



# **Parent/Student Handbook**

**2022-2023**

**North Ridgeville City Schools Board of Education  
34620 Bainbridge Road  
North Ridgeville, OH 44039  
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*Empowering students to design their preferred future.*

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## **Mission Statement**

North Ridgeville City Schools, an innovative and collaborative district, focuses on the development of the whole child to ensure success.

## **Alma Mater**

Sing a song for Ridgeville High School  
Let our voices ring with glee.  
Fling away all care and sadness.  
Sing with spirit glad and free.  
Bigger, better Ridgeville High School  
Be the song of young and old.  
Bigger, better Ridgeville High School  
'Neath the blue and the gold.

## **Fight Song**

(Music is adapted from the Michigan Fight Song)

Now for a cheer they are here, triumphant!  
Here they come with banners flying,  
In stalwart step they're nighing,  
With shouts of vict'ry crying,  
We hurrah, hurrah, we greet you now, Hail!  
Far we their praises sing  
For the glory and fame they've bro't us  
Loud let the bells them ring  
For here they come with banners flying  
Far we their praises tell  
For the glory and fame they've bro't us  
Loud let the bells them ring  
For here they come with banners flying  
Here they come, Hurrah!

Hail! to the victors valiant  
Hail! to the conqu'ring heroes  
Hail! Hail! to Ridgeville  
The leaders and best!  
Hail! to the victors valiant  
Hail! to the conqu'ring heroes  
Hail! Hail! to Ridgeville,  
The champions of the West!

We cheer them again  
We cheer and cheer again  
For Ridgeville, we cheer for Ridgeville  
We cheer with might and main  
We cheer, cheer, cheer  
With might and main we cheer!

## Our Facilities

**Early Childhood Learning Community  
Pre-K and Kindergarten**

5490 Mills Creek Lane  
North Ridgeville, OH 44039  
Main Office/Attendance: 440-353-1100

**Liberty Elementary  
1st and 2nd Grades**

5700 Jaycox Road  
North Ridgeville, OH 44039  
Main Office: 440-327-6767 or 440-353-1123  
Attendance: 440-353-1129

**North Ridgeville Academic Center  
3rd through 8th Grades**

34620 Bainbridge Road  
North Ridgeville, OH 44039  
Main Office: 440-353-1180  
Attendance: 440-353-1140 (Absence Reporting #)  
440-353-1139 (Attendance Secretary)

**North Ridgeville High School  
9<sup>th</sup> through 12<sup>th</sup> Grades**

34600 Bainbridge Road  
North Ridgeville, OH 44039  
Main Office: 440-327-1992  
Attendance: 440-327-6222  
Athletic Office: 440-353-1170  
Guidance Office: 440-327-4385  
Bookstore: 440-353-1165

**Ranger High Tech Academy (STEM)  
2nd through 12th Grades**

5580 Lear Nagle Road  
North Ridgeville, OH 44039  
Main Office: 440-353-1178  
Attendance: 440-353-1121

## Building Starting and Ending Times

Building	Start Time	Ending Time
Early Childhood Learning Community AM	9:00 AM	11:55 AM
Early Childhood Learning Community PM	12:55 PM	3:50 PM
Ranger High Tech Academy	7:45 AM	2:30 PM
Liberty Elementary	9:00 AM	3:50 PM
North Ridgeville Academic Center	8:00 AM	2:50 PM
North Ridgeville High School	8:50 AM	3:12 PM

# **SECTION I: LEGAL NOTIFICATIONS**

## **Equal Education Opportunities**

All students of the District have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, ancestry, religion, sex, economic status, marital status, pregnancy, age, disability, military status or sexual orientation in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

The district has adopted Title IX and Section 504 of the Ohio Revised Code on grievance procedures to resolve complaints of alleged discrimination. Complaints about violations of the Equal Opportunities section above should contact the District Compliance Officer. The Compliance Officer can provide additional information concerning equal access to educational opportunity. The Compliance Officers for the North Ridgeville City Schools are the Director of Human Resources, Mrs. Annie Hostetler or Director of Student Services, Ms. Jackie Vance. The phone number for the compliance officers is 440-327-4444.

## **The Family Educational Rights and Privacy Act (FERPA)**

This act requires that the district may not have a policy or practice of denying parents the right to:

- Inspect and review education records
- Seek to amend education records
- Consent to the disclosure of personally identifiable information

It also requires the district to annually notify parents and eligible students of their rights under FERPA.

In order to comply with the regulations regarding the disclosure requirements contained in the Family Education Rights and Privacy Act, directory information regarding North Ridgeville students will be released to persons or organizations requesting the information. Directory information shall include the following:

- Name, address, telephone number
- Date and place of birth
- Major field of study
- Participation in school activities
- Dates of school attendance.

Any parent or adult student who does not want this directory information to be released should mark those appropriate boxes in the agreement section of the on-line forms at the beginning of each school year.

Non-custodial parents have the same rights to access of students' records as the custodial parent except, where access is limited by an agreement between the parents or by a court order affecting the rights of parents.



## **Compulsory School Attendance Age and Beyond**

Children between the ages of 6 and 18 are of compulsory school age. Every person of compulsory school age must attend a school which conforms to the standards prescribed by the State Board of Education until one of the following occurs:

1. The person receives a diploma or a GED granted by the Board or other governing authority indicating that such student has successfully completed all state and local requirements.
2. The person receives an Age and Schooling Certificate (work permit) and is enrolled in a GED program.
3. The person is excused from school under standards adopted by the State Board of Education pursuant to State law.

The parent(s) of any person who is of compulsory school age must send such person to school unless he/she is exempt as listed above.

A student, upon reaching 18 years of age or older, is considered to be an adult who has chosen to attend North Ridgeville High school. He/she is subject to all rules and regulations applicable to other students. Therefore, if a student is 18 or older and resides with his/her parents, adult relatives or friends, it is still mandatory that those listed be contacted for the student to be released for early dismissal, illness, etc. Also, absent notes are required from parents, adult relatives or friends, with whom the student is residing. The only exception is when the student furnishes proof he/she is living on his/her own and is financially self-supporting.

A student beyond compulsory age will be carried on the attendance roster as long as his/her school attendance and punctuality are satisfactory. If the student is not attending school and is legally absent, he/she will be carried on the roster for ten days; and, if still absent, he/she will be dropped from the school roster. Irregular attendance will result in expulsion proceedings.

## **Homeless Students**

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or
- F. live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-F above are also considered homeless.

## **Services to Homeless Children and Youth**

The District will provide services to homeless students that are comparable to other students in the District, including:

- A. transportation services;
- B. public preschool programs and other educational programs and services for which the homeless student meets eligibility criteria including:
  - 1. programs for children with disabilities;
  - 2. programs for English Learners (ELs) (i.e., students with Limited English Proficiency (LEP));
  - 3. programs in career and technical education;
  - 4. programs for gifted and talented students;
  - 5. school nutrition programs; and
  - 6. before - and after-school programs.

The Superintendent has appointed the Director of Curriculum and Instruction as the Liaison for Homeless Children who will determine homeless eligibility, coordinate services and handle the homeless appeals process.

## **Gifted Identification**

The state mandated North Ridgeville City Schools gifted identification plan has been implemented. This plan allows us to identify students in the areas of superior cognitive ability, specific academic ability, creative thinking ability and visual and/or performing arts ability. The identification process consists of three phases: pre-assessment, assessment for screening and assessment for identification. Specific criteria for identification are used for each area. Teachers or parents may refer children for identification. Complete information may be obtained by contacting your child's building principal or guidance counselor.

## **Intervention Policy**

Each school has an Intervention Assistance Team (IAT) to provide suggestions and assistance for students who may be experiencing academic or behavioral difficulties. Referrals to the IAT may be initiated, as needed, by teachers or parents/guardians. Contact the counselor or building administrator for more information.

North Ridgeville City School District provides an education leading towards a diploma at the end of high school. The State of Ohio has mandated tests at certain levels that must be passed. North Ridgeville City Schools has an obligation to provide appropriate intervention for students if needed. Students will be required to attend intervention. If you have additional questions, please contact the building administrator.

## **Parent Information for Title I – Notice of Right to Know Teacher Qualifications**

The North Ridgeville Early Childhood Learning Community and Liberty Elementary both receive federal funding through Title I. These funds are used to provide supplemental instruction to students who are in need of assistance in the area of reading. Our goal is to provide early intervention to struggling readers, so our Title I services are targeted to students in need in kindergarten, first and second grade.

Parents have the right to know about the teaching qualifications of their child's classroom teacher in a school receiving Title I funds. We are pleased to report that all teachers in the North Ridgeville City Schools in Title I funded buildings have met the Ohio teacher licensing criteria for their respective grade level and subject area.. In accordance with the requirements of Federal law, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in these schools are notified that they may request, and the Board will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parents shall be provided:
  - 1. information on the level of achievement of their child(ren) on the required State academic assessments;
  - 2. timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

Parents may ask for this information by sending a letter of request to the Office of the Superintendent or the District's Title I Coordinator. Be sure to include the following information with your request; your child's full name, parent/guardian's full name, address and teacher's name.

## **Student Rights and Responsibilities**

Students, like all citizens, have civil rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities, which are inseparable from these rights, which include the right to:

- A. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others
- B. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school
- C. due process of law with respect to suspension and expulsion
- D. free inquiry and expression and the responsibility to observe rules regarding these rights
- E. privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

### **Parent Liability for Student Damage of Property**

Under Ohio Revised Code 3109.09, parents/guardians having custody and control of a minor under the age of 18 are liable for vandalism and damages rendered by their children, up to the amount allowed by law.

### **Soliciting**

The sale or distribution of any material or items on school premises is prohibited, except with written permission from the school administration.

### **Security Cameras**

For student safety and welfare, students are duly informed their actions may be monitored on school and or adjacent property by security cameras. Video surveillance cameras are placed throughout buildings, school grounds and on busses. Action recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to law enforcement.

## **SECTION II: SAFETY AND SECURITY**

### **Online Forms**

North Ridgeville City Schools has an online system for the completion of student forms. Parents are required to complete several forms for their students prior to the start of classes including the student's emergency medical form. It is the parent's responsibility to keep all student forms up-to-date with new or changed information including phone numbers and address changes. For help with accessing the portal or for questions about the portal, please contact your child's school.

### **Safety Program**

The Board will make efforts to provide for the safety of all students, employees and members of the school community present on District property and at all District-sponsored events at other sites. The Board directs the administration to develop a safety program which is reviewed on an annual basis.

The Superintendent/designee has responsibility for the safety program of the District and develops written procedures to comply with the OSHA regulations and policies.

The practice of safety is a part of the instructional plan of the District through educational programs. The educational program includes instruction in traffic and pedestrian safety, fire prevention, in-service training and emergency procedures appropriately geared to students at different grade levels.

All staff are encouraged to participate in the safety practices of the District by providing recommendations that ensure a safe environment for all.

### **Student Safety**

The Board believes that students have the right to be protected in all facets of the education program and directs the Superintendent/designee to develop and maintain a safety instruction program for all students. Safety instruction in the District includes:

- o establishing appropriate safety rules
- o learning how to practice safety and prevent accidents
- o learning how to safely use and properly care for tools and equipment so as to reduce the potential for accidents
- o developing habits of good housekeeping, proper storage and handling of materials, and sanitation
- o becoming familiar with personal protection devices and the proper clothing to be worn for safety purposes
- o learning how to cooperate with others in the promotion and operation of a safety program in the schools, on school grounds and in school vehicles
- o instructing students not to accept gifts or automobile rides from strangers. Students are also instructed to tell staff members, parents or law enforcement officials of any suspicious strangers in or around school property
- o providing instruction in personal safety and assault prevention in grades kindergarten through 6. Upon the written request of a parent, a student shall be excused from such instruction
- o providing age-appropriate instruction in dating violence prevention in grades 7 through 12.

In an attempt to further ensure student safety, staff members:

- o shall not send students on errands that would require the student to leave school property and/or drive a vehicle;
- o shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance;
- o shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background and
- o shall immediately report any suspected signs of child abuse or neglect.

In addition to instruction of safety, buildings are inspected annually to detect and remedy health and safety hazards. Staff members shall immediately report to the building administrator any accident or safety hazard he/she detects. The Superintendent is authorized and directed to develop appropriate means for the implementation of this policy.

## **Visitors**

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit. Authorization is not needed for school events open to the public. Student visitors are not to be invited to school unless for a specific prearranged purpose. The length of classroom visits may be limited.

All visitors must sign in to receive an ID badge. All visitors must present a picture ID before being issued a visitor badge. Visitor badges must be worn at all times while in the building. Visitors must sign out when leaving.

An administrator has the authority to prohibit entry to any person to a school of the 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 administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

## **Emergency Drills**

State law determines the type and number of drills the District must conduct in order to adequately prepare staff and students for emergency situations. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur.

These drills can happen at any time. A notice is posted in each room of the exit students are to use in case of a fire and each teacher will discuss fire and safety regulations with students at the beginning of the year.

Fire drills require students to walk quickly, quietly and in good order to the proper exit. An administrator will indicate when students may reenter the building and return to class.

Tornado drills require students to move to a designated place of safety away from doors and windows.

Other drills may occur during the school year, such as lockdown drills. During all emergency drills students are to follow staff instructions and directives at all times. False alarms that are caused by a student will face disciplinary action that could involve expulsion from the District.

## **SECTION III: STUDENT CONDUCT AND BEHAVIOR**

### **Student Code of Conduct (Zero Tolerance)**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the Student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

### **Student Code of Conduct**

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code.

#### **THE STUDENT CODE OF CONDUCT IS IN EFFECT 24 HOURS PER DAY AT ALL SCHOOL-SPONSORED ACTIVITIES AND ON SCHOOL TRANSPORTATION**

#### **RULE 1: Disruption of School or Class**

A student shall not, by the use of violence, force, coercion, threat, harassment, insubordination or repeated acts of misbehavior, cause disruption or obstruction to the educational process.

#### **RULE 2: Damage of School Property or Private Property**

A student shall not cause or attempt to cause destruction to school property or private property. Examples of school property include trees, landscaping, fences, buildings, chairs, tables, doors, windows, desks and instructional materials. Examples of private property include automobiles, motorcycles and bicycles. Depending upon the circumstances, restitution may also be required.

**RULE 3: Fighting, Harassment, Physical Assault, Inappropriate or Menacing Physical Contact, Intimidation**

A student shall not act or behave in such a way that could cause physical injury to himself/herself or any other person. No student shall knowingly cause another person to believe that he/she (the offender) will cause serious physical harm to the person or property of such other person for any purpose or reason. No student shall aid or abet the physical harm or threat of physical harm of another student.

**RULE 4: Dangerous Weapons and Instruments**

A student shall not possess, handle, transmit or conceal any weapons or instruments capable of harming another person such as, but not limited to guns, knives, rifles, laser pointers, lighters, ice picks, switchblades, brass knuckles or look-alike weapons or instruments. Included in this prohibition would be the use of chemicals and gasses such as mace.

**RULE 5: Narcotics, Alcoholic Beverages and Drugs**

A student shall not possess drug paraphernalia nor possess, use, transmit, or conceal narcotics, alcoholic beverages, drugs, inhalants or any substance that may cause physical, mental or emotional change. Included in this prohibition are controlled substances, counterfeit controlled substances, tobacco, tobacco products, and drug paraphernalia as defined by Section 2925.01 of the Ohio Revised Code. School premises are subject to random searches by search dogs.

**RULE 6: Use of Tobacco Products**

A student shall not display, possess or use tobacco products on school property. Examples of tobacco products include cigarettes, e-cigarettes, cigars, smokeless tobacco, matches and lighters.

**RULE 7: Profanity and/or Obscene Language**

A student shall not use profanity or obscene language either written or verbal to annoy or humiliate others or to disrupt the educational process. Included in this prohibition would be the use of obscene gestures, signs, pictures, publications and other printed materials.

**RULE 8: Truancy, Class Cutting and Tardiness**

The student shall comply with the compulsory school attendance laws. When a student is absent from school or any portion of the school day without a legal excuse or leaves without school authorization, it constitutes truancy. This includes unexcused absence from homeroom, class, study hall, lunch or any other assigned activity. In case of a prolonged absence, a doctor's excuse will be required to verify the absence.

**RULE 9: Insubordination**

A student shall comply with the directions of all district personnel during any period of time when the student is under the authority of the school. Insubordination includes, but is not limited to, disrespectful behavior toward school personnel, interference with a teacher's ability to conduct class, failure to obey a reasonable request, failure to identify oneself to school personnel when requested or to abuse or insult a member of the school staff in any manner. The repeated violation of any rule, directive or disciplinary procedure will also constitute insubordination.

**RULE 10: Inappropriate Dress**

A student shall not dress or appear in a fashion that interferes with the student's health or causes a disruption or interferes with the education process of others.

**RULE 11: Theft**

A student shall not take or be party to an attempt to take possession of public property or equipment of the District or the personal property of any other person. Depending on the circumstances, restitution may be required.



**RULE 12: Breaking and Entering**

A student shall not break and enter, or attempt to break and enter, school or private property or equipment of the District or the personal property of either on school grounds or at any school activity. A student shall not be unsupervised in any school building during hours when the building is not open.

**RULE 13: Extortion**

A student shall not engage in any action or threat that forces a person to pay money, or give material possession or property, or to perform services that are not due to him/her.

**RULE 14: Forgery and Fraud**

A student shall not falsify, in writing, the name of another person, or times, dates, grades, addresses or other data on school forms or correspondence directed to the school, or use or attempt to use false identification or information to mislead school personnel.

**RULE 15: Trespassing or Loitering**

A student shall not trespass or loiter on school property at unauthorized times, during a suspension or expulsion or when his/her presence may cause disruption of an activity, function or the educational process. Meeting for the purpose of gang related activities is prohibited.

**RULE 16: Gambling**

A student shall not engage in games of chance or gambling. This is to include the use of dice, cards or other devices associated with gambling for monetary or material gain.

**RULE 17: Student Misuse of Transportation Vehicle**

A student shall not misuse a transportation vehicle while on school property or at school activities off school property. Examples of misuse include speeding, unauthorized occupancy, reckless operation and illegal parking.

**RULE 18: Sexual Harassment, Intimidating, Threatening, Hazing or Disgraceful Acts**

A student shall not engage in any act, which intimidates, degrades or disgraces any other person. This includes written, verbal or electronic means, objects, gestures, sexual imposition or contact. Also prohibited is sexual harassment of any nature as defined by Board policy. Any form of hazing and bullying as defined by Board policy is also covered under this rule.

**RULE 19: Gangs**

A student shall not be a member of any identifiable gang. This prohibition bars all gang activities, gang insignias and gang paraphernalia.

**RULE 20: Electronic Media**

The use of computer and/or online service must be consistent with the educational objectives of the District. In addition, use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal, state or school regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities, product advertising, political advertising or political lobbying is prohibited. Tampering with hardware and software is prohibited.

Students are required to read and comply with the Electronic Network Usage Agreement policy. This agreement must be signed by the student and parent/guardian agreeing to abide by all rules and regulations before using school computers or the school network.

**RULE 21: Displays of Affection**

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

**RULE 22: Electronic Devices/Videotaping and Picture Devices**

Students may be allowed to possess cellular telephones and other electronic devices while on school property or while attending school sponsored activities on or off school property so long as devices are used with staff permission and in compliance with the district's Acceptable Use Policy. The use of electronic devices may be used on transportation as long as the user is not causing a disruption to the driver or other riders. Videotaping, filming or photographing of any student or staff member without the explicit knowledge and permission of the student or staff member is expressly prohibited. There shall be no videotaping, filming, or photographing in bathrooms, locker rooms, or other locations where a student has a reasonable expectation of privacy.

Refusing to hand a cell phone or other device over to a staff member making the request will be treated as insubordination.

**RULE 23: City, County, State and Federal Law**

A student convicted of a misdemeanor and/or felony may be suspended or expelled from school.

**RULE 24: Failure to Abide /Failure to Serve**

A student shall abide by other rules that may be established from time-to-time by the Board, the Superintendent, principal or teacher. A student shall serve assigned before/after school detentions and extended detentions; chronic failure to serve is treated as insubordination (see Rule 9).

**RULE 25: Repeated Violation of School Rules**

A student shall not repeatedly violate the Student Code of Conduct and regulation properly established for the efficient operation of the school.

**RULE 26: Academic Dishonesty**

A student shall not engage in academic dishonesty by cheating, representing the work of others as his/her own, aiding and abetting another to cheat or plagiarize, or by destructing, stealing, or digitally altering academic materials.

**PBIS (Positive Behavioral Interventions and Supports)**

PBIS is an approach to managing student conduct that is evidence-based and that focuses on teaching and positively reinforcing desired behaviors. In the PBIS model, there is less emphasis on punishment; instead, student misconduct is seen as an opportunity to teach desirable behaviors. North Ridgeville High School is committed to the full implementation of this evidence-based model.

## **Disciplinary Procedures**

This list of disciplinary actions is not all encompassing as each building may use other forms of discipline that are appropriate for a particular grade level, for example: elementary schools may use loss of recess privileges or an office time out as a first step.

**Classroom Removal** – Classroom removal may result from a variety of acts and is based upon the mutual agreement of an administrator and the teacher. The student will receive assignments from the classroom teacher for a set period of time, but will report to the office during the class period to do the assignments.

**Confiscation** – An administrator may confiscate items from students when they are not permitted to possess them. They may be returned to the parent or the student as the administrator desires. The time period in which the object may be returned is also at the discretion of the administrator.

**Emergency Removal** – If a student poses a danger to persons or property or is an ongoing threat to the educational process, the student may be removed as a temporary measure from any curricular, co-curricular or extra-curricular activity until further action can be taken. If the emergency removal is for more than a 24-hour period, the student is entitled to a hearing.

**Expulsion** – The principal may recommend a student to the Superintendent or designee for expulsion from class, school and bus riding privileges in accordance with Board policy.

**Extra-Curricular Removal** – Students may be prohibited from attending any school sponsored activity or event due to an infraction of the Student Code of Conduct or due to membership in a gang or gang-related activity.

**In-School Assignment** – A student may be assigned an In-School Assignment (ISA) as a result of violating the Student Code of Conduct. Students assigned to ISA will complete their school work in isolation, on school premises, for the term of the ISA. Removal from ISA will result in additional disciplinary action.

**Juvenile Court Referral** – An administrator may want to refer a student to Juvenile Court for a variety of reasons such as excessive absence, repeated offensive acts committed against a student, repeated offenses of the Student Code of Conduct or repeated offenses committed against school personnel or school property. Actions of the court are not controlled by the school.

**Law Enforcement Referral** – Law enforcement agencies may be called in at the discretion of the administration.

**Office Detentions** – Office detentions may be assigned for a variety of reasons, such as excessive tardiness to class, misbehavior on the school buses, poor classroom conduct or other improper behavior. Office detentions may be served either before school or after school. A day's notice is given to students assigned office detentions. Transportation to or from school for the purpose of serving detentions is the responsibility of the student. Failure to serve office detentions will result in progressive discipline. Students must bring school work or something to read or they will not be admitted to the detention.

**Out-of-School Suspension** – After a suspendable offense has been committed, a hearing takes place and parents or guardians are informed of the suspension. Students on an out-of-school suspension will not be permitted on school property, to attend extra-curricular activities, field trips or commencement. Work missed due to an out-of-school suspension may be made up at the school's discretion. Students who miss a final exam in a full-year or semester course due to an out-of-school suspension will be permitted to make up the missed exam in cases where a separate grade is issued for the exam.

**Parent Conferences** – If attendance or discipline problems arise relating to a particular student, parents or guardians may be requested to attend a conference with school personnel.

**Extended Detention** – A student may be assigned to an Extended Detention as a result of violating the Student Code of Conduct. A notice of the day and time of the Extended Detention will be provided. Extended Detentions may be assigned

on a Saturday. Students are expected to bring work to do and to sit quietly. Sleeping is not allowed. Failure to attend Extended Detention will result in additional disciplinary action.

**Suspension of Bus Rider Privileges and/or driving privileges**– The principal may suspend a student from riding a school bus for a period not to exceed one (1) year. A principal may also suspend a student’s privilege to park on school property where appropriate.

**Suspension of Driver’s License** – The school district may apply to the Ohio Bureau of Motor Vehicles to have a student’s license revoked for truancy, use or possession of drugs or alcohol or in cases of students withdrawing from school before the age of 18.

**Teacher Discipline** – Students may be assigned a variety of punishments from teachers for inappropriate behavior. Teacher may hold their own detentions and determine the time and place of these detention, provided a 24-hour notice is given.

## **Bullying, Harassment and Intimidation**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of

students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

### **Anti-Hazing**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately.

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendos; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that

it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

## **Student Assault Upon a Student, Teacher or Staff Member**

The Board and administration will not tolerate any assault by a student toward a student, teacher or staff member. Assault is defined as any verbal or written threat, and/or physical action that could cause physical injury. Any assault will result in severe disciplinary action, which may include a police referral and expulsion from school. Whenever there is an alleged physical assault by a student upon a teacher, the student shall be immediately withdrawn from the assaulted teacher's class.

## **Search and Seizure**

1. The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.
2. The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.
3. School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.
4. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.
5. Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.
6. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.
7. Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.
8. The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law

enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

9. Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

## **Trespassing**

Any student that is suspended or expelled from school must not return to school property during the period of suspension or expulsion. Students must not be on school property before or after school hours without permission from the office or without direct supervision of a staff member. Violation will result in trespassing charges being filed with the police department.

## **Personal Communication Devices**

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type.

Students may use PCDs before and after school, during their lunch break, in between classes at the high school as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and Principal are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.



Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one - or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. A person who discovers a student using a PCD, recording device, or other device with one-or two-way audio communication technology in violation of this policy is required to report the violation to the Principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

## **Computer/Online Services**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using email, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and

D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

### **Student Conduct on School Transportation**

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure the safety and proper maintenance of school buses.

Students will:

- o follow classroom conduct rules at all times.
- o be at designated place of safety on residence side of street (not in house, car, etc.) for pick up five minutes before the bus is scheduled to arrive.
- o be courteous. Use no profane language or gestures. No disruptive behavior, fighting, bullying, indecent behavior, possession of weapons, tobacco products, drugs, alcohol, etc.
- o stay in seat while the bus is moving. Keep head, hands and feet to self and inside the bus.
- o maintain an aisle way. Only objects that be held on lap are permitted. No animals of any kind are allowed on the bus. We discourage the use of book bags with wheels and the bringing of skateboards, fishing rods and/or large projects on the bus.
- o not eat or drink on the bus. Keep the bus clean. Do not be destructive.
- o cooperate with the driver and follow directions regarding pick-up, drop off, crossing, silence at railroad tracks, etc.
- o sit in seats assigned by bus driver.
- o remain at the designated place of safety for drop off on residence side of street until the bus has left before proceeding home.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation by school bus.

## **Disciplinary Procedures for School Transportation**

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges for a period of only up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines:

First infraction: Student counseled by the bus driver.

Second Infraction: Driver/bus supervisor/assistant shall contact the parent/guardian.

Further infractions: Student will be referred to the principal/assistant principal for discipline that may include detention, suspension, expulsion or loss of bus riding privileges as determined by the administrator.

Weapons, fights, indecency, bullying, tobacco, drugs, alcohol will result in immediate referral to principal/assistant principal or police.

## **SECTION IV: DRESS CODE**

### **Dress Code**

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.

Accordingly, the Superintendent shall establish grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Students who violate the foregoing rules may not be admitted to class, may be asked to change and/or face disciplinary action up to and including suspension from school.

### **General Dress Code Regulations for ALL Grades**

- o Apparel, jewelry or other accessories that graphically or symbolically promote or imply profanity, sex, drugs, alcohol, tobacco, gangs, violence, hate language or weapons are not permitted.
- o No hats, bandanas, or hoods are to be worn in the building (Exceptions may be made for approved religious or medical reasons).
- o Shorts or skirts should fit properly and reasonably around the waist and be hemmed to no shorter than fingertip length. Short shorts or mini-skirts are not permitted.
- o Large pocket pants, sagging or dragging pants are not permitted.
- o Halter-tops, tank tops, midriff tops, sleeveless muscle shirts, spandex or other garments of this nature are not permitted.

- o See-through or sheer shirts or blouses, low V-neck or scoop neck tops (front or back) or low cut armholes are not permitted.
- o No underwear should be exposed.
- o Clothing should be constructed and worn in such a manner that is not unduly revealing.
- o Student apparel regulations apply to all in and out of school activities (Field trips, PE classes, etc.).
- o Administration reserves the right to determine the appropriateness of student dress and grooming.
- o Students may be asked to change unacceptable clothing or grooming and parents may be called to bring suitable attire if no alternative attire can be found. If a student is sent home for a dress code violation it will be considered an unexcused absence.
- o The decision of the administration is final.

### **Additional Dress Code Regulations for Grades Pre-K through 4**

The following are specific dress regulations for students in grades Pre-K to 4:

- o Dress appropriately for prevailing weather conditions as students may be outside for recess.
- o No flip-flops; no “Heelies” (wheeled shoes), Sandals and Crocs with back straps are permitted
- o If your child wears snow boots to school please send them with a pair of shoes to wear in the building

### **Additional Dress Code Regulations for Grades 5-8**

The following are specific dress code regulations for students in grades 5-8:

- o Low cut waistbands are not permitted
- o Tight fitting pants, yoga pants, leggings, jeggings, skinny jeans, spandex, etc. may be worn so long as the shirt, blouse, top extend below fingertip length from all sides when the student’s arms are at their side
- o Bottoms with holes above fingertip length that expose skin are not permitted
- o No wallet chains
- o Flip flops and “Heelies” (roller shoes) are not permitted
- o Coats, jackets and similar apparel are not to be worn during school hours
- o No pajama pants, slippers or blankets are permitted

### **Additional Dress Code Regulations for Grades 9-12**

- o Shirts and blouses must have straps one inch or more in width
- o No pajama pants, slippers or blankets are permitted
- o No sunglasses, dog collars, chains or spike jewelry
- o Pants need to be cinched or belted at the waist
- o Bottoms with holes above fingertip length that expose skin are not permitted

## **SECTION V: ATTENDANCE**

### **Absences**

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 of 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

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

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant students
- J. service as a precinct officer at a primary, special or general election

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

## **Vacations**

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s)/guardian(s), and they must not expect any work missed by their

child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

All major assignments such as projects, term papers, etc. that are due during the period of a “vacation” must be given to the teacher prior to the absence. Tests that are administered to the class may be given in advance or upon return at the discretion of the teacher. Teachers are not required to give additional aid beyond accepting assignments and administering tests, it is the student’s responsibility for keeping up with school work and be expected to join in whatever work is being done at the time of return including taking tests.

### **Late Arrival Early Pick-Up Policy**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written request of the student's parent, which shall state the reason for tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

If one (1) parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

### **Tardy Policy**

All students arriving late must be signed in at the office upon arrival. If tardiness becomes an issue, the school will take further action.

### **Injury/Illness During the Day**

A student who becomes ill during the day should report to the classroom teacher and receive a pass/note to report to the Nurse’s office/Attendance office. Staff members will call a parent/guardian first and then a designated emergency contact if the parent/guardian cannot be reached. The student will wait for the arrival of the parent/guardian or designated contact to sign the student out and accompany the student from the building.

Any injury that happens during the school day must be reported to the office so that an accident report can be filed. An accident report will not be filed for minor injuries like cuts/scrapes.

## **Cuts/Skips**

Being absent from class, lunch, homeroom or study hall without permission is an unexcused absence. Class cutting is cause for at least one of the following: in-school assignment, extended detention, detentions, suspension, expulsion and/or referral to juvenile court. The disciplinary action for cuts/skips is as follows and is not limited to a specific nine-week period:

First cut	3 detentions
Second cut	3 detentions
Third cut or more	Saturday School or discretion of the administrator

## **Truancy**

### **Excessive Absences**

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 absence, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. 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.

Parents of students missing 38 hours in one school month or 65 or more hours in a school year with or without a legitimate excuse shall be notified that further student absences must be verified by written medical or court documentation or else shall be determined to be unexcused absences.

### **Absence Intervention Team**

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

As part of the absence intervention plan, the Principal may, in his/her discretion, contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G).

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign the school attendance officer to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

## **Make-Up Work for Absences**

Students are entitled to make up missed work that is due to Excused, School Excused, as indicated in the Attendance Policy. Students will be permitted the same number of days they were absent, plus one additional day, before assignments



are considered late or missing. Work that is not made up will result in loss of credit for the period of absence. Previously announced assignments, tests and quizzes are due on the day the student returns to school.

Elementary students that are absent for two or more consecutive days may call the school office on the second day of absence to request assignments. These assignments would be ready for pickup on the third day.

Academic Center students and Students attending Ranger High Tech Academy who are absent for an extended period of time due to illness may contact the guidance office for make-up homework assignments. Assignment sheets will be sent to all teachers, who will fill them out and return them to the guidance office. The parents or the student may make arrangements to pick them up from guidance. Homework requests will be fulfilled within twenty-four (24) hours when possible. When picking up assignments, please bring your child's locker and combination number so you can obtain his/her books.

High School students are asked to call the main office for make-up work and to allow 24 hours for pick-up.

## Section VI: Student Health and Medication

### Administering Medicines to Students

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent. These documents shall be kept on file in the office of the School Health Care Associate, and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen, and cough drop products while on school property or at a school-sponsored event.

#### Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

## Epinephrine Auto injectors

Students are permitted to carry and use an epinephrine auto injector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

This policy also includes the use of all over the counter medications, patches and/or insulin pumps. Any use of these will require the Administration of Medication form to be completed by a physician.

## **Communicable Diseases**

In the interest of protecting students and staff, guidelines have been developed for keeping a student home when ill. It is our policy to provide and maintain a living and working environment conducive to optimal promotion of the health and safety of all individuals. The prevention and control of communicable diseases is essential in ensuring the health and safety of all persons in the district. The following are guidelines to reduce the spread of communicable diseases:

- o Fever – If your student has a temperature of 100.4 degrees or over without medication, they should remain at home. When accompanied by sore throat, nausea, or rash a contagious illness is suspected. The student should remain home until fever free for twenty-four (24) hours without medication.
- o Vomiting and Diarrhea – A single episode of vomiting or diarrhea without an accompanied fever may not be enough reason to miss school. However, children with watery diarrhea (Loose runny stool or cannot get to the bathroom in time) should remain at home for twenty-four (24) hours. If diarrhea or vomiting is frequent or accompanied by fever, keep the child home and consult with your physician.
- o Runny Nose and Coughing – A minor cold or allergy symptoms (stuffy nose with clear drainage, sneezing, and mild coughs) should not be a reason to miss school. If your student's cough is persistent or productive and accompanied by thick or constant nasal drainage, he/she should be kept home.
- o Sore Throat with Fever – Sudden onset of a sore throat accompanied by a fever may indicate a physician's visit. If the doctor diagnoses strep throat, the student must remain home for twenty-four (24) hours after antibiotic treatment has begun.
- o Pink Eye (Conjunctivitis) – If your child's eyes are mildly red and watery and no other symptoms are present; this may indicate irritation or allergy. However, if your child's eyes are markedly red (including under the eyelids) and accompanied by thick, yellow or green drainage, he/she may have pink eye/conjunctivitis. This condition can be caused by a virus, bacteria, or allergies – only a doctor can determine the cause. Bacterial conjunctivitis is contagious if a child rubs his/her eyes, and then touches another student or an object that another student uses and that student then rubs his/her eyes. For this reason, your child should remain home until treatment has begun or the symptoms are gone.
- o Rashes – Rashes can be caused by many things, a few of which may be contagious. A sudden appearance of a rash over any part of the body with an unknown cause and accompanied by fever or other symptoms should be evaluated by a physician. However, a rash caused by poison ivy/poison oak is not contagious and is not a reason to miss school.

## **Health Screenings**

School Health Services Program conducts health screening activities at various times during a student's school experience. Screenings are mandated in Ohio Revised Code 3313.69. Health screenings include the following; vision screening and hearing screenings in the Fall for all Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 9<sup>th</sup> grade students. Screenings are also performed on all

new students to the district regardless of grade. Parents or guardians must inform the school in writing if they do not wish their student to participate in any portion of this program.

Please note that we do not notify parents/guardians of screening results unless a referral is necessary; at which time, a letter will be sent home with corresponding documentation.

## **Section VII: Student Achievement and Reporting**

### **Grading Systems**

The Board of Education believes that the cooperation of school and home is a vital ingredient to the growth and education of the whole child. It recognizes its responsibility to keep parents informed of student welfare and progress in school.

The Board directs the establishment of a system of reporting student progress which shall include written reports, parent conferences with teachers, and shall require all appropriate staff members to comply with such a system as part of their professional responsibility.

The Superintendent, in conjunction with appropriate staff members, shall develop procedures for reporting student progress to parents which:

- A. ensure that both student and parent receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status;
- B. enable the scheduling of parent-teacher conferences at such times and in such places as will ensure the greatest degree of participation by parents;
- C. specify the issuance of report cards at intervals of not more than twelve weeks;
- D. ensure a continual review and improvement of methods of reporting student progress to parents.

### **GRADING SYSTEMS**

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve.

The Board directs the Superintendent to develop procedures for grading whereby the professional staff:

- A. develops clear, consistent criteria and standards particularly when grades are based on subjective assessment;
- B. helps each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;

- C. provides frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
- D. provides for a pass/fail grade in programs for which it is appropriate;
- E. provides students the opportunity to assess both their own achievements and their areas of difficulty.

The grading system should not inhibit the professional staff member from learning the strengths and weaknesses of each student on an individual basis.

## **Grading and Grade Reporting**

### Grades K-6

Students in grades K-6 will receive a Standards Based Report Card approximately every 12 weeks. This report card will focus on the critical standards of instruction presented each trimester. Student scores will be reported on a 3-1 system as follows:

- 3 – Consistently demonstrates the ability to apply concepts and skills independently.
- 2 – Continues to work towards an understanding of concepts and skills. More practice and experience are needed.
- 1 – Having great difficulty demonstrating an understanding of concepts and skills. Additional support is required at home.

### Grades 7 & 8

In addition to the standard scores as reported in the K-6 section above, each student will additionally receive a traditional letter grade A-F for each content area. Students who are taking high school level courses will only receive a traditional letter grade for that course. Report cards will be issued approximately every twelve weeks.

### Grades 9-12

Report cards will be issued approximately every nine weeks. Students will be graded using the following scale.

<u>Percentage Scale</u>	Quality	Accelerated Courses Quality Points
A = 93-100	4.0	5.0
A- = 90-92	3.67	4.67
B+ = 87-89	3.33	4.33
B = 83-86	3.0	4.0
B- = 80-82	2.67	3.67
C+ = 77-79	2.33	3.33
C = 73-76	2.0	3.0
<u>Continued on next page</u>		Continued on next page

Percentage Scale	Quality	Accelerated Courses Quality Points
C- = 70-72	1.67	2.67
D+ = 67-69	1.33	1.33
D = 63-66	1.0	1.0
D- = 60-62	.67	.67
F = 0-59	0.0	0.0

#### D. High Honor, Honor and Merit Rolls

The following grade point averages shall be used to determine if a student qualifies for placement on one of these rolls:

High Honors	3.8 - above
Honors	3.5 - 3.79
Merit	3.0 - 3.49

Any student who achieves a grade of "D" or "F" in any course will be ineligible for placement on the High Honor, Honor or Merit Rolls.

#### 4. Accelerated Courses

A. Philosophically the Board believes that students enrolled in accelerated or equivalent courses should have the opportunity to earn a superior grade.

##### B. Criteria for Accelerated Courses

1. These courses must meet during the regular school year and must comply with state and local standards.
2. These courses must be designed, evaluated and designated as superior or advanced courses by each department. They are subject to approval by the Board.
3. These courses will be taught in an exemplary fashion and graded in accordance with Board policy.
- 4) The instructional materials for these courses shall be of the highest quality so as to challenge the student.

### **Conferences**

Parent/Teacher Conferences are scheduled twice per year once in the fall and once in the spring. Notices will be sent home as to when conferences are scheduled and you will also find these dates located on the school calendar. You may also call and request a conference with a teacher at any time throughout the year by contacting the school office to schedule or by emailing the teacher.

## **Section VIII: General Information**

### **School Fees/Tuition**

A letter indicating fees charged for the school year will be sent home at the beginning of the year. Failure to pay school fees, can depending on building, result in the loss of school privileges including dances, extra-curricular activities and commencement.

### **Money Management**

When sending money to school, please send the exact amount or write a check made payable to **North Ridgeville City Schools**. Place the money or check in a sealed envelope with the student's name and the purpose written on the front of the envelope.

### **Food Services**

The school offices do not loan money for school lunches. If your child does not have lunch money a free prearranged lunch will be available from the cafeteria.

You may send in a check for lunches for a month, week or any other amount of days you wish. You can also pay for lunches using a credit card through the District's website.

Students are not permitted to receive deliveries of food or other products from outside vendors, including restaurants, pizza places, Door dash, Ubereats, friends and family, or other delivery services.

### **Parent Involvement**

Parent involvement is very important and is encouraged in a variety of ways. Teachers are encouraged to have ongoing communication with parents via phone calls, emails, newsletter, assignment notebooks, and progress reports.

Parents are encouraged to join parent groups, attend open house/orientation night and attend parent/teacher conferences. Parents may have the opportunity to participate in scheduled field trips or special classroom events or celebrations.

Parents are required to sign in, present a photo ID and obtain a visitor's badge from the office any time they will be in the school building during school hours. Current and/or prospective volunteers who may have unsupervised access to students on a regular basis, at any time, will be subject to a criminal record check (BCI).

### **Complaint Procedures**

The Board of Education maintains a procedure for handling complaints. Parents should communicate with the person with which the issue is occurring. If the issue is unresolved then the parent may contact the building administrator for additional direction.

### **School Closing**

In the event of extremely inclement weather or other emergency, the school may close. Tune to local radio or TV stations for such announcement. Automated messages will also be sent to the primary phone numbers listed in the registration portal. **Please do not call the school.**

In the event of an emergency closing before the regular dismissal time we will attempt to send an automated message via the numbers provided by the parents. In case we cannot contact a parent/guardian have a plan of action with your child in case such an emergency arises. **Please do not call the school.**

## **Transportation Changes**

It is assumed that every student will be going home in their usual way. During the year, it may be necessary to make a change to your child's transportation for a day, if necessary please send a note to the school with the change request (in an emergency you may call the school office). If we do not receive a note or a call we must send your child home in their usual way. If your child will be going home with another child **BOTH** parents must send in a request for a change.

## **Guidance and Counseling**

Counselors in the North Ridgeville City Schools work as a team to provide a developmental guidance program to meet the specific needs of each student. Students may be referred to the counselor by:

- o Their teacher or administrator
- o Their parent/guardian
- o Themselves

Students may be seen by the counselor:

- o Individually
- o In small groups
- o In a large group (classroom setting)

The ultimate goals for our students are to encourage self-reliance, responsibility, decision-making and social skills and to develop a positive self-image. We will assist students in accepting responsibility for decisions affecting their educational, personal, social and career development.

Students desiring an appointment with a counselor must follow one of the following steps:

- o Ask your classroom teacher for a pass to the guidance office
- o Stop by the office between classes to notify the secretary that you need an appointment. (You must then go to class before the tardy bell rings unless the guidance secretary refers you immediately to a counselor).
- o Leave word at the guidance office in writing that you need an appointment

No admit slips will be given to students who are late for class unless the counselor acknowledges the responsibility for your late arrival. The guidance office has been established to help you solve problems correctly, assist with scheduling, assist with personal, emotional and social issues.

## **Changes at Home**

To assist school staff in understanding and helping your child, please keep them informed of any changes at home, such things as a new baby, separation, divorce, remarriage or a death in the family should be brought to the attention of a teacher and/or counselor. If you have any changes in phone numbers, emergency contact information or address, please resubmit the information through the registration portal.

## **Use of Telephones**

Telephones in the school offices are to be used by students for school related emergency calls only. Permission must be granted by the building secretary.

## **Textbooks**

Textbooks may be assigned by teachers. Textbooks remain the property of the North Ridgeville City Schools and must be returned in good condition. Students are responsible for their assigned books and will be charged for damage and/or lost textbooks assigned to them.

## **Student Insurance**

Shortly after the opening of school, each student will have the opportunity to buy accident insurance for one year effective for the student while at school, traveling to and/or from school, or on school sponsored trips. You may purchase 24-hour protection at an increased cost. School insurance covers ambulance expenses. The school requires that any student participating in any sport must have some type of insurance. School insurance forms are available in the main school offices.

## **Field Trips**

Field trips are an integral part of the educational program of the District. What students experience firsthand is often more meaningful to them than that which is only talked or read about. The Board approves the continuation of such trips under rules and regulations established by the Superintendent.

Field trips – properly planned, properly supervised and properly integrated into the instructional program - are not to be considered "outings" or days off from school. They are, in fact, extensions of the curriculum and extensions of the buildings and grounds.

Therefore, all field trips sponsored by the schools will be educational in nature and related to the subject matter and the objectives of instruction at the particular grade level. Field trips are lessons and are to be planned as such, with definite objectives determined in advance. Appropriate instructions should precede and follow each field trip.

All school rules and standards apply. A student's removal from a trip must be approved by the building administrator.

## **Extended Field Trips**

Staff responsible for extended trips may set standards, guidelines and rules which exceed the regular code of conduct. Many of these trips place students in situations where it is imperative that their behavior be at the highest level for safety reasons. Therefore, removal of a student from an extended field trip may be based on these additional standards and guidelines. Removal from one of these trips may take place based on the higher standards as dictated by the sponsors which have been approved by the administration in advance of registration. Should a student violate the stated policy, there will be an appeals process to a committee chaired by the building administrator. Any violation of the policy after the appeal time and the trip will automatically result in removal from the trip and a refund of all fees connected with it, unless prohibited by the contract with the agency involved in organizing the trip.

The appeal must be presented in writing which will be followed by a meeting with the student, parent/guardian and the appeal committee. The committee will consist of the building administrator and at least two other staff members. It is the responsibility of the parent/guardian and the child to provide evidence that the child will not be a liability or a behavior risk on the trip. The building administrator will make the final decision in conjunction with the appeals committee. The decision of the principal and the committee will be binding and final.



## **Section IX: Athletics**

The Athletic Department offers a variety of sports to the students of the school district. Each student that participates will be offered a high quality, comprehensive program based on uncompromising integrity. It is the department's goal to assist each student athlete in reaching his/her ultimate potential by emphasizing positive interaction and relationship building with both coaches and fellow students through team activities, team instruction, and team competition. The coaches, administration, and athletic staff will promote honesty and ethical standards, as well as insist on sportsmanship, fairness, and respect for others.

**Participation in the athletic program is a privilege** extended to students who are in good standing both academically and behaviorally. Students must meet standards that have been established by the North Ridgeville Board of Education, administration, athletic department and coaches. In addition, the North Ridgeville City Schools are a member of the Ohio High School Athletic Association and consequently, all sports operate by the rules, regulations and policies of that organization. In addition, the North Ridgeville City Schools are a proud member of the Southwestern Athletic Conference and all rules, regulations and policies of that organization will be followed also for all sporting events.

This section (now referred to as the “Handbook”) contains information, which apply to all students who participate in athletic related activities. Students who do not live up to the expectations outlined in this Handbook may have the privilege to participate in these programs restricted and/or eliminated. Ultimately, students who do not attain required academic or behavioral standards will not be allowed to participate in school athletic programs.

It is important that each parent/guardian who has a son/daughter who competes on one or more of the interscholastic teams is supportive of the Athletic Department policies. This can only be accomplished through good communication. It is our hope to accomplish this objective through this Handbook for students and parents. Continued eligibility to participate in these sports and activities is based upon following the policies and procedures in this Handbook; students and their parents are encouraged to read it and to become familiar with its contents. If you have questions or concerns regarding any provision, policy, rule or regulation in the Handbook, it is imperative that you express your concern to a coach or administrator.

### **Philosophy**

The North Ridgeville City Schools Athletic Program is built around the philosophy that dynamic athletic programs are vital to the educational, social, and emotional development of the student. The School District believes that the athletic program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that would prepare them for adult life in our society.

Athletics plays an important role in the life of a student as the young people involved learn lessons in sportsmanship, teamwork, and competition. In addition, athletes will learn to win with humility and to lose gracefully. At all times, the athletic program will be conducted in such a way so as to justify it as an educational activity.

The athletic program shall be conducted in accordance with existing laws of the Ohio Revised Code, and the policies, rules, procedures, and regulations of the North Ridgeville Board of Education, North Ridgeville High School and Middle School, and the Ohio High School Athletic Association and the Southwestern Athletic Conference. Such participation for a student athlete is a privilege that carries with it responsibilities to the student athlete, to the sport, to the student body, to the school, and to the community.

## Mission

The North Ridgeville Athletic Department, which is dedicated to excellence in academics and athletics, will provide a nurturing environment to assist in developing lifelong learning skills while becoming productive citizens. The athletic program will promote integrity, hard work, sportsmanship, and discipline to help instill a sense of pride in the community, school, and athletics. It will provide a positive environment to enable the student athlete to work toward his/her ultimate potential, within the framework of our team goals.

- To Be Successful- Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication and commitment. Develop a desire to excel.
- To Display Sportsmanship- Accepting success and defeat and knowing you have done your best is true sportsmanship. We must learn to treat others as we would like others to treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
- To Improve- Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and you must constantly strive to reach that goal. Try to better yourself not only as an athlete on the field of competition, but as a person.
- To Enjoy Athletics- It is necessary for us to acknowledge all of the personal rewards we derive from athletics and to give sufficiently of ourselves in order to preserve and improve the program.
- To Develop Desirable Personal Health Habits - It is important to attain a degree of physical fitness through exercise and good health habits and to develop a desire to maintain this level of physical fitness after your years of formal competition has been completed.

## Eligibility

OHSAA bylaws 4-4-4 and 4-4-5 govern academic eligibility for both middle school and high school. Consequently, students who are enrolled in 7<sup>th</sup> – 8<sup>th</sup> grade are required to **pass a minimum of five courses** of all subjects taken the preceding grading period. In addition to this standard, a student must pass a minimum of 75% of his/her attempted classes during the preceding grading period. Please keep in mind that all subjects in which a student receives a grade will count. In order to be eligible in grades 9-12, a student must receive passing grades in a **minimum of five (5) one-credit courses** or the equivalent that count toward graduation.

Tutoring or examinations to complete the preceding grading period requirements are permissible provided the inability to complete the required work on time is due to illness or accident verified by a physician and the procedure applies to all students in the class. Note: In order to avail oneself of this provision, an “incomplete” must have been issued and not a grade that is subsequently changed to reflect this work.

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period at which time the grades from the immediately preceding grading period become effective. Exception: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

In addition to the OHSAA academic requirements outlined above, the North Ridgeville City Schools has established a 1.5 GPA standard as a benchmark for considering probationary status for participation in athletics. Any student – athlete whose GPA falls below the 1.5 GPA for the preceding grading period will be put on academic probation and will meet

with the Athletic Director and two week guidelines will be established to remain eligible while continuing to participate in athletics. If after a period of time if the grades are not improving, the athlete may be denied participation.

## **Pay to Participate**

A student participating in athletics is required to pay a fee of \$250 at the high school level and \$150 at the middle school level and there is a household cap of \$400. Payment is made through the high school bookstore for both high school and middle school.

All fees need to be paid in advance of the first practice unless it is a sport that cuts athletes. For those sports the fee is required before the first practice after cuts. **Failure to make payment will result in a student not participating until the fee is paid.** For payment and/or information contact the bookstore secretary at 440-353-1165.

**For additional information; and answers to most questions, please refer to the sheet at the end of this section.**

## **North Ridgeville High School Awards**

The athletic award system in North Ridgeville City Schools is structured to honor student participation and performance in athletics. "Awards will be given to students based on established criteria and/or to students who have played in more than half the total contests of the scheduled games; however, a student must complete the season to be eligible to receive any awards. The coach may exercise discretion in respect to the ruling due to an athlete's illness, injury or extenuating circumstances. A senior who has been a faithful member of an athletic program for a period of three years, but fails to meet the necessary requirements to earn a letter, may upon recommendation of the coach, receive a Varsity letter.

If a student is removed from or quits a team for any reason he/she will forfeit any and all awards.

### ***Freshmen Awards***

Certificate of participation

### ***Junior Varsity Awards***

Certificate of participation

### ***Varsity Awards***

First Varsity award – 7" Chenille letter and sport pin

Second year Varsity award - 3" Numerals for graduation year

Third year Varsity award - Large service pin

Fourth year Varsity award - Large service pin and medal

Managers, statisticians, scorekeepers, etc. - Certificate of service

### ***Outstanding Senior Athlete Award***

The "Outstanding Senior Athlete Award" is given to one (1) male and one (1) female senior. Selection Committee will consist of the Building Principal, Athletic Director, Assistant Athletic Director, and All Head Coaches

Selection of the recipients will be based upon the following:

- Must have a 2.5 or better cumulative grade point average
- Participated in a minimum of two (2) sports during their senior year
- School Citizenship shall be exemplary
- Have a positive attitude

- Self-disciplined
- Demonstrated consistent effort
- Demonstrated leadership

## **North Ridgeville Grades 7 & 8 Awards**

North Ridgeville Middle School is structured to honor student participation in athletics. A student letter will be awarded to students participating in their first sport. Second sport in the same year and/or second year award is the sport pin honoring their participation. If a student is removed from the team for any reason or quits he/she forfeits any and all awards for that sport.

## **Athlete Responsibilities**

Being a member of a North Ridgeville athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. Participation in these programs is a privilege extended to students who qualify based on specific standards for academics and conduct which has been established by the Athletic Department, administration, and coaches. An athlete may be removed from a team, based on conduct not specifically covered within this handbook; but at the discretion of the coach for conduct detrimental to the team.

A great athletic tradition is not built overnight. It takes the hard work and commitment of many people. As a member of an interscholastic team of North Ridgeville High School and/or the Middle School, athletes have inherited a wonderful tradition - a tradition that a student athlete is challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our school and our community. Such a tradition is worthy of the best efforts of all that are involved. Over a period of many years, our teams have achieved more than our share of league and tournament championships. Many individuals have set records while achieving such honors as all conference, all state, and All American.

It will not be easy to contribute to such a great athletic tradition. To compete for North Ridgeville a student athlete must make sacrifices. You will at times have difficult decisions to make, decisions that may not be popular with your peers. But just as important as it is to make the right split second decision on the field of competition so that your team can be successful, it is equally important that you make good decisions in your personal life to be successful. When you wear the colors of our school it is a privilege, not a right! Being a member of one of our athletic teams, means that we expect that you not only understand our traditions, but are willing to assume the responsibilities that go with them. However, the contributions you make to the athletic program should be a satisfying accomplishment to you and your family.

**RESPONSIBILITY TO YOURSELF** – The most important of these responsibilities is the responsibility to yourself: to broaden yourself and develop strength of character. This can be achieved by making an all-out commitment to yourself and your fellow teammates. Learning to push yourself and give maximum effort for the good of the team is an honorable trait. Learning how to work in a cooperative effort with other individuals for the good of the team is the true sacrifice one must make. You owe it to yourself to have an outstanding high school career. This can only be achieved by taking on the proper mental attitude and approach to your high school studies and extracurricular activities that you choose to participate in.

**RESPONSIBILITY TO YOUR SCHOOL** – Another responsibility you assume, as a member of our athletic teams is to your school. North Ridgeville cannot maintain the reputation we have as an outstanding school and athletic program unless you do your best in whatever activity you choose. By participating in athletics to the maximum of your ability, you

are contributing to the reputation of your school. You assume a leadership role when you are part of an athletic team. The student body and the citizens of the community know who you are. Always remember that your behavior is always on display. The younger students in the school district will look up to you as role models. Set a good example for them. Don't let them down. They are our future. Our community forms opinions about our school by observing your conduct and attitude both on and off the field. Because of this community pride, make the North Ridgeville community proud of both you and your school.

**RESPONSIBILITY TO YOUR FAMILY** – As a team member, you also have a responsibility to your family. If you never give your parents anything to be ashamed of, you will have measured up to the ideal. When you know in your heart that you have lived up to all the training rules, that you have practiced to the best of your ability every day, and that you have played the game giving your maximum effort, you can keep your self-respect and your family can be justly proud of you.

**RESPONSIBILITY TO YOUR TEAM** – When you make the commitment to join a team, you are making a bold statement. Once you have joined or become a member of a team affiliated with the North Ridgeville School District, you are expected to follow and abide by all rules established by that team as well as the policies set forth by the athletic department. Loyalty to your fellow team members is an essential ingredient to any successful team. Loyalty means being at every practice and game on time and abiding by the rules for the good of the team. You must always remember that you were chosen by a coach to be on a particular team. That coach chose you over some other student. Be coachable so that you can become a better player. Be loyal to your teammates and follow through with your commitment.

**CONDUCT** – The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be above reproach both on the field and off the field, including the classroom. In the areas of athletic competition, an athlete should never use illegal tactics or profane, demeaning speech. Losing is something that no one likes, but you must realize that it is a part of every game. If you lose, it is expected that you do so with dignity. You never have to like it, but you must learn to be gracious in defeat. Similarly, you are expected to show modesty and dignity in victory. A responsible athlete is also a responsible student. Academic standards must be met for eligibility. Don't be lazy in the classroom; you will find that it carries over onto the field of competition and lazy people never reach their potential. Time management is the key to balancing academics and athletics.

## **Parent Responsibilities**

- Encourage your child to participate in sports, but don't pressure them. Let your child choose to play.
- Understand what your child wants from sports and provide a supportive atmosphere for your child to achieve these goals.
- Don't make sports everything in your child's life; make it a part of their life. Keep winning and losing in perspective and help your child do the same.
- Help your child set challenging, but realistic performance goals.
- Help your child understand the valuable lessons sports can teach.
- Help your child understand the meaning of team, and the responsibilities they have to their coach and teammates.
- Turn your child over to the coach at practices and games.
- Help your child understand the meaning of commitment.
- Supply your child's coach with any pertinent medical information that may be needed regarding your child.
- Realize that a ticket to an athletic event is a privilege that you can purchase to observe a contest.
- Be supportive and understanding of your child and of the team on which he or she plays. The ticket you purchased is not a license to verbally assault others or to be obnoxious.
- Respect decisions made by coaches and officials.
- Don't criticize a coach in public or in front of your child.
- If you have a problem with a coach's decision you should contact the coach and have a discussion with her/him.

- Be an exemplary role model and respect the opposing team's fans.
- Don't be negative. Nothing is ever gained through negativity.

## **Communication**

Good communication is an essential ingredient to any successful program. Parents need to provide the coach with all pertinent information regarding their child. As a parent, you should notify the coach of any schedule conflicts or appointments well in advance; so the coach may have the opportunity to work around the conflicts. Missing practice or a game is taken very seriously. Be committed to the program. Have your child get to practice on time and think soundly about curfew rules the night before games. If you have a concern to discuss with the coach, make an appointment. Don't approach a coach before or after a game. This is not the ideal time. Keep your discussion on your child. You have the right to talk with the coach about the treatment of your child, their skill development or their behavior. You don't have the right to speak about other players on the team. Just as a coach expects communication from one of his player's parents, you too, have every right as a parent to expect communication from your child's coach. Some of the important items that the coach should convey to both you and your child are:

- When and where is practice?
- What time does practice start and end?
- Practice schedule and game schedule.
- Coach's philosophy.
- What are the expectations the coach has of his/her athletes and team?
- What are the requirements to be a part of the team? (Fees, special equipment, etc.)
- Training rules and any special rules specific to his/her team.

We are continually attempting to improve communication with parents, student-athletes, and coaches. We must all work together to achieve and to keep our program heading in the right direction. It all starts with you!

Please note the school administration has the ability to alter this policy based on extenuating circumstances.

## **Attendance**

Any student participating in an athletic program must be present in class all day in order to participate. Failure to do so will result in denial of participation that day. Exceptions to this requirement include: field trips, other educational experiences, deaths in the immediate family, religious holidays, or other planned absences approved by the school administration.

Any student arriving late to school, who signs in at the attendance office within thirty (30) minutes from the start of the school day will be permitted to participate in activities that day. In the event tardiness to school results in school discipline, the section on school discipline will be in effect. The building administration may provide an extension to this section based on extenuating circumstances.

## **School Cancellation/Snow Day**

**At the middle school level**, if school has been cancelled there will be **no** games, (home or away) and **no** practices.

**At the high school level**, a determination on contests and practices for the day will be made by the Athletic Director after consulting with the Superintendent. If weather and road conditions have improved to the point where it is felt that

contests and practices can be held, a determination will be made when events will be scheduled for the day. Each coach will decide on the process they will use on how to communicate to their team whether they have practice or not. Ultimately, it should be the parents' decision whether to allow or not allow their children to attend practice on these days.

## **School Imposed Discipline**

If a student makes a poor choice and/or choices at any time during their school years that is not specifically covered in the student code of conduct, the high school and middle school will be the sole judge as to whether the student may play on its teams. Again, playing interscholastic sports is a privilege and not a right!

Any student/athlete who is suspended out-of-school (OSS) is automatically ineligible to participate in athletics until reinstated in school at the end of the suspension period. This suspension carries with it the loss of all practices and contests during the suspension. Consequences for offenses will be served simultaneously for both school and athletic eligibility. If there are no contests scheduled during the suspension, a coach has the option of not allowing the athlete to participate in a contest and/or contests or part of a contest or contests.

## **Equipment**

All school issued equipment checked out by the student athlete is his/her responsibility. The student athlete is expected to keep it clean and to take proper care of all issued equipment. Loss or damage of any equipment is the athlete's financial responsibility. Failure to return any issued equipment may result in the denial of future participation as well as financial restitution.

## **Travel/Team Attire**

All athletes are expected to travel to and from athletic contests when transportation is provided by the Athletic Department.

Athletes will remain with their squad and under the supervision of a coach when attending away contests. All regular school bus rules will be followed regarding food, noise, seating, care and respect for equipment.

Travel warm-ups or proper attire (as determined by the coach) is expected when traveling to away contests. Any athlete not properly attired to attend an away contest may be denied participation for the contest.

Permission may be granted to ride to and/or from a contest with a custodial parent. Forms requesting such permission are available from coaches and need to be submitted 24 hours in advance. Decisions regarding such requests rest with school administration. Athletes, who are granted permission, must check in with coach before leaving with a parent, or when they arrive after being transported by a parent. However, this exception is to be used rarely and only for a justifiable reason.

## **Sportsmanship**

The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed

by the North Ridgeville School District as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity.

### **Coaches**

Coaches need to set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior. They will instruct participants in all of their responsibilities and demand that they make sportsmanship a priority. They will respect the judgment of contest officials, abide by the rules of the event, and make sure that no display of behavior could incite any fans. They will treat the opposing coaches, participants, and fans with respect. They will develop and enforce penalties for their athletes who do not abide by good sportsmanship standards. And, they will keep winning and losing in the proper perspective.

### **Student Participants**

Students participating will treat their opponents with respect. They will respect the judgment of contest officials, abide by the rules of the event, and will not display any behavior that may incite fans. They will cooperate with officials, coaches, and fellow participants to conduct a fair contest. They will accept the responsibility and privilege of representing themselves, their parents, the school and the community.

### **Spectators**

Most fans know how to act when observing an athletic contest. Unacceptable behavior at sporting events would include disrespectful or derogatory yells, chants, songs, or gestures, verbal heckling of an official, display of temper over an official's call, antagonistic calls or gestures toward the opposing team, use of profanity or displays of anger, threatening words or gestures directed at an official, coach, or team member. Even though a person has paid money to see a sporting event it does not entitle them to display unacceptable behavior. A disrespectful fan may be denied admittance or removed from a contest.

## **Training Regulations**

In seeking the privilege to participate in athletics, participants choose the responsibility of living a lifestyle free of tobacco, alcohol, and drugs. As such, the athletes of North Ridgeville must refrain from the following:

- Consuming, possessing, selling or giving away alcoholic beverages
- Using, possessing, selling or giving away tobacco products of any kind
- Using, possessing, selling or giving away drugs. Drugs are defined as:
  - All dangerously controlled substances as so designated and prohibited by Ohio statute.
  - All chemicals which release toxic vapors
  - All alcoholic beverages
  - Anabolic steroids
  - Any prescription drug or patent drug, except for those which permission to use in the school has been granted pursuant to Board policy and that are provided by the student's parent (i.e. over the counter medications).
  - Any substance that is a "look alike" to any of the above.

These rules apply 24 hours a day, seven days a week during:

- Pre-season, defined as the time period beginning with the OHSAA coaching start date and ending with the first regular season contest
- Season, defined as the time period beginning with the 1st regular season contest and ending with the last contest played
- Post-season, defined as the time period beginning with the last contest played and ending with the postseason recognition evening of that sport.



- Clinics, camps or any supervised activity attended by students if such clinic/group participation is to facilitate participation in the sport

In order to assure parental awareness and involvement, parents and/or guardians will be informed of any violations.

Participants shall not engage in malicious behavior in sports or in their everyday activities. Malicious behavior includes; but, is not limited to the following examples:

- Vandalism
- Disruption of school activities
- Using, possessing, handling or concealing dangerous weapons, instruments or substances, including but not limited to firearms, knives, mace, tear gas, firecrackers, explosives, incendiaries
- Violations of the rights and responsibilities of other individuals
- Infractions of the Student Code of Conduct as adopted by North Ridgeville Board of Education

The Student Code of Conduct **will apply** at all school sponsored activities whether they be on campus or off campus.

### **Consequences for Violating Training Regulations**

Action will be taken in accordance when a member of a sports team does not follow the rules set forth above or the rules and regulations as set forth by the Athletic Department and may be taken for a serious infraction of the Student Handbook. When a student/athlete violates a training rule during his/her sports season he/she may be subject to the following consequences:

#### First Violation

- The student/athlete will be disciplined at the discretion of the head coach. It may include denial of participation in contests and/or removal from the team.
- The awards the student/athlete earns will not be affected by these consequences

#### Second Violation

- The student/athlete will be denied the privilege of participating in that sport for the remainder of the season.
- The student/athlete will not receive any awards in that sport whether earned previously or not.

#### Third Violation

- The student/athlete will be denied participation in athletics the remainder of the school year and/or denied the following school year.
- The student/athlete will be permitted to return to athletics after a determination by the Building Principal, the Athletic Director and the head coach of his/her sport.
- The student/athlete will not receive any awards in that sport, in that season whether earned previously or not.

### **Missing Games/Practices**

An athlete should always inform his/her coach before missing a practice or a game. Illness, personal, or family emergency would be sufficient reasons for missing a practice or a game. Missing practice or a game could result in the denial of participation. Athletes should not regularly schedule activities, including practices for other teams or events, which conflict with regularly scheduled practices or games for her/his sport activity. Attending another sporting or social event, or participating in an outside athletic event that is not school related are not good reasons for missing practice or a game. Missed practices by an athlete that are not caused by illness, injury, emergency related, or otherwise considered excused by a head coach, will not be tolerated. Athletes will be notified of the penalties for these infractions by their respective coach.

Missed games by an athlete that are not caused by illness, injury, emergency related, or otherwise considered excused by a head coach, will not be tolerated. A coach has the authority to administer consequences for missing games unexcused up to and including removal from the team.

All athletes who become a member of a North Ridgeville High School Athletic Team are expected to begin the season with the team on the designated date set by the Ohio High School Athletic Association.

### **Dropping or Transferring Sports**

Quitting is an intolerable habit to acquire. There is no place in athletics for quitting. A quitter may lose the privilege of participating in athletics. On occasion, however, an athlete may find it necessary to drop out of a sport. If this is the case, the following procedure must be followed:

- Talk with the head coach and if at the end of the discussion, the decision has been reached to no longer participate then return all issued equipment to the head coach.

Those individuals who are selected as team members of any athletic team shall be considered members of that team through completion of that sport season unless they are removed for disciplinary reasons, academic ineligibility, or mutual agreement between player and coach. Coaches have the responsibility for the selection of specific team members for tournament competition. All team members who complete the season in good standing are expected to participate in the athletic award ceremony at the end of the season.

By mutual agreement of all coaches involved, an athlete may be permitted to attend “open gym” or “conditioning” after leaving a team.

### **Conflicts**

The Athletic Department recognizes and encourages each student to participate in a broad range of extra-curricular activities. Individuals who attempt to participate in too many extracurricular activities, however, will at some point find themselves in a conflict with different activities. Once a student has joined or becomes a member of a team affiliated with the North Ridgeville School District that student is expected to follow and abide by all rules established by that team and the policies set forth by this handbook.

Students must realize that they have a responsibility to do everything they can to avoid conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to occur. Students must also realize that once they become a member of one of our school teams, they have a responsibility and commitment to that team.

### **Guidelines for Selecting Student-Athletes for Athletic Teams**

North Ridgeville City Schools offers 23 sports in the High School and 10 sports in the Middle School. In the sports of cross country, football, swimming, track, and wrestling, student-athletes are not cut. This means that whoever tries out and attends practices will automatically become a member of that team. Please note that this does not mean any student has the right to be on any team. It is still a privilege to be an athlete and all athletes must follow general training rules and specific rules for that sport prescribed by the coaching staff.

In the sports of golf, tennis, volleyball, soccer, basketball, bowling, gymnastics, baseball, softball, and cheerleading; student-athletes may be cut or denied the privilege of participation because the sport prescribes a specific number that may participate. The number in each sport is set by the coach of the team, based on specific criteria. Some of the criteria that may help determine the size of a team include:

- Academic eligibility of those trying out.
- Talent and work ethic of those trying out.
- Number of individuals trying out.
- Optimum number determined by the coach to conduct practice.

The most difficult job of any coach is when he/she must make decisions regarding the personnel of their team. If a coach is involved in a sport where cuts must be made, we ask them to be as sensitive about the situation as possible and to follow some simple guidelines:

- We ask each coach to make sure they discuss with each participant the criteria on which they will be judged.
- Each coach must have at least three practice sessions to evaluate each athlete who is trying out for the team. If a coach feels more time is needed for evaluation, the tryout time can be extended.
- Finally, we ask each coach to be as empathetic as possible to each student-athlete who has tried out but does not make the team. Any student who does not make a team and wishes to meet with the coach, will be granted an opportunity at a mutually agreed upon time.

## **Chain of Command**

The Athletic Department has established a Chain of Command that will be strictly enforced with regard to communication between parents, athletes, fans and athletic personnel.

The Chain of Command for the high school is as follows:

- Parent and/or Athlete to Coach; if unresolved then to:
- Coach involved and then program Head Coach; if unresolved then to:
- Athletic Director/Assistant Athletic Director; if unresolved then to:
- Assistant Principal/Principal

The Chain of Command for the middle school is as follows:

- Parent and/or Athlete to Coach; if unresolved then to:
- Coach involved and then program Head Coach; if unresolved then to:
- Assistant Principal at the middle school

All meetings will be by appointment.

Under no circumstances will a coach meet with parents or fans before, during, or after a game.

## **Offerings**

### **High School**

Baseball  
 Basketball (Boys & Girls)  
 Bowling (Boys & Girls)  
 Cheerleading  
 Cross Country (Boys and Girls)  
 Football  
 Golf (Boys and Girls)  
 Gymnastics  
 Soccer (Boys and Girls)

### **Middle School (team at 7<sup>th</sup> & 8<sup>th</sup> grade)**

Basketball (Boys and Girls)  
 Cheerleading  
 Cross Country (Boys and Girls)  
 Football  
 Track (Boys and Girls)  
 Volleyball  
 Wrestling (combined)

## **High School Continued**

Softball

Swimming & Diving (Boys and Girls)

Tennis (Boys & Girls)

Track (Boys & Girls)

Volleyball

Wrestling

## **Pay to Participate Fee Structure for 2022 - 2023**

### **Athletic Fee**

High School Athletes: \$250

Middle School Athletes:\$150

### **Fine Arts Fee**

High School Fine Arts: \$75

Middle School Fine Arts \$50

### **Important Information for families:**

#### **● There is a HOUSEHOLD CAP of \$400**

○ Students can be involved in multiple activities, and will be charged for each activity until they reach the household cap. There is a HOUSEHOLD CAP of \$400.

■ If a household has two middle school students involved in athletics they will pay \$300 total (\$150 for each student)

■ If a household has two high school students involved in athletics they will pay \$400 total (because there is a household cap of \$400)

■ If a household has two middle school students and one high school student involved in athletics they will pay \$400 total (because there is a household cap of \$400).

● If you make a payment before tryouts are complete, and your child does not make the team you will be refunded the money that was paid.

● No one can participate in a regular season event, performance or concert until the full fee is paid.

### **Information on REFUNDS and who is eligible for Refunds:**

● A student is eligible for a full refund of fees ONLY if the following happens:

1. Student is injured before first contest and is unable to return for the season

2. Student is cut from the team during tryouts

3. Student leaves the team before five days of practice have been completed

4. Student is forced to leave the team due to family hardship before a game has been played(Must meet with Athletic Director)

5. Student is ruled ineligible and is released from the team under OHSAA or North Ridgeville City School's Guidelines

### **Eligibility guidelines before five days of practice have been completed**

● A student will NOT receive a refund if:

1. Student quit the team after five days of practice have been completed

2. Student is removed from the team for disciplinary reasons (school or team discipline)
3. Student becomes ineligible during the season and cannot play under OHSAA or North Ridgeville City School's Guidelines

## **Section X: Building Specific Guidelines**

### **Early Childhood Learning Community PK**

#### **Program Descriptions**

The North Ridgeville Early Childhood Program sees as our primary objective: child change and family support. In order to facilitate the mastery of these objectives, we have designed a service delivery approach which offers the child a continuum of services including center based and itinerant options. Itinerant services may be delivered in the home or child care program which meets specific requirements. Based on the information acquired during the initial intake and assessment process, the family, in consultation with the rest of the team, selects the option that most closely matches the child and family needs. The strengths and needs of each child and family shall provide the basis for making decisions regarding placement in the least restrictive environment. All options will reflect developmentally appropriate and individually appropriate activities.

- o Our **Itinerant-Based Program** is designed to see the child and family or caretaker a minimum of 4 hours per month at their home or preschool. The objectives for each visit are taken directly from the child's Individual Education Plan. The teacher provides feedback and encouragement to the caregiver as well as suggests and models other alternative teaching techniques. New objectives may be introduced based on individual needs. Other activities or concerns of the caregiver can be discussed.
- o Our **Center-Based Program** has a curriculum which includes experiences in the following developmental domains: adaptive, aesthetic, cognitive, communication, sensory motor and social emotional behavior. However, the program also stresses instruction on specific objectives outlined in the child's Individual Education Plan. The center-based program follows a prearranged schedule, but is flexible when appropriate. Parents are encouraged to become involved in center-based services through observation, field trips, parent meetings, conferences, etc.
- o Our **Typically Developing Peer Program** is designed to have typically-developing children in the preschool classrooms to model appropriate language and social skills for children with special needs of varying degrees. Peers are included in field trips and will need to bring their own snacks. The guidelines for this program are as follows:
  - o Child must be 3 years old by June 1<sup>st</sup>
  - o Child must be potty trained – no pull-ups.
  - o Child would attend Monday through Thursday for either AM or PM session
  - o There is a fee for attending, which needs to be paid for at the beginning of the school year
  - o You will need to transport your child to/from the preschool program

**Due to the large number of requests and trying to balance the classrooms; teacher requests will not be accepted.**

## **Admission Requirements**

Prior to the date of admission and every year from the date of examination thereafter, the parent will provide a report from a licensed physician stating that the child is in suitable condition for enrollment into the program. Along with this information, proof will be provided that the child has had all immunizations for his/her age. Permission from parent/guardian will also be required as follows:

- o Emergency medical and dental care
- o Emergency transportation
- o Names of persons to whom the child may be released.

As part of the differentiated referral process, the following information will be ascertained: medications, food supplements, modified diets or fluoride supplements currently being administered to the child; list of chronic physical problems and any history of hospitalization; list of any diseases that the child has had or has.

## **Hours of Operation**

The center-based program operated four (4) days per week, Monday through Thursday. We have morning and afternoon sessions, with a full-day session for students with intensive needs as needed. Parents need to be aware that the weather will impact bus arrival and the start time of classes. Safety is always a concern. Please allow plenty of time so the classroom aides can help in the entry of students into the building.

Do not drop off students prior to the doors opening as staff may not be present to monitor the children's activities. If you are bringing your child in after normal starting time, you must sign your child in at the main office.

## **Student/Staff Ratio**

Integrated Preschool Programs (special education and typical peers) shall meet the student/staff ratio requirements of one teacher and an additional adult in each classroom consisting of 7-16 students. Each classroom will have a maximum of eight (8) special education students. Typically developing peers will complete the classroom roster for a total maximum of sixteen (16) students in accordance with OAC 3301-51-11.

## **Inspection Reports**

The State of Ohio inspection reports of the program are available by providing a written request to the Early Childhood Learning Communities' office.

## **Complaint Procedures**

This preschool program is licensed by the Ohio Department of Education. Department personnel are available to discuss any concerns or complaints that you may have. If you have concerns regarding the classroom environment, teacher qualifications, health and safety conditions, the number of children, care of the children or similar matter, please call (614) 466-0224 or toll-free (877) 644-6338 and ask for the Preschool Program Licensing. If your child has an IEP and you have concerns regarding your parental rights of your child's program, please call (614) 466-0224 or toll-free (877) 644-6338 and ask for the Office of Early Learning and School Readiness.

## **Behavior Management/Discipline Policy**

The Early Childhood Learning Community follows these methods of behavior management and discipline:

- o A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- o Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- o There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
- o No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control. The North Ridgeville City Schools has a select number of staff members trained to use Crisis Prevention Intervention techniques on an as needed basis.
- o No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle.
- o No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- o Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
- o Techniques of discipline shall not humiliate, shame or frighten a child.
- o Discipline shall not include withholding food, rest or toilet use.
- o Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- o The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

## **Procedures for Soiled Clothing/Toileting/Accidents**

The following procedures are followed by the staff at North Ridgeville's Early Childhood Learning Center in the event a child soils his/her clothing, including the undergarments during school hours:

- o Preschool teacher or paraprofessional locates another staff member to be a witness to the clean-up procedures.
- o Child is instructed to remove all soiled clothing in the restroom. Preschool teacher or paraprofessional will supervise and assist the child if necessary.
- o Clothing soiled with urine or fecal matter will be placed in a plastic bag, sealed tightly and stored away from the rest of the child's belongings and out of the reach of children until dismissal.
- o The preschool teacher or paraprofessional, with a witness present, may clean the genital areas, legs, etc. with disposable diaper wipes and paper toweling if child is unable to do so independently.
- o The child will be instructed to put on a set of clean clothing that is brought by the parents and stored at the preschool. The preschool teacher or paraprofessional will assist the child, if necessary, with a witness present.
- o The child will be instructed to wash his/her hands thoroughly with soap and water. The teacher or paraprofessional will supervise and assist the child if necessary.
- o The restroom area will be cleaned with soap and water and then disinfected with an appropriate germicidal agent.

- o The preschool teacher or paraprofessional wear disposable latex gloves throughout the entire procedure, which will be disposed of after the child is cleaned and changed and the facility is disinfected.
- o The teacher or paraprofessional will wash hands thoroughly following the preschool guidelines for hand washing.

### **School Supplies**

Make sure all extra clothes, boots, book bags and supplies are labeled with your child's first and last name. In a room of small children, items tend to get "misplaced".

### **Snacks**

Please send in a healthy snack and drink daily for your child. Some snack suggestions are: cheese cubes, crackers, apples, celery, bananas, orange slices, grapes, carrots or raisins. Please do not send cookies, cupcakes, candy, sugary drinks or sodas for daily snacks. (This does not include birthdays.) Your child will be learning what foods help him/her grow and stay healthy. NO PEANUTS OR PEANUT BUTTER PRODUCTS DUE TO ALLERGIES IN THE BUILDING.

## **Early Childhood Learning Community Kindergarten**

### **Snacks/Birthday Celebrations**

Several children have food allergies that trigger adverse reactions. To eliminate this possibility, no snacks should be brought in from home except specifically requested by the teacher or when medically necessary (i.e. diabetic children). As a result we ask that any birthday treats be non-edible as well.

### **Transportation**

Many of our Kindergarten children are transported by bus. Your child will need to learn his/her bus route number and recognize it by sight. Since this is a new experience for your child, please realize that it is extremely important that your child wear his/her transportation tag the first few weeks of school. This will help us to get your child to the correct classroom/bus/home. If you choose to transport your child by car, please refer to the car rider procedure in your orientation folder.

### **School Supplies**

Each child will need to have a school bag/backpack (NO WHEELS) and a paint shirt. All clothes, boots, bags must be labeled with your child's first and last name.



# Liberty Elementary

## Additional Student Code of Conduct

The following are general regulations for students in grades Pre-K through 2:

- o No gum chewing at any time in the building or on school grounds
- o No scooters, trading cards, hand-held gaming devices or toys in school
- o No running in the hall
- o No body contact sports
- o Proper restroom use and courtesy is expected at all times

## Outdoor Recess (For students grades Pre-K through 4)

Whenever possible, children will be taken outside for recess. Parents are asked to send children to school dressed appropriately for the weather. In the winter, hats, gloves, boots and winter coats are necessary. All students are expected to go outside unless medically excused by a physician. However, there will be times during the year when, due to a variety of conditions, outdoor recess will not be possible. The following are elements for consideration in cancelling outdoor recess:

- o Rain or a steady drizzle
- o Playground surface conditions: standing water, mud or ice
- o Snow
- o Wind chill and/or temperature of 20 degrees or below
- o In making the decision concerning the cancellation of outdoor recess, the principal or designee will:
  - o Seek weather advice from the National Weather Service
  - o Seek advice from adults on playground duty
  - o Consider the age and/or grade of students involved.

Weather conditions change rapidly in Ohio. Plans may change (whether to stay in or go out) even during recess periods. Shortened recess periods or regular length recess periods may be held at the principals/designees discretion.

## Playground Rules and Guidelines

It is our goal that all children have an enjoyable and safe play period each day. These rules have been established to ensure the safety of all children. Failure to follow these rules may result in the loss of playground privileges.

- o Rough and dangerous play is not permitted, including fighting and wrestling. No tackle/touch football or contact basketball is allowed. **Do not play any contact games.**
- o Students are to avoid ice, mud puddles and other wet areas.
- o Students are not to enter the building without permission of the adult on recess duty.
- o Taking other students' garments (hats, gloves, scarves, etc.) is not permitted.
- o Baseballs, super balls, golf balls, skateboards and other potentially dangerous items should not be brought to school for use on the playground.
- o Use all playground equipment properly
- o When recess is finished, students are to line up in an orderly manner by class.
- o All injuries should be reported to the teacher on duty. If an injury appears to be serious, the child should not be moved.
- o Keep a safe distance from the building, parking areas and driveways.

## Recess/Gym Exclusion

All students in school are expected to participate in recess with their class. A student must have a note from a parent/guardian to be excluded from participating in a single gym class.

Should a student need to be excused from a gym or recess for an extended period of time, a physician's note stating the reason and length of exclusion must be brought to school.

# **North Ridgeville Academic Center**

## **Additional Student Code of Conduct**

Whenever people work together as we do in school, it is necessary to make rules for them to work by. When your school or your teachers make rules, experience has shown that such a rule is necessary. Always try to understand the reason behind each rule. The following are additional rules specifically for the North Ridgeville Academic Center:

- o Students shall refrain from loud or boisterous conduct at all times in the school building
- o Students shall not run in the halls
- o Students using hallways during class time must have an appropriate pass
- o Students shall not congregate in the halls
- o Students shall not enter classrooms until the group previously scheduled in the room has exited
- o Students shall not cause or become involved in fighting
- o Students shall not damage books by throwing or by striking them from another student's hands
- o The restroom may be used during class changes and lunch room changes
- o All students are to use the halls and restrooms in their assigned section
- o No glass beverage containers may be brought to school
- o No gum is permitted in school. Candy and other snack items must be consumed in the cafeteria
- o Panhandling is strictly prohibited on school premises
- o Book bags shall be placed and kept in your lockers during the school day

## **Classroom Tardy**

A student is considered tardy to class if he/she arrives at class before 50% of the class has been completed. If a student arrives at class after 50% of the class has been completed, the student is considered absent from class.

Tardiness to class may have the following consequences:

First tardy	Verbal warning
Second tardy	Teacher detention/parent contact
Third tardy	Teacher detention/parent contact
Fourth tardy +	Office referral resulting in an Extended Detention or In School Assignment

## **Testing**

Achievement tests will be administered during the school year. Students who are absent will make up the test upon return. A copy of the test scores are sent home to the parent/guardian. These tests assess your child's academic strengths and weaknesses and tell where he/she is performing in relation to his/her measured potential as well as other students. A consultation on test results may be obtained through the guidance office.

## **Lockers**

Students are assigned lockers in which to keep books, coats and other personal belongings. Students are not permitted to share a locker with another student. Sharing a locker is cause for disciplinary action. The locker must be kept locked at all times. Tell your combination to no one. If you should forget your locker combination, see someone in the attendance office. A locker rental fee is collected from each student to pay for maintenance and cleaning of your locker. Do not affix pictures, stickers or posters to either the inside or outside of your locker. Lockers remain the property of the North

Ridgeville Board of Education and may be inspected or searched at any time by the Principal, Assistant Principal or any other duly authorized school official.

### **Rules Governing Conduct Before and After School Hours**

Upon entering school, students should go directly to their assigned areas and then report to their assigned rooms. Students should not walk around the school building waiting for school to start. If you arrive at school early, you must remain outside the building until allowed in by staff.

No student is to leave school property. If you arrive by bus, go directly into the building, to your assigned area. If you walk to school, you are not to arrive on school property, then leave. School administration cannot assume responsibility for students dropped off early by parents.

Students who remain after school for activities and clubs should report to the scheduled place of the given activity with everything that will be needed when going home. Students should not go to their locker after the activity is concluded. Students who are not remaining for a school activity should leave the building and grounds upon the completion of the school requirements for that day.

Students who remain after school for activities and clubs should have made arrangements for transportation home from the activity in advance. Students who remain in the building for more than a reasonable amount of time after the conclusion of an activity may be excluded from further participation in that activity. School staff members cannot assume responsibility for students after the scheduled concluding time of any event or activity.

### **Academic Center Activities**

Parties, dances and other such activities sponsored by the North Ridgeville Academic Center are closed activities and solely for the entertainment, enjoyment and social development of students of the North Ridgeville Academic Center. All school rules, including the dress code will be enforced. If a student is not picked up from any school event within 15 minutes after the end of the event, he/she may not be allowed to attend the next event.

### **Media Center Code of Conduct**

The following rules apply to the use of the library/media center:

- o Return all books promptly. Others may be waiting for them
- o Don't cut articles or order forms out of books or magazines
- o Students are expected to work quietly and alone unless authorized permission has been granted
- o The rule for care of Library books is the same as that for textbooks
- o Librarians are entitled to all courtesies given to classroom teachers
- o Some books and magazines may be taken from the library for overnight use, but they must be returned before first period the next morning
- o Books may be kept for two (2) weeks and if there are no reservations for the title, may be renewed for an additional two (2) weeks
- o Students shall pay all fines and for any lost books

### **Cafeteria Code of Conduct**

The following rules are applicable to the cafeteria:

- o Be on time. You must have a pass if you are going to be late

- o Always show respect for others
- o Stay in your seat until you are called for lunch, called to dispose of garbage or are dismissed
- o You are responsible for keeping your area clean
- o If you need to see another teacher, you must have a pass from that teacher
- o There will be no locker or library passes
- o Whenever you leave the cafeteria you must sign out
- o No grooming products in the cafeteria
- o Glass bottles are not permitted
- o All school rules apply in the cafeteria

# Ranger High-Tech Academy

## **Program Descriptions**

Ranger High-Tech Academy is a school of choice for grades 2-12. RHTA maintains a STEM designation from the Ohio Department of Education for grades 2-8. Students who attend RHTA will use project based learning to apply the content from all subject areas.

"...STEM (science, technology, engineering, and mathematics) education (that) provides students with an interdisciplinary approach to learning. STEM education makes learning “real” and gives students opportunities to see the connection between the content they are studying and the application of that content in authentic and relevant ways. STEM education is an experiential learning pedagogy in which the application of knowledge and skills are integrated through in-context projects or problems focused on learning outcomes tied to the development of important college and career readiness proficiencies." (National Science Teaching Association)

## **Admission Requirements**

### **New Applications:**

There are four parts to this application process for students going into grades 2-8.

- Online Application (including parent assessment)
- Teacher Assessment (sent to current teacher)
- Design Challenge for applicants to complete in teams on a designated day and time
- Parent attendance at informational meeting

We currently do not allow potential students to shadow at RHTA. The application process will tentatively open each January and close in March. Notifications will be emailed home in early May. Applicants must ensure that they are entering the correct email on their application and that they are checking that email for important information and updates.

### **Return Applications:**

Each year the students will complete a short reapplication in order to retain enrollment at RHTA. Along with the reapplication form, each student will receive a recommendation from their current teacher based on two attributes.

- Academic Progress of individual learners within the PBL structure
- Ability to work collaboratively as a group member

### **Open Enrollment:**

If a child is accepted at RHTA as a resident and the family moves out of North Ridgeville after the start of the school year that child may apply for district open enrollment and remain at RHTA for the current school year. If the child would like to return the following school year they must complete the full application process as an open enrollment applicant.

## **Playground Rules and Guidelines (for grades 2-4)**

It is our goal that all children have an enjoyable and safe play period each day. These rules have been established to ensure the safety of all children. Failure to follow these rules may result in the loss of playground privileges.

- Rough and dangerous play is not permitted, including fighting and wrestling. No contact games are permitted.
- Students are to avoid ice, mud puddles, snow piles, and other wet areas.
- Students may play in approved areas only.
- Students must follow the directions of the recess monitors. Any arguing, talking back, or failing to abide will result in loss of privileges.
- Personal items should not be brought to school for use on the playground.
- Use all playground equipment properly.

### **Cafeteria Rules and Guidelines**

- Students in the cafeteria must remain seated unless they have permission from the lunchroom aides.
- Once students are seated they may not move to a different seat.
- There is no sharing or trading of food.
- Students are expected to clean up after themselves.

### **Additional Student Code of Conduct**

- Students shall not run in the halls
- Students shall not cause or become involved in fighting
- Bookbags shall be placed and kept in lockers during the day
- Students will be respectful and courteous to business partners in school and at business locations.

### **Community Immersions**

Community Immersions are in person or virtual experiences in which students engage with community organizations or business partners to apply content knowledge in authentic ways. If a community immersion is planned by the teacher it is a mandatory learning experience. There is not an option to opt out. Students must be on their best manners during community immersions. All school rules apply.

### **After School Activities**

Students who remain after school for activities and clubs should have made arrangements for transportation home from the activity in advance. Students who remain in the building for more than a reasonable amount of time after the conclusion of an activity may be excluded from further participation in that activity. School staff members cannot assume responsibility for students after the scheduled concluding time of any event or activity.

Parties, dances and other such activities sponsored by the North Ridgeville City Schools are closed activities and solely for the entertainment, enjoyment and social development of students of the North Ridgeville City Schools. All school rules, including the dress code will be enforced. If a student is not picked up from any school event within 15 minutes after the end of the event, he/she may not be allowed to attend the next event.

# **North Ridgeville High School**

## **Arrival at School**

Students are to promptly enter the school building upon arriving at school. They are not to loiter in their cars or around the school. When students are dropped off they are not to leave the school property.

The only doors that will be open will be the Pitts' Road and Main Doors. Before school the cafeteria is open to allow students to purchase breakfast if they desire.

## **Tardies to School**

A student who is not in his/her assigned classroom/location when the opening bell rings is considered tardy. Any student arriving at school after the opening bell rings must sign in with the attendance office and will be counted as tardy.

There are no excused tardies. Students are allocated 3 tardies each quarter without penalty and should use them carefully.

After the fourth (4th) tardy, disciplinary action will be taken. Consequences for tardies include:

0 – 3 No Penalty

4 Detention (Before or After School)

5 Extended Detention

6 or more Administrative conference and determination of appropriate discipline (may include loss of driving privileges at NRHS)

Students arriving past the midpoint of the period will be considered absent for that period. This is also unexcused and will count toward the allocated tardies.

## **Bookstore**

The Bookstore is located across from the Main Office and will be open during posted hours. School supplies are available for purchase, fees and fines are also paid at the Bookstore. The Lost and Found is also located at the Bookstore.

## **Lockers**

Each student will be assigned a locker. School lockers are the property of the North Ridgeville Board of Education loaned to students for their convenience. The Board of Education extends the use of lockers to students only for legitimate purposes. The Principal or any other duly authorized school official may search any locker without prior warning in seeking contraband either on a regular or unannounced basis in the interest of making the school a safe place to work and learn.

## **Restrooms**

Restrooms are available for use before and after class. Students are permitted to use restrooms during class only in the case of an emergency and must obtain a pass from a classroom teacher. If you are in the restroom during class without a pass, you will be considered cutting that class.

## **College Visitations**

Any time you plan to visit a college on a day North Ridgeville High School is in session, you must have PRIOR approval from your counselor and your teachers. A form is available for this purpose in the Guidance Office. Permission should be obtained at least five (5) days in advance of your visit. The completed form should be returned to the Attendance Office. Visitation should be limited to three (3) visits per year. For seniors one these days will be on the designated testing day in October.

## **Student/Parking Lot Regulations**

Driving to school is a privilege. Speeding, reckless operation, improper parking, tardiness to school or other violations may result in the loss of driving privileges. Vehicles parked on school property are subject to routine patrol and potential search in accordance with the following guidelines: patrols may look through vehicle windows and may search open student vehicles when there is reasonable suspicion of illegal or unauthorized behavior or items that are illegal, dangerous or stolen. The school is not responsible for damage to vehicles while on school property. Students are to park in assigned areas and have a parking permit visible at all times.

In order to obtain permission to drive to school, you must obtain a parking permit from the Bookstore to register your car with the school. Return the form along with payment to the Bookstore. Cars with no parking sticker may be towed from the parking lot at the owner's expense.

## **Student Publications**

Official student publications such as the school newspaper, yearbook, class newsletter, etc. are a part of the school curriculum and, as such, editorial control remains with school authorities.

Any unauthorized publications, signs, etc. may not be posted or distributed on school grounds.

## **Telephone Messages**

Students needing to call home should report to the main office. Messages from parents to students should be directed through the main office. Students are not to make calls during class periods.

## **Work Permits**

State law requires that any student 17 or younger holding a job must have a work permit on file with the school. This includes students 15 and under who work only in the summer. These forms are available in the Main Office. A physical is needed for a work permit. Allow 2 days for processing. NOTE: a work permit is not required during the summer if you are 16 or 17.

## **Commencement**

In order for a graduating Senior to participate in commencement, he/she must:

- o Complete all state and local requirements for graduation
- o Meet all financial obligations to the school district and school vendors
- o Meet all responsibilities with their respective administrator
- o Attend commencement practice



Students on an Out-of-School Suspension, In-School Assignment or expelled will not be permitted to participate in commencement.

### **Dances**

General school dances are held periodically for students. Students must show their NRHS or JVS ID and have their school fees paid to purchase tickets to a dance. No tickets will be sold at the door. Tickets and IDs are needed to enter the dance. For dances that allow guests to attend, a guest application will need to be completed and returned for approval. Students are permitted to bring only one guest. Administrators have the right to approve all out of school guest applications and must approve guests 20 years of age or older. No guest younger than a freshman will be permitted to attend any dance. All school rules are in effect.

### **Senior Prom**

The prom is a school-sponsored activity and all school rules apply. In addition to school rules applying, all school fees must be paid in order to attend. Tickets may be purchased by North Ridgeville High School seniors ONLY! Sophomores and juniors may attend Prom as a guest of a senior. Freshmen may not attend Prom. Once tickets are purchased there will be no refunds. A guest application will need to be completed and returned to the Main Office for approval. Students are permitted to bring only one guest. Administrators have the right to approve all out of school guest applications and must approve guests 20 years of age or older.

### **Dance Court Candidates**

All candidates for court at any dances (i.e. Prom, Winter Formal, Homecoming, etc.) must have at least a 2.0 GPA or higher. In addition they must not have had any out-of-school suspensions for that year.

### **Class Officer Election Criteria**

To run for a class officer the following criteria must be met:

- o Cumulative grade point average of a 2.0 or better
- o No out-of-school suspension (or repeated Extended Detentions) the previous or current year
- o Three teacher recommendations
- o 25 student signatures from the appropriate grade level on a petition
- o Senior Class Officers must have been an officer once during the previous three years

To retain a class office, criteria one and two above must remain in effect throughout the tenure of the position. Poor grades, poor conduct and/or failure to perform the required duties of the elected position are grounds for removal from office.

### **Schedule Changes**

Course selection must be carefully considered at the time of course registration and should reflect the student's educational and vocational plans. For this reason, schedule changes are strongly discouraged and will be approved only as explained in the following:

1. Prior to June 1<sup>st</sup>, a student, with parent permission may change his course selection for the following school year. A form is available for this purpose in the Guidance Office.
2. From June 2<sup>nd</sup> through the first day of school in the fall, the only changes that will be permitted are those which are necessary due to a student's failing course, being retained in the same grade level, or attending and passing a course in Summer School. Counselors will be checking credits and may contact the student if

deficiencies appear, if courses the student has registered for are dropped for lack of enrollment or for other reasons of this nature. If a required course is failed and not repeated in summer school, it will be automatically added to a student's schedule for the following year.

3. During the first three weeks of the school year, only those changes which are essential to the student's program of studies or that correct serious errors in scheduling will be considered. The following are examples of these types of changes:
  - A. Not enough credits are scheduled
  - B. A prerequisite course was failed or not taken
  - C. A scheduled course was previously taken and passed
  - D. A course was requested and not received
  - E. A course required for promotion or graduation is not schedule
  - F. There is a computer error
  - G. A students previous performance indicates that he/she is scheduled at the wrong level
  - H. A class may be added if there is an opening and the student is enrolled in lunch or study hall at that time
4. All changes should be completed by the 20<sup>th</sup> class day of the course. If a class is dropped after the 20<sup>th</sup> day of the course then a grade of "F" will be given for the course
5. Schedules will not be changed to facilitate an early dismissal or late arrival. Only those junior or senior students who are scheduled into first or last period study hall or lunch by the computer, with parent permission, be excused early from school. (Forms are available for this purpose. See Junior/Senior Privilege)

### **Grading Guidelines 9-12**

North Ridgeville High School and the North Ridgeville City Schools believe that grades should accurately reflect what students know in relation to content standards and skills that have been taught. Using identified best practices in order to foster student learning and achievement, this document was created to provide a greater level of consistency from classroom to classroom across the building, while reinforcing the importance of flexibility that allows students to best demonstrate understanding of standards learned.

Over the course of the semester the vast majority of all assignments fall into one of two main categories, practice assignments and mastery assignments.

Practice Assignments (homework, classwork, warm ups/bell work, exit tickets, skills checks, formative quizzes, etc.) shall not be more than 20% of a final course grade. Practice Assignments are assignments that are given during the learning process. The purpose of these assignments is to give students time to practice and allow teachers to give feedback.

Mastery Assignments (quizzes, tests, projects, papers, presentations, lab reports, etc.) shall make up at least 80% of the final grade each quarter. Mastery Assignments are assignments that are given after learning has occurred. The purpose of these assignments is to measure whether a student has mastered a skill or concept.

Practice assignments will be accepted after the due date up until the time of the unit's summative assessment for no less than 70% credit.

Mastery assignments submitted late will be accepted for no less than 70% credit after the due date. All mastery assignments must be completed one week before the last day of the grading period unless alternative arrangements have been made with the instructor.

Extra credit shall not be calculated into any final grade. In addition, points should not be awarded to students for activities not related to meeting learning standards.

These guidelines are minimal requirements. Teachers can use their discretion to exceed these guidelines to provide additional flexibility to students on a case by case basis.

### **Junior/Senior Privilege Program**

The purpose of the Junior/Senior privilege is to encourage responsibility and to reward Juniors who have earned a cumulative high school GPA of 2.75 or higher and Seniors who have earned a cumulative high school GPA of 2.0 or higher, by allowing them to leave the school grounds during the day. Before a student can participate, the student and his/her parent/guardian must schedule an appointment with an administrator to complete the necessary paperwork.

#### Guidelines

- o Those who qualify may leave the school grounds during consecutive scheduled lunch or study hall periods one time during the day.
- o Schedules will not be changed to accommodate Privilege.
- o Students must not stay on school grounds during the period they are scheduled to leave unless they report to their designated lunch/study hall on time.
- o All those with Privilege must leave prior to the tardy bell for the period they are scheduled to leave. They may not re-enter the building prior to the end of the period they are scheduled to be out. They will leave and re-enter the building through the main entrance. If necessary, they may wait for the bell in the lobby by the main entrance.
- o Food may not be brought back into the school.
- o All school rules apply during the designated “free period”.

#### Loss of Privilege Will Result From:

- o Two tardies to class following the designated “free period” a tardy is defined as being less than ten minutes late.
- o Receiving an In-School, Extended Detention or an Out-of School Suspension at any time during the year.
- o Receiving a failing grade for any one class at any time during the year.
- o Being absent for more than 10 days during the school year.
- o Remaining in the parking lot, on any part of the high school grounds or on any other school grounds without authorization during the designated period.
- o Bringing food back into the building.
- o The administration may revoke a senior’s privilege for any other malfeasance not specifically mentioned.