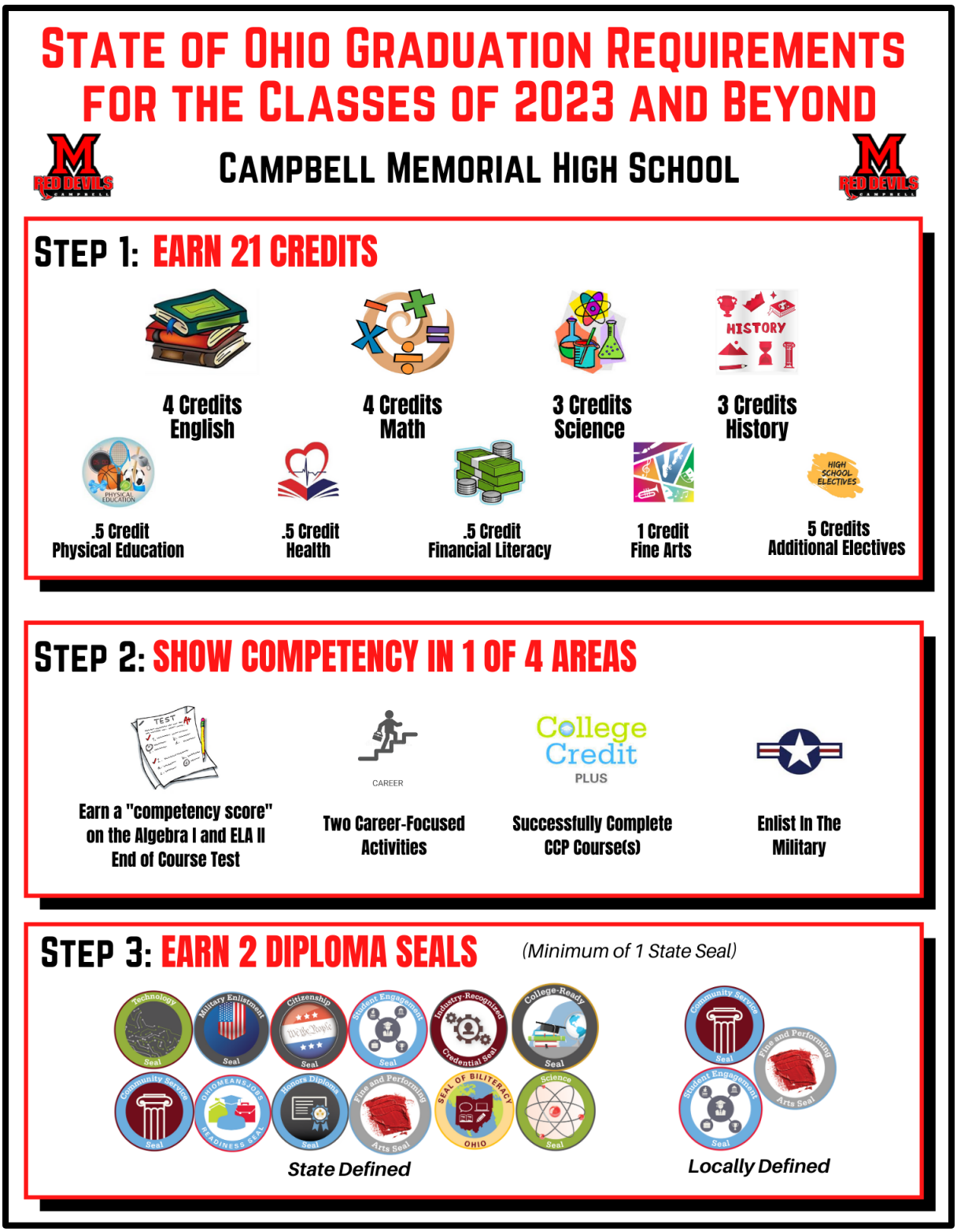
All students must maintain a minimum of five credits the entire school year. If students do not register for five credits per semester, he or she will be assigned classes by the administration that he or she deems appropriate.

The state biennial budget, House Bill 59, required that state aid through the Foundation formula be based on an annualized full-time equivalent (FTE) enrollment. Per existing Ohio Department of Education policy contained in the EMIS Manual, any student enrolled for less than a full school day is reported for the percent of time that the student is enrolled. Prior to Fiscal Year 2015, the impact of this policy was limited given the student count for funding was based on a single week in October . However, for some districts, the impact may be magnified when using an annualized FTE enrollment. Under certain circumstances, a district could see a decrease in state funding for associated lower student FTE depending if the district is on the funding cap or transitional aid guarantee.

In order to generate a full FTE, students are expected to be participating in a learning opportunity for the entire day the grade is scheduled. Learning opportunities include both classroom-based and non-classroom-based activities that are recognized by law and approved by the district. This can include classes, supervised activities and approved education options. If an individual student does not participate in a learning opportunity for one or more periods of the day, then that student's percent of time reported must be adjusted accordingly.

HIGH SCHOOL GRADUATION REQUIREMENTS

To graduate from Campbell Memorial High School, a student must meet the standards adopted by the State of Ohio, and the Campbell City Schools Board of Education



House Bill 487 updated Ohio's graduation requirements to ensure that all students are ready for success in college and work. Additionally, every student will have the opportunity to take a nationally-recognized college admission exam free of charge in Grade 11.

In addition to course credits (minimum of 21; as seen above), students will earn points toward graduation on seven end-of-course exams. These exams will replace the Ohio Graduation Tests. All students will take the following exams:

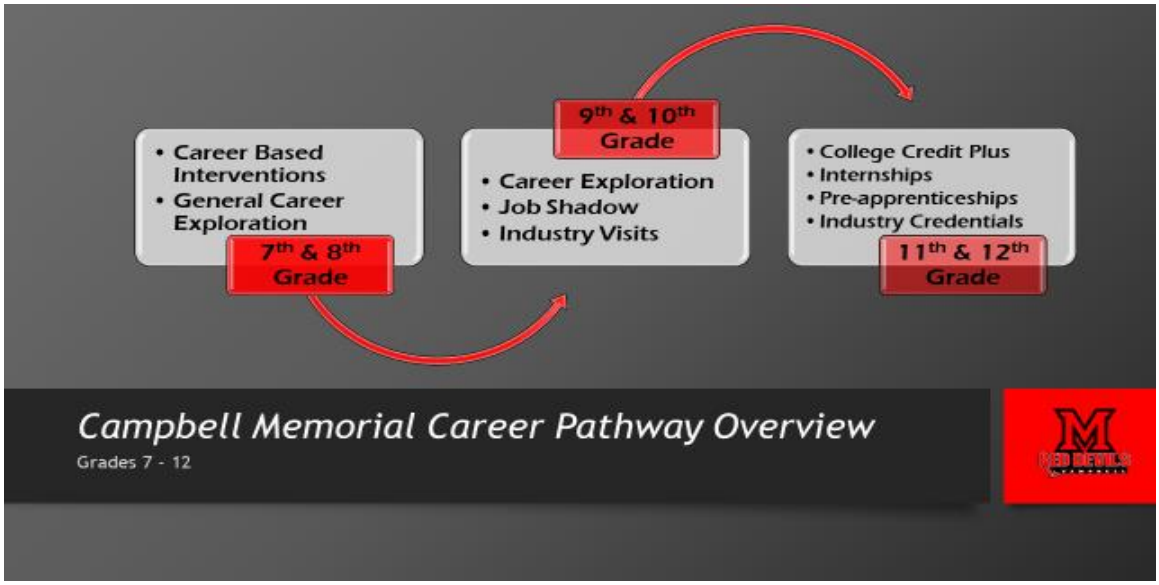
- ✓ Algebra I & Geometry
- ✓ Biology
- ✓ American History
- ✓ American Government
- ✓ English II (Tenth Grade)

Students can earn from 1-5 points for each exam, based on their performance.

5 – Advanced 4 – Accelerated 3 – Proficient 2 – Basic 1 – Limited

CAREER PATHWAYS

Students are Campbell Memorial High School will be exposed to multiple career pathways that will prepare them for post-secondary success. In 9th grade students will choose a career pathway and will develop industry specific skills necessary to succeed. All 7th & 8th grade students will participate in career based interventions and career explorations. Refer to the CMHS Course Description Guide for more information.



ENROLLMENT PROCEDURE

Students new to Memorial High School should register immediately ***upon*** becoming residents of the school district. All enrollment procedures are handled through the district's central office, located at Campbell Elementary School. Please contact Ms. Danielle Broz with any registration questions.

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.

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.

WITHDRAWAL/DROPPING OF CLASSES

Students are eligible to withdraw/drop a class by written request made by their parent/guardian prior to the tenth (10) day of class. Only the following exceptions will be made when withdrawing/dropping a class:

1.) Student failures have caused a problem with pre-requisites.
2.) Enrollment into special education following testing.
3.) Enrollment into an alternative program, i.e. Simon Project, CBI, MCCTC, and CCP.

HIGH SCHOOL CREDITS EARNED PRIOR TO 9TH GRADE

High school courses completed at the middle school level (7th & 8th Grade) will count toward minimum graduation requirements if:

1. The course is taught by a teacher that is licensed or certified for teaching the course in high school, and
2. The course meets the high school curriculum requirements as designated by the Board of Education.

7th and 8th Grade courses earning high school credit at Memorial High School (as of 2021-22) include:

Algebra I (1.0 CREDIT)	Physical Science (1.0 CREDIT)
Spanish I (1.0 CREDIT)	Art I (0.5 CREDIT)
Health Education (0.5 CREDIT)	Art II (0.5 CREDIT)
Physical Education (0.25 CREDIT)	

STUDENT ACTIVITIES

Involvement in extracurricular activities is strongly encouraged for all students. There are a wide variety of opportunities for students to be involved in. Extracurricular activities are a great way to meet people, pursue a personal passion and give back to our community.

The following organizations are available for students:

Art Club	Drama Club	Office Workers
Band	Operation Keepsake	PANDA
Big Brother – Big Sister	Mathematics Club	Pep Club
Business Club	Memo – School Newspaper	Quiz Bowl
Chemistry Club	National Honor Society	Spanish Club
		Yearbook

The following athletic teams are available for students:

Baseball	Golf
Basketball	Softball
Bowling	Soccer
Cheerleading	Track & Field
Football	Volleyball

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.

Local & O.H.S.A.A. Athletic Eligibility Requirements

To be eligible to participate in athletics you must pass 5 one-credit courses or the equivalent in the preceding grading period. Nine-week grades are used to determine eligibility, not exam or semester, or yearly averages. For fall athletes the 4th nine-week grades are used from the preceding year.

At any time the administration may deem a student-athlete ineligible for poor academic performance.

Eligibility in Extra-Curricular Activities/Events

Students who participate in any extra-curricular event that is not a sanctioned by the OHSAA must follow the club's, group's, and/or organization's code of conduct in order to be eligible to participate.

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. If an administrator suspects any delinquent activities he or she may not be permitted into the function or asked to leave.

Any infraction(s) or misbehavior(s) will result in disciplinary action(s).

ASSEMBLY ETIQUETTE

When you go to an assembly, go in a quiet and orderly manner. 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.

STUDENTS *SHOULD* ALWAYS STAND WHEN THE ALMA MATER AND NATIONAL ANTHEM IS BEING PLAYED OR SUNG.

Your behavior reflects the Campbell City School District. There will be a *"ZERO TOLERANCE"* for any forms of misbehavior. If you participate or act with any forms of disruption you will be removed from the assembly and discipline will be issued.

FIELD TRIPS

Field trips are planned and designed to enrich the education of the pupils. **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.

Teachers will fill out a detailed rational for approval. Teachers will explain and outline what standards the trip enriches and what takes place during the trip. Students will need to have all of their teachers complete a student performance sheet evaluating their attendance, discipline, and current academic progress. In addition to the student performance sheet, students must have their parental permission slip completed as well.

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.

DRIVING TO SCHOOL

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

Driving to school is a privilege, NOT a right.

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.

HEALTH REQUIREMENTS

OHIO STATE LAW (3133.671, ORC: 3701.13) requires that all school children must be immunized against the following Minimum Immunization Requirements.

*****Additional health requirements may be deemed necessary pending and future local and state health guidelines*****

Students cannot return to school until immunization regards are completed. If your child has had natural chickenpox, please send in a signed statement from your or your doctor to that effect. They do not need to be immunized against chickenpox.

DPT/DT	Dose #1	Dose#2	Dose#3	Dose#4	Dose#5 (if 4th dose was given before the 4th birthday)
Polio	Dose #1	Dose#2	Dose#3	Dose#4 after the 4th birthday	
Hepatitis B	Dose #1	Dose#2	Dose#3 at kindergarten entry		
MMR	Dose #1	Dose#2 at kindergarten entry			
Varicella	Dose #1	Dose#2 at kindergarten entry			
Tdap/TD	Dose #1 all students entering the 7th grade				
Meningococcal	Dose #1 all students entering the 7th grade			Dose#2 all students entering the 12th grade	

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.

(1) *Except as otherwise provided in division (B) of this section, no pupil, at the time of initial entry or at the beginning of each school year, to an elementary or high school for which the state board of education prescribes minimum standards pursuant to division (D) of section 3301.07 of the Revised Code, shall be permitted to remain in school for more than fourteen days unless the pupil presents written evidence satisfactory to the person in charge of admission, that the pupil has been immunized by a method of immunization approved by the department of health pursuant to section 3701.13 of the Revised Code*

against mumps, poliomyelitis, diphtheria, pertussis, tetanus, rubeola, and rubella or is in the process of being immunized.

(2) *Except as provided in division (B) of this section, during and after the school year beginning in 2016, no pupil who is the age or older than the age at which immunization against meningococcal disease is recommended by the state department of health shall be permitted to remain in a school subject to the state board of education's minimum standards for more than fourteen days unless the pupil presents written evidence satisfactory to the person in charge of admission that the pupil has been immunized by a department of health-approved method of immunization, or is in the process of being immunized, against meningococcal disease.*

ADMINISTRATION OF MEDICATION BY SCHOOL NURSE OR DESIGNATED PERSONNEL

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. ***THE STUDENT IS RESPONSIBLE FOR REPORTING ON TIME FOR HIS/HER MEDICATION.***
2. Medications will be given during designated times.
3. 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 with 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.
4. Students may not carry or administer over the counter or prescription medication. The only exception will be inhalers and epi-pens if written approval is obtained from the physician and parent.
5. 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.

-HB 523-

Medical marijuana will not be prescribed, but rather recommended by registered physicians. Whether the use of this drug is for medical reasons or recreational uses, the use of this drug is strictly prohibited on school grounds. Students may not report to school or school sponsored events under the influence of marijuana. If a student is permitted, BY A PHYSICIAN, to use marijuana he or she is not permitted on school property while using the drug and/or under the influence from the drug.

For additional Immunization and Health Requirement information please visit the school website.

www.campbell.k12.oh.us

FACILITIES

LOCKERS

Each student is assigned an **INDIVIDUAL** locker. **The lockers are property of the school and may be checked/searched at any time and for any reason.**

You are the only individual assigned the locker combination. Only one student per locker; no students shall share lockers for any reason. 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.

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.

It is strongly encouraged that students use locks for their lockers in the gym locker rooms.

FIRE DRILLS – TORNADO DRILLS – CRISIS DRILLS

Fire drill, tornado drills and crisis drills are held periodically, as prescribed by law. Be sure you know the proper exits in case of a fire drill. Detailed procedures for drills are posted and/or explained 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.

Any student who participates in any forms of behaviors during these drills that are deemed unacceptable by the administration will face disciplinary action(s).

TELEPHONE USE - PARENTS AND STUDENT

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 and office personnel 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 or a student calling his/her parent on his/her cell phone disrupts the educational process and subjects the student to disciplinary action. No student shall make any phone calls on his/her cell phone for any reason unless approval is given in the office by the administration or main office personnel. The call must be made in the main office.

ATTENDANCE

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".

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 court charges.

Attendance Procedures: Failure to comply with attendance procedures may result in referral to the Mahoning County Juvenile Court, and/or Campbell Police citation.

Juvenile Court Intervention

Campbell City Schools will be working cooperatively with the Mahoning County Juvenile Court System to implement an Early Warning System (EWS) to provide interventions and supports for our students and families experiencing difficulties with, but not limited to, attendance, grades and behaviors.

Parents of a truant student may also be assigned to the Parent Project in Mahoning County for a period of ten weeks for failing to comply with the compulsory Ohio attendance laws. The Parent Project is a parental education program administered by the Mahoning County Juvenile Court which seeks to enlighten parents of their responsibility in the education process. If a principal determines that all other measures have been exhausted in addressing a student attendance issue, he/she may mandate parent participation in the Mahoning County Parent Project. Failure of the parent to attend and complete this program may result in a complaint of Parental Education Neglect being filed in the Mahoning County Juvenile Court. A parent found guilty of this charge may be fined in the Mahoning County Juvenile Court. A parent found guilty of this charge may be fined up to $250.00 and may be incarcerated up to 30 days in the Mahoning County Jail.

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 25 or more minutes of a class is considered to have missed that class and is considered absent.**

Reporting off of School

If your child is going to be absent from school due to an illness, please contact the school at 330-799-1515 to report your child off. Upon returning to school, present a written excuse, dated and signed by a parent or guardian, stating the reason for being absent.

House Bill 410

H.B. 410 changes the truancy definition to be based on instructional hours, rather than days of instruction. Under the new definitions, the designation of "chronic truancy" has been eliminated, and the designation of "habitual truant" is defined as any child of compulsory school age who has been absent without legitimate excuse for:

- ✓ 30 or more consecutive hours
- ✓ 42 or more hours in a school month, or
- ✓ 72 or more hours in a year

Memorial High School will provide written notice to parents **within seven days** of a child's excused absence of **38 or more hours in a month or 65 or more hours** in a school year.

CMHS Absence Intervention Procedures:

- ***Absence intervention team***: Once a student has been designated a "habitual truant," the school shall assign the student to an absence intervention team. Within seven school days of this designation, the superintendent, principal or chief administrator shall select the members of the team, which shall include a representative of the child's school, another representative from the school who knows the child, and the child's parent, custodian, guardian ad litem or temporary custodian. The team may also include a school psychologist, counselor, social worker or representatives of local public agencies designed to assist students and their families in reducing absences.
- ***Parent participation***: Within seven school days of the student's designation as a "habitual truant," the superintendent, principal or chief administrator shall make at least **three** meaningful, good faith attempts to secure the participation of the student's parent, custodian, guardian ad litem or temporary custodian in an absence intervention team meeting. If seven school days elapse and the parent/custodian/guardian fails to respond to the attempts to secure parental participation in the team meeting, the school shall investigate whether the failure to respond triggers mandatory reporting to the public children services agency and shall instruct the absence intervention team to proceed with developing a plan for the child.
- ***Absence intervention plan***: Within **14** school days after the student's assignment, the team shall develop an intervention plan for that student to reduce or eliminate further absence. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than **61** days after the date the plan was implemented if the child has refused to participate or failed to make progress on the intervention plan.
- ***Parent notice***: ***Within seven days*** after the development of the plan, the school must make a reasonable effort to provide the student's parent, guardian, custodian, guardian ad litem or temporary custodian with written notice of the plan.
- ***End of the year absences***: If a student becomes habitually truant within the **21** school days prior to the end of the school year, the district *may*, in its discretion, assign a school official to work with the student's parent and develop an absence intervention plan during the summer. This plan shall be implemented *not later than seven days prior to the first day* of instruction in the next school year. Alternatively, the school may toll the time period over the summer months and reconvene the absence intervention process upon the first day of instruction the following school year.
- ***Juvenile court referral***: The attendance officer shall file a complaint in the juvenile court on the ***61st day*** after implementation of the absence intervention plan or other intervention strategies if all of the following apply:
  - ✓ The student was absent without legitimate excuse from the public school for **30** or more consecutive hours, **42** or more hours in one school month or **72** or more hours in a school year
  - ✓ The school has made meaningful attempts to re-engage the student through the absence intervention plan or other intervention strategies and any offered alternatives to adjudication
  - ✓ The student has refused to participate in or failed to make satisfactory progress on the plan

EXCUSED ABSENCES

These can be "medical" or " non-medical". In this case the attendance secretary was notified the day of the absence and the student brought in a signed, dated note from a physician; a document indicating a court appearance; or an approved vacation form. ***These notes and forms must be turned in to the attendance office within 48 hours of the student's return to school.*** The only other way that an absence may be verified is if the emergency or other circumstances are deemed by the administration to be of sufficient cause for absence from school. All "excused absences" **will not** count toward the "Excessive Absence Policy".

Medical excuses may be verified to confirm the validity of the medical excuse.

UNEXCUSED ABSENCES

These are defined as a student not being reported off and all attempts to contact a parent/guardian were unsuccessful. These students are considered truant. These days will also count toward the "Excessive Absence Policy".

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. Discipline consequences may also be assigned.

EXCESSIVE ABSENCE POLICY:

Because the Campbell City School District encourages progressive instruction with an emphasis on activities that are student-centered hands on, and cooperative, it is sometimes impossible to duplicate a lesson outside of the normal classroom. With this in mind a student's excessive absences without verification may warrant loss of privileges to make up work, denial of promotion, loss of academic credit, and/or possible court action. Students who exceed a maximum number of absences without verification in a class or school day may lose academic credit for those courses, be retained in the current grade, or possibly be recommended for expulsion for the remainder of the semester. The following number of days is the maximum allowed before penalties are considered:

- ✓ Students with eleven **11 or 12** unexcused absences for any semester course will drop one letter grade from their current academic progress.
- ✓ Students with eleven **13 or 14** unexcused absences for any semester course will drop two letter grades from their current academic progress.
- ✓ Students with eleven **15** or more unexcused absences for any semester course will receive credit for the course that semester.

Any student wishing to attend or participate in school functions and practices; must be in attendance for AT LEAST HALF OF A DAY on the day of the school function. Half of a day is measured by the students individual schedule.

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

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.

Make Up Work Policy:

A.) **Excused Absences**:

All work may be made up anytime a student is absent with proper verification(s). It is the responsibility of the student upon return to school to contact the teacher and make arrangements to schedule make up work. As a general rule students are expected to make up educational activities within a time period equal to the number of days that were missed. The teacher has the latitude to make special arrangements when necessary only with excused absences.

Note: As a general rule, students are expected to make up educational activities within a time period equal to the number of days that were missed. There are exceptions, for example:

1.) If a student is absent on a Monday, and returns to school on Tuesday, he/she is expected to have all make up work completed by Wednesday.
2.) If a student is absent on the day of a test, he/she is expected to take the test on the day of return.
3.) If any project or paper is due on the day of an absence, it must be turned in on the day of return.
4.) If a student is absent or tardy unexcused, he/she will still not be permitted to make up work.

B) **Unexcused Absences and OSS:**

No work will be allowed to be made up and the student will receive no credit for those days missed. **There will *NOT* be any exceptions made by the teachers**.

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**. It is the responsibility of the student and/or parent/guardian to fill out and submit the "*Request for Pre-Planned Absence"* form. If permission is granted, it then becomes the responsibility of the parent and student to insure that all homework/assignments 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.

SIGN IN / SIGN OUT PROCEDURES

1. **Any student arriving to school after the tardy bell 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 or truant.**
2. To leave school early, a student must have a note from home, signed by a parent/guardian that contains student's name, date and time of dismissal, and reasons for leaving. This note must be brought to the administrative office prior to 1st period. A school authority may call home to verify the need to leave.

STUDENTS MUST REPORT TO THE OFFICE AND SIGN OUT PRIOR TO LEAVING.

3. 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.

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.

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

ONLINE LEARNING MANAGEMENT SYSTEM

Red Devil Academy

Campbell Memorial High School will offer online e-learning to students with extenuating circumstances and/or administrative recommendations. Edgenuity will be the LMS used. This is not designed as an easier model. Edgenuity provided great instruction with similar rigor to the everyday instruction at Memorial High School.

Criteria for acceptance into Red Devil Academy….

- *Homework:*
  - Students who have demonstrated commitment to completing assignments outside of the typical school day.
- *Attendance:*
  - Students should have less than 5 unexcused absences in the previous year.
  - According to the 20-21 SY, students must have been on pace in online courses.
- *GPA:*
  - Students must have a 2.0 (C average) or above in the previous year.
  - Students must be on track with required credits for graduation.
- *Approved documentation of the explanation requesting Red Devil Academy.*
  - Approved documentation; signed by doctor, superintendent, CEO, etc.
  - All students with a medical excuse must provide a plan of action to improve prognosis and return to school.
- ***Admnistrative Recommendation***
  - It may be deemed by the administration team and/or the IEP team that a student needs to enroll into the Red Devil Academy
  - If this is applicable, the referring administrator must fill out a rationale for why the student is in need of Red Devil Academy. This will be placed in the students file.

A complete application must be filled out and documentation handed into the high school administration.

ELECTRONIC DEVICE POLICY

Campbell Memorial High School (7-12) shall allow students to possess cellular telephones during the school day on school premises and at school sponsored activities under the following conditions:

1. Students who bring cellular telephones to school are responsible for keeping their cellphones TURNED OFF AND OUT OF SIGHT and placed in their lockers during instructional time. Any cell phone or other PED that is visible is considered in use and will be subject to confiscation by the school administration and/or school personnel. If a cell phone or other PED rings or vibrates at a prohibited time or location it will be considered in use and will be subject to confiscation by the school administration and/or school personnel.
2. Students may use their cell phone responsibly prior to 1st period, during lunch, and after the final bell at the end of the day. This privilege will be revoked if misused. ***The rule regarding cell phones being turned off and placed in lockers during instructional time will be strictly enforced.***
3. Possession of cell phones is strictly prohibited in classrooms, study hall periods, locker rooms, restrooms, and hallways between classes.

Recent research suggests there is a negative correlation between cell phone and other PED use in the classroom and overall student achievement. Several studies throughout the country have shown that students who use electronic devices during instructional time for off task items such as social media, have proven to have "significantly lower scores" and "lower recall" than students who do not have PEDs.

VIOLATIONS OF ELECTRONIC DEVICE POLICY	
Neglecting to comply with the requests of a teacher regarding the electronic device policy will result in automatic insubordination.	
1st Offense:	Warning – Student must put away the device in their locker
2nd Offense:	Confiscate – 1 Detention – Parent/Guardian picks up device
3rd Offense:	Confiscate – 3 to 5 Detentions – Parent/Guardian may be required to pick up device
4th Offense:	Confiscate – 3 to 5 days of I.S.S. – Parent/Guardian may be required to pick up device
5th Offense:	Confiscate – 3 to 5 days of O.S.S.
6th Offense:	Confiscate – 5 to 10 days of O.S.S. – *Possible Expulsion*

**Personal Electronic Devices (PED) are privately owned wireless and/or portable electronic handheld equipment that include, but are not limited to: cell phones, smartphones, walkie-talkies, pagers, mobile managers, mobile messengers, BlackBerry, Palm organizers, pocket PCs, video games, CD players, compact DVD players, MP3 players, iPods, Walkman devices, headphones, Apple Watches, etc.

DRESS CODE

(POLICY #5511)

STUDENT DRESS CODE – SCHOOL UNIFORM

WHEREAS, the Campbell City School District Board of Education wishes to adopt a mandatory school uniform policy for all students in grades one through twelve; and

WHEREAS, it firmly believes young people who are safe and secure, who learn basic American values and the essentials of good citizenship, are better students; and

WHEREAS, many parents, teachers, and school officials have come to see school uniforms as one positive and creative way to reduce discipline problems that now exist, prevent future discipline problems from occurring, and increase school safety; and

WHEREAS, it has been observed that the adoption of a mandatory school uniform policy can promote school safety, improve discipline, and enhance the learning environment; and

WHEREAS, the Campbell Board of Education strongly believes that the following issues would support such a uniform policy:

A. Uniforms would create security through identification, enabling school officials to recognize intruders.

B. A safer atmosphere for all would be established.

C. Similar clothing will eliminate peer pressure dealing with student attire.

D. Student uniforms would prevent any type of gang affiliation displayed by clothing.

E. Uniforms would promote a statement of identity through positive actions rather than by appearance only.

F. A sense of school unity will be created.

G. Students will be instilled with discipline.

H. School spirit will be enhanced.

I. Uniforms will help alleviate families with the economic burden of clothing school age children since uniforms are less costly than most clothing.

J. A stress free, positive atmosphere, conducive to education will be established.

AND, WHEREAS, the actual school uniform for students in grades kindergarten through twelve, commencing 2017/2018 School year

DRESS CODE - ALL STUDENTS

Bottoms

Black or tan khaki trousers are permitted. None of the following will be permitted: spandex pants, jeans, jean look-alike, denims, baggy slacks, sagging slacks, sweat pants, jogging suits, tight fitting shorts. Black or tan khaki jumpers, skirts, dresses, but CANNOT be more than 3 inches above the knee (including the slit).

Tops

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

Tops Permitted:

- ✓ Polo shirts w/ collars
- ✓ Turtlenecks, Mock-turtlenecks

- ✓ Dress sweaters or vests with collar underneath
- ✓ Crewneck sweatshirts
- ✓ Quarter zips

All of the above and T-shirts w/ Campbell City Schools logo/spirit are permitted.

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

- ✓ Hooded garments
- ✓ V-neck style garments
- ✓ Shirts w/graphics, pictures or writing that is not affiliated with Campbell Schools
- ✓ Sleeveless tops

Plain white T-shirts are not permitted

Foot Apparel

The shoe MUST totally encase the foot

No opened-toed shoe (sandals, flip-flops, etc.), Crocs, or "house shoes"/slippers.

REFUSAL TO CONFORM TO SCHOOL UNIFORM POLICY
1st Offense
✓ Students are given an opportunity to change with warning - document in student file ✓ Non-compliance will result in detention
2nd Offense
✓ Sent to the office to change; Detention issued ✓ Parent must come in or call to speak with administrator
Subsequent Offenses:
✓ Sent home for rest of day; 3 Detentions issued ✓ Parent must come in to speak with administrator
Repeat offenders my face further disciplinary actions

NOW, THEREFORE, BE IT RESOLVED, that 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.

R.C. 3313.20, 3313.661

Adopted 4/30/96; Revised 6/20/00; Revised 7/21/14

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 MAY BE CONSIDERED UNEXCUSED ABSENCES

NOW, THEREFORE, BE IT RESOLVED, that 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. Hats are not to be worn inside the building at any times.

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 HOODED GARMENTS ARE TO BE WORN FOR ANY REASON AT ANY TIME.

Book bags may be brought or worn to school and are subject to be searched for the safety and welfare of all students.

NO BOOKBAGS ARE TO BE WORN OR CARRIED DURING SCHOOL HOURS TO CLASSES OR LUNCH

Bottoms and shoes must follow normal dress code policies.

Clothing that bears statements, slogans, images, or insignias that are indecent, obscene, profane, lewd, or vulgar shall not be permitted. Clothing that bears statements, slogans, images, or insignias that harass, threaten, intimidate, demean, suggest violence or has gang affiliation and/or creates a reasonable risk of substantial interference of the educational process shall not be permitted.. Clothing that bears statements, slogans, or insignia advertising, promoting, or depicting alcoholic beverages, tobacco products, or illegal drugs and that creates a reasonable risk of substantial interference of the educational process shall not be permitted. Students may not wear pajama style garments including slippers shall not be worn at school.

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.***

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.
- 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 Mrs. McCallister. Students should turn in volunteer forms regularly and should keep duplicate copies of all forms for their records.
- Bradly Yeager, Assistant Principal and his 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 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 in 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.

STUDENT OBLIGATIONS

ALL SUBJECT AREAS

Any workbooks or supplementary material beyond the basic textbook, the student will assume the cost.

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.

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 until 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. 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.

BELL SCHEDULES

Regular Daily Bell Schedule

Grades 7-12

Per.	*Start*	*End*
1	7:50	8:38
2	8:41	9:29
3	9:32	10:20
4	10:23	10:58
5	11:01	11:36
6	11:39	12:14
7	12:17	1:05
8	1:08	1:56
9	1:59	2:47

2-hr Delay Bell Schedule

Grades 7-12

Per.	*Start*	*End*
1	9:50	10:20
2	10:23	10:53
4	10:56	11:26
5	11:29	11:59
6	12:02	12:32
3	12:35	1:05
7	1:08	1:38
8	1:41	2:11
9	2:14	2:47

Resource Period Bell Schedule

Grades 7-12

Per.	*Start*	*End*
1	7:50	8:25
2	8:28	9:03
3	9:06	9:41
7	9:44	10:19
4	10:22	10:52
5	10:55	11:30
6	11:33	12:08
8	12:11	12:46
9	12:49	1:24

P.B.I.S.

Positive Behavior Intervention & Supports

It is the mission of Campbell Memorial High School to create an environment which reinforces positive behavior to help educate, support, and prepare citizens of the world. The mission of the CMHS PBIS team is to foster and promote a safe and positive school environment that enhances student learning through teaching and recognizing positive behavior.

Memorial PRIDE

Positivity
Respect
Integrity
Determination
Empathy

Tier I: Core Instruction

*ALL students receive high quality instruction in academic skills and expected behaviors

***What does it look like at CMHS?**

*PRIDE Tickets
*Matrix
*Memorial Mentors
*Resource Center/PRIDE Lab

Tier II: Supplemental Instruction

*Small group supplemental instruction in addition to core instruction

***What does it look like at CMHS?**

*Monitoring and assessing 'At-Risk' Students during Horizontal/Grade Level Meetings
-Attendance: missing 10% of school
-Behavior: # of discipline infractions
-Curriculum: failing 2 or more core courses
*Social-Emotional/Social Skills Learning Interactions
-GradPoint and All Choices Matter-Students will have to complete course/video work

Tier III: Intensive Instruction

*Instruction is more customized to meet the needs of students beyond supplemental support

***What does it look like at CMHS?**

*FBAs/BIPs
*YIS
*EWS/JJC

STUDENT CONDUCT

BOARD OF EDUCATION
CAMPBELL CITY SCHOOL DISTRICT POLICY

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, In-School Suspension, Out-of-school Suspension, or expulsion. **A copy of discipline forms will be given 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

DETENTION

Detention will be held during the student's lunch period. He or she will report to Room 117 ON TIME. The Detention Supervisor will walk the student(s) down to the cafeteria to get their lunches and students will then eat their lunches in Room 117. During detention students are NOT permitted to talk or leave the room for any reason. If he or she cannot abide by the rules further disciplinary actions will be taken.

SUSPENSION/REASSIGNMENT

Students may be disciplined with In-school suspension or Out-of-school Suspension for the following reasons: 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 assistant principal may deem it cause for suspension.

The behavioral intervention, placement, and length of 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. *After multiple suspensions/reassignments students may be subject to complete educational/character development courses.* 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.

IN-SCHOOL SUSPENSION INFORMATION

In-school Suspension will be used in place of suspension from school, when deemed to be more appropriate and effective.

1. In-school Suspension hours are from **7:50 A.M. to 2:47 P.M.** at Memorial High School, Monday through Friday in Room 142. **YOU MUST FOLLOW SCHOOL DRESS CODE!**
2. Students are to bring all books and necessary materials to the I.S.S. Assignments will be attained for them.
3. Students will ***NOT*** sleep or put head down during I.S.S.
4. I.S.S. students may get a lunch from the school cafeteria or bring their own lunch.
5. Inappropriate behavior WILL NOT be tolerated in I.S.S. **If a student misbehaves and is asked to leave or walks out, the student will be suspended out of school for three days, after which the student must return to the I.S.S. to finish assigned days**.
6. Students are not permitted to leave I.S.S. room unless approved by administration.

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 up 180 days.

CORRECTIVE MEASURES

1.

GENERAL DISRUPTION CLASSROOM AND CAFETERIA INCLUSIVE	
1st Offense:	One Detention
2nd Offense:	Two Detentions
3rd Offense:	Three Detentions
4th Offense:	Three to Five Days of ISS or OSS

2.

FIGHTING EMERGENCY REMOVAL – Pending Investigation	
1st Offense:	One to Ten Days of Suspension, OSS – Possible Expulsion
2nd Offense:	Five to Ten Days of Suspension, OSS – Possible Expulsion
3rd Offense:	Ten Days of Suspension, OSS – Possible 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.	
1st Offense:	One to Three Days of ISS or OSS
2nd Offense:	Three to Five Days of ISS or OSS
3rd Offense:	Five to Ten Days of Suspension, OSS – Pending Expulsion

4.

INSUBORDINATION, DISRESPECT, NON-COMPLIANCE & DEFIANCE Towards school officials, teachers, and employees	
1st Offense:	One to Three Days of ISS or OSS
2nd Offense:	Three to Five Days of ISS or OSS
3rd Offense:	Five to Ten Days of Suspension, OSS – Pending Expulsion

5.

AGGRESSIVE BEHAVIOR UPON AN EMPLOYEE OR VOLUNTEER FILE CHARGES WITH CAMPBELL POLICE DEPARTMENT	
1st Offense:	Ten Days of 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.

FAILURE TO FOLLOW RULES IN DETENTION [REMOVAL FROM DETENTION]	
1st Offense:	One to Three Days of I.S.S. (student must re-serve detention)
2nd Offense:	Three to Five Days I.S.S.
3rd Offense:	Five to Ten Days I.S.S. or O.S.S.
4th Offense:	Ten-Day Suspension with a possible recommendation for expulsion

8.

TARDY TO SCHOOL (PER NINE WEEKS)	
1st – 3rd Tardy	Free
4th Tardy	One Detention
5th Tardy	Two Detentions – *Letter sent home*
6th Tardy	One Day of ISS
7th Tardy	Two Days of ISS
8th Tardy	Three Days of ISS
9th Tardy	Five Days of ISS *(Referral to EWS/JJC)*
10th Tardy +	Meeting with parent/guarding – Administration may limit access to extra-curricular events as a participant and/or spectator
Homeroom is eliminated, any time you are tardy to school you will miss instructional time which will affect student standing according to HB 410.	

9.

TARDY TO CLASS (PER NINE WEEKS) 25 OR MORE MINUTES LATE TO CLASS COUNTS AS CUTTING CLASS	
1st Offense:	Warning
2nd Offense:	One Detention
3rd Offense:	Two Detentions
Beginning with 4TH Offense Teachers must write a referral	
4th Offense:	One to three days of ISS
5th Offense:	Three Days of ISS
6th Offense:	Three to Five Days of ISS

10.

FORGING DOCUMENTS	
1st Offense:	One to Three Days of ISS & Parental Conference
2nd Offense:	Three to Five Days of ISS or Suspension & Parental Conference
3rd Offense:	Three to Five Days of OSS & Parental Conference
4th Offense:	Five to Ten Days of OSS - Pending Expulsion

11.

THREATENING A TEACHER/SCHOOL EMPLOYEE	
1st Offense:	Ten-Day Suspension with a Recommendation for Expulsion
2nd Offense:	Expulsion

12.

FAILURE TO ATTEND CLASS (CUTTING ENTIRE CLASS PERIOD)	
1st Offense:	One Day to Three Days of I.S.S.
2nd Offense:	Three to Five Days of I.S.S.
3rd Offense:	Three to Five Days of OSS
STUDENTS WILL NOT BE PERMITTED TO MAKE UP ANY MISSED WORK	

13.

TAUNTING OR AGITATING TO INCITE A FIGHT, RIOT, OR PANIC, ETC. INTERFERENCE BY BYSTANDERS WHILE A TEACHER OR ADMINISTRATOR IS DISCIPLINING OTHERS.	
1st Offense:	Three Five to Day Suspension
2nd Offense:	Five to Ten Day Suspension
3rd Offense:	Ten-Day Suspension – Pending Expulsion

14.

POSSESIONS OF WEAPON(S) WILL BE CONFISCATED AND NOT RETURNED – TO INCLUDE COUNTERFEIT AND LOOK-A-LIKES OR ANY INDISTINGUISHABLE OBJECT THAT MAY REPRESENT A WEAPON.	
1st Offense:	Ten-Day Suspension with a Recommendation for Expulsion
2nd Offense:	Expulsion

15.

THEFT TAKING SOMEONE ELSE'S PROPERTY, STEALING, STRONG ARMING (EXTORTION), TAKING MONEY, THREATENING ANOTHER STUDENT FOR MONEY	
1st Offense:	Three to Five Days of OSS
2nd Offense:	Five to Ten Days of OSS
3rd Offense:	Ten-Day Suspension – Pending Expulsion

16.

POSSESSION OF MATCHES, LIGHTER, OR FLAMMABLES (AGAINST CITY ORDINANCE) INCLUDING BULLETS, EXPLOSIVES, AND FIREWORKS.	
1st Offense:	Three Days of ISS or Suspension
2nd Offense:	Five Days of ISS or Suspension
3rd Offense:	Ten Days of ISS or Suspension – Pending Expulsion

17.

MOLESTING ANOTHER STUDENT (MALE OR FEMALE)	
1st Offense:	Ten-Day Suspension with a Recommendation for Expulsion
2nd Offense:	Expulsion

18.

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 Corrective Measure**

Detention, ISS, OSS, 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.

19.

HORSEPLAY, NAME CALLING, PLAYFULLY HITTING ANOTHER STUDENT	
1st Offense:	One to Three Detentions
2nd Offense:	One to Three Days of I.S.S.
3rd Offense:	Three to Five Days of I.S.S.
4th Offense:	Five to Ten Days of I.S.S.

20.

SPREADING RUMORS TO AID OR ABET A FIGHT	
1st Offense:	One to Three Days of Suspension
2nd Offense:	Three to Five Days of Suspension
3rd Offense:	Five to Ten-Day Suspension
4th Offense:	Ten Days of OSS – Pending Expulsion

21.

BUS MISCONDUCT 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

22.

UNAUTHORIZED PUBLICATION AND/OR DISTRIBUTION OF MATERIALS	
1st Offense:	Three Days of Suspension
2nd Offense:	Three to Five Days of Suspension
3rd Offense:	Five to Ten-Day Suspension
4th Offense:	Ten Days of DRC – Pending Expulsion

23.

LEAVING SCHOOL WITHOUT PERMISSION/FAILURE TO SIGN OUT	
1st Offense:	One to Three Days of ISS
2nd Offense:	One to Three Days of OSS
3rd Offense:	Five-Day Suspension
4th Offense:	Ten-Day Suspension with a Recommendation for Expulsion

24.

INDUCING PANIC FALSE ALARMS AND FALSE REPORTs, ANY STUDENT CONSPIRING TO CAUSE HARM OR PANIC TO THE SCHOOL	
1st Offense:	Ten-Day Suspension with a Recommendation for Expulsion
2nd Offense:	Expulsion

25.

ACADEMIC DISHONESTY ANY TYPE OF CHEATING THAT OCCURS IN RELATION TO A FORMAL ACADEMIC EXERCISE. IT IS THE DISCRETION OF THE TEACHER TO DETERMINE IF THE STUDENT IS COMPLETING A TASK WITH INFIDELITY.	
1st Offense:	Teacher Discretion
2nd Offense:	One to Three Days of ISS – Zero on Assignment
3rd Offense:	Three to Five Days of ISS or OSS – Zero on Assignment
4th Offense:	OSS with a Recommendation for Course Failure

26.

OUT OF ASSIGNED AREA STUDENTS IN AREAS OF BUILDING OR GROUNDS THAT IS PROHIBITED, NOT A SCHEDULED LOCATION, TRESPASSING AND UNAUTHORIZED ENTRY	
1st Offense:	One to Three Days of ISS or OSS
2nd Offense:	Three to Ten Days of ISS or OSS
3rd Offense:	Ten Days of DRC or Suspension – Possible Recommendation for Expulsion

27.

FILMING OR TAKING PICTURES OF AN INCIDENT ON SCHOOL GROUNDS WITHOUT ADMINISTRATIVE APPROVAL	
1st Offense:	Three to Five Day OSS
2nd Offense:	Ten-Day OSS with Recommendation for Expulsion

28.

FAILURE TO SERVE DETENTION **Students must serve the detention within the next two school days**	
1st Offense:	One Day of ISS
2nd Offense:	Three Days of ISS
3rd Offense:	Five Days of ISS
4th Offense:	Three to Five Days of OSS
5th Offense:	Five to Ten Days of OSS – *Possible Recommendation of Expulsion*

29.

AGGRESSIVE BEHAVIOR UPON A STUDENT	
1st Offense:	Three to Ten Day of OSS
2nd Offense:	Five to Ten Day of OSS – *Possible Recommendation of Expulsion*
3rd Offense:	Ten-Day OSS – Pending Expulsion

30.

INTERNET/COMPUTER VIOLATIONS	
1st Offense:	One to Three Days of ISS and Loss of Internet/Computer Privileges
2nd Offense:	Three to Five Days of OSS
3rd Offense:	Ten-Day OSS with Recommendation for Expulsion

31.

VIOLATION OF THE HEALTH AND GENERAL WELFARE 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 .	
1st Offense:	Three to Ten Day OSS
2nd Offense:	Five to Ten Day OSS
3rd Offense:	Ten-Day OSS – Pending Expulsion

32.
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
H. ***"E-CIGARETTE" OR ANY FORM OF A "VAPOR" CIGARETTE IS DEEMED DRUG PARAPHERNALIA***

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

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

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.

POSSESSION OR USE OF DRUGS	
1st Offense:	Up to Ten Day Out of School Suspension *May 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.* *Possible recommendation for expulsion.*
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

SELLING OF DRUGS
a. Notification of policy **b. Suspended until court appearance** **c. Expulsion upon conviction**

33.
USE OF TOBACCO OR POSSESSION OF TOBACCO
BOARD OF EDUCATION – CAMPBELL CITY SCHOOL DISTRICT POLICY

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, "e-cigarette", "vapor pen", 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

USE OF TOBACCO OR POSSESSION OF TOBACCO

1st Offense:	Three to Five Days of ISS
2nd Offense:	One to Three Days of OSS
3rd Offense:	Three to Five Days of OSS
4th Offense:	Five to Ten Days of OSS or Expulsion

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.C.

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.

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.C. will be afforded the opportunity to receive get all assignments, 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.

BULLYING AND HARASSMENT

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. Any student who falsifies bullying reports are subject to disciplinary actions.

ANTI-HAZING

It is the policy of the Campbell Board of Education and School District that hazing activities of any types 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.

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 Campbell Memorial High School, 280 Sixth Street, Campbell, OH 44405.

CAFETERIA

Breakfast and Lunch is a time for students to eat and socialize with their peers. This time is not design any mischievous or improper behaviors. All students are to remain in their seats at all times unless he or she is buying their breakfast or lunch, disposing items, or using the restroom. **Any behaviors that an employee of the cafeteria and/or administrator deem inappropriate will result in disciplinary action(s).** No students shall leave the cafeteria for any reason unless a pass is sent down from the office ahead of time.

Students are responsible for returning all trays and utensils back to the kitchen. Cleanliness and neatness is your responsibility. It is the responsibility of the students to clear the tables, not the custodians. Abuse of cafeteria property will result in disciplinary action(s).

Absolutely no outside commercial foods: McDonald's, Pizza Joe's, Subway, Burger King, etc., are not to be brought into the cafeteria during lunch periods by anyone (students or parents).

*****Prices subject to change*****
Please visit the district website for up to date pricing

Students eating breakfast must enter the building from the Sanderson Street school entrance. **No students shall cut through the building going to or coming from breakfast. Once a student enters the cafeteria for breakfast he/she must remain there until the 7:50 bell rings.**

Breakfast begins at **7:25 a.m. and is over at 7:50 a.m**.

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 eight 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.

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.

5460.03 - PARTICIPATION IN COMMENCEMENT CEREMONY

The Campbell City School District recognizes the accomplishment of the high school graduate by sponsoring graduation/commencement ceremonies for the graduates, families, friends, staff and public. Graduation/Commencement ceremonies are an optional, extracurricular activity to which participation regulations included in the Board's extra-curricular activity policy and procedures apply.

The commencement ceremony will include only those students who have successfully earned all necessary approved Board of Education credits aligned to Ohio's graduation requirements.

For purposes of this regulation, "ceremony" shall refer to commencement exercises and does not denote that participants will receive a high school diploma.

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

In order to conduct graduation/commencement ceremonies that benefit the standards of the District, certain behavioral, attire and grooming conditions must be satisfied. The Board shall require students to conduct themselves in a manner consistent with established standards for classroom behavior during the ceremony. All students who choose to participate in the graduation/commencement ceremonies must also abide by an attire/grooming code and participate in the scheduled practice unless excused by the principal.

Graduation attire is to be neat, clean, properly fitting, and in good taste. The high school administration will prepare and distribute regulations pertaining to graduation/commencement participation, which are consistent with this policy.

Adopted 7/21/14

5460.02 - CREDIT RECOVERY PROGRAM

The Board of Education supports a process to provide students who fail to successfully achieve the requirements and evidence of learning in a course of study with the opportunity and means to make up the pertinent course and learning work.

To receive credit for deficient credits, the student will have the opportunity to successfully complete an approved credit recovery program and demonstrate mastery of the learning standards for the subject. For the purpose of credit recovery, the program shall:

A. Be aligned with the applicable Ohio learning standards for such subject;

B. Satisfactorily address the student's course completion deficiencies and individual needs; and

C. Ensure that the student receives equivalent, intensive instruction in the subject matter area.

The student's participation in the credit recovery program shall be approved by the Principal, or the principal's designee.

Student Participation

Participation in approved credit recovery programs is voluntary on the part of the student providing the opportunity and work are consistent the School Board policies and District practices. All credit recovery programs are at the expense of the student.

Student eligibility

Freshman and Sophomore status (Upon recommendation of the principal or designee):

A. Students may enroll in a credit recovery course only if the course was previously attempted at Memorial High School.

B. Students may only enroll in one (1) credit during the summer of the previously attended school year.

Junior and Senior status

A. Students may enroll in a credit recovery course only if the course was previously attempted at Memorial High School.

B. Students may enroll in one (1) credit during each of the Fall and Winter semesters and only one (1) credit during the summer of the previously attended school year.

The superintendent, upon recommendation of the principal, will hold the right to permit enrollment in additional courses beyond this policy.

Adopted 7/21/14

5610 - REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 2465 - Suspension/Expulsion of Disabled Students).

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behaviorpresents an on-going threat of disrupting the educational process provided by the District (See Policy 5610.03 - Emergency Removal).

B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy **5611** - Due Process Rights.

C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy **5611** - Due Process Rights.

1. **Firearm or Knife**

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921 (a)(3)) to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any a weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such a ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);

b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; and/or

c. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

2. **Violent Conduct**

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

a. would be a criminal offense if committed by an adult;

b. results in serious physical harm to person(s) as defined in revised code Section 2901.01(A)(5), or to property as defined in revised code Section 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);

b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

3. **Bomb Threats**

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less then one (1) year, on a case-by-case basis, for the following reasons:

a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;

b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio (See Policy 5610.01).

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options. The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with Policy **5111**.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Policy **2271** under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension or expulsion into the following school year.

A copy of this policy is to be posted in a central location in each school and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.662, 3313.663
R.C. 3313.664, 3321.13 (B)(3) and (C), 3327.014 18 USC Section 921 20 U.S.C. 3351, 20 U.S.C. 7151, 20 U.S.C. 8921

Revised 8/18/87 Revised 11/91 Revised 5/18/93 Revised 11/15/94 Revised 6/20/95 Revised 9/19/95 Revised 11/16/99 Revised 12/19/00 Revised 5/29/01 Revised 11/19/02 Revised 11/18/03 Revised 12/21/04

5610.01 - PERMANENT EXCLUSION OF NONDISABLED STUDENTS

In accordance with the law, the Board of Education may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

A. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordinance on property owned or controlled by a board of education or at an activity held under the auspices of this Board

B. possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board

C. complicity to commit any of the above offenses, regardless of where the complicity occurred

In accordance with law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

A. rape, gross sexual imposition or felonious sexual penetration

B. murder, manslaughter, felonious or aggravated assault

C. complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students, upon request.

If the Superintendent has adequate evidence that a student, sixteen (16) years old or older at the time of the offense, has been convicted of or is an adjudicated delinquent resulting from any of the above offenses, s/he shall submit a written recommendation to the Board that the student should be permanently excluded from the public schools by the State Superintendent of Public Instruction. The recommendation is to be accompanied by the evidence, other information required by statute, and the name and position of the person who should present the District's case to the State Superintendent. The Board, after considering all the evidence, including the hearing of witnesses, shall take action within fourteen (14) days after receipt of the Superintendent's recommendation.

If the Board adopts the resolution, the Superintendent shall submit it to the State Superintendent, together with the required documents and the name of the person designated by the Board as its representative to present the case to the State Superintendent. A copy of the resolution shall be sent to both the student and his/her parents.

If the Board fails to pass the resolution, it shall so notify the Superintendent, in writing, who, in turn, shall provide written notification of the Board's action to both the student and his/her parents.If the State Superintendent rejects the Board's request, the District Superintendent shall readmit the student in accordance with statute and District guidelines. If the State Superintendent acts on the Board's request, his/her actions and those of the District shall be in accord with the procedures described in statute.

R.C. 2151.27, 2903.03-.04, 2903.11-.12, 2907.02, 2907.05, 2907.12, 2923.12,
R.C. 2923.22, 2925.03, 2923.01-.02, 2923.122 R.C. 3313.66, 3313.661, 3313.662

Adopted 5/18/93 Revised 6/20/95

5610.04 - SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

R.C. 3319.41, 3327.01, 3327.014 A.C. 3301-83-08 Adopted 12/19/00

5611 - DUE PROCESS RIGHTS

The Board of Education recognizes that students waive certain constitutional rights, regarding their education.
Accordingly, the Board establishes the following procedures:

A. **Student subject to suspension:**

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) school days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:

   a. Superintendent; b. Board Treasurer; c. student's school record (not for inclusion in the permanent record).

6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) school days after the date of the notice to suspend.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

B. **Students subject to expulsion:**

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent. While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

C. **Students subject to emergency removal:**

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

D. **Students subject to permanent exclusion:**

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

E. **Students subject to suspension from bus riding/transportation privileges:**

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures 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.
These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extra-curricular activities.
R.C. 3313.20, 3313.66, 3313.661 Adopted 2/21/89 Revised 9/16/97 Revised 12/19/00 Revised 12/19/07

5771 - SEARCH AND SEIZURE

The Board of Education recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school guidelines. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs, when the Superintendent has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the building principal or those specifically designated, who shall notify the Superintendent, and seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student, his/her parent, or a representative of the parent, and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.The principal shall be responsible for the prompt recording, in writing, of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

R.C. 3313.20 - U.S. Constitution, 4th Amendment - Revised 2/21/89 - Revised 12/15/92 - Revised 5/18/93 - Revised 5/21/96

7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus security.

The Superintendent is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where person have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

Ordinarily video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversation occurring on school grounds or property. The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio's Student Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does

not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within thirty (30) days of the event/incident. Unless a formal complaint is being investigated, recordings shall be destroyed after thirty (30) days. If action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken.

This policy does not address or cover instances where school officials record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

FERPA 20 U.S.C. 1232g 34 C.F.R. 99.1-99.67 Title I of the Electronic Communication Privacy Act of 1986 18 U.S.C. 2510-2521

Adopted 11/17/09

9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board of Education welcomes and encourages members of the community to attend athletic and other public events held by the schools in the District. Due to the need to maintain order and preserve the facilities of the District during the conduct of such events, the Board retains the right to bar the attendance of or remove any person at a school event whose conduct may constitute a disruption at a school event. School administrators are expected to call law enforcement officials if a person violates posted regulations or does not leave school property when reasonably requested. In accordance with Board Policy **7440** and AG 7440B, administrators may use metal detectors and other devices to protect the safety and well-being of participants and visitors.

No alcoholic beverage or other controlled substance may be possessed, consumed, or distributed at any function sponsored by the District or at any function occurring on Board property.

Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent in accordance with Policies 9211 - District Support Organizations and 9700 - Relations with Special Interest Groups. If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.Service dogs used by persons with disabilities are permitted in all District facilities and at all school events. The person must provide evidence of the dog's certification for that purpose. If the dog is still in training, proof of liability insurance is to be provided.

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of nondistrict audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.The Board promulgates the following guidelines with respect to the conduct of school events:

A. With respect to the use of tobacco, the public will be permitted to smoke only in designated areas when attending functions held in school buildings.

B. A schedule of fees for all school events shall be prepared by the Superintendent.

C. Offer senior citizens passes to residents of the community who wish to attend school sponsored extracurricular events (home) that require an admission charge.

The holder of a senior citizens pass will be permitted to attend these extracurricular events at a reduced admission cost per event.

To qualify for a senior citizens pass the following requirements must be met:

1. Must be 62 years of age or older.
2. Primary Household Income is from a pension plan.
3. Must be a resident of the community.

The Board will honor athletic passes for all districts which are members of conferences in which teams of this District compete and which honor the passes of this District. All notices, signs, schedules, and other communications about school events must contain the following statement:

> "In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the Superintendent if they require a reasonable accommodation."

R.C. 955.43, 1716.02, 1716.03 Revised 5/18/93 Revised 11/93 Revised 5/18/99 Revised 10/25/11

Request for Pre-Planned Absence

CAMPBELL CITY SCHOOLS

Student's Name: _____Grade: _____Phone: _____

Number of Days Absent to date: _____

Date of Vacation: Starting Date: _____Ending Date: _____

Total number of school days requested :_____(5 days maximum)

Students must be accompanied by parent or legal guardian. Vacation request forms must be completed and signed by the parent, submitted to the principal for approval, and then signed by each teacher one week before a vacation starting date. Students are responsible for turning in all assignments on time. Students may be asked to provide documentation of travel arrangements.

Location of vacation and comments: _____

_____

Parent Signature: _____Date:_____

Principal Approval: _____Date:_____

Teacher Signature	Subject	Make-Up Work
1._____	_____	_____
2._____	_____	_____
3._____	_____	_____
4._____	_____	_____
5._____	_____	_____
6._____	_____	_____
7._____	_____	_____
8._____	_____	_____