

# Carlisle High School



250 Jamaica Rd, 937-746-4481, Brad Potter – Principal  
[www.carlisleindians.org](http://www.carlisleindians.org)

## 2016-2017 Student Planner

This planner belongs to:

Name \_\_\_\_\_

Grade \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

# CARLISLE HIGH SCHOOL

Student Handbook 2016-2017

[www.carlisleindians.org](http://www.carlisleindians.org)

## MISSION STATEMENT

In partnership with the community, Carlisle High School strives to be the benchmark of academic excellence in education through superior teaching of a rigorous curriculum.

## ALMA MATER

Come and sing our high school's praise,  
in her honor voices raise,  
for the friends we've learned to know,  
who make our hearts and faces glow.  
Many days already gone.  
We'll remember with our song.  
We owe you much our hearts confess,  
our beloved C-H-S!

## FIGHT SONG

Fight Carlisle, fight Carlisle,  
fight against the foe.  
Wave the banner, wave it proudly,  
as we onward go.  
Win the battle, win the battle with Carlisle's might.  
Our men of old Carlisle, fight, fight, fight.

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# GENERAL INFORMATION

## **ANNOUNCEMENTS**

Announcements will be read at the beginning of 1<sup>st</sup> period. Additional announcements may be given over the intercom at the end of the day. Announcements will also be sent out daily via Twitter (@CarlisleHS) and posted on the High School webpage. All announcements are cleared through the principal or building secretary.

## **BETWEEN PERIODS**

During class changes, students will have four minutes to pass from class to class. This is ample time to use the restroom facilities. A student who is tardy to class will be indicated as tardy on the period's attendance.

## **BUSES**

Students are to ride the bus assigned. Permission to ride another bus may be obtained from an administrator only in emergency situations with a note from your guardian. Continued misbehavior or a severe act of misbehavior may result in temporary or permanent removal from the bus.

## **CARE OF SCHOOL PROPERTY**

Students need to exhibit pride and respect for school property. Any destruction to school property will result in disciplinary action. The student will assume the cost of such damage. NOTE: BOARD POLICY STATES THAT CHARGES MAY BE FILED IF THE DAMAGE EXCEEDS \$100.00.

## **CELL PHONES**

Students in grades 9-12 may use cellular phones or MP3 players (must be able to hear staff instructions) during non-instructional times through the school day – between classes, lunchtime, before and after school if such use is done quietly and with appropriate regard for the safety of the user and others. Teacher permission is required in the classroom. If teacher permission is not given, these electronic devices must be turned off during school hours and kept out of sight in lockers, pockets, book bags, and/or purses. No person shall take pictures or videos without teacher or administrative consent.

## **CHS SCHOOL LUNCH PROGRAM**

The purpose of the school lunch program is to aid the general school program by providing the students with a balanced, warm meal each day. CHS has a closed lunch program. During lunch, students are not to be in the halls unless they have a special pass signed by a faculty member, prior to lunch beginning. It is the student's responsibility to be back in class on time after lunch. The following guidelines are to be followed during all lunch periods:

- A. Pushing, running, or cutting ahead in line is not permitted.
- B. Students are not permitted to leave school property during lunch.
- C. No food of any kind is to be removed from the cafeteria.
- D. No food is to be ordered in or carried in from outside sources.
- E. Students are to use commons restrooms only.
- F. It is the student's responsibility to be back in class on time after lunch.
- G. Students are to stay on the red carpet (commons area) during their lunch periods.
- H. Loud noises or disruptions will not be tolerated. Talk only in a normal speaking voice.
- I. The throwing of food of any kind will not be tolerated.

### **DRIVING TO SCHOOL**

Since the Board of Education provides transportation for students, driving to school is a privilege. All student fees must be paid in order to purchase a pass. Privileges may be revoked for disciplinary infractions, including tardies to school. Students will depart from their car in the morning, use the crosswalk to cross from lot to building, and remain away from their car until it is time to depart from the school. Violations will result in loss of driving privileges, or further disciplinary action. Students being granted the privilege to drive to school must abide by the following regulations:

- A. Must have school driving forms filled out in advance.
- B. All state laws will be abided by in the parking lot and in front of the school. (Example: speed limits, stop signs and reckless driving)
- C. Students will not be permitted to park in front of the high school or behind the building, including the spots facing the softball field. These areas are reserved for teachers only. Students must park in assigned area, or lose their parking privileges.
- D. Students are not permitted in the parking lot area during school hours.
- E. Every vehicle must have a parking pass issued through the office displayed from the rear view mirror. The cost of the parking sticker will be set by the Board of Education.
- F. Driving privileges may be revoked due to any violation of the Student Code of Conduct.
- G. Vehicles on property are subject to search by school personnel should they suspect the presence of drugs, weapons, drug and weapon look-a-likes, mace, tear gas or other chemical weapons.

## **FUNDRAISERS**

All matters of fund raising or collection of money for any reason whether for charity or other causes that may arise must be cleared through the Principal's office before any contractual agreement or solicitation may occur. Please submit the "Potential" Fundraising Project form to building administrator prior to beginning fundraiser. All products, including T-Shirts, must be approved by Principal prior to beginning fundraiser or class activity.

## **HALL PASS**

A student will not be permitted in the halls to go to the restroom, Guidance Department, Principal's Office, etc. without a pass signed by their respective teacher. If a student does not have a pass signed, privileges will be removed and disciplinary action may be taken. It is the student's responsibility to ask and get a pass from a teacher before leaving the classroom. Please do not assume the teacher knows you need a pass. Teachers will not issue passes the first 5 minutes of class and the last 5 minutes of a class period.

## **HOMECOMING AND PROM**

The Junior-Senior Prom is sponsored by the Junior Class. The Dance is limited to Juniors and Seniors only. Guests from other schools must be approved by the Principal. Approval forms will be available in the office and online. All must be returned with approved picture ID's. There will be a limit of one guest per Carlisle student upon entrance to these events. Jr. High students may not attend dances. School rules apply at the dance. Dancing should be appropriate at all times and reflect well on our school. All student fees must be paid prior to purchasing tickets for CHS dances.

## **LIBRARY USAGE**

Students wishing to use the library must have a pass from their teacher. The library is closed after school unless you have permission from the principal or you have a written pass from a staff member.

Students are expected to maintain a library atmosphere of study, reading, and research. Loud conversation will not be permitted. All students must adhere to the library guidelines or their privileges will be revoked. Student may check books out in the main office. If a book has been checked out and lost or never returned, the cost of the book will be assessed to the student who checked it out.

## **LOST BOOKS-SUPPLIES**

Such items are generally misplaced rather than lost. The office maintains a lost and found. Students are responsible for all items issued to them throughout the school year. A charge will be assessed to the student for any items not returned that have been issued to them.

## **LOCKERS**

Lockers are assigned to students by each homeroom teacher. Pupils are to carry enough books for a forenoon or afternoon of school. This practice will reduce the confusion in the halls between classes. All textbooks will be kept in the lockers. Use common sense and do not bring valuables to school. **NOTE: LOCKERS ARE THE PROPERTY OF CARLISLE LOCAL SCHOOLS AND THE AND THEIR CONTENTS MAY BE SEARCHED AT ANY TIME.** The school system is not responsible for items stolen or removed from lockers. **NO** students will be permitted to leave the lunch area to pick up books from the lockers for their next class. Students have ample time when the bell rings to go to their lockers. Students are assigned lockers and may not share, as this causes issues when concerns or emergencies arise.

## **STUDENT FEES**

Students will be required to pay the Board adopted fee and for some supplies during the course of the school year. You will be notified of the amount at the beginning of the school year. Student participation in extra-curricular activities will be denied until all fees are paid. Report cards will also be held until payment. Waivers for school fees for unpaid fees that accrued during previous school years may not apply.

## **TEXTBOOKS**

Textbooks are issued to students free of charge for the school year. If the book is damaged when issued, notify the teacher. At the end of the year the same book issued must be returned. If a book is lost, stolen, or damaged, the student will be charged. All textbooks are to be covered with a homemade or commercial cover.

## **TRIPS – EDUCATIONAL TRIPS**

A student on a field trip or event is present for school record purposes. Any student desiring to visit a college or other institution of higher education must have previous arrangements through guidance.

## **VALUABLES**

Students are requested not to bring to school anything of value as there is always a danger of it being taken. If for classroom purposes a student does bring something of value, students are encouraged to store the valuables in the Principal's office. **NOTE: THE ADMINISTRATION OR STAFF IS NOT RESPONSIBLE FOR ITEMS BROUGHT TO SCHOOL...IPODS, MP3 PLAYERS, ETC. MAY BE BROUGHT TO SCHOOL, BUT THE SCHOOL IS NOT RESPONSIBLE FOR THESE ITEMS OR LOCATING THESE ITEMS. PLEASE LOCK UP PERSONAL BELONGINGS IN THE GYM LOCKER FOR AFTER SCHOOL ACTIVITIES.**

# ATTENDANCE POLICY

Regular school attendance is essential for the educational development of the students. Part of our philosophy at CHS is to prepare students with academic and co-curricular experiences that will contribute to academic competency, personal growth, physical and mental health, citizenship, self-expression, and self-esteem. Regular school attendance is necessary in order to take full advantage of this preparation and to establish continuity of instruction. Students who have poor attendance often have more academic problems. Attendance will be taken each period of the day. Students not in their assigned class will be considered absent. The absence will be considered unexcused if a viable reason is not given. Students who are absent from school with an excused absence will have the opportunity to make-up any and all class assignments, quizzes and/or tests that may have been missed.

## Warren County Schools Common Attendance Regulations 2016-2017

### Legal Requirement

Ohio Revised Code, Section 3321.01:

All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.

Ohio Revised Code, Section 3321.03:

*It is the parent's responsibility to cause the child to attend school.*

### Reporting and Monitoring Student Absences

It is the obligation of the parent/guardian to report the child's absence or tardy each day the student is absent.

- The parent/guardian should phone the students school building within 2 hours of the start of the school day each day the student is absent. Afternoon kindergarten parents/guardians must call by 2:00 PM. The parent/guardian may be required to provide a password/code to identify themselves as the parent/guardian of the absent student.
- A school logged parent/guardian phone call received by the attendance office, on each day of the student's absence, for any of the excused absences below, is sufficient to excuse the child's absence. **After the student's eighth (8<sup>th</sup>) parent phone call, upon the student's return to school the parent/guardian shall provide written documentation from a treating physician, nurse practitioner, or physician assistant stating the day(s) absent and reason for such absence.**
- Written documentation from the parent/guardian/non-doctor note may be in the form of an e-mail or fax to the proper school authority or directly from a physician's office, if permitted by the physician's office.

- If within five (5) school days after returning to school following an absence, written documentation has not been received, the absence will be “unexcused.”
- The parent/guardian (and not the school) maintains responsibility to make certain the telephone call and/or absence note was submitted to the proper school attendance authority in a timely fashion.
- If the parent/guardian fails to contact the school and school personnel have to initiate contact with the parent/guardian via phone call and DO NOT make direct contact with a parent/guardian the absence will be considered unexcused until a parent/guardian makes direct contact with attendance office to verify student’s absence.

### **Excused Absences**

- Personal illness or injury.
- Medical or dental appointments (partial days, in most cases).
- Illness or death in the family.
- Funeral of immediate family member or relative.
- Quarantine.
- Religious holiday (not counted against the eight (8) day rule).
- Appointments for court.
- Pre-approved absences. Five (5) days per year approved in advance by the principal. These days shall be included in the eight (8) day absence rule.
- Head lice. Children excluded from school due to head lice are allowed one (1) excused absence on two (2) separate occasions in a school year. Absences beyond this number are unexcused unless the additional absences are covered within the eight (8) parent/guardian notes or a physician et al. excuse.
- Emergencies and other reasons deemed good and sufficient by the principal.

### **Unexcused Absences and Tardies**

- The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):
- Missing the school bus.
- Experiencing transportation problems at home or on way to school.
- Remaining at home to complete school assignments.
- Missing school without legitimate illness.
- Oversleeping. Alarm clock (student’s or parent’s) failed to work.
- “My mom didn’t get me up.”
- Not having suitable clothing to wear to school.
- Working a job during the school day without a proper work permit.
- Babysitting.
- Any form of recreation (unless pre-approved absence days).



- Personal business that can be done after school or on weekends.
- “Helping at home” or “Was needed at home.”
- “I had a game last night.”
- Senior pictures/portraits.

**Documentation of Absence/Tardy**

Generally, eight (8) absences from school per school year or five (5) tardies to school per school year for the reasons identified as “Excused Absences” may be documented by a parent/guardian phone call. Medical notes shall not count against the eight (8) parent/guardian phone calls for absences or five (5) parent/guardian phone calls for tardies. Absences in excess of eight (8) per school year or tardies in excess of five (5) per school year may not be excused by a parent and shall require documentation by the child’s treating physician, nurse practitioner, or physician assistant – unless an absence is otherwise excused by the principal due to an unusual circumstance.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This does not create an entitlement for a child to be absent from school eight (8) days per school year or tardy to school five (5) days per school for reasons other than those identified for Excused Absences. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the child’s best interest. Those circumstances include, but are not limited to, the child’s and/or the child’s siblings’ attendance in the current or prior school years.

In all instances where students/parents/guardians have been adjudicated guilty for truancy-related offenses (habitual/chronic truancy and contributing) and are currently under active supervision or probation, excused absences shall be granted only on the condition of a note from a physician, nurse practitioner, physician assistant, or personally excused from school by the school principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an absence/tardy is for any of the reasons identified in this regulation as “Excused Absences.”

**Medical Excuses**

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office or hospital examination by a physician, nurse practitioner, or physician assistant. Physicians, et. al., may only excuse absences or tardies to school for the specific date(s) the student was under his/her direct medical care - during which the

student was medically unable to attend school. Excessive medical excuses may result in the school contacting the physician's office for additional medical documentation.

### **Chronic Illness Waiver**

Beyond a student's initial eight (8) absences, additional absences for a chronic medical condition may be approved in advance by the child's physician, nurse practitioner, or physician assistant without the need for the child to be seen by the physician et al. Parents/guardians shall obtain this Waiver from the school nurse.

### **Military Provision**

Students may receive up to five (5) additional excused absences per school year for the purpose of attending the deployment or return of a military parent/sibling. These days shall be approved in advance by the principal and will not count against the normal eight (8) excused absences provision.

### **Tardy to School**

Five (5) unexcused tardies = one day unexcused absence. Tardy to classes is handled on an in-school basis and is not included in the 5UT's = 1UA provision.

### **Make-Up Work**

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students do not get to make up any work with Unexcused absence.

### **Truancy Defined**

Truancy is defined by Ohio Revised Code, Section 3313.609, as "any absence that is not excused."

### **Consequences of Truancy**

2 Unexcused Absences. Formal notification letter sent to parent/student.

5 Unexcused Absences. Truancy intervention group meeting @ the district.

9 Unexcused Absences. Truancy meeting for 5-day meeting "no-shows."

**Important Notes:** 1) **Parents/Guardians who attend the 5-day intervention meeting need not attend any further truancy meeting** unless they request a special meeting with the principal, attendance officer and/or a truancy court official. 2) Formal court proceedings may be initiated without utilizing the above sequence. 3) Schools may also impose their own sanctions for students who accumulate unexcused absences/tardies. 4) According to ORC 3321.13(B) the Board may authorize the Superintendent to establish a hearing and notification

procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 7 days during semester.

### **Truancy Charges Filed in Court**

Truancy charges may be filed against students (12+ y/o) who become chronic or habitual truants. "Contributing" charges may be filed against the parent(s)/guardian(s).

Chronic Truancy (Delinquency) = 7 consecutive unexcused absences.

10 unexcused absences in four (4) weeks.

15 unexcused absences in a school year.

Habitual Truancy (Unruly) = 5 consecutive unexcused absences.

7 unexcused absences in four (4) weeks.

12 unexcused absences in a school year.

Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy (and parents/guardians who have pled or been found guilty of a "contributing" charge) may be ordered by the Juvenile Court to accumulate no further unexcused absences or tardies. A Violation of Court Order or Community Control Violation may be filed against the student/parent/guardian for future unexcused absences or tardies. Juvenile Court may retain jurisdiction of students until they graduate, obtain their GED or attain 21 years of age.

### **Warren County Inter-School Attendance Agreement**

Student attendance records shall be maintained for students moving from one Warren County school district to another district within the county. This includes all provisions of this policy..

### **Warren County Satellite Classes**

The school district (name of specific district) accepts the attendance policies and procedures of the partner school in regards to their students who attend (name of district, same as above) Satellite Classes within their district. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

# ACADEMIC/GUIDANCE INFORMATION

## **CARLISLE EDUCATION RECOGNITION ASSOCIATION (CERA)**

The following is the part of the Constitution of the CERA that applies to eligibility: "To provide recognition for all Carlisle Students (Junior High, High School, and Joint Vocational School) who are on Every Regular Honor Roll (3.5) or merit roll (3.0) at least (1) of these grading periods."

## **CLASS STANDING**

During the first semester of a student's senior year in high school, his/her grade point average and class ranking is computed. The purpose of the GPA and rank is for college entrance and employment. Each college has its own requirements for accepting incoming freshmen. Some colleges require students to be in the top 10% of their class, while others will accept students with a lower class ranking. Other colleges will differ concerning the GPA they require for admittance. Many employers will consider grade point average and class rank before hiring an applicant. The top 5% of the senior class will be honored as "Graduates of Distinction", at graduation ceremonies. The top 2% of the graduating seniors will be honored as "Graduates with Highest Distinction". Their selection will be based on their grade point average at the end of the 7<sup>th</sup> semester of their high school academic career.

## **DROPPING A CLASS**

All students must complete a "Schedule Change Request Form" when changing or dropping a class. Withdrawals will only be considered if the form is completed and the reason for withdrawal qualifies. Students will not be withdrawn from a class unless he or she is academically misplaced. If a student remains in a class long enough to get a 9 week grade, that grade will show on the students records – withdraw failing (W/F) or withdraw passing (W/P). If they remain after the 2<sup>nd</sup> 9 weeks begins, they should get a final grade for the class. Parent and student must meet with principal, teacher and guidance counselor before the request will be considered. The principal or designee must approve all schedule change requests after classes are scheduled. Schedule changes will not be approved unless there is an appropriate alternative course available. Also, students may only have one study hall during the course of the academic school year. Students dropping a class to add a 2<sup>nd</sup> study hall will be denied. Athletes should be reminded that 2 F's would make them ineligible for the next nine weeks. Eligibility is based on 9-week grades. Athletes must have at least 5 major classes per semester, including students attending vocational schools and college

## **EARLY GRADUATION**

Definition: Early graduation is defined to mean that a student is permitted to earn and receive a high school diploma at the end of the 11<sup>th</sup>

year rather than the customary four years between the ninth and twelfth grades. In order to request early graduation the following must be met:

A. Requirements:

The student's schedule for his eleventh year must be approved by the guidance office, along with credits already received (or in the process of being received) which must indicate the following:

- Acquisition of the subjects required by the Department of Education of the State of Ohio
- Acquisition of or in the process of acquiring the minimum number of credits required by the Department of Education of the State of Ohio plus two additional credits required by CLSD.
- Attainment of an accumulative point hour ratio of at least 2.75 (This must be maintained throughout the balance of the tenth and the eleventh year of school)
- A minimum of 7 (8) credits in electives which must include a minimum of 1 unit in the area of Business Technology, Fine Arts or Foreign Language
- Evidence that the student has long-range plans that include enrollment in an institution of higher learning
- State Assessment Guidelines must be met or graduation will not be approved
- ½ or 1 unit must be earned in a computer class

B. Procedure:

Application for early graduation is to be submitted to the Board of Education in April (3<sup>rd</sup> Monday) of the 10<sup>th</sup> grade in school. The applicant is to appear at the board meeting in person with the following:

- Courses taken and credits earned with verification by the guidance counselor
- An exemplary narrative of no less than 500 words stating the student's plans for the future
- Evidence of matriculation in an institution of higher learning
- Evidence of parental approval with an accompanying statement by parent concerning their feelings about the early graduation of their child
- Signatures of the high school principal, the parent or legal guardian and the guidance counselor

The Board of Education will give final approval for these graduates, along with the senior graduates in the May regular meeting. However, tentative approval will be given in April of the tenth grade year that will indicate the Board's intent upon the student's completion of the requirements for graduation. Revised – May 21, 1984

## EXAMS

Final exams will be given to ALL CLASSES and ALL STUDENTS at the end of the first and second semester except when approved by the administration.

### Exam Exemptions

1. Seniors may exempt their final exam only, if they have an A average for the second semester. There are no exemptions for any student during 1<sup>st</sup> semester exams. There are no exemptions for students in 9<sup>th</sup> - 11<sup>th</sup> grades during 1<sup>st</sup> or 2<sup>nd</sup> semester exams.

## GRADE CHANGES

If a student, or parent, has protest over a grade issued on a report card, they should first contact the teacher within ten school days. If an agreement is not reached after a discussion with the teacher, the student, parent, or student advocate should inform the teacher and administrator that they are not satisfied with the results. The student, parent, or student advocate should then follow the Title IX grievance procedure. The grieved party must contact the principal within ten more school days after finding out the grade; otherwise, the grade is final.

## GRADE SYSTEM

*The Carlisle Local School District grading scale for the class of 2017 and beyond.*

100-93	A	4.0
92-90	A-	3.7
89-87	B+	3.3
86-83	B	3.0
82-80	B-	2.7
79-77	C+	2.3
76-73	C	2.0
72-70	C-	1.7
69-67	D+	1.3
66-63	D	1.0
62-60	D-	1.0
< 60	F	0

*Advanced Academic Grade and Point Average*

4.50 Point GPA Courses are as follows: Advanced Placement Courses, Honors Courses, Comparable College Credit Plus Courses, Physics, French III & IV, Spanish IV and Pre-Calculus.

## **GRADUATION REQUIREMENTS**

Twenty-two (22) units must be successfully completed as follows:

4 credits of English

4 credits of Mathematics, including Algebra II

1 unit of a computer course ( $\frac{1}{2}$  or 1)

3 credits of Science, which must include a minimum of 1 unit of Life, 1 unit of Physical Science and 1 unit of Advanced Science.

3 credits of Social Studies, which must include a minimum 1 unit of American Government and 1 unit of American History.

$\frac{1}{2}$  credit of Physical Education ( $\frac{1}{4} + \frac{1}{4}$ ) &  $\frac{1}{2}$  credit of Health

7 elective (must include one (1) or any combination of foreign language, fine arts, business, career-technical education, technology, and consumer sciences, or English language arts, mathematics, science, or social studies course not otherwise required). In addition to earning course credits, each student must earn the required number of points, unless exempted, on the tests required by the State Board of Education to graduate.

The student who completes the high school Academic Pathway (Honors Diploma) must meet at least seven of the following eight criteria:

1. Earn four units of English;
2. Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher level course, or a four-year sequence of courses which contains equivalent content;
3. Earn at least four units of science including one unit of physics and one unit of chemistry;
4. Earn four units of social studies;
5. Earn three units of world languages (must include no less than two units for which credit is sought), i.e., three units of one world language or two units of two different languages;
6. Earn one unit of fine arts;
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the American college testing services' ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

The student who completes an intensive Career-Technical Education Pathway must meet at least seven of the following eight criteria:

1. Earn four units of English;
2. Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher level course, or a four-year sequence of courses which contains equivalent content;
3. Earn at least four units of science, including two advanced sciences;
4. Earn four units of social studies;

5. Earn four units in a career-technical education program that leads to an industry-recognized credential, results in an apprenticeship or is part of an articulated career pathway, which can lead to post-secondary credit. If the student's program design does not provide for any of these outcomes, then the student must achieve the proficiency benchmark established for the applicable Ohio career-technical competency assessment or the equivalent;
6. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment (available at [http://www.webxam.org/info\\_docs.asp](http://www.webxam.org/info_docs.asp), with additional content available by clicking here ) or equivalent assessment aligned with state-approved and industry validated technical standards;
7. Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the American college testing service's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the college board's SAT verbal and mathematics sections (excluding the score obtained on the required writing section).  
\*\* Students must be awarded an Honors diploma to "Graduate with Distinction" (Begins with class of 2019).

## **GUIDANCE DEPARTMENT**

The guidance department is an integral part of our school system. Each teacher and student has the responsibility of using:

- A. Student referrals by the students or the teachers
- B. Vocational material
- C. Scholarship information
- D. College catalog and information
- E. Vocational school –CTC
- F. Scheduling
- G. Individual counseling/testing
- H. Group counseling-testing
- I. Completion of surveys and questionnaires (demographic info)

## **HONOR AND MERIT ROLL**

A Principal's, Honor and Merit Roll is published at the end of each nine weeks grading period. In order for a student to qualify for either the Honor or Merit roll, a student must have at least two units of credit that semester. Principal's Roll – 4.0, Honor Roll – 3.5 and Merit Roll – 3.0

## **INCOMPLETE ASSIGNMENTS**

An incomplete grade must be converted to a regular grade within ten (10) school days after the conclusion of a grading quarter. Additional time for makeup work may be granted by the principal for prolonged illness, family tragedy, or other sufficient reasons



## **MAKE UP ASSIGNMENTS**

If a student has an excused absence from school, he/she has one day to make up work for each day absent. Assignments that have been made more than one-week prior will be due the day the student returns to school. It is the student's responsibility to see the teacher about make up. At the teacher's discretion, additional days may be given for make up (if the student requests it and the teacher agrees).

## **NATIONAL HONOR SOCIETY**

The Carlisle High School Chapter of National Honor Society (NHS) is affiliated with the National Honor Society of Secondary School Principals. As a result of this affiliation, Carlisle's chapter follows those by-laws required by the National Association. Membership in the NHS is the highest recognition of academic talent the school conveys. Membership in this chapter shall be based upon SCHOLARSHIP, SERVICE, LEADERSHIP, and CHARACTER.

**Scholarship:** To be eligible for selection to NHS, a student must have a cumulative grade point average of **3.5** (*with no rounding*) at the end of the first semester of their sophomore year. Freshmen are not eligible for NHS. IF inducted into NHS, a member may not drop below a 3.5 GPA at any time after induction. Doing so may endanger the student's membership (due process steps are available if this happens). A student should be self-motivated, contribute to classroom activity, and be interested in the pursuit of knowledge.

**Service:** A student must also have completed a minimum of **20 hours** of unpaid service starting at the beginning of their freshman year. This service may take place through school, community, or church service projects. IF inducted into NHS, a member must complete 20 hours of service during each year he or she is a member of NHS. In addition, a candidate must have at least one school activity per academic year in which he/she is an active member of that organization.

**Leadership:** A student must meet ONE of the following: (1) at least one teacher/coach/advisor recommendation that the student is a leader in the classroom or club/activity, (2) the student has been elected to a leadership position such as student council/class officer or appointed to the rank of officer of a school club or community organization and has successfully carried out the duties of that office, or (3) the student has received recognition or an award for leadership with a school or community organization.

**Character:** A candidate for NHS must have exceptional attendance (serious medical cases considered separately). A candidate must have no documented history of cheating or dishonesty. A candidate must fulfill the responsibilities of clubs, teams, and classrooms. A candidate must be trustworthy and reliable. The candidate must cooperate by complying with school rules and regulations concerning property, programs, halls, classrooms, etc. He/she should show courtesy, concern, and respect for

others. A candidate must have no documented incident of stealing, or be found guilty of any criminal offense. Any candidate who has been suspended from school during his/her freshman or sophomore year may only become eligible beginning the junior year. A candidate who has been suspended from school during his/her junior or senior year may not be eligible for NHS. The Carlisle High School NHS Faculty Council reserves the right to review all applications to determine a candidate's eligibility.

### **COLLEGE CREDIT PLUS OPTIONS (Formally known as PSEO)**

An option for students who are enrolled in qualified and selected CCP courses. Carlisle Local Schools will be partnering with local universities to enable students who are enrolled in this selected course to also be enrolled in similar courses through each university. Students who apply to the participating college or university and meet the IHE's (Institute of Higher Education) established standards for admission and course placement to enroll in approved postsecondary program during the 7th, 8th, 9th, 10th, 11th or 12th grade year while in attendance in the District. Students will be eligible to receive secondary credit for completing and of these programs (1 Secondary credit = 3 IHE Semester hours. Credits less the 3 will be converted proportionately). Students cannot take beyond 30 credit hours in an academic year and no more the 120 credit hours in high school. Parents and students must attend the CCP meeting in mid-February/March offered by the high school in order to participate in this program. All CCP applications must be submitted by May 1<sup>st</sup> and student/parents must attend the CCP meeting to participate in CCP. All students who ONLY attend a CCP college MUST take at the least the equivalent of five Carnegie units (5 high school credits) throughout the entire year. CCP courses will be weighted same as AP courses and according to ORC. All materials and textbooks must be sold back to the book store for credit to CLSD no later than 5 days after the last day of class. If it is not returned, the full price of the book will be added to your school fees. Financial obligation will default to the student/parent if the student withdraws from the course or otherwise fails to complete the course. If, after graduating from high school, a student enrolls in a college or university in which he or she was enrolled under this program, the college or university must award full credit for any course the student successfully completed under this program. If you are interested in more information about or Post-Secondary Enrollment Options, please see the building principal or guidance counselor. They will give you a copy of the district policy.

## **RESIDENCY VERIFICATION**

We reserve the right to require verification of residency (proof of residency consisting of a deed, building permit, rental agreement, tax statement, voter registration card, or completion of Form 5111 F2a, or Form 5111 F2b). In addition, proof of paying the district 1% income tax is a requirement of enrollment.

## **SCHOLARSHIP INFORMATION**

Many scholarships are available each year for students planning to continue their education. Information about these scholarships is available from the guidance office any time during a student's high school career. Students should make sure they take all the CORE courses as recommended by the Ohio Board of Regents to ensure they qualify for scholarships based on test scores and college requirements. Students who do not take the recommended courses usually do not score well, and in many cases if they don't take the CORE classes, they don't get admitted to the college or the programs of their choice.

Students and parents should check on the following for the majority of the scholarships and financial aid that is available to assist in helping to pay for a college education.

## **WORK PERMITS**

Work permits will be issued through the high school office. During the summer, they can be obtained through the Superintendents' Office. The paperwork must be completed in entirety and have all signatures before we will begin the process.

## **WITHDRAWAL FROM SCHOOL**

Students withdrawing from school because they are moving from the district, or for some other reason, must inform the Principal's office. On the final day of attendance they must report to the Guidance Office before starting class to pick up a withdrawal form. Failure to comply with this regulation will result in the school not releasing transcript information. Parents must come to the high school in order to sign the release of information form. ALL BILLS MUST BE PAID AND BOOKS RETURNED BEFORE WITHDRAWAL IS CONSIDERED COMPLETE. RECORDS WILL NOT BE RELEASED UNTIL A REQUEST FROM THE STUDENTS NEXT EDUCATIONAL SITE IS RECEIVED.

# STUDENT CODE OF CONDUCT

The Student Code of Conduct meets the intent of the Ohio Revised Code which requires each board of education to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning. The Carlisle Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that disciplinary and prescriptive means be employed on behalf of those who would destroy or deny such an environment. This code and its provisions shall be applicable to the following behaviors occurring on school property, at school-related activities away from school, and occurring off school property but are designed to have a negative impact on school or the district. Violations can occur against other students, school employees, visitors to school, or to the school environment in general. Students who violate the Code of Conduct are subject to Thursday school, in-school alternative discipline class/program/building (this may occur in or outside the school district and during or after the normal school day), in-school suspension, out-of-school suspension, denial of bus privileges, denial of driving privileges, emergency removal from school, denial of participation or suspension from extracurricular activities, or expulsion.

## **1. Truancy**

Unexcused absence from school or class. Leaving school without permission from a school official. Excessive tardiness.

## **2. Abuse of Others**

No student shall use, direct, electronic, or display words, phrases, gestures, images, or actions which are considered to be disrespectful, threatening, intimidating, harassing, slanderous, degrading, obscene, profane, or inappropriate behavior as defined by school administration. This applies to other students as well as staff members.

## **3. Fighting/Violence**

Intentional behavior which causes, attempts, or threatens physical injury including not limited to fighting, assault, hazing, and/or making general threats.

## **4. Vandalism**

Damaging or attempting to damage property on school grounds. This includes public or personal property at school or at a school related event. Arson or attempting to set a fire.

## **5. Theft**

Stealing or attempting to steal public or personal property. Possession of stolen property.

## **6. Use/possession of a gun**

Use or possession of any kind of firearm or look-alike replica of a firearm.

## **7. Use/possession of a weapon other than a gun or explosive**

Use or possession of any kind of weapon or look-alike replica of a weapon other than a firearm or explosive such as a knife, razor, club, chain, etc., using to inflict harm on another person or to intimidate any person.

## **8. Use/possession of any explosive/incendiary device, or poison gas**

This includes matches, lighters, and any substance that could ignite or enhance a fire or explosion.

## **9. Use/possession of tobacco**

Using or possessing any substance containing tobacco including, smokeless tobacco, electronic nicotine device or look-a-like tobacco.

## **10. Use/possession of alcohol**

Using, possessing, or being under the influence of any substance containing alcohol.

## **11. Use/possession of other drugs**

Using, possessing, or being under the influence of drugs, other than alcohol or prescription medication that has been administered in accordance with the district's policies. This includes look-alike drugs, inhalants, counterfeit drugs, or any substance you think to be a drug or controlled substance.

## **12. Disrespect**

No students shall be disrespectful to any school employee or adult. A student shall not direct toward a school employee words, phrases, or gestures which are vulgar, obscene, or degrading in any manner. This includes arguing with a teacher in front of the class. If the student is in disagreement with a teacher, the student must talk with the teacher privately after class. If this does not resolve the disagreement, the teacher or student should schedule a conference with administration in the building. Dishonesty with school personnel shall be classified as disrespectful behavior as well.

### **13. Failure to attend detention**

No student shall skip or refuse to take detention or other properly administered discipline.

### **14. False alarms/bomb threats**

This includes setting or reporting false fire, tornado, bomb, or disaster alarms. The Board of Education authorizes the superintendent to expel a student found guilty of expediting a bomb threat (verbally or in writing) to an expulsion of up to 365 calendar days.

### **15. Disruption of School or Bus**

No student shall, by use of violence, coercion, or any other means cause disruption or obstruction to the carrying on of a normal school day or activity. Examples of disruption include, but are not limited to, use of profanity, unusual or offensive attire, setting off fire alarms, fireworks, unauthorized fire (not arson), false alarms, bomb threats, "water" items, throwing objects or food, running, wrestling, having a lighter, etc. Anything that disrupts the learning process may be classified as disruption of school. No student shall lean or throw any items out of a bus window. No student shall refuse or disobey a bus driver's request or direction per bus regulations. See the section "School Bus Conduct".

### **16. Emergency Removal**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disruption in the academic process, taking place either within a classroom or elsewhere on school premises, the student may be removed from the curricular activity or school premises on an emergency basis.

### **17. Telecommunication Violation**

The school will not be responsible or liable if these items are lost, stolen, or damaged. No students shall take pictures or film other students or staff members without proper permission. Teachers and employees may confiscate iPods/mp3's/cell phones/ etc...if used during class.

- **Sexting** - no student shall possess text, show, or take photos of any nude body parts of any student or any other persons on school property. Showing of these types of photos to others during the school will be treated the same as those who send them.
- **Filming and distribution of a fight** - no student shall film a fight and distribute the footage over electronic means to others.

### **18. Disobedient/Disruptive Behavior**

No students shall be disrespectful to any school employee or adult. A student shall not direct toward a school employee words, phrases, or gestures which are vulgar, obscene, or degrading in any manner. This includes arguing with a teacher in front of the class. If the student is in disagreement with a teacher, the student must talk with the teacher privately after class. If this does not resolve the disagreement, the teacher or student should schedule a conference with administration in the building. Dishonesty with school personnel shall be classified as disrespectful behavior as well. No student shall disobey directions of administrators, teachers, substitute teachers, student teachers, teacher aides, bus drivers, or other school personnel who are authorized to give such directions during any specific period of time when they are subject to the authority of such school personnel. Any student refusing to be searched will be assumed guilty of suspicion and suspended for 10 school days with the possibility of an expulsion recommendation.

### **19. Harassment/Bullying**

All incidents of bullying should be reported to the building principal. A Bully Report form will be completed and the incident will be investigated. Students involved in bullying and other types of harassment will be subject to disciplinary action. Incidents of Dating Violence should be reported to the building principal so appropriate resources can be made available to the victim and appropriate disciplinary actions can be administered.

### **20. Unwelcome Sexual Conduct**

Unwelcome sexual advances, request for sexual favors and/or other physical or verbal conduct of a sexual nature.

### **21. Instigation/Failure to Report**

Any student that intentionally or unintentionally is a catalyst in causing a fight, argument, and/or urges another student to do something destructive or violate the SCOC. Any student aware of another student violating the SCOC and fails to report it or is not truthful when asked.

### **22. Chronic Misbehavior**

Students will not engage in behavior that repeatedly or chronically disrupts or disturbs the educational process, the orderly operation of school, school activities, school buses, or other school operations that constitute a violation of the Student Code of Conduct.

### **23. Other**

Any other behavior that causes or attempts to cause disruption to the peaceful school environment. These can include, but are not limited to the following:

Unauthorized presence in any location where the student has no legitimate business without permission of a school authority. Cheating, Plagiarizing, Gambling, Extortion. Violations of the school dress code, which include wearing suggestive, revealing, obscene, or profane attire. Indecent exposure. Excessive display of affection. Student driving or parking violations. Commission of any crime or misdemeanor in violation of local, county, or state statutes.

### **CHEMICAL INTERVENTION POLICY**

The Carlisle Local Schools recognize that chemical dependency, "including alcoholism", is a treatable disease. Chemical dependency is defined as an illness in which consumption of chemicals interferes with the learning process or adversely affects one's health. While health problems are primarily the responsibility of the home and community, the school shares in that responsibility when chemical dependency interferes with a student's performance. The responsibility for dealing with student use and abuse of chemicals is a shared one. It is the responsibility of the teaching staff, administration, Board of Education, counselors, students and parents. Consequently, Carlisle Local Schools mandates the following concerning

student possession, use, and/or abuse of chemicals: A student shall not possess, use, transfer, conceal, sell, deliver, consume, share, handle, store, acquire, buy, represent, make, or be under the influence of narcotics, drugs, or alcohol, or in any manner engage in drug abuse while on school property or attending any school-related function. The above sentence does not apply to possession and proper use of prescription drugs under a doctor's orders. Procedures for the possession and proper use of prescription drugs have been established by board policy (Chapter I, pp. 72-77). No student shall possess, use, transfer, conceal, sell, attempt to sell, consume, share handle, store, acquire, buy, represent, make, apply, or deliver any object designed to inject, conceal, smoke, or enhance the effects of narcotic drugs, marijuana, isobutyl nitrate, alcoholic beverages, stimulants, hallucinogenic drug, amphetamine, barbiturate, tranquilizer, intoxicant, solvent, gas, inhalants, amyl nitrate, or any mood altering chemical, drug or abuse of prescription drug, any counterfeit controlled substance, or any object deemed to be drug related while on school property or attending any school related function. Any confiscated substance and/or substance-related properties shall be turned over to the proper juvenile or law enforcement authorities.



## UNDER THE INFLUENCE

Under the influence is defined as manifesting signs of chemical use such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular student.

## PRESCRIPTION DRUG

A prescription drug is defined as a drug authorized by a medical prescription from a licensed physician, shall not be considered a violation of this rule as long as a parent's statement, signed physician's statement, and/or prescription label is presented to the school nurse or Principal's office. Such medication shall be kept in the security of school personnel (See board policy Chapter I, pp. 72-77)

## COUNTERFEIT CONTROLLED SUBSTANCES OR "LOOKALIKES" (as defined in the Ohio revised Code 2925.01):

- Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark;
- Any unmarked or unlabeled substance that is represented to be controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it.
- Any substance that is represented to be a controlled substance, but is not a controlled substance or is a different controlled substance;
- Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
  - No person shall possess any counterfeit controlled substance.
  - No person shall make, possess, sell, offer to sell, or deliver any substance that he/she knows is a counterfeit controlled substance.
  - No person shall make, possess, sell, offer to sell, or deliver any punch, die, plate, or stone, or other device knowingly or having reason to know that it will be used to print or reproduce a trademark, trade name, or other identifying mark upon a counterfeit controlled substance.
  - No person shall sell, offer to sell, give, or deliver any counterfeit controlled substance to a person under the age of eighteen.

- No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical effects associated with the use of a controlled substance.
- No person shall directly or indirectly falsely represent or advertise a counterfeit controlled substance.
- Whoever violates any one, part, or all of (1) through (6) of this section is guilty of a felony and will be reported to the appropriate police department and juvenile authorities.

### PROCEDURES FOR GRADES SIX THROUGH TWELVE:

The following procedures will be followed in dealing with the above situations (except selling, supplying, offering to sell, or dealing).

#### First Offense in a School Year:

- It is recognized that such an offense is a violation of the law so the Principal/Assistant Principal will notify the Juvenile Authorities and appropriate law enforcement agencies to file charges against the student.
- The Principal/Assistant Principal will suspend the student for ten (10) days in compliance with the Student Due Process procedures.
- The Principal/Assistant Principal will notify the parent(s)/guardian(s) in writing.
- The Principal/Assistant Principal will notify the school counselor and building Core-team coordinator.
- The Principal/Assistant Principal will contact the parent(s) /guardian(s) to arrange a conference.
- It is required that the student seek a professional evaluation by a trained Chemical Dependency Counselor or a licensed physician trained in chemical dependency that is mutually agreed upon by both parties within the ten (10) day suspension period. Carlisle Local Schools believes that early intervention in the disease process means less destruction for the student who may be harmfully involved and a greater likelihood of recovery.
- The contacted agency or office will notify the school Core-team coordinator that the client has made contact and is complying with the appropriate treatment process. The treatment process must commence within ten (10) days of the evaluation unless otherwise stated by the agency.
- If the agency notifies the school that the student is not participating in the treatment program a recommendation by the Principal/Assistant Principal to the Superintendent of Schools that the student be expelled will occur.

### Second Offense in a School Year

- It is recognized that such an offense is a violation of the law so the Principal/Assistant Principal will notify the Juvenile Authorities and appropriate law enforcement agencies to file charges against the student.
- The Principal/Assistant Principal will suspend the student for ten (10) days in compliance with the Student Due Process procedures.
- The Principal/Assistant Principal will notify the parent(s)/guardian(s) in writing.
- The Principal/Assistant Principal will notify the school counselor and Core-team coordinator.
- The Principal/Assistant Principal will contact the parent(s)/guardian(s) to arrange a conference.
- The Principal/Assistant Principal will recommend to the Superintendent of School that the student be expelled.

### Second Offense (not within the same school year)

- Repeat procedures in FIRST OFFENSE.

### Third Offense-Cumulative

- It is recognized that such an offense is a violation of the law so the Principal/Assistant Principal will notify the Juvenile Authorities and the appropriate law enforcement agencies to file charges against the student.
- The Principal/Assistant Principal will suspend the student for ten (10) days and recommend to the Superintendent of Schools that the student be expelled in compliance with the Student Due Process procedures.
- The Principal/Assistant Principal will notify the parent(s)/guardian(s) in writing.
- The Principal/Assistant Principal will notify the school counselor and Core-Team coordinator.

### SELLING, SUPPLYING, SHARING, OFFERING TO SELL, SUPPLY, SHARE OR DEALING OF CHEMICALS (DRUGS/ALCOHOL) PROCEDURES FOR KINDERGARTEN THROUGH GRADE TWELVE:

- Supplying, sharing, offering to sell, dealing, or selling of chemicals will result in a ten (10) day suspension. A recommendation by the Principal will be sent to the Superintendent of Schools for an expulsion of the student in compliance with Student Due Process procedures.
- The Principal will notify the parent(s)/guardian(s) in writing. The Principal/Assistant Principal will notify the school counselor, and core-team coordinator.

- The Principal/Assistant Principal will consider the following in making the decision on the length of the expulsion:
  - The age and grade level of the student
  - Data collected by the school, including the past record of the student
  - The degree of involvement.
  - The cooperativeness of the student and the family with the school and law enforcement agencies.
  - The family's willingness to seek a professional evaluation and/or counseling from a trained Chemical Dependency Counselor and to follow the recommended treatment program.

### PARAPHERNALIA PROCEDURES FOR KINDERGARTEN THROUGH GRADE TWELVE:

A student shall not possess, use, sell, handle, give, store, acquire, conceal, sell, offer to sell, deliver, transmit, buy, or make any instrument used for drug abuse, paraphernalia (includes, but not limited to hypodermic needles, syringes, pipes, roach clips, rolling papers, etc.). Students may be suspended for this offense, with the same procedures to be followed as outlined above in sections IV and V.

### STAFF AWARENESS AND PARTICIPATION

Teachers, counselors, and administrators shall become familiar with the Chemical Intervention Policy and Program through in-service presentations which include: a definition of policy, procedure, and terms; an explanation of referral and report back procedures (samples of the confidential referral forms are attached); and a description of student and parent support groups. Appendix A demonstrates the steps and flow of the referral of and intervention program and the various individuals and procedures involved in the process.

### STUDENT AWARENESS

A copy of the Chemical Intervention Policy shall be included in the student handbook at all levels. In addition, administrators and/or teachers shall explain the policy appropriately for the level of the students involved.

### EVALUATION AND TREATMENT FEES

A student's parent/legal guardian shall be responsible for any and all fees which are associated with Chemical Intervention with assessment, evaluation, and/or treatment. It is not the responsibility of the Carlisle Board of Education to pay such fees.

### **CLASS CUTTING (TRUANCY)**

Being out of an assigned class without permission from that teacher or not being detained in the Principal's office constitutes a class cut. Cutting

class is considered TRUANCY, and the following disciplinary procedures will be used:

First offense – Thursday School\*

Second offense - Thursday Schools\*

Third or more offense suspension from school and charges filed for truancy.

\*Administrative discretion will be used.

If a student is 18 years of age or older and is cutting classes, expulsion from school will be considered after the third offense. If a student leaves school property – additional action may be taken.

### **CONDUCT (HALLS – SPECIAL EVENTS)**

Hall conduct is supervised by the faculty and the administration. Each student must also assume responsibility for his/her own conduct.

Running, yelling, wrestling, or other noises should not be made during class change. Public display of affection (PDA) will not be condoned at CHS. In case of overly amorous students, contact will be made with parents and appropriate disciplinary action will be taken. Remember, iPods, mp3 players, and cell phones are not permitted during the school day.

At musical and dramatic performances the following suggestions are offered in order to provide the greatest enjoyment and benefit for both the audience and the performers:

- Dress properly for the occasion.
- Be on time.
- Listen attentively to the performers.
- Remain seated during the performance.
- Do not talk during the performance.
- Show appreciation for the performers by applause – NO whistling, yelling or stomping.

At athletic events, in addition to the student code of conduct, the following guidelines are to be followed:

- Stay on the CHS side of the stands during and after the contest.
- NO STUDENTS ARE PERMITTED TO USE OR POSSESS TOBACCO PRODUCTS, INCLUDING ELECTRONIC TOBACCO PRODUCTS OR LOOK-A-LIKES, AT ANY ACTIVITIES – HOME OR AWAY.
- REMEMBER: You are responsible for your actions – display good sportsmanship. Disrespect toward opponents will not be tolerated!

## **DANGEROUS WEAPONS POLICY**

The board committed to providing the students in the district with an educational environment which is free of the dangers of firearms, knives, dangerous weapons, and objects indistinguishable from firearms. The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; where any destructive devise ( as defined in 18 U.S.C.A. Sections 921-924), which includes but is not limited to any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having explosive or incendiary charge of more than ¼ ounce, mine or device or more turning devices described above. The definition of a firearm also includes those objects that are “indistinguishable from a firearm”. An “object indistinguishable from a firearm” is defined as “any object made, construed, or altered so that, to a reasonable person without specialized training, the object appears to be a firearm.” No student shall bring a firearm to or possess a firearm while on school property, in a school vehicle or at any school-sponsored activity. Any student that brings a firearm to school in the above matter shall be expelled from school by the Superintendent for a period of one calendar year. Any student who possesses a firearm, which was initially brought on to school property by another person, may be expelled by the Superintendent, at his or her discretion. In addition, the Superintendent shall notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend as necessary into the school year following the school year in which the incident occurred. The Superintendent may reduce a one-year expulsion on a case by case basis. Factors may justifiably lead to a reduction of an expulsion period included but are not limited to:

- An incident involving a disabled student and the incident is a manifestation of disability;
- The age of the student and its relevance to the punishment;
- Prior disciplinary history of the student;
- Intent of the perpetrator;
- Any other factors which the Superintendent believes in his or her discretion mitigate the circumstances of the student’s prescribed conduct.

Students are also prohibited from bringing a knife to or possessing a knife while on school property, in a school vehicle or at any school-sponsored activity. Definition of a knife includes, but is not limited to, a cutting “instrument consisting of a blade fastened to a handle”. If a student brings to or possesses a knife while on school property, in a school vehicle or at any school-sponsored activity, the Superintendent may, at his/her discretion, expel the student subject to the conditions stated above. The Board may extend the right to expel a student for

reasons beyond a possession of a firearm or knife. Students who possess or use a dangerous weapon, which is defined but not limited to metal knuckles, straight razors, noxious irritation of poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may also be subject to expulsion.

## **DETENTION**

Detentions assigned by teachers or the office are to be served at the time and date assigned. Changes can only be made at the discretion of the person who assigned it originally. Unexcused absences may result in the following:

First offense                      Additional assigned detention with teacher  
Second offense                  Thursday

Bus passes will not be issued. All students must supply their own transportation home.

## **GANG RELATED POLICY**

The Carlisle Local Schools recognizes that a school must create a safe environment in which learning can take place. The presence of gangs in school disrupts that environment by threatening the safety of the students in the school building and causing disruption to the academic process. As a result of this belief the Carlisle Local Schools hereby bars all gangs and gang activities from school buildings and school property at all times. A gang is defined as any identifiable group or club which exists without the sponsorship of the school or sponsorship of any recognized adult community or civic organization and which has no acceptable social goals; further, it includes any group whose purpose and practices include the commission of illegal acts, violations of school rules, establishment of territory or "turf" or any actions that interfere with the safety or welfare of others. Gang activity such as initiations, recruitment, wearing of colors, fighting, assault, hazing, or establishing turf, on school property, at school functions and school related activities will not be tolerated. Students who engage in gang activities shall be prosecuted, suspended and/or expelled. A student shall not:

- Participate in gang-related activities;
- Appear with, or wear, gang identification such as attire, colors or clothing;
- Designate boundaries or turf, or belong to any group that designates boundaries or turf;
- Participate in hazing, initiation or recruiting activities;
- Deface property with gang graffiti;
- Gangs are not permitted to meet or congregate on school grounds at any time. Such meeting or congregating is contrary to the purpose of an educational institution and will be considered trespassing. Trespassers will be prosecuted. Students found to

be congregating or meeting with gangs on school property are subject to suspension and expulsion;

- A record of all alleged gangs and members of such gangs will be compiled and held by school personnel. Any student alleged to be a member of a gang and found to be in violation of this Board policy or any other rules and regulations of the Board of Education will be barred from representing the school as a member of an athletic team or as a participant in extracurricular or co-curricular activities until the gang membership or participation is discontinued, and the student serves any discipline imposed as a direct result of such conduct.
- Lockers, book bags, gym bags, coats or jackets, cars or other containers which are brought into the school or on school property may be searched at any time by school personnel should they suspect the presence of drugs, weapons, drug and weapon look-a-likes, mace, tear gas or other chemical weapons. Students found to have such drugs or weapons or drug and weapon look-a-likes on school grounds at any time or attempting to bring drugs or weapons onto school grounds will be expelled. Such students will be prosecuted to the fullest extent of the law.

## **SCHOOL BUS CONDUCT**

While riding the bus, students are to follow school rules. Any disruption or misconduct will result in disciplinary action. The school bus driver will explain the proper behavior expected. Any questions should be directed toward the bus driver. Failure to obey rules may result in the loss of privileges of riding the bus. Students are not permitted to ride a different bus unless approved by an administrator and in the case of an emergency only.

## **STUDENT DRESS CODE**

It shall be the purpose of this section to set limits of acceptability which expresses the feeling that students' dress should be neat, clean, and decent. It is not the purpose of this section to set styles; it is an attempt to give students and faculty something to count on in acceptable dress for school.

- Clothing, jewelry, tattoos, or other personal items which specifically or generally contain, promote, glorify, or refer to alcohol, drugs, tobacco, sexual innuendo or sexually suggestive contents, profane, vulgar, or lewd symbols or slogans, gangs or cults, antisocial or harassing behavior, hate, violence, death, suicide, gore, and/or blood shall not be worn or displayed. Tattoos, which do not conform to the requirement of this paragraph, must be covered.
- Clothing must be worn in a manner that does not expose the shoulder (must have sleeves), torso, midriff, chest, cleavage,



back, buttocks or undergarments. Clothing with rips, tears, or holes, above mid-thigh, that exposes skin or undergarments, may not be worn. Lower garments will stay, unassisted, with or without a belt, at the top of the hipbone or above. Lower garments must be no shorter 1 inch above the top of the kneecap and will not expose undergarments. Principal will make ultimate decision. Student is expected to correct violation and may be disciplined dependent upon severity or frequency. Form-fitting clothing may **only** be worn under another garment. Tight fitting spandex, Lycra, cotton, nylon, polyester or stretchy synthetic pants may only be worn if covered by another garment no shorter than 1 inch above the top of the kneecap. Clothing giving credence to unacceptable organizations that reflects hatred and disrespect for others may not be worn

- Footwear must meet safety and health requirements for the classes involved. Shoes must be worn at ALL times.
- Hats and hoods are not to be worn inside the building during the school day. Hats must be placed in locker during the school day.
- Sunglasses are not to be worn within the school except upon a doctor's prescription.
- Large book bags or backpacks may be used to carry books to & from school, but may not be taken to class. Must be placed in lockers.
- Administrator will make the final determination as to the appropriateness of questionable clothing.

## **STUDENT SUSPENSION/EXPULSION**

An administrator may suspend a pupil not to exceed 10 school days. The administrator shall give written notice of intention to suspend and the reasons to the pupil. The pupil will have an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or designee, and will have the right to appeal the reasons for the intended suspension or otherwise explain his/her actions. This hearing may take place immediately.

Within 24 hours of the suspension, the parent, guardian, or custodian of the pupil and the Treasurer of the Board will be notified in writing of the suspension. This notice will include the reasons for the suspensions; the right of the pupil or parent to appeal to the superintendent; the right to be represented at the appeal; and the right to request the hearing on appeal be held in executive session.

### **Appeal of Suspension to Superintendent**

A pupil, parent, guardian, or custodian may appeal the suspension to the building principal, superintendent or designee. Such pupil, parent, guardian or custodian may be represented in an appeal proceeding and shall be granted a hearing before the superintendent or designee in order

to be heard against such suspension. A record will be kept of the hearing.

Procedures for appeal

Pre-hearing procedures:

- Notification of the decision to suspend by the principal
- Notification to the superintendent or designee of the intent to appeal
- Notification within 24 hours to the superintendent or person representing the student at the hearing
- Notification of the date, time, and place of hearing, including a list of all persons who will be in attendance will be given to all persons involved in the hearing.

Persons who may be involved in the hearing: student suspended, parent, guardian, custodian, or representative, building administrator who heard the case, superintendent or designee.

Hearing procedures:

- Introduction of purpose and legal rights
- Presentation of reasons for suspension by the building principal
- Presentation of reason for appeal of the suspension by student, parent, guardian, custodian, or representative
- Questions by the superintendent or designee to either or both parties concerning the suspension
- A verbatim recording of proceedings
- Notification of the superintendent or designee's action taken will be sent to the person making the appeal

### **Appeal to Board of Education**

The decision of the superintendent or designee may be further appealed to the Board of Education. Students who are suspended or expelled may not make up work for credit. They may be provided with work to stay abreast with classroom, assignments. It is the students/parents responsibility to request such work. Any student may be suspended, expelled or removed from attendance at school for misconduct as noted in state law, Board of Education policies and the Student Code of Conduct including, but not limited to, misconduct that occurs off school property but which is connected to events, activities or school personnel of the school district. Such misconduct may occur on, or in the vicinity of school grounds which is directed at or involves a school employee, his/her property.

### **TOBACCO POLICY**

The Surgeon General of the United States and other major health authorities has emphatically associated smoking with cancer and heart disease. In addition, the Ohio Legislature has recently responded to the

issue by passing Senate Bill 3313 and HB 144 which prohibits student use of all tobacco products and tobacco alternatives, including electronic tobacco products, on school property and at school functions. For this reason, there is to be no smoking on school property. This also includes lighters, chewing tobacco, dip and/or other tobacco products. Anyone caught in possession of or smoking tobacco products will automatically receive the following:

- **FIRST OFFENSE:** Five (5) day out-of-school suspension. This suspension may be reduced to three days with attendance at a tobacco counseling session at an approved institution.
- **SECOND OFFENSE:** Ten (10) day out-of-school suspension. May be reduced if student enrolls in, and attends, an approved smoking intervention clinic/counseling. If student does not attend intervention program, recommendation for expulsion will be made.
- **THIRD OFFENSE:** Ten (10) day out-of-school suspension and recommendation for expulsion.

Contents of a student's locker are considered to be student's property. Lockers are school property and can be searched at any time by the principal or his designee. This includes searching a student's property.

## **STUDENT RIGHTS**

### **ANNUAL NOTIFICATION OF RIGHTS**

In accordance with Section 99.6 of the resolutions implementing Section 438 of the General Education Act (20 U.S. C. 123s), the Board of Education of the Carlisle Local School District provides the following material informing you of: 1) access to and release of information in (your, your son's, your daughter's, your ward's) record. 2) the contents of this record; 3) your rights to obtain a copy of this record; 4) the procedure to amend this record; and 5) the location of this record.

- A. It is the policy of the Carlisle Local School District to insure the confidentiality of the records of past and present students attending Carlisle Schools. In order to provide for this, the release of a student's records will only be made to a third party upon written request by parent, guardian, or adult student (a student having reached age 18).
- B. Contained within (your son's, your daughter's, your ward's) file is/are the following: Non-confidential information: name, address, telephone number, 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, degrees and awards received, and other similar information.

- C. Confidential information: scholastic records, achievement test scores, background information, health data on the student beyond that in “a”, disciplinary actions, verified reports of serious or recurrent behavior patterns, reports by staff specialists (speech therapist, etc.), reports from outside agencies (psychological assessments, etc.), attendance record, interest inventory results, etc.
- D. Items in Group labeled (non-confidential information) may be released at the discretion of the building principal and without obtaining your written consent. If there is an objection to such release, it is the right of parent(s), guardian, custodian, and an adult student to request withholding of the information by filing a request with the Records Officer.
- E. Items in group labeled (confidential information) will not be released to any third party, excluding educational administrative use; without your written consent.
- F. You may obtain a copy of or review (your son’s, your daughter’s, your ward’s) record by contacting the assistant superintendent at the central office of the Carlisle Local Schools. The school may charge \$.10 per page plus postage or \$2.00 for transcript of grades.
- G. If upon inspection you believe the information contained in the record is inaccurate or misleading or violates the student’s privacy or other rights, you should contact the principal in charge of building of attendance and request that the record be amended. After deliberation, the district will decide whether to amend the record in accordance with your request. If the district elects not to amend the record in accordance with your request, you will be notified of the procedure to secure a hearing to contest the decision. You may be represented by counsel at the hearing at your expense. If the decision of the hearing officer is that the information is not misleading or inaccurate, you have the right to place a statement commenting on the information and outlining your disagreement in the record. Your comments will be maintained with the records for the life of the record. Any disclosures of the contested portion of the student’s record will also include disclosure of your comments.
- H. Your (daughter’s, sons, ward’s) record is/are located in the central office of the Carlisle Local Schools, office of the Warren County Board of Education, in the building(s) if attendance within the district, in data storage centers contracted by the Board of Education.

- I. Copies of the Confidentiality Policy of the Carlisle Local Schools may be obtained at the office of the assistant superintendent in charge of pupil personnel at the central office of the Board of Education and at the office of each school building within the district.
- J. NOTE: If parents do not want their student's picture or name in the paper, they need to contact the school.

## **TITLE IX**

The Carlisle Local School District Board of Education affirms that no person shall, on the basis of sex, race, religion, creed, national origin or handicap, be excluded from participation in, be denied the benefits of or be subjected to discrimination of any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or the designated coordinator. This policy shall prevail in all Board Policies concerning school employees and students.

# **ATHLETICS/EXTRA-CURRICULAR**

## **INTRODUCTION**

All student fees must be paid prior to student participation in extra-curricular activities, including the fee for the specific activity. The most important goal of the Carlisle Local Schools Extracurricular Program is to provide every participant the opportunity to grow mentally, morally, physically, and emotionally. To assure that the program can provide these opportunities, a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations concerning personal behavior. Rules promote order and safety, and assist participants to reach maximum performance potentials. Every participant should adhere to the rules of the school, and conduct him or herself as a "good citizen" of that school and the community at all times. Dedication and personal sacrifice by each participant promotes a sense of group unity and common goals. It must also be remembered that participation in extracurricular activities is not a right but a privilege that may be regulated. Therefore, all students who participate in extracurricular activities must meet the following regulations from the date of participation except for athletes, which are monitored the entire year.

## **CARLISLE ATHLETIC/EXTRA-CURRICULAR REGULATIONS**

The purpose of the rules and regulations found here are to safeguard the health and welfare of the participants in the athletic program; to provide for the largest number of participants; to set standards of sportsmanship

which will cultivate friendly relations between individuals and schools; and to assure that the results of the activities sponsored are desirable and have educational values. Athletes referred to in these regulations include cheerleaders.

### **STUDENT ELIGIBILITY**

The Carlisle Local Board of Education believes that extra-curricular activities are an important and integral part of a student's total educational experiences in grades 7 through 12. The board encourages all students to participate in the extracurricular activities of their choice. The Carlisle Local Schools are a voluntary member of the Ohio School Athletic Association, a non-profit organization formed to regulate, supervise and administer interscholastic athletic competition among its member schools to the end that the interscholastic program be an integral factor in the total educational program of the schools. As a member of the O.H.S.A.A., the Carlisle Local Board of Education must follow the O.H.S.A.A. Bylaws, but may modify these bylaws "via" board policy provided the modifications are more restrictive than the provisions within the O.H.S.A.A. Bylaws. The Carlisle Local Board Of Education believes that all non-credit extracurricular activities (\*see definition below) must operate under the same expectations, rules and regulations. Therefore, this policy is adopted to provide for the fair and equitable administration of all non-credit extracurricular activities conducted in the Carlisle Local School District for students in grades 7 through 12. The purpose of this policy is to:

- Establish minimal scholarship (grade) and attendance expectations for student participation in non-credit extra-curricular activities.
- Provide for maximum student participation in non-credit extra-curricular activities with local community expectations.
- Provide for maximum communication among parents, students, teachers, and coaches in a "team" effort to promote academic achievement.

### **DEFINITION OF A NON-CREDIT, EXTRA-CURRICULAR ACTIVITY**

A non-credit extra-curricular activity is where a student does not earn and receive academic credit through their participation in the activity (i.e. athletics, cheerleading, academic quiz team, clubs, student activity organizations, etc.).

### **SCHOLARSHIP**

- General Information
  - Students entering grades 9, 10, 11, or 12 will be eligible or ineligible based on their academic performance during the final nine-week grading period the previous year. If a student does not meet the adopted grade point average during the final nine-week grading period of the previous year, he/she will be ineligible for all non-credit extra-

curricular activities during the entire first nine-week grading period the next year.

- Students who are eligible entering grades 8, 9, 10, 11, or 12 will have their eligibility determined beginning at the end of the second-week of the first nine-week grading period.
  - The eligibility of transfer students must be established by school records, or verification from the sending school (OHSAA), and must be based on the standards outlined in this policy.
  - Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year (OHSAA).
  - Tutoring or examinations to complete the preceding grading period requirements is permissible provided that the inability to complete the work on time was due to illness or accident verified by a physician's statement (OHSAA).
- Grading Period (9 weeks) Eligibility
    - A student's grade point average is accumulative over a nine-week grading period. This period begins on the first day of the nine weeks and ends on the last day as determined by the Board adopted school calendar.
    - All participants must achieve the Board adopted grade point average for the nine week period preceding the activity season and not receive any more than one (1) failing (F) grade. The Board adopted Grade Point Average of 1.25.
    - If these standards are not met the student will be ineligible for all extra-curricular activity for the entire next nine weeks and until the start of the 5<sup>th</sup> day of the following nine weeks.
    - Students must pass 5 major classes per grading period to be eligible for the 9 weeks (OHSAA). Physical Education is NOT included in 5 major classes.
  - Bi-weekly Eligibility
    - In addition to the above, all athletes will be checked on the **third, fifth, and seventh** week of each grading period (checked on the following Monday or next school day). If an athlete is failing two or more classes on a bi-weekly report, he/she will be ineligible for the following week. These ineligible athletes will be checked again on the following Monday to determine eligibility for the next week.

- The Principal will then notify the coach and student at the close of school on Monday concerning students who are ineligible to participate.
- Bi-weekly Eligibility (Non-Athletic Extra-curricular Eligibility)
  - In addition to the above, all Non-Athletic Extra-curricular students will be checked on the **third, fifth, and seventh** week of each grading period (checked on the following Monday or next school day). If an extracurricular member is failing two or more classes on a bi-weekly report, he/she will be ineligible for the following week. These ineligible athletes will be checked again on the following Monday to determine eligibility for the next week.
  - The Principal will then notify the coach/advisor and student at the close of school on Monday concerning students who are ineligible to participate.
  - Students must achieve a minimum grade point average of 1.25 for the 9 week grading period (National Honor Society and Student Council have adopted grade point averages in their constitutions).
  - If any one of the above criteria is not met, the students will be denied participation for the following 9 week grading period in all non-athletic extra-curricular activities.
  - Each sponsor/advisor will be responsible for checking the students in his/her activity.

### **ATTENDANCE**

The Carlisle Local Board of Education expects students to be in school each day that the schools are open for instruction. Students arriving excused or unexcused after first period will not be permitted to participate that day. Students absent unexcused from school will not be permitted to participate in non-credit extra-curricular activities on the day of their absence. Any student who has an unexcused absence on Friday will not be permitted to participate in any extra-curricular activity on Saturday or Sunday. Emergency situations will be evaluated on an individual basis by the Principal, or Athletic Director.

### **COMPLETION OF NECESSARY FORMS**

- The student participation, parental approval, and physical examination form must be properly filled out and returned to the Athletic Director prior to the first official school practice.
- The medical authorization release form must be properly filled out and returned to the Athletic Director prior to the first official practice. This form must be in the coach's possession at all practices and games.



- The Athletic Director will contact the parents of any student returning a form denying permission for medical treatment.
- All coaches are required to complete the appropriate accident or student injury report.
- All coaches are required to complete the appropriate discipline report.

### **ALCOHOL, DRUGS, AND/OR TOBACCO POLICY**

The use/possession/selling/distribution of tobacco, tobacco by-products, electronic tobacco products, alcohol, and/or drugs (including abuse of legal drugs) is strictly prohibited. It is felt that the use of these items are harmful to the body and in no way shall be used by a participating student. An athlete comes under the jurisdiction of the athletic board of control when he/she has participated in any activity governed by the board. Because of the nature of young people to sometimes be influenced beyond their normally expected control, the following procedure shall be used when an athlete uses alcohol, tobacco, or drugs. Support groups intended to help students with substance abuse problems are not classified extra-curricular activities and therefore are not subject to eligibility or substance abuse policies. All student athletes will abide by these guidelines during the entire length of all three athletic seasons (fall, winter, and spring). The athletic season will be defined as the first day of practice during the fall sports season and end on the last day of the spring season. Example: If a student athlete is NOT participating in a winter sport, but has a drug or alcohol violation during this time, the penalty will be carried over and enforced at the beginning of the spring sports season. The same would hold true from fall to winter, winter to spring, or spring to fall.

- Tobacco
  - First offense
    - Student will be denied participation for remainder of season. Student may be reinstated if assessment is completed within 10 days and recommendations are followed in which case the student will be denied participation in **10%** of athletic contests in that sport. Violation of assessment treatment program will result in reinstatement of first offense consequences. Students are allowed to practice at the coach's discretion.
  - Second offense
    - Student will be denied participation for current school year.

- Alcohol
  - First offense
    - Student will be denied participation for remainder of season. Student may be reinstated if assessment is completed within 10 days and recommendations are followed in which case the student will be denied participation in **20%** of athletic contests in that sport. Violation of assessment treatment program will result in reinstatement of first offense consequences. Students are allowed to practice at the coach's discretion.
  - Second offense
    - Student will be denied participation for current school year.
- Drugs (possession or use)
  - First offense
    - Student will be denied participation for remainder of season. Student may be reinstated if assessment is completed within 10 days and recommendations are followed in which case the student will be denied participation in **50%** of athletic contests in that sport. Violation of assessment treatment program will result in reinstatement of first offense consequences. Students are allowed to practice at the coach's discretion.
  - Second offense
    - Student will be denied participation for current school year.
- Drugs (selling or distribution)
  - First offense
    - Student will be denied participation for current school year
  - Second offense
    - Student will be denied participation for career

During an investigation of alleged rules violations, the administration expects students to be honest. A student who is later found to have been dishonest and did indeed violate the policy will forfeit the reinstatement portion of the first offense consequence, meaning the student will be denied participation for the remainder of that season. At this point, an additional violation will result in the denial for the remainder of the school year.

## **NUMBER OF ACTIVITIES**

Students are encouraged to participate in a variety of school activities. However, participation in two or more activities during a season may create problems or conflicts. A dual participation form must be signed by all coaches, athletes, parents, and administration.

## **SPECIFIC RULES FOR TEAMS AND SQUADS**

All head coaches must submit rules for their sport (not covered by general policy) to their participants (prior to first tryout).

## **LEAVING A TEAM**

Any student athlete who quits a team after the first scheduled game, match, or meet is ineligible to condition, practice, or participate with another team until the dropped sport is concluded. Any exceptions (medical, etc.) must be approved by a majority vote of the Athletic Board.

## **APPEALS PROCEDURE**

- Chain of command: Coach to Athletic Appeals Board to the building principal.
- The Appeals Board will consist of 5 coaches plus one alternate appointed by the Athletic Board. In cases where members of the appeals board are involved, the alternate will serve. Decisions will require a simple majority of the Appeals Board. This board will reflect a representation of high school and junior high school personnel.
- A written appeal must be submitted to the athletic director within 2 weeks of the initial ruling by the coach. The athletic director will convene the appeals board within 2 school days after being notified of the appeal. The Board will render its decision on the same day it meets.

## **SCHOOL INSURANCE**

It is recommended that all participants in the interscholastic program should be covered by some form of insurance coverage. The Carlisle Athletic Department will in no way be responsible for bills incurred as a result of injury during practice or interscholastic competition.

## **RESPONSIBILITY FOR EQUIPMENT**

An equipment issue form should be completed on each player and kept by the head coach. Any equipment missing or kept at the end of the season must be paid for by that player. Any player leaving the team before the end of the season must return the equipment promptly. Equipment settlement must be made the week after the end of participation before an athlete will be eligible for any other athletic activity. After one week, information will be given to the building administrators for disposition.

## **TRANSPORTATION**

The school will provide transportation for all interscholastic activities. Participants are to be transported home from contests by the same means as they were transported to the contest. Exceptions must have prior approval of the building principal, athletic director, or assistant principal.

## **MEDICATION FOR STUDENTS**

On the first day of school, students will be given forms that are to be used when drugs prescribed by physicians are to be administered to students. State Law requires that the forms are procedures that must be strictly followed. If any student needs to take doctor prescribed medication at school, the following procedures must be followed:

- The following forms must be completed and returned to the school principal or the school secretary:
  - Parental Authorization and Release Form
  - Physician's Request for the administration of prescription medication by school personnel
  - Parents or guardians must bring, in person, the prescribed drug to the school.
  - The drug must be in the original container in which it was dispensed by the prescribing physician or licensed pharmacist.
  - The container must be marked with the drug name, dosage, and doctor's name.
  - The medicine shall be left in the school office and is to be administered by the school principal, nurse, or school secretary. No students are permitted to carry with them or store any medication on school premises at any time.
  - Non-prescription or over the counter medication is prohibited at all times unless authorized by a physician, and then the guidelines established above must be followed.

It is suggested that parents keep copies of these forms on hand and take them along to the doctor if they anticipate the need for their child to receive medication for an illness. Additional copies of these forms are available from the school office.

## **STUDENT USE OF INHALERS FOR MEDICAL REASONS**

A student may be permitted to carry and use an inhaler prescribed by a medical doctor to alleviate allergy, bronchial, lung or other medical problems. The student's parent or guardian must provide a letter, or copy of a medical prescription, written by a medical doctor justifying the student's need to carry and use the inhaler on school grounds. A copy of said letter of prescription must precede possession of an inhaler on school grounds and must be given to the principal, who will notify the teachers and school nurse.