

Student Handbook 2009-2010

Student Name _____ Grade _____

STREETSBORO HIGH SCHOOL

1900 Annalane Drive
Streetsboro, Ohio 44241
(330) 626-4902

Streetsboro High School Administration

Michael Berner – Principal
Natalie Wininger – Assistant Principal
Bruce Johnson - Athletic Director

Phone Directory

Main Office – (330) 626-4902
Attendance Office – (330) 422-2420
Guidance Office – (330) 422-2410
Fax – (330) 626-8103
Safe Schools Hotline – 1-800-418-6423
District Website: <http://www.streetsboroschools.com>

Streetsboro Board of Education

Denise Baba - Board President
Cynthia Pennock-Hanish - Board Vice President
Kevin Grimm - Board Member
Andrew Lesak - Board Member
Brian Violi - Board Member

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Forward

This student/parent handbook was developed to answer many of the commonly asked questions that you may have during the school year. Because the handbook contains information about student rights and responsibilities, **each student is responsible for knowing its contents**. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. Should you have any questions that are not addressed in this handbook, contact the office.

Streetsboro High School Mission Statement

Our fundamental purpose is to empower students at Streetsboro High School to become productive members of society.

Equal Education Opportunity

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the High School Principal.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Principal can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Athletics/Student Activities

Streetsboro High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. The School has many student groups that are authorized by the District. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Athletics - Streetsboro High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. Participation in interscholastic athletics is a privilege. Students are expected to follow the rules governing participation as established by the Ohio High School Athletic Association, and those developed locally by the District and coaches. In addition, students who are suspended or expelled from classes may not participate during the time for which they are suspended or expelled.

Athletic Eligibility Requirements - The eligibility requirements are that the student must meet a minimum of a 1.50 grade point average from the previous grading period, and maintain eligibility in accordance with the Ohio High School Athletic Association.

Extra-curricular Attendance - A student must be in attendance by **11:00 A.M.** to participate in a contest or activity that day. A doctor's note stating the time the student was visiting the doctor must be obtained if the student misses any other portion of the day and wishes to participate in an event. If a student is absent due to a doctor's appointment, in addition to having a doctor's note, the student must be in attendance at least a portion of the school day to participate in a contest. Observance of religious holidays and a death in the family are exceptions to this rule, but previous notice must be given by a parent/guardian to the attendance officer and/or administrator.

Student attendance at extra-curricular activities such as athletic contests, dances, concerts, and programs is a privilege. The student must be present in school that day to attend an extra-curricular event that night as a spectator. Any student attending an after school activity, after being absent from school may receive a minimum of one after hours, unless the student received prior permission from the administration (i.e. funeral). All students that are suspended or expelled may not attend any extra-curricular events during the time of the suspension or expulsion.

The PTC has set policies for spectator behavior and we are subject to enforcement of these policies. The policies are posted in our gym and at all PTC schools. All students are reminded that attendance at these events may be taken away for disruptive behavior and consequences may be assigned. This applies to all activities at all schools in the District, both home and away.

Extracurricular Activities – Art Club, Beta Club, Business Club, Chess Club, Drama Club, Future Teachers, Medical Careers, HTML Club, International Culture Club, Jazz Band, National Honor Society, “Orbiter” Staff, PEP Band, Quiz Bowl, Rocket Rowdies, Science Club, Ski Club, Spanish Club, and Student Council.

In addition, there are a number of extracurricular social events, including dances. Students must be in 9th grade or above to participate in these events.

Interscholastic Sports – Baseball (Varsity and JV), Boys Basketball (Varsity JV and Freshmen), Girls Basketball (Varsity and JV), Cheerleading, Boys Cross Country (Varsity), Girls Cross Country (Varsity), Football (Varsity, JV, and Freshman), Golf (Varsity), Boys Soccer (Varsity), Girls Soccer (Varsity), Softball (Varsity and JV), Boys Track (Varsity), Girls Track (Varsity), Volleyball (Varsity and JV), and Wrestling (Varsity and JV).

Participation Fees - A participation fee of \$60.00 per sport and payment of all school fees is due BEFORE the student participates in an actual contest. Refunds will be granted as follows: If a student quits after the first interscholastic competition there will be NO REFUND. If a student is removed at any time from the activity for the remainder of the season, NO REFUND will be given. For any student who suffers a season-ending injury, refunds will be determined on a case-by-case basis.

Attendance Regulations

Attending school is both necessary and the law (ORC 3321.04). State law requires school attendance until the age of eighteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. **(Refer to Board Policy 5200)**

Notification of Absence - If a student is going to be absent, the parent/guardian must contact attendance officer at the school at **(330) 626-4902** or **(330) 422-2420** between 7:00 and 9:00 a.m. and provide an explanation. **The following are legitimate reasons for not being in school: Personal illness, illness in the family, quarantine of the home, death of a relative, observance of a religious holiday, doctor or dental appointment (for travel and office time),** and other emergencies and circumstances deemed as having a good and sufficient cause by the administration.

If a call is not received, the school will attempt to contact the parent/guardian at home or work. If prior contact is not possible, the parent/guardian should provide a written excuse from himself or herself, a doctor, or a court of law **within two school days**. If the school is unable to contact you and no note is provided upon the student's return to school, the student shall be considered truant and will be disciplined accordingly. If the absence of a student appears to be questionable or excessive, the school has the right to require a doctor's note for the absence(s).

Three consecutive days of absence may require a doctor's note to confirm a student's illness.

Any student absent from school more than five (5) days in nine/ten week grading period is considered excessive and will be required to produce a written doctor's excuse for all further days absent in that grading period. A parent/guardian call and/or note will not be accepted in this situation and the student will be marked unexcused. 5 consecutive unexcused/truant days, seven (7) unexcused/truant days in a month, and/or 12 unexcused/truant days in a school year is considered excessive. Excessive absences and/or tardies to school will be reported to Juvenile Court.

Excused Absence - An excused absence allows the student to make up all possible work for 100% credit. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs, classroom participation, or skill-practice sessions cannot be made up and as a result, may negatively impact a student's grade. Students will have the same number of school days as the number of school days missed to make up their work. Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

Student work will not be sent home with another student nor will it be ready to be picked up in the office by a family member until the student has missed at least three (3) consecutive school days. The Parent/guardian should contact the main office secretary at (330) 626-4902 at least twenty-four (24) hours prior to wanting the work to be picked up.

Unexcused Absence - Any student, who is absent from school for all or any part of the day with an excuse from a parent/guardian that is not listed above in the Excused Absence section, shall be considered an unexcused absence or truant, and shall be disciplined accordingly. Fifty percent (50%) credit shall be given for any schoolwork turned in as a result of an unexcused absence. All assignments must be turned in within two days of the student's return to school, unless other arrangements have been made with a teacher.

Extended Absences / Vacations - Parents are encouraged not to take their children out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

A request for an extended absence must be submitted to the office using the Extended Leave Form **PRIOR TO THE ABSENCE** (five (5) school days is recommended unless extenuating circumstances arise). The leave may or may not be approved. A maximum of five (5) days may be excused, unless extenuating circumstances arise and prior approval from the principal is obtained. All assignments must be turned in within two days of the student's return to school, unless other arrangements have been made with a teacher.

Early Dismissal - No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s) or other legal authorization. The note signed by the custodial parent must indicate the time, date, and reason for the early dismissal. Students must sign out, and if returning on the same day, must sign back in at the attendance office (the main office if after 1:30 p.m.). **ANY STUDENT WHO LEAVES THE BUILDING WITHOUT PROPER AUTHORIZATION SHALL BE DISCIPLINED ACCORDINGLY AND CONSIDERED UNEXCUSED.**

Tardiness - A student is considered tardy if he/she is not in his/her first period class when the tone rings at 7:25 a.m. If a student is late in arriving at school, s/he is to report to the attendance office before going to his/her first assigned location. If the student arrives after 8: 15 a.m., the student is considered tardy to school and absent from their first period class, which may result in an After Hour Restriction. Consequences:

- Every five tardies will result in the student receiving an After Hours Restriction.
- Any student that arrives to school **after 8:15 a.m.** and a parental call or note for an excusable absence has not been presented, the student will be considered unexcused and will be disciplined according to the truancy violations and consequences.
- Any student who arrives at school at **lunch or later will be considered truant** for all or part of the day and will be disciplined according to the truancy violations and consequences.
- Students who are unexcused from one or two of their classes will receive an after-hour restriction.
- Students who are unexcused from two or more of their classes will receive two after-hour restrictions.
- Students will receive only 50% credit for work turned in for absences above which are determined to be unexcused.
- Students who are on time to school but late to class three or more times will receive a school detention.

Half and Full Day Absences - If a student misses over forty (40) minutes of an 80 minute class session, he/she will be considered absent for that period. If a student is absent for two periods during a school day, he/she will be considered absent for a half day. If a student is absent for three or four periods during a school day, he/she will be considered absent for the full day.

College Visits - Each year juniors and seniors may make two (2) college visits. Visits must be scheduled through the Attendance Office on the appropriate form. Students will not be permitted to take college visits after April 30th.

Emancipation Criteria - A student will be considered emancipated for school purposes when he/she can show proof of self-support. To do this, the student must not live with his/her parent/guardian, be able to show rent receipts and utility bills in his/her name, and to have an employer write a letter with the employer's letterhead that the student is employed in a full-time capacity (30 or more hours per week). This information must be presented to the attendance officer before the emancipation can be processed.

18 Year Old and Older Attendance - Students who are 18 years of age or older, and who accumulate five (5) or more consecutive unexcused absences, will be withdrawn from school.

Bell Schedule

Period	Time	Minutes
1 st period	7:25-8:45	80
Announcements	8:45-8:51	6
2 nd period	8:56-10:16	80
Intervention	10:21-10:56	30
3A – 1 st Lunch	11:01-11:31	30
3B – 2 nd Lunch	11:31-12:01	30
3C – 3 rd Lunch	12:01-12:31	30
3D – 4 th Lunch	12:31-1:01	30
4 th period	1:05-2:25	80

Students are not permitted in the building until 7:12 A.M. and are to wait in either the cafeteria or the main entrance until 7:12 A.M. All students are expected to leave the building at the end of the school day (2:30 P.M.) unless the student is participating in an extracurricular activity immediately after completion of the school day or unless granted permission by an administrator or staff member.

Clinic/Health

Prescription/Non prescription drugs (Board Policy 5330) - A medication form must be completed by the physician and the parent with instructions for administering the medication and must be submitted to the Office. Students will take prescribed medication at specified hours under supervision of Office personnel. No student is allowed to sell, carry, consume, or provide any type of over-the-counter medication for himself/herself or another student.

Immunizations - Each student at Streetsboro High School must have the immunizations required by law (diphtheria, measles, rubella, mumps, polio, tetanus, and hepatitis B) or have the authorized waiver. If a student does not have the necessary shots and/or waivers, the Principal may remove the student or require compliance with a set deadline.

Injury and Illness - All injuries must be reported to a teacher, the nurse, or the attendance office. If minor, the student will be treated and may return to class. If medical attention is required, the School's emergency procedures will be followed, which will include attempts to contact parent(s)/guardian(s). The school nurse will be in the building one day a week but will be summoned to come to the High School for emergencies.

A student who becomes ill during the school day must report to class and request a pass from the teacher to go to the attendance office. The student must then report directly to the attendance office. Students are **NOT** to use cell phones to contact parent/guardian if they are ill, the parent will be contacted by the school nurse or attendance office and they will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. A student may not stay in the Clinic more than fifteen (15) minutes without permission.

Computer/Internet Regulations

Computers are used as part of the educational process in many classrooms. All students using computers must do so under the strict guidelines and/or specific contracts of the instructor. Students not using the computer equipment as designed and intended may be subject to severe disciplinary actions as outlined in the *Student Conduct Code*. Additionally, all students using computers within the building must also understand that files and stored information may be subject to inspection at the school's discretion. There is no expectation of privacy. Students may not use any computers in the building unless they have a *Network and Internet Access Agreement for students* on file in the student office signed by both the student and parent/guardian. Students violating the policies outlined in the above-mentioned form may result in loss of privileges to use the computer and/or internet for a certain length of time, suspended from using the computer and/or internet for the remainder of the school year and/or have certain disciplinary consequences which may include suspension and/or expulsion from school.

Emergency Closings and Delays - If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations: Television Stations 3, 5, 8, & 19. Radio Stations F.M.: WGAR 99.5, WONE 97.5, WQMX 94.9, WKDD 96.5 - AM, WAKR 1590, & WWWE 1100, WSTB 88.9, and Streetsboro Cable Channel 16. Students and families will also be notified by the First Alert Call-Off System and the district web site (www.streetsboroschools.com).

Fees (School) - All students at SHS are charged fees to offset the cost of consumable materials used in courses throughout the academic year. Fees are payable in the office only. In addition, students may be assigned fines or charges for excessive wear or abuse to school property.

Field Trips - Students are to obtain field trip permission forms from the teacher sponsoring the trip. Field trips are academic activities that are held off school grounds. The students are required to follow the same code of conduct on field trips as they are required to follow in school. No student may participate in any school-sponsored trip without parent consent (parent/guardian signature on field trip form required) and a medical emergency form on file. Participation in a field trip is a privilege and may be denied by the administration due to academic, behavior, or attendance concerns. Any class work that is missed is the responsibility of the student to obtain, complete, and submit.

Fire and Tornado Drills - Streetsboro High School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures prescribed by the State.

Grades

Advancing to the Next Grade - Students have the opportunity to earn 7 3/4 credits per year during their first two years of high school and eight (8) credits per year during their last two years for a total of 31 1/2 possible credits during their four year high school career.

Failing of a Class - Students will have two (2) opportunities to pass core-required subjects while at Streetsboro High School. Any student not passing a class after the second attempt will be required to take the course during summer school, night school, or through a correspondence course at his/her own expense.

Grading - Streetsboro High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher. Students may have to take an examination in all subjects at the end of each grading period and/or semester. This examination grade will be 20% of the final grade for the course. For semester classes, each grading period average will be 40% of the final grade. For a nine-week class, the grading period average will be 80% of the final grade. The final grade for year long classes will be an average between the two semester grades.

The school uses the following grading system for the classes of **2010, 2011, 2012:**

90	to	100	=	A	Excellent Achievement
80	to	89	=	B	Good Achievement
70	to	79	=	C	Satisfactory Achievement
60	to	69	=	D	Minimum-Acceptable Achievement
59	or	under	=	F	Failure
				I	Incomplete

The school uses the following grading system for the class of **2013:**

<u>Letter Grade</u>	<u>Numerical %</u>	<u>Regular Weight</u>	<u>Honors/A.P. Weight</u>
A	94 – 100	4.0	5.0
A-	90 – 93	3.7	4.7
B+	87 – 89	3.3	4.3
B	83 – 86	3.0	4.0
B-	80 – 82	2.7	3.7
C+	77 – 79	2.3	3.3
C	73 – 76	2.0	3.0
C-	70 – 72	1.7	2.7
D+	67 – 69	1.3	2.3
D	60 – 66	1.0	2.0
F	0 – 59	0.0	0.0

Graduation Requirements (Board Policy 5460) - All financial and disciplinary obligations must be fulfilled in order for a student to participate in graduation activities. The following credits are required for graduation and must include the following courses taken in grades 9-12 inclusive. These are minimum requirements for Streetsboro High School:

English	4 credits
Mathematics	4 credits
Science	4 credits (including Physical Science and Biology)
Social Studies	4 credits (which includes one each of American History and government)
Physical Education	1/2 credit (2 classes of 1/4 credit each)
Health	1/2 credit
Electives	8 credits

The total number of credits needed for graduation is twenty-five (25).

The total number of credits needed for graduation of students who did not attend all four years at Streetsboro High School or any other high school on the block-scheduling format will be as follows:

Base the total number of credits possible from the previous school(s) as a total of six (6) per year (3 per semester) and combine with a total of eight (8) per year (4 per semester) while attending SHS or any other block school. Multiply this number by 79% to calculate the minimum number of credits needed for graduation.

Interim Progress Reports - Students will receive an interim progress report for each subject at the mid-point of each grading period. This report may include such topics as effort, attendance, behavior, strengths, weaknesses, and/or approximate grade.

Parent Internet Viewer – Parents may view student grades on-line using the District Parent Internet Viewer. For more information contact the High School Main Office.

Note – (Concerning Class Rank) -No student shall be eligible for graduation honors, such as Valedictorian, etc. unless they have been enrolled for **3 consecutive semester(s)** prior to the final semester utilized for purpose of determining such honors (see BOE Policy 5430). Determination of the Valedictorian and Salutatorian is based on the GPA at the conclusion of the seventh semester.

Guidance Services

Many resources are available to Streetsboro High School students through the Guidance Department. Individual counseling is available for both personal and academic concerns. College and career information may be obtained from counselors and by using other resources such as the Ohio Career Information System. Financial aid materials, ACT and SAT testing packages, as well as other college-related materials can also be obtained from the Guidance Dept. Students are encouraged to stop by to make use of the various services.

College and Scholarship Applications - Most college and scholarship applications require various documents and recommendations from the guidance counselor. Recommendations require information about a student's academic and personal qualities.

In order for the counselor to write a strong recommendation, sufficient time must be allowed to gather this information. A personal interview is often scheduled with the student to discuss school and community accomplishments. Students should not wait until the last minute. A **minimum of three weeks** is required before the application deadline for the Guidance Department and teachers to complete all forms and letters of recommendation.

Scheduling and Assignment - Schedules are provided to each student during the summer prior to the new school year or upon enrolling. Any changes in a student's schedule should be handled through the Guidance Office **DURING THE SCHEDULE REVIEW DAYS** set up for the students in August. **NO CHANGES** will be made throughout the school year unless the

change is approved by the Administration. It is important to note that some courses may be denied because of available space or the need to take prerequisites.

Post-Secondary Enrollment Options Programs - Ohio's Post-Secondary Enrollment Options Program (PSEOP) allows 9th through 12th grade students to enroll full or part-time at approved public colleges, universities, or technical schools. The post-secondary institutions require students to meet admission requirements, which may include prerequisite courses and specified scores on the ACT or SAT. The post-secondary institutions determine acceptance.

The Guidance Department will provide information about PSEOP to students and parents by March 1st. The state of Ohio mandates that any student planning to participate in the program must return an Intent to Participate Form to the guidance office by **March 30th**. This ensures that students have ample time to receive state-required information and counseling at the high school and to meet college application deadlines.

Individuals with Disabilities - The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

The Streetsboro School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. To inquire about the procedure or programs, a parent should contact Special Services at (330) 626-4900. Parents who believe their child may have a disability that substantially limits major life activities of their child should contact Special Services at (330) 626-4900.

Library Media Center - In addition to following the Student Code of Conduct students using the library must comply with the following rules: No food or drink in the library/ Students coming to the library during intervention must sign up at the librarian's desk. Computers are reserved for schoolwork only. Library privileges may be suspended or denied for violation of these procedures and regulations.

Lockers - A locker will be assigned to each student in homeroom at the beginning of the school year. The school is not responsible for any losses that may occur; however, report all losses to the administration immediately.

Protect your belongings! Lock your locker! Lockers supplied by the school and used by the students are the property of the board of education. Therefore, student lockers and the contents of the lockers are subject to random search at

any time without regard to whether there is a responsible suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal statute.

It is recommended that a student taking physical education or participating as an athlete should bring his/her own combination lock to lock clothing and material in the locker room. The combinations to these lockers must be given to the staff member and/or coach that are supervising the class or sport. Locks should be removed by the student at the completion of the class and/or sport.

Lost and Found - The lost and found area is in the office. Students who have lost and/or found items should report to the main office. Lost items may be retrieved if a proper description of the item is given.

Student Agenda (Handbook) – During class no student is to be in the halls without a signed student agenda. It is both the teacher's responsibility to sign the agenda and the student's responsibility to ask for a teacher signature.

Student Records - Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the Principal.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate.

The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The School must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is wanted, please contact the Guidance Office, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

Transferring Out of the District - If a student plans to transfer from Streetsboro High School, the Parent must notify the Guidance Department. School records shall be transferred within fourteen days to the new school district.

Use of School Equipment and Facilities - Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

Visitors - Visitors, particularly parents, are welcome at Streetsboro High School. In order to properly monitor the safety of students and staff, **all visitors must report to the Main Office upon entering the school to sign in.** Any visitor found in the building without signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to prevent any inconvenience. Students may not bring visitors to school unless granted permission by the administration and appropriate forms are completed one week in advance.

Work Permits - Every student under the age of eighteen (18) is required to secure a work permit if he/she becomes employed. For full-time jobs, applications for work permits can be picked up in the main office. Work permits require a physician's examination, employer's signature, parent's consent, and a birth certificate.

Student Code of Conduct

A major component of the educational program at Streetsboro High School is to prepare students to become responsible adults and citizens by learning how to conduct themselves properly and in accordance with established standards. Student behavior is ultimately the responsibility of the student and his/her parents. Good conduct is based on the respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights of others are not violated. The students of the Streetsboro City School District will conform to school regulations and accept directions from authorized school personnel.

The Board of Education has adopted the following Student Discipline Code (**Board Policy 5500**). The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Students should note that other forms of student behavior might be considered inappropriate depending on the situation. An action that may be harmless in one circumstance may be disruptive in another. Therefore, this list is not meant to be inclusive, but rather to provide students with an idea of what is expected. The Administration therefore reserves the right to establish procedures, rules and regulations in areas where precedent has not been set.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes:

- 1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
- 2) misconduct by student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Students shall comply with all state laws and municipal ordinances with regard to their conduct toward the person or property of school officials or employees.

Expected Behaviors

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class,
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- Help maintain a school environment that is safe, friendly, and Productive;
- Act at all times in a manner that reflects pride in school, self, and family. This includes any event outside the normal school day that school

personnel have a responsibility for such as dances, field trips, and athletic events;

- Converse in an appropriate manner in content and volume for young ladies and gentlemen;
- Use care in all facilities and with all books, equipment, and apparatus.

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, removal from class, prohibition from extra-curricular activities as a participant and/or as a spectator; after-hour restriction, emergency removal, community service, out-of-school suspension, expulsion and/or permanent exclusion.

Aiding or Abetting Violation of School Rules - If a student assists another student in violating any school rule he/she will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Assault - Physical assault of a staff member, student, or other person associated with the district, which may or may not cause injury will not be tolerated. Injuries to District officials or employees, whether on or off school property, will not be tolerated.

If a student commits an act that is criminal offense when committed by an adult and that results in serious physical harm to persons as defined by Revised Code Section 2901.01(A)(5) or serious physical harm to persons as defined in Revised Code Section 2901.01(A)(6) while the student is at school, or any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity, the Superintendent may expel the student for up to one year. The Superintendent may modify the expulsion based on consideration of one or more of the following specific circumstances:

- A. Recommendation from the group of persons knowledgeable of the student's educational needs in accordance with Policy 2465 - Suspension/Expulsion of Disabled Students.
- B. Other extenuating circumstances.

Care of Property - Students are responsible for the care of their own personal property. The school will not be responsible for personal property. If a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

Classroom Rules - Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.

Criminal Acts - Any criminal acts taken at or related to the school will be reported to law enforcement officials as well disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Damaging Property - Vandalism and disregard for school property will not be tolerated. Loss or damage to the property of District officials or employees, whether on or off school property, will not be tolerated.

If a student commits an act that is a criminal offense when committed by an adult and that act results in serious physical harm to persons defined in Revised Code Section 2901.01(A)(5) or serious physical harm to property defined in Revised Code Section 2901.(A)(6) while the student is at school, on any property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity, the Superintendent may expel the student for up to one year according to Board policy on expulsions.

In addition to school discipline, the student will be held responsible for the cost to replace or repair any damaged property.

Disruption of the Educational Process - Any actions or manner of dress that interfere with school activities and/or disrupt the educational process are unacceptable. Such disruptions may include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Disruption includes, but is not limited to the following:

- A. Use of verbal or non-verbal threat, intimidation, harassment, or sexual harassment
- B. Continuously making noise or acting in any manner as to interfere with the instructor's ability to conduct the class or activity.

Dress Code (Board Policy 5511) - Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk to him/herself or others will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, he/she may be removed from the educational setting. If the appearance cannot be immediately correctable, parents will be contacted, either at home or work, to bring acceptable clothing to their child. All

situations not covered in these regulations shall rest in the hands of the administration and faculty.

The following styles or manners of dress are prohibited:

- Attire such as shorts, skirts, pants and/or shirts that expose an excessive amount of the body, including bare midriff, shorts or skirts that are too short – no shorter than mid-thigh (fingertip length), and necklines that are too low.
- Exposed undergarments.
- Skin-tight or see-through clothing.
- All tops must have a shoulder strap at least three fingers wide.
- Any garment that are considered to be related to sex, drugs, alcohol, tobacco, or inappropriate in the eyes of the administration should not be worn into the building.
- Badges, clothing, jewelry, etc., with inflammatory, objectionable, alcohol/drug/tobacco related and/or obscene language or graphics.
- Patches in suggestive areas and torn clothing.
- Hats, bandanas, other head covers, and sunglasses (will be confiscated).
- Coats and jackets are not to be worn in the building during school hours unless unusual circumstances warrant. This will be decided by the administration. Coats and jackets are to be kept in assigned lockers.
- Shoes must be worn in the building.
- Jewelry and attachments, which could interfere with individual safety, are not to be worn at school.
- Sagging pants below the hip bone
- Or other attire deemed inappropriate by the administration

“If in doubt, don’t wear it.”

Students who are representing Streetsboro High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups.

Students who violate the dress code will be referred to the Principal/Assistant Principal’s office. Attempts to secure appropriate clothing from home or borrow from the office will be made. Students violating the student dress code may be subject to discipline up to and including permanent exclusion. **Class work missed because of inappropriate dress will receive 50% credit.**

Drug, Alcohol and/or Tobacco Use (Board Policy 5530 and 5512)

The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity: sale, possession, distribution, or use of drugs, alcohol, fake drugs,

steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines and the like; and any type of drug-related paraphernalia. No student shall possess or attempt to distribute any form of prescription or non-prescription medication to another student.

Breath Test Instruments - The administration may arrange for a breath test for blood-alcohol to be conducted on a student whenever the administration has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the results indicate a violation of school rules as described in this handbook, the student will be disciplined accordingly. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol use un-refuted, thus leading to disciplinary action. The student will then be given a second opportunity to take the test.

Use of Tobacco - The School prohibits the sale, distribution, purchase or attempt to purchase, possession, and/or use of any form of tobacco product (including: cigarettes, clove cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contain tobacco, in addition to the papers used to roll cigarettes) at school or at any school activity. This prohibition also applies when going to and from school, at school bus stops, on school buses, at interscholastic competitions, extracurricular events, or any other school program or activity that is not located in a school or on school property that is owned or controlled by the Board. Violation of this provision will subject a student to discipline up to and including expulsion. This provision also applies to smoking accessories (lighter, matches, etc).

Consequences for Violation of Drug and Alcohol Policy:

- Mandatory suspension for 10 days, and may be recommended to the superintendent for expulsion for up to 80 school days, and recommendation to the superintendent for exclusion under certain circumstances.
- Referral to local law enforcement officials.
- Possible referral to juvenile authorities/agencies, including Portage County Juvenile Court. Many drug abuse offenses are also felonies.
- If the student is suspended or expelled for this provision, the superintendent may notify the Portage County Registrar of Motor Vehicles within two weeks after the discipline is imposed.
- If a student is expelled for violating this rule, the superintendent may choose to defer expulsion if the student and parent/guardian agree that (A) the student will participate cooperatively in a Community Intervention Insight Group, and (B) comply with all recommendations of the Insight Group Leaders. Failure to fulfill the commitment described in (A) and (B) above will result in immediate expulsion.

Explosives - Explosives, fireworks, and chemical-reaction objects such as smoke bombs, stink bombs firecrackers, poppers, and any other similar devices are forbidden and dangerous.

Extortion - Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else.

False Alarms and False Reports - A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law.

Falsification of School Work or Material

- Forgery - The act or crime of imitating or counterfeiting documents, signatures, etc. to device. This includes but is not limited to hall/bus passes, parent/guardian excuses and/or permission slips, making deceptive phone calls to the attendance office as well as false I.D.'s.
- Cheating – Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work. Examples include but are not limited to:
 1. Looking at someone else’s paper and/or communicating with other students during or prior to an exam, test, quiz or any other form of evaluation.
 2. Using unauthorized materials i.e. cheat sheets and/or electronic devices of any kind.
 3. Copying work assigned to be done independently or letting others copy another’s work.
- Plagiarism – To present as new or original an idea or product derived from an existing source; to commit “literary theft.” Using the ideas, data, or language of another without specific or proper acknowledgement. Plagiarism includes, but is not limited to, copying text from a book, website, periodical, or someone else's work without documentation and a works cited page.

Forgery, cheating, and/or plagiarism are all very serious offense and disciplinary actions will be determined by either the principal, assistant principal and/or classroom teacher.

Fighting - Fighting includes engaging in physical (i.e. pushing, shoving, slapping, etc.) or verbally abusive or provocative activities (to incite, to anger, to stir up) or conduct towards another person, which lead to harm to any other person or bystander.

Gambling - Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

Harassment and Bullying (Board Policy 5517 and 5517.01) - Every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment, aggressive behavior, and/or bullying of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates mental or physical harm, or that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

- A. **Verbal:** The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
- B. **Nonverbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.
- C. **Physical Contact:** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Gender/Ethnic/Religious/Disability Harassment

- A. **Verbal:**
 - 1. Electronic (cell phone, PDA, internet, etc.), written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.
 - 2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.
- B. **Nonverbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

C. **Physical:** Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take immediately the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her Principal / Assistant Principal.
- B. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident contact the superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

A student shall not engage in any act, which intimidates, threatens, degrades, or disgraces school personnel, fellow students, visitors, or members of the school board by written, verbal or gestures of any kind.

This includes any form of "hazing". Hazing is defined as doing any act of initiation to any student or other organization that causes or creates substantial risk of causing mental or physical harm to any person.

A form of harassment is called aggressive behavior. Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to

negatively impact a student's educational, physical, or emotional well-being. Although, it need not be based on any of the legally protected characteristics of harassment such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Under no circumstances will the School threaten or retaliate against anyone who raises or files a harassment complaint.

Inappropriate Behavior – A student shall not behave in a disrespectful, belligerent, or in an otherwise inappropriate manner toward any individual in a school setting.

Insubordination or Disrespect – Students who refuse to comply with the directions of school personnel or who talk back to, argue with, or make disrespectful comments toward any staff member or about a staff member.

Lunch

Cafeteria Rules - Courteous behavior is expected of all the students in the cafeteria during lunch. Students should observe good dining room standards at the table, leave the table and surrounding area clean and orderly, and put trash in the trashcans provided by each door. **All food or drink is to be consumed in the Cafeteria. Individual teacher permission is required for any food or drink to be consumed in the classroom. No eating or drinking is permitted in the hallways.**

Senior Lunch Privilege - Any student who is placed in a **senior homeroom** with the possibility of graduating at the end of the current school year has an open lunch privilege. **This is a privilege, not a right**, and is for **seniors only**. To maintain this privilege, the senior shall abide by the following regulations:

- Follow all lunchroom procedures and regulations if one chooses not to go out at lunch;
- When returning from lunch early is to remain by the lower front doors (by the Main Office) until the end of the lunch period;
- Not take underclassmen out during lunch, (consequences are the same as for the underclassmen who goes out to lunch);
- Not litter the community streets, businesses, or the school grounds;
- Not permitted to bring food or drink of any kind into the cafeteria or to underclassmen upon return;
- Abide by all driving regulations set forth in this handbook
- Follow all rules set forth in the Student code of Conduct while out of the building at lunch.

The administration has the right to suspend or deny open lunch privileges for any amount of time deemed necessary for failure to comply with any of these regulations. Parents who do not wish for their son/daughter to have the option

of the senior lunch privilege should contact the administration for further information and to sign the appropriate forms.

Underclassmen Lunch - Students who are in the ninth, tenth and eleventh grade homerooms should eat in the cafeteria during lunch.

UNDERCLASSMEN ARE NOT PERMITTED TO LEAVE THE BUILDING DURING LUNCH AT ANY TIME.

Parking Permit and Driving to School - Driving a car to school is a **privilege** and must be treated so accordingly. Each student and staff member driving a vehicle to school must have the vehicle registered in the main office. Procedures for vehicle registration are as follows:

Obtain a parking permit application in the main office and return when completed, along with a valid Ohio Drivers License; if the application is approved, a parking permit can be obtained with a fee of \$5.00; the permit must be placed on the rear-view mirror of the vehicle registered and must be able to be seen at all times.

Parking Regulations - A ten (10) mile per hour speed limit must be maintained at all times in and around the parking lot and all state and city ordinances must be followed. Unregistered vehicles parked in unauthorized areas, may be towed at the owner's expense. Students are permitted to park in assigned areas only. Students **may not** park in the lot at St. Joan of Arc's Church, or any other school building's parking lot during the school day. Violators are subject to AHR and may have their vehicles towed at the owner's expense. Yield **to all** pedestrians and buses.

School officials reserve the right to search student automobiles and contents at any time. Drug searches may involve the use of trained canines that may, in the process of the search, damage the surface of the vehicle. The Streetsboro City School District or any of its employees will not be held responsible or liable for these damages. Consequences may include suspension of parking privileges.

Revocation of Driver's License - The school is required by law to notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court when a student under the age of eighteen (18) years of age:

- Withdraws from school without being in compliance with State Law;
- Has 5 consecutive, 7 days in one month, or twelve (12) days in one school year unexcused absence;
- Is suspended or expelled for possession and/or use of drugs, or violation of the weapons policy.

Such notification will be given within two (2) weeks after the above-mentioned infractions have occurred.

Possession of Electronic Equipment (Board Policy 5136) – All electronic devices (cell phones, MP3 players, I Pods, etc...) are not to be used during the school day at any time of the day including lunch, restroom breaks, and intervention. Upon entering the building, all electronic devices must be shut off and kept out of sight.

The use of electronic devices is not permitted in the building and from the school building to the module units during the school day (7:12-2:30). School personnel may confiscate electronic devices and the student will be subject to the following disciplinary actions:

1st offense – 1 detention and parent/guardian will have to pick up the electronic device.

2nd offense – 1 after-hour restriction and parent/guardian will have to pick up the electronic device.

3rd offense – Suspension and cell phone may be confiscated until the end of the school year.

Streetsboro City Schools cannot be held responsible for lost or stolen electronic devices – these items should be clearly and securely marked for identification. All electronic devices are subject to search and seizure policies of the district.

Possession of a Weapon (Board Policy 5772) - A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon, reacted to as a real weapon, or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, etc. Criminal charges may be filed for this violation. Unless convincing evidence can be provided, possession of a weapon determines ownership.

If it can be confirmed that a student other than the one who possessed the weapon brought the weapon on Board property, that student shall be subject to the same disciplinary action. Possession of a weapon will subject a student to expulsion and possible permanent exclusion.

Under federal law, a firearm is defined as any weapon, including a starter gun, which will or 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 silencer, or any destructive device.

A destructive device, includes, but is not limited to any explosive, incendiary, or poison, gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A knife is defined as any cutting instrument consisting of at least one sharp blade.

Possession of any such weapon requires the superintendent to expel a student for a calendar year unless the Superintendent modifies the expulsion based on the consideration of one or more of the following specific circumstances:

- a recommendation from the group of persons knowledgeable of the student's educational needs in accordance with policy 2465 - Suspension/Expulsion of Disabled Students;
- the student was unaware that s/he was possessing a firearm or knife;
- the student did not understand that the item s/he possessed was considered a firearm or knife;
- the student brought the item to school as part of an educational activity and did not realize it would be considered a firearm or knife.

If a student is removed suspended out-of-school, expelled, or permanently excluded from school for misconduct involving a weapon as defined by the Board Policy, the Superintendent shall notify the Portage County Registrar of Motor Vehicles and the Portage County Juvenile Court within two weeks after the discipline is imposed.

Because the Board of Education believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Violation of this provision will subject a student to discipline up to and including permanent exclusion.

Profanity and/or Obscene Language/Gestures – Use of language of this type, whether written or verbal, directed toward or used in the presence of school personnel or students is prohibited. This shall include the use of obscene gestures, pictures or signs.

Public Display of Affection - Students demonstrating affection between each other is personal and **is not meant for public display**. This includes touching, petting, or any other contact that may be considered sexual in nature.

Purposely Setting A Fire - Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Refusing to Accept or Serve Discipline - The school may use informal discipline to attempt to correct a student's behavior and in order to avoid having to remove the student from school. If a student refuses to accept or to serve such informal discipline to correct his/her behavior, more severe discipline may be imposed, up to and including expulsion.

Student Disorder and Demonstration - Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others.

If a student or student(s) feel there is need to organize some form of demonstration, they are encouraged to contact the Principal to discuss a proper way to plan such an activity.

Theft - When a student is caught stealing another person's or the school's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school without authorization from an administrator. The school is not responsible for personal property brought by a student onto school property.

Trespassing - Although schools are public facilities, the law permits the school to restrict access on school property. When a student has been removed, suspended, expelled or permanently excluded, the student is not allowed on school property without written authorization of an administrator.

Unacceptable Behavior – A student shall not exhibit any behavior deemed unacceptable by a prudent individual

Unauthorized Use of School or Private Property - Students are expected to obtain permission to use any school property or any private property located on school premises.

Unexcused Absence and Tardiness - Attendance laws require students to be **on time to school, and in attendance** at school all day, or else to have a legitimate excuse. It is important to establish consistent attendance habits in order to succeed in school and in the world of work. Violation of this provision, in addition to school discipline, may result in a referral to court and/or revocation of the student's driver's license.

Verbal Threat - Any statement that a staff member, student, or other person associated with the District feels to be a threat will be considered verbal assault as will profanity directed toward a staff member in a threatening tone.

Zero Tolerance (Board Policy 5500) - The Board of Education has a zero tolerance for violent, disruptive or inappropriate behavior by its students: i.e., the Board will not tolerate violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in this Student Code of Conduct. The Board also has a zero tolerance for excessive truancy, as well as the possession, use, or distribution of drugs or alcohol on school property.

Types of Discipline

It is important to remember that the School's rules apply while going to and from school, at school, on school property, at school-sponsored events on or off school property, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The school is committed to providing prompt, reasonable discipline consistent with the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline (Board Policy 5600)

Informal discipline takes place within the school. It includes but is not limited to actions by any staff member:

- Change of seating or location
- Parent/Student/Teacher Conference
- Removal from class
- School Detention
- Disciplinary referral
- After hours restriction
- Community service with supervising staff member

School Detentions - School detentions can be held in the morning (7:00 A.M) or afternoon (2:30 P.M.), Monday through Thursday. Detentions are given for more minor violations such as but not limited to class disruption, tardy to class, or inappropriate language. Students must follow all rules and directions of the staff member supervising detention. Students who do not serve their detention, are removed from detention for not following detention rules, and / or students accumulating 8 detentions in a marking period, may result in an after hours restriction or out of school suspension.

Disciplinary Referral - A staff member, who has exhausted all avenues to correct a discipline problem, may write a disciplinary referral to the Assistant Principal. Consequences may be assigned, i.e. detention, After Hours Restrictions, or an out of school suspension.

After Hours Restrictions (AHR) – After Hours Restrictions are held Monday-Wednesday from 2:35 – 4:20 P.M. Refusing to serve or unexcused absence from After Hours may result in an out of school suspension.

Formal Discipline (Board Policy 5610)

Formal discipline removes the student from school. It includes emergency removal for up to 3 school days, suspension for up to 10 school days, expulsion for up to 80 school days, and/or up to one year according to Board Policy, and permanent exclusion.

Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion and permanent exclusion may be appealed. Suspension from co-curricular and extra-curricular activities may not be appealed. Participation in extra-curricular activities is considered a privilege not a right.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment. If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (i.e. being tried twice for the same crime).

Due Process Rights (Board Policy 5611) - Before a student may be suspended out-of-school, expelled, or permanently excluded from school, there are specific procedures that must be followed. Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal meeting with the building administrator prior to removal at which time the student will be notified of the charges and given an opportunity to make a defense.

Emergency Removal (Board Policy 5610.03) - A student may be removed or excluded from a classroom or a school when s/he poses a continuing danger to persons or property or represents an on-going threat or disrupting the educational process taking place in the classroom or the school premises. Such removal may be for a period of less than twenty-four (24) hours without being subject to suspension and expulsion procedures.

Suspension from School (Board Policy 5610) - The principal/assistant principal may impose a suspension from school not to exceed (10) days duration. When a student is being considered for an out-of-school suspension by the superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal meeting to challenge the reason(s) for the intended suspension and to explain his/her actions.

3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one school day of the suspension, the superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include specific reason(s) for the suspension and including notice of their right to appeal such action to the principal. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of the suspension will also be sent to the
 - a. Superintendent
 - b. Board Treasurer
 - c. Student's school record.
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct or prior to an administrator conducting an informal meeting as specified above, and the student fails to return to school on the following school day, the Principal, Assistant Principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal meeting upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Suspension is considered an unexcused absence, as such when a student is suspended, s/he may make up work missed while on suspension for up to fifty percent (50%) credit. All assignments must be turned in within two days of the student's return to school, unless other arrangements have been made with a teacher. It is the student's responsibility to obtain all missed work. Any learning that cannot be made up such as labs, field trips, skill-practices, cooperative group work and the like or any work that the student chooses not to make up may be reflected in the grades earned. All suspensions and expulsions from school include exclusion from participating in extra-curricular activities and attending any school related activities held. A suspension is for days that school is actually in session. This excludes vacation or calamity days.

The student who is the age of 18 or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board of Education or its designee (including the Superintendent). Legal representation is permitted in any appeal proceedings.

A verbatim record will be kept of the meeting, which may be held in executive session at the request of the student, parent or guardian, if held before the

Board. The procedure to pursue such appeal will be provided in regulations approved by the Board. Notice of appeal must be filed with the Treasurer or the Superintendent within five (5) school days of the notice to suspend. Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

Expulsion From School (Board Policy 5610) - Expulsion is the removal of a student from the schools of this School District for a period not to exceed the greater of eighty (80) school days, and/or up to one year according to Board Policy (5610) and/or permanent exclusion. When the Superintendent is considering a student for expulsion:

1. The Superintendent will give the student and parent, guardian or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three school days no later than five school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reason(s) for the expulsion and the right for the student, parent, guardian, or custodian to appeal to the court of common pleas; the right to be represented at the appeal. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

The student who is the age of 18 or older or the student's parent(s) or guardian(s) may appeal the expulsion to the Board of Education or its designee. Legal representation is permitted in any appeal proceedings. A verbatim record will be kept of the meeting, which may be held in executive session at the request of the student, parent or guardian, if held before the Board. While the meeting may be private, the Board shall act publicly. The procedure to pursue such appeal will be provided in regulations approved by the Board. Notice of intent to appeal must be filed within ten days of the Superintendent's or designee's decision to expel to the Board directly or through the Superintendent's office. Under Ohio law, appeal of the Superintendent's or its designee's decision may be made to the Court of Common Pleas. These procedures shall not apply to in-school suspensions or after-hours-restrictions. These consequences are served in the school setting.

Permanent Exclusion (Board Policy 5610.01) - When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that

s/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- Any possession or involvement with a deadly weapon
- Drug trafficking
- Murder, manslaughter, assault or aggravated assault
- Certain sexual offenses
- Complicity in any of the above crimes.

This process is formal and will usually follow an expulsion and the proper notification of the parents.

The Superintendent/designee shall notify the County Registrar of Motor Vehicles and juvenile Judge, within two weeks when a student has been suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm, knife, or other weapon as defined in this handbook.

The Principal shall notify the Bureau of Motor Vehicles that a student has been suspended, expelled, removed or permanently excluded from school for use or possession of alcohol, a drug of abuse, or alcohol and a drug of abuse.

The Board of Education and Streetsboro High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it may not be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, he/she should contact the Assistant Principal. With respect to discipline, the school may also institute a Parent Education Program, which the parent may be required to attend. Participation in Team Meetings may be included in the Parent Education Program. Failure to attend is considered a fourth degree misdemeanor and charges may be filed by the Superintendent.

Note: There are instances under which any of the violations listed herein, when considered in the context of the circumstances surrounding the incident, can lead to recommendation for expulsion up to 80 days (also can be carried over the course of one year to the next).

Note: If a student is expelled for violating this rule, the Superintendent may choose to defer the expulsion if the student and parent/guardian agree that (A) the student will participate cooperatively in a Community Intervention Insight Program, (B) comply with any and all recommendations of the Insight Group leaders and (C) sign a contract between the student and Superintendent. Failure to fulfill the commitments described in (A), (B), and (C) above would result in immediate expulsion.

Discipline of Students with Disabilities - Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

Social Probation - Social probation is based on the nature of the circumstances surrounding a violation of the Student Code of Conduct and means that the student:

1. Must be off school property at the end of the school day (2:40 p.m.)
2. Cannot attend or participate in any school-related activities home or away for the duration of the Probation. This includes dances, athletics, events, concerts, etc.
3. May be subject to further disciplinary action for violation of the above conditions.

Note: There are instances where the violations listed herein may result in social probation in addition to other disciplinary procedures or action.

Student Rights

Students attend Streetsboro High School under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They therefore can act, speak, or behave as young citizens with a large scope of options. This code, published in conformity with O.R.C. 3313.661, specifies the school's expectations. Pupils have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned. **(Board Policy 5780)**

Search and Seizure (Board Policy 5771) - Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items, which have been confiscated.

School administrators may use dogs trained to detect contraband to conduct random searches for contraband in student lockers, other common areas of school buildings, and vehicles parked on school grounds. A qualified and authorized trainer and a school administrator shall accompany the dogs. If a dog indicates that contraband is present on school property, school administrators can conduct further search.

Student Rights of Expression -The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. A material cannot be displayed if it:
 - 1. Is obscene to minors, libelous, indecent or vulgar.
 - 2. Advertises any product or service not permitted to minors by law.
 - 3. Intends to be insulting or harassing.
 - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who wish to display items must meet school guidelines and must present them to the Principal for approval 24 hours prior to display.

Students Suggestions, Concerns, and Grievances - The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the Principal. When concerns or grievances arise, the best way to resolve the issue is through communication.

No student will be harassed by any staff member or need fear of reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal. A student has the right to a meeting if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a grade change.

Bus Transportation

The school provides bus transportation for all students who live farther than one (1) mile from school. Students are assigned to buses by the Transportation Department according to where they live, and are expected to ride only on their assigned buses. Others students wishing to ride a bus that they are not assigned to, may do so only under special circumstances and only with principal's or assistant principal's permission.

Bus Conduct - Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait. The following behaviors are expected of all students:

- Be on time at the designated loading zone (10 minutes prior to scheduled stop);
- Stay off the road at all times while walking to and waiting for the bus;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the bus driver signals it is safe;
- Go immediately to a seat and be seated.
- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- No eating or playing games, cards, etc.;
- No tampering with the bus or any of its equipment.
- Follow all school regulations and guidelines
- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Leave the bus only at the students designated bus stop.

The high school office cannot approve notes from parents for a temporary bus change. The Director of Transportation must approve any change.

Consequences:

- A first incident during a semester may result in a warning, detention, AHR, and/or suspension.
- A second incident during a semester may result in a denial of transportation services for up to five (5) days, detentions, AHR, and or suspension.
- A third incident during a semester may result in denial of services for the remainder of the semester, detentions, AHR, and or suspension.