

WALTER E. STEBBINS HIGH SCHOOL
STUDENT HANDBOOK 2011 – 2012
1900 Harshman Road, Riverside, Ohio 45424
Telephone: (937) 237-4250 - Fax: (937) 237-4262

MISSION STATEMENT

We at Stebbins High School, in partnership with the community, provide a safe, unified atmosphere conducive to learning. Our rigorous and relevant instruction and assessment encourage students to accept responsibility for their education, perform at their highest levels, and contribute to their school and community.

Formula for Academic Success

Respect + Responsibility + Rigor = Results

Respect

- *Being polite and considerate of others
- *Having a positive attitude
- *Showing self-discipline

Rigor

- *Working hard
- *Being self-motivated
- *Taking charge of your own education

Responsibility

- *Giving 100%
- *Taking ownership of behavior
- *Doing what is needed

Results

- *Accomplishments
- *Positive outcomes
- *Success in life

MOTTO

“Enter to Learn – Go Forth to Serve”

This School Agenda belongs to:

Name _____

Address _____

City/State _____ Zip _____

Phone # _____ Locker # _____ Combination# _____ - _____ - _____

Student# _____ ROC Room # _____

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FIGHT SONG

Drive, drive on down the field.
Men of the scar-let and gray,
Don't let them through that line.
We have to win this game today
FIGHT! FIGHT! FIGHT!
Smash through to vic-to-ry,
We cheer you as we cry.
Our hon-or defend.
We will fight to the end
For Stebbins High!

ALMA MATER

Oh Come,
Let's sing our high school's praise
Our voices to thy glory raise,
In all we do, in all we say.
We stand behind the red and gray
Where 'ere we go, where 'ere we be.
We give to thee our loyalty.
Our love for thee will never die
Come honor Walter Stebbins High.

Colors

Scarlet and Gray

Mascot

Indians

Walter E. Stebbins High School

Vision Statement

Community Relations

An Exemplary School

As an exemplary school, Walter E. Stebbins High School must have a clear sense of the goals that it is trying to accomplish, the characteristics of the school it seeks to become, and the contributions that the various stakeholders in the school must make in order to transform ideals into reality. The following vision statement is intended to provide the standards that Stebbins High School should strive to achieve and maintain.

I. Leadership

Exemplary schools require effective leaders—leaders who are able to build a shared vision that serves as a bridge between the school’s present and the future that it desires. In such a school, the leaders:

- Promote and protect the school’s vision on a daily basis.
- Provide an open and inviting forum for everyone to think critically and share ideas.
- Are committed to continuous improvement and providing the ongoing professional development essential to an improving school.
- Facilitate teacher participation in the decision-making process.
- Facilitate positive relationships between community members, parents, staff, students, and faculty.

II. Staff

An exemplary school operates on the premise that a school can only be as good as the personnel that it employs. In such a school, all staff members:

- Demonstrate their support of shared goals and commitment to the school’s vision.
- Help our students realize potential within them by focusing on continuous academic improvement, graduation requirements, and school to work success.
- Collaborate with one another on a regular basis on curriculum, instruction, individual students, and school improvement initiatives.
- Model the importance of lifelong learning by their commitment to their personal professional growth.

III. Students

The effectiveness of a school is determined on the basis of the conduct, character, and achievement of its students. In an exemplary school, students:

- Accept responsibility for their education through active participation.
- Aspire to achieve at the highest level of their potential, improve their attitude about learning, and take challenging courses to lead them to personal success in the future.
- Strive to meet and exceed state and national standards through personal growth.
- Conduct themselves in a way that contributes to a safe, orderly, positive school atmosphere and ensures the rights of others.
- Contribute to school and community service.

IV. Parent and Community Support

An exemplary school has created an effective partnership with its parents and community. The school is committed to establishing effective two-way communication to keep parents/community informed of school policies and initiatives. The parents/community provide the school with the support that is essential to improvement. In such a school:

- An open and welcoming atmosphere unites parental and community involvement.
- Administration and staff draws upon parental and community resources to grow and enhance the knowledge and citizenship of our students.
- Community business partnerships are developed to increase awareness and relevance of the school-to-work concept.
- Community, including both parents and business, are active partners in helping students achieve success.
- Parental involvement, not only in their child's academic performance, but also in the educational interest of the community, will be increased.

V. Climate

An exemplary school provides a warm, inviting climate that enables students to enjoy their high school experience and results in a shared sense of pride in the school. In such a school:

- A safe and respectful environment will facilitate high personal and academic achievement.
- Teachers, administrators, and parents will focus on a school-wide climate based on learning, respect, and cooperation.

Vision Statement ...Cont.

- The entire staff helps students understand the importance of the school rules by consistently enforcing the policies and procedures established by the Student Code of Conduct.
- There is a conscious effort to recognize and celebrate the efforts and achievements of students and staff.

VI. Curriculum, Instruction, and Assessment

An exemplary school provides a diverse and balanced curriculum. This curriculum includes a core that specifies the knowledge and skills that all students are to attain. Curriculum, instruction, and assessments are designed to enable all students to acquire these outcomes through their student educational plan. In such a school:

- Curriculum and instruction are guided by specific, clearly stated, challenging academic standards for each grade level and course.
- A more functional curriculum will be integrated to ensure our students' future success both academically and professionally.
- Curriculum will serve all students, recognizing individual learning styles and promoting independent learning.
- Assessment should be frequent and varied to permit students of various levels of intelligence to succeed.
- Systematic processes of data analysis for decision making purposes are in place to demonstrate the school's commitment to continuous improvement.

REGULAR SCHEDULE

Teacher Sign-In	7:30
BLOCK I	7:40 – 9:07
ROC PERIOD	9:12 – 9:44
BLOCK II	9:49 – 11:11
BLOCK III (Includes 30 minute lunch period)	11:16 – 1:08
BLOCK IV	1:13 – 2:40

TWO HOUR DELAY

Teacher Sign-In	9:30
BOCK I	9:40 – 10:24
BLOCK II	10:29 – 11:11
NO ROC	
BLOCK III & IV – AS USUAL	

EARLY RELEASE (12:15)

Teacher Sign-In	7:30
BLOCK I (Announcements at start of period)	7:40 – 8:40
NO ROC	
BLOCK II	8:45 – 9:40
BLOCK IV	9:45 – 10:40
BLOCK III (Includes Lunch)	10:45 – 12:15
Lunch A	10:45 – 11:15
Lunch B	11:15 – 11:45
Lunch C	11:45 – 12:15

W. E. STEBBINS HIGH SCHOOL—CALENDAR 2011 – 2012

August 11	9 th Grade Orientation (Mandatory attendance for all 9 th grade students)
August 15	GR Pre-K and 1 – 12 IN SESSION
August 19	No school for grade 9 ONLY
September 5	Labor Day – NO SCHOOL
September 10	(Saturday) ACT Test
September 22	Parent/Teacher Conferences – 4:00 p.m. – 7:15 p.m.
October 12	(Saturday) SAT Test
October 13	PSAT/NMSQT Juniors BLOCKS 1 & 2
October 14	WOEA Day – NO SCHOOL
October 18	Early Release - 1:40 pm -- End of First Half-term
October 22	(Saturday) ACT Test
October 24 – October 28	Ohio Graduation Test (Grade 11-12)
November 6	(Saturday) SAT Test
November	PLAN Test (Pre-ACT) Voluntary-any Sophomore-BLOCKS 1 & 2
November 23 - 25	Thanksgiving Recess
December 1	Parent/Teacher Conferences 4:00 p.m. – 8:00 p.m.
December	(Saturday) SAT Test
December 10	(Saturday) ACT Test
December 19 through December 30	Winter Recess
January 2	School in Session
January 6	Early Release – 12:15 pm -- End of First Term
January 16	Martin Luther King Day – NO SCHOOL
January	(Saturday) SAT Test
February 8	Parent Conferences – 4:00 p.m. – 7:15 p.m.
February 11	(Saturday) ACT Test
February 17	NO SCHOOL 9 th – 12 th ONLY
February 20	President’s Day – NO SCHOOL
March 12	Early Release - 1:40 pm - End of Third Half-term
March	(Saturday) SAT Test
March 12-16	Ohio Graduation Test All 10th Graders & (11th and 12th as needed)
March 19-23	MAKE-UP Ohio Graduation Test (All 10th Graders)
April 6	Good Friday-NO SCHOOL
April 9 - April 13	Spring Recess
April 14	(Saturday) ACT Test
April 16	School in Session
April 26	Parent/Teacher Conferences – 4:00 p.m. – 8:00 p.m.
May	(Saturday) SAT Test
May 24	Early Release - 12:15 pm ... (Last Day for Students)
May 25	Last Day for Teachers
May 25	Graduation – Friday - 7:00 p.m. - Trent Arena
May 28	Memorial Day – Building Closed

(Please use this calendar as a guide; dates are subject to change as needed)

STEBBINS HIGH SCHOOL DIRECTORY

School Website = www.madriverschools.org

Office Hours 7:15 a.m. -- 3:15 p.m.

MAIN OFFICE

237-4250 Mr. Ronald L. Flohre, Principal
Mrs. Mary Prater, Secretary to the Principal
Mrs. Theresa Berner, Cashier/Bookkeeper
Mrs. Rhonda Pearson - Receptionist

STUDENT SERVICES

237-4250 Mr. John Stoner, Assistant Principal,
Director of Career Technical Education

Mr. Ron Coleman, Assistant Principal,
Discipline - N through Z

Mr. Jesse Maxfield - Dean of Students,
Discipline – A through M

Mrs. Teri Toscani – Attendance Secretary, Clinic

Mrs. Melissa Stammen, Registrar, Records, Career-
Technical Secretary

ATHLETICS

237-4260 Mr. Paul Neves, Director of Student Activities/Athletics
Mrs. Shelley Riffell, Athletic Secretary 12:15–3:30 pm

GUIDANCE

237-4257 Mrs. Victoria Ward – Guidance Counselor,
A-M, 10th – 12th
Ms. Meghan Hart - Guidance Counselor,
N-Z, 10th -12th
Leah Macy, Student Support, 9th
Mrs. Rachael Jones – School Therapist,
A-M, 9th thru 12th
Mrs. Kari Africa - School Therapist,
N-Z, 9th thru 12th
Mrs. Shelley Riffell, Guidance Secretary 7:30-11:45

ACADEMIC STANDARDS AND PROCEDURES

GRADUATION REQUIREMENTS

Classes of 2012 and 2013

English	4 credits
Mathematics	3 credits
Social Studies	3 credits
1 Credit World Studies	½ Credit Government
1 Credit U. S. History	½ Credit Economics
	or 1 credit AP Government
Science	3 credits
1 Credit Biological Science	1 Credit Science Elective
1 Credit Physical Science	
Health	½ credit
Physical Education 9 and 10	½ credit
Business Technology, Fine Arts (Art, Music, Speech and Theater Classes) or Foreign Language	1 credit or 2 half credits
Educational Specialization.....	1 credit
Educational Foundations.....	1 credit
Senior Pre-Professional Experience.....	1 credit
Electives	6 credits
TOTAL	24 CREDITS

GRADUATION REQUIREMENTS

Classes of 2014 and Beyond

English	4 credits
Mathematics ... (Must include one unit of Algebra II or its equivalent).....	4 credits
Social Studies	3 credits
1 Credit World Studies	½ Credit Government
1 Credit U. S. History	½ Credit Economics
	or 1 credit AP Government
Science	3 credits
1 Credit Biological Science	1 Credit Science Elective
1 Credit Physical Science	
Health	½ credit
Physical Education 9 and 10	½ credit
Business Technology, Fine Arts (Art, Music, Speech and Theater Classes) or Foreign Language	1 credit or 2 half credits
Educational Specialization.....	1 credit
Educational Foundations.....	1 credit
Senior Pre-Professional Experience.....	1 credit
Electives	5 credits
TOTAL	24 Credits

*Electives units must include one or any combination of foreign language, fine arts, business, career-technical educational, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science, or social studies courses not otherwise required.

**All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirements.

DIPLOMA WITH HONORS

DIPLOMA WITH HONORS COLLEGE PREPARATORY CURRICULUM

The student who completes the college preparatory curriculum in high school shall meet seven of the following eight criteria:

- a. Earn four credits of English
- b. Earn four credits of mathematics that shall include algebra I, algebra II, and geometry and another higher level course or a four-year sequence of courses that contain equivalent content
- c. Earn four credits of science including physics and chemistry
- d. Earn four credits of social studies including ½ credit U.S. history and ½ credit government
- e. Earn either three credits of one foreign language or two credits each of two foreign languages
- f. Earn one credit of fine arts
- g. Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year
- h. Obtain a composite score of 27 on the ACT or an equivalent composite score of 1210 on the SAT

DIPLOMA WITH HONORS INTENSIVE CAREER TECHNICAL CURRICULUM

The student who completes at least two years of an intensive career technical education curriculum in the high school shall meet any seven of the following eight criteria:

- a. Earn four credits of English
- b. Earn four credits of mathematics that shall include algebra I, algebra II, and geometry and another higher level course or a four-year sequence of courses that contain equivalent content
- c. Earn four credits of science including physics and chemistry
- d. Earn four credits of social studies including ½ credit U.S. history and ½ credit government
- e. Earn four credits in the student's career technical education curriculum
- f. Maintain an overall high school grade point average of at least a 3.5 on a 4.0 scale up to the last grading period of the senior year
- g. Obtain a composite score of 27 on the ACT or an equivalent composite score of 1210 on the SAT
- h. Achieve the proficiency benchmark established for the appropriate Ohio Career Technical Competency Assessment or the equivalent

AWARD OF MERIT

In addition to the changes associated with the two-diploma system, similar legislation enacted by the State of Ohio has made it possible for students to receive what is called an Award of Merit. Students eligible for the Award of Merit must meet specified college preparatory/career-technical curricular standards. The requirements associated with the Award of Merit are as follows for the regular education students:

- 4 credits of English (may include 1 credit of fundamentals of speech)
- 3 credits of mathematics – must include 1 credit of algebra and 1 credit of geometry
- 3 credits of science – must include 2 from biology, chemistry or physics
- 3 credits of social studies – must include 2 credits of history and ½ credit of civics and ½ credit of government
- 3 credits of one foreign language or 2 credits each of two foreign languages
- 2 additional credits from one or more of the following: English, science, math, social studies, foreign languages, business, computer science, or visual or performing arts
- Maintain above average attendance for grades 9-12 as compared to a four-year state average
- Demonstrate outstanding curriculum achievement as evidenced by one of the following: 1. earning the equivalent of an overall GPA of 3.25 on a 4.0 scale for grades 9, 10, 11 and 12 cumulative, 2. earning the equivalent of an overall GPA of 3.5 on a 4.0 scale for grades 11 & 12 cumulative, or ranking in the top 25% of the class, whichever is more inclusive
- Participate in co-curricular, extra-curricular, or community activities in accordance with procedures established by the district Board of Education
- Demonstrate outstanding citizenship/character traits in accordance with criteria established by the district Board of Education

The requirements associated with the Award of Merit are as follows for the Career-Technical Education student:

- Complete a Career-Technical program
- 4 credits of English
- 3 credits of mathematics
- 3 credits of science
- 3 credits of social studies
- 2 additional credits from one or more of the following: English, science, math, social studies, foreign languages, business, computer science, or visual or performing arts
- Maintain above average attendance for grades 9-12 as compared to a four-year state average

AWARD OF MERIT Cont...

- Demonstrate outstanding curriculum achievement as evidenced by one of the following: 1. earning the equivalent of an overall GPA of 3.25 on a 4.0 scale for grades 9, 10, 11 and 12 cumulative, 2. earning the equivalent of an overall GPA of 3.5 on a 4.0 scale for grades 11 & 12 cumulative, or ranking in the top 25% of the class, whichever is more inclusive
- Participate in co-curricular, extra-curricular, or community activities in accordance with procedures established by the district Board of Education
- Demonstrate outstanding citizenship/character traits in accordance with criteria established by the district Board of Education

HONOR ROLL

Student's eligibility to be on the Honor Roll is determined each half term (nine-weeks). Students must earn a 3.0 GPA or higher with no letter grade below a "C" (73%). Students who qualify will be put on the half-term Honor Roll.

OHIO GRADUATION TESTS

In order to receive a high school diploma in the State of Ohio, a student must not only meet all course requirements as set forth by the local Board of Education, but also must pass all parts of the Ohio Graduation Test. Currently this test requires students to demonstrate proficiency in writing, reading, math, science and social studies. This test will initially be administered to all sophomores. When a student demonstrates proficiency in any of the subject areas, his/her success is certified at the state level and recorded in his/her personal cumulative folder. Only those parts of the test that a student has not passed need to be retaken.

Appropriate and timely readiness and intervention initiatives have been incorporated into the curriculum and instructional practices in an effort to prepare and provide remediation for students in each of the proficiency test subject areas.

CRITERIA FOR OGT WAIVER

The student must have passed 4 out of 5 OGT test areas and must have missed passing the 5th by no more than 10 scale score points. Must have 97% attendance or better in each of the last four years; excluding excused absences

- Must not have been expelled from school in any of the last four years
- Must have a minimum of 2.5 GPA in the subject area pertaining to the curricular area of the failed OGT.
- Must have completed the state minimum high school curriculum requirements in the subject area of the failed test
- Must have taken advantage of all intervention programs provided by the school district including summer intervention and testing sessions

CRITERIA FOR OGT WAIVER Cont...

- Must obtain a letter recommending graduation from each of the person's high school teachers in the subject area of the failed OGT and from the person's high school guidance counselor and principal

POST-SECONDARY OPTIONS

This program is available to 9th 10th 11th and 12th grade students who wish to take college/university level courses while enrolled at Stebbins High School. It is strongly recommended that students who wish to pursue this option have at least an overall GPA of 3.0 or higher and have demonstrated college level abilities. Acceptance at any post-secondary school is subject to specific criteria established by the student's chosen college/university.

There are two financial options available to students who choose to enroll in this program. They are as follows:

Option A:

The student may choose to receive post-secondary credit from a college for the course(s) taken at college. Under this option the student is responsible for payment of all tuition, textbooks, materials, and fees associated with the course.

Option B:

The student may choose to receive credit for high school graduation as well as post-secondary credit for the course(s). A student who completes and passes the course(s) is not charged for tuition, textbooks, materials, or other fees directly related to the course(s).

WEIGHTED COURSES

Honors English 202	AP Statistics
AP English 302	Honors Biology
AP English 402	AP Biology
Honors French III, IV	Honors Chemistry
Honors Spanish III, IV	AP Chemistry
Honors Algebra II CP	Honors Principals of Bio-Medical Sciences
Honors Geometry CP	Honors Physics
Honors Pre-calculus	Honors U.S. History
AP Calculus	AP Government
Honors Symphonic Band	
Honors Symphonic Choir	

All Academy courses offer honors potential through stretch learning.

Honors courses are weighted by .5 pt. and AP courses are weighted by 1.0 pt. on a 4.0 scale for grades of "C" or above.

ACADEMIC ACCELERATION

Students may apply for Academic Acceleration to include early graduation. In so doing, an Academic Acceleration Committee will be formed specific to the student that includes: The student's assistant principal, the student's guidance counselor, the student's ROC teacher, the student's parent/guardian, and the student. The student shall be referred sixty days prior to the end of a term for the committee to make recommendation for the subsequent term. The committee shall review the student's past academic performance, measures of achievement based on state academic standards, the state's graduation requirements including OGT scores. After hearing the request, the committee shall excuse the student and the student's parent/guardian. The voting committee's decision shall be based on a majority decision. The committee shall issue a written decision to the principal and the student's parent/guardian on the outcome of the evaluation process. If approved, the voting committee will include the student and the student's parent in the design of a written acceleration plan designed to complete graduation requirements on an accelerated basis, if necessary. This may include the provision of educational options in accordance with ORC 3301-35-06(G), waiving pre-requisite requirements that exceed those required by the state, and early promotion to sophomore (or higher) status to allow the student to take the OGT. The specific procedures and guidelines are available through the Guidance Office.

GRADUATION CEREMONIES

Any student having successfully completed all requirements for graduation is eligible to participate in the graduation exercises conducted by Stebbins High School. Students participating in the ceremony must meet the following requirements:

1. All requirements established by the State Department of Education and the Mad River Board of Education must be met.
2. Students graduating early must have filed the required application papers.
3. All financial obligations to the high school or Board of Education must be paid.
4. All disciplinary obligations must be satisfactorily completed.
5. **Participation in the graduation rehearsal is required for participation in graduation exercises.**
6. Students participating in the ceremony must either wear the prescribed cap and gown or obtain authorization from the high school principal to deviate from the prescribed attire.
7. Only eight-term graduates will be considered for valedictorian and salutatorian of the class.

PROGRESS REPORTS AND REPORT CARDS

The academic year is divided into two 18-week **terms**. Each **term** is split into two **half terms**, ending at the 9-week point and at the 18-week point. Some courses are 9 weeks in length and are hence called **half-term** classes, while others are 18 weeks in length or **full-term** classes. Credit is awarded every **half term**.

During each **half term**, all students are provided with progress evaluation forms. Each teacher will complete these reports during the fourth week of each **half term**. Students should always feel free to discuss their academic progress with their teacher(s) or counselor. Individual **grade cards** will be distributed following the close of each **half-term** grading block. Final grade cards will be mailed after the close of school.

DETERMINING GRADES

The following components may be used in determining **half-term** (9 week) grades:

1. Tests and quizzes
2. Homework
3. Reports and projects
4. Labs and demonstrations
5. Class and/or performance participation (a minimum of 10% of a student's half-term grade)

Half-term grades will be determined by the grade the student achieved during the 9-week block and exam grade. The student's achieved half-term grades will count for 80% of the grade, and the exam will count for 20%.

1. All grades in the calculation are expressed as percents.
2. After rounding, half-term grades are converted to and reported as letter grades using the following scale:

A = 93-100	C = 73-76
A- = 90-92	C- = 70-72
B+ = 87-89	D+ = 67-69
B = 83-86	D = 63-66
B- = 80-82	D- = 60-62
C+ = 77-79	F = 0-59

Example: 1. **Half-term grade**

75

2. $75 \times 4 = 300$

$80 \times 1 = \underline{80}$

$380/5 = 76 = \text{Half-term Grade} = C$

Half-term exam

80

DETERMINING GRADES ...Cont.

Cumulative grade point averages will use the following decimal equivalent for term grades:

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = .67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00

HONORS GRADING SCALE

A = 4.50	B = 3.50	C = 2.50	D = 1.00
A- = 4.17	B- = 3.17	C- = 1.67	D- = .67
B+ = 3.83	C+ = 2.83	D+ = 1.33	F = 0.00

AP GRADING SCALE

A = 5.00	B = 4.00	C = 3.00	D = 1.00
A- = 4.67	B- = 3.67	C- = 1.67	D- = .67
B+ = 4.33	C+ = 3.33	D+ = 1.33	F = 0.00

GPA FOR EXTRA CURRICULAR AND ATHLETIC ELIGIBILITY

The grade point average (GPA) for Extra Curricular/Athletic participation is calculated by averaging the decimal values of the half-term letter grade. **(You must have a 1.67 GPA or higher to participate in extra curricular/athletic activities.)** A student failing to meet this 1.67 quarter/half term GPA must petition to be placed on probation for the current quarter/half term and attend study table 2 days per week.

Example:

$$B+ = 3.33$$

$$B- = 2.67$$

$$C- = 1.67$$

$$D = 1.0$$

$$8.64/4 = 2.167$$

Rounded to the tenth = 2.17 GPA

Study Table – Athletes with a .67 – 1.67 GPA **MUST** attend study tables 2 days a week while on probation.

HOMEWORK POLICY

We believe homework is an integral part of learning and is important to the success of the student. Therefore, all assigned work must be completed. If not, a consequence, based on department guidelines, will follow.

EDUCATIONAL OPTIONS

OASIS

Seniors requiring make-up courses enabling them to graduate with their class may request the opportunity to enroll in a fifth-block class called OASIS. OASIS is an after-school program, which uses a correspondence school format as its educational base. This opportunity will occur only in the second term of the student's senior year and only after all other options for credit have been explored. The building principal must approve any deviation from this process.

FLEX CREDIT

Students of Stebbins High School now have the opportunity to take courses in a non-traditional manner. The Ohio Department of Education and Ohio Revised Code have adopted a policy called the Ohio Credit Flexibility Plan. The Ohio Flexibility Plan allows schools districts to broaden the scope of curricular options available to students, increase the depth of study possible for particular subjects, and allow tailoring of learning time and conditions of study. Regardless of the option selected, the student must demonstrate the knowledge and skills that are required within the curriculum for each class.

What is the Mad River Educational Advancement Program (MREAP)

Students will attend school in a non-traditional setting, which focuses on the needs of each student. This program will give students an opportunity to earn credits at a quicker pace in a supportive and focused environment.

Students are only required attend school from 1:30pm to 4:00pm. A large portion of instruction will take place on computers, however highly qualified teachers will be on site to help the students with lessons, course related projects and service learning.

Applications will be provided by your guidance counselor. Following review of the applications, a mandatory interview will be scheduled. A panel will select applicants for admissions for the second semester. If the decision cannot be made prior to the beginning of the second semester, students would be expected to begin at Stebbins and transition to the program as admissions decisions are finalized.

Computers and internet access will be available for use during the required school hours, but will not be provided for home use. Transportation and food service will also not be provided for this program. Participation in Stebbins High School programs and courses (Blocks 1-3) will be considered and approved on a case-by-case basis

STUDENT SCHEDULE CHANGE POLICY

Students are expected to make course selection decisions carefully and accurately since all master schedule and teacher staffing decisions for the following school year are based upon the number of students selecting each course. Once students have selected and requested their courses for the next

school year, they will be expected to attend and complete those courses. If a schedule change must be requested, the following reasons, procedures, and guidelines will be observed:

*Schedule changes will be considered only when:

- A. The student could not be scheduled for all courses originally requested (i.e. course has been cancelled, class balancing, staffing decisions, etc.)
- B. The high school schedule does not align with the college schedule (Post Secondary Education Options program.)
- C. The student is scheduled into a course without having the required pre-requisites completed
- D. The student has passed or failed a summer school course which necessitates a change
- E. A senior is not scheduled for a course that is required for graduation
- F. Medical reasons documented by a physician, and approved by the principal, which affect the student's participation (i.e. dropping physical education because of broken bones, long-term hospitalization, etc.)
- G. Any error made by the school

*For career/technical programs, a request to withdraw from the program and return to regular classes must be made no later than the first week of the start of classes.

*The Principal will consider unusual cases with legitimate or extenuating circumstances and make the final decision as to whether or not a schedule change will be approved. If a course is approved to be dropped after it has begun, a determination will be made as to whether or not a grade of W/P (withdraw/passing) or W/F (withdraw/failing) will be recorded on the student's transcript.

WITHDRAWING FROM A CLASS

Any student wishing to withdraw from a class must do so before the 5th day of the quarter. A withdrawal after the designated date(s) shall result in receiving an "F" for the course. The student's assistant principal must approve all withdrawals. Prior to meeting with the administrator, students must schedule an appointment with their counselor to review their needs and obtain the necessary form for parent signature.

USE OF STUDENT RECORDS: CONFIDENTIALITY

For the protection of the student, official school records shall not be made available to any person or organization without the prior written permission of the student's parent or legal guardian or from the student if he/she is over eighteen (18) years of age.

In compliance with federal regulations, directory information consisting of a student's name, address, phone listing, date and place of birth, courses of study pursued, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, years

enrolled, degrees and awards received, and last school of attendance, may be released unless a student's parent(s) request otherwise.

These policies shall be administered in accordance with the Family Education Rights and Privacy Act.

WITHHOLDING OF GRADES AND CREDITS

The administration will develop a schedule of fees for materials and prescribe a schedule of charges, which may be imposed upon pupils for the loss, damage, or destruction of school apparatus, equipment, musical instruments, library books, and damage to school buildings. Payment of such fees and charges may be enforced by withholding credit and/or grades at the end of the school year of the pupils concerned.

O.R.C. 3313.642(C) provides all schools the authority to withhold school records due to non-payment of school fees or failure to return textbooks

ATTENDANCE:

COMPULSORY ATTENDANCE

A student who is at least 5, but fewer than 22 years of age is entitled to attend public school free in the school district in which his or her "parent" resides. (Ohio Revised Code – Section 3313.64-B)

All children between the ages of 6 and 18 years of age are required to attend school regularly unless excused by law.

At such time as the principal and/or county attendance officer have reason to doubt a parent or guardian's statement that a child has been absent from school due to illness, or when an illness has caused an excessive number of days of absence, the principal and/or attendance officer may require the parent or guardian of such child to secure from a licensed Ohio physician a statement setting forth the reason for the absence and the block of time that is expected to lapse before the child returns to school. If parents refuse to comply with this regulation, the attendance officer may initiate legal action to assure compliance with the attendance laws of the State of Ohio.

STUDENT ABSENCES

We believe that the value of a student being in school cannot be measured solely by the attainment of passing grades. Learning goes well beyond that of the completion of assignments and the recall of facts and information. Further, research reveals a direct correlation between student attendance and academic success. Students who attend school with a high degree of regularity greatly increase the likelihood of their academic success.

Thus, we believe that the best attendance policy is one that places a high emphasis on students being in school; holds students accountable for "poor" attendance; rewards students for "good" attendance and involves school personnel, parents, and the community in specific procedures designed to carry out established regulations.

Based on these beliefs, we expect students' attendance to be 100%. However, realizing that circumstances arise which prevents students from meeting this expectation, we expect students to achieve a 95% rate of attendance.

To insure that these goals are met, the following guidelines have been established:

1. **Parents/Guardians are responsible for reporting their son/daughter's absence and the reason(s) for the absence.** This should be done on the morning of the absence via a telephone call (before 10:00 a.m.). All absences should be reported to our Student Services Office at 237-4250, option 1. In the event that this is not possible, parents should notify the school of the absence the following day via a written note.
2. School personnel will notify parents/guardians of student absences via "One Call Now", a computerized calling system.
3. School personnel are responsible for providing staff members with the names of students who miss class as a result of scheduled field trips and/or such things as guidance appointments or administrative conferences.
4. School personnel are responsible for recording full and one-half day student absences and based on the reasons for the absence will record the absences as being excused or unexcused as established by standards set forth by the State of Ohio. NOTE: Students reporting to school later than 11:10 or leaving school prior to 11:10 will be counted as absent ½ day.
5. Teachers are responsible for taking daily attendance in each class and for recording student attendance in a timely and appropriate manner in their grade book. Periodic communication between the school, the students, and the parents regarding individual student attendance will take place at specified intervals.
6. A student absence list will be compiled daily and distributed to staff via e-mail. Teachers are responsible for reporting, on a daily basis, students who are absent from class, but who do not appear on the absence list.
7. Teachers are responsible for creating and maintaining a daily attendance and participation point system to be used in each class that will be equivalent of no less than 10% of a student's grade, excluding the final exam. Students who are absent from class due to an approved school activity (i.e. field trips, counselor appointments, etc.) will be given time to make up participation points.
8. School personnel, parents, and the community are responsible for creating and maintaining a school-wide attendance incentive program that promotes "good" student attendance practices. These incentive/rewards may include but will not be limited to luncheons, gifts, and exclusion from exams, lottery- type drawings, and free admission to various school activities. For class attendance, students must be in attendance 60 out of 84 minutes of the class block. When the school is on an alternate schedule, students must be in class for ½ of the class time.
9. Any deviation from the above policy and procedures will occur only as directed by the building principal.

MAKE-UP SCHOOL WORK

Students are responsible for making up work due to any absence. Teachers will give students the opportunity to make up class work following an absence due to any reason. Students will typically be given the same amount of time to make up the work as the amount of time that they were absent from class. However, for absences due to truancy, unexcused absences, class cutting, and/or suspension, students will not be given credit for the make-up work.

TRUANT

A student is "truant" when he/she is absent from school and/or any part of class without parents' and/or school official's knowledge or permission. The student will receive a "0" in all missed classes. Disciplinary action will be taken. Continual school truancy may be filed with the juvenile court. Under Senate Bill 191, students adjudicated as a "habitual" or "chronic" truant may be ordered to attend alternative school, removed from the home, sent to a juvenile detention facility, ordered to house arrest or to participate in probation. Habitual absence without legitimate excuse may be subject to denial, suspension and/or revocation of driving privileges by Section 3321.13 of the Ohio Revised Code.

EXCUSED AND UNEXCUSED ABSENCES

The state law requires that all pupils be in school all days and hours that school is in session. Pupils who must be out due to reasons of health and/or family emergency should return to school with a statement from a parent or guardian to the attendance office. Depending on the reason, a student's absence may be classified as excused or unexcused.

Absences considered excused include, but are not limited to:

1. Illness
2. Serious illnesses or death in the immediate family
3. Emergency medical or dental attention
4. Absences approved in advance with the school principal
5. Observance of religious holidays
6. Approved school and instructional program activities

--Due to the economic situation, there will not be a need to present a doctor's note for an excused absence. **THE PARENT/GUARDIAN MUST CALL BY 10:00 A.M. ON THE DAY OF ABSENCE. IF NO CALL HAS BEEN RECEIVED ON THE DAY OF ABSENCE, THEN A NOTE MUST BE SENT IN WITH YOUR STUDENT WITHIN 24 HOURS FOR THE ABSENCE TO BE COUNTED AS EXCUSED.**--

Absences considered unexcused include, but are not limited to:

1. Truancy
2. Suspension
3. Missing the school bus

4. Trips not approved in advance
5. Hunting, fishing, attendance at games, and shopping
6. Birthday or other celebrations
7. Gainful employment

NOTES THAT ARE CONSIDERED AS MEDICALS

- Medical Note – Doctor, Dentist, Hospital
- Funeral – Memory Booklet or Newspaper Obituary

Medical documentation must be turned in during that current nine week term and will not be counted towards loss of credit in a class.

ATTENDANCE REFERRALS

An attendance officer is provided to assist the local school district in meeting the education, emotional, social, and physical needs of the individual student.

The types of problems that may be referred include the following:

1. Cases of suspected child abuse and/or neglect
2. Cases of truancy or excessive absence
3. **Cases of excess unexcused tardiness whereby, for court purposes only if a student is tardy 3 times unexcused, it will be considered as 1 unauthorized absence.**
4. Cases requiring referral to Juvenile Court, Children Services Board, Welfare, and other appropriate community agencies
5. Cases involving violation of work permit regulations or child labor laws
6. Cases of delinquent or incorrigible behavior in the school setting
7. Cases requiring investigation of residency

TARDINESS

Students not in their 1st block class by 7:40 a.m. will be considered tardy. Parents are requested to notify the school if a student is going to be tardy. An accumulation of tardiness to school on the part of the student will be grounds for disciplinary action.

Students not inside their classroom, when the bell rings, will be considered tardy. Excessive tardiness will be referred to the office for disciplinary action.

LEAVING SCHOOL GROUNDS

Once students arrive at school, they are not permitted to leave the school grounds at any time during the school day without permission from the school office. Students leaving during the day must have a written request from a parent or guardian. Students should report to the Student Services Office before school to secure a Special Excuse Slip. This will serve as a pass to leave

and enter the building. All students must sign out and sign in when leaving and returning.

Parents picking up students should sign the sign-out sheet and include the reason why the student is leaving. It is helpful if the parent calls prior to picking up a student if the student does not have a special excuse for the day.

No pupil shall be permitted to leave school prior to dismissal at the request of, or in the company of, anyone other than a school employee, a police officer, a court official, or the parent or guardian of the child, unless permission of the parent or guardian is first secured.

Students are not permitted to walk home, during the school day, without the expressed permission of guardians who have consulted with Administration or Student Services personnel.

NOTE:

When parents are divorced, school personnel, regarding the release of a student, will show considerable caution.

VACATION DURING SCHOOL

School attendance is important to the academic success of students. Therefore, the school seeks parent support and requests that family vacations be scheduled when school is not in session. When it is necessary, due to extenuating circumstances, to take a family vacation when school is in session, the following guidelines apply:

- Submit a written notification to the building administrator that states that your child will not be in attendance due to a family vacation for a specified amount of time. This must be submitted one week prior to the student's absence.
- Parents must request in writing, assignments and/or review work, from the teacher. Make-up work is the responsibility of the student and must be completed in a timely manner.
- Absence of more than five school days for grades K-8 or three days for grades 9-12 may be considered excessive and unexcused. Make-up work may not be accepted.

Because the loss of course credit is closely tied to student attendance, careful consideration by parents should be given to our attendance policy prior to making such requests.

REQUEST FOR EARLY RELEASE DUE TO TRANSFER/MOVING

Parents or legal guardians who are requesting early release of their children due to transfer should complete a Request for Early Release Due to Transfer Form. Approval of this request by the principal would permit the student(s) to complete the requirements of his/her studies prior to the end of school. A student must have been in attendance 85% of the current grading period for grades 9-12 to receive consideration for this request.

CHANGE OF ADDRESS AND/OR TELEPHONE

If at any time during the school year a change occurs in a student's/parent's home or business address or telephone number, please see Student Services for appropriate paperwork. Up-to-date records are essential in handling emergencies.

HEALTH STANDARDS AND PROVISIONS: CLINIC PROCEDURES/STUDENT ILLNESS

If a student becomes ill during the school day the student is to obtain a pass from his/her teacher and go directly to the clinic. Students will not be admitted to the clinic without a pass from the classroom teacher. If a student is to be sent home, arrangements for transportation must be made through Student Services. A parent/guardian must be contacted by the office for permission

before the student is released from school. Students are **not** to call home before reporting to the clinic (**do not use personal cell phones or teachers' phones**) in order to have their parents/guardians pick them up at school because of apparent illness. Students must be signed out by their parent/guardian before they leave school.

Students are not permitted to be sent to the office the first or last 45 minutes of the school day.

Disciplinary action may be taken if a student calls home before the Student Services Staff determines the nature of the illness.

EMERGENCY MEDICAL FORMS

It is required that parents fill out an EMERGENCY MEDICAL AUTHORIZATION form for Student Services to keep on file. In the event a student becomes ill or injured, the information on this form will allow us to provide appropriate medical treatment. Students are not permitted to attend school, on an on-going basis, without the completion of this form.

MEDICINE

It is the policy of the Mad River Local Schools that all students' medication be administered by a parent at home whenever possible. Under certain circumstances, medication may be administered at school. Ohio state law mandates that no medication, either non prescription or prescribed by a physician for a student, be administered to that student unless the following occurs:

1. The school administrator receives a **written request by the parent or guardian** that the drug be administered to the student.
2. The school administrator receives a **completed Medication Request form signed by the prescribing physician (a separate form for each medication)**.
3. The green Medication request forms are to be completed as directed on the forms.

4. The parent or guardian submits additional Medication Request forms in the event conditions or the prescription changes. (Physician must sign a new form)
5. The school official authorized to administer the medication receives the medication in the **original over-the-counter container or prescription bottle in which it was dispensed**. [Name, physician, date, dosage instructions (quantity and time) and name of medication].
6. The local Board of Education may adopt any additional procedures and requirements it deems necessary.
7. **This policy is enforced for all “over-the-counter” medications, including but not limited to Tylenol, aspirin, cough syrups, cold tablets, pain pills, etc.**
8. All medication will be kept and administered in Student Services. Students are responsible for requesting medication.

VACCINATION AND IMMUNIZATION

No person shall be admitted as a pupil in any elementary or secondary school who is in violation of the requirements for immunization and vaccination as specified by the Ohio Revised Code.

DRESS CODE

Dress and grooming are factors in a positive educational environment. In order to establish and maintain this environment, the following administrative guidelines have been developed:

1. Any type of clothing that could be disruptive or interfere with the learning process will not be permitted
2. Clothing should be in good taste and sensible in size, length, and style. **Shorts, dresses and/or skirts will be—at a minimum—below the middle finger. (standing with shoulders relaxed, clothing will fall below the tip of the middle finger)**
 - a. Short clothing, worn with tights, leggings, or other types of leg wear, is not permitted
 - b. Leggings DO NOT qualify for pants
 - c. “Torn” jeans with holes/tears should have the holes/tears below the middle finger (see above description for skirts/shorts)
3. Hats, sunglasses, bandanas, scarves or other head apparel are not permitted, unless approved by administration
4. Students must wear shirts at all times
5. All pants must be worn at the waist
6. The following dress is not considered appropriate for school: strapless or sleeveless shirts or tops, spaghetti straps, tank tops, halter-tops, tops exposing the back, or clothing that bares the midriff
7. **Pajamas, or clothing resembling pajamas (in particular, pajama bottoms) is not appropriate school attire**

8. Clothing expressing reference to drugs, alcohol, tobacco, violence, etc., is not considered appropriate. Clothing displaying sexually explicit suggestions, illustrations, words or innuendos is not appropriate.
9. Students must wear safe and appropriate footwear at all times.
Household/bedroom slippers are not appropriate
10. Outdoor apparel (coats, vests, and jackets) are to be placed in student lockers for the duration of the day. Students who consider the building to be cold should wear sweaters, sweatshirts or an over shirt
11. Habits of personal cleanliness and grooming will be practiced
12. Students must abide by the rules set forth in classes requiring special dress
13. Students will not be permitted to go home to change inappropriate clothing

Students who violate the dress code will be referred to the Assistant Principals' office.

1st Referral: Warning, 2nd Referral: Detention, 3rd Referral: Sat/Wed School, 4th Referral: Sat/Wed School, 5th Referral: Suspension

TRANSPORTATION:

STUDENT AUTOMOBILES/PARKING LOTS

Use of the school parking lots is a student privilege. Students must register their vehicle. **Those vehicles not registered will be towed.** Students must comply with parking regulations. The student parking tag must be clearly visible on the rear-view mirror.

1. Students are to park only in the student parking lot. No other lots are to be used.
2. All cars driven to school must be registered with the Cashier's Office.
3. Parking tags will be issued for registered cars and will be hung from the rear view mirror.
4. Students are not permitted to be in the parking lot during the school day without written permission from an administrator.
5. Students must leave their car immediately after parking.
6. **School officials have the right to examine the contents and/or search a car parked on school premises.**
7. School busses arriving to and departing from school have the right of way at all times. **STUDENT CARS MUST REMAIN STATIONARY AFTER THE BUSES HAVE BEGUN TO EXIT.**
8. Failure to comply with the established regulations and violations that include but are not limited to excessive speed, driving recklessly, squealing tires, etc., may result in the student's driving privilege being revoked and/or disciplinary action.

STUDENT FEES

ACTIVITY FEE-ALL STUDENTS/ROC:

All Students (Grades 9,10,11,&12)\$10.00(Includes Student Planner, Paper, Fieldtrips, etc

Note: Some fee amounts were under review at the time this book was printed.

*Accounting & Finance I & II	\$20.00	Earth Science	\$10.00	Metals I & II	\$20.00
*Allied Health I & II	\$20.00	ElevatorKey (lost –replacement)	\$50.00	Microsoft Certification	\$10.00
*Auto Refinishing I & II	\$20.00	English 101, 102, 202	\$22.00	Music Theory	\$20.00
*Business Management I/II	\$20.00	English 201	\$10.00	Orchestra	\$20.00
*Construction Tech I & II	\$20.00	English 302	\$12.00	Physical Science	\$20.00
* Digital Design I & II	\$20.00	English 401	\$10.00	Physics/AP Physics	\$20.00
* Engineering Tech I & II	\$20.00	English 402/302/301	\$12.00	Physics Engineering	\$20.00
*Information Tech. I & II	\$20.00	Environmental Science	\$20.00	PPI/PSEO	\$25.00
*Manufacturing Tech. I & II	\$20.00	Family Car./Lea. of America	\$15.00	Read 180	\$15.00
*Marketing I & II	\$20.00	Financial Literacy	\$10.00	Space Science	\$10.00
Advanced Issues in Health	\$15.00	Flag Corp. (if not in band)	\$35.00	Spanish 101-201-301-401	\$15.00
Aerospace (AFJROTC)	\$5.00	Forensic Science	\$10.00	Specialization(10 th grade)	\$10.00
Anatomy&Phys/Allied Health	\$25.00	Foundation Courses		Student Senate	\$20.00
Art II, III, IV-Art Seminar	\$50.00	Bus, Marketing, Fine Arts	\$10.00	Woods I & II	\$20.00
Band-Symphonic ,Concert, Marching	\$35.00	Health, Transportation, I. T. Eng., Manuf. & Construction	\$10.00 \$10.00	Yearbook 124/224	\$40.00
Biology AP	\$25.00	French 101-201-301-401	\$15.00	Zoology	\$20.00
Biology I & II	\$20.00	Fund. Of Bus. 105/205	\$7.00	Parking Fine	\$5.00
Biomedical Sciences	\$25.00	Fund. Of Insurance	\$10.00	Parking Permit	\$10.00
Business Electives	\$10.00	German 101-201-301-401	\$15.00	Student ID	\$10.00
Career Building Skills	\$20.00	Healthy Living	\$20.00	Available	
CBI	\$30.00	Healthy & Safe Foods	\$20.00	Agenda	\$10.00
Ceramics/Advanced Ceramics	\$40.00	Human Body Systems	\$25.00	Library – books/overdue	_____
Chemistry AP	\$20.00	Industrial Tech I &II	\$20.00	Text Book(s)	_____
Chemistry I II III, Application	\$20.00	Intro. To Drafting	\$20.00		
Child Development	\$5.00	Intro. To Theater	\$5.00		
Choir-Concert	\$20.00	Manage Transition	\$5.00		
Choir-Symphonic	\$25.00	Computer Applications I	\$7.00		
Crafts	\$20.00	Computer Applications II	\$5.00		
Crafts & Cultures/ Advanced	\$30.00	Computer Application III	\$10.00		
Design/Drawing	\$25.00				

*Career Tech classes (Juniors and Seniors)

EXTRA-CURRICULAR FEES

Athletics	Fee	On Free/Reduced Lunch		Fee	On Free/Reduced Lunch
1 Sports (each)	\$100.00	\$75.00	Cheerleading	\$100.00	\$75.00
Drama Productions	\$50.00	\$35.00	Winter Guard	\$50.00	\$35.00
Musical Productions	\$50.00	\$35.00	AFJROTC Drill Team	\$100.00	\$75.00

TEXTBOOKS

Students are issued textbooks and are expected to take care of them. In cases where a book is defaced or lost, the teacher shall post a charge to the student’s debt list, which will cover the cost to replace the book at current market price.

If a student does not turn in all textbooks and/or supplemental curriculum materials past the last day of each nine-week term, or on another day required by staff, a \$5.00 late fee will be assessed for each text. This fee will be in addition to any fees for the text itself. If a text is submitted after the end of the nine-week term, the fee for the missing text will be removed, but the \$5.00 late fee will remain and must be paid by the student. Consequences for unpaid late fees will be the same as other categories of unpaid student fees.

GENERAL INFORMATION:

ACCEPTABLE USE OF TECHNOLOGY

It is the policy of Mad River Local Schools - that technology resources be used in a responsible, efficient, ethical and legal manner in accordance with the mission of the district. Users must acknowledge their understanding of the policy and guidelines as a condition of receiving on-line access.

Use of technology is encouraged and made available to students and staff at Mad River Local Schools for educational purposes. The district retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned equipment.

Failure to adhere to the policy and its guidelines may result in temporary removal or revoking the offender's privileges.

Guidelines to Implement the Policy

- A. Users must observe the following guidelines when utilizing computer technology.
 - 1. Files stored on school equipment are restricted to school related materials only. Personal files may not be stored.
 - 2. Users shall not copy or load (without authorization), damage or alter any software or hardware. Users shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
 - 3. Users shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
 - 4. All non-school software and input devices must be checked for viruses and approved for use and are subject to inspection and approval by school personnel at any time.
 - 5. Use of all network/on-line resources is restricted to school related projects and must be supervised by the teacher or network administrator.
 - 6. School district personnel shall monitor the online activities of all users.
- B. Acceptable uses of the network are activities, which support reference and research. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: electronic mail (e-mail), conferences, bulletin boards, databases and internet access. Unauthorized

disclosure, use, and dissemination of personal identification are prohibited.

- C. Unacceptable uses of the network include:
 - 1. Violation of laws or district policy relating to privacy.
 - 2. Using profanity, obscenity, or other language, which may be offensive to another user.
Reposting personal communications without the author's prior consent.
 - 3. Copying or downloading commercial software in violation of copyright laws.
 - 4. Using the network for financial gain or for any commercial or illegal activity.
 - 5. Using resources to access pornographic material, inappropriate text files, or files dangerous to the integrity of the network.
 - 6. Using the network in such a manner as to create a security breach through the introduction of computer viruses or through the provision of information, which might permit unauthorized access to the system. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
 - 7. Attempting to/or bypassing the Internet filtering software.
- D. Users are responsible for learning proper techniques and standards for participation and for understanding that if they misuse the network and on-line resources, they will lose privileges and may receive penalties as determined by the teaching staff, school administrators or local authorities.
- E. Any deviation from these guidelines requires prior administrative approval.

ADMINISTRATIVE DETENTION

Administrative Detention will be assigned as an alternative to Sat/Wed School. If a student fails to attend detention, he/she will be assigned a Sat/Wed School. The following rules will apply:

- 1. **The student is responsible for taking the notice home to the parent.**
- 2. **The student or parent is responsible for transportation home.**
- 3. The student should bring enough schoolwork to do to stay busy for the assigned time (without schoolwork the student will be dismissed and further discipline will be taken)
- 4. Detention will be held from 2:50 – 4:20 p.m. in the assigned classroom.
- 5. No talking or movement from an assigned seat is permitted without permission from the staff supervisor.
- 6. No food or drink is allowed.
- 7. All school rules will be in effect.
- 8. No student will be permitted to leave early.

9. Students who fail to attend will be assigned a Wednesday School.
10. In case of illness or an emergency, the parent must call the appropriate administrator the following school day between 8:00 and 8:15.

WEDNESDAY BEHAVIOR ADJUSTMENT PROGRAM

The Wednesday Behavior Adjustment Program (WBAP) is established to provide students an alternative to being suspended out of school. Any rule violation during WBAP will be reported to the administration and will result in a suspension.

1. **The student is responsible for taking the notice home to the parent.**
2. The **student or parent is responsible for transportation home.**
3. The student should bring enough schoolwork to do to stay busy for the assigned time (without schoolwork the student will be dismissed and further discipline will be taken)
4. Detention will be held from 2:50 – 6:00 p.m. in the assigned classroom.
5. No talking or movement from an assigned seat is permitted without permission from the staff supervisor.
6. No food or drink is allowed.
7. All school rules will be in effect.
8. No student will be permitted to leave early.
9. Sleeping or putting the head down is **NOT** permitted.
10. There will be a 10-minute break at 4:30 Wed. Students will be permitted to use the restroom during this time.
11. All school rules will be in effect, i.e., possession of tobacco, radios and tape recorders, dress code, etc.
12. No student will be permitted to leave early.
13. If there is any violation, the student will be dismissed immediately, and a report will be submitted to the administrator on the following school day.
14. Students who fail to attend or complete the Wednesday School without approval by the administration will be suspended out of school.
15. In case of illness or an emergency, the parent must call the appropriate administrator the following school day between 8:00 and 8:15 a.m.

AIM (ALTERNATIVE INTERVENTION MONITORING)

The Alternative Intervention Monitoring Program is established to provide an alternative to being assigned to out of school suspension. The following guidelines have been established and must be adhered to. Failure to adhere to these rules will result in assignment of an out of school suspension.

1. Students will receive a maximum of two (2) Alternative Intervention Monitorings per quarter. All suspensions after that will be out of school suspension.

2. **The student is responsible for taking the notice home to the parent.**
3. Students will bring books and MEET FIRST IN STUDENT SERVICES (DO NOT BE LATE). Students will be escorted to the Student Activity Center.
4. You will NOT be permitted to leave the SAC for any reason. **Students must bring a sack lunch, and parents are NOT to bring fast food to the school. Exception – Any student receiving free or reduced lunches – those students will be permitted to obtain their lunch from the school cafeteria and return to the AIM room to eat their lunch.**
5. All school rules will be in effect, i.e. possession of tobacco, radios, tape recorders, dress code, etc.
6. No student will be permitted to leave early. Students are required to stay until 2:40 p.m.
7. Restroom breaks are provided periodically.
8. Students are responsible for getting assignments from teachers the day before reporting to AIM.
9. Students must bring all necessary assignments, text, materials and packets, etc.
10. Students must complete any assignments given by AIM teacher/supervisor.
11. Talking or interfacing with other students, movement from one's seat, sleeping, lounging, and eating or drinking at any time other than lunch is not allowed.
12. If there is **any** violation of these guidelines, the student will be dismissed and parents will be contacted **immediately**. A report will then be submitted to the administration and the dismissed student will receive an out of school suspension.
13. Participation in or attendance at any extracurricular activity from the time the AIM is assigned until the next school day after completion may not be permitted.
14. Students will participate in a behavior modification unit while in AIM.
15. A student who fails to attend AIM without approval by the administration, or a student who is dismissed from AIM, will receive an out of school suspension.
16. **IN CASE OF ILLNESS, A PARENT OR LEGAL GUARDIAN MUST CONTACT THE STUDENT'S ASSISTANT PRINCIPAL AT 237-4250 BETWEEN 7:30 A.M. TO 7:40 A.M. ON THE DAY OF THE AIM TO BE MISSED. A MEDICAL NOTE MUST BE PROVIDED TO RESCHEDULE AIM.**

TEACHER ASSIGNED - DETENTION OF STUDENTS

Reasonable detention at the close of day is permissible. A student who is transported in a school bus shall not be made to miss the bus by reason of

detention without notice to a parent. Written notification shall be sent home **24 hours prior to the detention** to allow students to arrange transportation. **The student is responsible for taking the notice home to the parent.** The parents are responsible for the student's transportation.

BOOK/GYM BAG POLICY

Students are not permitted to carry book bags or duffel bags during the school day; students may bring book bags or gym bags to school, but must place them in their lockers at the beginning of the school day.

BULLYING

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or 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. Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

CAFETERIA GUIDELINES

- Students are expected to have good behavior while waiting in the lunch line; there will be no cutting in line, pushing, or causing a general disturbance.
- Students are expected to be polite and considerate to both the people who serve them and the supervisors.
- Students are to keep the dining areas clean and neat. All trays are to be returned to the tray return area after eating.
- All eating is to be confined to the cafeteria. Students are not permitted to eat in the classrooms or in the hallways during lunch.
- All food and food containers must remain in the cafeteria. Students eating lunch or snacks should have a tray. All trays and trash are to be returned to the designated area in the cafeteria. Students may not share free/reduced lunches
- Students are to report to the cafeteria during their lunch period assigned unless they are under the direct supervision of a teacher.
- Students causing a disturbance or not complying with the cleanliness rules in the cafeteria will be disciplined in accordance with the Student Code of Conduct
- Students are expected to remain seated in the cafeteria until dismissed.

CLOSED LUNCH

Stebbins High School operates on a closed lunch schedule. Students are not permitted to leave the school grounds and carry-in food is not permitted. The primary function of the cafeteria is to serve lunches of a maximum nutritional value at a minimum cost and to provide an atmosphere conducive to social interaction among members of the student body and the faculty. There are a number of different lunch programs available.

Parents may place money on a student's account such that no cash needs to be exchanged.

CLASS RINGS

Each year a manufacturer's representative visits the school, and students are permitted to purchase class rings and other such memory items. In no way are students under any obligation to purchase any of these items. However, the school does endorse this process.

DANCE REGULATIONS

- All dances, unless the school administration specifies otherwise, are sponsored only for Stebbins' students and their dates
- All school rules shall be followed from the Code of Conduct
- Tickets must be secured/purchased in advance
- Clothing should be in good taste and sensible in size, length and style
- No inappropriate or offensive dancing is permitted. *All dancing is to be face-to-face*
- **A "Guest Request" form must be completed for anyone who is NOT currently enrolled as a Stebbins' High School student. The form must be approved by Administration prior to the dance. The forms are located in the Student Services office**
- Guest must be in grades 9 or above
- Guest may not be over the age of 20 and will not be admitted into the dance without securing prior approval from the Stebbins' Principal
- Guest must present a driver's license or appropriate photo ID
- Guest must be introduced to an administrator before entering the dance
- Only one guest per student
- No alcohol, drugs or tobacco are to be in cars or in/on one's body while at the dance
- Security personnel will observe cars and/or Riverside Police will be on the premises
- If a student and/or guest is suspected of being under the influence of drugs or intoxicants and refuses a school official's request for testing, disciplinary actions specified under Category A may apply. Removal will be administered and the Police may be contacted

DELIVERIES DURING THE SCHOOL DAY (FOR STUDENTS)

Special deliveries such as flowers, balloons, birthday gifts and other similar effects will be housed in the Student Services department until the end of school. **Students are not permitted to transport such items to class.**

ELEVATOR USE

Elevator use may be permitted through student services. Appropriate **medical documentation** must be provided for use. Students are responsible for lost or stolen keys.

EMERGENCY CLOSING OF SCHOOL

If it is necessary for the Mad River Local Schools of Montgomery County to be closed for an emergency, an announcement will be made over the Dayton radio, television stations and the district's One-Call phone system. **Please do not call the school.**

EXAM POLICY

All students will take all exams. Exception: Seniors will be exempt from exams 4th quarter if they have a grade of 73% or higher in their class.

FIRE DRILLS

Fire drills at regular intervals are required by law and are important safety precautions. When the first signal is given, everyone should obey orders promptly and clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

GUIDANCE COUNSELORS

Each student is assigned to a guidance counselor who has the responsibility to assist students with academic, social and/or personal problems. Students may make an appointment to see a counselor in the Guidance Office. Notification of such appointments will be through the teacher of the block that would be missed for the appointment. (Unless an emergency arises, students are asked not to "drop in" for unscheduled appointments.) **Students are responsible for signing in and out of the guidance office**

HALL PASSES

STUDENTS ARE NOT PERMITTED IN THE HALLS DURING CLASS BLOCKS OR ROC UNLESS THEY ARE ACCOMPANIED BY A TEACHER OR HAVE A HALL PASS FROM A STAFF MEMBER.

HAZING

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any

person. Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

INSURANCE

An accident insurance and low-cost health insurance programs are available. Interested students may inquire in Student Services at the beginning of the year for information pertaining to the purchase of insurance.

LIBRARY MEDIA CENTER (LMC)

The Library Media Center is available to students for research, quiet study, leisure reading, and computer usage. During the day, students may visit the LMC by the following methods:

1. Class visits arranged by their teacher.
2. By using their planners, with their teacher's permission, for short visits.
3. With a library pass, written by their teacher, for longer visits.
4. By obtaining a ROC pass from the librarian for ROC visits.

LITERATURE AND SALES

Individuals or groups wishing to distribute literature or conduct fund raising through sales, collection, and/or donations of any kind on school property must first obtain permission from an administrator. (Board Policy Section 6.09)

LOCKERS

Each student is assigned a locker in which to store books, coats, book bags, and school supplies. Students will receive this locker assignment from their ROC teacher. **Each student is responsible for his/her locker by keeping it locked, clean, and orderly at all times.** Students are **not to share**

lockers. Hall lockers are the property of the Board of Education and made available to students for their use. Should a student forget his/her locker combination or have trouble with the lock, he/she should seek assistance from the Student Services Office.

LOST AND FOUND

THE LOST AND FOUND AREA IS LOCATED IN STUDENT SERVICES. LARGE ITEMS OR CLOTHING WILL BE IN THE CUSTODIAN'S OFFICE.

NCAA FRESHMAN ELIGIBILITY STANDARDS (Quick Reference)

GRADE POINT AVERAGE

Only core courses are used in the calculation of the grade point average.

Be sure to look at your high school's list of NCAA-approved core courses on the Eligibility Center's Web site to make sure that courses being taken have been approved as core courses. The web site is www.naaclearinghouse.net.

DIVISION I

16 Core-Course Rules

16 Core Courses:

4 years of English.

3 years of mathematics (Algebra I or higher).

2 years of natural/physical science (1 year of lab if offered by high school).

1 year of additional English, mathematics or natural/physical science.

2 years of social science.

4 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

DIVISION II

14 Core-Course Rules

14 Core Courses:

3 years of English.

2 years of mathematics (Algebra I or higher).

2 years of natural/physical science (1 year of lab if offered by high school).

2 year of additional English, mathematics or natural/physical science.

2 years of social science.

3 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

PLEASE NOTE: Beginning August 1, 2013, students planning to attend an NCAA Division II institution will be required to complete 16 core courses.

PARENT CONFERENCE AND VISITATIONS

Parents are encouraged to contact a specific counselor and/or teacher to discuss their son or daughter's progress. Call to make arrangements for individual/group conferences at 237-4250 or for counselors 237-4257.

PUBLIC DISPLAY OF AFFECTION

Students who become overly affectionate with one another present an embarrassing situation to those around them. School is not the place for such amorous behavior. Students not able to set reasonable limits on their behavior in this regard will be subject to disciplinary action.

RADIOS, TAPE PLAYERS, CD PLAYERS, CELL PHONES, I-PODS, MP3 PLAYERS THESE ITEMS MUST BE KEPT IN LOCKERS DURING SCHOOL HOURS (7:40 A.M. – 2:40 P.M.) TURN THESE

ITEMS OFF BEFORE ENTERING THE BUILDING IN THE MORNING.

SEARCH & SEIZURE

Search of a student and his/her possessions, including lockers and/or 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 school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination.

SECRET SOCIETIES

Law forbids secret societies, sororities, and fraternities. (Ohio Revised code 2923.35)

STUDENT WORK PERMITS

Applications for work permits may be secured in the student services office.

TELECOMUNICATION (CELL PHONE) POLICY

Cell phones are to be turned OFF upon entering the building.

- First Offense:** Cell phone will be taken to office for parent pick up plus a Wed School.
- Second Offense:** Parent picks up cell phone plus two Wed. schools.
- Third Offense:** Parent picks up cell phone plus AIM
- Fourth Offense:** Parent picks up cell phone plus one day out of school suspension.
- Fifth Offense:** Parent picks up cell phone plus three days out of school suspension.
- Sixth Offense:** Parent picks up cell phone plus five day out of school suspension.

*** Parents are asked to sign the sign-out sheet when picking up a cell phone. This is to assure that the proper person is taking possession of the phone.**

Cell phones must remain in your locker from 7:40 a.m. to 2:40 p.m.

Turn cell phone OFF before entering the building in the morning

TELEPHONES

No personal phone calls may be made on cell phones. Our office personnel will place emergency calls. Students will not be called to the phone during the school day. Emergency messages from a parent or guardian will be taken in the office.

TORNADO

In the event of a tornado, students will move into the assigned areas. They should sit on the floor facing the wall and cover their heads with their hands.

VANDALISM

The administration is authorized to take direct and immediate action against students who vandalize buildings, property, or equipment owned by the Board of Education. Accordingly, the administration will impose disciplinary action consistent with the law, including but not limited to assessment of cost against the student or parent.

VISITORS

Visitors are not permitted under normal conditions. No unauthorized person is allowed in the school building to see or converse with students/teachers during school hours. **Any person visiting the school must first check in at the Main Office to obtain an approval for the visit and a visitor ID badge.**

UNRULY BEHAVIOR

Repeated violations of the code of conduct may result in the school filing unruly charges through the Montgomery County Courts.

STUDENT CODE OF CONDUCT

We believe that students learn best in an atmosphere of mutual acceptance and trust. The best discipline is self-acquired and not imposed. Freedom and self-direction are achieved gradually and as students learn to substitute self-imposed controls of behavior for adult-imposed controls. Our ultimate goal is to help students see that rules and regulations are necessary and, when applied, shall be reasonable and appropriate to the nature of the behavior and in accordance with the holdings of Ohio courts of law.

STUDENT DISCIPLINE

The Student Code of Conduct, adopted by the Board of Education as required by Ohio Law, sets forth a student discipline code, which outlines the conduct for which a student may be removed from a curricular or extra-curricular activity, be suspended, or expelled from school.

EQUAL OPPORTUNITY

In maintaining the student's right to equal educational opportunity, it is reasonable and necessary to maintain order in our schools. A student may forfeit his/her right to educational opportunities when his/her conduct is such that it disrupts the educational process, deprives others their basic rights, or violates rules as stated in the Student Code of Conduct.

BEHAVIOR EXPECTATIONS

Students are expected to abide by the rules as stated in the Student Code of Conduct and/or Rules and Regulations adopted by the Board of Education.

DUE PROCESS

Procedural requirements of Section 3313.66 of Ohio Law will be implemented in conjunction with an emergency removal (over 24 hours), suspension, or expulsion from school. The administrator shall:

1. Give the student written notice of the intention to suspend and the reason(s) for the intended suspension.
2. Provide the student an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or superintendent's designee, or other administrator and challenge the reasons for the intended suspension or otherwise explain his/her actions.
3. Notify the parent, in writing, within one school day after the suspension (immediate parent notification by phone, when possible).
4. Provide the student, parent or guardian, the right to appeal to the Board of Education's designee and be represented.

ADMINISTRATION OF STUDENT DISCIPLINARY CODE

Building principals, assistant principals, and other administrators shall administer the student disciplinary code and shall use their professional judgment in determining the most appropriate disciplinary action to be taken in each individual case, which may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, Saturday School, emergency removal, referral to law enforcement agencies, suspension or expulsion.

In determining the appropriate disciplinary action, it is necessary to classify the behavior of students according to the severity of the violation.

SCOPE OF JURISDICTION

While under the jurisdiction of the school, or on school property, or in a school vehicle, or off school grounds immediately before or after school, or on the way to or from school, or at any school sponsored activity on or off school grounds, a violation on the part of a student of any one or more of the following rules of conduct shall result in

disciplinary action including, but not limited to, denial of participation in an extracurricular activity, counseling, parent conference, detention, Saturday School, emergency removal, removal from a school vehicle, suspension from school and expulsion from school. This includes misconduct by a student, regardless of where it occurs, that is directed at a school official or employee, whether directed toward their person or property.

CATEGORY A-1

Students behaving in a manner as described in Category A-1 will be suspended from school for ten school days and will be recommended to the Superintendent of Schools to be expelled from school for up to one calendar year.

FIREARMS: A student shall not bring a firearm to school or onto any other property owned or controlled by the Board, or to any interscholastic competition, extracurricular event, or any other school program or activity even if not located in a school or on property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal a firearm while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. "Firearm" means: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. (See 18 U.S.C.A. Sections 921-924). "Destructive device means: any explosive, incendiary, or poisonous gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to any of such devices. A student committing this violation will be expelled for a period of up to one calendar year. The Superintendent of Schools may consider reducing the expulsion period on a case-by-case basis for the following reason(s):

1. The student has not had a record of reoccurring discipline problems.
2. There are mitigating circumstances surrounding the offense that may indicate expulsion for one calendar year to be an inappropriate measure.
3. The students age and grade level indicate expulsion for one calendar year to be an inappropriate measure.

4. A reason(s) not listed in one, two, or three but which the Superintendent of Schools, in his/her sole discretion, believes warrants a reduction of the expulsion period.

KNIVES: A student shall not bring a knife to school or onto any other property owned or controlled by the Board, or to any interscholastic competition, extracurricular event, or any other school program or activity even if not located in a school or on property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any type of knife while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. A knife includes, but is not limited to any instrument having a sharp blade and a handle. A student committing this violation may be expelled for a period of up to one calendar year.

The Superintendent of Schools may consider reducing the expulsion period on a case-by-case basis in accordance with the reasons set forth in Category A-1: Firearms.

SERIOUS PHYSICAL/PROPERTY HARM: A student may be expelled from school for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property as defined in state law. The Superintendent of Schools may consider reducing the expulsion period on a case-by-case basis in accordance with the reasons set forth in Category A-1: Firearms.

CATEGORY A

Students behaving in a manner as described in Category A will be suspended from school for ten (10) days, and a letter recommending expulsion may be sent to the Superintendent of Schools. The school may refer these cases to the proper legal authorities.

ARSON: A student shall not burn or attempt to burn any part of any building or property owned or leased by the Board of Education, nor shall a student set or attempt to set an unauthorized fire.

ASSAULT: A student shall not act or behave in such a way as to cause or attempt to cause or threaten to cause physical injury to any person, nor shall any student encourage another person to commit the offense of assault.

COUNTERFEIT CONTROLLED SUBSTANCES AND/OR RELATED TOOLS: A student shall not possess, use, transmit,

conceal, and/or sell counterfeit controlled substances and/or related tools as defined in Amended House Bill 535.

DANGEROUS WEAPONS OR OBJECTS: A student shall not bring a dangerous weapon/object to school, to a school-sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any kind of dangerous weapon or object while at school, while at a school sponsored activity, or while on any property owned or controlled by the Board. "Dangerous Weapon or Object" includes, but not limited to: a chain, club, metal knuckles, explosives, noxious irritation or poisonous gases, poison or firearms (not within the definition in Category A-1: Firearms) and any other items that could be considered a dangerous weapon, or object capable of inflicting bodily injury.

FALSE ALARMS: A student shall not initiate an alarm for fire, an impending bomb explosion, or other catastrophe without just cause.

FIREWORKS AND EXPLOSIVES: A student shall not possess, transmit, sell, conceal, use, or detonate any fireworks and explosives, or other such devices capable of inflicting bodily injury.

NARCOTICS, MARIJUANA, DRUGS, ALCOHOLIC BEVERAGES, MOOD ALTERING SUBSTANCES, AND DRUG PARAPHERNALIA: A student shall not possess, use, transmit, sell, conceal, or be under the influence of narcotics, marijuana, drugs (including prescription and non-prescription drugs), alcoholic beverage, and/or mood altering substances of any kind, nor shall a student have the odor of alcohol on or about their person. A student shall not possess, use transmit, sell, and/or conceal drug paraphernalia.

UNAUTHORIZED ENTRY: A student shall not enter a school building or other Board owned facility or vehicle that has been locked and/or otherwise secured from student and public use without administrative or staff approval.

CATEGORY B

Students behaving in a manner as described in Category B may be suspended from school for one (1) to ten (10) school days. Serious and/or further violations may result in a letter sent to the Superintendent of Schools recommending expulsion.

BULLYING/CYBER BULLYING/VIOLENCE WITHIN A DATING RELATIONSHIP: A student shall not plan, encourage

or engage in any bullying of another student or person. This may include, but not be limited to, physical, mental, intimidations, verbal and/or written threats, violence within a dating relationship, telecommunication devices and/or cyber communications. Bullying may result in the person(s) being liable for civil or criminal penalties in accordance with Ohio Law.

DEFIANCE: A student shall not refuse or otherwise fail to follow directions given by school personnel, nor shall the student refuse to identify himself/herself when asked.

DESTRUCTION OF PROPERTY: A student shall not cause or attempt to cause damage to school or private property.

DISRESPECT: A student shall not show intent or engage in any willful act that tends to haze, frighten, degrade, or disgrace any person.

DISRUPTION OF SCHOOL: A student shall not cause or attempt to cause a disruption or obstruction of any curricular, extra-curricular activity, or the normal operation of school.

EXTORTION: A student shall not gain or attempt to gain any money or thing of value from any person unless both parties enter into the agreement freely and without the presence of an implied or expressed threat.

FIGHTING: A student shall not fight. Fighting is defined as the willful act of hostile bodily contact among two or more persons.

HARASSMENT: A student shall not plan, encourage or engage in any harassment of another student or person. This may include, but not be limited to, physical, mental, verbal and/or written threats, intimidations and/or sexual harassment.

HAZING: A student shall not plan, encourage, or engage in any hazing of another student or students. Student organizations are not permitted to haze members of their organization. Hazing may result in the person(s) being liable for civil or criminal penalties in accordance with Ohio Law.

LOOK ALIKE WEAPONS: A student shall not possess, transmit, use, or conceal a look alike weapon including, but not limited to, a knife, gun, or device that could be considered a look alike weapon.

RECORDS: A student shall not alter, destroy, or falsify any school record, form, or other school data. A student shall not remove any school record from its official place of deposit.

SEARCH: No student shall refuse, impede, hinder, obstruct, or otherwise interfere with a search.

STEALING: A student shall not take or acquire the property of others without the consent of the owner.

CATEGORY C

Students behaving in a manner as described in Category C may be suspended from school one (1) to ten (10) school days. Repeated violations may result in a letter sent to the Superintendent of Schools recommending expulsion.

CHEATING/ACADEMIC DISHONESTY: Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others' assignments, quiz or test answers, and plagiarism. Students who violate this policy will receive zero credit for assignments or work involved. Repeated offenses will result in disciplinary action.

CLASS CUTTING: A student shall not cut any educational assignment (class, study hall, ROC, homeroom, library, field trip, etc.).

DISRUPTING CLASS: A student shall not behave in any unreasonable manner that prevents the teacher from teaching or prevents other students from meeting the class objectives.

FAILURE TO ATTEND SCHOOL: A student shall comply with the compulsory attendance laws.

FAILURE TO SERVE ALTERNATIVE SCHOOL SESSION(S): A student shall not fail to serve an alternative school session(s) assigned by the school administrator, including but not limited to after school session(s) and/or Saturday School(s).

FAILURE TO SERVE DETENTION: A student shall not fail to serve detention as assigned by a teacher and/or administrator.

GAMBLING: A student shall not gamble.

LEAVING SCHOOL GROUNDS WITHOUT AUTHORIZATION: Upon boarding the school bus or upon arriving onto the school property, the student is considered to be under the jurisdiction of

the school. Students are not permitted to leave school property until the end of the school day unless they have a “special excuse” approved by an administrator or designee.

PROFANITY/OBSCENITY: A student shall not use profane or obscene language or gestures.

RESTRICTED AREA: A student shall not enter a closed or restricted area without administrative or staff approval.

RULES/REGULATIONS OF STUDENT HANDBOOK; POSTED SCHOOL STANDARDS:

A student shall follow the written rules and regulations in the school student handbook and shall follow the posted standards of each class, department, and school building.

STUDENT AUTOMOBILES/PARKING LOT: Use of the parking lot is a privilege. A student shall comply with the parking lot regulations.

TARDINESS TO CLASS: Any time that a student comes to class late, the student is considered tardy unless accompanied by an excused pass.

TARDINESS TO SCHOOL: Any student who arrives to school after the designated starting time must report to Student Services to sign in and receive a tardy slip. The policy on tardiness permits a student to be considered excused if the lateness in arriving is a result of an important appointment, illness, or emergency provided the school receives parental verification by telephone or in writing.

TELECOMMUNICATION DEVICES: A student shall not transmit or use telecommunication devices, including, but not limited to, beepers, cell phones, and/or other items, which may be considered telecommunication devices unless authorized by the school administration. Any telecommunication device must be kept in locker or designated area as determined by school administration.

TRUANCY: A student shall not be absent from school without the knowledge of his/her parents or school officials.

SMOKING, USE, POSSESSION OF TOBACCO OR NON-TOBACCO MATERIALS: A student shall not smoke, use, or possess tobacco, clove cigarettes or other non-tobacco materials that may be used for smoking.

CATEGORY D

AIDING/ABETTING: A student shall not in any way aid or abet another student in violating the Student Code of Conduct. A student behaving in this matter will be disciplined according to the consequences given for the rule being violated by the other student.

GANGS/GANG-RELATED ACTIVITY: A student shall not participate in any gang or gang-related activity on or near school property or at school-sponsored activities, or on the way to or from school or school sponsored activities.

A “gang” is defined as a formal or informal organization, association, or group, consisting of two or more persons, and to which all the following apply:

1. It has a name and/or one or more signs, gestures, symbols, colors, mode of dress, or other method by which it or its members are identified.
2. It has member(s), whether acting individually or collectively, who engage in or who have engaged in a pattern of gang activity.
3. It has, as one of its activities, the commission of acts, which violate any provision(s) of the Mad River Schools Student Code of Conduct and/or State or Federal Law.

A “gang-related activity” includes the following:

1. Engaging in, or otherwise participating in, supporting, or promoting, any threatening, intimidating, violent, or illegal act.
2. Soliciting any student, employee, or visitor of Mad River Schools for membership in a gang.
3. Wearing, carrying, drawing or displaying any sign, symbol, color, mode of dress or other item, which symbolizes gang identity or membership. Such conduct includes drawing or displaying gang symbols on any surface.
4. Engaging in conduct, whether verbal or nonverbal (such as gestures, hand signals, and hand shakes), which symbolizes gang identity or membership.
5. Distributing or copying any gang related material.

6. Engaging in, or otherwise participating in, or supporting or promoting, any activity that interferes with the school attendance or participation of another student.

7. Engaging in, or otherwise participating, supporting, or promoting, the commission of an act which violates any provision of the Mad River Schools Student Code of Conduct and/or State or Federal Law.

REPEATED VIOLATION OF SCHOOL RULES: A student shall not repeatedly violate school rules as outlined in the Student Code of Conduct. A student who repeatedly violates school rules may be recommended to the Superintendent of Schools for expulsion from school.

SCHOOL PROPERTY: School officials retain control of school property such as desks and lockers even though assigned to students. Therefore, such school property is subject to inspection and search at any time.

CATEGORY E

TRANSPORTATION OF STUDENTS: A student violating the Student Code of Conduct and/or the Student Transportations Safety Standards may be suspended from bus riding privileges by the principal, assistant principal, or other administrative personnel for one (1) to ten (10) school days.

Serious and/or repeated violations may result in a recommendation to the Superintendent of Schools for further disciplinary action. The Superintendent of Schools may suspend a student's bus riding privileges for an equivalency of up to two semesters.

Before suspending a student from bus privileges, the administrator shall:

1. Give the student written notice of the intention to suspend and the reasons for the intended suspension.
2. Provide the student an opportunity to appear before the superintendent, principal, assistant principal, or other administrative personnel in order to challenge the reasons or otherwise explain his/her actions.

If a suspension is imposed, the student shall also be given written notice of the reasons and the duration of the suspension. A copy of the notice of suspension should be sent to the parent (or guardian) within one school day after the suspension is imposed.

The student, parent, or guardian will be provided the opportunity to request an appeal, which will be heard, by the superintendent or superintendent's designee. The decision of the superintendent or superintendent's designee is final.

STUDENT TRANSPORTATION SAFETY STANDARDS

The school bus driver is responsible for students being transported to and from school. The driver has the authority and responsibility for the orderly conduct of students.

1. A student shall obey the driver promptly and respectfully at all times.
2. A student shall board and leave his/her assigned bus at a location closest to his/her home unless school personnel have given authorization to do otherwise.
3. A student shall be at his/her bus loading area approximately five minutes before the scheduled pick up time.
4. A student shall wait at a pick up location clear of traffic.
5. A student is expected to line up quietly and respect the property of others while waiting for the bus.
6. A student is expected to board the bus in an orderly fashion and walk directly to an available or assigned seat.
7. A student shall sit three (3) in a seat whenever necessary.
8. A student shall not save seats for other students.
9. A student shall remain seated and shall keep aisles and exits clear.
10. A student shall keep noise at a minimum. Quiet conversation is permitted.
11. A student shall be silent at all railroad crossings.
12. A student shall not throw or pass objects on, from, and/or into the bus.
13. Only those objects that can be held at his/her seat may be carried onto the bus by a student. Animals are not permitted on the bus.

14. A student shall not put any part of his/her body out of the bus windows.

15. A student shall not open the emergency door or the front door without driver permission.

16. A student shall refrain from eating and drinking on the bus except as required for medical reasons.

17. A student is required, when exiting the bus, to remain in his/her assigned place of safety until the bus leaves the bus stop.

A student shall not behave in any manner that tends to impair the ability of the driver to safely operate the bus and/or interferes with the welfare of the other passengers.

A student shall not use a cell phone/pager on the bus, except during school field trips or extra-curricular activities at the discretion of the teacher or adult supervisor.

CATEGORY F

SCHOOL ACTIVITIES: A student shall comply with the rules and regulations of said club, organization, department, team, and school.

EXTRA CURRICULAR STANDARDS

INTRODUCTION

All students of Mad River Local Schools are encouraged to participate in school activities. Participation fosters student growth related to the development of important life-long skills, habits and practices. Through involvement in school activities, students learn the true meaning of responsibility, competition, accountability, and teamwork. Further, students are exposed to valuable lessons related to socialization, goal setting, time management, and leadership. Those who choose to participate will undoubtedly receive a more balanced comprehensive and enjoyable education than those who choose not to become involved in school activities.

EXPECTATIONS

Students participating in athletic/extracurricular activities are expected to:

1. Abide by the Student Code of Conduct and other specific and related activity rules. Category A violations shall result in a denial of participation from the activity.
2. Always represent yourself in a manner that is becoming to Mad River Local Schools.
3. Be at every scheduled activity or practice and be on time.
4. Anticipate schedule conflicts in advance and initiate necessary communications directly to advisors/coaches in a timely fashion.
5. Refrain from using profanity and/or degrading actions/comments.
6. Maintain a neat and appropriate appearance.
7. Take care of equipment and assist in the setting up and taking down of activity equipment.
8. Pay the associated fees prior to the first scheduled contest.

These expectations are in effect during the official beginning and ending date of the activity. If a participant is prohibited from participation, the period of nonparticipation may be for a specific period of time and/or for the duration of the activity.

SCHOLARSHIP STANDARDS FOR GRADES 7-12

The Mad River Local Schools promote academic excellence and extracurricular involvement on the part of all students. In keeping with this position, the following scholarship standards are established for students participating in extracurricular activities:

1. Student Senate/Council and Class Officers

In order to be a candidate and to maintain the status as a participant, the student shall:

- a. Have at least a 2.0 quarter grade average (grades 7-8) in the preceding quarter.
- b. Have at least a 2.0 half-term grade average (grades 9-12) in the preceding term half term.
- c. Not have exhibited behavior that resulted in suspension from school during the current school year.

d. Not have been truant from school during the current school year.

2. All other extra-curricular activities:

GRADES 7-8

A student, in the preceding quarter, must have at least a 1.67-quarter grade point average and have received passing grades in 75% of the subjects enrolled, to participate in extracurricular Activities.

GRADES 9-12

A student in the preceding half-term must have at least a 1.67 quarter/half-term grade point average and have received passing grades in a minimum of three half-term courses to participate in extracurricular activities.

All students must pass a minimum of three courses during the half-term immediately preceding extra-curricular participation to be declared eligible.

3. Probationary Status

A student who does not meet the 1.67 quarter/half-term grade point average may petition to be placed on probation for the current quarter/half-term. If probation is granted, 9-12 grade students must attend study table two days per week.

4. Quarter/half-term grade averages shall be rounded to the nearest tenth.

5. Athletes must meet the eligibility standards of the Ohio High School Athletic Association.

6. A failing grade shall not determine eligibility for participation as long as the student meets all other scholarship standards.

STUDENT CODE OF CONDUCT FOR EXTRA CURRICULAR ACTIVITIES

While under the jurisdiction of the school, students are expected to abide by the Student Code of Conduct and the rules and regulations adopted by the Mad River Board of Education. Furthermore, each extracurricular activity may have specific guidelines and rules with which its participants must comply and abide by. In order to be a candidate and/or maintain participant status, students should familiarize themselves with all guidelines associated with student activities and are advised that failure to abide by the guidelines may affect their status as a participant, spectator, or student.

When it becomes necessary to prohibit participation of a student from an activity, school personnel will follow the procedures outlined below.

EXTRACURRICULAR ACTIVITY DUE PROCESS PROCEDURES

1. The superintendent, a principal, assistant principal, athletic director, and other administrative personnel may prohibit participation of a student from any particular extracurricular activity, or from all extracurricular activities, of the district (or one school of the district), due to the student's violation of: the Student Code of Conduct; the Extracurricular Standards set forth above; training rules; and/or the guidelines and rules of the particular activity involved. Before imposing such a suspension, the student shall be given:

Written notice of the reasons to prohibit participation;

An opportunity for an informal hearing to challenge the reason(s) or otherwise explain his/her actions.

If prohibited from participating, the student shall also be given written notice of the reasons and the duration of the nonparticipation. A copy of the notice of suspension should be sent to the parent (or guardian) within one school day after the decision.

To be prohibited from participation of from an extracurricular activity means that the student will not be permitted to attend and/or participate in specific school extracurricular activities. The period of nonparticipation may be for a specific period of time and/or for the duration of the activity.

The coach/advisor for the extracurricular activity should be present for the hearing in step 1, although such person's presence is not required.

The student shall be prohibited from participating while any review and/or appeal is pending.

2. The student, parent, or guardian may appeal the decision in step 1 to a review board within ten (10) school days after receiving the notice of the decision.

The review board shall consist of six (6) members: one student; one administrator (not involved in step 1 above), who shall serve as chairperson; two permanent faculty members; and two rotating faculty members selected by the principal who will serve for one period of review and then be changed continuously.

The review board shall make its written findings in the form of a recommendation to the principal within five (5) school days after the hearing.

The principal shall review and render a decision within five (5) school days after receiving the recommendation of the review board. A copy of the principal's decision shall be sent to the student, parent, and/or guardian.

The student, parent, or guardian may appeal the decision in step 3 to the superintendent, or the superintendent's designee, and be represented within five (5) school days after receiving notice of the decision in step 3. The superintendent, or his designee, shall render a decision within five (5) days of the appeal. A copy of the decision shall be sent to the student, parent, and/or guardian.

5. The student, parent, or guardian may appeal the decision in step 4 to the Board of Education within five (5) school days after receiving notice of the decision in step 4. The Board of Education shall provide the student, parent, and/or guardian written notice of its decision.

TRAINING RULES-INTERSCHOLASTIC ALTHETICS

If at any time, a participant violates one or more of the following rules during the period of athletic participation, the athlete shall be prohibited from further athletic participation:

NARCOTICS, MARIJUANA, DRUGS, ALCOHOLIC BEVERAGES, MOOD ALTERING SUBSTANCES, AND DRUG PARAPHERNALIA: A student shall not possess, use, transmit, sell, conceal, or be under the influence of narcotics, Marijuana, drugs (including prescription and non-prescription drugs), alcoholic beverages, and/or mood altering substances of any kind, nor shall a student have the odor of alcohol on or about their person. A

student shall not possess, use, transmit, sell, and/or conceal drug paraphernalia.

SMOKING, USE, POSSESSION OF TOBACCO OR NON-TOBACCO MATERIALS: A student shall not smoke, use, or possess tobacco, clove cigarettes or other non-tobacco materials that may be used for smoking.

If a participant violates one or more of the following rules, the athlete may be prohibited from participating in athletics:

Unexcused absence from team activities.

Verbal and/or physical abuse to members of the athletic staff or members of the team.

Theft and/or willful destruction of school or personal property.

Violation of established and posted curfew.

Behavior detrimental to the image of interscholastic athletics in the Mad River Local Schools.

The above rules are in effect twenty-four hours a day and seven days a week during the official beginning and ending date of that activity. The prohibition from athletic participation will be for a period not to exceed the ending date of that activity.