

# ***Garaway 7-12***

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# ***STUDENT/PARENT HANDBOOK***

## ***2016-2017***

### **BOARD OF EDUCATION**

Rob Coburn – President  
Bob Eckert - Representative  
Dan Fearon - Representative  
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### **ADMINISTRATION**

Dr. James Millet – Superintendent  
Ms. Sheryl Hardesty – Treasurer  
Mr. Brian Gibson – Director of Student Services  
Mr. Ryan Taggart – 7-12 Principal  
Mr. Chip Amicone – 7-12 Assistant Principal/Athletic Director

### **TELEPHONE DIRECTORY**

Superintendent's Office: 330.852.2421  
Athletic Office and Assistant Principal: 330.852.3151  
Band and Choir Office: 330.852.3217  
Buckeye Career Center: 330.339.2288  
EMIS Coordinator, Progress Book: 330.852.3418  
High School Attendance and Guidance Office: 330.852.2422  
GVA Office: 330.852.4699  
High School Principal: 330.852.4292  
Kent State University Tuscarawas: 330.339.3391  
Tuscarawas-Carroll-Harrison County Educational Service Center: 330.308-9939  
Garaway 7-12 Fax: 330.852.4382  
Guidance Fax: 330.852.4382  
Garaway Local Schools Webpage: [www.garaway.org](http://www.garaway.org)

## ***Garaway Mission***

Garaway High School will provide students and teachers a safe, orderly environment that facilitates optimal learning. Diverse instructional experiences will challenge students to be productive, responsible citizens in a global society.

### ***Goal Statements:***

1. To promote a school climate that provides a balance of academic, vocational, social and personal experiences for students while continuing to place emphasis on academic achievement.
2. To provide a well-developed program for all students who require additional intervention.
3. To promote, recognize and motivate students and staff to create good school morale and school climate.
4. To increase communication among students, parents, community members, and staff for the purpose of building a positive relationship toward learning and school.

## ***General Information***

### ***Board Approval***

This handbook is board approved. All board policies as well as rules will be adhered to in this handbook.

### ***Adult Student***

An adult student is defined as any regular daytime student, age 18 or over, enrolled in Garaway High School. Adult students must comply with all school rules and regulations.

### ***After-School Activities***

No student is to be in the building or on school premises after school unless he/she is participating in a supervised class or activity. Students must be under the supervision of a teacher or coach after school. If there is time in between school and practice or a game, students are not permitted to stay at school without supervision.

### ***Anti-Hazing Policy***

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

It is the policy of the Garaway Board of Education and School District that hazing activities of any type is 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 hazing.

### ***Athletic Eligibility***

In accordance with local Board policy, eligibility is based on a student's performance the preceding grading period. A high school student must have at least a 1.6 G.P.A. the preceding grading period. Incoming freshman must have passed 5 of their courses in the fourth grading period of their 8<sup>th</sup> grade year. The fourth grading period determines eligibility for the first grading period in the fall. Student meeting OHSAA eligibility requirements but not the Garaway 1.6 GPA can enter into an academic contract with the head coach and athletic director to maintain eligibility.

In addition, Garaway athletes must follow the Ohio High School Athletic Association (OHSAA) bylaws. To be eligible, a student athlete must be currently enrolled and have received passing grades in a minimum of five one credit courses, or the equivalent, in the immediately preceding grading period.

## ***Attendance Procedures***

Consistent attendance is a desirable habit that is essential for promotion and success in a student's schoolwork. While enrolled in school, the student's number one job is attending classes regularly and fulfilling all class requirements. When school is in session and a pupil is not present, he or she is counted absent regardless of the reason for the absence. *Excessive absence has an effect on a student's grades.*

### **A. Attendance Procedures**

#### ***If my child is absent.....***

1. You **DO** need to call the school to report your child off. Garaway 7-12 uses computer generated telephone calls to notify parents of student absences.
2. If a student is absent for all or part of a day, his/her parent/guardian must send a note with the student upon his/her return to school. This note will be brought to the attendance office between 7:00 a.m. to 7:30 a.m. Students reporting to school after 7:30 will also report to the attendance office.
3. A student's excuse must contain the ***student's full name, the dates of the absence, the reason for the absence, documentation if required, and the signature of the parent/guardian.*** Personal or detailed explanations are not required when parents write notes; however, it is necessary to state a reason from the list of acceptable excuses set forth in the guidelines labeled "Excused Absences." If the student was kept at home due to an emergency, the parent/guardian must explain the nature of the emergency.
4. If a student has required medical attention, please include documentation from the doctor. **If it is necessary for a student to miss 5 or more consecutive days due to illness or injury, a medical excuse from a doctor will be required.** If a student has a chronic medical condition, which requires the student to be absent periodically, a physician should document this situation.
5. A student must present a valid Medical Excuse after the 5<sup>th</sup> absence per 9-week grading period. Absence will be considered unexcused without a Medical Excuse.
6. Students who do not provide a written excuse when returning from an absence will be issued an unexcused absence slip. Students who have been given an unexcused absence slip because they did not provide school officials with a written excuse upon their return to school must provide a written excuse on the next day that they attend school, or they will be considered unexcused and/or truant.

### **B. Open Campus Option**

1. The class list will be on the counter in the attendance office for A.M. and P.M. class.
2. Students will sign in or sign out with their name and the time of arrival or departure upon entering or leaving the building.
3. A.M. students entering the building prior to the established time will sign in and report to computer lab, library, or study hall.
4. P.M. students staying in the building must notify the attendance office that they will be remaining in the building, and sign out when leaving the building.
5. Three (3) tardies or more in a nine week period, the A.M. option may be revoked for that student and he/she will be assigned to study hall. P.M. students must leave the school premises in a timely fashion or the P.M. option will be revoked for that student and he/she will be assigned to a study hall.
6. If students fail to sign in or sign out, the A.M or P.M. option will be revoked and they will be assigned to a study hall.
7. Failure of a class may result in revoking privileges and they will be assigned to a study hall.
8. Students seeking two periods of open campus will be required to take one independent study. The independent study will be for a pass/fail grade. It will count as a credit for graduation. The pass/fail grade will not have any impact on the student's GPA. Students will select their course of independent study by September 12, 2016

### **C. Extracurricular Activities**

Students are not permitted to attend or participate in an athletic event, practice, dance, club meeting or any other student activity after school if they are absent from school that day or in the afternoon of that day. This means a student must be in school by the start of fourth period. Additionally, students who sign out of school ill and do not return before the school day is over will be ineligible to participate. *The principal may waive the day providing the circumstances warrant waiver.*

### **D. Reasons for Excused Absences from School**

1. Personal illness (The principal may require a doctor's confirmation if s/he deems it advisable.)
2. Illness in the Family
3. Quarantine of the Home
4. Death of Relative
5. Absence during the School Day for Professional Appointments (Student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment)
6. Emergency at Home (Validity determined by the principal)
7. Observation of Religious Holidays
8. Field Trips – students may not attend field trips if there is an attendance issue or fees need to be paid

### ***E. Additional Excused Absences***

1. Athletic Tournaments (**Two Day Advanced Notice**) – Student athletes will be permitted an excused absence(s) to attend state tournaments with parents or coach in the sports in which they participate with at least twoday advanced parental and principal permission. Other students *may* be permitted an excused absence(s) for state tournaments with at least a twoday advanced parental and principal permission as a school sponsored activity when Garaway High School athletes are participating in state tournaments.
2. Hunting (**One Week Advanced Notice**) Students will be permitted *one day* excused absence for hunting with advanced parental permission and a valid hunting license.
3. 4H Project Judging (**One Week Advanced Notice**) – Judging days at the county fair will count as field trip days. Other fair days will be counted as an excused absence for 4H members.
4. Parent Student Vacations (**One Week Advanced Notice**) – Students are permitted to go on vacation during the school year without penalty (except the week ending each semester). The purpose of this policy is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family. The student’s absence will be approved only when he/she will be in the company of his/her own parents, but not relatives or other student’s parents. If a student is absent for any other type of vacation, he or she will be considered truant from school and subject to appropriate discipline.
5. College/Career Visits (**Prior approval by principal/assistant principal**) – Junior or Senior students only may use two days of excused absences for these visitations. Verification from the College / Career is required upon return students in the independent study program we be permitted extra days.
6. Observance of Religious Holiday / Religious Trip (**One Week Advanced Notice**)  
**\*\*One week is defined as 5 school days.**

### ***F. Procedure for Additional Excused Absences***

1. The student must pick up the proper form in the office and have it completed by his/her parent/guardian and all of his/her teachers.
2. The student must return the completed and signed form with the appropriate documentation to the attendance office for signature before the student will be absent.
3. This absence is not excused until the principal, assistant principal or teacher signs the form.
4. In order for the student to remain as current as possible with his/her schoolwork, the student may be given his/her books. His/her teachers may tell him/her the approximate material, which will be covered in class, but separate daily assignments need not be provided.
5. The student will be counted absent and will be required to makeup all work. **All assignments given prior to the absence must be turned in the first day the student returns.** The student will **make up all tests and quizzes within three school days** of his/her return to school.
6. When the student returns to classes, he/she will not be excused from any work and must assume full responsibility for all course work.
7. Teachers are not obligated to permit makeup work if proper arrangements have not been made prior to departure.

### ***G. Tardiness / Late Arrival***

A detention may be assigned the third time a student arrives late to school per nine weeks. A student may be given one detention for each tardy thereafter. Classroom teachers may assign detentions if a student is tardy to class. If a pattern of habitual tardiness to school or class develops, parents or legal guardian may be notified and a conference with the principal/assistant principal may be requested.

### ***H. Truancy***

***Students will not be permitted to make up work when they have an unexcused absence – i.e., truant from class or school.***

***Students shall be considered truant if they:***

1. Skip a class, study hall, or other properly assigned activity.
2. Report to class without a legitimate after the tardy bell.
3. Leave the school grounds without permission
4. Fail to notify the office when they return to school in the afternoon.
5. Do not present a pass to the appropriate teacher before leaving a class or study hall.
6. Do not sign in/out in reference to any absence and/or Open Campus situation

***Truancy from Class or School***

- 1<sup>st</sup> Offense: 2 detentions (lunch and/or after school) or 1 day in-school suspension.
- 2<sup>nd</sup> Offense: 1 day in school and/or 1 day Saturday school

*Out of school suspensions are unexcused absences. Student’s suspended will receive credit for their first two suspensions, should a student receive a third out of school suspension, credit will not be given. The student will/may be subject to an unruly charge filed against them in juvenile court. Truancy from school or class may result in charges being filed in juvenile court.*

## ***I. Excessive Absenteeism***

*Absences from class have a detrimental effect on class performance, though many times it is not reflected on test scores. The attendance office will keep parents or guardians of students with excessive absences informed through telephone calls and letters.*

*The parents or guardian of students with excessive absences will be informed through:*

1. Daily computer generated telephone calls.
2. Grade cards and progress cards.
3. Legal Notices sent by the Attendance Officer or Assistant Principal.
4. Telephone calls, letters, or home visits by the Attendance Office.

*The attendance officer or assistant principal may file charges in juvenile court:*

1. After the seventh occurrence of absence without a legitimate excuse.
2. After an excessive number of absences in a grading period, semester, or school year.

## ***J. Students Leaving School during School Day***

No student is to leave school prior to the regular hours of dismissal except with the knowledge and approval of the administration and of the student's parents. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the administration.

## ***K. MakeUp Opportunities***

Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of makeup work shall be commensurate with the length of the absence. Students will not be given the opportunity to makeup work due to truancy or out of school suspensions.

## ***L. Driver's Examination***

A student is permitted a one time, half-day absence to take an examination for his/her driver's license. Parent permission and proof of appointment will be required to take the test, this is an excused absence.

## ***Bags used to Carry Books***

Students are permitted to use backpacks to transport books into school and away from school only. Once students have entered the building they may use their Chromebook pack from class to class. Students may purchase their own Chromebook pack to allow for extra space for books and materials. However it must maintain the form of a laptop pack and size should be kept to a minimum. Exceptions may be made for injured students or noted in section 7 of a student's IEP.

## ***Bus Transportation***

*Bus drivers will explain rules of conduct and the rules will be posted in the bus. Students are expected to observe them. Students may be denied bus transportation privileges if they are found to be in violation of the posted bus rules. At no time should students walk between parked busses. They must cross the road where the crossing guard is on duty.*

### **• Under Section 3327 of the Ohio Revised Code, the Garaway Local School Board has adopted the following rules:**

- Any person of school age who is transported by the Garaway Local School busses shall abide by all rules for successful and safe operation of busses as specified by the administration and administered by the bus driver.
- Upon the first violation of the bus rules, the driver shall note and report the same to the building principal after warning the pupil.
- Upon the second violation the pupil and his parents may be warned and possibly called into a conference with the principal/assistant principal.
- The suspension of transportation privileges is at the discretion of the building administration
- Any step may be skipped based on the severity of the offense.

## Garaway 7-12

### 2016-2017 School Calendar

<i>Nine Week Periods</i>	<i>Mid-Term Reporting</i>	<i>End of Grading Period</i>	<i>Parent/Teacher Conference</i>
First 9 Weeks	9/14/2016	10/21/2016	10/4/2016
Second 9 Weeks	11/16/2016	12/21/2016	11/3/2016
Third Nine Weeks	2/1/2017	3/10/2017	
Fourth Nine Weeks	4/5/2017	5/31/2017	

\* 12/21/2016 – End of First Semester

\* 1/3/2017 – Start of Second Semester

### *DAILY SCHEDULE*

<b>7:30</b>	<b>Tardy Bell</b>
<b>7:30 – 8:20</b>	<b>1<sup>st</sup> Period</b>
<b>8:23 – 9:13</b>	<b>2<sup>nd</sup> Period</b>
<b>9:15 – 10:05</b>	<b>3<sup>rd</sup> Period</b>
<b>10:08 – 10:58</b>	<b>4<sup>th</sup> Period</b>
<b>11:01 – 11:51</b>	<b>5<sup>th</sup> Period</b>
<b>11:54 – 12:44</b>	<b>6<sup>th</sup> Period</b>
<b>12:47 – 1:37</b>	<b>7<sup>th</sup> Period</b>
<b>1:40 – 2:30</b>	<b>8<sup>th</sup> Period</b>

#### Garaway 7-12 Regular and Alternative Bell Schedules

<b>2 Hour Delay Schedule</b>		<b>2 Hour Early Dismissal Schedule</b>	
<b>Tardy Bell</b>	<b>9:30</b>	<b>Tardy Bell</b>	<b>7:30</b>
<b>1</b>	<b>9:30 – 10:05</b>	<b>1</b>	<b>7:30 – 8:05</b>
<b>2</b>	<b>10:08 – 10:43</b>	<b>2</b>	<b>8:08 – 8:43</b>
<b>3</b>	<b>10:46 – 11:21</b>	<b>3</b>	<b>8:45 – 9:20</b>
<b>4</b>	<b>11:24 – 11:59</b>	<b>4</b>	<b>9:23– 9:58</b>
<b>5</b>	<b>12:02-12:37</b>	<b>5</b>	<b>10:01 – 10:36</b>
<b>6</b>	<b>12:40– 1:15</b>	<b>6</b>	<b>10:39 – 11:14</b>

<b>7</b>	<b>1:18 – 1:53</b>	<b>7</b>	<b>11:17 – 11:52</b>
<b>8</b>	<b>1:56 – 2:30</b>	<b>8</b>	<b>11:55 – 12:30</b>

### ***Cheating***

Presenting someone else’s work as one’s own in order to obtain a grade or credit is considered to be cheating. This includes but is not limited to, copying others assignments, quiz or test answers, and plagiarism. Any student caught cheating in any form may receive a “zero” for the assignment or test. The second offense of cheating may result in an “F” for the grading period

### ***Chemical Abuse Procedure***

The Board and Staff are committed to achieving an environment free of chemical abuse and dependency within our student community. The school alone, regardless of funding, staff ability or program development cannot achieve the goal. Families, churches, law enforcement agencies, health agencies, plus concerned citizens, and the entire community must play an active role if our goal is to be realized. Because the Board prohibits the use, possession, concealment or distribution of any drug or “lookalike” drug during school hours, on school property or at any school sponsored event, these regulations will be followed:

#### ***1. Student Behavior***

Students shall not possess, use, transmit, sell, conceal, or consume any alcoholic beverage or intoxicant, illegal drugs, any prescription medication not specifically prescribed for them, nonprescription medication or lookalike drugs or paraphernalia. Likewise, students shall not consume any alcoholic beverage or intoxicant or chemicals at a time before their arrival at school or at a school sponsored or related event or activity.

Reason to suspect include, but are not limited to, the smell of alcohol on a student’s breath, stumbling or lack of motor coordination; slurred speech, inability to focus eyes, and/or other dramatic changes in behavior.

#### ***2. Disciplinary Referral***

Any student found to be in possession of, using, or under the influence of, or distributing drugs, “lookalike” drugs, or alcohol at school or at a school sponsored function will be referred to the principal/assistant principal who will enforce the *Chemical Abuse Policy*.

### ***Class Rank***

The following number of credits is needed to be ranked in the upper classes:

<b>Class</b>	<b>Requirements</b>
<i>Senior</i>	<b>15 Credits</b>
<i>Junior</i>	<b>10 Credits</b>
<i>Sophomore</i>	<b>5 Credits</b>
<i>Freshman</i>	<b>Successful Completion of 8<sup>th</sup> Grade</b>

In the event students have questions concerning their class rank, their accumulated credits, or their status toward graduation, it is the student’s responsibility to schedule an appointment with the guidance counselor to obtain appropriate answers.

Students must fulfill all financial obligations to the school, complete community service hours, complete all credit requirements, and pass all state mandated testing requirements ( OGT tests/ Ohio Air Tests) before a diploma will be issued.

### ***Computers***

Computers are for school related activities only. Only students for whom parents and the student have signed the computer use policy will be permitted to use the computers. Students will only get email accounts when required for classes and the account will be disabled when not in use by a class. Students must complete the proper form that can be obtained in the principal’s office.

### ***Dances***

Dances (including Homecoming and Prom) sponsored by various clubs and organizations of Garaway High School will not be open to the public. If a high school student wishes to bring a date from another school, the students must get an *OutofSchool Guest Application* from the office. No student that is 21 or older will be approved by the principal. Guests must abide by the Garaway High School Code of Conduct. Dances for 7<sup>th</sup> and 8<sup>th</sup> graders are only open to 7<sup>th</sup> and 8<sup>th</sup> graders who attend Garaway.

Students are to be dressed in a manner that does not bring undue attention or disruption and is not sexually suggestive (e.g., low cut fronts, cutouts and backs). No dancing will be permitted that may be considered sexual in nature and students may be asked to leave the dance for dancing in this manner. Students who leave dances will not be permitted to reenter.



## ***Directory Information***

The district will make the information listed below as directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by September 15 of each school year that (s)he will not permit distribution of the following information. Under Ohio law, directory information includes the following:

- Student's name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognize activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Dates of graduation
- Awards received

## ***Electronic Devices / Cell Phones***

Electronic devices such as, but not limited to, laser pointers, pagers and personal stereos are prohibited in school. Therefore, the school is not responsible for stolen items and administrative time may not be spent investigating the disappearance. Electronic devices are not to be in use during school hours or those items may be confiscated. Use of electronic devices during school hours may result in disciplinary action.

**Students may be allowed to appropriately use their cellular phones during the following times of the school day:** *in the hallway between classes and during their lunch period. All other academic times, including study halls, cellular phone usage is only permissible from the teacher and/or study hall monitor. Permission may vary from day to day and class to class depending on instructional purpose within each specific class. Headphone usage follows cellular phone and other electronic device policy. School personnel reserve the right to determine appropriate usage of such devices.*

- **First offense:** Student can pick the phone up at the end of the day from the principal/assistant principal.
- **Second Offense:** The phone will be kept until a parent or guardian picks the phone up from the principal/ assistant principal.
- **Third Offense:** The phone will be kept until a parent or guardian picks the phone up from the principal/ assistant principal and the student will be assigned a Saturday School.
- **From the Fourth Offense on:** The phone will be kept until a parent or guardian picks the phone up from the principal/ assistant principal and the student will be subject to in-school or out of school suspension for insubordination.

**The administration has the right to look for inappropriate material on confiscated phones. If any questionable material is discovered the proper authorities will be notified. Students may receive a detention for disrupting class. Cell phones are not to be used in the locker room or restrooms at any time.**

## ***Emergency Closings***

In cases when the school must be closed because of weather conditions or other reasons, announcements will be made on area radio stations: WJER, WTUZ, WTNS, WKLM, Garaway website and Cable 2 and Channel 8.

## ***Extracurricular Activities***

Athletic/Cheer Teams	French Club	Scholar Challenge
Student Council	Power of the Pen	Drama Club
Chess Club	Spanish Club	Art Club
Environmental Club	Industrial Tech Club	Fall Play/Musical

## ***Fees and Fines***

School fees will be given to each student during the first part of the school year. Report cards will be held if a student owes a fee or a fine to the school. Field trips and access to Progress book will be denied until fees and fines are paid.

## ***Food, Gum, and Drinks***

The individual teacher will determine the chewing of gum within the classroom. Food and drink cannot be consumed outside the cafeteria unless special permission is granted. Students are not permitted to enter the building with an open container this includes: coffee mugs, coffee cups, water bottles, and sports drinks. A thermos can be used for the purpose of a packed lunch. At no time are energy drinks to be on school grounds or at school related activities this includes but is not limited to Red Bull, Monster, Rock Star, 5 hour energy, and Jump Starts. The principal/assistant principal reserves the right to allow students to bring bottled water on days of extreme heat, medical conditions, and hydration needs or requirements. Students will be notified by an all call or an announcement at the end of the day.

## ***Grades and Grade Point Average***

Grades that are earned at school are based on the following scale:

### **Garaway High School and Middle School Grading Policy Calculation of Grades will be Based on Percentage**

<b>Percentage</b>	<b>Grade</b>	<b>GPA</b>
90 – 100%	A	4.00
80 – 89%	B	3.00
70 – 79%	C	2.00
60 – 69%	D	1.00
0 – 59%	F	0.00

### **Garaway High School Grading Policy AP Grading and College Credit Plus Grading Scale Calculation of Grades will be Based on Percentage**

<b>Percentage</b>	<b>Grade</b>	<b>GPA</b>
90 – 100%	A	5.00
80 – 89%	B	4.00
70 – 79%	C	3.00
60 – 69%	D	2.00
0 – 59%	F	0.00

***Failure to make up work within one week after a grading period will result in the “I” (incomplete) grades becoming zeros and the zeros will be used in averaging the nine weeks grade.***

A student will not receive credit for a yearlong course if three failure marks are received in three of the four grading periods or the student receives failure marks in both the third and fourth grading periods. All courses graded for credit shall be included in calculating the grade point average along with the semester exam grades. Grade point average is calculated by adding the quality points earned by your grades and dividing by the number of credits you are taking. If a student needs assistance for the calculating procedure, please talk to the principal or counselor.

## ***Guidance and Counseling***

Counseling Services are provided to assist students in making sound educational decisions based upon what they plan to do with the rest of their lives after graduation. Counseling Services are available to assist students with personal concerns that affect most teenagers today. These services are geared toward helping the “whole child”, and services may include parents, guardians, outside agencies/medical professionals, administrators, and teachers. *It is important to remember that counseling services are confidential unless the student threatens to hurt him or herself or another individual. At that time, outside services and/or a parent/guardian will be notified.*

Any student requesting assistance may complete a Counseling Request form found in the Counseling Office. Forms can be placed in the school counselor’s mailbox or given to the secretary. Students are then called to the office during their study hall or as soon as the school counselor is available. Students are asked not to leave a class to come to the Counseling Office unless it is an emergency. They must have the permission of the teacher or a pass from the Counseling Office in order to leave the classroom.

Juniors and seniors interested in visiting colleges/universities are encouraged to do so on Saturdays and during vacation/break. Sometimes this is impossible; thus, please follow the requirements below:

1. Complete an Advanced Makeup Form and submit it to the Counseling Office.
2. A college official must verify on the college/university’s stationery that a college visit has been successfully completed. Please drop this note off in the Counseling Office.
3. Each junior and senior may take two college/university visit days per school year. Failure to comply with the

above requirements will result in an unexcused absence.

Any sophomore or junior student interested in the Post-Secondary Option will need to attend the evening postsecondary meeting at Kent State University Tuscarawas with a parent/guardian. A commitment to participate must be made before the end of March. PSEO students must sign in and out in the Counseling Office; they may have an unexcused absence if they do not sign in.

Transcript requests must be made in writing by signing up in the Counseling Office. Transcripts will be sent directly to the college or university unless otherwise requested. *Please make sure you have mailed your application to the institution of higher learning prior to signing up for a transcript.* Final transcripts will be sent directly to the student's college or university of choice in June. Please sign up in the Counseling Office in May.

Completing and submitting college and scholarship applications along with the FAFSA are the responsibility of the student and his/her parent/guardian. Garaway is only responsible for sending/providing a copy of the "official" transcript. If you need a transcript for a scholarship, please sign up in the Counseling Office.

### ***Graduation Requirements for the classes of 2016 and 2017***

Curriculum Requirements (minimum)

English language arts 4 units

Health ½ unit

Mathematics 4 units<sup>1</sup>

Physical education ½ unit<sup>2</sup>

Science 3 units<sup>3</sup>

Social studies 3 units<sup>4</sup>

Electives 5 units<sup>5</sup>

Other Requirements

Economics and financial literacy<sup>6</sup>

Fine Arts<sup>6</sup>

1. Mathematics units must include 1 unit of algebra II or the equivalent of algebra II.
2. The Ohio Core allows school districts to adopt a policy that would exempt students who participate in interscholastic athletics, band or cheerleading for two full seasons from the physical education requirement. Students must take another course of at least 60 contact hours in its place.
3. Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.
4. Social studies units must include ½ unit of American history and ½ unit of American government.
5. Electives units must include one or any combination of foreign language, fine arts, business, careertechnical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.
6. All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a careertechnical pathway are exempted from the fine arts requirement.

### ***Alternative way to meet the testing requirements***

A student may meet the testing requirements for passing all five Ohio Graduation Tests if (s) he meets **ALL** of the following criteria:

- Passes 4 of the five tests and has missed passing the 5<sup>th</sup> test by no more than 10 points;
- Has a 97% attendance rate, excluding any excused absences, through all four years of high school and must not have had an expulsion in high school;
- Has at least a grade point average of 2.5 out of 4.0 in the courses of the subject not yet passed;
- Has participated in any intervention programs offered by the school and must have had a 97% attendance rate in any programs offered outside the normal school day; and
- Has letters recommending graduation from the high school principal and from each high school teacher in the subject area not yet passed.

### ***Graduation Requirements for Honors Diploma Buckeye Career Center***

Beginning with the graduating class of 2011, the student who completes an intensive vocational or technical education curriculum in the high school must meet all but one of the following criteria:

1. Earn four units of English, which may include one unit of applied Communication.
2. Earn four units of mathematics that include Algebra I, Geometry, Algebra II, or equivalent content.

3. Earn four units of science that include physics and chemistry.
4. Earn four units of social studies.
5. Earn four units in a Career-Technical minimum. Program must lead to an industry recognized credentialed, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit.
6. Maintain an overall high school GPA of at least 3.5 to 4.0 scale up to the end of the 3<sup>rd</sup> nine weeks of the senior year.
7. Complete a career passport that reflects achievement of the occupational proficiency benchmark established for the Ohio Vocational Competency Assessment or the equivalent.
8. Obtain a composite score of 27 on the ACT or an equivalent composite score of 1210 on the SAT.

### ***Graduation Requirements for the classes of 2018***

English language arts 4 units

Health ½ unit

Mathematics 4 units<sup>1</sup>

Physical education ½ unit<sup>2</sup>

Science 3 units<sup>3</sup>

Social studies 3 units<sup>4</sup>

Electives 5 units<sup>5</sup>

#### ***Other Requirements***

Economics and financial literacy<sup>6</sup>

Fine Arts<sup>6</sup>

#### ***The following are also requirements:***

1. Mathematics units must include 1 unit of algebra II or the equivalent of algebra II.
2. The Ohio Core allows school districts to adopt a policy that would exempt students who participate in interscholastic athletics, band or cheerleading for two full seasons from the physical education requirement. Students must take another course of at least 60 contact hours in its place.
3. Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.
4. Social studies units must include ½ unit of American history and ½ unit of American government.
5. Electives units must include one or any combination of foreign language, fine arts, business, careertechnical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.
6. All students must receive instruction in economics and financial literacy during grades 912 and must complete at least two semesters of fine arts taken any time in grades 712. Students following a careertechnical pathway are exempted from the fine arts requirement.

#### **All students take end-of course exams:**

- Algebra 1
- Geometry
- Or Integrated Math I and Math II
- Physical Science
- American History
- American Government
- English I
- English II

Students studying AP or taking dual enrollment courses in physical science, American history, or American Government may take assessments aligned to those courses in lieu of end-of-course exams to avoid double testing.

#### ***Plus meet one of the following three:***

- Earn a cumulative passing score (18 total points) on seven end-of course exams. The scores will be set by the State Board of Education.
- Earn a “remediation-free” score on a nationally recognized college admission exam such as the ACT or SAT. The state of Ohio will pay for all 11<sup>th</sup> grade students in the class of 2018 and beyond to take the exam free of charge.
- Earn a State Board of Education-approved, industry-recognized credentialed or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a ***job skills assessment***.

### ***Hall Passes***

Students are not to be in the hall at any time during class time unless they have signed out of their classroom, study hall, or cafeteria.

### ***Honor Roll***

An honor roll will be published at the end of each grading period. To be eligible for the honor roll, a student must earn a 3.3

GPA  
and have no lower than a grade of B in any course.

### ***Insurance***

Each year at the beginning of school, forms are made available for all students who wish to purchase insurance. Students need to request these insurance forms from the office.

### ***Leaving School during School Hours***

Students shall not leave school without first obtaining permission from the principal's office. If the student intends to be excused during the day, his/her parents must contact the school office requesting the excuse, either by written note or telephone. **No excuse to leave will be given without prior parental approval. Anyone leaving school without permission will be considered truant and will be dealt with according to policy on truancy.** Students will not be allowed to call home to secure permission to leave unless directed by the principal. *Students who are leaving to attend regularly scheduled appointments (e.g., orthodontist, chiropractor, etc.) should request staggered appointments so that they are not consistently absent from a specific class.*

### ***Library/Media Center***

The librarian will supply each student with a copy of the posted rules for the library. Each student is expected to follow the rules knowing that the privilege of library use may be revoked for inappropriate behavior.

### ***Lockers***

Each student will be assigned a locker. They are expected to keep it clean and neat at all times. If a student wishes to put a lock on a locker, he/she must turn in an extra key or the combination code to the office. **NEVER KEEP MONEY OR OTHER VALUABLES IN LOCKERS.**

***Lockers are the property of the school and carry no expectation of privacy for the students who occupy them. The administration reserves the right to inspect lockers and content to guarantee school safety, health, security, and student welfare.***

### ***Lunch Period***

The Garaway Board of Education has adopted an open lunch policy for juniors and seniors and a closed lunch policy for grades 7-10 that states that all students shall remain on school grounds during the lunch period. The principal has been granted the power to excuse students whose parents make a request in writing to go home for lunch on a regular basis. This privilege is only for students within walking distance of the school. The student must sign out and sign in each day and walk home. Any parent wanting to eat lunch with their student must come into the attendance office and sign the student out.

All students are to be in the cafeteria during the lunch period. In addition, all food items purchased in the cafeteria must be eaten in the cafeteria. Students are not permitted to order outside food.

***\*The cafeteria management appreciates student cooperation in the following:***

1. Cutting in line is prohibited.
2. All lunch litter is to be deposited in waste containers.
3. The table and floor around each eating area is to be in clean condition for others.

Free/reduced lunch forms are sent home at the beginning of each year and are available through the office. Only one form needs to be filled out for the family.

### ***Medication***

According to the state law, if it becomes necessary for a student to take any prescription medication, a parental request and physician notice for administering medication must be presented to the office. All medication will be kept in and dispensed through the principal's office, unless other arrangements are made with the principal. Any student taking nonprescription medication at school must have the proper form completed through the office.

### ***National Honor Society and NJHS***

The purpose of this organization is to create enthusiasm for ***scholarship***, to stimulate a desire to render ***service***, to promote ***leadership***, to develop ***character***, and to encourage ***citizenship***. Eligibility is open to any student in the eleventh or twelfth grade enrolled in Garaway High School. Students must be enrolled at least one semester. Students must meet the Scholarship requirement of 3.5 on the regular 4.0 scale for at least five semesters for the junior or seven semesters for seniors. Additional criteria for membership are based on ***Service, Leadership, Character, and Citizenship***. Selection for NHS and NJHS will be done after the 7<sup>th</sup> semester report card to allow students time to put it on college applications.

Seventh and eighth grade students who have been enrolled at least one semester are eligible for membership in the National Junior Honor Society by having a 3.5 or better grade point average and meeting all of the criteria for the National Honor Society.

### ***Parking***

***The following guidelines must be followed before a student is allowed to drive to and from school:***

1. Driving to school is a privilege. If abused in any way, it may be revoked at any time.
2. The parking permit is \$3.00 for the entire school year.
3. If a student's permit is suspended, no fees will be refunded.
4. Students are not permitted to park on the east side of the building or in the back lot during school hours.
5. Going to your car or any car during the school day is prohibited without a pass from the principal's office.
6. Not observing all traffic regulations will result in loss of driving privileges.
7. **Excessive tardies may result in loss of driving privileges.**
  - *The first row of the senior parking lot facing the west side of the high school is reserved for visitors and selected staff.*
  - *School administrators under the guidelines outlined under Ohio law may search students' cars. Illegally parked and/or unregistered vehicles will be towed at the owner's expense.*
  - *Students are to cross Fairview at the crosswalk along Dover Road for safety purposes. Students are not permitted to walk between busses at any time.*
  - *All school rules will be enforced in the school parking lots and within eyesight of the school. Students observed violating these rules would be dealt with according to the student code of conduct. This applies to all including those attending the career center and those in the postsecondary enrollment program.*

### **Pictures**

All students in grades seven through twelve will have their pictures taken for school records and yearbook purposes. There is no charge for these pictures needed for school records and there is no requirement that a student must purchase pictures.

Senior students are responsible to have their pictures taken at a time that does not conflict with school before December 1<sup>st</sup>. In order for a senior picture to be included in the yearbook, it should be a formal headandshoulder pose. Normal dress code applies (e.g., no spaghetti strap dresses, etc.). Senior picture appointments are **not** an excused absence.

### **Posters and Announcements**

Students are to seek permission from the office prior to posting any announcement or posters. Posters attached to the walls must be applied with masking tape only; this will help preserve the finish on our walls.

### **Progress Reports**

At the end of the fifth week of the grading period, progress reports will be sent to the parent or guardian of any student who has a 73% or lower in a class.

### **Report Cards**

Report cards will be passed out to students in homeroom the Friday following the end of the nineweek grading period. All final report cards at the conclusion of the school year will be mailed home.

### **Representation of Class**

A student may only represent his or her class as a homecoming attendant one time during his or her first three years of high school. During the senior year, a student may represent his or her class a second time.

### **Schedule Changes**

Schedule changes are not encouraged, but are necessary in rare instances. Please refer to the course description booklet to determine what circumstances will allow schedule changes. Once students receive their schedules, they will have **ten school days** to change their schedule. If a student receives permission to drop a course, he/she must also add one of like credit, if possible. After the schedule change period, yearly schedules are *final* unless the principal changes them. Students are not permitted to have more than one study hall per day with the exception of those taking AP classes or permission of principal and/or counselor. Fullyear courses cannot be dropped through the year without a penalty if the request to drop is student / parent initiated.

**\*\*Some schedule changes may occur over the summer if a student has failed a required course or staffing has changed.**

### **School Day**

Our responsibility at school begins at 7:15 a.m. and ends at 2:45 p.m. Certain circumstances warrant a change in this responsibility. No student is to be in the building prior to 7:10 a.m. unless authorized. 7th and 8th grade students are to report to the gym upon arrival to school.

### **School Property**

All students are expected to respect and care for all property of the school. The student, parent/guardian shall be liable for any damage to school property.

### **Semester Examinations**

Semester examinations for grades 7-12 will be given each semester. The examination schedule will be announced one week prior to the close of the semester. Semester exams are important because they equal one-fifth of the semester grade. Students will be dismissed after their final exam for the day.

### **Senior Skip Day**

Garaway Local Schools does not permit a "Senior Skip Day." Students involved in such an act will be regarded as truant and subject to appropriate discipline and forfeit all exam exemptions

## ***Telephone***

The office telephones are to be used for official business only. Students are permitted to use the office phones before school, during lunch and after school. Students will not be called to the telephone and messages be delivered in cases of emergency.

## ***Textbooks***

All textbooks are loaned to students by the Board of Education. It is expected that students will take proper care of their books. Using a book cover on your book lessens the chance of damage to the cover. Any unreasonable damage to books will result in fines. Lost books must be paid for and replaced immediately. If the book is subsequently found in good condition, the money will be refunded.

## ***Valedictorian and Salutatorian***

The seniors with the highest and second highest grade point average respectively at the end of the third nine-week grading period shall be so named Valedictorian and Salutatorian for the 2016, 2017, 2018 classes. However, if two or more students have received an equal grade average in their subjects, those involved shall be declared CoValedictorian or CoSalutatorian as the case may be. Starting with the class of 2016 we will give recognition for the following Honor Cords. At graduation starting with the class of 2019, the National Honor Society President, Student Council President, and Senior Class President will be invited to speak.

## ***STUDENT AWARDS AND SCHOLARSHIPS***

### **HONOR CORDS**

*Students will be honored based upon the following standards of achievement:*

- Summa Cum Laude\* 4.0 and above Gold Honor Cord
- Magna Cum Laude\* 3.75 – 3.99 Silver Honor Cord
- Cum Laude\* 3.5 – 3.74 Bronze Honor Cord.

## ***Visitors***

Visitors are required to report to the principal's office to obtain a visitor's pass. School age visitors are *not* permitted.

## ***Withdrawal***

If a student must withdraw from school because of moving to another district, he/she must obtain a withdrawal permit from the guidance office the day before his/her last day in school. The permit should be taken to each teacher and the librarian. After completing the permit, it must be returned to the counseling office for final authorization. Failure to follow this policy may cause a delay in transferring records. All fees and fines need to be paid at the time of withdrawal.

## ***Work Permits***

Students, under the age of 18 years, are required by state law to have a work permit for certain types of employment. Work permits are available in the district superintendent's office.

## ***Student Discipline***

The Board of Education acknowledges that conduct is closely related to learning – an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students would learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the person and property of others.
3. Preserve the degree of order necessary to the educational program in which they are engaged.
4. Respect the rights of others.
5. Obey constituted authority and respond to those who hold that authority.

The Board will not tolerate any form of violence, disruptive or inappropriate behavior, nor excessive truancy, which is defined in the student handbook. In addition to disciplinary action specified in the parent/student handbooks, the Superintendent shall develop strategies that will help prevent students from demonstrating any of these unacceptable behaviors.

## ***Zero Tolerance***

No form of violence, disruptive or inappropriate behavior, or excessive truancy will be tolerated.

## ***General School Rules***

1. Eat no food or candy outside the cafeteria at any time during the school day.
2. Show respect for teachers and fellow students.
3. Come to class on time with proper materials and be ready to begin assignments.

4. Do not leave the classroom without a proper hall pass.
5. Move throughout the building in a quiet and orderly manner.

## ***Bullying and Harassment***

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while in route to or from school, and those occurring off school property if the student or employee is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, violence within a dating relationship or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats and hazing.

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

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

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

behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

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

If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

At least once annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents. The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notice of this policy will be posted in conspicuous locations in all school buildings and departments within the District and incorporated into the teacher and student handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building.

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

### ***Behavior Code of Conduct***

The following types of prohibited conduct apply to all Garaway students, either resident or vocational, not only during school hours and on school property, but at any school sponsored activity, home or away, and on school transportation to and from school or school sponsored activity. Additionally, the provisions of this code shall apply to students if the prohibited act(s) takes place while on properties adjacent to school property, while in the line of sight of school property, or if the act otherwise affects the operation of the school. The following is an enumeration of some of the main areas of conduct that will lead to disciplinary action that ranges from a verbal warning to suspension and expulsion.

#### ***Types of Prohibited Conduct***

- a. Insubordination and/or disrespect
- b. Truancy, tardiness, or class cutting
- c. Fighting, intimidation, hazing and harassment
- d. Tobacco: possession, transmission, sale, or concealment. (this includes e-cigarettes and products.) All tobacco violators will be reported to the proper authorities.
- e. Use of improper or profane language and/or obscene gestures
- f. Violation of bus conduct requirements
- g. Gambling
- h. Violations of dress and appearance codes
- i. Forgery and false reports
- j. Academic Integrity (i.e. cheating, plagiarism, etc.)
- k. Distribution of unauthorized printed material
- l. Failure to accept discipline and punishment from school personnel
- m. Disruption of school and/or disruptive behavior

- n. Drugs, prescription and nonprescription medication, alcoholic beverages, and counterfeit controlled substances:
  - i. possession, use, transmission, sale, concealment, or being under the influence
- o. Possession of firearm /"lookalike" firearm as Defined in the *Gun Free Schools Act of 1994*, knife, or weapon
- p. Possession of electronic devices and communication devices without authorized permission
- q. Possession of matches/lighter and explosives
- r. Vandalism or theft of school property or private property
- s. Assault on or abusive language towards a school employee or another person
- t. Violation of law on school premises or involving school activities
- u. Commission of an immoral act
- v. Public display of affection (kissing, holding hands, etc.)
- w. Failure to pay tuition or other approved charges
- x. Violation of state student mandates including, immunization, etc.
- y. Leaving school property or assigned area prior to specific dismissal time without official permission
- z. Trespassing, loitering, littering or causing a disruption on public or private property adjacent to, across from or in close proximity to a school site, while either coming to or from school activities, or during the school day, or during activities.
- aa. Persistent and/or expanded misbehavior and/or inappropriate conduct
- bb. Inciting others to violence or disruptions
- cc. Verbal, written, or technological threatening remarks/comments against a school employee or another person
- dd. Energy drinks are not permitted on school grounds.

### ***Dress and Grooming Policy***

*Students are expected to be clean, decently attired, well groomed, and dressed in a manner that does not cause undue attention or disruption. Therefore, students shall abide by the following:*

1. Skirts, dresses, skorts and loose-fitting shorts are to be worn at lengths that are **no shorter than fingertip length**. Short shorts, soffees, bicycle shorts, spandex tights and boxer shorts are not permitted.
2. Only clothing that is neat, in good repair and taste will be permitted. Clothing with tears or holes is not permitted, this includes frays.
3. Proper footwear is required at all times.
4. Halters, tank tops, tube tops, see-through clothing, sundresses and other low or briefly cut garments are **unacceptable**. Shirts must start at the base of the neck and extend to the shoulder. (Use the width of three fingers as a guide to help determine what is acceptable.)
5. Bare midriffs are inappropriate. Midriffs must be covered. Shirts must be hemmed around the neck, arms and bottom. Muscle shirts are permitted provided they are not compression fit and are hemmed around the neck and arms.
6. Sweatpants and Wind pants will be permitted. No writing across the seat of the sweatpants will be permitted. Pajamas and tear away pants are unacceptable for the classroom as outer garments. No tights, yoga pants, or leggings will be permitted unless worn under a school appropriate garment.
7. All pants / shorts must be worn above the hips and not be oversized.
8. Inappropriate jewelry will not be permitted. This includes dog collars, key or wallet chains, jewelry that is perceived by the staff as inappropriate, or any other items that may be deemed distracting or dangerous are not permitted. Facial rings must be filled in with a clear spacer.
9. Hairstyles and color are to be neat and appropriate for school
10. Teachers have the right to have students remove their earrings if a question of safety arises.
11. Garments bearing inappropriate messages or insignias are not acceptable.
12. Jackets, overcoats are not permitted to be worn during school hours. They must be kept in school lockers.
13. Hats or headbands are not worn in the building during school hours.

*A student may be asked to change or remove any article of clothing that, in the judgment of the principal, is a distraction to the educational setting. The dress code also applies to all Garaway students (including students attending Buckeye Career Center) whenever they choose to participate in Garaway school activities (e.g., athletics, performing arts, assemblies, banquets, graduation rehearsal, graduation, etc.).*

### ***Sexual Harassment***

Sexual harassment can exist in many forms. Verbal, nonverbal and physical contacts are three areas in which a person can inflict sexual harassment. Verbal harassment can include, but is not limited to, written or oral innuendoes, suggestive comments/jokes or threats to fellow students, staff members or other persons associated with the District. Nonverbal harassment can include but is not limited to, sexually suggestive objects, pictures, insulting gestures and sounds to fellow students, staff members or other persons associated with the District. Physical contact can include, but is not limited to, threatening or unwanted touching in any form to fellow students, staff members or other persons associated with the District.

**Sexual harassment in any form is strictly prohibited at Garaway High School.** Any student who believes s/he is the victim of sexual harassment or has observed such actions by another student, staff member or other persons associated with the District should contact the Guidance Counselor, Assistant Principal or the Principal.

At this point, the contacted person will then begin an investigation of the complaint that may include conferring with the parties involved (may include parents) and any witnesses. If investigation reveals the complaint is valid, prompt disciplinary

action will be taken to prevent continuance or recurrence.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student abuser be reported to the proper authorities in compliance with State law. The District recognizes that determining whether a particular action is harassment or involves an action without discriminating and/or intimidation factors must be based on all of the facts in the matter. The District recognizes that false accusations can have serious effects on innocent individuals. Therefore, if the investigation reveals a complaint has been falsified, disciplinary action involving the student reporting the falsified complaint will be pursued.

*All students are expected to act responsibly and honestly whenever they present harassment allegations.*

## ***Disciplinary Actions***

### ***Detention***

Students' assigned detentions shall serve them on Tuesdays or Thursdays from 2:35 to 3:05 p.m. or Wednesday from 6:55 to 7:25 a.m. In addition, students may also serve detentions during their lunch periods where they will have the opportunity to purchase a lunch from the cafeteria and then eat while serving the detention.

A student will receive a detention slip the day it is issued. The detention slip will contain the date(s) of detention and the reason for the detention. At least, 24 hours' notice will be given the student. The student is responsible to notify the home to assure proper transportation that is the responsibility of the home. In the event a student does not attend detention, the student will receive two detentions. Failure to serve these detentions may result in an inschool suspension or Saturday school. After the third failure to serve detention, outschool suspension may be issued.

Students receiving multiple detentions may be assigned to one day of inschool suspension or Saturday school.

### ***Removal***

If the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises, he/she may be removed immediately. The result of this type of behavior may be suspension, expulsion, or the matter will be turned over to civil authorities.

## ***Suspensions***

### ***In-School-Suspension***

Inschool suspension takes place at the school in isolation from the student body. On the day of the suspension the student is to report directly to the assistant principal's office for his work. The student is permitted to work on class work and take or make up tests.

### ***Saturday School***

Students may be assigned Saturday School for certain disciplinary reasons. During this time the student must report to school from 8:00 – to 12:00 noon with work. Students may not participate in extracurricular events on the day of their assigned Saturday School. Parents are responsible for transportation.

### ***Out-of-School Suspension***

The principal, assistant principal/athletic director, may suspend a student from school (curricula, extracurricular, and/or school premises). Suspension is the temporary exclusion of a student from the district's program for a period not to exceed ten school days. The parents have the right to appeal the suspension to the Superintendent. However, as part of the suspension students may be required to complete all work.

### ***Due Process (HB 421)***

- A. The student shall be informed in writing of the intent to suspend and have the opportunity to appear at an informal hearing to challenge the reasons for the intended suspension or otherwise to explain his actions.
- B. Within twentyfour (24) hours of the suspension, the principal/assistant principal shall notify in writing the parent, the guardian, or the custodian of the student. The notice must include the reasons for the suspension and provision for the opportunity of a hearing.
- C. Within twentyfour (24) hours after the hearing, the principal/assistant principal shall advise in writing the student and his/her parents, guardian, or custodian, the Treasurer of the Board of Education, and the local superintendent of his decision. The notice shall include:
  1. Reason(s) for the suspension
  2. Notification of the right of the student and his/her parent, guardian, or custodian to:
    - a. Appeal such action to the local superintendent within seventytwo (72) hours after being notified of the action.
    - b. Be represented in all such appeal proceedings.
    - c. Be granted a hearing before the local superintendent in order to be heard against such suspension.

## ***Expulsion***

Expulsion shall be the exclusion of a student from the school 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 take place, *unless the incident involves a firearm*. If a student brings a firearm on school property, in a school vehicle, or to any school sponsored activity, s/he shall be expelled for one (1) year unless the Superintendent reduces the punishment for a reason related to the specific circumstances.

The Superintendent may expel a student for up to one (1) year *if the student brings a knife* onto school property, in a school vehicle, or to any school sponsored activity.

Further information on expulsion is found in Board Policy #5610 of Garaway Local Schools.

## ***Technology Acceptable Use Policy***

The Garaway Local School District is pleased to offer students access to computers, a local area network and the Internet. This access supports and enhances the curriculum. Access to technology will enable students to explore thousands of libraries, databases, and other repositories of information and to exchange communications with other users around the world.

General school rules for behavior and communications apply. The use of computers is a privilege, not a right, and may be revoked if abused. A violation of any rules set forth in this policy may result in discipline beyond revoking computer privileges including but not limited to detention, in school suspension, out of school suspension, or expulsion.

Access to the Internet will be blocked or filtered to visual depictions that are: obscene; constitute child pornography; or are harmful to minors as these are defined by, but not limited to, the Children's Internet Protection Act.

## ***Technology Rules***

1. Do not divulge your password to anyone. Do not impersonate another user. Do not attempt to gain unauthorized access to computers or other technologies. Do not trespass in another's folders, work, or files. Do not use an account that is not assigned to you. Do not view, edit, or delete any file that you did not create without permission from a teacher or administrator.
2. Web sites, programs and other materials that are not educationally appropriate are not permitted to be accessed. Do not create, view, send, or display offensive, abusive, obscene, vulgar, racially derogatory, inflammatory, threatening, harassing, discriminatory, or disrespectful messages, information or pictures.
3. Do not violate copyright laws. Document all sources where materials and references come from.
4. Do not use chat rooms or play games unless specifically designated by your teacher. Do not use the computers for commercial transactions or for political lobbying.
5. Students may not use a computer without the permission of the staff member in charge.
6. The School District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the local area network and Internet access and any and all information transmitted or received in connection with such usage. All such information and files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.
7. Students are not permitted to download or install any software, shareware, freeware, data, or other files without permission from an administrator or teacher. Do not change any computer settings, including the desktop wallpaper and screensaver, without permission from a teacher or administrator. Do not vandalize hardware or software. Do not upload, send or install any type of virus.
8. You are required to disclose to your teacher or administrator any item that you encounter that is inappropriate, makes you uncomfortable, are an offer to meet with you, or violates the Technology Acceptable Use Policy.

## ***Internet and E-mail access***

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or offensive. The Garaway Local School District has special web filtering programs in place to help prevent students from accessing inappropriate materials. Students are also monitored in classrooms and labs where they have Internet access. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways around the filters to access inappropriate materials.

We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access. Should a parent or guardian prefer that a student

not have Internet or email access, use of the computers is still possible for more traditional purposes such as word processing, multimedia, and educational programs? The parent or guardian should notify the school of their wishes by circling the appropriate options on the Technology Acceptable Use Policy Response Form.

### ***Web Page Information***

The Garaway Local School District provides a web site on the Internet so that the students and staff have access to educationally significant Internet resources that enhance and complement the curriculum. The site also informs the Internet community about our schools.

The web site is a part of the curriculum and subject to direct supervision and control. Ownership, including all intellectual property rights, is and remains with the school. All postings shall conform to adopted school board policies.

The Garaway Local School District cannot control materials posted on web pages other than those hosted at [www.garaway.k12.oh.us](http://www.garaway.k12.oh.us). If someone feels that a Garaway student or staff member has posted inappropriate materials at a non Garaway School site, they must pursue civil action against that individual.

### ***Student Web Page Policy***

The unauthorized disclosure, use and dissemination of personal identification information regarding minors are strictly prohibited.

The following student information may be posted at the discretion of the school district:

- A digitized version of the student's school project
- School building that a student attends
- Name and/or description of the student's project or award
- Grade and/or program (sports news, classroom awards, etc.) and/or year of graduation

## ***Extracurricular/Athletic Policy***

### ***Introduction***

The extracurricular activities and the interscholastic athletic program are an integral part of the total educational system. They provide an opportunity for participation by all students as members of the teams, clubs or as fans and spectators. Athletics and extracurricular programs provide opportunities for the entire community in entertainment and in support for youth in wholesome, supervised activities.

Athletics and extracurricular activities provide teaching and learning experiences for students and spectator. These experiences include the following:

1. To endeavor to be a good citizen in and out of school.
2. To follow all school rules.
3. To set a positive example at all times in conduct,
4. To lend support and enthusiasm for all activities at Garaway.
5. To strive at all times for constant improvement individually and in group programs.

The coaches, advisors and administrators of the Garaway Local Schools consider participation in athletics to be a privilege, not a right. Students are volunteering to participate in these programs offered and are expected to accept the responsibility granted by this privilege. As representatives of our school, the public scrutinizes students involved in the programs. They are role models for young children, as well as peers and are ambassadors of our communities. They have chosen to accept this role, and with it, the responsibilities of maintaining a drug, alcohol and crime free lifestyle.

All students involved in extracurricular activities or interscholastic sports as a player, member, manager, statistician or any other capacity are under the rules in this policy.

### ***General Rules***

A student who chooses to participate in an athletic or extracurricular program must be aware that along with the rewards of participation go the obligations of a Garaway student. The student is in the public eye and in many ways represents the entire student body. The following are general rules and guidelines that apply to all sports.

***RULE 1*** *Commit a crime in any manner or degree or have any police involvement that results in prosecution other than minor traffic violations.*

***RULE 2 & 3*** – *Use, abuse, possess, or traffic in any of the following substances:*

1. All dangerous controlled substances as so designated and prohibited by Ohio Statute.
2. All chemicals that release toxic vapors.
3. All alcoholic beverages.

4. Any prescriptions or patent drugs, except those for which permission has been granted pursuant to Board policy.
5. Any drug paraphernalia
6. Tobacco and tobacco products. This includes e-cigarettes and products.
7. Lookalike drugs as described by Board Policy.
8. Anabolic steroids.

### ***Consequences for Violation of General Rules***

The following represent the consequences for violation of the General Rules: Rules 13 are cumulative

***RULE 1 – Commit any crime in any manner or degree or have any police involvement that results in prosecution other than minor traffic violations.***

#### **FIRST VIOLATION**

The student will be suspended from participation or competition equal to 20% of the scheduled contests based on the number of regular season contests of the sport. If there is not 20% of that season remaining, the percentage of the suspension not served shall be recalculated and applied toward tournament play and/or the next sport in which the student participates. The student, with his/her parent, must enter into a recognized counseling service for an assessment to determine if the student has a problem that requires treatment or counseling. The cost of the counseling is not the responsibility of Garaway Local School District.

***A student will not be permitted to practice with the team without special permission from the principal or athletic director/assistant principal. All training and other rules must be observed during suspension period.***

#### **SECOND VIOLATION**

The student will be suspended from participation, practice, and competition in athletics or extracurricular activities for one calendar year from the date of offense.

#### **THIRD VIOLATION**

The student will be barred from all athletic/extracurricular participation for the remainder of her/his years at Garaway Schools.

***RULE 2 – Admitting to, caught in the act of or reasonable suspicion of Use/Abuse/Possession of a controlled substance.***

#### **FIRST VIOLATION**

The student will be suspended from participation or competition equal to 20% of the scheduled contests based on the number of regular season contests of the sport. If there is not 20% of that season remaining, the percentage of the suspension not served shall be recalculated and applied toward tournament play and/or the next sport in which the student participates.

The student, with his/her parent, must enter into a recognized counseling service for an assessment to determine if the student has a problem that requires treatment or counseling. If treatment or counseling is advised, the student must participate in the treatment or counseling program. The cost of the treatment or counseling is not the responsibility of Garaway Local School District. A student will not be permitted to practice with the team/club without special permission from the athletic director/assistant principal. All training and other rules must be observed during the suspension period.

#### **SECOND VIOLATION**

The student will be suspended from participation, practice and competition for one calendar year from the date of offense.

The student, with his/her parent, must enter into a recognized counseling service for an assessment to determine if the student has a problem that requires treatment or counseling. If treatment or counseling is advised, the student must participate in the treatment or counseling program. The cost of the treatment or counseling is not the responsibility of Garaway Local School District.

#### **THIRD VIOLATION**

The student will be barred from all athletic/extracurricular participation for the remainder of his/her years at Garaway Schools.

***RULE 3 – Admitting to, caught in the act of or reasonable suspicion of selling, distributing, or possessing to sell or distribute any of the substances described in Rules 2 & 3 of this policy***

#### **FIRST VIOLATION**

The student will be immediately suspended from all athletics/extracurricular at Garaway Schools for one calendar year from the date of offense. The student, with his/her parent, must enter into a recognized counseling service for an assessment to determine if the student has a problem that requires treatment or counseling. The cost of the counseling is not the responsibility of the Garaway Local School District. The Principal will report the incident to police.

#### **SECOND VIOLATION**

Students will be barred from all athletics/extracurricular activities for the remaining period of his/her years at Garaway

Schools. The principal/assistant principal will report incident to the police.

### ***Other Applicable Rules***

1. Suspensions School suspension guidelines supersede any athletic/extracurricular guideline. A student must serve his/her school suspension before the athletic guidelines for General Rule violations go into effect. The school suspension period will *not* count toward the 20% of the scheduled contests.
2. Absent Students – Any student who is absent onehalf day or more may not participate in an athletic event on that day. For the purpose of this rule, fourth period will be used as the cutoff time. A student must arrive before the start of fourth period. The Principal may waive the absence providing the circumstances warrant waiver.
3. Training Rules – At the beginning of each season, the coach will meet with the parents and the athletes to cover all rules and the athletic handbook. The coach will provide each athlete a copy of the training rules for that sport.
4. Care of Equipment – Coaches, advisors and students are responsible for proper use and care of all athletic equipment and all athletic facilities. Students are directly responsible for equipment issued to them. The athlete will be required to pay the replacement cost for loss of abused equipment.
5. In-School Discipline Problems – The administration will not involve coaches with inschool discipline problems. The administration can exclude a student from athletic participation as a disciplinary measure.
6. Suspended or Expelled – A student may not participate in any extracurricular activities during this disciplinary action.
7. Valuables – Valuables brought to the locker room or taken to an away event should be kept to a minimum. If athlete has valuables or money that must be left unattended, give them to the coach for safekeeping.
8. Grades – Athletic participation cannot interfere with a student’s academic progress. Make certain that you keep up with your studies and maintain passing grades. Student athletes need to be aware of OHSAA and Garaway Board Policy rules on academic eligibility.
9. Ineligibility An academically ineligible student is not allowed to participate in practices with the team without special permission from the Athletic Director until he/she becomes eligible again. Exception to the rule would be for a specific tryout in a sport.
10. On The Road – You represent your school and community. Your conduct in all situations should be such that it brings credit to you, your school and your community. Always attempt to leave the locker room in better condition than you found it.
11. Visiting Locker Rooms – Student athletes must leave the locker rooms in better condition than they found it.
12. Officials – Athletes must treat officials with respect and a spirit of cooperation. They must never argue or demonstrate disgust with the decision of an official.
13. Team Activities – Each athlete has responsibility for meeting all team obligations. This includes attendance and good behavior at awards programs for that team.

### ***Disciplinary Process***

Coaches/advisors have an obligation to gather information and establish the facts, as well as possible, in all situations of suspected rule violations. Reasonable suspicion will be decided by a committee of three consisting of the athletic director, head coach and another coach not involved with the student. A student who is in violation of rules established by the coach or the rules and guidelines established in this athletic handbook will be penalized.

Disciplinary action shall be reasonable and fair and in keeping with the severity and frequency of the violation. Penalties may involve verbal reprimand, extra conditioning, setting out games and/or practice sessions, removal from the team, and loss of eligibility. Disciplinary action shall be consistent with the team’s training rules and guidelines established in this handbook. The student has the right to appeal the disciplinary action to the next higher authority in the direct administrations of the athletic program.

Please note: All questions concerning eligibility, discipline, and individual or team related problems are to be directed to the head coach on the sport in question.

### ***Procedures for Participation, Hearings, and Appeals***

#### **PARTICIPATION**

The coach of each sport must explain team rules and athletic handbook policies to the participants orally. The coach must provide the athletes with a written copy of team rules. A signed *Permission to Participate Form* will be sufficient to grant permission for participation in all sports for the entire school year for the student who participates in more than one sport.

#### **HEARINGS**

In case of a suspected rule violation, the coach must have an informal hearing (conference) with the student so he or she may tell his or her side of the incident in question. If it is determined that a rule violation has indeed taken place, the coach must advise the student athlete of the intent to deny participation in writing, using the *Intent to Deny Form*, and give a copy of the form to the participant at the time. The coach must send a written notice of the denial of participation to the parents/guardians within 24 hours of the hearing. A copy must be given to the Principal and one copy retained for the files or the coach. This

notice shall also include the “Rights of Appeal” information.

**APPEALS**

The student or parent has the right to appeal the decision of the coach to deny participation at any time during the denial period. The Athletic Appeals Board shall consist of the athletic director and two coaches not involved with the student in question. The Athletic Appeals Board shall review the case in executive session and make a recommendation to the high school principal. The decision of the coach and the recommendation of the appeals board shall be subject to the decision of the Principal. The decision of the Principal shall be final and binding.