

# Student Handbook 2016-2017

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

## STREETSBORO HIGH SCHOOL

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

### Streetsboro High School Administration

James Hogue - Principal  
Aaron Newman - Assistant Principal

### Phone Directory

Main Office - (330) 626-4902  
Attendance Office - (330) 422-2420  
Guidance Office - (330) 422-2410  
Fax - (330) 626-8103  
District Website: <http://www.streetsboroschools.com>

## Streetsboro Board of Education

*John Kelly - Board President*  
*Kevin Grimm - Board Vice President*  
*Denise Baba - Board Member*  
*Brian Violi - Board Member*  
*Andrew Lesak - 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, please 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 school district's compliance officer list below:

Mr. Joseph Petrarca  
1888 State Route 303  
Streetsboro, OH 44241  
330-626-8107

The complaint will be investigated and a response will be given, in writing, to the concerned person within 30 days. The compliance officer 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.

## Advertising Outside Agencies

No announcements or posting of outside activities will be permitted without the approval of the Superintendent. A minimum of 10 days' notice is required to ensure that the Superintendent has the opportunity to review the announcement or posting.

## 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 competitive athletics & theatre. All students are permitted to participate in the activities of their choosing, as long as they meet the academic eligibility requirements and are considered to be in good standing in regards to student discipline.

**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.

**Parent Concerns:** The school district has a strict protocol for addressing parental concerns in athletics. First, you must contact the coach whenever you feel there is an issue you would like to discuss. While in person discussions are encouraged, they should never take place immediately following a contest. Please use the 24 hour rule prior to calling the coach. After having met with the coach, if you do not feel your concerns have been addressed, you should then contact the athletic administrator and set up a meeting. **Please note:** playing time is NOT an issue to discuss at the varsity level. Varsity coaches have full

discretion on who plays, where, and how often. Conversely, sub-varsity levels are developmental and playing time should be expected if the student-athlete has participated in all required practices and is eligible

**Extra-Curricular Attendance Policy** - A student-athlete is required to attend a half day (10:45 a.m.) of school to be eligible to participate in an after school activity. Doctor's appointments will require a note from the doctor with the time and date of the appointment. Field trips, court appointment, holidays, preapproved college visits and a death in the family are exceptions to this policy. Prior notice must be given to an administrator in such cases. Friday absences may result in non-participation for weekend events. The athletic administrator or principal will have discretion to allow a student-athlete to participate. Consideration will include history of attendance, disciplinary issues and other factors deemed relevant by the athletic administrator or principal.

**Note:** *Excessive tardiness (more than two) on game days by a student-athlete will result in a suspension from athletics at the discretion of the athletic director.*

Student attendance at extra-curricular activities such as dances, concerts, and programs is a privilege. This includes school sponsored activities held on the weekend (i.e. Prom). The student must be present for at least half the school day to attend an extra-curricular event that night or weekend. (This does not pertain to Interscholastic Sports.) If the student is not present in school that day (see paragraph above), the student will not be allowed to attend or participate 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 9<sup>th</sup> grade or above to participate in these events. Prom, however, is an exception; students must be in at least 10<sup>th</sup> grade to attend Prom. Because dances are considered extracurricular events, students must meet the academic eligibility requirements and be considered in good standing in regards to discipline and school fees in order to be in attendance. Any student that is not in good disciplinary standing (expulsion, suspension, unserved After Hour Restriction, etc.), has delinquent school fees (from previous school years), or is academically ineligible, may not attend school dances or other school sanctioned events.

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

**Participation Fees** - A participation fee will be assessed per sport. This fee will be determined by the Board of Education and communicated through the athletic department to parents and athletes. Payment of all school fees is due BEFORE the student participates in an actual contest. Participation fees will not be refunded when students decide to quit or are removed from the team. For any student who suffers a season-ending injury, refunds will be determined on a case-by-case basis.

#### **Dance Rules**

Student dances are a very popular extracurricular activity at Streetsboro High School. The dances are also an integral, yet enjoyable activity for the school; and they also provide students with an excellent opportunity to meet socially. In an effort to make these dances a positive experience for all students, the following guidelines will be communicated:

1. **Dance participants must be from SHS or must be escorted by an SHS Student.**
2. **Middle School Students are not permitted to attend any High School Dance. All attendees shall be in 9<sup>th</sup> grade (except prom, students 10<sup>th</sup>-12<sup>th</sup> are permitted).**

3. Guests over the age of 20 are not permitted to attend any High School Dance. All High School Graduates must present their College I.D/Driver's License at the door.
4. Guests from outside our high school must be approved in advance by completing and submitting the appropriate Dance Affidavit form.
5. Students and guests are expected to follow the directives from chaperones, security officers, and other school personnel.
6. Students' behavior should be such as not to endanger or trouble other students.
7. All school rules are in effect, whether the dance is on school property or not.
8. Once a student or guest leaves the dance, they are not permitted to return. Money will not be refunded. Please be aware that when you enter the dance you must have with you anything you may need from your car for the entire evening. No one will be allowed to leave the building even with a chaperone.
9. Students shall stay completely clothed for the entire dance.
10. Inappropriate OR sexually-explicit dancing will not be permitted. Chaperones will determine if the style of dancing is appropriate; if it is not, the students will be given a warning. If the students continue such style, they will be asked to leave the dance.
11. Students or guests who do not adhere to these expectations or who violate the Code of Conduct will be removed from the dance (without refund) and may be subject to further disciplinary action.
12. Students should come with the expectation of being checked with a breathalyzer upon entrance to the function.
13. Any student or guest who has in their possession alcohol, tobacco, or drugs or is found to have used any substances before attending the dance will not be permitted to attend and the police will be called. Disciplinary action will also be taken at school.

**Dance Attire**-Minimal standards of dress for dances must comply with the school dress code. Fall and Winter Homecoming attire for students and their guests is shirt and tie for young men and dress or dress slacks for young ladies. Jeans and tennis shoes are prohibited, unless recommended by the school given the use of the gym floor. Formal wear is worn to Prom. Any deviation from these standards must be approved by the administration.

### **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 the school attendance officer at **330-422-2420** and provide an explanation for the child's absence. Please note that the attendance officer has a 24 hour voicemail, so that messages can be left at any time. **The following are valid reasons, according to Ohio Law, 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/herself, a doctor, or a court of law **within three school days**. If the school is unable to contact you and no note is provided upon the student's return to school or within the three day limit, the absence will be considered unexcused. Three consecutive days of absence may require a doctor's note to confirm a student's illness.

A school letter will be sent home upon the student's 5<sup>th</sup> absence indicating a potential attendance problem. This will give the parent an opportunity to meet with school officials prior to any referrals being made to other agencies. A second letter will be sent upon the student's 10<sup>th</sup> absence indicating that all

further absences must be verified by a physician's note. Any absence after 10 days not verified by a physician's note will be unexcused.

**A student may miss up to 12 DAYS within the school year (vacation days are included in these 12 days). Anything over 12 days is considered excessive and a written excuse from a doctor\* or court of law is required. A parent/guardian call and/or note is appreciated, but will not change the absences from unexcused to excused.**

**Portage County Juvenile Courts consider the following guidelines for excessive unexcused absences:**  
**Habitual Truancy:**

- 5 consecutive unexcused days
- 7 unexcused days in a month
- 12 unexcused days in a school year

**\*Please be advised that excessive absences may be referred to Juvenile Court. Open ended doctor's notes, notes written for an undefined period of time, will not be accepted.**

**Chronic Truancy:**

- 7 consecutive unexcused absences
- 10 unexcused absences in a month
- 15 unexcused absence in a year

**Excessive absences will be referred to Portage County Juvenile Courts following the above attendance guidelines.**

**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, presentations, or skill-practice sessions cannot be made up. In certain circumstances teachers may formulate an alternate activity for the student to complete in lieu of the missed classroom activity. Students will be allowed as many additional days to make up work as the number of days missed. If the student fails to make up the work in the appropriate amount of days for their excused absence, the work they missed will then be considered late and late-work penalties to assignments missed while absent will apply. Long-term assignments, those with a due date assigned more than a week in advance, will be due on the originally assigned date, except in extenuating circumstances as approved by the teacher or administration. 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 some part of the day without a note/phone call from a parent/guardian containing an excuse listed above (in bold print and underlined in the **Notification of Absence** section) shall be considered unexcused. If the student is unexcused, the unexcused absence may require disciplinary action and will result in the student not receiving any credit (0 %) for any and all schoolwork missed.

**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, 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 **5 DAYS PRIOR TO THE ABSENCE** (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/phone call by the custodial parent(s) or other legal authorization. The note/phone call by the custodial parent/guardian 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/main office. **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. All tardies are considered unexcused, unless they are for one of the following reasons: **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).**

**Consequences:**

- 1-4 Warning
- 5 1 hour AHR
- 10 2 hour AHR
- 15 In School Restriction (ISR)
- 20 2 Day In School Restriction (ISR)
- 25 1 day out of school suspension (OSS)
- 30 2 day out of school suspension (OSS)

**Note:** Beyond 30 will be subject to administrator discretion

**Note:** Tardy count will start over at the beginning of 2<sup>nd</sup> Semester.

**Note:** Students habitually tardy may lose senior lunch or parking privileges, as well as other privileges at the high school, such as attendance at extracurricular events.

- Any student that arrives to school **after 8:00 a.m.** without a parental call or note for an excusable absence will be considered unexcused and absent from his/her first period class and will be issued an After Hour Restriction.
- Students who are on time to school but late to class will be subject to the same disciplinary consequences as the chart above (tardy policy).

**Perfect Attendance** - The Perfect Attendance designation is awarded to any student that is in school, for the entire school day, every day of the year. Any student that has an absence, tardy, early dismissal or late arrival, whether excused or unexcused, will not be awarded this designation.

**Half and Full Day Absences** - If a student misses over half the time of a class period, he/she will be considered absent for that period. If a student is absent for from school less than 3 ½ hours, he/she will be considered absent for a half day. If a student is absent for more than 3 ½ hours 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 prior to the college visit. 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 provide proof of full-time employment (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, may/will be withdrawn from school.

## Bell Schedule

<u>PERIOD</u>	<u>BEGIN</u>	<u>END</u>	<u>MINUTES</u>
1 <sup>st</sup> Period	7:25	8:13	48 min.
2 <sup>nd</sup> Period	8:17	9:05	48 min.
3 <sup>rd</sup> Period	9:09	9:57	48 min.
4 <sup>th</sup> Period	10:01	10:49	48 min.
Intervention	10:53	11:16	23 min.
5A	11:20	11:45	31 min.
5B	11:47	12:13	30 min.
5C	12:15	12:41	31 min.
6 <sup>th</sup> period	12:45	1:33	48 min.
7 <sup>th</sup> period	1:37	2:25	48 min.

**Students are not permitted in the building until 7:12 A.M.** and are to wait in the cafeteria 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/Nonprescription 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). If a school nurse is not in the building, one may be summoned if necessary.

A student who becomes ill during the school day must report to class and request a pass from the teacher to go to the clinic/attendance office. The student must then report directly to the clinic/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 officer and 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.

## 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 FM: 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 (Blast) System, Twitter (@streetsborohs) and the district web site ([www.streetsboroschools.com](http://www.streetsboroschools.com)). Parents and students are responsible for knowing about emergency closings and delays.

**Fees (School) (Board Policy 6152)** - 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 and online at [www.payforit.net](http://www.payforit.net). In addition, students may be assigned fines or charges for excessive wear or abuse to school property.

**Field Trips (Board Policy 2340)** - 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. Field trips are subject to Board approval.

**Fire/Tornado/Lockdown Drills** - Streetsboro High School complies with all fire safety laws and will conduct fire drills in accordance with State law. Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. Lockdown drills will be conducted at the direction of the administration. 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.

### **Grades**

**Failing 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, online or through a correspondence course at his/her own expense.

**Grading (Board Policy 2330)** - 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 knowledge. 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 must take an examination in all subjects at the end of each grading period, semester, and/or year. The total examination grade will be 20% of the course grade. The examination may be broken into two parts, a mid-term exam and final exam. For yearlong classes, each grading period will be 20% of the final grade. 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 yearlong classes will be an average between the two semester grades.

The school uses the following grading system:

<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:

<b>English</b>	4 credits
<b>Mathematics</b>	4 credits
<b>Science</b>	3, 3.5 or 4 *credits (including Physical Science and Biology)
<b>Social Studies</b>	3, 3.5 or 4 *credits (which includes one each of American History and government)
<b>Physical Education</b>	1/2 credit (2 classes of 1/4 credit each)
<b>Health</b>	1/2 credit
<b>Electives</b>	5 credits (including at least ½ credit economics and financial literacy and 1 credit of fine arts.)

\*\* Social Studies + Science must equal 7 credits, with a minimum of 3 in each subject

**The total number of credits needed for graduation is twenty-one (21).**

**State of Ohio Graduation Testing Requirements** - Juniors (Class of 2017) and Seniors (Class of 2016) are required to pass all five sections of the Ohio Graduation Test (OGT) in order to graduate. Class of 2018 and beyond will be required to take 7 end of course exams in the following classes, Algebra I, Geometry, Physical Science, American History, American Government, English I (9) and English II (10). Also, students must qualify for graduation by meeting one of the following criteria: earning a passing score on 7 end of course exams; or earning a remediation-free score on the ACT or SAT; or earning a State Board of Education approved industry recognized credential, or a state issued license for practice in a career. For more information, visit the ODE website at [education.ohio.gov](http://education.ohio.gov).

**Commencement Participation Requirements (Board Policy 5460)**- Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. No student that has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

**Valedictorian**- The class valedictorian will be the student(s) with the highest grade point average in the graduating class and will be based on the first seven semesters of the high school career.

**Interim Progress Reports** - Students that are failing, or near failing, 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 upon the GPA at the conclusion of the seventh semester.

### Guidance Services

Many resources are available to Streetsboro High School students through the Guidance Department.

**Personal/social, academic, and career counseling is available for students.** College and career information may be obtained from counselors and other resources such as the Naviance. 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 come into the guidance office and 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** in August. **Schedule changes cannot be made after the first five days of the class.** Some courses may not be available due to individual course enrollment numbers or the student's lack of the necessary course prerequisites.

**Withdraw F Policy**- Any student who chooses to withdraw from/drop a course after the course add/drop period may receive an F for the course grade. The grade will appear on school transcripts, impact the students overall grade point average and class rank. All students are required to be enrolled in a minimum of six courses at any given time.

**College Credit Plus** - Ohio's College Credit Plus allows 9<sup>th</sup> through 12<sup>th</sup> grade students to enroll full or part-time at approved public colleges, universities, or technical schools. The College Credit Plus institutions require students to meet admission requirements, which may include a minimum grade point average, prerequisite courses and specified scores on the ACT or SAT. The College Credit Plus institutions determine acceptance. The Guidance Department will provide information about PSEOP to students and parents by March 1<sup>st</sup>. The State of Ohio mandates that any student planning to participate in the program must return the **Intent to Participate Form** to the Guidance Office by **March 31<sup>st</sup>**. This ensures that students have ample time to receive state-required information and counseling at the high school and to meet college application deadlines.

**Credit Flexibility Program** - The credit flexibility program is part of a statewide effort to increase learning, student engagement and better prepare students for post-graduation success. If a student is interested in pursuing this option, the student can get the needed information from the guidance office or on the Streetsboro High School website.

**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 City 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. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, or if you believe your child may have a disability that substantially limits major life activities of the child, a parent should contact their child's principal.

**Library Media Center** - The Library Media Center is available for individual student access only when the media specialist is available. Students will be held responsible for all material used in or checked out from the Library. No food or drink in the library. 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 (Board Policy 5771/ORC 3313.20) Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable 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. These lockers are not intended to replace the students assigned hall locker but are subject to the same search policy. 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 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 teacher, 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. The following information quoted from District Policy #8330 defines directory information as:

*"The Board designates directory information as: a student's name; address; telephone number; date and place of birth' photograph; major field of study' participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes."*

*"Parents and adult students may refuse to allow the district to disclose any or all of such directory information upon written notification to the district within ten (10) days after receipt of the district's public notice."*

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 parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record and 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 requestor. If a review of records is wanted, please contact the school principal, 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 possible questions.

**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 upon receipt of an official record request.

**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** - In order to properly monitor the safety of students and staff, **all visitors must report to the Main Office and sign in upon entering the school.** Any visitor found in the building without having signed in, shall be reported to a 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 in order to be employed. Applications for work permits can be picked up in the main office. Work permits may require a physician's examination, employer's signature, parent consent, and a birth certificate. Please note the employer must complete the bottom portion of the application before the work permit can be processed by the district.

## Student Code of Conduct

Streetsboro High School is committed to preparing our students to become responsible adults and citizens by teaching them how to conduct themselves properly and in accordance with established standards. Student behavior is ultimately the responsibility of the student and his/her parents. Streetsboro High School's code of conduct is based on the respect and consideration for the rights of others. The students of the Streetsboro City School District are expected to 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 a list of behaviors and the terms contained in the list.

Discipline is assigned at the 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.

Forms of student behavior, other than those listed below, may also 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 exhaustive, but rather to provide students with an idea of what is expected. The Administration 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 any part 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, in-school restriction, emergency removal, community service, out-of-school suspension, expulsion and/or permanent exclusion, and possible referral to law enforcement officials.**

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

**Assault/Fighting** - A student shall not fight, physically touch or behave in such a way as could cause physical injury to another party. **Fighting includes engaging in physical violence** (i.e. pushing, shoving, slapping, etc.), **verbal abuse, provocation** (to incite, to anger, to stir up), **or conduct towards another person which may lead to the harming of others**. Disciplinary consequences will be assigned for fighting. The police may be called at the discretion of the administration.

If a student commits an act that is a 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.

**Aggressive Behavior** - Aggressive behavior towards a staff member or another student(s) is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. The policy applies to all activities in the District, including activities on school property and those occurring off school property.

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

Every student is encouraged and every staff member required to report any situation that they believe to be aggressive behavior towards a staff member or student.

**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 committed at or related to the school will be reported to law enforcement officials as well as being 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, intentional damage to school property and disregard for school property will not be tolerated. Loss or damage to the property of district employees, whether on or off school property, will not be tolerated. Acts that endanger school property or the school's occupants 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:

- use of verbal or non-verbal threat, intimidation, harassment, or sexual harassment
- acting in a manner as to interfere with the instructor's ability to conduct a lesson
- utilizing social media in such a way as to cause disruption of the learning environment

**Dress Code (Board Policy 5511)** - Any fashion (dress, accessory, or hairstyle) that disrupts the educational process, presents a safety risk to him/herself or others, or is in violation of the dress code 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 a risk to themselves or others, he/she may be removed from the educational setting. **If the appearance cannot be immediately corrected, parents will be contacted, either at home or work, to bring acceptable clothing to their child. Students will not be allowed to return to class until the dress code violation has been corrected.** Students violating the dress code may be subject to discipline up to and including permanent exclusion.

**Class work missed because of inappropriate dress will receive 50% credit.** School Administration will individually determine the appropriateness of all student dress & appearance. Outfits that are deemed inappropriate for school are not subject to any form of appeal or review.

The following guidelines are listed to assist parents & students in understanding dress code expectations, but again, each outfit is considered individually:

- 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** (closer to the knee than the hip),
- **Tights must be covered by shorts, skirt or dress** of the appropriate length - **no shorter than mid-thigh** (closer to the knee than the hip). A long shirt is not sufficient.
- Low necklines
- Exposed undergarments
- **All tops must have sleeves**
- Any clothing item that is considered to be related to sex, drugs, alcohol, tobacco, weapons, obscene language or inappropriate in the eyes of the administration should not be worn into the building
- Torn clothing, especially above the knee or in suggestive areas
- Hats, hoods, headbands, head coverings, gloves, bandanas, or any item of clothing that obscures in whole or in part someone's identity are not to be worn **in the building** and are to be kept in assigned lockers. All hair bands must be less than two inches in the width, must be worn off the forehead and must be holding back hair
- Jewelry and attachments, which could interfere with individual safety, are not to be worn
- Sagging pants below the hip bone - all pants must be fastened securely around the waist
- Pajamas, slippers, and nightwear - no pillows, blankets or stuffed animals
- 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.

**Drug/Alcohol (Board Policy 5530) and/or Tobacco Use (Board Policy 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, e-cigarettes & vaporizers, also any type of tobacco and 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 of, use of any form of tobacco product (including: cigarettes, electronic cigarettes, vaporizers, clove cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contain tobacco) or tobacco paraphernalia (i.e. rolling papers, lighters, matches) 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.

**Consequences for Violation of Drug and Alcohol Policy:**

- Suspension for up to 10 days, and may be recommended to the superintendent for expulsion for up to 90 school days, and recommendation to the superintendent for exclusion under certain circumstances.
- Possible 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. 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 offenses and disciplinary action will be determined by either the principal, assistant principal and/or classroom teacher. Any student caught forging, cheating, and/or plagiarizing will receive a zero for the assignment.

**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/Bullying**

**Bullying (Board Policy 5517.01)** - Any person willfully and repeatedly exercising power of control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

1. **Physical-** hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. **Verbal-** taunting malicious teasing, insulting, name calling, making threats.
3. **Psychological-** spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
4. **Social Media** - students using social media, outside of school, to threaten, harass or intimidate fellow students or faculty may be subject to school discipline

Dating Violence is considered a form of bullying and aggressive behavior. Dating violence is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person's dating partner. A dating partner is any person, regardless of gender involved in a relationship with another [person] primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

**Harassment (Board Policy 5517)** - Streetsboro City School District Board of Education believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The Streetsboro City School District Board of Education prohibits harassment, intimidation, or bullying of any student by student(s), school personnel, school volunteers, or others engaged in district business, whether in the classroom, on school property, on school buses or vehicles, at school-sponsored events, or at any time when subject to the authority of the school. Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of nonverbal, verbal, written, electronically transmitted or physical nature on the basis of age, race, religion, color, natural origin, marital status or disability (including: sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location). Harassment can be defined as behavior exhibited toward a particular student **more than once** and the behavior both **causes mental or physical harm** to the student **and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the student.**

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

### **Sexual Harassment:**

1. **Verbal:** The making of written or verbal 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.
2. **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 persons associated with the District.
3. **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. Written or verbal 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.

**Intimidation** - Includes, but is not limited to, any act intended to instill fear, substantially damage or interfere with another's well-being or property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, natural origin or sexual orientation.

**Menacing/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. Profanity directed toward a staff member in a threatening tone will be considered a verbal threat. This includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

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

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
3. Creating a hostile educational environment.

**Harassment, intimidation, or bullying also means electronically transmitted acts** (i.e., internet, social media, cell phone or tablet, personal digital assistance (PDA), or wireless hand-held device) that a student(s) exhibits toward another particular student(s) **more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).**

**Confidentiality** - To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

**Notification** - 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.

**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 as timely and confidential a manner as possible. 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, a collective bargaining agreement, 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. Such discipline may include any of the following: oral warning, written warning, in-school restriction, out-of school suspension, restriction of privileges, restriction of access, or expulsion.

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.

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

Violation of this provision will subject a student to discipline up to and including permanent exclusion.

**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** - All underclassmen must report to the cafeteria on time and in an orderly manner. 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** has an open lunch privilege. **This is a privilege, not a right.** To maintain this privilege, the student shall abide by the following regulations:

- Have a signed parental permission slip on file in the office that permits the student to leave campus during the lunch period.
- Follow all lunchroom procedures and regulations if one chooses not to go out at lunch;
- Exit & return to the building in a timely, orderly manner
- When returning from lunch early, students must remain by the upper front doors (by the Gym) until the end of the lunch period;
- Not take underclassmen out during lunch, (consequences are the same as for the underclassmen who go out to lunch);
- Not litter the community streets, businesses, or the school grounds;
- No trespassing on St. Joan of Arc grounds/pavilion
- **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.**

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

Students will be subject to the following disciplinary actions:

**1<sup>st</sup> offense** - 2 hour AHR

**2<sup>nd</sup> offense** - 1 day of in school restriction (ISR)

**3<sup>rd</sup> offense** - 1 day out of school suspension (OSS) and loss of privilege senior year

**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 Driver's License; if the application is approved, a parking permit can be obtained with for a fee; Students must be in "Good Standing" to obtain a Parking Permit. Good Standing is defined as a minimum 2.0 GPA and no outstanding fees or discipline. 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, including the designed traffic flow in the parking lot. 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)** - Cell phones are not permitted to be used in school during the school day. They must be turned off and put away out of sight. Students must have expressed permission from a teacher to use an electronic device. Without expressed permission, all electronic devices (tablets, 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.** At the beginning of the school day and during transition times, all electronic devices must be **shut off and kept out of sight.** Earphones are considered an electronic device. If a teacher confiscates earphones, the connected device (iPod, cell phone, tablet, etc.) will be confiscated, as well.

Students that have a device confiscated will be subject to the following disciplinary actions:

**1<sup>st</sup> offense**-WARNING-student will receive device at the end of the school day & parent is notified

**2<sup>nd</sup> offense** - 1 hour After-Hour Restriction and parent/guardian will have to pick up the device.

**3<sup>rd</sup> offense** - 2 hour After-Hour Restriction and parent/guardian will have to pick up the device.

**Note:** Offenses beyond the 3<sup>rd</sup> offense will be subject to administrator discretion. Any student refusing to give his/her cell phone to a staff member will face more severe disciplinary consequences for insubordination, which may lead to out of school suspension.

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.**

**Use of Social Media during the school day**

Students are not permitted to use social media during the course of the school day. This includes, but is not limited to, Facebook, Twitter, Instagram, & Snapchat. If a student is caught using social media during the course of the school day, the student will be subject to the following disciplinary action:

**1<sup>st</sup> offense** - 2 hour After Hour Restriction, possible confiscation of electronic device

**2<sup>nd</sup> offense** - 2, 2 hour After Hour Restrictions, possible confiscation of electronic device

**3<sup>rd</sup> offense** - 1 day In School Restriction, confiscation of device, suspension of e-privileges

**Possession of Inappropriate Materials** - A student shall not possess images or materials that are deemed inappropriate. This includes, but is not limited to, displays of violence, sexual materials, or drug and alcohol related images.

**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, 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, piercing or tattoo equipment, etc. Law enforcement will be notified immediately and 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.

**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.

**Retaliation** - Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of any inappropriate behavior contained in this Students Code of Conduct is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported. Making intentionally false reports for the purpose of getting

someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary actions.

**Sleeping in Class** – Students are not permitted to sleep in class. If a student is unable to stay awake or chooses to continue to sleep after being addressed by a staff member, the staff member will send the student to the attendance office or main office and the student will be sent home. This will be considered an unexcused absence. The student may be subject to disciplinary action.

**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 upon the rights of others.

If a student(s) feels 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 or permanently excluded, the student is not allowed on school property without written authorization from an administrator.

**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.

**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 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
- In School 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.), and assigned by individual teachers. Detentions are given for more minor violations such as but not limited to class disruption or inappropriate language. Students must follow all rules and directions of the staff member supervising detention.

**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. After Hours Restriction, In School Restriction or an out of school suspension.

**After Hours Restriction (AHR)** - After Hours Restriction is held from 2:35 - 5:30 P.M. Failure to serve (or unexcused absence from) After Hours may result in immediate placement in In School Restriction or out of school suspension.

**In-School Restriction** - Students placed in in-school restriction may make-up school work for credit. Efforts will be made to route schoolwork to the in-school restriction room; however, it will remain the student's responsibility to complete the assigned work given by the classroom teacher as well as make-up any classwork missed.

### **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 students' right to individual expression. 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.

### **Bus Transportation**

The school provides bus transportation for all students who live farther than 2 miles from school. The bus schedule and route is available by contacting the Transportation Supervisor at 626-4909, ext. 1520. Students are permitted ONE bus stop for pickup and ONE bus stop for drop-off for ALL FIVE DAYS. This means the pickup designated stop is the same all five days, and the drop-off designated stop is the same for all five days on a consistent basis not changing week to week. If there is a temporary change in the schedule during the week, other than the designated stop, the parent shall provide transportation for that day. All permanent changes must be made using an "Alternate Bus Stop Request Form" at least two days prior to change. (Forms are available online at [www.streetsboroschools.com](http://www.streetsboroschools.com), in each school main office, or the transportation office.)

Students moving during the school year must have a "Transportation Change of Address" form submitted at least two days prior to move, after completing a change of registration at their designated school.

### **Bus Conduct**

The driver is responsible for student safety, will assign seats, and may direct the student in any reasonable manner to maintain that safety.

In addition the following behaviors are expected of all students:

**Previous to loading (on the road and at school), each student shall:**

1. Be on time standing at their designated and assigned "place of safety" (bus stop); 5 minutes prior to

scheduled stop;

2. Stay off the road at all times while walking to and waiting for the bus;
3. Line up single file off the roadway to enter;
4. Wait until the bus is completely stopped before moving forward to enter
5. Refrain from crossing a highway until the bus driver signals it is safe;
6. Check for traffic themselves before proceeding
7. Be alert for a possible danger signal ie: horn beep, from the driver
8. Go immediately to the seat assigned by the driver and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

**During the trip, each student shall:**

1. Remain seated at all times in their assigned seat, while the bus is in motion and/or while waiting to depart bus;
2. Keep head, hands, arms, and legs inside the bus at all times;
3. Not litter in the bus or throw anything from the bus;
4. Keep books, packages, coats, and all other objects out of the aisle;
5. Be courteous to the driver and to other bus riders; use no profane language
6. Not eat or play games, cards, etc.
7. Not tamper with the bus or any of its equipment.
8. No food or drink consumed on the bus

**Leaving the bus, each student shall:**

1. Remain seated until the bus has stopped;
2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it safe;
3. Be alert to a possible danger signal from the driver.
4. Leave the bus only at the students designated bus stop. Notes from parents for a temporary bus change cannot be approved by the high school office. Any change must be approved by the director of transportation.

Penalties for Infractions - A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

**CONSEQUENCES:**

- A first incident during a semester may result in a consequence up to or including an after school detention.
- A second incident during a semester may result in a denial of transportation services for up to five (5) days
- A third incident may result in denial of services for the remainder of the year.