

**Allen East
Local School District
“Mustangs”**

STUDENT HANDBOOK 2020/2021

Allen East Local School District
9105 Harding Highway
Harrod, OH 45850
Phone:(419) 648 - 3333
Fax: (419) 649 – 8900

Allen East is located at 9105 Harding Hwy. Harrod, Ohio. The Allen East Local School District is one of the six school districts in Allen County. The school colors are blue and white. Our mascot is the Mustang. **NOTE TO NEW STUDENTS:** Allen East High School Student Council, representing the entire school body, would like to welcome you to Allen East. This booklet is provided to answer some of your questions. This handbook is not all encompassing. Board policy will supersede items not specifically covered in this handbook. All Board policy, bylaws, and guidelines can be found on the district website: www.ae.k12.oh.us. Good luck and have a good year!

LOCKER ASSIGNMENTS

Student lockers, desks, cabinets, and similar property are the property of the Allen East Board of Education, provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets etc. and their contents are subject to search by school authorities at any time and without warning.

SURVEILLANCE CAMERAS

This facility is equipped with a surveillance system. This system may be used to monitor student conduct and to assist in disciplinary action. The system also provides security to our facility, staff, students and guests.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. Infractions of school bus rules may result in suspension or expulsion from the bus or from school. The Apollo Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Allen East High School and/or the Apollo Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

Furthermore, the administration has the right to use discretion in interpreting and implementing rules of the handbook in compliance with Allen East Board Policy. This also means that the administration may develop appropriate rules and regulations as called for by various situations. If necessary, the administration may, in severe or unusual cases, discipline students in ways other than stated in the handbook.

The Allen East Board of Education supports the Assertive Discipline Program. All classrooms have their discipline plans approved by the building administrator, who is the final step of every classroom plan. Students review these plans with their teachers the first day of school.

The school is equipped with many interior & exterior surveillance cameras, which may be recording at any time.

The building principal is charged with the proper enforcement of discipline in the total school setting. The principal has the discretionary authority to use or authorize other certificated personnel to use any or all of the following disciplinary measures to correct behavior (no specific order is implied by this list):

- A. **Conferences** – Could involve student, parent/guardian, teacher, administrator, counselor, psychologist, or all of these.
- B. **Detention** – Before school, after school.
- C. **After School Assignment** – Assignment can be made by the building principal or teachers in grades 5-12 only. A student who accumulates more than 16 hours of After School Time in a given semester may be suspended. An assignment to After School Time is not subject to appeal.
- D. **Community Service-** In collaboration with parents, students may be assigned various light duty tasks to complete on school grounds or out in the community in lieu of suspension from school. This may include tasks such as sweeping, picking up trash, light cleaning, painting, dusting etc.
- E. **Temporary Removal from Class** – Teacher may remove a student from class to the principal’s office or designated area.
- F. **Suspension** – Section 3313.66 O.R.C. permits the principal to suspend a pupil for a period not to exceed ten school days. Prior to the suspension, the pupil will be given written notice of the intention to suspend him/her and the reasons for the intended suspension: and the pupil will be provided an opportunity to appear at an informal hearing before either the principal, assistant principal, superintendent or the superintendent’s designee, and challenge the reason for the intended suspension or otherwise explain the actions.
- G. **Emergency Removal** – 3313.66 (C) O.R.C. provides that if a pupil’s presence “poses a continuing danger to persons or property or an ongoing threat to disrupting the academic process either within a classroom or elsewhere on the school premises”, then:
 - 1. The superintendent or principal may remove the student from curricular or extracurricular activities or from the school premises.
 - 2. A teacher may remove the pupil from curricular or extracurricular activities under his supervision but not from the school premises altogether.
 - 3. If a teacher makes an emergency removal, the reasons for the removal must be submitted to the principal as soon as practicable thereafter.
 - 4. If the superintendent or principal reinstates a student removed by a teacher prior to the hearing following removal, reasons in writing must be given to the teacher upon request.
 - 5. A hearing must be held as soon as practicable after the removal, but within 72 hours after the initial removal is ordered. Written notice of the hearing must be given to the pupil as soon as

practicable prior to the hearing. The hearing must be held in accordance with either the suspension or expulsion procedure depending on the probable action that will be taken. An important additional requirement is that the person who ordered, caused or requested the removal must be present at the hearing.

- H. **Expulsion** – Section 3313.66 (B) O.R.C. permits only the superintendent to expel a student (for up to the end of the current school semester). The following due process procedure must be followed.
1. The superintendent must give written notice to the pupil and parent, guardian or custodian. The notice must include the written reasons for the intended expulsion and state that the pupil and his parent, guardian, or representative have the opportunity to appear before the superintendent or designee to challenge the expulsion or explain the pupil's action. The notice must state the time and place to appear, which must not be less than three nor later than five days after the notice is given unless the superintendent grants an extension of time.
 2. The pupil or his parent, guardian, custodian, or representative may request an extension of time and the superintendent may grant the request. If an extension is granted, the superintendent is required to notify the pupil, his parent guardian, custodian, or representative of the new time and place.
 3. A hearing is held before the superintendent or his designee at the appointed time and place. The pupil, his parent, guardian, custodian, or representative is given the opportunity to defend against the charges.
 4. Written notification of the decision and the right to appeal to the Board of Education is required as it is for a suspension. The notice must include the reasons for the expulsion, the right to be represented in the appeal, and to request the hearing is held in executive session.

STUDENT CODE OF CONDUCT

1. **Disruption of school** - A student shall not use or attempt to use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct that would cause the disruption, or obstruction of any lawful mission, process or function of the school.
2. **Damage to school or private property** - A student shall not damage or attempt to cause damage to school staff or private property either on school grounds or during a school activity, function, or event off school grounds. A student who accidentally defaces or damages school property or the property of another is obligated to notify school authorities of the damage and is liable to pay expenses. Failure to report such damage may entail disciplinary action.
3. **Theft/Extortion** - A student shall not cause or attempt to take into possession, or have unauthorized possession of the public property or equipment of the school or the property of another person while under

the jurisdiction of the school. No student shall obtain money, items of value, or special favors from anyone by implied force.

4. **Physical abuse, threatening behavior, harassment and hazing.** A student shall not harass, cause injury or behave in such a way to attempt, threaten or cause injury to other students, school employees or other person while under the jurisdiction of the school and/or on school property.
5. **Exhibiting the effects of, possession, sale, or distribution of alcohol, drugs, counterfeits, or drug paraphernalia.** A student shall not possess, use, exhibit evidence of use/consumption, transmit, sell any of the above on school grounds, or any activity under the jurisdiction of the school, held off school grounds during the same calendar day when the student is or will be subject to school authority.
6. **Use of Tobacco.** Students shall not possess, use, and/or transmit cigarettes or tobacco products including smokeless tobacco and non-tobacco facsimiles. This prohibition includes e-cigarettes, vapor pens and/or any type of delivery system for nicotine or similar items, smoke-related matches, lighters, and cigarette wrapping paper on school property or school activities under the authority of the school.
7. **Weapons, explosives and dangerous instruments.** A student shall not possess, handle or transmit any weapons, explosives, and dangerous instruments or counterfeit weapons, which a reasonable person might consider capable of harming a person or property while on school property or any activity under the authority of the school.
8. **Profanity and or obscene language, falsification.** A student shall not use profanity or obscene language, gestures, signs, in written or verbal form. Included in this prohibition is the use of obscene pictures or publications. Falsification. A student shall not lie about, fabricate, distort or misrepresent in verbal or written form, information given to school employees.
9. **Insubordination, inappropriate behavior, and repeated offenses.** A student shall comply with directives and reasonable requests of teachers, student teachers, substitutes and other school personnel. Inappropriate behavior. A student shall not behave in a disrespectful, belligerent, or otherwise inappropriate manner towards any other student or aforementioned school personnel. Because most discipline is progressive repeated offenses of even what may appear minor in nature, may be dealt with severely because of the number of repeats. For example, multiple after school assignments could result in an out of school suspension.
10. **Abuse, misuse, non-educational use of computer hardware and/or software.** As defined in the handbook includes but not limited to unauthorized access, tampering, duplication or non-educational use of school computers. Students may not bring laptops, discs or part of a personal computer from home.

BULLYING/HARASSMENT

There is a link on the Allen East website that allows for anonymous reporting. Paper forms are available in both offices. Students engaging in cyberbullying

may be suspended. Harassment, intimidation, or bullying behavior by any student in the Allen East Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., internet, cell phone, or wireless handheld device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of: Causing mental or physical harm to the other students' including placing an individual in reasonable fear of physical harm and /or damaging of students' personal property; and, is severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

OTHER VIOLATIONS

- Plagiarism/cheating: The classroom teacher notifies the principal, and then contacts the parent and may give partial credit for a redone cheating assignment or they may give zero credit.
- Public display of affection.
- Bus misconduct as defined in the district transportation guidelines.
- Once on school property, students must sign out prior to leaving and sign back in upon return, when leaving or arriving prior to 3:05.
- Misconduct at a co-curricular event.
- Misconduct away from school for a school function.
- Students are allowed to consume food and drink in the cafeteria only. Breakfast can be taken to the first period class.
- Electronic devices are permitted in the hall, commons and auditoria. It is the discretion of the classroom teacher as to student electronic use within their classroom.
- Students must exit their vehicle upon arrival to school and enter the building.
- To avoid theft of personal property, students are advised to keep a personal lock on their lockers at all times. Allen East is not liable for theft of student personal property.
- Students may be out of class only with a pass designating the permitted area of the building.
- Students are to use designated hallways only. Cutting through the cafeteria is not permitted.
- Signs and decorations must be approved prior to hanging and only painters' tape is permissible.
- For security reasons, there will be no delivery of flowers, balloons, etc. directly to the student.

MEDICATION POLICY

The Board recognizes that prescription medication and over-the-counter medications are sometimes needed in order for students to attend school regularly. Students are required to bring prescription and over-the-counter medications to the school nurse with the proper documentation required upon their arrival at school. The medications must be in the original package/container. Only the school nurse or school designee may administer the medication. Failure to follow this policy may result in disciplinary action.

DRESS REGULATIONS

Dress may be regulated when said attire is bizarre, offensive, disruptive, or distracting to the educational process. The final decision on appropriate dress shall rest with the school administration.

1. Dresses, skirts, and shorts may be no shorter than fingertip length. Skirts and shorts must be worn at the waist. Girls may wear sleeveless. Tops must have an appropriate neckline (buttoned or not buttoned). No cleavage may be showing.
2. Students are expected to have hairstyles that are neat and clean.
3. Clothing with offensive illustrations, or illustrations, slogans, profanity or logos pertaining to alcohol, tobacco products, or drugs may not be worn. If you are not sure, don't wear it.
4. No student will be permitted to wear any clothing that exposes any part of the midriff.
5. Proper undergarments must be worn at all times.
6. Shoes must be worn.
7. Hats are not to be worn in the school building during the school day.
8. Personal cleanliness is encouraged and expected.
9. Clothing that is soiled or clothing with holes may not be worn. This includes cut off clothing. Pants with holes may be worn but no skin can be exposed above fingertip length.

Insubordination regarding dress code may result in an After-School Assignment.

Further violations – See Discipline Procedure

ATTENDANCE AND TARDINESS POLICY

Regular attendance is required of all students. It is the responsibility of the student to contact the teacher(s) to make up any work missed during any absence. Students will receive credit for make-up work. Excused absence must be verified.

- A. Excused absence – full credit if work is made up during the allotted time.
- B. Unexcused absence – ORC will be followed in regards to truancy.
- C. Truancy/Suspension –All graded work may be made up for credit in the allotted time.
- D. Referral to the principal may result in additional discipline.

- E. Students who have medical appointments during the school day should notify the attendance office before school. A doctor's note confirming the appointment is necessary for the absence to be excused.
- F. Expulsion – no make-up work allowed.

Teachers shall require a student to make-up specific work. The teacher shall determine the time limit for make-up work. OHSAA eligibility requires all incompletes must be finished with-in two weeks of the grading period.

Absences will be excused only for reasons stated in the Ohio Revised Code.

- A. Personal Illness
- B. Illness in family
- C. Quarantine of the home
- D. Death of a relative
- E. Observance of a religious holiday
- F. An emergency or set of circumstances which, in the judgement of the principal, constitutes a good and sufficient cause for absence. (Note: Hunting is unexcused.)
- G. Vacation – Family vacation excused up to seven school days per year. No vacation days will be excused on final exam days.
Building principal must be notified prior to vacation.

A student who is unexcused absent or absent due to illness during the last half of the school day may not attend or participate in any school sponsored activity for the remainder of that calendar day.

If a student is absent from school during the last half of the day due to illness (excused), and then attends a school function (participant/spectator) that day, the absence becomes unexcused unless approved by the principal.

ABSENCE/TARDINESS FROM SCHOOL

Procedure to follow for excused absence/tardiness:

- A. Please call the school after 7:30 a.m. if a student is going to be absent and give the reason. A written excuse from the parent or guardian must be brought to school the following day.
- B. If absence is due to a visit to the doctor, verification from the doctor must be provided.
- C. If the student does not provide a written excuse the student is considered truant or unexcused.
- D. If no call or written excuse is received the first day back, the student is considered TRUANT OR UNEXCUSED

NOTE: Absences totaling more than ten days (or less if deemed necessary) regardless of the reasons will be considered “frequently absent.” This pattern of frequent “illness” will require parents to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to verify the condition.

CONSEQUENCES FOR UNEXCUSED ABSENCES AND TRUANCY

- A. Students determined unexcused absent will be warned first.
- B. Subsequent unexcused days will be referred to the principal.

- C. Students who are truant (not at home, not in school) will be referred to the principal immediately.
- D. Consequences may include but not limited to, After school assignments, parental meetings, assignment to study table, meetings with a resource officer, suspension of driving privileges and/or referral to the juvenile court.

TARDINESS

If possible, students should call the school to notify the reason for the tardy.

There are many reasons to be tardy but **only those listed in the Ohio Revised Code are excusable.**

- A. Unexcused reason will be warned then referred to the principal.
- B. Tardiness to class within 3 minutes will be handled by the teacher's discipline plan.
- C. Tardiness to class over 3 minutes may be referred to the Principal.
- E. Students cutting class will be referred to the principal immediately.
- F. Every fifth unexcused tardy to school will result in an after-school assignment to study table, after ten a referral to juvenile court may be made.

DIRECTORY INFORMATION

The exception to disclosure of student information without consent is the release of "directory information." The district will make the information listed below as directory information available upon legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by September 15 of each school year that (s)he will not permit distribution of the following information. Under Ohio law, directory information includes the following: student's name, address, telephone, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received.

ACTIVITY CONFLICTS

The following guidelines should be used to determine a student's participation when a conflict in scheduling arises:

A performance (athletic event, contest, play, concert etc.) has priority over any practice or rehearsal. When two events of equal value conflict, the student may participate in the event of his/her choice without fear of penalty or consequence. Students are to inform coaches/advisors of conflicts as soon as they become aware of them.

ACCEPTABLE USER POLICY

A. Computer/Internet Users Shall:

1. Use the computers/internet and other equipment for education, research, and information consistent with the goals of the district.
2. Obey all copyright laws.
3. Report any illegal or misuse of the computers/internet.
4. Accept responsibilities for the care of the equipment and respect for other individual work, files, and programs.
5. Keep their passwords confidential.

B. Computer/Internet Users Shall Not:

1. Reveal personal information on the Internet such as address, phone number, credit card information, social security number of self or others, nor engage in conversation.
2. Access or modify other accounts, data, files, or passwords nor access inappropriate files or materials including pornographic material.
3. Use the computer/internet to send or receive messages that are consistent with the District's
4. Code of Conduct – this includes messages that are inflammatory, harassing in nature, sexist, racial, or contains obscene or pornographic material. The definition of what is inflammatory, harassing in nature; sexist, racist, obscene or pornographic shall be determined by the Allen East Local School.
5. Download music or programs without permission.
6. The Allen East Local School District through designated representative(s) reserves the right to access, read, or delete any information stored on the network. This would include student work, e-mail, or other files on the network.
7. Students may not bring discs, laptops, or any personal computer products from home to school without permission.

Failure to follow these regulations will result in loss of computer/internet access and/or disciplinary action based on the Student Code of Conduct.

TRANSPORTATION GUIDELINES

1. Buses will operate on the approved time schedule. The following procedure will apply:
 - Students should be waiting outside at least five (5) minutes before the bus is scheduled to arrive.
 - If the bus is early, the driver will wait until the regular pick-up time before proceeding.

- If the bus is on time, the driver will stop, blow the horn three times and look for movement. If no movement is seen, the bus will proceed.
 - If the bus is late, the driver will stop and look for movement. If no movement is seen, the driver will proceed.
2. At the end of the school day, drop-off times may vary. If a child is of Primary age (K-4), the parent or guardian should have someone at the drop-off for his or her child.
 3. The drop-off procedure for K-4 students will be as follows:
 - If the driver suspects no one is at the drop-off location for the student, the driver will blow the horn three times and look for movement. If no movement is seen, the driver will reach the dispatcher via radio and have the dispatcher attempt to reach the home by phone. If no one is reached, the driver will continue on his/her route with the child and return him/her to the bus garage at the school. Further attempts will be made by the school to reach the parent/guardian that the child is to be picked up at the school.
 4. The Bus Driver shall be in charge of the bus at all times and shall be responsible for order.
 5. Disorderly conduct and/or insubordination shall be sufficient reasons for refusing transportation services to any pupil. While riding a school bus, reasonable conversation is permissible but is regulated by the bus driver.
 6. No use of tobacco in any form is permitted while on the bus or at the bus stop area.
 7. Law at all railroad crossings requires silence.
 8. No profanity is permitted.
 9. All body parts (hands, arms, head, etc.) are to stay inside the bus.
 10. Pupils must **stay in their assigned seat** during the duration of the ride. **No Standing. Pupils must not have any part of themselves or their possessions in the aisle of the bus.**
 11. No food or drink (unless for medical purposes and with the school nurse's permission) is allowed to be consumed on the bus.
 12. No unauthorized touching, hitting, or fighting of any kind is allowed.
 13. No animals, firearms, ammunition, explosives, and other dangerous materials or objects, which may interfere with the safe operation of the school bus, will be transported. The aisle of the bus must be kept clear.
 14. Individual device usage is permitted only with headphones and the driver's permission. The school is not responsible for the loss or damage of this property.
 15. **Children will be picked up and dropped off at their designated stops only! Permission may be granted for modifications of this only via a pre-approved note signed by the Superintendent, Transportation Supervisor, or Building Principal.**
 16. Do not throw anything on or from the bus.

GRADE SCALE

<u>Grade</u>	<u>%</u>	<u>Reg. Wt.</u>	<u>AP/CC+/Adv. Wt.</u>
A	94-100	4.0	4.5
A-	91-93	3.7	4.2
B+	88-90	3.3	3.8
B	84-87	3.0	3.5
B-	81-83	2.7	3.2
C+	78-80	2.3	2.8
C	73-77	2.0	2.5
C-	70-72	1.7	2.2
D+	67-69	1.3	1.8
D	63-66	1.0	1.5
D-	60-62	.7	1.2
F+	52-59	.3	.3

VEHICLE REGISTRATION AND USE

Driving to school may be revoked for any manner of reckless operation of your vehicle. Any licensed student may drive a street legal vehicle to school. All student drivers must park in the area near the football stadium or student designated lot. Proper safety must be observed at all times. All vehicles driven to school must be registered in the office. If you drive more than one vehicle, you must register each vehicle. Students must park in a single, designated space. Parking in any area or space not designated for parking may result in disciplinary action, loss of driving privileges to school or your car being towed at owner expense.

COLLEGE CREDIT PLUS

Students, in grades 7-12 that qualify, have the opportunity to take courses for college credit. All universities are extensions of our school program: therefore, students who elect to attend any university are subject to disciplinary action based upon the Student Code of Conduct of either Allen East High School and/or the specific university. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

SCHOOL BOOKS

It is recommended school books be covered. Students losing or damaging school books beyond repair will be assessed the following fine: 1st year 100% of replacement cost, 2nd year 80% of replacement cost, 3rd year 70% of replacement cost, 4th year 60% of replacement cost, 5th year 50% of replacement cost. After 5th year adjusted fee not to exceed \$10.00.

VALUABLES

Students should keep anything valuable at home. Students only need a minimum amount of money at school. In the locker room, you should have a lock for the locker you use and keep all of your possessions secure.

BELL SCHEDULE

WB 8:17

1st 8:20-9:08

2nd 9:11-9:58

3rd 10:01-10:48

4th 10:51-11:38

5th 11:41-12:08 AT

Lunch 12:08-12:35

6th 12:38-1:25

7th 1:28-2:15

8th 2:18-3:05

ONE HOUR DELAY

WB: 9:17

1st 9:20-9:53

2nd 9:56-10:28

3rd 10:31-11:03

4th 11:06-11:38

5th 11:41-12:08 AT

Lunch 12:08-12:35

6th 12:38-1:25

7th 1:28-2:15

8th 2:18-3:05

TWO HOUR DELAY

WB: 10:17

1st 10:20-10:45

2nd 10:48-11:13

3rd 11:16-11:41

5th 11:44-12:08 AT

Lunch 12:08-12:35

4th 12:38-1:12

6th 1:15-1:49

7th 1:43-2:27

8th 2:31-3:05

PE REQUIREMENT

Students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons as defined in the Allen East High School handbook, while enrolled in grades 9 through 12, and as documented by the High School Principal or student affairs director, may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements.

CELL PHONES IN CLASSROOMS

Students will be required to place their cell phone/device in a secure location with the teacher prior to the start of class. If a teacher involves cell phone/device use within the lesson, students will have access to their device. Students are able to retrieve their cell phone/device at the end of the period. Phones/devices may be used in the hallway, commons area and auditoria. Students may **NOT** have their phone/device out in the restroom or locker room areas.

If a person believes that s/he has been discriminated against or denied equal opportunity or access to the District's programs, activities or services, the person may, at any time, contact the US Department of Education, Office for Civil Rights, Cleveland Office, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611; Telephone: (216) 522-4970; Fax (216) 522-2573; TDD: (216) 522-4944; email: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>