



Carey Jr./Sr. High School

2022-2023

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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CAREY EXEMPTED VILLAGE SCHOOLS 2022-2023 CALENDAR

FIRST QUARTER

Wednesday, August 17, 2022 – Friday, October 14, 2022

Monday, August 15	No School: Teacher In-Service 12-8 Open House/Pay Fees 4-7
Tuesday, August 16	No School: Teacher In-Service 8-3
Wednesday, August 17	First Day for Students
Monday, September 5	No School: Labor Day
Friday, September 16	No School: County Fair Day

SECOND QUARTER

Monday, October 17, 2022 – Friday, December 16, 2022

Thursday, October 27	No School: Teacher In-Service 8-3 Parent/Teacher Conferences 4-8
Friday, October 28	No School P/T Conferences 8-11
Wednesday, Nov 23– Friday, Nov 25	No School: Thanksgiving Break
Monday, Dec. 19 – Monday, Jan. 2	No School: Christmas Break

THIRD QUARTER

Monday, January 3, 2023– Wednesday, March 10, 2023

Monday, January 16	No School: Martin Luther King Day
Monday, February 20	No School: Presidents' Day

FOURTH QUARTER

Monday, March 13, 2023– Thursday, May 25, 2023

Friday, March 17	No School: Teacher In-Service 8-3
Friday, April 7– Friday, April 14	No School: Easter Break
Thursday, May 25	Last Day for Students
Friday, May 26	No School: Teacher In-Service 8-3
Sunday, May 28	Graduation
Saturday, June 24 - Sunday, July 9	No Contact Period
Make-Up Days (if needed): January 16, February 20, March 17, and any remaining days will be remote.	
Grades are available online 24/7 using the Progress Book Parent Portal.	

CAREY HIGH SCHOOL DAILY BELL SCHEDULE (TRADITIONAL DAY)

LENGTH OF PERIODS

40/41 MINUTES

CHANGE OF PERIODS

4 MINUTES

8:00 a.m.

Warning Bell

8:05 a.m.

Tardy Bell

8:05 a.m.-8:45 a.m.

First Period

8:49 a.m.-9:29 a.m.

Second Period

9:33 a.m.-10:13 a.m.

Third Period

10:17 a.m.-10:58 a.m.

Fourth Period

LUNCH SCHEDULE

<u>Lunch A</u>	10:58 a.m.-11:28 a.m.	<u>Homeroom B</u>	11:02 a.m.-11:30 a.m.
<u>Homeroom A</u>	11:32 a.m.-12:00 p.m.	<u>Lunch B</u>	11:30 a.m.-12:00 p.m.

12:06 p.m.-12:46 p.m.

Fifth Period

12:50 p.m.-1:30 p.m.

Sixth Period

1:34 p.m.-2:14 p.m.

Seventh Period

2:18 p.m.-2:58 p.m.

Eighth Period

CAREY HIGH SCHOOL DAILY BELL SCHEDULE (BLOCK DAYS) (6-12)

LENGTH OF PERIODS

84/83 MINUTES

CHANGE OF PERIODS

5 MINUTES

8:00 a.m.

Warning Bell

8:05 a.m.

Tardy Bell

8:05 a.m.-9:29 a.m.

First Period/Second Period

9:34 a.m.-10:58 a.m.

Third Period/Fourth Period

LUNCH SCHEDULE

<u>Lunch A</u>	10:58 a.m.-11:28 a.m.	<u>Homeroom B</u>	11:02 a.m.-11:30 a.m.
<u>Homeroom A</u>	11:32 a.m.-12:00 p.m.	<u>Lunch B</u>	11:30 a.m.-12:00 p.m.

12:07 p.m.-1:30 p.m.

Fifth Period (O)/Sixth Period (E)

1:35 p.m.-2:58 p.m.

Seventh Period (O)/Eighth Period (E)

CAREY HIGH SCHOOL 2-HOUR DELAY SCHEDULE (TRADITIONAL DAY)

LENGTH OF PERIODS	25/26 MINUTES
CHANGE OF PERIODS	4 MINUTES
10:00 a.m.	Warning Bell
10:05 a.m.	Tardy Bell
10:05 a.m.-10:30 a.m.	First Period
10:34 a.m.-10:59 a.m.	Second Period
11:03 a.m.-11:28 a.m.	Third Period
11:32 a.m.-11:58 p.m.	Fourth Period

LUNCH SCHEDULE

<u>Lunch A</u>	11:58 p.m.-12:28 p.m.	<u>Homeroom B</u>	12:02 p.m.-12:30 p.m.
<u>Homeroom A</u>	12:32 p.m.-1:00 p.m.	<u>Lunch B</u>	12:30 p.m.-1:00 p.m.

1:06 p.m.-1:31 p.m.	Fifth Period
1:35 p.m.-2:00 p.m.	Sixth Period
2:04 p.m.-2:29 p.m.	Seventh Period
2:33 p.m.-2:58 p.m.	Eighth Period

CAREY HIGH SCHOOL 2-HOUR DELAY SCHEDULE (BLOCK)

LENGTH OF PERIODS	54/53 MINUTES
CHANGE OF PERIODS	5 MINUTES
10:00 a.m.	Warning Bell
10:05 a.m.	Tardy Bell
10:05 a.m.-10:59 a.m.	First Period (O)/Second Period (E)
11:04 a.m.-11:58 a.m.	Third Period (O)/Fourth Period (E)

LUNCH SCHEDULE

<u>Lunch A</u>	11:58 p.m.-12:28 p.m.	<u>Homeroom B</u>	12:02 p.m.-12:30 p.m.
<u>Homeroom A</u>	12:32 p.m.-1:00 p.m.	<u>Lunch B</u>	12:30 p.m.-1:00 p.m.

1: 07 p.m.-2:00 p.m.	Fifth Period/Sixth Period
2:05 p.m.-2:58 p.m.	Seventh Period/Eighth Period

STUDENT HANDBOOK RATIONALE

The Carey Student Handbook has been designed to meet the needs of all students in grades 6-12. Rules contained in this handbook have been developed for all Carey students. Since all young men and women who attend this institution are considered students, they are all subject to the rules and regulations found within these pages regardless of age. The behavior code applies to all Carey School property, and vicinity, employees, employees' property, and all school related activities, both home and away. If an offense listed in this code occurs when school is not in session or just before school (example: summer or vacations), the action or penalty will begin when school resumes.

MISSION STATEMENT

Our Mission at Carey High School is to assist students in "building bridges" to successful college and career ready destinations using the three "rocks" of our philosophy:

*Achievement

*Attitude

*Accountability

PHILOSOPHY OF EDUCATION FOR CAREY HIGH SCHOOL

Education's main goal should be to prepare young people to meet the responsibilities of living in an ever-changing world. Formal education should help students establish and achieve specific job-related and/or academic goals set by themselves and others, but more importantly, help students understand their responsibility to themselves and to others.

The school's obligation to the community includes providing academic foundations, an appreciation of the arts, athletic opportunities, career readiness, and other related functions. In turn, the community's responsibility must be to support these areas through involvement and commitment to the school.

It is our responsibility, as educators and community members, to prepare students to not only survive in today's world, but contribute to a better world. A further obligation is to encourage a regard for others, as well as recognize and develop individual differences, abilities, and capacities among students.

A desirable relationship among all of those involved in the educational process can best be achieved through respect and communication. It is the responsibility of the school and the community to provide an atmosphere that promotes an interest in lifelong learning. Most importantly, students and teachers must work together in order to accomplish the ideals of this philosophy of education.

The Carey Exempted Village School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, military background, or disability, in providing equal opportunity for employment or access to any of the facilities and activities which it operates.



OBJECTIVES OF EDUCATION FOR CAREY HIGH SCHOOL

- A. To encourage efficient study habits through learning processes.**
1. To encourage an appreciation of educational opportunities.
 2. To provide a sound curriculum based on interests, needs and abilities of the people it serves.
 3. To expect each teacher to teach study skills.
 4. To present subject matter clearly and to expect students to achieve high standards in gaining knowledge.
 5. To teach by using situations relative to the students.
 6. To apply learning to current world problems.
 7. To identify and refer students who have physical, intellectual, or emotional difficulties.
 8. To identify and encourage those who are gifted.
 9. To keep subject matter flexible enough to provide for varying needs and abilities.
 10. To encourage students that learning is an ongoing process.
- B. To give the student a frame of reference for understanding social relationships.**
1. To create and encourage a concern for the welfare of others and consideration for the rights of all.
 2. To develop a classroom free of discrimination.
 3. To assist students in their educational experiences.
 4. To create a climate in the school that promotes good emotional health.
 5. To encourage an appreciation for each student's heritage.
- C. To provide for student rights and involvement.**
1. To create equal educational opportunities for all.
 2. To create an atmosphere of free inquiry and expression.
 3. To encourage students to participate in the policy-making of the school.
- D. To assist the student in determining occupational goals.**
1. To prepare young people to earn a living.
 2. To use field trips, media, research, and technology to assist students in choosing occupational goals.
 3. To provide guidance concerning job opportunities.
- E. To provide a program of wholesome activities for student leisure time.**
1. To help the students develop their physical abilities.
 2. To offer an extra-curricular program as an important part of the total educational effort of the school.
 3. To provide adequate time for athletic and non-athletic activities.
- F. To develop a respect for the physical equipment, the school building, and surrounding areas.**
1. To encourage the student to appreciate the beauty of a well-kept environment.
 2. To encourage responsible attitudes concerning public ownership of property.
- G. To assist the student in developing a basic philosophy of life (needs, values, and goals), and help them make positive contributions in today's society.**
1. To aid students, through curriculum and activities, in developing the ability to make moral judgments.
 2. To aid students in developing a sense of responsibility.
 3. To encourage students to become well-informed citizens.
 4. To expose and emphasize the worth of culture through assemblies, field trips, and participation in the arts.
 5. To encourage students to set goals and assist them in attaining them.
 6. To establish a framework for individual achievement, and to encourage self-pride in each accomplishment.
 7. To instill in each student the need for self respect.

STUDENT ELECTION PROCEDURE

The election process will be oriented toward the actual requirements for public office. Each class will elect a president and student council representative each year for Middle School Student Council and for High School Student Council. The previous year's student council representative will remain on student council and not have to be re-elected unless the student is making the transition from middle school to high school. To be eligible, the following steps are required:

Candidates:

1. Must fill out petition signed by 10 classmates and five faculty members.
2. The petition must be signed, completed, and returned to the Student Council Advisor by the due date. All petitions and speeches turned in after that date will not be accepted.
3. All candidates must read their speeches in front of their class on election day, unless the student is on an excused absence from school. In this case, an arrangement can be made with the Student Council Advisor.
4. If only one candidate is on the ballot on election day, that candidate is the automatic winner.
5. If no candidate submits a completed petition and speech for election day, then that office will remain vacant for that school year.

Voting:

1. All students must vote using the online ballot at the assigned times unless a student knows prior to election day that he/she will be on an excused absence. No ballots will be accepted after the assigned voting time.
2. A winner will be declared by a simple majority of votes.
3. A run-off election will be held only if there is a tie.

CAREY HIGH SCHOOL GRADING POLICY

A. The Carey High School grading periods will be nine weeks in length. Grades will be derived from the following criteria:

1. The nine weeks grade should be derived from daily work which is to include quizzes, class recitation, tests, and homework.
2. No minuses or pluses are to be used on grade sheets sent home to parents or to be recorded on permanent records.
3. Letter grades are to be used on all grade reports to parents and on permanent records.
4. Percentages can be used to calculate the letter grades; however, the percentage grade must be converted to a letter grade.

Letter Scale	Points Scale	Grading
3.52-4.00 = A	4 points	92-100
2.52-3.51 = B	3 points	85-91
1.52-2.51 = C	2 points	77-84
0.52-1.51 = D	1 point	70-76
0.00-0.51 = F	0 points	0-69

IMPORTANT GPA & RANKING INFORMATION

A. Graduation Honors/Class Ranking

Graduation recognition and honors are based on a system better aligned with the ideals of university admissions and workplace expectations. Academic ranking will be determined using a system of factors that includes GPA, course selections that include advanced study in several content areas, College Credit Plus participation and general electives, ACT score, and service hours' requirement. Students will be designated into the following three categories based on the specific criteria noted below. Students who do not meet all of the requirements of the highest designation will be considered for the next designation.

Please note: Ranking for the Top Ten Award will be determined using the following criteria. After ranking the top 10 for award purposes, class rank will be determined strictly by GPA. (Example: Summa Cum Laude ranked first for Top Ten by GPA, then Magna Cum Laude. Transcripts will reflect rank based solely on GPA.)

Summa Cum Laude (*designation will be considered first in class ranking)

- 3.75 minimum grade point average
- Composite ACT score of 24+ (Could be Super ACT Score)
- Completion of 2 College Credit Plus courses
- 4 units of English (2 of which must be considered "Advanced"/CCP)
- 4 units of Math (including Alg. I, Geometry, Alg. II, Trigonometry/College Algebra)
- 4 units of Science (2 of which must be Chemistry, Physics, Advanced Biology, or Human Anatomy and Physiology)
- 3 units of the same foreign language
- 4 units of Social Studies
- 1 credit in the fine arts (includes Industrial Technology, Graphic Design)
- ½ Physical Education and ½ Health
- 2 additional credits from Math, Science, fine arts, PLATO, or Career Tech
- 150 service hours (collected over the course of 4 years)

Magna Cum Laude

- 3.50 minimum grade point average
- Composite ACT score of 22+ (Could be Super ACT Score)
- Completion of 1 College Credit Plus courses
- 4 units of English (1 of which must be considered "Advanced"/CCP)
- 4 units of Math (including Alg. I, Geometry, Alg. II)
- 4 units of Science (2 of which must be Chemistry, Physics, Advanced Biology, or Human Anatomy and Physiology)
- 3 units of the same foreign language
- 4 units of Social Studies
- 1 credit in the fine arts (includes Industrial Technology, Graphic Design)
- ½ Physical Education and ½ Health
- 2 additional credits from Math, Science, fine arts, PLATO, or Career Tech
- 100 service hours (collected over the course of 4 years)

Cum Laude

- 3.25 minimum grade point average
- Composite ACT score of 20+ (Could be Super ACT Score)
- 4 units of English
- 4 units of Math (including Alg. I, Geometry, Alg. II)
- 4 units of Science
- 3 units of the same foreign language
- 4 units of Social Studies
- 1 credit in the fine arts (includes Industrial Technology, Graphic Design)
- ½ Physical Education and ½ Health
- 2 additional credits from Math, Science, fine arts, PLATO, or Career Tech
- 50 service hours (collected over the course of 4 years)

In order for students who transfer into the district to be eligible for Top Ten Award, they must be enrolled before the first drop/add date of their senior year.

*Foreign language in the 8th grade will count towards fulfilling the criteria.

*Physical Education figures into the GPA for the Class of 2021 and beyond.

B. Semester Courses (All high school course offerings are based on the semester and all course credit will be calculated as such.)

1. The semester grade is determined by averaging the two nine-week grades plus the semester examination (unless an exam exemption exists - in that case, the semester grade is based on the two-nine week grading periods).
2. Each nine-week grading period accounts for 2/5 of the semester grade.
3. The semester examination equals 1/5 of the semester grade.
4. A student must pass 2 of the 3 grades (2 grading periods, 1 semester exam) to pass a semester course.
5. All students will take the semester exam, unless administrative exemptions are provided.
6. All work must be completed by the final week of the semester. The only exception will be made in cases of illness or hospitalization.
7. A student failing for the semester will receive no credit.
8. A student may withdraw passing up to the deadline established by the administration. After that time, any withdrawal is a failing mark and no credit will be given for the course.

C. Progress Report

A student's progress can be checked at any time using the Progressbook online portal. This portal will indicate a current letter grade and/or percentage, plus provide comments which reflect the strengths and weaknesses of the student.

If a student's grade drops below a C in a course after the midpoint of the quarter, parents may receive notification from the student's teacher in that course.

D. Fees and Fines

Students and parents are to be aware that in accordance with State law (O.R.C. 3313.642), failure to pay fees and fines may result in the withholding of grades and/or credit. In the event the above course of action does not result in the fee being collected, the Board authorizes the Treasurer to take the student and/or his/her parents to Small Claims Court for collection.

ACADEMIC RECOGNITION POLICY

Since a primary obligation of the school system is to encourage and promote academic achievement, a comprehensive policy of scholastic rewards has been established to accomplish this objective. They are as follows:

A. Honor Society Graduates

Seniors who are members of the Ohio Scholars' Association are named to this group. They are recognized at commencement with a gold tassel and an appropriate recognition symbol placed on their diplomas.

B. HS Scholastic Letters/MS Awards

In order to recognize and reward academic achievement of 9-12 grade students, a block "C" will be presented at the Ceremony of Excellence following the completion of these criteria:

1. Maintain a 3.20 GPA, or above, for a consecutive semester and grading period within the same year.
2. Earn five or more credits each school year.

Students in grades 6 - 8 will earn an appropriate award for meeting the above criteria.

Students can earn one medal in middle school and one letter in high school (large block "C"). For each consecutive semester and grading period within an academic year after the letter/award is presented that the student maintains a 3.20 GPA, or above, and the required credit level, he/she will be presented with an appropriate award.

C. Ohio Scholars' Association

Juniors, and seniors are eligible for membership in the Ohio Scholars' Association and seventh, eighth, freshmen, and sophomores are eligible for membership in the Carey/Ohio Scholars' Association if certain academic, service, leadership, and character requirements are met and maintained. These requirements, along with the bylaws for the organizations and other pertinent information, can be found on the school's website located at www.careyschools.org.

D. Award of Achievement

In an attempt to recognize students who far exceed the local graduation requirement of 21 credits, an Award of Achievement will be presented to all students who earn 30 or more credits upon graduation. This award is viewed as another positive step toward rewarding the academic effort of the truly full-time student.

E. Honor Roll

All 6-12 grade students whose grades are B or better will be eligible for the honor roll. Students with grades less than B will not be eligible. This applies to all subjects including physical education.

F. Academic Hall of Fame

Out of each graduating class, the names of the five students (or more in the event of ties) who have attained the highest GPA (and meet the ranking criteria) for their four years of high school will have their names permanently displayed in the hallway.

G. Department Awards/Middle School Department Awards

Each school year, the following departments will select one senior as the Outstanding Student in their area: Ag-Science, Art, Computer, Drama, English, Foreign Language, HPE, Home Economics, Industrial Technology, Marketing Education, Mathematics, Music, Science and Social Studies. Criteria for this award is open to the discretion of each department.

In grades 6-8, the following departments will select one 6th, one 7th, and one 8th grader as the Outstanding Student in their area: Ag-Science, Art, English, Foreign Language, HPE, Marketing Education, Mathematics, Music, Science, Social Studies, and Special Education.

H. All "A" /4.0 GPA Recognition

6-12 students earning all "A's" during any grading period will have their picture placed in the community newspaper. Students earning all "A's" in every subject for every grade documented on the grade card, including semester exams, for the entire academic year, will receive a medal at the conclusion of the year. Students who earn a cumulative 4.0 GPA over the course of the school year will also be awarded a medal at the conclusion of the school year.

I. Ceremony of Excellence

All students (in grades 9-12)* who have earned any of the awards listed above (except E) will be invited to attend an evening assembly at the end of the school year with their parents. Students must be in attendance in order to receive their award. Any exception must be approved by the administration. The following awards may also be given that evening:

1. Student-of-the-Month Plaques
2. 6th, 8th, and 12th grade President's Education Awards
3. Senior Class Officer Awards
4. Summa, Magna, and Cum Laude Cords
5. Franklin B. Walter Award
6. Scholarships
7. Various community service club awards

*Middle School awards will be distributed at an assembly during the school day.

The faculty and staff of Carey High School encourage academic excellence. The awards listed above are funded by the Academic Booster Club in a community/school effort to reward outstanding student achievement.

ATTENDANCE

Students are expected to comply with the provisions of the Ohio Revised Code regarding school attendance. The right of a student to attend public school is dependent upon that child's compliance with the reasonable rules and regulations established by the school district. Truancy is absence from school for reasons other than provided by the Ohio Law.

A. The following are the only legal excuses for absence from school:

1. Personal illness - The school may require the certificate of a doctor on return to school if it is deemed advisable.
2. Illness in the family - All school work must be kept current.
3. Quarantine in the home - The absence arising from this condition is limited to a period of three days, unless reasonable cause may be shown by a parent or guardian as fixed by the proper health authorities.
4. Death of a relative - The absence arising from this condition is limited to a period of three days, unless a reasonable cause may be shown by the parent or guardian for a longer absence.
5. Observance of a religious holiday - Any student of any religion shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
6. College visit - Students of high academic standing and good attendance record may use two school days during their junior and senior year, but no more than three days total, to visit college campuses. Permission must be obtained no later than two school days prior to the visit from their parent, the assistant principal, and the guidance counselor. To be excused, students must complete the college visitation form and return it to the office when they come back to school. Failure to produce such documentation shall result in an unexcused absence. No college days will be approved during the first two weeks of school, the week of first semester exams, one week prior to the week of second semester exams to the conclusion of school if a student is required to take any exams.
7. Job shadowing - Students have one day during their freshman or sophomore year and one day during their junior or senior year to shadow a career of their choice. To be excused, students must turn in a Parent/Student Request form at least two days prior to the shadowing experience and complete the required Job Shadowing Forms while visiting the workplace. Failure to produce such documentation shall result in an unexcused absence. Students may be denied for attendance reasons.

No shadowing days will be approved during the first two weeks of school, the week of first semester exams, or one week prior to the week of second semester exams to the conclusion of school if a student is required to take any exams. Students are expected to make their own contacts but help and advise will be available in the guidance offices.

8. Any other reason must be approved by the school prior to the absence.

B. Tardiness

1. Students must report to the office when tardy during first period the first thing in the morning. All other periods will be handled and recorded by the teachers as demerits. Teachers are not to send students to the office for tardiness except during first period.
2. A student will be counted absent after the first 15 minutes of class.
3. The tardiness policy is regulated on a **semester basis**.
4. The office penalties for being tardy are as follows:
 - a) 1st time tardy Administrative Warning
 - b) 2nd time tardy 1 demerit
 - c) 3rd time tardy 1 demerit
 - d) 4th time tardy 1 Wednesday detention
 - e) 5th time tardy 2 Wednesday detentions
 - f) 6th time tardy 1 Saturday school
 - g) 7 or more Discipline at the discretion of the administration

C. Absence

1. Parents/Guardians need to report student absences via our automated absence reporting system. Parents can do this by calling 1-844-288-7625 or report it via internet at careyevs.schoolconnects.com.
2. A written excuse signed by a parent or guardian must be presented to the office upon the student's return to school if a call from the absence reporting system was not acknowledged by the parent/guardian.
 - a) An absence list will be typed by the attendance secretary every school day and given to each teacher as soon as it is completed.
 - b) Parents and/or legal guardians will formally be notified by letter of their child's absences without a doctor's note after their child reaches the first, state mandated threshold of non-attendance. After a student has accumulated 65 hours of absences in a school year without a doctor's note, all further absences must be accompanied by a doctor's note to be excused.

The office and administration will follow the guidelines of House Bill 410 in regard to a student who has accumulated enough UNEXCUSED absences to be considered "habitually truant." The parents and/or legal guardians of a student who is deemed habitually truant will be required to comply with school adopted policies and procedures to address the student's truant behavior. In each case, reasonable and meaningful attempts will be made by the school to notify and engage the student and parents to improve the student's attendance. Failure of the student and the parents to comply with these procedures may result in the school district filing a complaint with the Juvenile Court.

Students in work release programs (Marketing Education, O.W.E., and Ag-Business), will be counted absent for any hours missed in their regularly scheduled classes regardless of how long they are required to be here. For purposes of maintaining a minimum of 65 hours absent in school, without a doctor's note, J.V.S. students will also be counted absent for the hours missed at Carey, regardless of how long they are required to be here. Vacations, prolonged illnesses, hospitalization, and other special situations will be considered on an individual basis.

This is in accordance with the Ohio Revised Code.

D. Excused Absence

- a) All work must be made up for excused absences. To make up work, the student has one more day than the number of days he was absent (Example: 2 days absent = 3 days to make up homework). It is the responsibility of the student to contact his teachers for assignments.
- b) Although an increasing number of families arrange vacations during school time, parents should take into consideration that harm may be done to their student's education by prolonged periods away from class. Parents are urged to arrange vacations to coincide with school holidays whenever possible. NOTE: Family vacations are considered vacations in which the student is accompanied by their own parents, guardians, or an adult family member (21 years of age or older).

If vacations cannot be arranged to utilize school vacations, parents should notify the high school office at least two (2) days in advance of the time the student will be absent from school.

- c) Medical and dental appointments are to be approved by the office prior to the time of the appointment. Students should report to the office before 1st period to receive all early dismissal slips. A note signed by the doctor or dentist to verify the appointment must accompany the student upon his return to school, or the absence will be unexcused. Any exceptions to this rule must be approved by the administration PRIOR TO the appointment.

E. Unexcused Absence

- a) Shopping trips, work other than at home, and willful absence shall be considered unexcused absences.
- b) All absences will be marked unexcused until acknowledged by the parent or guardian through our automated phone system or a written excuse is presented to the office. *Please note: A parent call or note can only be used to excuse up to 65 hours of student absences. All absences beyond the allotted 65 hours MUST BE accompanied by a doctor's note to be excused.*
- c) No credit will be given for classwork made up due to an unexcused absence. Students will receive a "zero" or an "F" in each class for each day of an unexcused absence.
- d) All out of school suspensions and expulsions are considered unexcused absences with stipulations.
- e) Students who have exceeded the 65 hour absence limit **MAY NOT BE ABLE** to participate in any field trips, student travel related to school clubs and organizations, or off-site student activities during the regular school day.

F. Permission to Leave School

- a) Under no circumstances is a student to leave the school grounds during school hours without permission from the administration. The parent must request permission for the student to leave and the student must secure an early dismissal slip from the office before 8:15 a.m. on or before the day of the early dismissal. The student must report to the office before he/she leaves and/or when he/she returns to sign the proper attendance form.
- b) A student who becomes ill during the school day **MUST** report to the office to be permitted to go home. Students are **NOT PERMITTED** to contact a parent/guardian prior to first coming to the office. Any student found doing so may receive a demerit or additional discipline for not following protocol. A phone call home will be made prior to the student leaving the building. Once a student leaves school due to an illness (or to receive medication, unless doctor approved), he or she will not be allowed to return for the remainder of the day.

A student must be in attendance all day to be able to participate in any extra-curricular practice or function. Any exception to this rule must be approved by an administrator. Any time after 8:59 is considered an absence and not a tardy.

G. Pregnancy Situations - The following procedure will be followed for pregnant students requesting absence from school. This shall apply to any student who experiences a miscarriage, stillbirth, or a live delivery; whereby there are limitations affecting the performance of normal school expectations.

1. The student shall inform the guidance counselor with the medical notification that includes the expected due date and medical status of the student.
2. Unless there are medical complications, the student will attend classes until labor begins. A letter of explanation from the doctor will be required to excuse a student from classes prior to delivery.
3. After an uncomplicated delivery and recovery, the student will return to school in the following manner. The schedule for returning to classes will be reviewed individually via principal/guidance office and the guidance counselor who will also serve as a liaison between the student and the teachers.
 - a) The student is responsible for obtaining assignments and completing missed work.
 - b) Two calendar weeks after an uncomplicated delivery, the student will return to school, attending on a half-day schedule to be determined by the guidance counselor.
 - c) Four calendar weeks after an uncomplicated delivery, the student will resume a normal school schedule.
 - d) In accordance with the school policy, the student is not to bring their newborn child into the school building during regular school hours without prior permission from the administration.
4. If the student is physically unable to remain in or return to school on the above time line, she will secure a medical explanation from the physician and be placed on a medical leave of absence.

GUIDANCE

Guidance services are available for every student in the school. These services include assistance with education planning, interpretation of test scores, occupational information, study assistance, help with home, school and/or social concerns and any question the student feels he/she would like to discuss with a counselor. The counselor is available during regular school hours. If possible, students should make arrangements to see the counselor during a study hall period, before school, at noon, or after school.

STUDY HALL

- A. General study hall rules are as follows:
1. Students are counted absent unless they bring a pass from a teacher, guidance counselor, or administrator before the study hall begins, stating that they are excused and/or working in another room.
 2. Radios, iPods/mp3 players, phones, card games, and other non-academic distractions are not permitted.
 3. An atmosphere conducive to study is to be maintained.
 4. All students should bring academic work, Chromebooks, and/or books to study hall.
 5. All students must be in their assigned seats when the bell rings to begin class.
 6. Study hall is an assigned academic class. Time is to be used wisely.
- B. Specific study hall rules can be assigned as deemed necessary by the monitors.

HEALTH CONCERNS

A. Hand Washing

As a preventative health measure students should observe the following hand washing procedure: Apply soap and wash/rub palms together for 15 seconds with warm water, and then rinse for 15 seconds.

B. Drinking Fountain

As a preventative health measure students should observe the following procedure: Let the water run for at least 3 seconds and take a drink from the highest point of the water stream. Do not touch mouth to any part of the water fountain equipment.

C. Water Bottles/Food

Students are permitted to use water bottles in the hallways and classrooms during the school day. Bottles/containers must be clear and maintain a cap or lid. Only water is to be consumed. Non-clear containers, including insulated mugs or similar items, are prohibited.

In addition, any types of soda/pop/coffee drinks or food items are NOT to be consumed in the hallway, at a student's locker, or in classrooms during regular school hours. The only exception to this would be a for classroom celebration or special occasion and would require specific permission by the classroom teacher/supervisor.

STUDENT CODE OF CONDUCT

A. Rights & Responsibilities

The Carey Board of Education shall, in compliance with state law, provide for the educational opportunity of all residents between the ages of six and 21, living within the district. Each student has a right to avail themselves of all available educational resources necessary to receive an education.

In the process of pursuing their education, students also have the responsibility not to interfere with the rights of others who are pursuing the same educational opportunities. By accepting the privilege to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations and provisions governing the operation of these programs.

B. Conduct Code

All rules in the conduct code will be enforced. All students are considered representatives of the school and will be expected to show respect for school staff and other students. This includes behavior at any school function home or away. Students who violate the rules are subject to the General Disciplinary Procedures as outlined in this handbook.

In accordance with Senate Bill 1, students are subject to the same disciplinary action for misconduct directed at a district official or employee, or the property of such official or employee regardless of where it occurs.

C. Serious Misconduct

RULE 1 - DISRUPTION OF SCHOOL: A student shall not by use of violence, force, coercion, harassment, or threat cause material disruption or obstruction of the educational process; including all curricular and extra-curricular activities. Any behavior which causes disorder or interferes with the educational process and the operation of the school, shall be deemed disruption.

RULE 2 - INSUBORDINATION: A student shall not fail to comply with the directions of teachers, student teachers, substitute teachers, teacher aides, administrators or other authorized school personnel during any period of time when the student is under the authority of school personnel. Repeatedly failing to comply with directives, or discipline procedures, as well as back talking and other forms of disrespect, shall also constitute insubordination. Also, any action judged by school officials that involves misconduct and is not specifically mentioned by other sections of this handbook may be dealt with as insubordination.

RULE 3 - ASSAULT: A student shall not cause or attempt to cause verbal or physical injury, or behave in such a way which could cause verbal or physical injury, to another person during the school day or at any school function. (This includes fighting, hitting, unauthorized touching, etc.)

RULE 4 - DAMAGE OR DESTRUCTION OF PROPERTY: A student shall not cause or attempt to cause damage to property of the school, another student, visitor or employee of the school.

No student shall intentionally or purposefully destroy or cause damage to the school or district buildings or property by means of fire. Anything such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

RULE 5 - DRUGS, ALCOHOLIC BEVERAGES, AND COUNTERFEIT CONTROLLED SUB-STANCES:

A student shall not possess, use, transmit, dispense, sell, conceal, have the odor on his/her breath, or show evidence of use or consumption of any alcoholic beverage, or near beer, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, or intoxicant of any kind or any similar substance, any drug abuse instrument or any counterfeit or look-alike controlled substance on the school grounds, at school sponsored or related activities, or at any time the student is subject to the authority of the school.

Any of the above substances, including alcohol, found on a student's person, in a student's assigned locker, or in a student's vehicle while on school property or other property under the control of the school, are deemed to be in the possession of the student.

Tobacco:

- a) Students found using, transmitting, concealing, possessing, selling, having tobacco (or any tobacco substance) on his/her breath, possessing a lit or unlit smoking/vaping device or in the process of ridding himself/herself of said smoking/vaping device in the school building, on the school grounds, on a school bus, at school activities, functions or events either home or away, or within eyesight of the school grounds will be disciplined. NOTE: Any nicotine or non-nicotine vaping devices are also **PROHIBITED**.
- b) Tobacco substance also includes snuff or chewing tobacco.
- c) Tobacco items found on a student's person, in a student's assigned locker, or in a student's vehicle while on school property or other property under the control of the school, are deemed to be in the possession of the student.

Sports Enhancing/Vitamin Supplements

- a) Students are not permitted to possess any sports enhancing/vitamin supplements in any school building or facility including the athletic field house.
- b) Sports enhancing supplements include caffeine-based pills and powders, creatine, anabolic supplements, and other similar type products. Final decisions regarding any sports enhancing type substance found in the possession of a student will be left to the discretion of the administration.
- c) Sports enhancing supplements found on a student's person or in a student's assigned locker are deemed to be in the possession of the student.

RULE 6 - DANGEROUS WEAPONS AND INSTRUMENTS: A student shall not possess, handle, transmit or conceal any weapon or instrument capable of harming another person such as guns, knives, switch blades, brass knuckles, lighters, martial arts supplies, use of chemicals and gasses, etc.

Section 2923.122 of the Ohio Revised Code makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by, or to any activity held under the auspices of a school.

Any dangerous weapons or instruments found in a student's vehicle, on school property, at school sponsored or related activities, are deemed to be in the possession of the student. Having a permit to carry a concealed weapon **does not** apply to school or school safety zones.

Because the Board believes that students, staff, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the administration. Failure to report such knowledge may subject the student to discipline.

RULE 7 - PROFANITY: (abusive and/or obscene language) A student shall not use profanity, abusive or obscene language, either written or verbal, in communicating with any faculty member, any other school employee, visitor, or another student. Included in this prohibition would be the use of obscene gestures, signs, pictures, publications, materials, etc.

RULE 8 - TRUANCY: Truancy is declared when a student is absent from school or any portion thereof without school authorization and parent consent. Students who are truant from school for part of or all of a day will be disciplined at the discretion of the administration. This includes unexcused absence from study hall, class, or any other assigned activity. Repeated violations of tardiness may be considered a violation of this rule.

RULE 9 - THEFT: A student shall not take, or attempt to take into possession, the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district.

RULE 10 - SCHOOL BUS RULES: All students are expected to follow the safety rules established for the school bus. It is a privilege to ride the school bus and students are expected to abide by the rules and regulations established for the use of bus transportation. These rules apply to regularly scheduled bus runs, extracurricular activities, and field trips.

Violations of school bus rules and regulations could result in the suspension of a student's riding/transportation privileges. If a student's riding/transportation privileges are suspended, he/she and his/her parents will be notified of the reason for and the length of the suspension.

RULE 11 - INDECENCY: A student in violation of the public indecency section of the Ohio Revised Code is subject to suspension or expulsion, should the incident take place on school grounds or at any school related function. Considered a misdemeanor offense, violators will be turned over to local law enforcement authorities.

RULE 12 – TRESPASSING: Although schools are public facilities, the law allows the Board to restrict access to school property. Trespassing shall include being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle.

When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the administration.

RULE 13 – MISCONDUCT OFF SCHOOL GROUNDS: Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the district. In addition, discipline may also be imposed for student misconduct, regardless of where it occurs, that is directed at a Carey school official or employee, or the property of such official or employee.

In addition, a student may be subject to school disciplinary action, including suspension or expulsion for harassment, vandalism, physical abuse, or other harmful or disruptive behavior toward school personnel or school personnel's property during non-school hours.

RULE 14 – HARASSMENT/BULLYING: The Carey Board of Education prohibits acts of harassment or bullying. Our school seeks and affirms each student's worth and dignity. Bullying strikes at the basis of these values and prevents students reaching for excellence in every dimension of life. Students are entitled to receive their education free from humiliation, oppression and abuse. Bullying affects everyone, not just the bullies and the targeted individual(s). Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Definition

"Harassment or bullying" is any intentional gesture or written, verbal, graphic, or physical act that a student has exhibited toward another particular student and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle. In addition, harassment/bullying is not limited to where the bullying takes place but also includes where it is communicated and the place where the effect of the bullying materializes.

Included, as part of this policy, is "cyber-bullying." Cyber-bullying is the above prohibited behavior perpetrated with computers, cellular phones, internet websites, or any other electronic device.

Reporting

The Board of Education and Carey Schools prohibits bullying at any location or activity under the jurisdiction of the school system. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Students and/or staff are expected to immediately report incidents of bullying to the school administration. In addition, when another student tells them that they are being bullied or if they see bullying taking place it is the student's responsibility to report their knowledge to any member of the school personnel. Each complaint of bullying will be promptly investigated. The school system also prohibits retaliatory behavior against any complainant or any participant in the complaint process. Discipline may also be issued for a student who falsely reports incidents of bullying/harassment.

Intervention/Response

- Upon learning about a bullying incident, the administration shall interview those involved. The investigation may include interviews with other students, parents, and school personnel, review of school records; and identification of parent and family issues. Parents, custodial parents, or guardians of any student directly involved in a prohibited incident will be notified and informed of what intervention strategies are being utilized.
- Consequences for students who bully others shall depend on the results of the investigation and may include, but is not limited to, counseling; a parent conference; detention, suspension and/or expulsion. Depending on the severity of the incident, the administration may also take appropriate steps to ensure student safety, which may include reporting incidents to law enforcement agencies.

RULE 15 - SEXUAL HARASSMENT: A student should not harass another student or any staff member by using: unwelcome sexual advances, unwelcome physical contact, sexual remarks or any other action or speech that creates a hostile, intimidating or offensive learning environment.

RULE 16 - HAZING: Hazing means doing any act or coercing another, including the victim, to commit any act of intimidation toward any student or other organization that causes or creates a substantial risk of mental or physical harm to any person. Hazing also includes those actions taken and situations created in connection with initiation into or affiliation with any organization.

Hazing activities of any type are inconsistent with the educational process and are prohibited at all times. No student, leader of student organizations, or an employee of the District may plan, encourage, or engage in any hazing. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

RULE 17 - CHEATING/PLAGIARISM: Carey students are expected to abide by the fundamental principals of honesty with respect to their academic work. Cheating or plagiarism in any form is considered a serious violation of expected student behavior and may result in loss of credit and/or disciplinary action.

Cheating includes, but is not limited to : copying or attempting to copy another individual's assignment or allowing another student to copy information for an assignment or test; taking or receiving copies of a quiz/test/exam without the permission of the teacher; using or displaying notes, cheat sheets, or using other unauthorized material or information devices during a quiz/test/exam.

Plagiarism includes, but is not limited to the following: the submission of a work, either in part or in whole completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; submitting as your own any material prepared by another student or from uncited sources, including texts, reference and internet sources.

RULE 18 - COMPUTER TECHNOLOGY AND NETWORKS ADMINISTRATIVE GUIDE-LINES: Computer use is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administrators.

1. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
2. Network password security is the responsibility of the student.
3. Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
4. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
5. All non-school software and diskettes must be checked for viruses and approved for use by the District Technology Coordinator before being used on any computer and are subject to inspection and approval by school personnel at any time.
6. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator. Internet users must complete an Internet Use Consent form, which must be approved before using the Internet.
7. No student shall attempt to establish or establish computer contact into school district restricted computer networks or any other unauthorized databases.

RULE 20 - REPEATED VIOLATIONS OF DIRECTIONS, POLICIES, RULES, ETC:

A student should not repeatedly fail to comply with directions of teachers, counselors, teacher aides, administrators or other authorized school personnel during any period of time when the student is under the authority of school personnel.

RULE 21 - "Look-Out": Any student who warns or attempts to warn another student that a teacher/ aide/monitor, etc. is coming, thus causing the student who was violating a policy not to be caught, will be treated in the same manner as a student violating the rule.

D. Minor-Misconduct Code

1. INAPPROPRIATE DISPLAY OF AFFECTION

Students shall not be involved in public displays of affection of the following nature: embracing, kissing, fondling, etc.

2. STUDENT DRIVING & PARKING PRIVILEGES

All students who park their vehicles in the school parking lot will be required to register their vehicle with the high school office and purchase a school parking permit to be displayed in the vehicle. Students shall not abuse student driving and parking privileges. Failure to register or reckless operation of a motor vehicle on or near school premises will result in loss of driving privileges.

3. GAMBLING

Forms of gambling will not be permitted during the school day or at any school function. Administrative discipline will be issued according to the severity of the offense.

4. FORGERY AND LYING

Presenting false or erroneous information to the principal or any member of the staff will result in discipline.

5. AIDING AND ABETTING IMPROPER SCHOOL BEHAVIOR

Being an accomplice to school-related policy violations will result in administrative and/or teacher discipline.

6. ELECTRONIC DEVICES

Items such as cellular phones, electronic media devices, MP3 players, portable music players, electronic games, laser pointers, items that interfere with the operations of school electronic equipment, or **any items with connectivity to the school network, other than the student's school-issued Chromebook are prohibited during regular school hours.** CELL PHONES are to remain in the student's locker and not be turned on, used, or carried on the student's person during regular school hours (8:00 a.m.-3:03 p.m.).

Carey Schools discourages students from bringing the above mentioned electronic devices to school or school sponsored activities and will not be responsible if these items are lost or stolen. The appropriateness of electronic devices at school extracurricular activities or on busses will be left to the discretion of the administration, teachers, coaches, and/or bus drivers.

Items in violation of this rule may be confiscated, searched, and retained and the student may be subject to school discipline. **The minimum penalty for a cell phone violation will be a Saturday School.** In addition, the parent may be required to come in to school to pick up the item. Students who repeatedly violate this policy or are discovered actively using any of the above-mentioned electronic devices during regular school hours may be subject to additional discipline.

7. DRESS AND APPEARANCE

a) Wearing apparel should be chosen with the thought of health, safety, modesty, and creating a favorable environment for the individual and all students for learning.

- **Jeans/pants and other apparel that are severely distressed or contain holes are not permitted.**
- **Shorts and skirts should attempt to be no shorter than fingertip length with arms/fingers extended straight down to the student's side. Athletic style shorts, such as, Nike/Adidas athletic/running shorts, will be permitted as long as they are discreet in nature. Biker shorts are not permitted to be worn during the school day.** The administration reserves the right, at their discretion, to review, revise and/or revoke the shorts' privilege at any time.
- **Winter coats and jackets (including Varsity and stadium jackets) are not permitted to be worn to classes or during the regular school day.**
- Leggings must be of a very dark color (black and navy as examples, colors such as light gray, white, peach, pink, etc. are not permitted).
- All shirts, tops, dresses **must have sleeves**, must be of appropriate length, and must fully cover the midriff.
- Clothing that is severely torn, shredded, or frayed, as well as pajama type pants, are not permitted during the regular school day.

- Pants, shorts, etc. will also be worn such that undergarments remain fully covered and pants remain above the hipbone.
 - Sweatpants, shorts, or other types of pants with writing or large lettering on the rear end/seat area are prohibited.
 - Costume or costume accessories are prohibited during the school day unless specifically allowed during pre-approved Spirit Week Activities or activities of a particular club or organization
- b) Specifically the following items are not to be worn in school: All types of hats, **hoods**, tank tops and tops that have spaghetti straps (including dresses), **head bands** (unless they are serving a functional purpose (i.e. holding hair back out of face), V-neck and sleeveless undershirts, cutoffs, fish net shirts, jerseys not accompanied with an undergarment, and sunglasses.
 - c) Clothing, tattoos, and/or accessories that contain inappropriate language or pictures, make references in any way to alcohol, drugs, sex, or tobacco, or can be deemed by the administration to be racially/culturally insensitive are strictly forbidden.
 - d) Shoes that have an open heel (without a strap, i.e., flip-flops or clogs) may not be worn. Altering backless shoes by adding strings, rubber bands, etc. to be in compliance is also prohibited. **Crocs or similar shoes are not permitted.**
 - e) Jackets may not be worn to cover inappropriate dress.
 - f) Students may be sent home to change if they violate the dress code. Every effort will be made to correct the situation at school if possible. If an on-premise resolution is not available, discipline may be rendered. If a student is sent home, all time missed will be unexcused.
 - g) Students who repeatedly violate the dress code will be subject to disciplinary action at the discretion of the administration.
 - h) Dress shorts, culottes, and cutoffs (factory) may be worn to school if they do not violate 7a.
 - i) Bandannas, insignias, medallions and other jewelry, and other forms of clothing recognized as or believed to be used to denote gang affiliations are prohibited.
 - j) Chains and other items which may damage the school facility and property or pose a threat to the safety of students and staff may not be worn by students at any time.
 - k) **No jewelry is to be worn in any physical education class** or in other classes or activities that might create a potential health or safety risk or impairs the student's ability to participate in class activities.
 - l) It is permissible to use backpacks to carry school materials to and from school. However, backpacks are not to be used for class-to-class purposes and must be a size which does not obstruct locker doors from closing properly. *Drawstring bags are permissible to carry gym clothes/shoes to PE.*
 - m) Hair style and color should not be distracting to the academic process as determined by the discretion of the administration. Colors should attempt to reflect naturally-occurring shades. Students who fail to correct inappropriate hair color within the timeline provided by the administration may be placed in ISP until at which time the hair color is corrected.
 - n) **Prom/Homecoming Dresscode:** The following dress code guidelines must be followed or a person's entry into Prom or Homecoming may be denied or subsequent discipline issued:
 - Men should wear dress pants, dress shirt with a neck tie or bow tie, and vest or jacket. No blue jeans. Men are expected to wear a shirt under their vests at all times during the dance. Sleeveless T-shirts are prohibited.
 - Ladies outfits should only expose skin above the breast line, not in a deep V through it exposing the sides of the breast. The back of the dress should not fall below the natural waistline (belly button line).
 - In addition, there should be no bare midriff and the appropriate length of dresses shall be no shorter than knee length. Two-piece dresses are also prohibited.
 - *Please refer to Rule 8 under School Activities Regulations for additional Prom/Homecoming guidelines
 - o) **If there is any question as to the acceptability of appearance and wearing apparel, the administration will determine whether or not it is appropriate.**

8. MISUSE OF RESTROOM PRIVILEGES

Restrooms should be used for the purposes intended. When more than one individual is found loitering in a restroom, they are obviously not being used for the intended purpose. More than one student in a stall will result in discipline and referral action for all individuals in the stall.

D. Special Note

Any violation of federal or state statutes on school premises or involving school activities will result in appropriate discipline as well as notification of authorities.

GENERAL DISCIPLINARY PROCEDURES

The following is a list of procedures used to discipline students. The procedures are not necessarily followed in the order presented here. Each situation determines the proper procedure to be used. It should also be noted that discipline is a cumulative process. Failing to serve an assigned disciplinary action does not release the student of his/her responsibility for it. Sanctions will be assigned in addition to the prior obligations. All assigned discipline will be served.

A. Expulsion

1. Only the superintendent may expel a student from school and all school activities for a period of 80 days. This time may be extended according to state law.
2. The superintendent will give the student and his/her parent, guardian, or custodian written notice of the intended expulsion.
3. Upon request, the student and parent, guardian, or custodian will have the opportunity to hold a hearing with the superintendent or designee to discuss his action or otherwise explain the student's action. The administrator cannot order such a hearing in the event the student and parent, guardian, or custodian does not request such a hearing. Said hearing must not be less than three days, nor more than five days after the notice is given.
4. An official notice of the expulsion must be mailed within 24 hours to the parent, guardian, or custodian. This notice will include the reasons for the expulsion, the right of the student and parent, guardian, or custodian to appeal to the Board of Education or the designee, and the right to be represented at the appeal and to request the hearing to be held in private.
5. The appeal hearing may be held in executive session but the Board of Education may act upon the expulsion only at a public meeting.

B. Suspension

1. The principal or assistant principal will give written notice to the pupil of the intention to suspend and the reasons why.
2. The student will have an opportunity to appear at an informal hearing before the principal or assistant principal to challenge the reasons for the intended suspension and/or otherwise explain his actions.
3. If the student is to be suspended, he/she will be given a written notice of the suspension with reasons and length of suspension.
4. The parent, guardian or custodian shall be notified of the suspension by telephone, if possible. A copy of the notice of the action will be mailed to the parent, guardian, or custodian within 24 hours of the suspension. This notice must include the reasons for the suspension, the rights of the student and parent, guardian, or custodian to appeal the decision to the Board of Education or to its designee; and the right to be represented at the appeal and to request the hearing to be held in private.
5. The superintendent or his designee shall be notified immediately by telephone of suspensions. Copies of the written notice shall be sent to the superintendent, clerk of the Board of Education, and placed in the student's school record.
6. A student suspended out of school will be allowed to make up school work missed during the period of suspension, but can only receive up to 70% credit for work assigned on days missed. Tests/quizzes given during the period of suspension may be made up, but students will only be permitted to earn up to 70% of the total points assigned to the specific test/quiz.

C. In-School Placement

Students placed in In-School Placement will remain in the ISP room for the entire assigned period of time, including lunches. Students will receive credit for class assignments completed while in ISP.

D. Referral to Juvenile Court

E. School Service

At the discretion of the administration, work assignments may be offered as an alternative to other forms of discipline.

F. Saturday School

Saturday Schools are held from 8:30-11:30a.m. on designated Saturday mornings. Students assigned Saturday School detention will be expected to arrive at the school on the assigned date between 8:00-8:30 a.m. and bring work or appropriate reading materials with them to stay on task the entire time. Students will not be allowed to go to their lockers after they enter the building.

If a student fails to serve an assigned Saturday School or is removed from the Saturday School, he/she will have to make up the Saturday School and may be assigned additional penalties.

G. Privilege Denial

At the discretion of the administration, student privileges may be denied and/or revoked in cases of rules violations and/or acts which cause an embarrassment to the school or community. Privileges include: athletics, extra-curricular activities, field trips, dances, etc.

1. By Teachers

If a student's presence or behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, then the teacher may remove a student from curricular or extra-curricular activities under his supervision with the following conditions:

- a) Students are not to be removed from school premises. They are to be sent to the office of the principal or assistant principal.
- b) Removal of students shall be limited to no more than one school day for any single incident.
- c) The specific reasons for removal by the teacher must be submitted to the principal in writing as soon as possible (but no later than the end of the day.)
- d) If the principal or assistant principal reinstates a student prior to the hearing, the teacher, upon request, will receive written reason for the action. The teacher cannot refuse to reinstate a student even though reasons are given.

2. By Administrator

If a student's presence and behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, then the superintendent or principal may remove the student from the school premises, curricular, or extra-curricular activity:

- a) If it is intended that the pupil be removed from a curricular or extra-curricular activity for more than twenty-four (24) hours, a due process hearing must be held within three (3) school days, after the removal is ordered.
- b) The student's parent, guardian, or custodian must be notified immediately by telephone if possible, of the pending action and reasons for it.
- c) Written notice of the hearing and the reasons for the removal and any intended disciplinary action must be given to the student as soon as possible prior to the hearing.
- d) The person who ordered or requested the removal must be at the hearing.
- e) If suspension or expulsion is intended, the due process requirements must be followed.
- f) In all emergency removals, a student can be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension or expulsion.
- g) In all cases of normal disciplinary procedures where a student is removed from curricular or extra-curricular activity for less than twenty-four (24) hours, the due process requirement does not apply.

H. Administrative Detentions

Administrative detentions will last one hour and will be held on a day and in a room designated by the administration.

If a student fails to attend an Administrative Detention on the date it was assigned, the Administrative Detention will be reassigned for the next available detention time and the student could face additional discipline.

I. Parent Conference With Teacher

J. Demerits

1. Accumulation for grades 6-12 (accumulated through the year)

- 7 demerits are equal to 1 Saturday school
- 15 demerits are equal to 3 days in-school suspension
- 20 demerits are equal to 3 days out-of-school suspension
- 30 demerits are equal to 5 days out-of-school suspension and may result in charges being filed in court
- 40 demerits are equal to 10 days out-of-school suspension and may result in a recommendation for expulsion

2. Assignment for grades 6-12

Demerits should be assigned for the following violations in the following manner:

a. Tardy to class (other than 1st period), Disruptive, or Unprepared for Class/Other:

First offense	verbal warning
Second offense	1 demerit
Third offense	1 demerit
Fourth offense	teacher detention or discipline referral

NOTE: Students may not distribute/sell candy or food items from out-of-school fundraisers in the building. In-school fundraisers must be approved by the administration.

K. Teacher Detention

Teachers may assign detentions for up to one hour for infractions of classroom rules (examples: no gum, no book cover, writing on desks, being out of their seat, class disruptions, etc.). The student must have 24-hour notice of a detention assignment. Teacher detentions may only be served before or after school. Parents must be notified of the time of the detention. Failure to serve a teacher detention will result in a discipline report being filed by the teacher.



CAREY HIGH SCHOOL SUBSTANCE ABUSE PROCEDURES/POLICY

A. General Policy Statement

The Carey Board of Education recognizes chemical substance use/abuse as a community problem which may manifest itself within the schools. It is also recognized that chemical substance use, or misuse may lead to chemical dependency, a treatable medical disease. In addition, chemical substance use or misuse and/or dependency often produces inappropriate behavior within the school environment which may interfere with learning and the fullest possible development of each student. It is the policy to provide discipline as well as positive action to address chemical substance use, misuse, and/or dependency.

Positive action may include but not be limited to counseling, parental/guardian involvement, and support services. It is important to recognize that the program at Carey High School is NOT a treatment program, but one of intervention and prevention. Diagnosis, in-patient treatment, and aftercare are complex processes that require trained specialists. Instead, the Carey program goals are education, awareness, prevention, intervention, testing and referral.

B. Definitions

1. The school premises include all school buildings, grounds, buses, and other objects on school property (e.g., cars, motorcycles, bicycles, etc.) and any off-premises areas hosting a school activity (e.g., community centers, swimming pools, parks, other schools, etc..).
2. Drug abuse is the use of a chemical or substance, legal or illegal, which results in an individual's physical, mental, emotional, spiritual, and/or social impairment.
3. A seller is a person who has in his/her possession a quantity of controlled substance beyond what would be reasonable for his/her own personal use; or a person who can be shown beyond reasonable doubt to have given or sold drugs to other persons, or to have offered to give or to have offered to sell drugs to other persons.
4. A user is a person who uses drugs/alcohol in an unlawful manner or who is discovered to be in possession of/in control of legal or illegal drugs in the course of usual observation or upon the appropriate search in such a small amount as to indicate it for his own use.
5. A user who seeks help is a student who admits he/she is using drugs and/or alcohol and:
 - a) Asks for help from a member of the professional staff or other agency.
 - b) Is willing to discontinue the abuse of drugs and/or alcohol; and is willing to work with an appropriate staff member and/or agency in seeking a solution to his/her problem.

C. Student Drug Testing Policy

1. Carey High School has in effect a drug testing policy for student-athletes, extracurricular participants, and students who obtain a Carey High School Parking Permit. Details of this policy will be made available to students and parents at the beginning of each school year.

D. Counterfeiting Procedures

Counterfeiting Controlled Substances or "Look-Alikes" (as defined in the Ohio Revised Code 2925.01) are:

1. Any drug that bears or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it.
3. Any substance that is represented to be a controlled substance but is not a controlled substance.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
 - a) No person shall knowingly possess any counterfeit controlled substance.
 - b) No person shall knowingly make, offer to sell, or deliver any substance that he/she knows is a counterfeit controlled substance.

- c) No person shall make, possess, sell, offer to sell, or deliver any punch, die, plate, or stone, or other device knowingly or having reason to know that it will be used to print to reproduce a trademark, trade name, or other identifying mark upon a counterfeit controlled substance.
- d) No person shall sell, offer to sell, give or deliver any counterfeit controlled substance to any person.
- e) No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with the use of a controlled substance.
- f) No person shall directly or indirectly falsely represent or advertise a counterfeit controlled substance as a controlled substance.
- g) Whoever violates any one, part, or all of (a) through (g) of this section (Ohio Revised Code 2925.37) is guilty of a felony and will be reported to the Juvenile Officer of the Carey Police Department for possible prosecution. Conviction could result in maximum fines ranging from 1000 to \$5000 and a possible maximum jail term ranging from six months to 10 years.

E. Possession of Substance Procedures

Possession of any quantity of pills, joints, capsules, containers of alcoholic beverage, etc., of an illegal, legal, or suspected illegal mood-altering drug will result in the following:

1. Notification of parent/guardian.
2. Notification of police so that evidence can be garnered.
3. Suspension of 10 days and/or recommendation for expulsion.
4. Contact made by school with juvenile court probation department.
5. As an alternative to 10-day suspension, the student and his parent/guardian may be given the opportunity of taking a five-day suspension if they are willing to obtain an outside diagnosis to determine the existence or extent of the student's chemical dependence.

F. Prescribed or Over-the-Counter Medication Procedures

Students are required to follow Carey School Board Policy JHDC. This policy states that students in grades 7-12 are prohibited from bringing prescribed or non-prescribed drugs to school unless accompanied by proper documentation. All documentation must be submitted to the office prior to the administering of the medication.

For prescribed medication the proper form (available in the high school office) must include relevant information including the name of the medication, doctor's signature, parent's signature, dosage, and time intervals the medication is to be taken.

For non-prescribed or over-the-counter medication (Tylenol, aspirin, ointments, cold tablets, etc.) a signed note from the parent/guardian stating the type of medication and permission for the student to use the medication must be submitted.

Note: All medications will be required to remain in their original container and will not be maintained or administered by office personnel except in special circumstances. Any medications will be the sole responsibility of the student. In addition, medications are NOT to be shared between students.

G. Selling/Delivery of Chemical Substance Procedures

Procedures to be followed in disciplining a student for selling and/or delivering chemicals on school property or while at a school-sponsored event are:

1. Notification of parent/guardian.
2. Notification of police so that the evidence can be garnered.
3. Contact made by school with juvenile court probation department.
4. The student will be expelled from school.

CLOSED NOON LUNCH PROGRAM

All students are required to remain inside the building and eat lunch at school during one of the assigned lunch periods.

- A. Your school plate lunch includes 5 different food items. You may choose 3, 4, or all 5 items. If you know you are not going to eat an item, ask the server to omit that item.
 - 1. Prices on ala carte items are subject to change. Only one slice of bread per plate.
 - 2. Alternate choices will be available especially for vegetable or fruit.
- B. The lunchroom management and the administration expect your cooperation in the following areas:
 - 1. No crowding or cutting in the lunch line will be tolerated.
 - 2. The serving line is open the first 20 minutes of each lunch. Students must be in line during this time as food will not be served after this 20 minutes to allow for the cafeteria staff to prepare for the next lunch.
 - 3. All food must be eaten in the cafeteria.
 - 4. Clean up as you leave. No littering.
 - 5. Return all trays, utensils, paper items, and uneaten food to the proper areas.
 - 6. No outside pizza and/or fast-food is permitted without permission from the administration.
 - 7. Students are to remain in the cafeteria. Students are not permitted in the hallways or allowed at their lockers during lunch unless first given permission by cafeteria supervisor.

FOREIGN EXCHANGE STUDENT POLICY

The Carey Board of Education and Administration support the foreign exchange student program's theories and ideals. The school community will endeavor to make each student's visit rewarding and worthwhile.

A. Procedure

Parent-sponsors meet with and receive approval from the high school principal before arrangements are made with the exchange student program.

B. Recognition

- 1. Foreign exchange students with three or more years of high school training will receive a certificate and will be allowed to participate in the graduation ceremony from Carey High School. This is providing said student/s complete 7 credits consisting of English, American History, Government, and 4 electives.
- 2. We welcome visitors from foreign countries at Carey High School. However, those students who are not officially enrolled will be limited to a two-week visit.

SCHOOL ACTIVITIES REGULATIONS

- 1. Students must plan activities with the knowledge of the class and presence of class sponsor at a sponsor-approved meeting. Please schedule all high school activities with the principal so all parties that need to be notified will have a record of activities scheduled in the building.
- 2. Activities are to end by 10:30 p.m. through the week and by 11:30 p.m. on Friday and Saturday night.
- 3. Visitors to any Carey school function will be admitted only if escorted by a CHS student. School visitors and their CHS escort will be removed from any school activity if they are disruptive.
- 4. All school activities must be approved by the administration and placed on the activity calendar.
- 5. As a spectator at a CHS event, students must observe all rules and regulations that apply during a regular school day.
- 6. Pupils should work on extra-curricular assignments only when the teacher has arranged for the pupil to be excused from study hall and only when the pupil is under the direct supervision of the teacher requesting the special assignment. Any pupil needing to leave the school grounds during the school day should have special permission of the building principal.
- 7. Pupils authorized to attend a field trip or an athletic event must ride the bus to and from the activity unless permission to not ride has been given by the administration. Failure to comply with this policy could result in the non-participation in the CHS scheduled activity.

8. School activities will be specifically advertised as open to students in the middle school (grades 6-8), high school (grades 9-12), or both. Students may not attend an activity unless it is open to them. Those attending Homecoming activities, including dates/guests, must be in grades 9-12. Those attending Prom activities must be in grades 11-12. Guests for Prom, however, may be in grade 10 or a previous year graduate if no older than 19.
9. Official student publications (yearbook, etc.) are school activities and editorial control remains with the administration and/or its advisory personnel.
10. **All fees and fines must be paid in full before any student can attend and/or participate in the prom or graduation ceremonies.**

DRIVER EDUCATION

A. Annual Notice of Driver Education Availability

1. Students under the age of 18 are required to successfully complete a driver education before obtaining an Ohio driver's license. The course must be completed at a commercial driver training school.

FIELD TRIPS

Field trips are typically day-long academic activities that are held off school grounds. There are also other student travel opportunities that are part of the school's co-curricular and extra-curricular programs that may require overnight attendance or monetary costs for students. No minor may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office.

The Student Code of Conduct as well as attendance rules apply to all field trips. Students who violate school rules may lose the privilege to go on field trips. Students over their allotted school absences may also not be permitted to take part in field trips.

ATHLETICS

Carey Exempted Village Schools provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and the Ohio Athletic Association (OHSSA). Participation in these activities is a privilege and not a right. Students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing, and/or appeal rights in accordance with Board Policy 5610.05.

Athletic Eligibility:

The Carey Board of Education, in compliance with the established rules of the OHSAA, has developed the following guidelines for athletic eligibility:

- A. A student-athlete in grades 9-12 to be eligible during any grading period must have been in school and received credit during the preceding grading period equal to five units toward graduation. A student must also have obtained at least a 1.5 grade point average and have no more than one (1) failing grade for the quarter. *Note: Some Millstream courses may count as three separate grades.*
- B. A student-athlete in grades 7-8 to be eligible during any grading period must have been in school and received credit during the preceding grading period and must be passing 75% of all subjects. A student must also have obtained at least a 1.5 grade point average and have no more than one (1) failing grade for the quarter.

Note: The eligibility standards in A & B also apply to all other extra-curricular organization functions which participation in is not required for academic credit.

GRADUATION REQUIREMENTS FOR THE CLASS OF 2023

English	4	Speech, Finance Foundations, Financial Literacy, Marketing
Math	4	Principles, Comp. Tech., Graphic Design (2 of the 5)
Social Studies	3	1
Science	3	Computer Sci. 1/2
Physical Education	1/2	Health 1/2
		Electives 5
		<u>Total Credits 21</u>

Students must earn a total of 18 points on the seven Ohio End of Course Assessments as well as a minimum total of 4 points in English, 4 points in Math, and 6 points in Science/Social Studies to be eligible for a diploma.

STUDENT COURSE LOAD

Students may only schedule one study hall each day. The other seven periods must be scheduled with classes. If you choose to be a student aide, that counts as your allowed study hall. Students may schedule a maximum of eight periods of class.

College Prep Requirements - Students planning to enter a four-year college should include the following subjects as preparation:

- 4 years of Advanced English
- 2 years of lab science - Chemistry, Physics, or an Advanced Biology class
- Algebra I, Geometry, and Algebra II
- 3 years of Social Studies
- 2 years of same Foreign Language (three years suggested)
- 1 credit of Fine Arts
- Suggested electives: Trigonometry/Pre-Calculus, Composition I, Composition II, Calculus, and Statistics

College Credit Plus - High school students in grades 7-12 may participate in college courses while still attending high school. Academic credit earned and approved for high school credit shall qualify as credit toward high school graduation and as credit toward a degree or certificate at a college or university. Application information is available in the guidance office and all letters of intent must be submitted by April 1 to be eligible to participate in the program for the following school year. Students will be required to take a college entrance exam to participate in any CCP course.

Credit Flex Option - There are many options we already offer that fit into this program, such as: CCP and credit recovery through correspondence courses. These potential options will be expanded to include such possibilities as: testing-out, senior projects, distance learning, internships, service learning, or a research-based project. The rigor of such options would be substantial. The guidelines have been finalized and more information is available in the Guidance office.

TRAFFIC REGULATIONS AND STUDENT PARKING LOT RULES

The Board regards the use of bicycle and motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students: a responsibility in the care of property, in the observation of safety rules and in the display of courtesy and consideration toward others.

- A. All motor vehicles driven to school must display a high school parking permit and be registered in the high school office within the first two weeks of school.
- B. Cost of registration will be \$7.00 per vehicle. All motor vehicles that are driven to school must display a current permit on the rear view mirror.
- C. Any student whose car does not have a parking permit after the second week of school may lose her/his parking privileges or be charged an additional fee. Following an administrative review, a student may be disciplined for failing to register his/her motor vehicle with the high school office.
- D. All motor vehicles driven to school by students must be parked in the high school parking lot and remain there for the entire school day. Exceptions to this rule are as follows:
 1. Senior agriculture, senior marketing, and O.W.E. students who have jobs and will leave for work.
 2. Students who have doctor and dental appointments who drive and who have an early dismissal slip excused by the high school office.
 3. Other emergencies excused by the administration.
- E. Students are not allowed in the front parking area during the regular school day, including lunch. Any exceptions to this rule must be approved by the high school administration.
- F. Students will park in an orderly fashion, making sure they do not block the fire lanes and also the area directly behind the gym and agriculture shop. Trucks need to unload here and a wide lane must be kept open.
- G. Any unsafe display of operation of a motor vehicle will cause the student to lose the privilege of parking in the school parking area. In addition, parents and local police will be notified should unsafe operation be in evidence.
- H. Students are to park in their designated parking area. Bicycles should be parked in the bicycle rack.
- I. Students are reminded that vehicles parked on school grounds are subject to school policies including drug, alcohol, and tobacco provisions.

HALL PASSES

- A. All pupils moving from one area to another area during class time must have a valid hall pass (the student planner) signed by a teacher. Exception: Office helpers and teacher aides will wear an identifying pass.
- B. All passes must be secured from a teacher prior to the beginning of the period.
- C. Students cannot use another student's planner. Students using someone else's planner will be subject to discipline.

Penalties for loss of student planner:

- a. 1st time – Cost of new planner**
- b. 2nd time – Cost of new planner, detention, and parent notification
- c. 3rd time – Cost of new planner and Saturday School
- d. 4th time – Cost of new planner and 3 days in-school suspension
- e. No more planners will be issued

****Note:** The ability to purchase additional planners is subject to the available supply. The cost of a new planner will be \$5.50.

WORK PERMITS

Any student under 18 years of age and working after school must have a work permit. Your employer will insist that you complete the appropriate forms. These forms may be obtained through the high school secretary.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Carey Exempted Village Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Carey Exempted Village Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Carey Exempted Village Schools to include this type of information from your child's education records in certain school publications. Examples include but are not limited to:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- The School District Website;
- Internet Publications;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

If you do not want Carey Exempted Village Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by Sept. 2, 2022. Carey Exempted Village Schools has designated the following information as directory information:

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

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

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS) AND LIMITED USE OF RESTRAINT AND SECLUSION

As of September 2021, Ohio law requires school districts to provide yearly notice to parents about their procedures related to the requirements of positive behavior intervention and supports (PBIS) and the emergency use of physical restraint and seclusion, including the local complaint process. All policies regarding PBIS and the limited use of restraint and seclusion can be found on the board approved policy manual code (po 5630.01).

LOCKERS

- A. Lockers are the property of the board of education and are subject to inspection and random searches, including all contents thereof, by authorized personnel. This may be done at any time without regard to any reasonable suspicion. This is in accordance with section 331.20 of the Ohio Revised Code.
- B. The school assumes no responsibility for articles or books kept in lockers.
- C. All students are assigned lockers. Students are not to change lockers or share lockers unless directed to do so by the office. Students are responsible for any damages done to their assigned locker.

BOOKS/SCHOOL TECHNOLOGY

Textbooks/School Technology (Chromebooks) are owned by the Board of Education and loaned to the student. The student is responsible for every book/Chromebook issued to him/her. Students are responsible for the replacement cost of lost or stolen textbooks/Chromebooks if signed out to that student.

ACCEPTABLE USE POLICY FOR THE INTERNET

Definition and Purpose:

The Internet is a global electronic communications network, which provides vast, diverse, and unique resources. Our goal in providing this service to teachers, staff, and ultimately students, is to promote educational excellence in the Carey Exempted Village Schools by facilitating resource sharing, innovation, and communication.

Internet and device access is a privilege, not a right. Use of the network or devices shall be in support of education and research that is consistent with the mission of the district. Internet and device use is limited to those individuals who have completed the appropriate agreement forms and have received approval.

Rights and Risks:

Within reason, freedom of speech and access to information will be honored. Network administrators may review all files, keystrokes, devices, and communications to maintain system integrity and ensure that users are using the network and devices responsibly. **Everything performed on a district device; the district's accounts or the district's network is not private and is subject to investigation at any time.**

Responsibilities: Code of Conduct:

The following is not listed as a comprehensive code of conduct, but as examples of acceptable and unacceptable uses of the Network.

1. Individual network use will not disrupt other users or seriously reduce the performance of others utilizing the network.
2. Consent of other users is necessary before modifying or copying their files/data. Respect copyrights.
3. Be ethical and courteous. Defamatory, harassing or obscene mail, or discriminatory remarks are not allowed on the network. Use the network to access only educationally relevant material. Accessing or attempting to access, collecting or distributing pornographic, obscene, abusive, threatening, or any other inappropriate material found on the Internet is not allowed. (The administration will determine what is inappropriate.)
4. Attempting to disable or circumnavigate blocking or filtering measures such as GoGuardian and iBoss is strictly prohibited.
5. Use of personal electronic mail (not issued by the school) and chat rooms on school equipment is prohibited.
6. Students are not permitted to change computer and/on internet settings unless given express permission by the instructor or classroom monitor.
7. Computer hardware or software may not be destroyed, modified, or abused in any way. No stickers or markings should be placed on any district devices.
8. "Hacking" the system is not permitted.
9. The network is not to be used for commercial purposes.
10. Users are not permitted to intentionally waste limited network resources.
11. Do not reveal the personal address or phone number of yourself or others.
12. Do not communicate any credit card number, bank account number, social security number, or any other financial information of yourself or others.
13. Use of personal devices is prohibited unless special permission is granted for educational purposes. This includes all wearable devices with connectivity.
14. Respect the privacy of others, use only your username, email address and password and protect it from others. Students are not to share their Chromebook log in information (names/passwords) with other students.
15. Email communication is to be used for educational use only. You are not permitted to use group mailing lists unless authorized by a teacher or administration.
16. Unauthorized recording of any kind is prohibited.

Students must observe these guidelines, as well as those outlined in the student handbook. Failure to do so will result in penalties listed below.

Procedures for Use:

Students will be allowed to access the Internet only through their teachers for educational purposes that are consistent with the mission of the school district. No students may access the Internet without permission. Student use must be supervised at all times by a staff member.

All users must sign in on a login sheet before each use. Login sheets will be available for each terminal.

Penalties for Misuse:

Violating the guidelines, prohibitions, or the district's rules for computer/computer software/copyrights can result in the loss of network access and disciplinary measures implemented by teacher, network administrator, and/or the building principals.

Examples of possible penalties include, but are not limited to:

- Reduction of access and device privileges
- Loss of access and device privileges
- Disciplinary action such as, demerits, Saturday School, and In and Out of School Suspensions

****In addition, depending on the nature of the offense, administrative and/or legal sanctions may also be applicable.**

Students receiving the loss of privileges penalty will have their passwords changed during the penalty period. Teachers may request reinstatement of lost privileges for a student only for the purpose of completion of required assignments. A student reinstated under this provision must be supervised at all times. Notification to parents may be made at any penalty level.

Disclaimer: The Carey Exempted Village School District denies any responsibility for the accuracy or quality of information obtained through the network services; use of any such information is at the user's risk.

FIRE DRILL REGULATIONS

- A. Fire drill procedures for each classroom and major student area will be posted in those designated places. Instructors will go over those procedures with students on a routine basis.
- B. If the fire alarm sounds during lunch, students in the gym and the cafeteria are to exit to the rear of the building. Students should proceed to the area directly behind the school building. Lunch supervisors will be responsible for taking attendance at the rear of the building in a fire alarm situation. Students in class at this time will follow the regular evacuation procedures.
- C. If the fire alarm sounds during a class change, students are to evacuate the building from the closest exit and report to the nearest faculty member. Students will then be reunified with their previous period's teacher who will then take attendance.
- D. Students, upon exiting the building, should leave in an orderly fashion. No talking will be permitted during a fire drill. Students are instructed to exit the building and go to their assigned positions with their teacher.

TORNADO DRILL REGULATIONS

- A. Move calmly and quickly to your station. There is no talking during this drill. Students are to get into a crouched position, face the wall, and wait for further instructions.
- B. Doors and windows on the North and East sides of the school should be open to prevent pressure build-up within the school.
- C. We will communicate with the student body via our PA system. In the event that a power failure has occurred, we will use a system of runners to notify all stations of any necessary information.

