

# **East Community Learning Center**



## **East Community Learning Center Student Handbook**

**2011-2012**

# HOME OF THE DRAGONS

## East Community Learning Center Mission Statement

**Each day, all East CLC students will attend class on time, with all materials, and a respectful attitude geared toward success to promote high quality learning for all.**

### East CLC at a Glance

**Colors- Scarlet and Gray**

**Mascot- Dragon *Chang***

**Yearbook- The Minaret**

**Phone Number- 330-761-7928 (7-8)**

**330-761-7920 (9-12)**

**Team Name- Dragons**

**Motto- Spirit Wins**

**Newspaper- The Caravan**

**Fax Number 330-784-2015 (7-8)**

**Fax Number- 330-784-1859 (9-12)**

### School Alma Mater- Loyalty

**Sing a song of happy days,  
School days best of all.  
When we sing our loyal praise,  
East High we recall.  
East High first and  
East High last,  
East High best of all.**

**East High, we're loyal to you.  
We will give our best to you.  
In all our studies and play  
We'll be boosters of the  
Scarlet and Gray, and when  
All our school days are o'er  
And the years are passing by  
We'll be happy in the memories  
Of our Dear East High.**

**Lyrics by: Alvir Cook, faculty member, 1927**

## East CLC Directory

**Mrs. Gould- Building Principal 7<sup>th</sup>-12<sup>th</sup> Grade**

**Mrs. Embly-Program Manager 7<sup>th</sup>-8<sup>th</sup> Grade**

### Unit Principals

**Ms. Anne Burris 7<sup>th</sup>-8<sup>th</sup> Grade Unit Principal**

**Ms. Davis- 9<sup>th</sup> and 11th Unit Principal**

**Mr. Finney- 10<sup>th</sup> and 12th Unit Principal**

### Counselors

**Mrs. Sue Sparrow-7<sup>th</sup> and 8<sup>th</sup> Grade Counselor**

**Mrs. Jones- Hunter-9<sup>th</sup> and 11th Counselor**

**Mrs. Shaw- 10<sup>th</sup> and 12th Counselor**

### Administrative Support

**Mrs. Helen Zink-7<sup>th</sup> and 8<sup>th</sup> Grade**

**Mrs. Donna Philips-7<sup>th</sup> and 8<sup>th</sup> Grade**

**Mrs. Derr- Main Office Secretary 9-12**

**Mrs. Rubino- Secretary- 10<sup>th</sup> and 12<sup>th</sup> Grade**

**Mrs. Busch- 9<sup>th</sup> and 11<sup>th</sup> Grade**

### Custodial Staff

**Mr. Frame Head Custodian**

### APD Resource Officers

**Officer Palmer 7<sup>th</sup>-8<sup>th</sup>**

**Officer Williams 9<sup>th</sup> -12<sup>th</sup>**

**EAST COMMUNITY LEARNING CENTER  
SCHOOL CALENDAR DATES  
2011-2012**

**SCHOOL HOURS:** 7:20AM-2:33PM (7-8 STUDENTS)  
8:14AM – 3:27PM (9-12 STUDENTS)

**OPEN HOUSE:** September 22, 2011 (3:30PM-7:30PM)

**STAFF MEETINGS (2<sup>nd</sup> Tuesday of Each Month)**

August 30, 2011	February 14, 2012
September 14, 2011(Wed)	March 13, 2012
October 11, 2011	April 17, 2012
November 15, 2011*	May 8, 2012
December 13, 2011	May 22, 2012
January 10, 2012	June 8, 2012

**WAIVER DAYS-Non Student Days**

August 31, 2011  
November 8, 2011  
January 20, 2012 City-wide In-service  
March 1, 2012

**INTERIM DATES**

September 22, 2011	3:30PM-7:30PM	<b>East CLC 7<sup>th</sup>-8<sup>th</sup> Dedication at 5:30PM</b>
December 8, 2011	3:30PM-7:30PM	
February 16, 2012	3:30PM-7:30PM	
April 26, 2012	Mail Interim Reports	

**STUDENT ORIENTATION**

August 24, 2011	6:00PM-8:00PM	Middle School 7-8
August 25, 2011	6:00PM-8:00PM	High School 9-12

**PROM**

May 2012 Location TBD

**GRADUATION**

June 6, 2012

- **Special Election in September and May**
- **Election Day is the 2<sup>nd</sup> Tuesday In November**

## EAST HIGH SCHOOL

### BLT MEMBERS

John Dever, AEA	Janet Biedenbach	Don Mace, AEA
Michael Eberhart	MaryAnn Lawson	Karl Konigsberger
Joan Gipson	Diane Swidarski	Kim Gillenwater
Randy Henley, AEA	Felisha Gould	Alisa Gross-Dann
Eric Homa	PTA Presidents (7-12)	Nicki Embly
Pamela Jones		

### BLT MEETING DAYS (1st Tuesday of Each Month)

September 6, 2011	February 7, 2012
October 4, 2011	March 6, 2012
November 1, 2011	April 3, 2012
December 6, 2011	May 1, 2012
January 4, 2011(Wednesday)	June 8, 2012 (if needed)

### SIP MEETING DATES (3<sup>rd</sup> Monday of Each Month)

September 19, 2011	January 23, 2012	May 21, 2012
October 17, 2011	February 27, 2012	June 2012 TBA
November 21, 2011	March 19 2012	
December 19, 2011	April 16, 2012	

### IAT MEETING DAYS (4<sup>th</sup> Tuesday of Each Month)

September 26, 2011	February 28, 2012- (Tuesday)
October 24, 2011	March 26, 2012
November 28, 2011	April 23, 2012
January 30, 2012	May 31, 2012 (Thursday)

## GRADING PERIODS

1 <sup>ST</sup> nine weeks	09/01/11 – 10/28/11
2 <sup>nd</sup> nine weeks	10/31/11 – 01/20/12
3 <sup>rd</sup> nine weeks	01/23/12 – 04/5/12
4 <sup>th</sup> nine weeks	03/23/12 – 06/08/12

We, at East CLC, are constantly working to help young people improve. It is important that young people do well academically and behaviorally. Academic achievement is measured during each nine-week period and is recorded on the report card. Along with these achievement grades are citizenship grades. Together they show the attitude and academic progress of your child/children. **Interim Progress Reports & Conferences** are completed the fifth week of each grading period. Written notice of students' progress can be picked up at evening conferences. Please check dates on the **School Calendar Dates** page. **Grade Cards:** Students receive a grade card every nine weeks. Grade Cards will be mailed home with students for the first 3 grading periods. The final grade card for the year will be mailed home.

Percentage	Letter Grade	Grade Point Average
93-100	A	4.0
90-92	A-	3.8
87-89	B+	3.2
83-86	B	3.0
80-82	B-	2.8
77-79	C+	2.2
73-76	C	2.0
70-72	C-	1.8
67-69	D+	1.2
63-66	D	1.0
60-62	D-	0.8
0-59	F	0.0

### **CITIZENSHIP RATINGS**

- **EXCELLENT (1)** – Usually cooperative in every way. This student is courteous, considerate and assumes responsibility well. He/she participates in all class activities and contributes toward the betterment of the group. He/she does a quality of class work consistent with ability in the subject and has excellent habits.
- **GOOD (2)** – Above average. This student cooperates well. He/she is dependable, attentive and courteous. He participates in class activities. He does a quality of work consistent with ability in subject matter and has good attendance habits.
- **AVERAGE (3)** – This student cooperates, is usually dependable, attentive and courteous. He/she usually participates in class activities and puts forth reasonable effort and has satisfactory attendance habits.
- **POOR (4)** – Below average. This student frequently displays negative traits. He/she does not cooperate well, is not dependable and is generally a poor citizen.
- **UNSATISFACTORY (5)** – Very poor. This student is uncooperative, shows no effort has no desire to become a better citizen. He contributes nothing to his school.

**GRADING PERIOD IS NINE (9) WEEKS DON'T HOLD ONE INCIDENT TO DETERMINE RATING. All grades and citizenship must be recorded in the computer at the end of each grading period.**

**The consequences listed in this handbook are only a guide and are subject to the decision of the Principal and the Assistant Principals. The BLT may amend the East CLC Student Code of Conduct to ensure the safety, security, and appropriate educational environment for all students and staff.**

## Code of Student Behavior Akron Public Schools

VIOLATION	Mandatory Recommend ation for Expulsion	Mandatory Suspension	Suspension/ Expulsion or Lesser Penalty
1 A. Bringing or possessing a firearm (as defined in the federal Gun-Free Schools Act of 1994) on school property, in a school vehicle or to/at any school-sponsored event is a mandatory expulsion for not less than one calendar year.	X		
1B. Possession of a weapon or use of a weapon against another person. (See definition of weapon on last page.)	X		
1C. Bringing or possessing a large knife (over 2 1/2 inch blade).	X		
2. Selling, attempting to sell, or giving controlled substances, dangerous drugs, and counterfeit drugs, intoxicating substances or alcohol. These infractions may be reported to the police.	X		
3. Setting or attempting to set a fire.	X		
4. Physically assaulting, a staff member. This infraction may be reported to the police.	X		
5. Persistent or flagrant violation of the CODE OF STUDENT BEHAVIOR following transfer to a new school setting for adjustment reasons.	X		
6. Verbal assault on a staff member, (abusive or threatening language). See consequences of assault on last page.	X		
7. Extortion.		X	
8. Gambling.		X	
9. (Code #9 not in use).			
10. Falsifying: a report against a staff member, other students, parents), guardian(s), a witness statement, providing false identification and/or forgery.		X	
11. Setting a false alarm, filing a false bomb report, or making a false report to any agency which provides emergency services.		X	
12. Smoking or using tobacco.		X	
13. Possessing, concealing, or using intoxicating substances such as alcohol or drugs.		X	
14. Intentionally or recklessly causing or threatening physical or emotional harm to another or behaving in such a manner as to present an imminent risk of such harm. (An unwarranted, unprovoked physical/sexual assault on another student may rise to the level of expulsion, up to one year).		X	
15. Possession of explosives or use of explosives.		X	
16. Dress code violations			X
17. Possession of fireworks or use of fireworks.		X	
18. Trespassing.		X	
19. Theft.		X	
20. Gross insubordination—failure to comply with directions or otherwise acting in defiance of school authority after specific warning of becoming grossly insubordinate and in the presence of others.		X	
21. Intentionally or recklessly damaging school or private property, or behaving so as to present an imminent risk of such damage. (May rise to level of expulsion, up to one year).			X
22. Persistently being absent for or late for school or classes.			X
23. Unauthorized use of school or private property, including internet access.			X
24. Possessing counterfeit controlled substances or items used in conjunction with marijuana or illegal drugs.			X
25. Possessing any substance containing tobacco, including items used in conjunction with tobacco.			X
26. Refusing to accept discipline or punishment, such as failure to serve a detention or submit to other forms of punishment.			X
27. Insubordination, such as failure to comply with directions of school personnel or otherwise acting in defiance of school authority.			X
28. Aiding or abetting any violation of this CODE.			X
29. Engaging in sexual activity: possession or distribution of pornographic materials.			X
30. Using profane, vulgar, racist, sexist or other improper language or gestures.			X
31. Hazing, (Hazing as defined in Board Policy 5516)			X
32. (Code #32 not in use).			X
33. Violation of classroom rules.			X
34. Possession of laser pointers, beepers, cellular phones, or any electronic/communication devices will result in confiscation			X
35. Bullying/harassing /intimidation (bullying as defined in Board Policy 5517.01)			X

## ATTENDANCE

By law, your child/children must attend school. Schools are required to register a complaint with the Court of Common Pleas, Juvenile Division for any students with excessive unexcused absences. The penalties include mandatory mediation, mandatory parenting classes, up to seventy (70) hours of community service, up to a \$2,500 fine and/or a \$500 bond, and up to six (6) months in jail. Referrals will be made for students with any of these attendance patterns:

- Seven (7) consecutive unexcused absences
- Ten (10) unexcused absences within a month
- Fifteen (15) unexcused absences during a school year

When a student is absent from school, one of his/her parents or guardians must report the absence (information should include name of student, grade level, reason for absence, and identity of the person calling) by calling the school office before 10:00 a.m. the day of the absence, or sending a written excuse on the day the student returns to school in the event a phone call is not possible. The Akron Public School automated attendance system will call the homes of absent students who have not followed proper absence procedures. (NOTE: If absence is expected to extend over several days, the parent may indicate so during the original call. Otherwise, a call is expected for each day of absence.)

If the student needs to be released during the school day, **he or she will only be released to a parent or persons listed on the emergency card.** Student must also be signed out at the Main Office. If a student becomes ill and needs to leave the building, he/she must sign out at the office.

### Excused and Unexcused Absences

Reasons for **excused** (or authorized) absence include:

1. Personal illness or injury, or illness in the family.
2. Funerals (of immediate family or relative).
3. Religious holidays.
4. Medical and dental appointments with verification.
5. College Visits
6. Appointment at the Board of Education, Child Guidance Center, or court appointments.
7. Emergencies or any set of circumstances judged as sufficient cause by the principal.

**Written verification will be required from the doctor, dentist, or place of appointment** for the time away from school. **This note must be brought back from the appointment or returned the next school day.** When this note is received, the student's tardiness to school or absence will be excused. Again, please be aware that this is for medical and dental appointments only.

The student is considered present and permitted to make up all work for the class time he/she missed as a result of the following situations:

1. Field trips (authorized by the principal).
2. School activities, such as athletic team events, musical performances, etc., which are authorized by the principal.

The student is marked absent (unexcused/unauthorized) and is **not** permitted to make up class work for these reasons:

1. Oversleeping
2. Shopping trips
3. Hunting, fishing, or similar reasons
4. Weather
5. Flicking or truancy
6. Transportation (ie. car trouble)

The principal has the authority to make the final decision in determining an excused or unexcused absence from school.

## **EMERGENCY CARD**

All students are required by state law to have an Emergency Card on file at their school. **Students will only be released to those individuals listed on their Emergency Card.** Please call the school office with any contact information changes, such as phone numbers, addresses, guardianship, etc.

## **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or to Human Resources. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or the Department of Human Resources. Complaints against the building principal should be filed with Human Resources.

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

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

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

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

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

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

**"Bullying"** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these.

Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1. Cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3. Cyberbullies do not have to own their own actions, as it is usually very difficult to identify Cyberbullies because of screen names, so they do not fear being punished for their actions; and
- 4. The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission is all but been erased when it comes to cyberbullying activity.

**Cyberbullying** includes, but is not limited to the following:

Posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog; Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill; Using a camera phone to take and send embarrassing photographs of students; posting misleading or fake photographs of students on web sites.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

**"Menacing"** includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

**"Harassment, intimidation, or bullying"** means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property or
- C. creating a hostile educational environment

**"Staff" includes all school employees and Board members.**

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

**For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.**

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

### **Education and Training**

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

The Superintendent may develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

**This policy applies to all allegations of aggressive behavior not otherwise covered by any other Board policy.**

### **HAZING**

Hazing activities of any type are inconsistent with and disruptive to the educational process and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities. All staff shall report such activities or potential activities to their supervisor.

### **EMERGENCIES**

Every student must have an emergency card on file in the records office. All necessary emergency information, including parent's daytime phone numbers, must be listed. If a student becomes ill during the school day and cannot attend classes, the parent will be notified for authorization to release the student. A student may not leave the building or go home without authorization from the unit office.

### **EXAM POLICY**

All students must take exams in all classes. The principal or assistant principal must approve variations. Failure to make up exams will result in an F grade on the exam. No incompletes will be given for exams.

### **ELECTRONIC DEVICES**

In order to avoid disruption of the educational environment and protect APS students' rights of privacy, student possession of cellular telephones and camera phones, satellite or electronic communication devices of any kind, laser pointers and attachments, paging devices/beepers, and personal digital assistants ("Prohibited Devices") are prohibited in school facilities during school hours, at school-sponsored events, and on school transportation provided by the District, except with regards to the limited permitted exceptions expressly set forth below in this policy. Student possession of radios, headsets, portable compact disc players, portable DVD players, hand-held computer games, and IPODs ("Absolutely Prohibited Devices") are absolutely prohibited in school facilities during school hours, at school-sponsored events, on school transportation provided by the District, except with regards to the limited permitted exceptions for school-sponsored events expressly set forth below in this policy.

Limited Permitted Exceptions for Possession of Cellular Phones, Prohibited Devices, and Absolutely Prohibited Devices:

- A. **Instructional Uses:** Technology including, but not limited to, laptop computers and personal digital assistants intended and actually used for instructional purposes, will be permitted, but only if first approved by the teaching staff and only if used in accordance with the direction or supervision of the teaching staff.
- B. **Locker Storage:** Students may bring cellular telephones or Prohibited Devices to school with them during the school day, including on school-provided transportation, so long as the cellular telephones or Prohibited Device remains out of sight in the off mode (not the vibrating mode) and is stored in the student's locker, if the student is assigned to his/her own individual

locker. The act of storing and retrieving the phone from the locker shall be an exception to the out-of-sight rule. It shall be the student's responsibility to allow enough time to visit his/her locker before and after school and to make sure that the device is secure.

- C. **School-Sponsored Events:** In recognition that there may be differing circumstances that may make it appropriate or necessary for cellular telephones, Prohibited Devices or Absolutely Prohibited Devices to be in a student's possession at certain school-sponsored events, the sponsoring school authority for the event may permit these devices to be in the possession of the student at the event, but these devices shall be kept turned off (not in vibrating mode), shall be kept out of sight and shall not be used at the event, except with the approval of the school authority in charge.

## **CONDUCT AND BEHAVIOR IN SCHOOL, TO AND FROM SCHOOL**

Rules and regulations are necessary so that we know what is expected of us. East CLC follows the **Code of Student Behavior** adopted by the Akron Board of Education. In addition, the school has established rules and regulations.

We want to work with every student who is experiencing problems. Students are to see their teachers, counselors, or assistant principals as major problems may result in suspension or referral to the Board of Education administrative offices. The conduct and behavior of students to and from school is the responsibility of the student and school together. Students are to conduct themselves in an orderly fashion en route to and from school. **This includes**, in addition to the Akron Public Schools' Code of Student Behavior, **staying out of the streets and walking on the sidewalks**, and respecting the property and rights of others as you would have them respect your rights. Consequences may be issued by the school for Code violations.

## **FIRE AND TORNADO DRILLS**

### **Fire Drills**

Law requires monthly drills. Each room will have the fire exits/routes posted. The building will be evacuated whenever the fire alarm sounds. When the fire alarm sounds, under the direction of the teacher, students are to immediately leave the building by the correct exit. If a student is in the hall, office, or restroom when the fire alarm sounds, leave by the nearest exit. All teachers who are unassigned should assist in moving students to the exits as quickly and quietly as possible. All windows and classroom doors should be closed. Teachers are to make sure that all of their students are out of their rooms and accounted for.

### **Guidelines for Monthly Fire Drills**

- Teachers will ensure a fire exit direction sign is posted in their room(s) at all times.
- Teachers will: 1) notify all students of the evacuation route to be used; 2) point out and discuss the sign/placard and floor plan direction sheets; and 3) supervise evacuation of the room and insist there be no running or talking; both during the evacuation as well as upon reentering the building after the "all-clear" is given by the bell signal.
- Close doors; lights do not have to be turned off. NOTE: All fire doors also must be closed. The last class from the top floor should ensure the fire doors are closed.
- Students are not to take books or stop at their lockers.
- Maintain a straight-line order once outside.
- Return to the building when the "all clear" signal (bell) is given. Use the same route in returning.

## **DISASTER/TORNADO DRILLS**

Law requires monthly drills during the months from March to June (tornado season for this area of the United States). If the alarm is sounded for a tornado/disaster drill, follow the directions of the classroom teacher, as each room has an assigned location in the building to report to. Students are to remain at that

location until the "all clear" bell is sounded. If a student is in the hall, office, or restroom when the alarm sounds, he/she is to assume the disaster drill position with the closest teacher and group of students.

**Important Note:** All drills are to be done under the direction of the classroom teacher and in a quiet, orderly manner. (Absolutely no talking so that students can hear the direction of supervising personnel).

## **HEALTH AND MEDICATION**

If a student becomes ill at school, students should receive permission to see the Health Aide. The Health Aide will only distribute band aids for cuts and ice for bumps and bruises. Students **must have a written pass** if they are reporting to the health aide's office.

Students who become ill will be sent home as soon as parental permission is obtained. Students are not to leave the school building for any reason unless they are excused by the office and properly signed out in the Attendance Office.

If a student suffers from a chronic physical problem for which school adjustment may need to be made, parents or guardians must provide the school with a verified medical excuse. Students who must take prescribed medication during the school day must do so through the supervision of the Health Aide. A request form to dispense medication at school must be completed by the student's physician and parent/guardian and be on file at the school. School personnel may refuse to permit any child to take any medication during school hours or supervised school activities unless such a signed statement is furnished.

Students who require crutches and are in need of an elevator key must have a release from the physician to return to school. If a student has a cast and is unable to write in class a note will be provided to the classroom teacher requesting assistance in the classroom and timeframe to complete assignments.

**Students are not permitted to carry any prescription or over-the-counter medicine with them during the school day.**

## **HOMEWORK AND MAKE-UP WORK**

Homework is given in the academic areas and in the special subject areas. It is the student's responsibility to see that homework is completed. **Failure of a specific subject can result if assignments are not completed.** Turn in all homework assignments when due in order to avoid the hassle of detentions, essays, etc.

When absent, it is the responsibility of the student to find out what work has been missed and make it up with the teacher. The number of days a student is given to make up work is equal to the number of days absent from school.

If a student is to be absent for five days or more, the parent may contact the counselor to request assignments, which should be available 24 hours after the request is made. Once the work is issued, it is considered the same as if the student were in school. All work is expected to be completed upon the day he/she returns. Failure to do so will result in zeros being issued for the work not completed with no further chance of makeup. **\*NOTE:** This does not apply to students who are suspended from school. They are, however, entitled to the same homework privileges as outlined in the second paragraph of this section.

## **VISITORS/CONFERENCE VISITS**

Students are not permitted to visit other schools. *Suspended* students are also not allowed on school property. Students from *other schools* are not permitted on school property. This is called trespassing and could lead to arrest and/or suspension.

Persons on official school business shall report to the main office and must sign in. Parents requesting conferences with teachers should call for an appointment. ***Please note that teachers must be given 24***

***hours notice of an intended conference.*** (Every teacher has a scheduled conference period; therefore, they cannot and/or will not be called from class for conferences.) By calling the school, arrangements can be made for a conference. This will insure that the teachers concerned will be available and not involved in teaching or another activity.

### **PLEDGE OF ALLEGIANCE**

The Akron Board of Education, in response to Senate Bill 140, adopted a policy requiring all students and staff to recite the Pledge of Allegiance to the Flag of The United States daily, in the hopes that this activity will help foster and perpetuate the ideals, principles, and spirit of our Republic and our Democratic form of government.

All students and faculty members will be expected to join in the staff salute to the flag unless their religious, personal, or political convictions prohibit them from participating in this activity. If parents do not wish their child to participate in the Pledge of Allegiance, notification of your preference, in writing, should be addressed to the building principal. Students who are excused from participation may stand or sit quietly during the Pledge.

Any student who is disrespectful or disruptive during the Pledge will be subject to disciplinary action. Likewise, any student who is disrespectful to those students who do not choose to participate will also be subject to disciplinary action.

We hope that the recitation of the Pledge of Allegiance on a daily basis will be a positive activity in our school, helping to promote our country's democratic heritage.

### **VIDEO SURVEILLIANCE AND CAMERAS**

To ensure the safety and security of the students and staff, East CLC will be equipped with video cameras throughout the inside and outside of the building. The cameras are on and recording 24 hours a day and will be constantly monitored by the administration, Akron Police, and East CLC Security.

# EAST COMMUNITY LEARNING CENTER

## MIDDLE GRADES

### 7<sup>th</sup>-8<sup>th</sup>

Discipline in the school is a shared responsibility between parents and the school. As educators, our goal is to provide the best educational environment possible for all students. To accomplish this goal, parents and teachers must work as partners to:

- Provide a safe secure environment for all students.
- Provide an environment that is free from disruption.
- Support teachers and good teaching.
- Insist that students be in school, on time, and prepared to learn.

To continue to be effective, East CLC 7<sup>th</sup>-8<sup>th</sup> must be able to enforce rules, policies, and procedures with the support of parents. Please consider the following suggestions when working with your child/children and the school:

- Have your child/children be responsible and accountable for their behavior.
- Let your child/children experience disappointment and failure. It is part of growing and maturing. Setbacks should be viewed as opportunities.
- Teach your child/children to accept the consequences of their behavior.
- Realize school rules, procedures, and policies are for all students, and there are not separate rules for any students.
- Be open-minded when you are contacted by the school.

We, like you, are dedicated to helping your children find success in school and life. If students can do well in school, they have a better chance to succeed in life. Our goal can best be accomplished when we all work together. Hopefully, the policies written in this handbook will help your child/children stay in school, be accountable for his/her actions, and achieve success.

### **POSITIVE BEHAVIORAL SUPPORTS**

Positive Behavioral supports are a positive and effective alternative to traditional methods of discipline. PBS methods are researched-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a safer environment, increased academic performance and a more positive school climate. To learn more go to [www.akronschools.com/pbs](http://www.akronschools.com/pbs).

### **SAFETY NOTES/CONCERNS**

In an attempt to assist the school administration's efforts to provide a safe entry and departure to and from school for our students, we are asking you to please consider the following.

**Enter and Exit** the school on Brittain Road. When dropping off your child in the morning, drive up the driveway and pull all the way around the circle. **Please do not block the driveway or circle.** Do not stop in the aisles of the parking lot waiting for your child/children to enter the building. If you choose to wait, find an appropriate parking spot. Parking in the aisles creates an unsafe situation for all. We ask that your child/children be prepared to exit the car immediately; students' delay in exiting their vehicles oftentimes creates traffic jams.

**THE SCHOOL DAY** The building opens to students at 7:00 a.m. for breakfast. Students arriving for breakfast are to report directly to the cafeteria. Those students choosing not to have breakfast will report to the gymnasium. Breakfast will end at 7:20a.m. Students should not congregate in any other areas of the building. All students will enter the building through the

Brittain Road entrance. Students may not leave school grounds unless they are with or excused by parents/guardians who are on their emergency cards.

### REGULAR BELL SCHEDULE

0	1	2	3	4	5	6	7
7:20-8:10	8:14-9:04	Announcements 9:08	10:07-10:57	11:01-11:51	11:55-12:45	12:49-1:39	1:43-2:33
		Class 9:08-10:03	Lunch				

### EAST READS BELL SCHEDULE

0	1	2	3	4	5	6	7
7:20-8:10	8:14-9:04	Announcements 9:08	10:07-10:57	11:01-11:51	11:55-12:45	12:49-1:39	1:43:233
		East Reads 9:08-9:25	Lunch				
		Class 9:25-10:03					

### HOMEROOM

Entry bell will ring at 7:20 a.m. Students are to be in homeroom and seated by 7:24a.m. If a student is tardy, he/she should report to the main office to sign in. Attendance is taken in homeroom. Students are to listen to all announcements with desks cleared except for their East CLC Planners and SSR (Silent Sustained Reading) books. After 7:24a.m., the student is to report to the Main Office, where they will be required to sign in to school and receive a tardy admit slip to class.

### TARDINESS TO SCHOOL

**Unexcused Tardies per Semester:** Tardies **are not** accumulated for the entire year; each semester the student can begin anew.

- Tardy 1-3                      Caution slip from the office
- Tardy 4                         Letter home from the assistant principal.
- Tardy 5-7                      1-Friday Detention.
- Tardy 8-10                     1 Day ISI
- Tardy 11-15                  2 Days ISI
- Tardy 16+                     2 Days ISI and parent conference

### TARDINESS DURING THE SCHOOL DAY

During the school day, students are to be in class and in their seats when the bell rings. Students late to class will enter class without disrupting the learning environment. Classroom teachers will issue penalties for the first and second tardy to class. The 3rd tardy and subsequent tardies per year will be referred to the office.

- 3<sup>rd</sup> tardy= Wednesday/ Friday detention**
- 6<sup>th</sup> tardy= 1 day of ISS**
- 9<sup>th</sup> tardy = One day OSS**
- 12<sup>th</sup> = Two days of OSS**
- 15<sup>th</sup> and beyond= Three-Ten days OSS**

## **FLICKING**

Flicking is truancy from class or the failure to be present in class without permission from the teacher of that class or a school official. Students who are not in class for 5 minutes or more during any class period will be considered flicking. Flicking is a purposeful act and will result in Out-of-School Suspensions. The following are the consequences for flicking a class:

- **1<sup>st</sup> offense = One day of ISS**
- **2<sup>nd</sup> offense = Two days of ISS**
- **3<sup>rd</sup> offense = One day of OSS**
- **4<sup>th</sup> offense and beyond=Two-Ten days of OSS**

## **REFUSING STAFF MEMBER'S ASSIGNED DISCIPLINE**

The student is referred to the office and is subject to a "suspension, expulsion, or a lesser penalty for failure or refusal to serve punishment or discipline." (See **Code of Student Behavior #26**.) If the assigned discipline was a classroom detention, the student will be issued a written reminder (detention card) at the time the detention is issued. A list of assigned detentions is also posted in the cafeteria as a reminder. The student will be given 24-hours to notify parent or guardian that he/she has a detention. If a student refuses to serve a teacher's classroom detention, additional consequences will be issued.

## **VIOLATION OF SCHOOL RULES**

Students will be responsible for following the rules/policies as set forth in the student handbook, as well as additional rules that pertain to the daily operation of the school. Infractions will be dealt with on an individual basis, unless specifically designated in the student handbook, as specified by the Akron Public School's Code of Student Behavior.

## **TEXTBOOKS**

Books are issued to students and become their responsibility for proper care. Students are to place their name and teacher's name inside the front cover of each book and ensure that each book is covered. (Regular book covers are desired; however, paper grocery bags work well.) Doing so will avoid the hassle of detentions and/or fines. Books are expensive; excessive wear and tear is not normal and students will be charged for such at the end of the year. Two-year-old books, which are lost, will be charged 75% of the full price; 50% of the full price is charged thereafter. Misplaced books will be turned in to the counselor or assistant principal. Report card holds will be issued for lost and/or damaged books. This also includes library fees.

## **BOOKBAGS**

**In order to provide for the safety and security of students, only clear or mesh bookbags may be brought to school.** Mesh Bookbags are available for purchase, upon request, in the Main Office.

## **STUDENT REQUEST SLIPS**

Students must completely fill out a Student Request Slip for all office business; this includes seeing their counselor, principal, a bus pass, or other non-emergency business. Students must put their first and last name on the request slip. Teachers and each office have a supply of these forms.

## **BUS PASSES AND RULES**

Free bus passes are available to students who live two or more miles East CLC. These may be obtained from the Main Office. Students will board buses on Brittain Road. Students are required to be out at the buses no later than 2:35p.m.

All students must realize that they are:

- To show their bus passes daily and get on the bus at the stop closest to their home.
- To remain in their seats while on the bus and to get on and off the bus in an orderly, courteous manner.
- To refrain from any acts which endanger the safety of other riders. **(Students who engage in fighting on the bus WILL BE REMOVED FROM THE BUS IMMEDIATELY in the interest of safety.)**
- Not to consume food or beverages while riding the bus.
- Not to pass, loan, or borrow bus passes. Replacement for the loss of a bus pass is costly, so handle the pass responsibly. Lost bus passes are replaceable at \$2.00 for each occurrence. They may be purchased by completing a student request slip in homeroom. The Main Office will notify the student when they are in and call the student to the office for pick up.
- To follow any directions given by the bus driver. If a driver feels an incident must be reported to the school, the handling of the situation will be resolved by an administrator in a manner which is deemed appropriate and in the best interest of all concerned. (Parents, please do not confront the bus drivers directly about problems. Instead, all adult concerns are to be taken directly to the school office.)

When a student is not in possession of his/her bus pass, the driver may deny him/her transportation. In addition to the above, the Akron Board of Education's **Code of Student Behavior** as well as East CLC policies and regulations apply to all bus students. Violation of any of these rules or regulations will result in disciplinary action, to include, but not limited to, suspension of bus riding privileges and/or suspension from school.

### **CAFETERIA: BREAKFAST PROGRAM AND LUNCH PROGRAM**

The breakfast program is open to students at 7:00 a.m.; students will be escorted to the cafeteria. Students will be admitted to breakfast until 7:00 a.m. Students are not to go to their lockers first, but are to go directly to the cafeteria. Students will enter the building through the Brittian Road entrance.

### **Breakfast**

Is available to the entire student body at no cost.

### **Lunch**

Full Price = \$2.25\*

Reduced Price = \$ 0.40\*

\*(Prices are subject to change)

Good manners are important, and the following rules are to be followed by all students:

Do not bring books, etc., into the cafeteria during the lunch period. All books are to be placed in your locker before going to the cafeteria. Wait your turn in line. Cutting in line will not be tolerated and will be dealt with accordingly. Eat all food in the cafeteria. (Food of any type is not to be removed from the cafeteria.) Also, for the safety of all, glass bottles are not permitted at any time in the cafeteria. 7<sup>th</sup> and 8<sup>th</sup> grade will sit on separate sides of the cafeteria. Students are not permitted to leave school at noon unless signed out by a parent. Students will be dismissed by staff on duty in the cafeteria at the end of the lunch period. To stop talking when the dismissal whistle is blown: sit quietly until instruction have been given.

## **CLASSROOMS**

Remember that the teacher is in charge of the classroom. Students are to show respect for the teachers, guest teachers and other students. In turn, students will be treated with respect.

Teachers have established a set of classroom rules; students are to follow them accordingly. Failure to do so will result in the penalties as listed by the teacher in his/her classroom rules. A few basic reminders that will assist you in being successful are as follows:

1. Take care of personal (restroom) needs between classes or at lunch and be in your assigned seat when the tardy bell rings.
2. Bring books and materials needed for class and give every task your best effort.
3. Limit your movements and conversations in the classroom (do not try to "entertain" others).
4. Cooperate with other people in the class. Treat others as you wish to be treated.
5. Only appropriate language should be used at all times.
6. Students are to treat guest teachers as they would their own teacher. **Students referred to the office by a guest teacher are subject to the same consequences as those referred by the regular classroom teacher.**

## **DETENTIONS (Teacher Detention and Friday Detentions).**

Whenever school personnel assign a detention, it becomes the student's obligation to serve the detention on the designated day, at the designated time. Students must be on time with necessary study materials for detention. Students are expected to work on school assignments for the entire detention. Excused absence is the only acceptable reason for missing a detention. In the event of an excused absence, a student is expected to serve the detention on the next day of school attendance. Any other absences from detention are considered a no-show and will escalate a student to further consequences. The student will be given a copy of any disciplinary paperwork to take home. Paperwork will also be mailed home to the parent/guardian in the event of a student having to serve ISI, Out-of-School suspension, or Friday Detention.

### **Teacher Issued Detentions**

Teacher issued classroom detentions are to be served with the teacher in his/her room at the designated time. If a student is a no show to a teacher detention, they will be issued two administrator detentions. Chronic offenders may be treated with more extreme disciplinary penalties.

### **Friday Detention**

Friday Detentions are held on Friday afternoon in the designated classroom from 2:35pm-3:25pm. Students are to arrive on time and bring work. Students will not be allowed to use the phone or access any other part of the building. Students in Friday Detention will be given 24 hour notice to serve their Friday Detention. Paperwork is also mailed home to inform the parent/guardian of a scheduled Friday Detention. It is the responsibility of the student, once notified, to inform his/her guardian of the detentions. Misbehavior in or removal from Friday Detention will result in an Out-of-School suspension. NOTE: Students who repeatedly earn detentions will be moved to the next level of consequence on the Code of Student Behavior.

## **IN-SCHOOL INTERVENTION**

The main purpose of **In-School Intervention (ISI)** is to keep a student in school continuing his/her education while focusing on techniques for changing inappropriate behavior. When a student is assigned to In-School Intervention, he/she is expected to complete ALL assignments. The following rules must be adhered to:

1. Report directly to In-School Intervention upon entering the building (at 7:20 a.m.) and remain there until dismissal time (2:33p.m.). Students will not be permitted to go to their lockers or be on any floor.
2. Students must bring all textbooks and materials to In-School Intervention each of their assigned days. Teachers will provide standard classroom assignments for students to complete. Teachers will be notified by unit principals of students assigned to In-School Intervention (list will be placed on counter at the end of the day).

3. Students will use restrooms as directed by the teacher in charge of In-School Intervention.
4. Students will eat lunch in In-School Intervention. Students are not to eat at any other time.
5. **Students removed from In-School Intervention because of inappropriate behavior will be suspended from school for a minimum of two school days.**

**EXTENDED FRIDAY DETENTION**

Extended Friday Detention (EFD) is held in the cafeteria from 2:35 pm to 3:25 pm. At the conclusion of the school day, students report to their lockers for materials and then go directly to the cafeteria. Students will not be admitted late and must bring their planner and SSR materials. Students will be released at 3:25 pm and must leave the building immediately. Students will not be permitted to use the phone or return to lockers.

Transportation should be arranged prior to detention and is the responsibility of the parent/guardian. Students with an excused absence on the date of an EFD will be assigned an EFD for the following week. Accumulations of Extended Friday Detentions may result in an out-of-school suspension days.

**DRESS CODE & EXPECTATIONS**

The administration and staff of East CLC accepts the premise that students' dress, grooming, and personal appearance should relate to a school's educational objectives. It is our responsibility to ensure the best, healthiest, and safest learning environment possible. Any form of dress or hairstyle which is considered contrary to good hygiene or which is disruptive or distractible in appearance or detrimental to or has an adverse impact on the foregoing objectives is subject to corrective action.

In recognition of the fact that the school must maintain an atmosphere conducive to learning, the Akron Board of Education adopted a mandatory Dress and Grooming Policy for all students in grades K-12 beginning August 2007.

<b>What we can wear</b>			
APS dress code requirements plus the following:	Females	Males	Colors
<b><u>Tops/Shirts</u></b> no hoods or sweat shirts; must be tucked in; no logos	polo-style 2- or 3-button collared shirts/button-up blouses with collars at the neck or turtlenecks	polo-style 2- or 3-button collared shirts/dress shirts with collars or turtlenecks	white, blue or yellow (solid colors only) plus two school colors designated by the principal;
<b><u>Sweaters/Vests</u></b> must be worn over a collared shirt or blouse; no hoods	cardigans, pullover sweaters or vests	cardigans, pullover sweaters or vests	ADDITIONAL COLORS ARE BELOW
<b><u>Bottoms/Pants</u></b> no jeans, jean-style pants, cargo pants or sweat suits; no logos	uniform, classic-fit or corduroy slacks, uniform skirts, capris and skorts, uniform jumpers, uniform knee-length shorts	uniform, classic-fit or corduroy pants, uniform knee-length shorts	navy blue, khaki
<b><u>Shoes</u></b>	encouraged to wear plain shoes or athletic shoes		black, blue or brown white, black or navy
<b><u>Belts</u></b> no chain belts or belts with writing	if the slacks or pants have belt loops, students are encouraged to wear a belt		black, brown or navy

## GUIDANCE SERVICES

Counselors are available to assist students with personal and/or school problems. All teachers have student request slips available. Students are to complete this form and ask the teacher to turn it in to the office. The counselor will call for the student as soon as possible. If an emergency arises, students are to ask their teacher for a pass to the counseling office.

## ATHLETIC ELIGIBILITY AND EXTRACURRICULAR ACTIVITIES

*(When Middle School sports are held)*

Eligibility for athletics is determined by the State Standards of the Department of Education, OHSAA to be eligible to participate in interscholastic athletics and organized student activities for (nine weeks) following the distribution of his/her grades. Additionally, below grade average citizenship grades (4's and 5's) may be cause for a student not being able to participate. Ineligibility based on below average/unacceptable citizenship grades is at the discretion of the coach of that interscholastic sport or the activity teacher of the extracurricular activity.

A middle school student must have earned in the immediately preceding grading period a passing grade in a minimum of five (5) classes and must, when all graded courses are combined, be a total grade point average of at least 2.0 on a four point (4.0) scale. Students with more than (3) three unexcused absences and/or (3) three unexcused tardies to school during the preceding grading period will be ineligible to participate in extracurricular activities during the next grading period.

## HALLS/CLASS CHANGE

During period class changes, students are to:

- ALWAYS walk on the right side of the hall.
- Use the four minutes allowed for class change to pass to class.
- Move quickly and quietly from class to class without stopping and talking to others, as this holds up the movement to classes. There should be no congregating in groups in the halls or doorways since this makes it difficult for other students to get to class on time.
- Walk in the halls, as running is dangerous to others.
- Keep their hands and feet to themselves.
- If a student is tardy to class, he/she does not report to the office, but is to go directly to his/her scheduled class. **Students are not denied admission to class because of tardiness.** The classroom teacher handles tardiness to class unless it becomes excessive, at which time it should be referred to the office.

Observe the **Quiet times** in the halls during the following times:

- As the students are entering the building.
- At the **beginning and end** of the lunch period.
- Dismissal from the last period class until outside the building.
- In the staircases at all times.

## Additional Notes:

Plan to be out of the building or in an activity by 2:35 p.m.

Students who receive a ride home from school must be picked up by 2:35 p.m. Waiting in the building after this time will not be permitted. Students remaining for after-school athletic events will be permitted, during inclement weather, to remain inside the building for a brief period of time to await their ride home; however, this is not to exceed 5:00p.m.

## HALL PASSES/OFFICE CALL SLIPS

Any time students are in the halls, they are to have a hall pass from their teacher. Handwritten passes are not acceptable. Students must have a planner as a pass. An exception to this would be illness of an emergency nature. Please be advised that failure to report to the office or another designated area when called over the PA (public address) system, when directed to the office by a teacher, or when called through an office call slip or note may result in disciplinary action.

**Students are not to report to any office without written permission. This may be in the form of a hall pass in the students' planner or an office call slip. The only exception to this rule is students going to the health aide for emergency illness.**

### **INTERIM PROGRESS REPORT**

These reports must be issued to the student by the school approximately four to five weeks into each grading period. A detention will be issued to the student should they lose their original interim form. Please see the list of important dates for Interim Report days. Interim Pick-up dates are scheduled throughout the year and are held in the Cafeteria, see "Important Dates" section of this planner.

### **LOCKERS**

Each student is assigned a locker in homeroom at the beginning of the school year. Lock/Locker fee is \$6.00. The student must purchase a lock from the school. **Locks can be purchased from the school or any local store.** The lock has to be a combination lock that a key can be inserted in the back. If a student loses a lock, he/she will be required to replace the lock through the school. Students are not to give their combination to anyone or permit anyone to use their locker. All students are issued their own locker.

Always lock your locker and check to see if it is secured. Shut locker doors quietly. Lockers are not to be entered between classes. Students may enter lockers prior to the beginning of homeroom, prior to and after lunch, and at the end of the school day. If students enter at any other time, they must have a pass from a teacher or from office personnel. Please realize that it is a policy of the Board of Education that the board or its designee reserves the right to search the lockers, desks, person, and personal belongings of a student. East CLC is not responsible for items lost or stolen from lockers.

### **LOST AND FOUND**

All clothing items found will be placed in the school's lost and found and kept for a considerable period of time. If a student finds a lost item, it should be turned in to office personnel as soon as possible. If not claimed, items are given to volunteer agencies. Lost and Found is located in the cafeteria. Glasses, jewelry, and other valuables are taken to the Main Office. If checking the lost and found please complete a student request form and your unit principal will send a pass for you.

### **PHYSICAL EDUCATION**

Participation in physical education is mandatory as participation in all other classes. To be excused from physical education, a note from the student's doctor must be on file in the student's school records. Students are required to dress for their physical education class.

### **SNOWBALL SAFETY**

While playing in the snow can be a fun and healthy activity, it can also become dangerous to anyone in the area. A few examples of the possible harm to others are: 1) hard packed snow can be very damaging to someone if thrown with great force; additionally, 2) rocks, sticks, what have you . . . can be embedded in a snowball, causing the chance for a great deal of harm to another person; and 3) a snowball thrown in the direction of a car could cause the driver to lose control of his/her vehicle, hitting another individual or colliding with another automobile. **For these reasons throwing snowballs on school property, or en route to or from school, are not permitted. Consequences will be issued for behavior involving snowball throwing.**

### **AIDING AND ABETTING ANY VIOLATION OF THE STUDENT CODE OF BEHAVIOR**

*Any student, who encourages, promotes, or aids in any act that results in the threat or act of physical or emotional harm may receive penalties for such action as though they themselves had committed such an act.*

### **LEARNING RESOURCE CENTER**

The LRC is located in the East CLC 9-12 wing. During the school day, students may use the LRC during supervised study periods. Sign up procedures will be explained to students at the beginning of the school

year. Teachers will take their classes for LRC assignments. At this time, the LRC may be closed to others. Announcements will report LRC closings.

### **PLANNERS**

Every student at 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade student at East CLC will receive a student planner. We view the planner as an essential part of the school experience; it is also our first line of communication with parents.

### **GENERAL RULE REMINDERS**

No paper, straws, toothpicks, pen cap or any other item should be in your mouth.

- *East CLC takes pride in the cleanliness of its building; therefore assist by putting litter in its place. Please help by picking up paper when you see it in the halls.*

This handbook reflects policies as of June 2011. Policies are subject to change based on implementation of Board of Education Policy, for safety reasons, etc.

# EAST COMMUNITY LEARNING CENTER

## EAST CLC 9-12

### **••WORKING HARDER TO GET SMARTER••**

#### EAST CLC EXPECTATIONS

1. Follow directions.
2. Be prompt, be prepared for class and learning, and be polite and respectful.
3. Keep hands, feet, and objects to yourself.
4. Keep our school neat, clean, and free of all graffiti.
5. Once you are on the East CLC campus, you are expected to stay on campus unless authorized by the administrative personnel or parent/guardian to leave.

#### HALLWAY RULES

1. Keep a low voice level and use appropriate language.
2. Keep hands, feet, and objects to yourself.
3. Walk and move quickly to class.
4. No students are to be in the hallway before 8:05 a.m.
5. All students **must** have a pass from a classroom teacher to be in the halls.

## CAFETERIA RULES

1. All food and drink are to be consumed in the cafeteria.
2. Keep hands, feet, and objects to yourself.
3. Stay seated and keep the noise down.
4. You are responsible for your own trash.
5. Do not touch the televisions.

## LUNCH PERIODS

1. You cannot leave the school building for lunch or during classroom sessions (*1 day OSS suspension*).
2. Students must stay in the cafeteria or gym during lunch.
3. Students are not permitted in any other area of the school building.
4. Students are not permitted to bring any food or during in the gym during the lunch hour.

## **INAPPROPRIATE BEHAVIOR**

All faculty members are required to post their classroom rules. Referrals are based on violations of the Akron Public Schools Code of Student Behavior and the rules and policies of East CLC.

## **DAILY BELL SCHEDULE**

The school day is from 8:14a.m.-3:27p.m.

Students enter the building through the main entrance no earlier than 7:50 a.m.

Students will not be allowed in the hallways until 8:05 a.m.

## **REGULAR BELL SCHEDULE**

0	1	2	3	4	5	6	7	8
7:20-8:10	8:14-9:04	Announcements 9:04-9:09	10:07-10:57	11:01-11:51	11:55-12:45	12:49-1:39	1:43-2:33	2:37-3:27
		Class 9:10-10:03		Lunch	Lunch			

## **EAST READS BELL SCHEDULE-WEDNESDAY**

0	1	2	3	4	5	6	7	8
7:20 – 8:10	8:14-9:04	Announcements 9:04-9:09	10:07-10:57	11:01-11:51	11:55-12:45	12:49-1:39	1:43-2:33	2:37-3:27
		East Reads 9:10-9:25						
		Class 9:25-10:03						

**AM ASSEMBLY SCHEDULE**

0	1	2	3	4	5	6	7	8
7:20 – 8:10	Class 8:14-8:24 <hr/> Assembly 8:29-9:29	Class 9:33-10:03	10:07-10:57	11:01-11:51	11:55-12:45	12:49-1:39	1:43-2:33	Announcements 2:37 Class 2:37-3:27

**PM BELL SCHEDULE**

0	1	2	3	4	5	6	7	8
7:20 – 8:10	8:14-9:04	Announcements 9:08 <hr/> Class 9:08-10:03	10:07-10:57	11:05-11:51	11:55-12:45	12:49-1:35	1:39-1:55	Class 1:59-2:25 <hr/> Assembly 2:29-3:27

**ACCIDENTS**

Any accident in the school building, on school grounds, or at any event sponsored by the school must be reported immediately to an administrator.

**PLANNERS**

Every student at 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade student at East CLC will receive a student planner. We view the planner as an essential part of the school experience; it is also our first line of communication with parents.

**ACTIVITIES AND ELIGIBILITY**

Students are urged to participate in and to attend the many after-school events and organizational activities. “Misconduct by a pupil which occurs off property owned or controlled by the district is connected to activities or incidents that have occurred on property owned or controlled by the district” and “misconduct by a pupil that regardless of where it occurs, is directed at a district official or employee or the property of such official or employee” is under the jurisdiction of the school. (Ohio Revised Code Section 3313.66).

**To participate in interscholastic athletics or extra-curricular activities, a student must have a 2.0 GPA or 2.5 in a minimum of (5) five classes, each worth ½ a credit. Additionally, students with more than (3) three unexcused absences and/or (3) three unexcused tardies during the preceding grading period are ineligible to participate.**

**ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS** The Board of Education establishes the following residency policy for determining eligibility to attend the schools of this District.

The Board shall provide tuition-free education for the benefit of children between the ages of five (5) and twenty-two (22) whose parents reside in the District and such others as may be eligible pursuant to Federal and/or State law and the policies of the Board, including disabled preschool children who are at least three (3) years of age but not of compulsory school age and who are not currently enrolled in kindergarten.

In addition, the Board shall provide tuition-free education for the benefit of a child whose grandparent(s) resides in the District and who is the subject of a:

- A. Power of attorney designating the grandparent as the attorney-in-fact; or
- B. Caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to

enroll the child in school, consent in all school related matters, and discusses with the District the child's educational progress.

In accordance with State law, the grandparent shall be considered the "parent" of the child who is the subject of the power of attorney (Form 5111 F7) or caretaker authorization affidavit (Form 5111 F8). The child may attend the schools of this District (Form 5111 F9) unless the power of attorney or caretaker authorization form was created for the sole purpose of enrolling the child in the District so that the child may participate in the academic or interscholastic programs of this District or another reason exists to exclude the child under State law. Additionally, the child may attend the schools of the District until the power of attorney or caretaker authorization affidavit terminates upon the occurrence of one (1) of the following events:

- A. One (1) year elapses following the date the document is notarized;
- B. The child ceases to reside with the grandparent(s);
- C. The document is terminated by court order; or
- D. Either the child who is the subject of the document or the grandparent dies.

Additionally, the power of attorney terminates if it is revoked in writing by the person who created it. Further, the caretaker authorization affidavit terminates if the parent, custodian, or guardian of the child acts to negate, reverse, or otherwise disapprove of an action or decision of the grandparent(s) who signed the affidavit with respect to the child. It is the responsibility of the grandparent(s) to notify the District within one (1) week of the termination of the power of attorney or caretaker authorization affidavit.

The Board reserves the right to verify each student's residency and other conditions of eligibility for tuition-free education as well as the validity of the claim of any student to an education in the District.

**FIELD AND OTHER DISTRICT-SPONSORED TRIPS** The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. Supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. Arouse new interests among students;
- C. Help students relate school experiences to the reality of the world outside of school;
- D. Bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. Afford students the opportunity to study real things and real processes in their actual environment.

A field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member and an integral part of a course of study.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

## **APPOINTMENTS**

If a student has an appointment, he/she must take a note to the attendance office on the date to be excused. The note must indicate the time and nature of the appointment along with a phone number where the parent may be reached. At the time of the appointment, the student must sign out in the attendance office.

## **PLANNERS**

Every student at 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade student at East CLC will receive a student planner. We view the planner as an essential part of the school experience; it is also our first line of communication with parents.

## **AM DETENTIONS**

AM detentions will be issued by classroom teachers for the following consequences but not limited to being tardy to class, classroom disruptions, and other minor infractions. AM detentions that are not served will be turned into the unit office. AM detentions will be everyday from 7:30-8:00. Unserved AM detentions will result in a Wednesday/Friday detention from 3:35-4:50PM.

## **CAR REGULATIONS**

It is a privilege to drive your car to school. Please comply with the following rules:

1. All cars driven to school **must** be registered and the permit must be displayed.
2. Permits may be purchased in the school store for \$3.00
3. There is a 10 MPH speed limit on school grounds.
4. Car stereo systems will be shut off while on school property.
5. Students who drive to school must park in the Bauer St. parking lot. The Brittain Rd. lot is for staff only.
6. Once parked, students are not permitted in their cars before or during school hours.
7. If your permit is not displayed your car will be towed.

**COMPUTER USE** Computer use is encouraged and made available for educational and instructional research purposes. In addition, users shall not waste materials such as paper or printer supplies.

1. Use of all telecommunications is restricted to assigned school-related projects.
2. Files stored on school computers are restricted to assigned school-related projects only; Personal files may not be stored.
3. Students shall not use “chat rooms” or sites provided for listening to music, gaming, or viewing inappropriate sites.

## **COUNSELING SERVICES AND SCHEDULING**

The counseling services are designed to facilitate the personal, interpersonal, educational, and career development of each student. Counselors are provided for each grade level. Anyone wishing to see a counselor should obtain a counselor appointment request form in homeroom, or write a note indicating his/her study hall period and put it into the counselor’s mailbox. Each student should select his/her courses carefully. Course selection is finalized and not open to student-initiated schedule change after the schedule is printed, except under the following guidelines:

**Guideline A:** If it is determined that a student does not have the proper background or ability for a course as evidenced by courses taken in earlier years, grades received in those courses, and results of standardized tests, then the student will be granted a schedule change.

**Guideline B:** If a schedule change is not granted under the above guideline, then the student will be observed for a period of time. The observation will last at least four weeks. During this time, the student will be expected to (1) complete all homework, (2) actively participate in class assignments, including

asking and answering questions in class and taking part in discussions, and (3) meet with the teacher on a regular basis to seek assistance with the subject and allow the teacher to ascertain the student's level of difficulty. If the counselor determines that all criteria outlined in Guideline B have been met, but the student is still not succeeding, then the student may be granted a schedule change for the course in question.

**Guideline C:** The student may withdraw from a course prior to the first nine weeks of the course without penalty upon obtaining parental approval. Afterwards, the course and grade (F) becomes a matter of record. Withdrawal, with parental permission after the first nine weeks, will be permitted with a drop "F" for the semester.

### **Grade Level Classification**

**Tenth Grade:** A student entering the sophomore class must have earned four (4) units of credit, two of which are in major subjects such as social studies, English, and science.

**Eleventh Grade:** A student entering the junior class must have earned nine (9) units of credit, five of which must be in major subject areas such as math, social studies, English, and science.

**Twelfth Grade:** A student entering the senior class must have earned fifteen (15) units of credit, eight of which must be in a major subject area such as math, social studies, English, and science.

These are minimum credit requirements. Students following a regular program should have more than the minimum number of credits.

### **Non-Credit Status**

Students missing seven (7) or more unexcused days of school are on non-credit status for that semester. Non-credit status may be appealed to the building principal.

## **DRESS AND GROOMING**

This Dress Code is intended to foster discipline, order, safety, health and an environment conducive to academic learning. The responsibility for understanding and adhering to the district-wide Dress Code rests with students and parents, and it is expected that students will come to school dressed and groomed in accordance with this Code.

Building staff and administrators shall allow deviations from this Dress Code based on religious, medical or other special circumstances or for special school activities.

**As a general rule,** all garments must be neat, clean, properly sized, without holes and rips and in acceptable repair. **Students may not wear anything that promotes gangs, tobacco, drug and alcohol use, sexual activity or anything illegal or immoral.**

- |               |  |
|---------------|--|
| <b>Head</b>   | <i>Hats, caps, scarves, do-rags, and rollers are not permitted.</i> Hair and hair accessories must be unobtrusive and should not create a distraction to education.  |
| <b>Face</b>   | Earrings and make up must not be extreme, distracting, and unsafe or interfere with the education process. Students shall not have visible body piercings other than earrings.   |
| <b>Shirts</b> | Shirts must be properly sized. <i>Underwear, shoulders, chest, back and midsection may not be visible.</i> All shirts must have a sleeve. No tank tops or spaghetti straps are permitted. Shirts cannot be longer than wrist level of a student's arm. If the shirt is longer than the wrist length, the shirt must be tucked in. <i>Shirts should not display any profane language or anything associated with drugs, tobacco, or anything illegal.</i> |

- Hoodies** No hoodies or hooded apparel will be permitted except for “school spirit wear” that has been pre-approved by administration.
- Bottoms** All lower garments must be anchored at the natural waist and cannot drag on the ground or have writing across the seat. *Tight-fitting, oversized, drooping and garments exposing more than mid-thigh are not permitted.* Pant waistbands may not be more than one inch bigger than the student’s actual waist size. Pants cannot be gathered or drawn together at the waist and must be worn at the natural waist. Underwear should not be visible nor should students have to hold their pants up. There should be no writing across the seat of the pant. *All leggings/jeggings worn must have a shirt that completely covers the front and back; with the shirt being finger tip in length.*
- Shoes** All footwear must be secure on the foot and not present a safety hazard. Slippers, flip-flops, stilettos (higher than 2 inches) and shower shoes are not permitted.
- Belts** A belt must be worn if the pants will not stay at the student’s measured waistline. Heavy chains will not be permitted.
- Other** *All clothing designed as outerwear, worn to and from school, cannot be worn indoors during the regular school day. Clothing designed for sleepwear is prohibited.*
- Accessories** Sunglasses cannot be worn in the building. All jewelry and accessories must not be distracting or create a safety hazard.

**Enforcement**

In order to promote a safe and healthy school setting and enhance the educational environment, the Dress Code shall be incorporated into the Code of Student Behavior. Any student, who is in violation of the Dress Code, may be subject to discipline and may be required to change into compliant clothing before being permitted to attend classes or school activities.

**Modifications**

The Board authorizes the Superintendent to review, assess and revise the Dress Code established by this policy at any time, after consultation with the Board.

**Consequences for dress code violations**

Call/Send home or ISS

**ELECTRONIC DEVICES**

In order to avoid disruption of the educational environment and protect APS students’ rights of privacy, student possession of cellular telephones and camera phones, satellite or electronic communication devices of any kind, laser pointers and attachments, paging devices/beepers, and personal digital assistants ("Prohibited Devices") are prohibited in school facilities during school hours, at school-sponsored events, and on school transportation provided by the District, except with regards to the limited permitted exceptions expressly set forth below in this policy. Student possession of radios, headsets, portable compact disc players, portable DVD players, hand-held computer games, and IPODs ("Absolutely Prohibited Devices") are absolutely prohibited in school facilities during school hours, at school-sponsored events, on school transportation provided by the District, except with regards to the limited permitted exceptions for school-sponsored events expressly set forth below in this policy.

Limited Permitted Exceptions for Possession of Cellular Phones, Prohibited Devices, and Absolutely Prohibited Devices:

- A. **Instructional Uses:** Technology including, but not limited to, laptop computers and personal

digital assistants intended and actually used for instructional purposes, will be permitted, but only if first approved by the teaching staff and only if used in accordance with the direction or supervision of the teaching staff.

- B. **Locker Storage:** Students may bring cellular telephones or Prohibited Devices to school with them during the school day, including on school-provided transportation, so long as the cellular telephones or Prohibited Device remains out of sight in the off mode (not the vibrating mode) and is stored in the student's locker, if the student is assigned to his/her own individual locker. The act of storing and retrieving the phone from the locker shall be an exception to the out-of-sight rule. It shall be the student's responsibility to allow enough time to visit his/her locker before and after school and to make sure that the device is secure.
- C. **School-Sponsored Events:** In recognition that there may be differing circumstances that may make it appropriate or necessary for cellular telephones, Prohibited Devices or Absolutely Prohibited Devices to be in a student's possession at certain school-sponsored events, the sponsoring school authority for the event may permit these devices to be in the possession of the student at the event, but these devices shall be kept turned off (not in vibrating mode), shall be kept out of sight and shall not be used at the event, except with the approval of the school authority in charge.

Possession or use of electronic devices outside the designated times will result in the following consequences:

- **1<sup>st</sup> offense = Confiscate and hold for 24 hours. Electronic device can only be picked up by parent and/or guardian**
- **2<sup>nd</sup> offense = Wednesday/ Friday detention**
- **3<sup>rd</sup> offense and beyond= One-Three days of ISS**

**\*\*Refusal to hand over electronic device will result in an out of school suspension\*\***

### **EXCUSE FROM INDIVIDUAL CLASSES**

Only the principal, unit principal, or guidance counselor may authorize a student to miss a class. Classroom teachers or other staff members may not excuse students from attending another teacher's class without prior consent on the part of that teacher.

### **FLICKING**

Flicking is truancy from class or the failure to be present in class without permission from the teacher of that class or a school official. Students who are not in class for 5 minutes or more during any class period will be considered flicking. Flicking is a purposeful act and will result in Out-of-School Suspensions.

The following are the consequences for flicking a class:

- **1<sup>st</sup> offense = One day of ISS**
- **2<sup>nd</sup> offense = Two days of ISS**
- **3<sup>rd</sup> offense = One day of OSS**
- **4<sup>th</sup> offense and beyond=Two-Ten days of OSS**

### **GRADUATION REQUIREMENTS**

Each student must earn at least **21** credits and pass the Ohio Graduation Tests in order to graduate and receive a diploma. Beginning with the class of 2014, students must receive instruction in Financial Literacy and the Fine Arts to graduate.

<u>Course Requirements</u>	<u>2011-2013</u>	<u>2014 and Beyond</u>
English Language Arts	4	4
Health	1/2	1/2
Mathematics	3	4*
Physical Education	1/2	1/2
Science	3*	3*
Social Studies	3*	3*
Electives	7*	6*
TOTAL	21 units	21 units

**\*Check with the Guidance counselors for details about specific course requirements**

### **IN-SCHOOL STUDY (ISS)**

In-school study is an alternative to out-of-school suspension. Students must report to ISS in #156 at 8:15 for attendance and remain there until the end of the school day. Students must fill out assignment sheets in order to get work from teachers. ISS students will get their lunch at the end of third period and eat in the ISS classroom.

### **In-School Study Rules**

1. Follow directions.
2. Sit up/ face forward.
3. No talking.
4. Do not respond to others entering the room.
5. Complete the in-school suspension review sheet.
6. Complete all assignments and return completed assignments to the ISS monitor.

**1<sup>st</sup> offense= Additional day of In School Suspension**

**2<sup>nd</sup> offense= One day of OSS**

### **LOCKS AND LOCKERS**

All students will be assigned a school locker. Students are not permitted to use a locker other than the one assigned to them. Lock may be brought from home or they may be purchased in the school store for \$6.00. **No key locks are permitted.** Students are encouraged not to share lockers. **Lockers are subject to be searched at all times.**

### **OFFICES**

The main office is located on the first floor (#100). The tenth and twelfth grade unit office is located on the 2<sup>nd</sup> floor (#217-#218) and the ninth and eleventh grade unit office is on the first floor (#166-#168). Counselor's offices are located in the main office (#100 F and #100 J).

### **RESTROOMS**

There are boys and girls restrooms located on all three floors. Students should plan to use the restroom before school, during the lunch period, and during class exchange. Students using the restroom during class time should use the restroom nearest the classroom from which they have been excused, and are required to have a pass.

### **TARDINESS TO SCHOOL**

Students are expected to arrive at school and be in their first period class seats by the 8:14 tardy bell. Students who arrive after 8:14 must sign in at their unit office before going to class. If a student arrives later in the school day, he or she must sign in at their unit office before reporting to class.

## **TARDINESS DURING THE SCHOOL DAY**

During the school day, students are to be in class and in their seats when the bell rings. Students late to class will enter class without disrupting the learning environment. Classroom teachers will issue penalties for the first and second tardy to class. The 3rd tardy and subsequent tardies per year will be referred to the office.

**3<sup>rd</sup> tardy= Wednesday/ Friday detention**

**6<sup>th</sup> tardy= 1 day of ISS**

**9<sup>th</sup> tardy = One day OSS**

**12<sup>th</sup> = Two days of OSS**

**15<sup>th</sup> and beyond= Three-Ten days OSS**

## **WEDNESDAY AND FRIDAY DETENTIONS**

Wednesday and Friday Detentions are in #156 and run from 3:35p.m. - 4:50p.m. If a student misses a Wednesday/Friday detention, a one day out-of-school suspension will be issued.

## **TOPICS IN HEALTH EDUCATION CURRRICULUM**

The General Assembly, pursuant to R.C. 3313.60, has required that the health education curriculum include instruction in:

- A. The nutritive value of foods, including natural and organically produced foods, the relation of nutrition to health, and the use and effects of food additives;
- B. The harmful effects of and legal restrictions against the use of drugs of abuse, alcoholic beverages, and tobacco;
- C. Venereal disease education, except that upon written request of the student's parent or guardian, a student shall be excused from taking instruction in venereal disease education;
  1. R.C. 3313.6011 and OAC 3301-80-01 further clarify the minimal standards for venereal disease instruction as follows:
    - a. Venereal disease instruction must emphasize that abstinence from sexual activity is the only protection that is one hundred per cent effective against unwanted pregnancy, sexually transmitted disease, and the sexual transmission of a virus that causes acquired immunodeficiency syndrome and teach the potential physical, psychological, emotional, and social side effects of such sexual activity along with the consequences of conceiving children out of wedlock.
    - b. The curriculum must additionally advise students of the laws regarding financial responsibility for children born out of wedlock, emphasizing the option of adoption for unwanted pregnancies, and the circumstances under which criminal law forbids having sexual contact with an individual under 16 years old.
- D. In grades kindergarten through six, instruction in personal safety and assault prevention, except that upon written request of the student's parent or guardian, a student shall be excused from taking instruction in personal safety and assault prevention;
- E. In grades seven through twelve, age-appropriate instruction in dating violence prevention education, which shall include instruction in recognizing dating violence warning signs and characteristics of healthy relationships. If the parent or legal guardian of a student less than eighteen years of age submits to the principal of the student's school a written request to examine the dating violence prevention instruction materials used at that school, the principal, within a

reasonable period of time after the request is made, shall allow the parent or guardian to examine those materials at that school.

This handbook reflects policies as of June 2011. Policies are subject to change based on implementation of Board of Education Policy, for safety reasons, etc.