

WALTER E. STEBBINS HIGH SCHOOL

STUDENT HANDBOOK 2022-2023

1900 Harshman Road, Riverside, Ohio 45424

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MISSION STATEMENT

The staff at Stebbins High School provides a comprehensive environment where all students have diverse opportunities to learn and prepare for their future.

BE RESPONSIBLE → BE RESPECTFUL → SHOW PRIDE

What Is Your E?

Enrollment

College

Trade School

Technical School

Training Program

Enlistment

Air Force

Army

Coast Guard

Marine Corps

Navy

Employment

Career

Competitive

Full Time

MOTTO

“Enter to Learn – Go Forth to Serve”

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All Board Policy can be found online at www.madriverschools.org.
If you would like a hard copy contact Student Services at (937) 259-6603.

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!

Colors
Scarlet and Gray

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.

Mascot
Indians

W. E. STEBBINS HIGH SCHOOL—IMPORTANT DATES 2022-2023

Please note: Stebbins has a two hour early release every Wednesday from 9/14 – 5/10

9th Grade Orientation	August 26
Grades 1-12 in Session	September 6
No School, Grades 7 & 9	September 9
Parent/Teacher Conferences, 4:00pm – 6:30pm	October 13
End 1 st Grading Period, 1 Hour Early Release	October 28
Waiver Day, No School	November 8
Fall Break	November 21 – November 25
Parent/Teacher Conferences, 3:45pm – 6:30pm	December 8
Winter Break	December 19 – December 30
Waiver Day, No School	January 2
MLK Day – No School	January 16
End 2 nd Grading Period, 2 Hour Early Release	January 20
Presidents' Day, No School	February 20
Parent/Teacher Conferences, 4:00pm – 6:30pm	March 2
Waiver Day, No School	March 6
End 3 rd Grading Period, 1 Hour Early Release	March 17
Spring Break	April 3 – April 10
Graduation	May 18
Last Day for Students, 2 Hour Early Release	May 25

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

STEBBINS HIGH SCHOOL DIRECTORY

School Website

www.maddriversschools.org

Office Hours

7:00 a.m. -- 3:00 p.m. – Hours may vary on non-student days & during delays.

Student Hours

7:25 a.m. – 2:55 p.m. M, T, Th, F & 7:25 a.m. – 12:55 p.m. on Wednesdays

MAIN OFFICE

937-237-4250

Mrs. Simpson, Principal

Mrs. Pearson, Administrative Assistant to the Principal

Mr. Cicora, Assistant Principal,
Discipline – 11th & 12th Grades

Mr. Steiner, Dean of Students,
Discipline – 9th & 10th Grades

Mr. Berk, Assistant Principal/Director of Career Technical Education

Mrs. Riffell, Career Tech Secretary AM / Athletic Secretary PM

STUDENT SERVICES

937-237-4250

Mrs. Berner, Cashier/Bookkeeper

Mrs. Toscani, Attendance Secretary

Mrs. Taylor, Registrar/Guidance Secretary

ATHLETICS

937-237-4260

Mr. Neves, Director of Student Activities/Athletics

Mrs. Riffell, Career Tech Secretary AM / Athletic Secretary PM

GUIDANCE

937-237-4257

Mr. Gearon, School Counselor
Students in grades 9 & 10, last names A - K

Mr. Mann, School Counselor,
Students in grades 9 & 10, last names L - Z

Ms. Miller, School Counselor,
Students in grades 11 & 12, last names A - K

Mrs. Brubaker, School Counselor,
Students in grades 11 & 12, last names L - Z

BELL SCHEDULES

M T TH F		WED/ 2 HR ER		2 HR DELAY		1 HR ER	
1	7:25-8:15	1	7:25-7:55	1	9:25-9:55	1	7:25-8:10
2	8:20-9:05	2	8:00-8:30	2	10:00-10:30	2	8:15-8:52
3	9:10-9:55	3	8:35-9:05	3	10:35-11:05	3	8:57-9:34
4	10:00-10:45	4	9:10-9:40	5	11:10-11:40	4	9:39-10:16
5	10:50-11:20	6	9:45-10:15		11:40-12:10	6	10:21-10:58
	11:20-11:50	7	10:20-10:50		12:10-12:40	5	11:03-11:33
	11:50-12:20	5	10:55-11:25	4	12:45-1:15		11:33-12:03
6	12:25-1:10		11:25-11:55	6	1:20-1:50		12:03-12:33
7	1:15-2:00		11:55-12:25	7	1:55-2:25	7	12:38-1:14
8	2:05-2:55	8	12:30-12:55	8	2:30-2:55	8	1:19-1:55

Mad River Local Schools and Mad River Local Schools CTPD does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Student non-discrimination policies:

Chad Wyen, Superintendent

801 Old Harshman Rd

Dayton, Ohio 45431

937-259-6603

chad.wyen@madriverschools.org

Staff non-discrimination policies:

Necia Nicholas, Director of Human Resources

801 Old Harshman Rd

Dayton, Ohio 45431

937-259-6602

necia.nicholas@madriverschools.org

GRADUATION REQUIREMENTS

English..... 4 credits

Mathematics 4 credits

(Must include one unit of Algebra II or its equivalent)

Social Studies 3 credits

 1 Credit World Studies**

 1 Credit U.S. History

 1 Credit Government

1 Credit U. S. History

1 Credit Government

Science..... 3 credits

 1 Credit Physical Science

 1 Credit Biological Science

 1 Credit Advance Science

Health 1/2 credit

Physical Education 1/2 credit

Fine Arts (Art, Music, and Theater Classes) 1 credit

Educational Specialization 1 credit

Senior Pre-Professional Experience* 1/2 credit

Personal Finance*..... 1/2 credit

Electives 3 credits

TOTAL..... 21 Credits

Students must earn two diploma seals as outlined by the State of Ohio to be considered a graduate.

End of Course (EOC) State Testing: Students must not only meet all course requirements as set forth by the local Board of Education, but also must take the following tests: English 10, Algebra I, Geometry, Biology, American History and Government. Students must earn a competency score of 684 in Algebra 1 and English Language Arts II End of Course tests.

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.

*CTE students who graduate in 2023, 2024 or 2025 and are program completers do not need to take these separate classes.

**State of Ohio requires at least ½ credit of World Studies for graduation

DIPLOMA WITH HONORS

Students must meet the requirements under one of the listed categories to earn a Diploma with Honors. The categories and requirements can be found on the Stebbins website (madriverschools.org → Select a School → Stebbins → Guidance Department) or by stopping by the Guidance office. Please see your counselor with any questions.

Students who earn a diploma with honors will wear the gold honors cord during Graduation Commencement.

HONOR ROLL

Student's eligibility to be on the Honor Roll is determined each quarter. 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 Quarter Honor Roll.

COLLEGE CREDIT PLUS:

This program is available to students who wish to take college/university level courses while enrolled in seventh, eighth, ninth, tenth, eleventh, or twelfth grades in Mad River Local Schools and achieve a "remediation free" status on an assessment established under R.C. 3345.061(F) or meet criteria under the law. Additionally, the student must meet the standards for admission, enrollment, and course placement of the institutions of higher education ("IHE") and relevant academic programs. For further information, please see building counselor and/or CCP Coordinator.

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, one of the student's core teachers, 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 EOY scores. 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 an EOY test(s). 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:

- All requirements established by the State Department of Education and the Mad River Board of Education must be met.
- Students graduating early must have filed the required application papers.

- All financial obligations to the high school or Board of Education must be paid.
- All disciplinary obligations must be satisfactorily completed.
- *Participation in the graduation rehearsal is required for participation in graduation exercises.*
- 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.
- Only eight semester graduates will be considered for valedictorian and salutatorian of the class.

REPORT CARDS

The academic year is divided into two 18-week semesters. Each semester is split into two quarter terms, ending at the 9-week point and at the 18-week point. Some courses are semester length while others are full year. Credit is awarded at the conclusion of each semester.

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 quarter-term grading period. Final grade cards will be mailed after the close of school.

PROMOTION & RETENTION

To advance to the next grade students must earn at least the minimum required credits:

Freshman earns 5 or more to move to Sophomore status

Sophomore earns 10 or more to move to Junior status

Junior earns 15 or more to move to Senior status

Senior needs 21 credits to graduate - 21 credits must be in the mandatory courses

Students that are retained will be considered members of the class they are retained in and participate with that class in all school activities.

DETERMINING GRADES

Semester grades will be determined through averaging the student's two quarter grades. All grades in the calculation are expressed as percentages.

After rounding, semester 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:

Quarter Grade 1 = 70%, Quarter Grade 2 = 80%

$70 \text{ (Quarter 1)} + 80 \text{ (Quarter 2)} = 150$

$150 / 2 = 75$

Semester Grade = 75 = C grade for the semester

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

In order to be eligible for Extra Curricular/Athletic passing grades must have been received in a minimum of *five* one-credit courses, or the equivalent, in the immediately preceding grading period (summer school and CRP do not count towards eligibility). In addition, any student failing to meet the *1.67 - .67 GPA* must fill out a Study Table Eligibility Form to be placed on probation for the current quarter.

STUDY TABLES

Athletes with a *1.67 – .67 GPA* ***MUST*** attend study tables weekly 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 and/or individual teacher guidelines, will follow.

EDUCATIONAL OPTIONS

PE OPTION

Students who have participated in interscholastic athletics, marching band, or cheerleading for at least (2) full seasons or in the junior reserve officer training corps (ROTC) for at least two full school years while enrolled in grades 9 through 12 may opt out of PE class. **Students are required to complete a PE Option form for each season** of interscholastic athletics, marching band, or cheerleading as well as each year of the junior reserve officer training corps (ROTC) which will be kept on file in the Guidance office. Deadlines for each season will be enforced. The deadline for fall sports, ROTC, and marching band will be the last school day of September based on the school calendar. The winter sport deadline will be the last school day of November based on the school calendar. The spring sport deadline will be the last day of March based on the school calendar. While students will be excused from the high school physical education requirement, the student shall be required to complete one-half unit, consisting of at least seventy hours of instruction, in another course of study. In the case of a student who has participated in the junior reserve officer training corps for at least two full school years, credit received for that participation may be used to satisfy the requirement to complete one-half unit in another course of study. Students who have not met the requirements for the PE Option by the end of their junior year will automatically be placed in PE for their senior year to meet graduation requirements.

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. If a student is interested, they should see their school counselor.

CAREER TECH DUAL CREDIT

Career Technical Financial Literacy and Pre-Professional Internship Option:

Students participating and completing a two-year Career Technical program will meet the requirements of Pre-Professional Internship and Financial Literacy as required by the district and Ohio Core. Students will be awarded ½ credit each for Pre-Professional Internship and Financial Literacy on a pass/fail basis.

Should a student begin and not complete a two-year Career Technical program, the student would then be required to complete the traditional Pre-Professional Internship and Financial Literacy courses as outlined in the course description guide.

ELECTRONIC CURRICULUM

Students may have an opportunity to take some electronic curriculum classes during Summer School or the After School Credit Recovery Program. These courses serve primarily for students to earn back credits they have failed and to stay on pace with their graduating class. School counselors will advise parents and students of available options based on the academic needs of each student. These opportunities are limited.

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:

- The student could not be scheduled for all courses originally requested (i.e. course has been cancelled, class balancing, staffing decisions, etc.)
- The high school schedule does not align with the college schedule (College Credit Plus Program.)
- The student is scheduled into a course without having the required pre-requisites completed, including retention requirements
- The student has passed or failed a summer school course which necessitates a change
- A senior is not scheduled for a course that is required for graduation
- 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.)
- 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. Approval from the teacher, parent, and director are required.

*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.

The Family Educational Rights and Privacy Act (FERPA) is a Federal privacy law that gives parents certain rights with regard to their children's education records, such as the right to inspect and review your child's education records. To protect your child's privacy, the law generally requires schools to ask for written consent from you before disclosing personally identifiable information from your child's education records (student information) to others. However, FERPA does permit schools to disclose your student's information without your consent under limited circumstances (referred to as exceptions). For example, your child's information may be disclosed to another school in which your child is enrolling, or to local emergency responders in connection with a health or safety emergency.

The U.S. Department of Education has revised its regulations governing the implementation of FERPA by schools, districts, and States. These revisions change several of the exceptions to FERPA's consent rule.

The Revised FERPA – An Overview for Parents and Students (Policy 8330) can be found in its' entirety at www.maddriverschools.org and on the Downloads & Links page of the Stebbins High School website.

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, text books, 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

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all

students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
- H. absence during the school day for professional appointments (AG5200)
- I. parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:
 - the student shall have a statement to that effect from his/her parents;
 - the student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment;
 - the student shall report back to school immediately after his/her appointment if school is still in session. (AG5200)
- J. emergency or other set of circumstances- The Superintendent shall determine whether the reason for the absence constitutes good and sufficient cause. (AG5200)
- K. such good cause as may be acceptable to the Superintendent
- L. medically necessary leave for a pregnant student in accordance with Policy 5751
- M. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Absences that do not accumulate against this guideline include: field trips; college visits, not to exceed 2 in number.

The following notes are considered acceptable for excused absence:

- Medical Note – Doctor, Dentist, Hospital
- Funeral – Memory Booklet or Newspaper Obituary (covers only the day-of and appropriate time travel)
- Court Appearances

The following absences shall be considered unexcused:

- Truancy
- Missing the bus
- Trips *not* approved in advance
- Shopping

- Hunting, fishing, attendance at games
- Birthday or other celebrations
- Gainful employment
- Oversleeping
- Car trouble
- Driving test/class
- Class cuts/skipping class

Any classroom assignment missed due to the absence shall be completed by the student.

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

ABSENCE REPORTING

When a student is absent from school:

- Parents/legal guardians are responsible for reporting their child's absence and the reason(s) for the absence.
- This should be done in the morning between 8:00 a.m. and 10:00 a.m. on the day the student is absent. Parents/legal guardians should call to report the absence and reason.
- If phone contact is not established, the parent/legal guardian should submit a written excuse to the attendance secretary upon the student's return to school. The written excuse must state the reason and the date(s) of the absence
- If a student is absent due to a medical appointment/hospitalization a doctor's note should be provided to the attendance secretary upon the student's return to school.
- Written excuses may be requested in addition to phone contact, at the discretion of building administration.
- Absences will be determined as excused or unexcused based on building and district policy outlined above in ATTENDANCE.
- Students who accumulate any unexcused absences in a semester will not be eligible for exam exemptions at the end of the semester.

TARDINESS

Students not in their 1st period class by 7:25 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.

- Tardy 1-4 – Teacher Consequences (warning, contact home, teacher detention, etc.)
- Tardy 5 and higher – Office Referral with Administrative Consequences

EXCESSIVE ABSENCES & HABITUAL TRUANCY

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

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/legal guardian. Students should report to the attendance secretary 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 with the attendance secretary when leaving, and sign in upon return.

Parents picking up students must sign the student out at the attendance secretary's desk, and include the reason why the student is leaving. It is helpful if the parent calls prior to picking up the student if the student does not have a special excuse slip 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/legal guardian of the child, unless permission of the parent/guardian is first secured.

No pupil will be allowed to leave the building with a family member or any other individual listed on the Emergency Medical Form without written permission from the pupil's custodial parent/legal guardian.

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

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

STUDENT VACATIONS DURING THE SCHOOL YEAR

Students are permitted to go on vacation during the school year without penalty (except the week ending each semester which is reserved for Semester Exams). The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the building administrator. The request must be in writing from the parent/guardian and should be submitted to administration at least one week prior to the vacation. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. The District will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal.

If a student is absent for any other type of vacation, s/he will be considered inexcusably absent from school and subject to truancy regulations.

REQUEST FOR EARLY RELEASE DUE TO TRANSFER/MOVING

Parents/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.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact the liaison for Home Students at 937-259-6603.

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, staff cell phones, or classroom 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/ONEVIEW

It is required that parents fill out an EMERGENCY MEDICAL AUTHORIZATION each school year. The form should be filled out online through the OneView system. In the event a student becomes ill or injured, the information on this form will allow us to provide appropriate medical treatment. Without completion of this form, students are not permitted to attend extra-curricular activities or field trips, and may not be permitted to attend school on an on-going basis. See the building registrar for instructions to complete 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 **completed Parent Request & Authorization to Administer Medication form signed by the prescribing physician and the parent** (a separate form for each medication).
2. The parent or guardian submits additional Medication Request forms in the event conditions or the prescription changes. (Physician must sign new form)
3. The school official authorized to administer the medication receives the medication in the **original container or bottle in which it was dispensed. (Student's name, prescriber, date, dosage and instructions, and name of medication).**
4. **This policy is enforced for all over-the-counter medications**, including but not limited to: Tylenol, aspirin, cough syrups, cough drops, cold tablets, pain pills, eye drops, creams, etc.

If a student does not report to the office to take the medication at the proper time, the staff member responsible for administering the medication shall attempt to locate the student and administer the medication and to then notify the parents of the importance of the child reporting on time for his/her medication, if this occurs regularly.

A log for each prescribed medication shall be maintained that records the personnel giving the medication, the date, and the time of day.

ELEVATOR USE

The elevator is available for student use, provided a doctor note is on file with the clinic. The doctor note should include an end date for elevator use. Students must sign the elevator key out in Office A each day upon arrival and return the key daily upon leaving. Students who have permission to use the elevator may leave class up to two minutes early to allow adequate time to get to the next class. Students may be responsible for the cost of replacing lost or damaged elevator keys.

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.

SAFETY & HEALTH GUIDELINES

Stebbins High School is committed to providing students, staff, and visitors with a safe and healthy environment. In order to maintain a healthy environment, Stebbins will follow safety and health guidelines established by the Board of Education, based on mandates and requirements set by State and Federal entities. If any of these entities requires staff, students and/or visitors to wear cloth face coverings or maintain social distancing, the District's Administration will follow and enforce such directives. Current guidelines will be communicated by the District as necessary.

Staff and students who violate safety policies shall be subject to disciplinary action in accordance with the applicable Student Code of Conduct/Discipline Code, Staff Code of Conduct, and policies of the Board.

DRESS AND GROOMING

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. Each principal, in consultation with his/her staff, shall develop a dress code which complies with Board of Education Policy 5511.

With this in mind, we believe it is necessary to place guidelines on a student's hair style and his/her manner of dress if those present a hazard to the student's health and safety, cause an interference with the educational process or create classroom or school disruption. These guidelines are important not only to the individual student, but also to those with whom s/he shares school property.

The administration will determine proper application of the dress code. In making this determination, the administration may decide that certain types of clothing are not appropriate. Administration discretion will be exercised in working with individual situations as this may affect the educational environment.

Dress and grooming are factors in a positive educational environment. Habits of personal cleanliness and grooming will be practiced by staff and students. In order to establish and maintain this environment without disrupting the learning process, the following administrative guidelines have been developed:

- Clothing should be in good taste and sensible in size, length, and style.
- Clothing should be in good taste and sensible in size, length, and style.
- Shorts and skirts will be -at a minimum- at least fingertip length (when standing with shoulders relaxed, your shorts or skirt will come down to the tip of your fingers)
- Any clothing that shows undergarments will be deemed to not be in good taste.
- Pants must be worn at the waist.
- Leggings and yoga pants must be worn with a shirt that also meets requirements of length mentioned above. If you can see through the pants, it is deemed to not be in good taste.
- If there are holes in the jeans and skin is visible, the same rule applies to length requirements listed above.
- The following dress is not considered appropriate for school: strapless or sleeveless tops, shoulder-less shirts, spaghetti straps, tank tops, halter-tops, or clothing that bares the midriff.
- Pajamas, or clothing resembling pajamas (in particular, pajama bottoms) is not appropriate school attire
- Students must wear shirts at all times
- 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
- Hats, sunglasses, or other head apparel are not permitted, unless approved by the administrator.
- Outdoor apparel (coats, vests and jackets) should be placed in the student's locker/cubby for the duration of the day. Students who consider the building to be cold should wear sweaters, sweatshirts, or an over shirt.
- Students must wear safe and appropriate footwear at all times. Household/bedroom slippers, heellies/wheelies, are not appropriate. In some grade levels, slip-on sandals, flip-flops, and similar shoes are not appropriate.
- Students must abide by the rules set forth in classes requiring special dress.

BOOK/GYM BAG POLICY

Any bag/purse used must be able to fit in your personal space and under your seat.

BUS TRANSPORTATION TO SCHOOL

Students riding the busses, must abide by the Code of Conduct, in addition the Board of Education has installed video cameras on school buses to monitor student behavior.

Transportation is not available to students admitted via open enrollment.

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.

- Students are to park only in the student parking lot. No other lots are to be used.
- Students will be assigned parking spots and they must park only in their designated spot.
- All cars driven to school must be registered with the Cashier's Office.
- Parking tags will be issued for registered cars and will be clearly hung from the rear view mirror.
- Students are not permitted to be in the parking lot during the school day without written permission from an administrator.
- Students must leave their car immediately after parking.
- School officials have the right to examine the contents and/or search a car parked on school premises.
- 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.
- 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

All students who attend Stebbins High School are assessed a \$10 student activity fee. Various courses also require an additional fee. Fees are required to be paid in full prior to graduation. Students who qualify for free lunch may also qualify for fee waiver.

Extra-Curricular Fees

Participation fees are required for all extra-curricular activities such as Athletics, Drama/Musical, AFJROTC Drill Team and Academic Team. Fees vary by activity and may range from \$35-\$100.

Technology

The following fees will be in place for mobile computing devices:

Item	Cost
Full Device Replacement	\$300
Motherboard Replacement	\$100
LCD Panel Replacement	\$60
Keyboard and/or Touchpad Replacement	\$30
Power Supply Replacement	\$20
Laptop Case/Hinges	\$30

Career Technical Fees

Please note that Career Tech fees cannot be waived for students on free or reduced lunch.

Program	Fees-Junior Year	Fees-Senior Year
Accounting & Finance	\$45 - Polo & T-Shirt	\$15 - T-Shirt
Advanced Manufacturing & Machining	\$90 - Boots, Shop Shirt, T-Shirt	\$15 - T-Shirt
Construction	\$90 - Boots, Shop Shirt, T-Shirt	\$15 - T-Shirt

Criminal Justice	\$60 – Uniform & T-Shirt	\$15 – T-Shirt
Engineering & Robotics	\$45 - Polo & T-Shirt	\$15 - T-Shirt
Exercise Science & Sports Medicine	\$45 - Polo & T-Shirt	\$15 - T-Shirt
Graphic Design & Digital Media	\$45 – Polo & T-Shirt	\$15 – T-Shirt
HVAC/R	\$90 - Boots, Shop Shirt, T-Shirt	\$15 – T-Shirt
Nursing & Healthcare	\$90 – Scrubs & T-Shirt	\$15 – T-Shirt
Teacher Academy	\$45 – Polo & T-Shirt	\$15 – T-Shirt

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. 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

Students shall use District Technology Resources (see definition Bylaw 0100) for educational purposes only. District Technology Resources shall not be used for personal, non-school related purposes. Use of District Technology Resources is a privilege, not a right. When using District Technology Resources, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students found to have engaged in unauthorized or inappropriate use of District Technology Resources, including any violation of these guidelines, may have their privilege limited or revoked, and may face further disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing or using District Technology Resources, students and parents of minor students must sign the Student Technology Acceptable Use and Safety Agreement (Form 7540.03 F1). Parents should discuss their values with their children and encourage students to make decisions regarding their use of District Technology Resources that is in accord with their personal and family values, in addition to the Board’s standards.

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.
 - 3. Reposting personal communications without the author's prior consent.
 - 4. Copying or downloading commercial software in violation of copyright laws.
 - 5. Using the network for financial gain or for any commercial or illegal activity.
 - 6. Using resources to access pornographic material, inappropriate text files, or files dangerous to the integrity of the network.
 - 7. 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.
 - 8. 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 may be assigned as a consequence for students failing to follow the student code of conduct. If a student fails to attend Admin Detention, he/she will be assigned AIM and the Admin Detention will be reassigned. If a student fails to serve more than 3 Admin Detentions in a

school year, they will face Suspension from school for all following skipped Admin Detentions. The following rules will apply:

- The student is responsible for taking the notice home to the parent.
- The student or parent is responsible for transportation home.
- 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.)
- Admin Detentions will be held from 3:05 – 4:35 p.m. in the assigned classroom.
- No talking or movement from an assigned seat is permitted without permission from the staff supervisor.
- No food or drink is allowed.
- All school rules will be in effect.
- No student will be permitted to leave early.
- In case of illness, an emergency, or an appointment that cannot be rescheduled the parent must call the appropriate administrator prior to the day assigned.

AIM– ALTERNATIVE INTERVENTION MONITORING

The Alternative Intervention Monitoring Program is established as a consequence for students failing to follow the Student Code of Conduct and may be used as an alternative to being assigned 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.

- The student is responsible for taking the notice home to the parent.
- Students will bring books and meet in Office B (do not be late). Students will be escorted to the AIM room.
- You will NOT be permitted to leave the AIM room for any reason.
- All school rules and dress code will be in effect.
- Students must serve a full day from 7:25 to 2:55. Failure to do so may result in another day of AIM being assigned.
- Phones and other electronic devices must be turned in to Administration/Office B at the beginning of the day. Students can pick them back up at the end of the day.
- Restroom breaks are provided periodically.
- Students must complete any assignments given by AIM teacher/supervisor.
- 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.
- If there is any violation of these guidelines, the student will be dismissed and parents will be contacted immediately.
- A student who is dismissed from AIM will receive an out of school suspension.
- In case of illness, a parent or legal guardian must contact the student's assistant principal at 937-237-4250 between 7:30 a.m. To 7:40 a.m. on the day of the AIM is to be missed.

TEACHER ASSIGNED - DETENTION OF STUDENTS

Reasonable detention at the close of day is permissible. 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.

SUSPENSION FROM SCHOOL

The school may impose a suspension from school for a duration of 1-10 days. The school may also prohibit a student from participating in any or all co-curricular and extra-curricular activities in accordance with the Code of Conduct/Student Discipline Code.

Credit may be given for work missed due to out-of-school suspension provided the student completes and submits all required assignments upon returning to school.

EXPULSION

If an infraction of the Code of Conduct is severe enough the school may recommend the student for expulsion. Expulsion is the removal of a student from the schools of this district for a period not to exceed the greater of eighty (80) school days.

BULLYING

Bullying is an intentional written, verbal, electronic 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.

PROCEDURE FOR THE COLLECTION AND PAYMENT FOR CHARGED MEALS

It is the responsibility of the parents to provide for lunch for their children while at school. However, it is important to provide that children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch.

An elementary student (Grades K-4) may only charge up to three (3) meals in succession. Once the charges have been satisfied, the student may again charge up to three (3) meals in succession a second time following the same process. After a student charges one (1) time, a notification will be sent to the parent or guardian about the student charging a lunch. This will eliminate any surprises on the child's part and provide the parent with two (2) more opportunities to pay the student's charge balance. An alternative meal of peanut butter and jelly will be offered to those students who are delinquent on their account.

A middle school student (Grades 5-8) may only charge up to three (3) meals in succession. Once the charges have been satisfied, the student may again charge up to three (3) meals in succession a second time following the same process. After a student charges one (1) time, a notification will be sent to the parent or guardian about the student charging a lunch. This will eliminate any surprises on the child's part and provide the parent with two (2) more opportunities to pay the student's charge balance. An alternative meal of peanut butter and jelly will be offered to those students who are delinquent on their account.

A high school student (Grades 9-12) may only charge up to one (1) meal at a time. Once the charges have been satisfied, the student may again charge one (1) additional meal following the same process. After a student charges one (1) time, a notification will be sent to the parent or guardian about the student charging a lunch. This will eliminate any surprises on the child's part and provide the parent with an opportunity to pay the student's charge balance. An alternative meal of peanut butter and jelly will be offered to those students who are delinquent on their account.

A student's parents, teacher, and Principal will all be notified of the delinquency in the student's account each time it is necessary for the student to charge a meal to give the parents time to send a check or cash to school with their child to give to the school secretary or food service cashier.

Parents may also pay for school meals via the Internet through the District's Nutrition Services website.

At the discretion of each Principal, a school or private service fund may be established to pay for student's charged meals, rather than to offer the alternative meal. The Nutrition Services Manager will work with each Principal to determine a payment schedule for these meals.

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 – there is to be no food or drink outside of 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 to be brought to the student by parent, friend, or delivery service. There are a number of different lunch options 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 Office B.*
- *Guest forms will not be accepted past the due date.*

- Guests must be in grades 9 or above and may not be over the age of 20.
- Guests must present a driver's license or appropriate photo ID.
- Only one guest per student.
- No alcohol, drugs, tobacco, or vaping devices are to be in cars or in/on one's body while at the dance.
- Security personnel, teachers, administrators and/or Riverside Police will be on the premises.
- Any student receiving an administrative consequence in a specified timeframe may lose the privilege of attending a dance.
- 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 Office A until the end of school. *Students are not permitted to transport such items to class.* Students are not permitted to receive food deliveries, such as DoorDash, during the school day.

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 Blackboard phone system. You can also access information via the district web page www.madriverschools.org. Please do not call the school.

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.

FOOD & DRINK

Except for water, food and drinks are prohibited in classrooms and hallways. Any food and/or drink items purchased from the cafeteria must be put away when leaving the cafeteria.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a valid hall pass from a staff member. No hall passes will be given during the first and last 10 minutes of each period. Students must have a pass from their teacher to visit the clinic.

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 Office A 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:

- Class visits arranged by their teacher.
- By using their planners, with their teacher's permission, for short visits.
- With a library pass, written by their teacher, for longer visits.
- By obtaining a pass from the librarian for Advisory Period 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 Advisory Period 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 Office A. *Please note that lockers may be unavailable for student use in the event of pandemic or other major health concern.

LOST AND FOUND

The lost and found area is located in Office B. Large items or clothing will be in the custodian's office. Due to space limitations – items will be disposed of every Friday regardless of value.

NCAA ELIGIBILITY STANDARDS (QUICK REFERENCE)

There are new requirements for college – bound students – athletes enrolling full time at an NCAA Division 1 college or university on or after August 1, 2016. Students may register for the NCAA Clearinghouse at any time; however, it is recommended that students register during their sophomore year. The registration website is www.eligibilitycenter.org. The NCAA Eligibility Center will evaluate a student's academic credentials once the following information has been received, and the student has had his/her status requested by an NCAA member institution.

- Completed online registration
- Fee payment
- SAT and/or ACT test score on file from the respective testing agency
- Transcript(s) from all schools or programs attended

PLEASE NOTE: Only core courses that have been NCAA approved are used in the calculation of the grade point average. Please see guidance for additional information.

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 will not kiss, embrace, or

exhibit behavior not acceptable at school. Students not able to set reasonable limits on their behavior in this regard will be subject to disciplinary action.

SCHOOL COUNSELORS

Each student is assigned to a school 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 period that would be missed for the appointment.

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 and instructions for work permits may be secured in Office B. Please note that the processing time for work permits is 48 business hours.

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

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

In order to protect the educational programs of the schools from undue disturbance, each principal shall establish rules and procedures for visitors which shall include the following:

- A. Persons wishing to visit one (1) or more schools are to make arrangements in advance through the school office of each school to be visited.
- B. Persons wishing to eat lunch with a student are to make arrangements in advance through the school office and must meet one (1) of the following criteria:
 - They must be the student's custodial parent/guardian or,
 - Be on the student's contact sheet as listed in the district SIS or,
 - Must have verbal permission from the custodial parent/guardian communicated directly to the school office and
 - They must present a valid ID when signing in at a given building
- C. Any person who does not meet the criteria as stated above will be denied access and will be asked to leave the building.
- D. Visitors will be allowed for afterschool extracurricular activities or events directly related to their student.
- E. If extenuating circumstances exist, parents need to request and receive permission from the building principal at least one day prior to the day they intend to visit a building. Individuals are not permitted on school property unless they are enrolled and attending class or involved in a school-related activity. Anyone found on the premises without appropriate cause may be subject to trespassing charges and/or disciplinary action.
- F. Every visitor to a school must register at the school office. Sign-in lists showing name, time, person visiting, and time departing shall be maintained by the office. Any person who does not register with the school office is on school property illegally and should be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the building principal should request aid from Central Office/local law enforcement.
- G. Students may not bring guests to school unless permission to do so has been granted by the building principal.
- H. No staff member is to transact business with a visitor who does not have visitor's pass.
- I. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.

It is important that each parent understands that because classroom visitations can be distracting to the students, the following guidelines have been established:

- o Visitations will not be allowed during examinations and independent study periods.
 - o Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
 - o Copies of instructional materials being used by the students or teacher may not always be immediately available during the visitation.
 - o Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
- J. Use of audio or visual equipment to record classroom activities must be approved by the principal and the teacher. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor. Recording of other school activities will be in accord with AG 9160 - Attendance at Public Events.
 - K. If a parent or other visitor wishes to tape record a conversation or meeting with a teacher or the principal, s/he should request permission from the teacher or principal. If the teacher or principal wishes to record a conversation with a parent or other visitor, s/he is to inform that person that

the conversation is being recorded before the conversation begins. Federal law allows a parent to record an I.E.P. and, if the parent does record, the District should record the conference also.

If a disabled person should visit a school and request accommodation and s/he has not submitted the Request for Accommodation Form 9160A F1, in advance, the principal should ask the person to allow the school adequate time to arrange for the accommodation, providing such accommodation is reasonable (see AG 9160A).

Each principal shall post in a conspicuous place at each entrance, the rules, and procedures to be followed by visitors.

Please note that during pandemic or other health emergency, visitors may be required to wear a facemask for the duration of their visit.

USE OF UNPAID VOLUNTEERS

Unpaid volunteer aides may be used throughout the school system for:

- A.** One (1) day resource service projects such as a lecture, a demonstration, or assistance on a field trip;
- B.** Short term resource service projects;
- C.** Continuing service projects extending over long periods or for the entire school year.
- D.** Procedures to be Followed
- E.** Volunteers for one (1) day and short term resource service projects may be contacted and scheduled by the individual school or department desiring the service without involving the Central Office in the arrangements and without any special conditions.
- F.** All volunteers who will be working with students on an independent basis are required to be fingerprinted.
- G.** All volunteers shall be under the direct supervision of the school or department administrator and/or the teacher to whom they are assigned. They may not be used in an administrative or supervisory capacity.

UNRULY BEHAVIOR

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

WIRELESS COMMUNICATION DEVICES

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and concealed and secured in hall lockers (but not locker room lockers) or vehicles or stored out of sight. All specific guidelines for use of WCD's will be found in the student handbook of each building.

WIRELESS COMMUNICATION DEVICES: SPECIFIC GUIDELINES

There are three possible electronic device policies at Stebbins High School:

- Red – No Phones (restrooms, offices, hallways during class time, in classrooms during instruction)
- Yellow – Phones used for Educational Purposes Only (in classrooms, with teacher approval)
- Green – Phones may be used with 1-Bud, Low Volume, Headphones Only (except photos, videos, speakers, or voice calls) (hallways during class change, cafeteria, before & after school)

All phones are to be out sight when the bell rings to start class. All classes are red zones during instruction. Teachers will change the zone to yellow at their discretion after instruction is complete for the period. All phone calls to parents must be made in the main office. Failure to follow this policy will result in the confiscation of the device and disciplinary action. The device will be available for pick up in the main office at 2:55. If a student refuses to give the phone to the teacher consequences will be more severe.

STUDENT CODE OF CONDUCT

The Student Code of Conduct contained in the student handbooks define in detail how the Board of Education expects students to conduct themselves when under the jurisdiction of the Board.

All professional staff members are requested to be on the alert for any student behavior which is in violation of school regulations. Students should behave in a manner that will be a credit to our schools.

A record of a student's misconduct as well as disciplinary actions will remain until the student leaves the school. Suspensions and expulsions are to be made a part of the student's permanent record.

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.

TITLE IX SEXUAL HARASSMENT

The Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities (Policy 2266).

ZERO TOLERANCE

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, harassing,

intimidating, bullying, or any other inappropriate behavior by its students. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations.

Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process.

The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 9 through 12. Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Student Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event, or program. The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

LEGAL REFS.: Gun-Free Schools Act; 20 USC 8921
The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Children's Internet Protection Act; 47 USC 254(h)(5)(b)(iii); (P.L. 106-554,
HR 4577, 2000, 114 Stat 2763)
ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662

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: Give the student written notice of the intention to suspend and the reason(s) for the intended suspension.

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.

Notify the parent, in writing, within one school day after the suspension (immediate parent notification by phone, when possible).

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, 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 anyone 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):

- The student has not had a record of reoccurring discipline problems.
- There are mitigating circumstances surrounding the offense that may indicate expulsion for one calendar year to be an inappropriate measure.

- The students age and grade level indicate expulsion for one calendar year to be an inappropriate measure.
- 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.

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.

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: 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, 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.

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-a-like 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.

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

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 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, 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).

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: Any telecommunication device must be kept in locker or designated area as determined and approved by school administration.

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

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:

- 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.
- It has member(s), whether acting individually or collectively, who engage in or who have engaged in a pattern of gang activity.
- 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:

- Engaging in, or otherwise participating in, supporting or promoting, any threatening, intimidating, violent, or illegal act.
- Soliciting any student, employee, or visitor of Mad River Schools for membership in a gang.
- 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.
- Engaging in conduct, whether verbal or nonverbal (such as gestures, hand signals, and handshakes), which symbolizes gang identity or membership.
- Distributing or copying any gang related material.
- Engaging in, or otherwise participating in, or supporting or promoting, any activity that interferes with the school attendance or participation of another student.
- 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 (2) semesters.

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

Give the student written notice of the intention to suspend and the reasons for the intended suspension.

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.
14. Animals are not permitted on the bus.
15. A student shall not put any part of his/her body out of the bus windows.
16. A student shall not open the emergency door or the front door without driver permission.
17. A student shall refrain from eating and drinking on the bus except as required for medical reasons.
18. A student is required, when exiting the bus, to remain in his/her assigned place of safety until the bus leaves the bus stop.
19. 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.
20. 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

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:

- 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.
- Always represent yourself in a manner that is becoming to Mad River Local Schools.
- Be at every scheduled activity or practice and be on time.
- Anticipate schedule conflicts in advance and initiate necessary communications directly to advisors/coaches in a timely fashion.
- Refrain from using profanity and/or degrading actions/comments.
- Maintain a neat and appropriate appearance.
- Take care of equipment and assist in the setting up and taking down of activity equipment.
- 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:

Student Senate/Council and Class Officer

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

- Have at least a 2.0 quarter grade average (grades 9- 12) in the preceding quarter
- Not have exhibited behavior that resulted in suspension from school during the current school year.
- Not have been truant from school during the current school year.

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

Passing grades must have been received in a minimum of *five* one-credit courses, or the equivalent, in the immediately preceding grading period. In addition, any student failing to meet the 1.7 GPA must petition to be placed on probation for the current quarter (Study Tables).

Probationary Status: A student who does not meet the 1.7 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 receive an extra hour of instructional time per week.

Quarter/Semester grade averages shall be rounded to the nearest tenth.

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

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.

Athletics is a privilege, not a right. Based on the statutory law and on court decisions, participation in interscholastic athletics is a privilege and not a right. In 1981, the Ohio Court of Appeals of the First Appellate district (Hamilton County) held that “participation in interscholastic athletics in and of itself has never been held to be a constitutionally protected civil right.” Therefore, school boards and athletic associations have the authority to regulate interscholastic athletics and to establish eligibility requirements.

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

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 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, although such person's presence is not required.

Per Board Policy, students prohibited from participation in all or part of any extracurricular activity are not entitled to further notice, hearing, or appeal rights.

If a student has been removed from two extracurricular activities due to a violation of the Code of Conduct, the student will be prohibited from participating in extracurricular activities for the remainder of their high school career.

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.