

STRONGSVILLE HIGH SCHOOL



MUSTANGS

Student Planner/Handbook 2016-2017

The policies and procedures in the *Student Planner/Handbook* serve to encourage the positive teaching and learning climate needed to sustain excellence in academics, arts and athletics. This *Student Planner/Handbook* is designed to support you and your parents by providing a concise source of information and a place for you to record and organize your assignments.

The *Student Planner/Handbook* is for your daily usage and contains the rights and responsibilities of students. Since the planner contains the *Hall Pass*, it is essential that you carry the planner with you throughout the day.

The Strongsville High School *Student Planner/Handbook* has been adopted by the Board of Education to be followed by all students, parents and employees. It is expected that you will read, understand and share the contents of this document with your parents or legal guardians.

A fully searchable version of this book is available on the high school website under the *Information* link: www.strongnet.org

This planner belongs to:

NAME _____

ADDRESS _____

CITY/ZIP _____

PHONE _____

STUDENT NO. _____

Table of Contents

Topics are listed alphabetically within each section of the *Student/Planner Handbook*

<p>General Information 4</p> <ul style="list-style-type: none"> Guiding Principals PBIS Study Skills/Guidelines Welcome Safety and Security Information Evacuation: Fire and Tornado Leaving Building School Closing Visitors Hall Passes Bell Schedule Academic Calendar Contact Names and Numbers Finding Help/Web Address Students Rights and Responsibilities <p>Academic Policies and Procedures 15</p> <ul style="list-style-type: none"> Academic Requirements Class Scheduling Information Course Fees/General Fee Course Selection Guide Final Exam Information Grade Level Placement Grading Information Graduation Information Interim Reports-Report Cards Ohio Graduation Test Optional High School Curriculum Choices Evening School Summer School <p>Attendance Regulations & Procedures 19</p> <ul style="list-style-type: none"> Attendance Guidelines Absence Information Attendance: Student Responsibilities Compulsory School Age (ORC Section 3321.0) Early Release Programs Emancipation Guidelines Excessive Absence Leaving School Early/Medical Appointments Non-Participation in Physical Education Parent Responsibilities – Failure to Send Children to School (ORC Section 3321.38) Pre-arranged Absences Student Sign-in: Reporting After School Begins Student Activities & School Attendance Tardiness to Class & School 	<p>Operating Procedures & Guidelines 23</p> <ul style="list-style-type: none"> Student Photo ID Cards Appropriate Dress Guidelines Assembly Expectations Before and After School Expectations Cafeteria Expectations Disclaimer of Responsibility-Valuables at School Driving/Parking Permits Enrollment from Another School Field Trips Food in the Halls and Classrooms Hall Conduct – Changing of Classes Hall Pass Guidelines Individual Class Guidelines Lockers Lost and Damaged Textbooks Lost and Found Mustang Privilege Requirements Sign Posting Policy Student Aide Responsibilities Students Appointments – Office Requests Student & Staff Care of Building & Grounds Student Gift and Food Deliveries Student Planner Student Publications Student Records & Directory Information: <ul style="list-style-type: none"> Policies, Laws, Procedures, Notice of Rights (FERPA) Disclosure of Directory Information Student Use of Sidewalks Study Hall Expectations Telephone Usage-School Phones Work Permits Withdrawal: Age & Schooling Certificate <p>Student Code of Conduct 29</p> <p>Disciplinary Process and Procedures 29</p> <ul style="list-style-type: none"> Physical Restraint Police Involvement – Questioning Students Code of Conduct Definitions Guidelines for Bus Conduct Bullying Prevention Philosophy School Rules
--	---

Extra-Curricular Activities	34	Guidance and Counseling Services	38
Attendance Requirement		Appointments	
Athletic & Extra-Curricular Activity Eligibility		College Financial Aid	
Code of Conduct Requirements for Athletics		Drug Education	
NCAA Requirements		Problem Solving	
Athletic Activities		Special Services	
Athletic Awards		Student Re-Entry From Hospital or Treatment Center	
Athletic Season Tickets		Student Testing	
Activity Information		Transcripts	
Eligibility Requirements		Information Services: Guidelines & Procedures	39
Participation Guidelines		Acceptable Use Policy Computer Hardware, StrongNet Network, & Internet	
Dance Procedures		Internet Access	
Fund Raising Projects (Students)		Media Center: Guidelines & Procedures	41
National Honor Society		Before and After School Usage	
New Club/Activity Procedure		Borrowing and Renewing Material	
Scheduling Facilities and Activities		Fines	
School Insurance		How to Visit the Media Center	
Senior Year Activities		Online Services	
Clinic: Guidelines and Procedures	37	Production Services for Students	
Administration of Medication to Student While in Attendance at School		Parent and Community Involvement	42
Student Illness During the School Day		Business/Community Partnerships	
Emergency Medical Authorization Forms and Pupil Emergency Card		Parent Assistant Support System (PASS)	
Immunization Requirements: Registration		Parent Groups	
		Parent/Teacher Communications	
		Policy Appendix	x

Welcome to SHS

The contents of this Student Handbook/Planner are based upon the Ohio Revised Code and District policies approved by the Board of Education. The policies can be viewed on the Board Policy Database found under the Board link located on the District's website www.strongnet.org. A fully searchable electronic version of this document can be found under the Information link on the high school's webpage.

The need for a well-ordered school environment is unquestionable and a high priority of the professional staff at Strongsville High School. So that every student will be informed, rules and regulations pertinent to daily school life are outlined in this document. Students will be afforded all rights as required under due process and the provisions of HB-421 of the State of Ohio.

It is our belief at Strongsville High School that all students are entitled to basic civil liberties guaranteed to all citizens. It is the purpose of our high school to encourage the exercise of these liberties, to help guide students in the development of responsibility and reliability, and to respect themselves, classmates, school staff members and society in general.

It is further recognized that the role of the school official and teacher is "in loco parentis" relative to the students. It is the duty of school officials to make decisions that protect the health and wellbeing of all students while at the same time safeguarding individual rights.

Student responsibilities include regular school attendance, conscientious effort in classroom work, and compliance with school rules and regulations. Most of all they share with the staff the responsibility of developing a climate in the school that is conducive to learning and the development of positive life skills.

Mark E. Smithberger, Principal

STRONGSVILLE CITY SCHOOLS **GUIDING PRINCIPLES**

The Strongsville City Schools District Leadership Team is committed to understanding, educating, and meeting the needs of all students. Based upon this commitment, the following belief statements serve as guidance for the collaborative work of our district.

- Shared leadership and collaborative problem-solving between students, staff, teachers, administration, parents and the community are essential to the improvement process.
- All adults will make data-based decisions and implement evidence-based practices in the classroom.
- All adults will take a holistic approach to teaching and learning to teach the whole child.
- School should be enjoyable for students; learning should be engaging, exciting and fun, as students learn best when they are active learners.
- All students have the right to access high quality instruction in the general education classroom.
- Students are individuals and have individual learning needs.
- All students can achieve and grow.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT

The mission of PBIS in the Strongsville City Schools is to create a positive, inclusive school culture while promoting a supportive approach to teaching and learning that maximizes the academic achievement, creativity, and social-emotional competence of all learners.

Safety and Security Information

Evacuation Procedures - Fire & Tornado Drills

State law requires that we periodically conduct emergency drills. In most cases, the drills we participate in are simply practice and preparation for a real emergency. However, we still need to approach any emergency drill as if there was a true emergency taking place. This will help make all our emergency drills a productive learning situation for all participants.

If an emergency situation does arise, it is important for all participants to carefully listen to their assigned classroom teacher. The directions will help guide you through the evacuation procedure in a safe manner. Maintaining a cool, and calm demeanor will help eliminate serious injuries.

Please follow these procedures for fire and tornado.

Fire Evacuation Procedure

When the fire alarm sounds, all persons are to leave the building as prescribed by the drill regulations:

- Leave all books and materials on your desk.
- Form lines and proceed quietly and quickly from the room in single file.
- Follow the assigned route quietly and quickly without running.
- In the event the assigned exit route is blocked, students, under the verbal direction of the teacher, should proceed to the next closest exit.
- No student is permitted to leave the group without explicit instructions from the teacher in charge.
- All workrooms, restrooms, locker rooms, and offices must be cleared.
- The last person out of each exit assumes the responsibility for closing the outside doors.
- All persons should move at least two hundred feet from the building.
- When the fire alarm stops all classes will stand quietly outside of the building. Students will re-enter the building when an all clear signal is given.
- The last person to leave the classroom closes the windows and door.

Tornado Guidelines/Procedures

When a tornado warning is issued, the tornado alarm will be sounded throughout the building.

Classroom Preparation

- Drapes and shades are closed or drawn.
- Doors are kept open.

Procedure

- Move directly to the designated area and stay inside the building.
- Squat away from doors and windows and place hands over your head looking downward to protect the face from flying glass.
- Remain in proper position until alert ends.

Leaving the Building

Students are reminded that they must sign out through the Attendance Office before leaving the school building. Students shall not be permitted to leave the building before the end of the last period class without the permission of an administrator. Students shall not be permitted to perform errands without the express permission of the student's parent and appropriate school administrator.

School Closing

In the event of bad weather conditions or other emergencies, the District Superintendent makes the decision as to whether school will be closed. Whenever schools are closed due to emergency, all extra- and co-curricular activities are also canceled. School closure information is relayed to local radio and television stations, posted on the school cable channel, high school website and other venues prior to the start of school. In the event of an emergency occurring during the school day, the Superintendent will determine the action to be taken and will notify students.

Visitors

Parents are always welcome at Strongsville High School. We ask that an appointment be made in advance to visit with an administrator, counselor, or teacher. Parents are requested to stop by the Greeter's desk to register.

Visitors to Strongsville High School are welcome. However, certain restrictions must be observed. All non-employees of the Strongsville School District and any individual who is not a pupil assigned to the high school shall report directly to the Greeter's desk to obtain a visitor's permit. All visitors are required to register with the Greeter, sign in and obtain a visitor's badge to be displayed.

Visitors (i.e. with the exception of parents) will not be permitted during the first two weeks of school, during the week of quarter exams, semester exams, during the last two weeks of school, or during the three days prior to and after Thanksgiving, winter and spring vacations. Likewise, visitor privileges will not be permitted during special testing situations that may be occurring throughout the school year.

School age visitors will be permitted if they are accompanied by a parent or guardian and are contemplating enrollment at Strongsville High School. The student will follow a schedule set up by the guidance counselor comparable to the student's present school schedule. We reserve the right to limit the number of visitors.

HALL PASS

NAME _____ GRADE _____

1st QUARTER AUGUST – OCTOBER 2016

DATE	TIME OUT	TIME IN	DESTINATION	TEACHER
------	----------	---------	-------------	---------

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

Instructions: This page will be used for student initiated non-academic requests. Students must have their teachers fill out the appropriate information in order to be issued a pass. If you do not have your planner, no pass will be issued. Students will be allowed 10 passes per quarter. Once the allotted number has been used, no further passes will be issued for that quarter.

HALL PASS

NAME _____ GRADE _____

2nd QUARTER OCTOBER – JANUARY 2016

DATE	TIME OUT	TIME IN	DESTINATION	TEACHER
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____

Instructions: This page will be used for student initiated non-academic requests. Students must have their teachers fill out the appropriate information in order to be issued a pass. If you do not have your planner, no pass will be issued. Students will be allowed 10 passes per quarter. Once the allotted number has been used, no further passes will be issued for that quarter.

HALL PASS

NAME _____ GRADE _____

3rd QUARTER JANUARY – MARCH 2017

DATE	TIME OUT	TIME IN	DESTINATION	TEACHER
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____

Instructions: This page will be used for student initiated non-academic requests. Students must have their teachers fill out the appropriate information in order to be issued a pass. If you do not have your planner, no pass will be issued. Students will be allowed 10 passes per quarter. Once the allotted number has been used, no further passes will be issued for that quarter.

HALL PASS

NAME _____ GRADE _____

4th QUARTER MARCH - JUNE 2017

DATE	TIME OUT	TIME IN	DESTINATION	TEACHER
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____

Instructions: This page will be used for student initiated non-academic requests. Students must have their teachers fill out the appropriate information in order to be issued a pass. If you do not have your planner, no pass will be issued. Students will be allowed 10 passes per quarter. Once the allotted number has been used, no further passes will be issued for that quarter.

Bell Schedules

Schedule #1 - Regular Schedule

7:15 - 1st Period Warning Bell

Period	Begin	End
1	7:20	8:08 (48)
HR/2	8:13	9:07 (54)
3	9:12	10:00 (48)
4	10:05	10:53 (48)
A Lunch	10:05-10:29	B-Study Hall
B Lunch	10:29-10:53	A-Study Hall
5	10:58	11:46 (48)
A Lunch	10:58-11:22	B-Study Hall
B Lunch	11:22-11:46	A-Study Hall
6	11:51	12:39 (48)
A Lunch	11:51-12:15	B-Study Hall
B Lunch	12:15-12:39	A-Study Hall
7	12:44	1:32 (48)
8	1:37	2:25 (48)

Schedule #2 - 45 Minute Homeroom

7:15 - 1st Period Warning Bell

Period	Begin	End
1	7:20	7:52 (32)
HR	7:57	8:42 (45)
2	8:47	9:23 (36)
3	9:28	10:00 (32)
4	10:05	10:53 (48)
A Lunch	10:05-10:29	B-Study Hall
B Lunch	10:29-10:53	A-Study Hall
5	10:58	11:46 (48)
A Lunch	10:58-11:22	B-Study Hall
B Lunch	11:22-11:46	A-Study Hall
6	11:51	12:39 (48)
A Lunch	11:51-12:15	B-Study Hall
B Lunch	12:15-12:39	A-Study Hall
7	12:44	1:32 (48)
8	1:37	2:25 (48)

Schedule #3 - 15 Minute Homeroom

7:15 - 1st Period Warning Bell

Period	Begin	End
1	7:20	8:02 (42)
HR	8:07	8:22 (15)
2	8:27	9:13 (46)
3	9:18	10:00 (42)
4	10:05	10:53 (48)
A Lunch	10:05-10:29	B-Study Hall
B Lunch	10:29-10:53	A-Study Hall
5	10:58	11:46 (48)
A Lunch	10:58-11:22	B-Study Hall
B Lunch	11:22-11:46	A-Study Hall
6	11:51	12:39 (48)
A Lunch	11:51-12:15	B-Study Hall
B Lunch	12:15-12:39	A-Study Hall
7	12:44	1:32 (48)
8	1:37	2:25 (48)

Schedule #4 - 30 Minute Homeroom

7:15 - 1st Period Warning Bell

Period	Begin	End
1	7:20	7:57 (37)
HR	8:02	8:32
2	8:37	9:18 (41)
3	9:23	10:00 (37)
4	10:05	10:53 (48)
A Lunch	10:05-10:29	B-Study Hall
B Lunch	10:29-10:53	A-Study Hall
5	10:58	11:46 (48)
A Lunch	10:58-11:22	B-Study Hall
B Lunch	11:22-11:46	A-Study Hall
6	11:51	12:39 (48)
A Lunch	11:51-12:15	B-Study Hall
B Lunch	12:15-12:39	A-Study Hall
7	12:44	1:32 (48)
8	1:37	2:25 (48)

Schedule #5 - 2 Hour Delay

7:15 - 1st Period Warning Bell

Period	Begin	End
1	9:20	9:49 (29)
2	9:54	10:23 (29)
3	10:28	10:57 (29)
4	11:03	11:44 (41)
A Lunch	11:03-11:24	B-Study Hall
B Lunch	11:25-11:44	A-Study Hall
5	11:49	12:30 (41)
A Lunch	11:49-12:10	B-Study Hall
B Lunch	12:10-12:30	A-Study Hall
6	12:35	1:16 (41)
A Lunch	12:35-12:56	B-Study Hall
B Lunch	12:56-1:16	A-Study Hall
7	1:21	1:50 (29)
8	1:55	2:25 (30)

Schedule #6 - Early Release

7:15 - 1st Period Warning Bell

Period	Begin	End
1	7:20	8:01 (41)
2	8:06	8:49 (43)
3	8:54	9:34 (41)
4	9:40	10:21 (41)
A Lunch	9:40-10:01	B-Study Hall
B Lunch	10:01-10:21	A-Study Hall
5	10:26	11:07 (41)
A Lunch	10:26-10:47	B-Study Hall
B Lunch	10:47-11:07	A-Study Hall
6	11:12	11:53 (41)
A Lunch	11:12-11:23	B-Study Hall
B Lunch	11:23-11:43	A-Study Hall
7	11:58	12:39 (41)
8	12:44	1:25 (41)

Strongsville High School Calendar 2016-2017

August 2016

23 Freshman Orientation 9th Grade Only
24 Classes Begin – All Students

September 2016

1 Open House
5 Labor Day – No Classes
23 Pro Day – No School for Students

October 2016

4 & 12 Evening Parent Conferences
7 Homecoming Football Game
8 Homecoming Dance
14 NEOEA Day – No School
19 PSAT Testing
21 Early Release Day
28 1st Grading Period Ends
24-31 OGT Testing

November 2016

1-4 OGT *Make-up* Testing
8 Election Day & Pro Day – No School
23-25 Thanksgiving Break – No School

December 2016

TBA Exam Week
22-1/2 Winter Break

January 2017

3 School Resumes
13 2nd Grading Period Ends
16 Martin Luther King Day – No School
17 Records Day – No School
18 First Day of 2nd Semester

February 2017

9&15 Parent Conferences Evening
17 Conference Comp Day – No School
20 Presidents' Day – No School

March 2017

10 Early Release Day
24 3rd Grading Period Ends
27-31 Spring Break – No School
14-18 OGT Testing
21-25 OGT Makeup Testing

April 2017

14-17 Holiday Break – No School

May 2017

1-12 AP Testing
26 Prom
29 Memorial Day – No School

June 2017

4 Commencement
7 End of 4th Quarter – Last Day of School

High School and District Directory

Look for District/High School Updates on www.strongnet.org or Channel 22

Mark E. Smithberger

Principal - 572-7121

Mary Marconi

Principal's Secretary – 572-7121

Stephen M. Breckner – Grade 12

Assistant Principal – 572-7124

Attendance Line – 572-7101

Susan A. Harb – Grade 11

Assistant Principal – 572-7115

Attendance Line – 572-7101

Nicole Hackman – Grade 10

Assistant Principal - 572-7126

Attendance Line – 572-7101

Brian Tumino – Grade 9

Assistant Principal - 572-7116

Attendance Line – 572-7101

Andrew Jalwan

Athletic./Activities Director – 572-7118

Evelyn Deisner

Athletic Director's Secretary - 572-7102

Megan Sislowksi – A-Co

Counselor – 572-7111

Bethany Hussong – Cr-Ha

Counselor – 572-7112

John Young – He-Lo

Counselor – 572-7114

Tracy Davidson – Lu-Pe

Counselor – 572-7110

Tara Brzuski – Pf-Sr

Counselor- 572-7109

Julia Williams – St-Z

Counselor - 572-7113

Linda Slany

Guidance Secretary – 572-7103

Dolly Holtz

Clerk/Bursar – 572-7108

Connie Speidel

Special Ed. /IEP Clerk-846-3223

Donna Turski

Information Services – 846-4073

District Offices

572-7000

Board of Education Members

Carl W. Naso, President

Richard O. Micko, Vice-President

Col. Duke Evans, (Ret)

George A. Grozan

Jane L. Ludwig

Cameron M. Ryba

Superintendent - 572-7010

George K. Anagnostou

Treasurer - 572-7021

Jennifer L. Pelko

Asst. Superintendent of Human Resources and
Staff Development - 572-7035

Erin Green

Director of Curriculum and
Talent Development – 572-7015

Andy Trujillo

Director of Special Education – 572-7045

Mark Donnelly

Director of Business Services - 572-7050

Vicki A. Turner

Director of Instructional Technology - 572-7067

Marty Austin

Coordinator of Transportation - 572-7060

Where Can Students Get Help at Strongsville High School?

<u>Topic</u>	<u>Location</u>
Accident Report	Nurse's Office
Activity Calendar	Athletic Office – Student Activities
Athletic Calendar	Athletic Office
Athletic Eligibility	Athletic Office
Attendance	Grade Level Assistant Principal
Bus Information	572-7060
Change of Address	846-4073
Club Information	Assistant Principal –Student Activities
College Information	Guidance Department
College Recommendations	Individual Guidance Counselor
Emergency	Grade Level Assistant Principal
Financial Aid/Scholarships	Guidance Department
Grade Questions	Individual Teacher
Homework Extended Illness	Guidance Department
Honor Roll	Guidance Department
Identification Card Replacement	Media Center
Injury	Nurse
Job Opportunities	Guidance Department Bulletin Board
Locker Problems	Grade Level Assistant Principal
Lost and Found	Custodian
Lost Textbooks	Teacher/Bursar
Makeup Tests	Teacher
Map of the Building	Student Orientation
Parent Visitation	Greeter
Parking Permits	Assistant Principal
Requirements for Graduation	Guidance Department
Student Government	Assistant Principal –Student Activities
Summer School Information	Guidance Department
Textbook Fines	Bursar
Theft Reports	Grade Level Assistant Principal
Transcripts	Guidance Department
Transferring Schools	Guidance Department

This handbook is adopted by the Strongsville Board of Education each year and does not reflect changes that may occur during the school year. When in doubt, contact the school for questions or clarification.

Student Rights and Responsibilities

Students, like all citizens, have rights guaranteed by the Constitution of the United States. Most often, 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 his/her rights are exercised and must accept the consequences of his/her action and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

Every right has a corresponding responsibility. A student may temporarily forfeit his/her right to educational opportunities when his/her conduct disrupts the educational process, deprives others of their rights and violates the school rules published in this handbook.

Individual classroom or teacher guidelines shall not conflict with the handbook or Board Policy.

The following statements set forth the rights of students in the public schools of the District and the responsibilities which are inseparable from these rights:

1. civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others.
2. the right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. the right to due process of law with respect to suspension and expulsion;

4. the right to free inquiry and expression and the responsibility to observe reasonable rules regarding these rights; and
5. the right to privacy, which includes privacy in 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.

A copy of the school discipline code will be posted in each of the schools and given to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

Student-Oriented Focus

The mission of the Strongsville City Schools is to ensure that all students reach their fullest potential. The focus of instruction, extra-curricular activities and operations must be on the students of the District. The Board of Education, administrators, teachers and staff shall make decisions and take actions which are in the best interests of the students of the District. A decision or action is in the "best interests of the students" if it fosters the mission of ensuring that all students reach their fullest potential.

ACADEMIC POLICIES & PROCEDURES

Strongsville High School Student Day

The official school day for each pupil shall consist of not less than five and one-half (5 ½) hours of scheduled classes excluding lunch. The school day for students at Strongsville High School consists of eight (8) periods beginning at 7:20 a.m. and ending at 2:25 p.m. All students must be enrolled in a minimum of five (5) credits for the school year and five (5) classes per quarter. Strongsville High School has a "closed campus school day". A student must have permission to leave the school campus through the Attendance Office, Mustang Privilege, or one of the Work/Study Programs.

Academic Requirements

To be eligible for graduation, students in the classes of 2017-2019 must earn 21 credits. Those in the

class of 2020 and beyond must earn 22 credits. For specific details, please refer to the *SHS Program of Studies* available through guidance.

In addition to earning credits, students in the class of 2017 must pass the Ohio Graduation Test. Students in the class of 2018 and beyond must earn a minimum number of 18 points from seven state end-of-course tests. (Students can earn up to five graduation points per test for a total of 35 possible points.) A student must earn a total of at least four points on English tests, four points on math tests and six points on science and social studies tests.

End-of-course Exams are:

*Algebra I and Geometry or Integrated Math I&II

*Biology

*American History & American Government

English I and English II

The high school day consists of (7) seven hours of scheduled classes. Students must take a minimum of 5 classes per semester.

*Additional information about graduation requirements for Ohio students can be found at the Ohio Department of Education's website: www.education.ohio.gov

Class Scheduling

Course selection shall involve students, parents and counselors and will occur in the Spring semester of each school year.

Students are encouraged to take as many courses as possible so that each student can be exposed to a wide variety of different educational experiences.

No student will be permitted to drop below five (5) classes per quarter.

The scheduling of any classes will always take precedence over *Mustang Privilege*.

Class Schedule Changes (Drop/Add)

Once parents have approved course requests, and the school has completed planning, any schedule change must follow the Class Schedule Change (Drop/Add) process.

Semester course adds and drops must be completed within the first three (3) school days of the semester. Any changes after this time will result in the student receiving an F grade for the course unless there are unusual circumstances.

Schedule changes will be processed for the following reasons:

- Appropriate prerequisite not passed
- Level of difficulty is inappropriate
- Class dropped with no adds
- Class added to replace a study hall
- Scheduling error
- Change in program (e.g.: vocational to college prep)
- Medical/other extenuating circumstances

All schedule changes are contingent upon availability of space in the requested class and the approval of the professional staff. To drop or add a course the student must complete the following process:

- Student meets with guidance counselor to discuss the change
- Counselor will make decision based upon criteria listed above
- Teachers must indicate recommendation for the proposed change
- Parent(s) must approve the change

To avoid disciplinary consequences, no student is to stop attending class until a new schedule is received.

College Credit Plus

In accordance with the provisions of State law qualifying students may enroll in college courses for high school and/or college credit (See the *Program of Studies* for details). *Students planning on participating in this program for the following school year must notify the Guidance Department by April 1st.* The final framework of this option may have far reaching effects upon a student's GPA, class rank, athletic eligibility, school day/year and other components of our traditional high school program including commencement/graduation. Students in this program must sign in and out with attendance upon entering and leaving the building. All fines and fees must be paid in full prior to registering for the College Credit + program.

Course Fees/General Fees

Fees for laboratory and activity courses are detailed in the *Program of Studies*. Students who do not pay fines and fees assessed by the District shall have their credits withheld, no parking permit issued, be unable to neither participate in the graduation ceremony nor have a final transcript issued until the fees are paid. If a check is returned for non-sufficient funds (NSF), that same checking account will be debited for both the face amount of the check and for a return check

fee. Payment of fees may be enforced by withholding the student's grades and credits.

Final Exams

The purpose of final exams is a cumulative assessment of the content and major themes from the curriculum.

Final Exam Schedule

1st Semester Exams (All Students)

To Be Determined

2nd Semester Exams (Underclassmen)

Last four days of 2nd semester

2nd Semester Exams (Sophomores and Juniors)

If a sophomore or junior is enrolled in an Advanced Placement Class or an equivalent class of Foreign Language and the sophomore or junior takes an AP test second semester, the sophomore or junior will have the option of not taking the class final exam. The student must maintain a grade of "C" for 3rd and 4th quarter. Students must meet the discipline, academic and attendance criteria to opt out of the final exam.

2nd Semester Exams (Seniors)

Seniors may be exempt from their final exams if the following conditions are met for second semester classes:

- No Corrective Learning Assignments *
- No Out of School Suspensions *
- "C" or higher in Individual Class for both third and fourth quarters
- Adherence to the absence policy for 2nd semester in an individual class. Attendance must reflect only six days of absence since the exam days are considered regular school days
- All fees and fines must be paid in full by the specified date

* **Note:** If a student receives a corrective learning assignment and/or out of school suspension, the student will be expected to take all final exams in all classes.

Final Exam: Process to Change Exam Date

A parent/guardian must submit written request with supporting documentation to the building principal two weeks prior to final exams. The principal will work with the teacher to establish a mutually agreeable test date.

Grade Level Placement

Students are classified by grade according to the number of credits they have accumulated by the beginning of each school year:

GRADE 10: 4.0 credits

GRADE 11: 9.0 credits

GRADE 12: 14.0 credits and/or has a graduation plan/credit recovery plan in place signed by the grade level administrator and counselor.

Grade Point Scale

All courses will be graded using the following scales. Honors/AP classes use the weighted scale and all other classes use the standard scale:

STANDARD	WEIGHTED
A=4 points	A=5 points
B=3 points	B=4 points
C=2 points	C=3 points
D=1 point	D=1 point
F=0 points	F=0 points

The scale for weighted grades for student transfers from other districts will be converted to the Strongsville City School District's scale for weighted grades for each eligible year.

Grade Standardization

The following grading scale will be utilized at the high school:

- 89.5 - 100 A
- 79.5 - 89.4 B
- 69.5 - 79.4 C
- 59.5 - 69.4 D
- 59.4 or below - F

GPA Requirements: Honor Roll

- Principal's Roll – 4.00 +
- Honor Roll – 3.50-3.99
- Merit Roll – 3.00-3.49

Grade Computation

The calculation of quarter and semester grades is as follows:

% Total grade	40%	40%	20%
	Qtr. 1	Qtr.2	Exam

Example:

Grade	76%	84%	82%
Computation	152 points	168 points	82 points

$$\frac{152 + 168 + 82}{5} = 402 \text{ points}$$

$$402/5 = 80.4 \text{ or } 80\% = B$$

Semester grades of students exempt from the final exam will be calculated as follows:

% Total grade	50%	50%
	Qtr. 1	Qtr.2

NOTE: A student must pass at least one grading period each semester.

Grades Credit Withholding: Payment of Fees

Students who do not pay fines and fees and are not determined to be in financial need shall have their final transcripts withheld, until the fees are paid. A determination of financial need does not relieve the responsibility of students for any fines or charges imposed for loss, damage or destruction of school property. If a check is returned for non-sufficient funds (NSF), that same checking account will be debited for both the face amount of the check and for a return check fee. Payment of fees may be enforced by withholding the student's grades and credits.

Graduation Recognition

All students who are ranked in the top 5% of the class will wear gold cords.

In an effort to recognize the high level of achievement of the Senior Class and in addition to the Top 5%, the following distinctions will be recognized at an Academic Senior Awards night and students will be presented with cords to be worn at commencement:

Summa cum laude: The student maintains a 4.0 or higher Grade Point Average – Royal Garnet cord

Magna cum laude: The student maintains a 3.85 to a 3.99 Grade Point Average – Silver cord

Cum laude: The student maintains a 3.70 to a 3.84 Grade Point Average – Bronze cord

Graduation at Semester

Requests to graduate at the conclusion of the first semester must begin with a conference between student, parent, and guidance counselor. During this conference, the counselor will discuss the possibility and advisability of accelerated graduation and outline proper procedures to be followed. THE PRINCIPAL MUST APPROVE THE FINAL APPLICATION, no later than the 15th day of the first semester. Exceptions to this rule will be made only in very unusual circumstances.

Senior students who complete their graduation credits and requirements early but do not elect to apply for early graduation must continue their education at Strongsville High School. Since diplomas are not awarded until June, students who continue taking classes until June are subject to school rules and policies as stated in the *Student Planner*. Students, who do not comply, may lose the

opportunity to stay in classes beyond those meeting graduation requirements.

Interim Reports - Report Cards

The school year consists of two semesters. Each semester is divided into two nine-week grading periods (quarters) for reporting grades to parents. Interim reports are available on the student's Power School account mid-way through each nine-week grading period.

Optional High School Curriculum

Credit Flexibility

Teachers, counselors, and administrators at SHS are excited to give students the opportunity to show what they know through Credit Flexibility. With Credit Flexibility, students will be able to earn course credit in ways not limited to normal "seat time". They will be able to customize aspects of their learning around their interest and needs, to show what they know and move on to other more advanced classes or courses in other departments. Credit Flexibility options might include flexible schedules, a choice of modalities (e.g. online learning and community-based projects), as well as options to pursue niche interest areas, combine subjects, and graduate early.

Why Credit Flexibility? Research tells us that it encourages student self-direction and motivates learners to develop new skills and fulfill their potential. It also acknowledges that while learning experiences must be high quality, not all learning happens inside the traditional classroom or in formal educational settings.

With Credit Flexibility, high school students can earn credit in three ways:

1. Complete traditional coursework.
2. Test out or otherwise exhibit mastery of the course content.
3. Pursue one or more "educational options" (e.g. distance learning, educational travel, independent study, an internship, music, arts, or athletics).

In summary, the Credit Flexibility option:

- Focuses on performance, not on counting "hours in seats".
- Acknowledges and addresses students' differing learning styles, learning paces, and interests.
- Recognizes that measures of engagement and ownership are as important for

achievement as measures of attendance and access.

- Offers students opportunities to demonstrate creativity, explore academic and career interests, and practice critical thinking.

More information is available on our webpage.

This offering has great potential to increase opportunities for students to grow as learners and to expand students' interest in their learning.

Polaris Career Center

Polaris Career Center is a tax supported public school and is an extension of the Strongsville City Schools. The *Polaris Course Selection Guide* offers a wide variety of opportunities to juniors, seniors, and night school students of all abilities to develop specific career skills. These programs prepare students for entry-level positions as well as additional educational opportunities. Some of the programs offered may require additional fees for supplies, uniforms and tools. Detailed information about the various programs and application procedures will be available in the Guidance Office. Strongsville students who attend Polaris Career Center receive a diploma from Strongsville City Schools. Therefore, they must meet all Strongsville High School graduation requirements. Before entering Polaris Career Center, students should have earned 2 credits of English, 2 credits of Science, 2 credits of Mathematics, 2 credits of Social Studies, ½ credit of Health and ½ credit of Physical Education, plus electives. The structure of the curriculum enables the student the opportunity to earn a minimum of 6 credits per school year – 3 at the Polaris Career Center plus three academic courses taken at Strongsville High School.

Program of Studies

The *Program of Studies*, which contains course offerings, descriptions and requirements, provides information for parents and students to plan the secondary course of study.

Evening School

Evening school will be approved for remediation only. No student enrolled full-time in a regular high school day program shall be permitted to enroll for credit in either an evening high school or in evening classes without prior permission granted by the principal or designee. Forms for evening school are available from a counselor.

Attendance Regulations and Procedures

Class attendance is important because each classroom attendance experience is a part of their overall education. Attendance is a factor when assessing a student's quarterly, semester, and yearly grades. The State of Ohio requires schools to maintain a 93% student attendance rate and prohibits social promotion in the case of excessive absence.

Attendance Guidelines

A student is allowed to be absent from a class a maximum of ten (10) days per semester. Student absence in excess of ten (10) days per semester may result in loss of class credit.

Reasons that ***may count*** against the 10 day absence rule:

- Planned Absences
- Unexcused absences
- Out of school suspensions

* Exceptions may be made by the grade level assistant on a case to case basis.

The following are the ***only*** absences which may ***not count*** toward the standard of ten absences per semester:

- A court appearance
- Being hospitalized and/or under doctor and medical care for an extended period of time
- Corrective Learning
- Quarantined/Epidemic called for by a physician and/or Health Department official
- School sponsored activities, field trips, shadowing programs, guidance and testing activities, office visits.

A student who has missed more than 10 meetings of any class per semester for any reason, excused or unexcused, may be given consideration for an incomplete credit status (See *Excessive Absence - Course Credit Review*)

Absence Notification - Reporting an Absence

Parents are responsible for informing the school of his/her child's absence and the reason for the absences before 8:00 a.m. on the day of the absence. Parents/Guardians may leave a message the night

before or prior to 7:00 a.m. The message should include the following information:

- Name of student and grade
 - Date of absence and possible return
 - Reason for absence
 - Person calling
 - Number where parent/guardian can be reached
- Parents are requested to call the designated grade-level telephone number, which will be provided at the beginning of the school year, during orientation, and in the school newsletter.

Upon the student's return to school following the absence, he/she must bring a note from his or her legal guardian giving the date(s) and reason for the absence if phone contact has not already been made. Absences not confirmed through a phone call or accompanied by notes may become unexcused. Students must submit a note to the office within 24 hours of their return to school.

Absence Types: Excused/Unexcused Absences

An absence from school/class may be considered either an Excused Absence and/or Unexcused Absence.

Excused Absence: In accordance with State law and Board of Education Policy, the following reasons may constitute a student being excused from school/class.

- Personal illness
- Illness in the family
- Quarantine of home
- Death of relative
- Home work due to absence of parents or guardians. Any absence arising because of this shall not extend beyond the period for which the parents or guardians were absent.
- Observance of religious holiday
- Emergency or a set of circumstances in the judgment of superintendent/designee of schools constitutes a good and sufficient cause for absence from school.
- College visitation (with appropriate verification).

Unexcused Absence: Any student who is absent from school for all or part of the school day without a legitimate excuse shall be considered truant/unexcused. No credit shall be given for any schoolwork as a result of an unexcused absence.

Absence Make-up Work Policy

Assignments, tests and quizzes shall be made up in a manner which is in the best interest of the student.

There shall be one day make up time for assignments, tests, and quizzes per each day of excused absence. For example, a student who misses a test on the third day of an absence from school shall have at least three days to make up the test after returning.

For long-term absences of five days or more, assignments, tests, and quizzes may be made up following discussion between the student, parent and teacher.

Long Term Assignments: Long term assignments or projects are defined as assignments that have been given to students at least five days prior to the due date.

If a student is absent on the due date of a long-term assignment:

- The assignment is due on the assigned due date
- Assignments that are to be submitted to "Turn It In.com" are due on the assigned day and at the assigned time

Tests that are assigned at least five days in advance are to be taken on the day assigned or the day following one absence.

Please note: Long term absences will be exempt from the above policies following a discussion between the student, parents, and teacher.

Attendance: Student Responsibilities

While it is the expressed responsibility of the Strongsville City Schools to follow the Ohio Attendance Laws and the Missing Child Act Law, students shall be responsible to account for their attendance in school and report to the Attendance Office when arriving late to school, leaving school for an early dismissal, and returning from an early dismissal. Students failing to account for their attendance under these conditions may be considered truant to their assigned class, and disciplined for not reporting to the office.

Compulsory School Age (ORC Section 3321.0)

A child between six and eighteen years of age is "of compulsory school age" for the purpose of sections 3321.01 to 3321.13, inclusive of Revised Code. The compulsory school age of a child shall not commence until the beginning of the term of such schools, or other time in the school year fixed by the rules of the Board of Education of the district in which the child lives.

Early Release Programs

Strongsville High School has several early release programs established in the curriculum that permit students to be released early from school. Each of these programs (i.e., vocational courses, work programs) has specific requirements to be followed by each student who is enrolled in the program. Keeping active participation in these programs is dependent upon each student maintaining the established standards of the privilege.

Excessive Absence: Reporting Procedure

Consistent with our ongoing commitment to student achievement and continued improvement, the Strongsville Board of Education supports the following High School Attendance Procedure:

- Immediately following the 10th absence, the Attendance Standard Limit, the parents may be notified by letter that their child has reached the 10 day limit.

Excessive Absence - Course Credit Review

Immediately following the student's 10th absence, the Attendance Standard Limit, the parents may be notified by letter that their child has reached the 10 day limit in a class.

- After sending the letter to the parents, the grade level administrator, guidance counselor, and classroom teacher will review the student's absences to see if there is cause for an incomplete credit status. If cause is not found, the parents will be notified by the grade level administrator of the reasons for the decision.
- If the grade level administrator, guidance counselor, and classroom teacher finds cause, a conference to further evaluate the absences and determine consequences will be scheduled with the student and parent/guardian. The parents will be provided the opportunity to provide additional documentation regarding the absences.
- A student's credit that is in jeopardy for the first semester class will remain in the class for the second semester.
- If a student fails a semester course, placement in the second semester will be dependent upon space availability.

Leaving School Early/Medical Appointments

If a student needs to leave school during the school day he/she should bring to the Attendance Office, no later than the end of first period, a written note from his/her parents/guardians requesting permission to leave school. Included in the note should be the student's name, reason for leaving school, time leaving school, and phone number of

parent/guardian. The student will receive his/her leaving early pass from the Attendance Office at the approved release time. A student must sign out of the office when he/she is issued a leaving early pass and at that time will be permitted to leave school. Failure to report to the Attendance Office and sign the leaving early sheet will be considered an unexcused absence. If a student returns to school later in the school day he/she must check back into the Attendance Office for a pass to class. Failure to report to the office will result in disciplinary action.

Non-Participation in Physical Education Classes

- **Short Term Medical Excuse** - A student with a short-term illness or injury may be excused from participating in physical education class for up to three days with a note from a parent/guardian. An excuse beyond three days will require a doctor's note that must contain the reason and duration of the illness or injury. A student cannot be excused from physical education class without a note from a parent/guardian or doctor. The student will make up the excused days from physical education classes with written work assigned by the teacher. A student who is medically excused from physical education class may not participate in co-curricular activities during the time of the excuse.
- **Long Term Medical Excuse** - A student who is medically excused from physical education class for more than 40% (consecutive days) of the quarter or semester will be withdrawn from class (without penalty) and rescheduled in the class during a subsequent quarter or semester. Students and/or parents should meet with the physical education teacher and guidance counselor at the earliest possible time to make these arrangements.
- **Adapted Physical Education** - Adapted physical education provisions may be considered based upon clear medical evidence of a permanent physical disability or condition, which might preclude participation in the traditional form of physical education. As the need for such classes is small, they are only scheduled according to pre-determined needs and class sizes. For this reason, adapted physical education may not be scheduled each year and would require advanced planning with the student's guidance counselor.

Parent Responsibilities - Failure to Send Children to School (ORC Section 3321.38)

- No parent(s), guardian, or other person having care of a child of compulsory school age shall

violate any provision of section 3321.01, 3321.03, 3321.04, 3321.07, 3321.10, 3321.19, 3321.20, or 3331.14, or 3331.14 of the Revised Code. The juvenile court, which has exclusive original jurisdiction over any violation of this section pursuant to section 2151.23 of the Revised Code, may require a person convicted of violating this division to give bond in a sum of not more than five hundred dollars with sureties to the approval of the court, conditioned that the person will cause the child under the person's charge to attend upon instruction as provided by law, and remain as a pupil in the school or class during the term prescribed by law.

- If the juvenile court adjudicates the child as an unruly or delinquent child for being an habitual or chronic truant pursuant to section 2151.335 of the Revised Code, the court shall warn the parent, guardian, or other person having care of the child that any subsequent adjudication of that nature involving the child may result in a criminal charge against the parent, guardian, or other person having care of the child for a violation of division (C) of section 2919.21 or section 2919.24 of the Revised Code.
- This section does not relieve from prosecution and conviction any parent, guardian, or other person upon further violation of any provision in any of the sections specified in division (A) of this section, any provision of section 2919.222 or 2919.24 of the Revised Code, or division (C) of section 2919.21 of the Revised Code. A forfeiture of the bond shall not relieve that parent, guardian, or other person from prosecution and conviction upon further violation of any provision in any of those sections or that division.
- Section 4109.13 of the Revised Code applies to this section.

Pre-Arranged Absences: Guidelines and Procedures

Due to the importance of students being present in the classroom to achieve the full understanding and sequence of materials being learned, unapproved student absence from school is strongly discouraged. Student/parents must realize that in certain circumstances, learning experiences are irretrievable and cannot be repeated. There are seven acceptable reasons listed by the State of Ohio for student absence from school. Based upon this law, family vacations or college visits are considered to be unapproved absences.

When a parent/guardian feels it is necessary to initiate an unapproved absence from school, the parent/guardian and student must follow this procedure to receive credit for work missed due to an unapproved absence:

1. Obtain and complete a Pre-arranged Request Form from the school office.
2. Return the completed form, signed by the student's teachers to the school office FIVE SCHOOL DAYS prior to the first day of absence.
3. The student/parent assumes full responsibility for obtaining all assignments and materials in advance that will be covered during this absence.
4. All assignments given in advance of the absence must be completed within the same number of school days the student was absent, but up to a maximum of five days.
5. Examinations, lab work, and work not available prior to the absence, must be scheduled with the appropriate teacher at his/her convenience immediately upon return to school.

Finally, parents, guardians and students should be aware teachers are not obligated to permit make-up work if proper absence arrangements have not been made prior to departure. Teachers are not expected to tutor students for work missed. Requests for Pre-Arranged Absence shall become a permanent part of the student's record. Questions should be directed to the Building Principal.

Student Sign-in: Reporting After School Begins

When a student arrives at school throughout the day, it will be his/her responsibility to report directly to the designated area. Students participating in AM Release, AM Polaris classes, and College Credit Plus Students, must sign in at the Attendance Office/Greeter upon arrival to school.

Students transported to school by school bus, driven by parent(s) or friend, riding a bicycle or other mechanical means of transportation, or walking, will not be permitted to enter into the woods, leave school property, or wander around the perimeter of the building.

Student Activities & School Attendance

A student must be in attendance one full day to be eligible to attend or participate in a school extracurricular activity the same day. The school administrator or athletic director may approve exceptions to this rule.

Tardiness to Class

Students who arrive late to class may be marked tardy by the staff member in charge. Tardiness is defined as arriving late to class after the tardy bell. Late attendance of more than 10 minutes may constitute an absence from class. Staff members will report tardiness problems to the grade level administrator in a consistent manner.

Tardiness to School

Students are considered tardy to school when they arrive after 7:20 a.m. Students arriving to school after 7:30 a.m. may be considered absent from 1st period class. All students arriving late must report to the Attendance Office/Greeter upon entering the building. If a note is presented it must be dated and signed by the student's parent/guardian. Repeated tardiness to school will result in disciplinary consequences.

Students not scheduled in a first period class (i.e., AM Polaris, AM Release, and/or College Credit Plus) are to present their notes to the Attendance Office for approval.

Operating Procedures and Guidelines

Student Photo ID Cards

Each student will receive a new picture ID card annually. They should discard any old ID cards. The card is the property of Strongsville High School. ID cards should not be altered in any way with stickers, markings, etc. Lost ID's and lanyards can be replaced in the Media Center for a fee. The ID card can be requested by school personnel to verify identity. The school ID is also used for checking out media center materials, to pick up purchased items (i.e. yearbooks, etc.) and to verify Internet access privileges.

Appropriate Dress Guidelines

Strongsville High School encourages students to dress and groom themselves in an appropriate manner. All students should be clean and in keeping with health and sanitary practices when they report to school each day.

Any dress or appearance, which constitutes a threat to health and safety of students or disrupts the educational process is prohibited.

The following clothing items are not permitted:

- Student attire and hair styles which could pose a hazard or disrupt the educational environment of students and/or staff

- Clothing which is torn and tattered exposing the body torso any where between the shoulder and knee
- Chains, spiked or studded accessories on clothing or book bags that could harm a student/staff member or school property
- Clothing that exposes any part of the bare midriff or under garments (i.e. boxers, thongs) including when a student raises his/her hand(s) over his/her head
- Skirts, dresses and shorts shorter than mid-thigh (fingertip length)
- Shirts or other apparel that is transparent, sheer, or "fishnet"
- Shirts, blouse, dresses, etc. that expose cleavage
- Sleepwear (including printed flannel pants) or slippers
- Tinted glasses unless a doctor's note is on file to address a physical condition
- Hats or head gear of any type unless for religious or medical reasons
- Clothing, jewelry, personal possessions or publications which depict or infer drugs, alcohol, tobacco, illegal items or which are sexually suggestive/promiscuous
- Buttons, insignias, t-shirts, and other clothing items or accessories that contain disruptive or vulgar statements, pictures, or labels. Likewise, any items worn that mock ridicule, demean, or provoke others because of race, religion, national origin, gender, or sexual orientation
- Other attire deemed inappropriate by the administration
- Athletic/cheerleading uniforms worn during the school day and costumes worn on spirit days/holidays must comply with the dress code. Otherwise, long pants or sleeved shirts must be worn under the garment as appropriate
- Outer apparel (i.e., coats, jackets, ski vests) should be placed in the student's locker for the duration of the school day.
- Students who consider the building to be cold should wear sweaters, sweatshirts, or over shirts.

Assembly Expectations

Assemblies and meetings are held throughout the year for the benefit of the student body to recognize special accomplishments, present speakers and encourage school spirit.

It is expected that any student attending any special program or meeting in the auditorium or gymnasium

will observe and uphold the following requirements for proper conduct:

- Courtesy and respect should be shown at all times to those people who are participating in the program. Audience members will be expected to sit properly, watch carefully, and listen to the messages being given.
- Applause should be used to show appreciation. Whistling, shouting, and stomping of feet are not proper forms of behavior.
- Paper, foreign objects, or objects that could inflict harm should never be thrown. Throwing objects will be considered disruptive in nature.
- When programs are held in the auditorium, all students are expected to respect the seating furniture. Feet should be kept on the floor and not placed on the back of a seat in front of you.
- Food or drinks of any kind shall not be permitted in the auditorium or gymnasium assemblies. Respect of these areas will help maintain the integrity and condition of the area.
- Everyone is to remain seated until the conclusion of any assembly program. Cooperation in this area will help show the proper respect to those putting on the assembly, as well as, to the remainder of people in the audience.
- Since all assembly programs are planned in advance, students are expected to attend the proper assembly and sit in the area designated by his/her assigned teacher. Students are expected to follow the directions of all staff members.

Before and After School Expectations

It is recognized that many of our students have personal and academic obligations to be pursued before and after school and many students are involved in extra-curricular activities. All students are reminded that their presence in the building should be under the direct supervision of a staff member and report directly to and remain in the location of their scheduled activity.

Students arriving to school prior to 7:00 a.m. should enter the building through the main entrance doors located by the Main Office and report to the cafeteria area. Students should have everything out of their lockers by 3:00 p.m. each day. Most instructional areas will be closed down at that time.

Cafeteria Expectations

The following requirements apply to lunch periods:

- Lunch periods are "closed." Students shall not be permitted to leave the school building or property for lunch.
- Students are expected to arrive within the regular class exchange time for lunch.
- Each student is to wait in line in an orderly fashion when purchasing food. Moving ahead of others or cutting in line is not permitted.
- Students are to talk in normal tones. Loud or unusual noises are not acceptable.
- After purchasing food, all students are to eat their lunches at a cafeteria table.
- Students are responsible for removing all material from their tables before leaving the lunchroom and to place all disposable items in the cafeteria waste cans provided.
- All students are reminded to respect school property and actively participate in keeping the cafeteria a safe and healthy atmosphere.
- All students are expected to show respect and courtesy to their peers and staff members supervising the cafeteria. Students are not permitted to throw food, paper, or other items while eating in the cafeteria.
- Students are requested to use the band hallway restroom facilities with the proper intent and show respect and responsibility for school property. Loitering in the restroom is not permitted.
- Since each student has an assigned lunch period, and the time designated for lunch is a scheduled class, students are not permitted to leave the lunchroom area prior to the end of their assigned lunch. However, students with a pass for a specific purpose from a staff member may be excused from the lunchroom area.

Disclaimer of Responsibility: Valuables at School

The school will not be responsible for lost or stolen property. The High School staff recommends that students do not bring valuables to school. If it is absolutely necessary for a student to bring valuables to school, we recommend they be taken to the appropriate administrator to secure until the end of the day.

Driving/Parking Permits

No student may park a car, motor scooter, or motorbike on the school grounds without first securing and displaying a school-parking permit. Only seniors may obtain parking permits. Parking permit applications may be obtained from the Assistant Principals' Office beginning in early spring and throughout the school year. A non-refundable fee, set annually, will be charged to students granted

a parking permit. Only checks or money orders payable to Strongsville High School will be taken for the original permit fee.

Students with outstanding fees cannot obtain a permit. Strongsville High School student parking tags are property of Strongsville City Schools and are **not** transferable. *If a permit is lost or stolen, the student should see the Administrator in charge of parking.*

Parking privileges may be suspended or revoked for failure to obtain a valid parking permit, and/or violations of the Student Code of Conduct. *All cars are subject to random search by school officials.*

Cars parked in a designated fire lane (i.e., alongside a yellow curb or in designated Handicapped Parking areas) may be ticketed and towed at the owner's expense.

A security guard may be assigned (funds permitting) to the parking lot and is to receive the same respect as given to all other school employees.

Enrollment from Another School

Strongsville High School does not accept students from another school who has been expelled and seek to enroll at Strongsville High School.

Field Trips

Since field trips further the mission of the Strongsville City Schools, students shall not be penalized for attending a field trip. The following guidelines apply to field trips:

- In cases of conflicting activities priority will be given to the activity which was scheduled first.
- Staff members are responsible for providing to students in a timely manner a Field Trip Permission Form.
- Students are responsible for obtaining parental consent signature and a teacher notification signature for all classes affected by the trip. This form must be returned to the teacher/advisor/coach no later than the deadline indicated in the Field Trip Permission Form.
- Arrangements with the teacher for the "make-up" of tests, quizzes or assignments due on the day in question will be in the best interest of students pursuant to the Absence Make-Up Work provisions of this handbook.
- In designing "make-up" tests or quizzes the teacher may administer the same assignment or a similar one of no greater degree of difficulty than that designed for the class at large.

- Students failing to follow these procedures may be subject to failure of the assignments in question and/or disciplinary action for late forms.

Food & Beverages in the Halls and Classrooms

For reasons of cleanliness, health, and safety students are expected to keep all food and drinks except water in the cafeteria area only.

- Students arriving at school in the morning with any type of drink and/or food are to consume their items in the cafeteria area.
- All containers, cups, and garbage should be discarded in the trash container provided.
- Students are permitted to use the vending machines located in the hall across from the gym during specific times as determined by the staff advisor and school administrator. However, students purchasing items from the vending machines are required to use the cafeteria area for the consumption of their food or drink.

Hall Conduct - Changing of Classes

All students will be expected to treat each other and behave in a manner that creates a safe and healthy environment. Pupils passing through the halls on their way to and from classes will be expected to maintain a reasonable degree of quiet. Unnecessary whistling, shouting, running and pushing are behavior that will not be permitted.

Hall Passes

- Students are expected to come to class prepared to learn with all proper materials and assignments completed.
- Students receiving a pass are expected to report directly to the area designated on their pass.
- Students found misusing time are abusing the hall pass, therefore, are unexcused from class.
- Students are expected to present to any staff member the properly written verification for their absence from class.

Hall Pass Guidelines

- Students who are in need of academic help from a staff member or are involved in a peer-tutoring program are responsible for securing a pass from the appropriate staff member.
- Students involved in any of the above academic help sessions will not be excused from academic classes. Passes will be issued on a daily basis only.
- Counseling and support services are available for our student population throughout the

school day. Students who have been assigned to any such programs will be responsible for securing a pass from the appropriate staff member who is in charge of such programs.

Individual Class Guidelines

Classroom teachers are to establish reasonable rules and regulations for their individual classes which identify specific guidelines needed to conduct specialized classes, class assignments, or expectation levels needed for a good daily environment. These rules will be explained and distributed in writing to each student the first day of class. Students are expected to follow these guidelines and accept the consequences for their actions. Classroom or teacher guidelines shall not be more restrictive than the requirements set forth in this handbook nor conflict with Board Policy.

Lockers

During the first days of school, students will be assigned lockers and combinations. The lockers provided are to be used only for the purpose of storing books, school supplies, clothing, and lunches and should not be considered a private place.

Students are reminded that the lockers provided for their use are the property of the Strongsville Board of Education and are provided solely as a convenience for your use. For that reason, the lockers and content of the lockers are subject to random search at any time without regard to whether there is reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a district or school rule.

A combination lock is provided on each locker at the High School. The security of the locker and the contents in the locker can only be maintained if you keep the locker combination private and unknown to others. Students should keep their lockers locked and not set for easy opening. Any problems that arise with the operation of your locker door or combination lock should be reported promptly to the Assistant Principals' Office. Likewise, any vandalism or improper use of the locker should be reported at once to the Assistant Principals' Office. *The school will not be held responsible for any materials lost or taken from a locker.* Students may be assessed fines for lost books, damage to locks, locker doors, or other parts of the locker assembly. Students are encouraged to identify their personal belongings with a permanent marker. **Please note areas of the building will be secured at 3:00 p.m.**

daily, therefore, students should visit their locker before that time.

Lost and Damaged Textbooks

Students are responsible for maintaining and returning all textbooks and materials issued to them throughout the school year. Students will be expected to properly cover all textbooks issued to them by their classroom teachers.

Students will be assessed a fine for the repair or replacement of any book or equipment that is damaged or lost while under their responsibility. The teacher issuing the fine will determine the cost of replacement or repair and will notify the student in writing of the total. Student fines may be paid to the Bursar in the Main Office.

Lost and Found

In the event items are lost or stolen, students should report to their appropriate administrator and complete a missing property report. These reports will be kept on file and serve as an identification document for lost or stolen items. When a student finds someone else's property during the school day, he/she should return the item to the Main Office. Clothing and books found after school hours will be turned in to the Custodian's Office. Clothing articles not claimed within two (2) weeks shall be donated to charity. Student textbooks not claimed within one (1) week will be returned to the appropriate department for identification.

Sign Posting Policy

The Administration of Strongsville High School recognizes that community relations and support for school-community activities are important. All Strongsville High School organizations or groups are reminded that all sign posting on school property or within the high school building must have the permission of the high school principal or his/her designee. Likewise, all organizations and groups are responsible for the prompt removal of all signs. When posting signs, use only masking tape and do not attach signs to plaster surfaces.

Student Aide Responsibilities

Throughout the school year student aides are needed to help perform basic clerical tasks for teachers, secretaries and administrators.

Any student who receives permission from a staff member to be a student aide must secure that permission in writing. Likewise, students must remain in the designated work areas and follow-

through on the tasks issued by the staff member. Any student failing to report for teacher aide duties shall be considered unexcused.

Student Appointments - Office Requests

Periodically students may be requested to visit with their assigned counselor, administrator, or a specific office in the high school. When the classroom teacher gives the student permission to leave, the student is responsible for reporting to the proper office.

Student and Staff Care of Building and Grounds

Every student and staff member should make a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to our community and visitors. The commitment includes using a common sense approach. Trash belongs in trashcans; food is to be eaten in designated areas; graffiti has no place in the school. Furniture, equipment, and other structures are not to be abused.

Student Gift and Food Deliveries

Deliveries of gifts or food to students during the school day are discouraged. Any vendor deliveries during school hours are to be made to the Main Office, which will notify the student, and keep the item(s) until the end of the school day.

Student Planner

Students who lose their planner may be reissued a replacement from your Assistant Principal's clerk for a fee.

Student Publications

The school is the publisher, and therefore, entitled to regulate the contents of the student publications based on the best interests of the school, students, and educators.

On-going publications prepared by members of the student body for distribution to other students and to faculty shall be under the supervision of one or more faculty members appointed by the principal and, in most cases, approved by the Strongsville Board of Education.

The faculty advisor, editor or co-editors will bear full responsibility for the final review and content of the articles for the publication.

Articles that have been reviewed and rejected by the editor, editorial staff, or advisor will be returned to the author. The author may reconsider the content

and amend the article or avail himself/herself of the right of appeal to the building principal.

Advertisements in student publications must be consistent with board policy, school rules and regulations

Student Records and Directory Information: Policies, Laws, Procedures, Notice of Rights (FERPA)

Under Federal law and the Strongsville City School District Board of Education Policy, parents of any student under eighteen years of age or the student, if eighteen years of age or older, has the right to examine the student's records, to challenge the contents of those records to insure that they are not misleading, inaccurate or in violation of the student's rights; to insert in the record an explanation of disputed material; and to file a complaint with the *Family Educational Rights and Privacy Act* Office, 330 Independence Avenue S.W., Washington, D.C. 20201, if the parent or student believes the district is not complying with federal law or regulations giving student records.

Inquiries regarding student records should be directed to the building principal or his/her designee.

Disclosure of Directory Information

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

The above directory information is disclosed without prior written consent, except when the request is for a profit-making plan or activity, Student records that consist of "personally identifiable information" generally are exempt from disclosure.

Parent, guardian, or student age 18 or older shall have the right to refuse to permit the disclosure of any or

all of the categories designated above, provided, that such information shall be released to law enforcement officers who indicate that they are conducting an investigation.

At the beginning of the school year, the district shall provide a form on which the parent, guardian or student over age 18 may limit or deny designation and disclosure of directory information.

Student Use of Sidewalks - After School Bus Transportation

- All students must use the proper sidewalks and crosswalks when entering and exiting the school building.
- Sidewalks are not to be used for skateboarding.
- Students are not permitted to use the main driveway as a walkway.
- Students entering and exiting the school property from the upper student lot must use the sidewalk provided from the lower to the upper lot.
- Students who are being transported by bus must stand behind the double yellow line before entering the school bus.

Study Hall Expectations

Study halls require the same responsibilities as regularly scheduled academic classes. All students are expected to attend study halls prepared to study; to be quiet, bring the necessary study materials, and work in an appropriate manner. Cooperation and respect for those students who want to study is expected. Irresponsible behavior and lack of cooperation with the building monitors is prohibited. Students may use the Media Center during study hall provided they sign up in the Media Center at least one period before they wish to attend. Students report directly to the Media Center and remain there the entire period.

Students may also use the Media Center on a short-term basis to sign out books, make copies or print materials if computers are available. Students must use their planners for such passes, sign out on the pass log sheet, and must return to study hall.

Telephone Usage-School Phones

If a student needs to use a telephone during the school day, the student should report to the nearest administrative office, sign in, and use the phone designated for student use.

Work Permits

Any student who is under eighteen years of age and employed must obtain a work permit. The State of Ohio requires such a permit, which may be obtained through the Main Office. Questions concerning work permits should be directed to the Main Office.

Ohio law provides that no person, firm, or corporation in any occupation during school hours shall employ a minor of compulsory school age. Exception to this condition is that the minor has obtained from the school district an "Age and Schooling Certificate" (ORC 4109.01).

Withdrawal: Age & Schooling Certificate

Secondary students, under the age of 18, wishing to drop out of school must be working full-time and must meet the requirements for withdrawing and working full-time as established by state law. Work permits must be obtained from the Office of Pupil Personnel Services.

The student may withdraw upon written recommendation of his or her guidance counselor and principal and upon approval by the parent or guardian and the Director of Pupil Services, in accordance with law. *Students may not withdraw during a pending expulsion.* The Director of Pupil Services must sign the withdrawal form, and a copy presented to the school by the student before the withdrawal is final. All financial obligations must be met prior to a student officially withdrawing from Strongsville High School. Payment can be made by cash, money order, Master Card, Visa, or Discover Card.

Student Code of Conduct

The *Student Code of Conduct* reflects a combination of State law and District policy that outlines the expected behaviors plus the procedures and consequences used within the District to ensure a safe and orderly teaching and learning environment is maintained. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

Students are expected to demonstrate responsible behavior at all times. Students are required to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to the approved student discipline process up to and including expulsion.

Cooperation between parents and the school is important to maintain a school climate that is necessary for students to learn. Parents are encouraged to support the actions taken by the principal or staff member. Please do not hesitate to contact school officials with questions. All students are expected to refrain from repeated violations of the Student Code of Conduct.

Repeated Acts of Misconduct

A student, who repeatedly violates the rules and regulations of the Student Code of Conduct, may be subject to additional consequences.

Disciplinary Process & Procedures

The District believes that discipline is the shared responsibility of students, parents, and school employees. A student's ability to practice self-discipline is an essential part of maintaining a constructive and positive school environment. School authorities may take disciplinary action with any student whose conduct at any time or in any place interferes with or obstructs the mission of the school district or the safety or welfare of students or employees.

The disciplinary actions will fit the specific code violations depending upon the severity and frequency of the offense(s). The disciplinary consequences unless specifically stated may result in, but are not limited to:

- Warning
- Detentions
- Saturday Assignment
- Corrective Learning
- Suspension
- Expulsion

Note: Specific infractions of the Student Code of Conduct may result in a complaint being made to the Strongsville Police Department and possible referral to the court authorities.

Physical Restraint

Strongsville City Schools trains staff in nonviolent Crisis Intervention through Crisis Prevention Institute. The primary goal of nonviolent crisis

intervention is to prevent the need for physical restraint through the use of de-escalation techniques to defuse a potential crisis. The use of physical restraint on an individual is considered to be a last resort to prevent harm to self or others.

Police Involvement – Questioning Students

The Strongsville City School District shall cooperate with law enforcement agencies in the conduct of their investigation, providing that due consideration is given to protecting the rights of students and parents.

CODE OF CONDUCT DEFINITIONS

Tardiness is defined as a student not being in their seat after the bell rings.

Class Cutting is an absence of ten minutes or more from any assigned period.

Truancy is defined as being absent from school without school authorization. An absence from an assigned period that is not approved by the school administration will be unexcused. Such an absence may be with or without parental knowledge.

Emergency Removal is when a student is removed from the school setting without the formal suspension and expulsion procedures because it is determined that his/her presence poses continuing danger to persons or property or an on-going threat of disrupting the academic process. A student so removed may be suspended and/or expelled through a due process hearing, which must be held within 72 hours after removal.

Suspension is defined as an absence that results from the removal of a student from curricular activities and denial of the opportunity of a student to participate in extra-curricular activities for a period of not more than ten (10) consecutive school days.

The Superintendent or Principal authorizes a suspension. Suspension is very serious and may lead to a recommendation for expulsion and a court referral if repeated situations persist.

The procedure for suspension is as follows:

- A student will be given a written notice of suspension which includes the specific reason(s) for the action.
- A student will be given the opportunity to appear at an informal hearing to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions.
- Suspension may be invoked immediately after steps 1 and 2 above.

- Within 24 hours after the time of suspension, a written notice will be provided to the student and the parent, which includes the reasons for such suspension and the right to appeal the action.
- Each student has the right to be represented at the appeal hearing by a representative of choice.

Expulsion is defined as a removal of a student from school curricular activities and the denial of the opportunity of a student to participate in extra-curricular activities for a period of time up to eighty (80) school days. The Superintendent authorizes an expulsion.

The expulsion may extend into the following school year/semester. Students expelled for more than twenty (20) school days may be requested to participate in community service.

A student will be given a written notice of the intent to expel which includes the specific reason(s) for the action. Parents are advised of the intended action by telephone, when possible, and a copy of the notice is mailed within 24 hours which informs the student and the parent of:

- A formal hearing scheduled to be conducted not sooner than three days nor later than ten days from the date of the notice to expel.
- The time and place of the hearing.
- The reason(s) for the intended expulsion.
- The right of the student or the parent to challenge the reason(s) for the intended expulsion or explain the student's actions.
- The right to be represented at the hearing by a representative of choice.

During a period of removal, suspension, or expulsion, the student may not enter into any school building or be on the premises of a building owned by or being used by the Strongsville City School System, nor may the student attend or participate in any school related activities.

GUIDELINES FOR BUS CONDUCT

Students riding District buses shall observe all rules relative to student conduct and safety. Riding on District buses is a privilege which can be denied to students for serious or repeated violations of conduct or safety rules.

Students will be assigned a seat to sit in to and from school. Students shall be expected to conduct themselves in a responsible manner while boarding

the bus and while departing the bus. While riding the bus students will behave with classroom conduct.

Bus Safe Riding Rules

- Students shall arrive at the bus stop before the bus is scheduled to arrive.
- Students must wait in a designated place of safety, clear of traffic and away from the bus stop. Students must listen for directions or instructions from the driver.
- Behavior at the bus stop must not threaten life, limb, or property of any individual.
- Students must go directly to an available or assigned seat.
- Students must remain seated, keeping aisles and exits clear.
- Students must maintain classroom conduct and obey the driver promptly and respectfully.
- Students must not use profane language.
- Students must refrain from eating and drinking on the bus except as required for medical reasons.
- Students must not use tobacco on the bus.
- Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- Students must not throw or pass objects on, from, or into the bus.
- Students are to carry only objects that can be held in their laps.
- Students must board or leave the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- Students must not put head or arms out the bus windows.

Bus Student Code of Conduct

- Yelling;
- Throwing Objects;
- Sitting with feet in aisle;
- Standing or moving about while bus in is motion;
- Fighting;
- Verbal abuse;
- Profane or obscene language;
- Destruction, slashing or ripping of bus seats;
- Eating or drinking on the bus;
- No use of tobacco on the bus;

- No alcohol or drugs in their possession on the bus except prescription medication required for a student;
- Distraction of driver that may endanger students; and
- Other offenses or violations prohibited by Board policy and code of conduct.

The bus driver may use one or more of the following levels of discipline. The disciplinary consequences unless specifically stated may result in discipline ranging from:

- Orally warn student of infraction of rules and possible consequences.
- Assign student to front area of the bus for a period of time.
- Report the student to an administrator on the "Bus Conduct Report" form.

Suspension Guidelines of Student Riding Privileges on the Bus (less than 24 hours)

- An administrator shall notify the parent or guardian by telephone or in person of the temporary removal from the bus.
- No temporary suspension of riding privileges shall take place until the parent or guardian has been personally contacted by an administrator.

Suspension of a Student from Bus Privileges may be enacted by the principal to a maximum of ten (10) school days per each incident.

- An administrator shall give the student oral and written notice of the charges and shall give the student an opportunity in an informal hearing to challenge the reasons for the intended suspension or explain his/her actions.
- An administrator will notify the parent or guardian by telephone and/ or in person of the suspension and shall notify the parent or guardian by U.S. Mail.
- No suspension of riding privileges shall take place until personal contact has been made to the parent or guardian by an administrator.

Expulsion of a Student from Bus Privileges shall be in accordance with District policy regarding expulsion (see above).

BULLYING PREVENTION PHILOSOPHY

The District believes that each student has the right to a safe and healthy school environment – an

environment where all students are allowed to share their ideas, their likes and dislikes, and be themselves. The school(s), parents/guardians and community have an obligation to promote mutual respect, tolerance, and acceptance.

We believe a student shall not intimidate or harass another student through words or actions. These beliefs apply whenever a student is on school grounds, traveling to and from school or a school sponsored activity or during a school-sponsored activity (see board policy JFHA/5517.01).

SCHOOL RULES

Violations of one or more of these items may result in suspension or expulsion.

1. Verbal Assault of a Student/Staff Member

A student will not verbally assault another individual. Verbal assault is language that is abusive or provocative (to incite, to anger, to stir up) towards another person.

2. Physical Assault of a Student/Staff Member

A student will not knowingly cause physical harm to another person, or behave in such a way that could cause serious physical harm to another person.

3. Fighting

Students will not engage in fighting. Fighting is two or more students that engage in physical conduct (e.g. pushing, shoving, slapping, kicking, and punching) that may lead to harm to the involved individuals or to bystanders. Any student involved in instigating others to engage in a physical conflict will be determined to be an active participant and subject to consequences.

4. Disrespect and/or Insubordination to School Personnel

All school personnel will be addressed in a proper manner. Students talking back, arguing, or making any disrespectful comments directed at or about staff members will not be tolerated. A student will be considered insubordinate if they disregard or refuse to obey reasonable requests or directions given by school personnel.

5. Use of Profane, Vulgar, or Abusive Language or Gestures

A student will not use profane, vulgar, or abusive language or gestures.

6. Bullying

A student will not repeatedly intimidate or harass another student directly or indirectly through words or actions.

7. Threats

A student will not knowingly make a threatening remark and/or gesture towards student(s) or staff.

8. Frightening, Degrading, and Disgraceful Acts

A student or group of students will not engage in or encourage any other student to engage in behavior that frightens, degrades or disgraces any person.

Prohibited behavior includes, but is not limited to, slurs, epithets, profanities, jokes or other verbal or physical conduct based on a person's race, national origin, religion, disability, gender, sexual orientation, or age.

9. Hazing

Strongsville City Schools prohibits hazing at school or any school sponsored event or trip. Hazing is defined as doing any act or coercing another in connection with initiation into any student or other organization, which causes or creates a substantial risk of mental or physical harm.

10. Show of Affection or Sexual Misconduct

Students will not engage in public displays of affection. Students will not engage in any sexual contact or conduct while on school premises (including buses) or attending any school event or function.

11. Sexual Harassment

Sexual harassment is any activity of a sexual nature which is inappropriate or unwelcome, including but not limited to unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions or bodily contact. Any student who believes that he/she has experienced any form of sexual harassment should report this conduct immediately to his/her building administrator who will conduct an investigation.

12. Disruptive Behavior

Students are expected to demonstrate behaviors that are conducive to a positive learning environment throughout the school day. Students will not act or urge other students or persons to act in such a way as to cause disruption or obstruction of any lawful mission, process, or function of the education

process, including but not limited to curricular and extra curricular activities.

13. Dishonesty

A student will not misrepresent the truth either orally or in writing. Students will be expected to cooperate and to be honest concerning violations of the Code of Conduct. Students will not give or assist in giving false or fictitious accounts to any school official, police official, fire official, or other person acting in an official and lawful capacity.

14. Academic Dishonesty

Under no circumstance will one student use or attempt to use the work of another student, or misuse copyrighted materials on an assignment. This includes but is not limited to looking at someone else's work, using unauthorized materials during a test/quiz, putting one's name on another's work, or talking during test/quiz. It is equally dishonest for a student to provide information or work to another student who knowingly takes credit for such work or information.

15. Portable Communication Devices

Portable communication devices (PCD) such as cellular phones, digital music/video players, and hand held video games, etc. are to be kept out of sight and turned off during the school day unless otherwise approved by an administrator. Administrators may make exceptions to this rule based on a student's individual circumstances. The school district will not be responsible for lost, damaged, or stolen property.

Except as authorized by a teacher or administrator, 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 and/or images of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures or other 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 shall receive consequences in accordance with out Student Code of Conduct. If the violation involves potentially illegal activity, the PCD may be confiscated and turned-over to law enforcement.

Students are also prohibited from using a PCD to capture 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 their PCDs to receive such information.

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

16. Theft of Property

A student will not take or attempt to take into his/her possession the property of another.

17. Vandalism or Damage to Personal, Private, or School Property

Students will respect the personal property of all students and staff. Students will respect the property owned by the Strongsville Board of Education. A student will not cause damage to or deface the property of others or property owned by the Strongsville Board of Education. Involved students and their parents may be liable for payment for the cost to repair or replace any such damaged property.

18. Possession, Use, and Transmission of Tobacco Substance, Vapor or Electronic Cigarettes

A student will not possess, smoke, use or transmit any tobacco substance, vapor or electronic cigarettes on school grounds or at any school-sponsored activities.

19. Possession, Use, and Distribution of Alcoholic Beverages, Drugs, Drug Paraphernalia, and Counterfeit Controlled Substances

Students will not possess, use, sell, or transmit any alcoholic beverage, drug, or drug paraphernalia on school property. Students will not be under the influence of any alcoholic beverage or drug on school property, alternative educational placement, or any school related event. Students who violate this rule may be required to participate in a diversion program as part of their consequences.

20. Potentially Dangerous Objects

Students will be expected to keep all dangerous weapons or dangerous instruments off school property. A student will not possess, handle, transmit, or conceal any weapon, explosive device, or object that an administrator might consider capable of harming a person or property (e.g. pocket knives, sharp metal objects, laser devices, or foreign objects such as tools that could be used to inflict harm or damage property; “look-a-like” weapons; lighters; etc.) Use of any object or material in an unsafe manner may result in disciplinary action.

21. Leaving the School Building without Permission/Out of assigned Area

A student will not leave the school building or be out of their assigned area before dismissal except where school policy otherwise provides or without first obtaining consent of the appropriate school administrator/designee.

22. Unauthorized Sale or Distribution – Non-Drug Related

A student will not sell, distribute, or attempt to sell or distribute any object or substance on school premises that has not been properly authorized for sale or distribution.

23. Gambling

A student will not engage in any form of gambling on school premises (including buses) or while at any school sponsored activity.

24. Abuse of Computer Hardware and/or Software/Technology Systems

A student will not abuse the District’s hardware or software including, but not limited to, the following: hacking, tampering with computer programs (when such programs are commercially prepared or belong to another student or faculty member); using equipment to make unauthorized or illegal duplicate copies of computer’s software; damaging or destroying computer hardware or software; and using computer facilities of the school district for purposes unrelated to the instructional program of the district unless written permission from a school official has been obtained. Use of the Internet must occur within the guidelines established by the District Acceptable Use Policy.

25. Trespassing on School Property

Students will only be permitted on school property to attend classes or other school activities. Students under suspension will only be permitted on school property with prior approval of school authorities. Any students found on school property without authorization shall be considered trespassers.

26. False Alarm (e.g. Fire, Bomb, 911)

A student will not attempt to disrupt school in any manner by illegally pulling or attempting to pull a fire alarm, falsely calling emergency 911, or making a threat that causes the evacuation of the school building or school bus. In the event of a false alarm, the police may be contacted.

27. Violations of State or Federal Laws on School Premises or at School-Sponsored Activities

A student will not violate any law or ordinance when on school premises (including buses) or at any school-sponsored activity.

28. Failure to Accept Consequences

Consequences are assigned to students as a measure to correct inappropriate behavior. Students failing to serve assigned consequences shall be held accountable and this infraction could lead to additional consequences.

29. Misconduct Affecting School Officials and Employees

Students shall refrain from acts which may cause injury or embarrassment to, or the loss or damage to the property of, school district officials or employees, whether on or off school property. Students shall comply with all state laws and municipal ordinances with regard to their conduct toward the person or property of school officials or employees.

30. Failure to Follow School Rules and Policies

In recognition that any list of prohibited conduct cannot encompass every conceivable action that may properly be subject to discipline, the authority to administer discipline for conduct not specifically set forth in this Code of Conduct will be at the discretion of the administration.

31. Repeated Acts of Misconduct

All students are expected to refrain from repeated violations of the Student Code of Conduct. Any student who repeatedly violates the rules and regulations of the Student Code of Conduct may be subject to additional consequences.

Extra-Curricular Activities

Extra-curricular activities include all athletics, clubs and activities which are not part of any class included in the *Program of Studies* and do not take place during the regular school day. Co-curricular activities, described in the *Program of Studies* as a course requirement, are not considered to be extra-curricular activities.

Attendance Requirement

One full day of attendance is required to participate in an after school athletic or extra-curricular activity

unless excused by the appropriate administrator or athletic director.

ATHLETIC ACTIVITIES

Athletic Eligibility

To be eligible for participation in interscholastic sports, a student in grades 9-12 must be currently enrolled, must have been enrolled full-time in school the immediately preceding grading period, must have received passing grades during that grading period in subjects that earn a minimum of 5.0 credits or equivalent towards graduation.

Athletes must have the following forms on file before the first practice: *Physical Exam Form, Parent Permission OHSAA Card, Emergency Medical Forms, Insurance Form, and Code of Conduct Card.*

A student who becomes 19 before August 1st shall be ineligible from that date forward.

Students are eligible for a maximum of eight (8) semesters after beginning the 9th grade, whether or not they participate.

Grades for the nine-week grading periods will determine eligibility. **OHSAA** eligibility or ineligibility is in effect for an entire nine-week grading period. Semester grades do not determine eligibility.

In order for an incoming 9th grader to be eligible for the first grading period, he/she must have passed 5 courses. Credit earned through summer school and/or tutoring may not be used to substitute for failing grades from the last grading period of the regular school year.

In addition, all athletes must meet all OHSAA requirements, including having passed at least the equivalent of **5 full credit classes the preceding grading period. (Although Physical Education is required, it may not meet the eligibility standards since it is only .25 credit.)**

In addition, students having less than a 2.00 GPA may still participate providing that they have completed an intervention meeting with appropriate school personnel, and designed and agreed upon a plan of weekly intervention.

Code of Conduct Requirements for Athletes

The Strongsville City Schools' philosophy in establishing an athletic and extra- code of conduct is to provide guidance and assistance in protecting the health and safety of the student(s) participating in the

school activities offered in our school district. As a result of this philosophy, it is expected that all student participants will have the additional responsibility of maintaining a higher standard of personal and ethical behavior twenty-four hours a day, seven days a week, and 365 days per year.

NCAA Requirements

The National Collegiate Athletic Association has eligibility standards for male and female college student-athletes. A freshman student entering a NCAA Division I institution must complete a core curriculum of at least fourteen (14) college preparatory courses. As NCAA eligibility requirements are subject to change, it is imperative that student-athletes (especially seniors and/or parents) meet with their respective counselor immediately at the start of the year to request and review a copy of the NCAA Initial - Eligibility/Clearinghouse (or current publication). Based upon this review it may be necessary to initiate immediate schedule changes in order to satisfactorily meet or exceed the NCAA requirements for course work, GPA and/or standardized test scores. (See Planning Guide for details.)

Athletic Activities

Strongsville High School offers the following interscholastic sports to boys and girls:

<i>Season</i>	<i>Boys Inter-scholastic Sport</i>	<i>Girls Inter-scholastic Sport</i>
Fall	Cross Country Football Soccer Golf	Cross Country Golf Soccer Tennis Volleyball
Winter	Basketball Hockey Swimming/Diving Wrestling	Basketball Gymnastics Swimming/Diving
Spring	Baseball Lacrosse Tennis Track	Lacrosse Softball Track

Athletic Awards

Student awards given to athletes who participate in interscholastic sports vary according to student contribution to the team. Athletes may earn certificates, numerals, letters, senior plaques, special awards, (i.e. Most Improved, etc.), 3-year or 4-year letter winner plaques and All-Conference awards etc.

Further information on awards may be found in the Code of Conduct for each sport.

Athletic Season Tickets

Student athletic activities tickets, which are good for all home varsity athletic contests, will be sold prior to each varsity athletic season. Details on the pre-sale of season tickets and the pre-sale of individual student tickets for athletic events will be announced throughout the school year.

OTHER ACTIVITIES AND CLUBS

Activities and Club Listing

Activities and clubs shall be designed based on student needs and school tradition. At the beginning of each school year the high school will publish a complete list of all clubs and activities available to students. Students may contact the Director of Student Activities or watch *morning announcements* for more details.

Eligibility Requirements

Students must have earned a minimum 2.00 GPA during the preceding nine-week grading period in order to participate in any extra-curricular activity. Additionally, a student in grades 9-12 must be currently enrolled, must have been enrolled full-time in school the immediately preceding grading period, must have received passing grades during that grading period in subjects that earn a minimum of 5.0 credits per year toward graduation and must be passing an equivalent of 1.0 credit per grading period

Participation Guidelines

- Opportunities to participate in extra-curricular activities shall be open to all students meeting eligibility requirements.
- There will be no limit on the number of organizations which a person may join.
- In order to give more students the opportunity to hold positions of responsibility and encourage students to be realistic in their choices regarding extra-curricular participation, a student may serve in only one elected student government office during the year; a student may not serve simultaneously as a class officer and student council officer.
- There shall be no limit on the number of offices a student may hold in non-student government activities or organizations.

Dance Procedures

A school organization wishing to sponsor a dance must obtain permission from the appropriate school administrator. The administrator will then, with the approval of the principal, schedule the dance on the Master Calendar.

The organization and operation of the dance will be the responsibility of the sponsoring organization. The activity advisor will then hold a meeting with the members of the organization prior to the date of the event. This meeting should be arranged by the sponsoring organization.

A set of regulations concerning the rules of conduct, proper dress, maximum fees, playing time, and other pertinent information for the band and/or disc jockey will be established by the activity advisor and appropriate school administrator. A contract stating these regulations must be obtained from any band/disc jockey playing at a Strongsville High School function. It is the responsibility of the activity advisor to inform the band of the regulations set forth. Both the band and the sponsoring organization will sign a dated contract with the above regulations. All profits from the sale of tickets will go directly to the sponsoring organization.

All students and their guests will be responsible to follow the rules and regulations adopted by the Administration and the Strongsville Board of Education. Dances are open to Strongsville High School students and guests who have an approved *Strongsville High School Student Guest Form*. However, certain student functions will be only available to students from Strongsville High School. All students and their guests will be responsible to follow the rules and regulations adopted by the Administration and the Strongsville Board of Education. Students attending dances and other school-related events may be subject to a breathalyzer test.

Students leaving any dance before the conclusion will not be re-admitted.

It shall be the responsibility of the sponsoring organization to:

- Obtain chaperones
- Sell tickets.
- Arrange for the band or disc jockey
- Provide publicity
- Clean up after the dance

Fund Raising Projects (Students)

Any club, class, or organization that desires to sponsor a money making project must receive the authorization from the appropriate administrator. Verification and permission **MUST** be granted before any merchandise is ordered or any agreement is entered into with the company

National Honor Society

The National Honor Society chapter of Strongsville High School is a chartered and affiliated chapter of the prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established in accordance with expectations set by the national office of NHS.

Students in the 11th and 12th grades are invited to apply for membership in the first semester of each year. A minimum 3.4 cumulative GPA is required for consideration. Additionally, attendance and discipline records will be reviewed. Other criteria are outlined in the application.

Please consult the SHS National Honor Society website linked to the SHS webpage for detailed application and membership information.

New Club/Activity Procedure

Students should contact the appropriate school administrator to discuss the procedures and guidelines for establishing a new club.

Scheduling Facilities and Activities

Any club or student organization that wants to reserve and/or use the high school facilities should contact the appropriate administrator to discuss the procedures and guidelines for using the high school facilities. *Activity application forms must be completed at least two weeks in advance of the planned activity.*

School Insurance

School insurance is available for all students at the beginning of the school year. Student athletes are required to have either school insurance or a waiver form on file that may be picked up from their coach.

Senior Year Activities

The senior year at Strongsville High School is a special time. Traditionally, the seniors at Strongsville High School emerge as the school leaders setting the tone and pace for the other classes in academics and co-curricular activities. Seniors often step forward to assume greater responsibility in classes, clubs and teams, and are recognized for

achievements and past efforts, and grow closer to classmates through class activities, and afforded privileges. In addition, as each senior class displays its leadership in supporting events and promoting positive school traditions, additional opportunities are created for them. Past senior classes have found that with responsibility comes privilege. The Senior Class can look forward to such traditional events as prom, after-prom party, Senior Salute, senior assemblies and a formal commencement ceremony.

Throughout the school year, senior parents and students will be notified of senior events through the regular school newsletters, guidance bulletins and senior newsletter.

Clinic: Guidelines and Procedures

The Clinic office is located adjacent to the Attendance office area. All students entering the clinic must have a pass from his/her classroom teacher. Students will not be admitted into the clinic during class changes without the written approval of their next period teacher.

Administration of Medication

When it is necessary for the administration of medication to a student while in school, the following procedure is required:

The clinic nurse must receive one or more of the following completed medication forms signed by the licensed prescriber (physician, nurse practitioner) who prescribed the medication and by the parent/guardian or student (if emancipated). **All medications (prescription and over-the-counter) require a parent/guardian or student signature and a prescriber signature.** The medication forms are available on the district website at www.strongnet.org or in the high school clinic.

- **Medication Administration Form**
- **Authorization for Student Possession and Use of an Asthma Inhaler**
- **Authorization for Student Possession and Use of an Epinephrine Auto-injector**

The authorization to administer medication will be in force from the duration stated by the prescriber as long as the prescriber is attending the student's medical needs, but will not extend beyond the current school year. The parent/guardian or student must obtain and submit a revised statement from the

prescriber if any of the information provided by the prescriber changes.

A copy of the form authorizing the student to receive medication during the school day will be in the possession of the clinic nurse, who is responsible to supervise and secure the proper storage of medication and the administration of medication to students.

Students should never have in their possession any prescription or over-the-counter medication with the exception of asthma inhalers, epinephrine auto-injectors, and diabetic supplies. Failure to comply may result in disciplinary action.

Medication, prescription or over-the-counter, must be brought to the school clinic. The medication must be in the container in which it was purchased or dispensed by the licensed pharmacist. Medication will be stored in a locked storage place unless refrigeration is required, and then it will be stored in a refrigerator not accessible to students.

For questions concerning the administration of medication while in school, please contact the District School Nurse at 440-572-7069.

Immunization Requirements

Students will not be permitted to attend school or extra-curricular activities unless all immunization requirements by section 3313.671 and 3701.13 of the Ohio Revised Code are met.

According to section 3313.671 of the Ohio Revised Code, on the 15th day after school entrance, it will be necessary to exclude all students from school who do not meet the immunization requirements.

Specific questions regarding immunizations may be directed to the Health Services Department (440-846-4137).

Guidance and Counseling Services

The purpose of the Strongsville Schools' guidance and counseling program is to help students acquire an understanding and acceptance of self and others. To accomplish this goal, the counseling staff, teaching staff, and administration will focus their efforts on the following:

- Assist students in their affective development
- Facilitate students' career awareness

- Promote an educational program that will meet the needs of students
- Assist in staff development as it applies to student growth and learning
- Help parents understand their child's development
- Coordinate resources to increase students' opportunities for successful achievement in school
- Help establish a positive learning environment

The program is directed toward an atmosphere conducive to student personal growth, self-awareness, learning, success, and respect for the worth of self and others.

Appointments

Students and parents are encouraged to contact their son's/daughter's counselor concerning schedule changes or personal issues. Appointments with guidance counselors may be scheduled any time during the school day. Please call (440) 572-7103.

Students wishing to see a counselor should stop in the Guidance Office to complete an "Appointment Request" form.

College Financial Aid

Students interested in obtaining information about scholarships, grants, loans, etc., should see their counselor. Information about these opportunities is supplied continuously in the announcements, on the guidance bulletin board, in the monthly "Senior Bulletin", in the "Parent Newsletter" and the Guidance Website. Special publications are also distributed to all seniors. In addition, several evening programs will be presented concerning financial aid opportunities.

Drug Education

Any student who has a question or concern about his/her own or another student's use or abuse of alcohol or any other mood-altering chemical, should feel comfortable to make use of the services available at Strongsville High School. Students are encouraged to contact their guidance counselor to discuss such topics. Parents and students will find these people to be well trained and very willing to provide confidential, instructive guidance and assistance.

Student Re-Entry from Hospital or Treatment Center

It is the parents and student's responsibility to notify the student's guidance counselor of a probable date of release from treatment and re-entry back to school.

It is our belief that appropriate communication between the family, student, treatment center and school will lead to the most effective and successful educational program for our students. It is imperative that the parties involved have time to prepare for a re-entry conference so the Strongsville High School staff can serve the student effectively.

The counselor and appropriate administrator will work together to schedule a conference for the parties involved. Discussion at the conference will focus on the institution release plan and a contract of expectation for the student, school and family to provide the best possible support plan.

Student Testing

- **PSAT:** This test is offered to all high school students enrolled in grades 9 – 11. Junior students' test results are used as the National Merit Qualifying Test.
- **American College Test (ACT):** This is the college entrance exam, which will be accepted by all universities. The ACT will be given at Strongsville High School at least once each fall and once each spring.
- **Scholastic Aptitude Test (SAT):** SAT is a college entrance examination accepted for admission decisions by all universities and colleges throughout the United States. Students should consider taking both ACT and SAT. Both tests may be taken late in the junior year, as well as during the senior year. SAT is **NOT** administered at Strongsville High School.
- **Advanced Placement Tests:** Designed specifically for the high-achieving college-bound seniors, Advanced Placement Tests give high school students opportunities to be granted college credit. A detailed announcement will be made early in the second semester. See the *Course Selection Guide* for details.

Transcripts

Transcripts are produced on a semester basis and cumulative point averages and rank-in-class are recalculated once each semester, at the conclusion of quarters 2 and 4. Records sent after 1st or 3rd quarter will not include updated GPA's. A student's current report card will be copied and sent as an addendum to the transcript during these quarters.

Upon completion of all graduation requirements (normally at the conclusion of the 8th semester) each senior will be afforded one final transcript at no charge for submission to the final college or university of their choice, a branch of the military or a job site. Additional transcripts for college

applications may be purchased for \$4.00 through the Guidance Office. The preparation of a transcript requires a minimum of five working days. Please submit your requests in a timely manner. Please note that all fines and fees must be paid in full prior to the release of student transcripts.

Information Services: Guidelines and Procedures

Acceptable Use For Computer Hardware, StrongNet Network, & Internet

I. General Statement

In making decisions regarding student access to the school district computer system and to the Internet, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are fundamental to preparation of citizens and future employees. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

II. Limited Educational Purpose

The school district is providing students and employees with access to the school district's computer system, which includes Internet access. The school district system has a limited educational purpose, which includes use of the system for classroom activities, professional or career development. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses that might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

III. Use of System is a Privilege

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

IV. Unacceptable Uses

The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
2. Users will not use the school district system to transmit, receive, or store items containing obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
3. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
4. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
5. Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
6. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
7. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district computer or server system software, hardware or network infrastructure or take any action to violate the school district system's security, and will not use the school district system in such a way as to disrupt the use of the system by other users.
8. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
9. Users will not use the school district system to post private information about another person

- or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
10. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
 11. Users will not use the school district system to violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 12. Users will not use the school district system for the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 13. Personal communication software including web based e-mail, messaging, paging, Internet telephone, or other like systems, may be used only for educational purposes.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

V. Consistency with Other School Policies

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VI. Limited Expectation of Privacy

1. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
2. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
3. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
4. Parents have the right at any time to investigate or review the contents of their child's data files. Parents have the right to request the termination of their child's individual account at any time.
5. School district employees should be aware that any and all data and email files maintained on the school district system may be subject to review, disclosure or discovery.
6. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies conducted through the school district system.

VII. Internet Use Agreement

The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.

By inclusion within the student handbook, it is understood by the student, parent or guardian, and school district staff, that these guidelines, as with all guidelines contained within the student handbook, are agreed upon. Parents or guardians that do not agree with this computer use policy may elect to have their child excluded from all activities involving the use of the Internet by completing an Internet exclusion form.

VIII Limitation on School District Liability

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or

nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

IX. Parent Responsibility: Notification of Student Internet Use

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

Parents may be notified that their students will be using school district resources/accounts to access the Internet and that the school district may provide parents the option to request alternative activities not requiring Internet access.

Internet Access

All students are able to access the Internet for educational purposes. Parents who do **NOT** want their child to have access to the Internet must complete and submit an Internet Exclusion Form in accordance with the District Acceptable Use Policy.

Media Center: Guidelines and Procedures

The Media Center is Strongsville High School's information classroom. Students are encouraged to visit the SHS Media Center before, during, or after the school day. The hours of operation are 7:05 a.m. to 3:00 p.m. Stop by the Media Center to pick up a current listing of passwords and websites to keep by your home computer

Students are asked to remember that they are *in a classroom when visiting the Media Center*. Studying, researching, pleasure reading, and working with technology to create instructional projects is encouraged. Students should conduct themselves in a manner mindful of a quiet study environment which is respectful of the academic rights of others. The SHS Media Center and program is to be viewed as a hands-on information classroom where the rights of the entire school population must be considered.

"Hands on" materials available include online services, e-book access, technology (computer and video) access, print materials (books, magazines, and newspapers), and non-print materials.

Before and After School Usage

Students are permitted to use the Media Center before and after school during the hours of operation.

Borrowing and Renewing Material

Students must show their student ID to borrow materials from the Media Center. When borrowing print and non-print items, the students are provided a computerized, printed receipt that indicates the due date for each item borrowed.

Students can stop by the Media Center and ask to renew materials or, they can send an e-mail request to a media specialist. They do not need to show the materials.

Fines

Late materials will be fined as follows:

Books/Magazines	\$.05 per school day
Videos/Teaching Materials	\$1.00 per school day
Equipment	as per equipment loan form

How to Visit the Media Center Class Visits:

Teachers frequently arrange to bring their classes to the Media Center to introduce or work on research projects involving a variety of information sources and technologies. If students need extra time they are encouraged to use online access to the Strongsville High School Media materials and services at home, or visit the Media Center during study halls and before/after school.

Short Term Visitation from the Classroom:

Teachers may write students short term passes to visit the Media Center during the class period that a student is enrolled in the teacher's course. Students must show their pass and check in and out at the Media Clerk's desk.

Study Hall Visits: To visit during study hall time, a student must simply stop by the Media Center in advance of the period in which they wish to visit. Students must present their student I.D. and their names will be added to the "Study Hall Media Center Reservation List" for their study hall period. This list is provided to the study hall monitors at the end of each day to verify attendance. Students are required to sign up in advance because of the size of the

building and the large student population. Students may also use the Media Center on a short-term basis to sign out books, make copies or print materials if computers are available. Students must use their planners for such passes, sign in and out on the pass log sheet, and must return to class.

Students are to remember the following:

- Be on time to the Media Center. Tardiness without a proper pass will result in the student being returned to study hall.
- Each student can plan to visit the Media Center from study halls 3 times per week. This limit is in place to provide access to the growing student population, and to balance class visits. If students need additional time because a project that they are completing requires the use of media materials, technology, and services, they may obtain permission from the media specialist. The student is responsible to sign up to visit the Media Center.

AM/PM Release

Students with AM/PM Release are permitted to visit the Media Center for instructional purposes during their leave time if they present a pass from the Greeter. AM/PM Release students are expected to remain in the Media Center during the entire period due to building security.

Online Services

Most projects involving media materials rely heavily on the use of online services and resources. Students need passwords and internet addresses to access these materials from home. All online services and materials are available via the internet 24 hours a day, 7 days a week. A new listing is published each August. The listing is distributed freely in a variety of classes, during freshmen media orientation, and at Open House.

Production Services for Students

These media production services are available to assist students in completing assignments:

B/W Photocopies	\$.15 per page
Color Photocopies	\$.25 per page
Color or B/W Transparencies	\$.50 each
Color Printing on Photo Paper	\$.50-\$1.00 each
Laminating	\$.50 per foot

Parent and Community Involvement

Power School

The *Power School* program is a password protected and secure web portal that enables you to see a wide range of progress data and to update other school information concerning your child. This information is available to all families who have students enrolled in the District

- Current demographic data
- Emergency contacts
- Team and club participation
- Attendance data
- Fees and fines
- Assignments
- High School credits earned
- High School credits earned toward diploma
- Grades and current progress
- School messages
- Secondary online course selection (available during registration dates)

For more information about the PASS program e-mail pass@strongnet.org.

Parent Groups

The Strongsville City School District has a long tradition of community and parent engagement. Parents are invited to join Athletic, Choral and Instrumental Booster clubs. The High School P.T.A. has a long tradition of promoting the welfare of the Strongsville children in home, school and community. The group has actively worked to bring the home and school into a closer relationship to promote a cooperative spirit to the education of Strongsville youths.

The *Strongsville Education Foundation* provides residents and alumni with an avenue to remain involved with the school district. This group supports effective teaching and learning through scholarships and classroom grants.

Parent/Teacher Communication

Open houses and parent-teacher conferences are scheduled to help provide formal methods for parents and teachers to support student learning. The District and High School webpages www.strongnet.org are an excellent source of information about the high school and the District.

Each employee has an email and phone mail address to enable parents to call with questions. Classroom related questions should begin with teachers prior to contacting the grade level assistant principal, building principal or Superintendent. Contact information is available at the high school's website.

**STRONGSVILLE CITY SCHOOL DISTRICT
ATHLETIC, EXTRA-CURRICULAR, &
CO-CURRICULAR
CODE OF CONDUCT/ACADEMIC REQUIREMENTS**

The Strongsville City Schools establishes excellence as a standard and strives to provide an activities program that balances the academic, athletic, extra-curricular and co-curricular needs of our students. Participation in the activities program is a privilege that may be regulated to enhance the experience for all students. Students who violate the academic code harm themselves, their activity, and their school.

In addition to the established regulations of the Ohio High School Athletic Association, the Ohio Activities Association, and the Pioneer Conference, the board directs the staff to develop additional rules and regulations for Strongsville students participating in athletic, extra-curricular, and co-curricular activities. These rules and regulations will be specified annually in the student handbook and coach/advisor handbook. The handbooks are approved annually by the Board of Education. These rules and regulations will apply during the entire year on a **24/7/365 basis as long as the student is enrolled in the Strongsville City Schools.**

These additional rules and regulations will be limited to infractions in the following categories:

1. Drugs/alcohol
2. Weapons
3. Violent or threatening acts directed at another student or district employee/agent
4. Vandalism of school property, property of another student, or property of a district employee/agent

The board expects that the principle of progressive discipline, or tiered consequences, will be applied, yet recognizes that in some serious cases, students may be denied participation immediately. The progressive discipline sequence will be detailed annually in the student handbook/activities handbook/coach or advisor's handbook.

Students wishing to participate in athletic, extra-curricular, or co-curricular activities will be expected to maintain a minimum grade point average of 2.0. The board recognizes that some activities may establish a higher GPA to qualify for participation. Students who do not meet the minimum requirement will be afforded the opportunity to complete a performance contract, which will allow them to participate as long as the terms of the contract are being met. In no case will a student be permitted to participate if the minimum requirements of the OHSAA, the OAA, or the Northeast Ohio Conference have not been met.

Students accused of violating one or more of the rules and regulations established in the categories specified above, will have the opportunity to appear at a hearing before a Code of Conduct Review Board which will examine the evidence and determine the appropriate action in keeping with the approved progressive discipline sequence. The Code of Conduct Review Board will be comprised of the assistant principal and/or the athletic director, and the coach/advisor.

It is expected that students in athletic, extra-curricular, or co-curricular activities will be treated in a non-discriminatory manner. In cases of co-curricular activities, wherein academic performance may be affected, alternative forms of assessment may be utilized to determine class grades.

**DEFINITIONS & PROCEDURES RELATING TO
ATHLETIC, EXTRA-CURRICULAR & CO-CURRICULAR
CODE OF CONDUCT/ACADEMIC REQUIREMENTS**

- I. **DEFINITION OF EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**
- A. An extra-curricular activity is defined as a program of out-of-class pursuits, usually supervised and/or financed by the school, in which students enjoy freedom in participation and selection.
1. Extra-curricular activities are not part of the regular school curriculum, are not graded, do not involve earned credits, generally take place out of the classroom time, and often involve performance before an audience or spectators.
 2. Extra-curricular activities may include, but are not limited to, athletic teams, drill teams, flag teams, cheerleaders, intramural programs, student council, class officers, NHS, Math Club, Ski Club, SADD, Lantern, and yearbook. In general, activities that are supervised by a person that is employed by the Strongsville City Schools and/or on a Strongsville City Schools supplemental salary schedule are considered within the jurisdiction of the policy. Some re-evaluation of this listing will take place as a result of experience in implementation.
- B. A co-curricular activity is one in which there is a connection with the curriculum experiences in regular classroom instruction. When a scheduled performance outside the daily classroom is part of the daily instruction and the course requirements for earning a grade and/or credit, these academic eligibility requirements do not apply. These groups include, but are not limited to the following: Band, Drama, Mustang Express, Cantorum, Wind Ensemble, Concert Band, Orchestra, Senior Chorus, DECA, FCCLA, and the Lantern. Please note that the Code of Conduct for Student Activities does apply to these student groups.

TEAM/ACTIVITY MEMBERSHIP

Team/activity membership is determined by attendance at mandated sessions, academic standing, compliance with all school rules and regulations, general attendance and conduct, athletic ability or activity selection with participation procedures.

A student-athlete becomes a member of an interscholastic team upon attending an official practice or conditioning session, and approval of a coach. A student becomes a member of an activity when registering with an advisor of that activity or when reporting to the first session of a co-curricular activity. In both instances, all students will be required to complete all the necessary forms in order to be considered a member of an interscholastic team and/or student activity.

ACADEMIC REQUIREMENTS FOR PARTICIPATION

The Strongsville City School District expects students who participate in the athletic, extracurricular, and co-curricular programs to focus first on their academic and behavior responsibilities and then on their participation in their individual activities. It is important that students meet the eligibility standard of excellence in their academics in order to participate in any activity that is offered by the Strongsville City School District in grades 7-12.

1. Effective for 2000-2001, a student must earn at least a 2.00 grade point average (GPA) in order to be eligible for participation. The GPA will be applied separately for grades 7-8 and for grades 9-12 and calculated each grading period. A student's eligibility will be according to his or her GPA for each nine-week period. A student's eligibility will be determined by examining each nine-week GPA independent of prior grading periods. The individual nine-week GPA value will be used in itself to determine a student's eligibility. Eligibility can be maintained, gained, or lost each grading period.
2. In addition to the above Strongsville City Schools requirements, a student athlete must qualify under all rules established by the Ohio High School Athletic Association including passing five classes.
All students will be required to register and maintain the proper course level requirements as stated in their student handbook and/or planning guide both at the middle school (grades 7-8) and the high school (grades 9-12). Students at the high school are reminded that all course level requirements and prerequisites must be followed to insure graduation with their class.
3. Provisions may be made for students with special needs and/or extenuating circumstances. An eligibility board made up of the building principal/designee, athletic director/designee, coach, or activity advisor, and the individual student's guidance counselor will review such situations on an individual basis and may waive certain requirements as appropriate. This provision is intended to meet unique situations of students with special or adjusted educational needs (see Request for Academic Intervention Grades 7-12).
4. Students on Individualized Educational Plans will be considered on an individual basis with respect to the academic requirements in this policy, but still must meet the OHSAA requirements as per 3323.08 of the O.R.C.
5. Students enrolled in the College Credit + Program are eligible to participate in the Activities Programs: and/or Athletic Programs provided they meet all the requirements established for Student Activities, and/or Athletic by participation by the Strongsville Board of Education and the Ohio High School Athletic Association. The students will be required to maintain the proper course load requirements as stated in their student handbook and/or planning guide. Students will be required to provide grade evaluation reports from their college professor in conjunction with the end of our grading period(s) at Strongsville High School.

DEFINITION OF ELIGIBILITY CRITERIA

1. A "C" average is defined as a "grade point average of 2.00 or better on a scale where an "A" mark earns 4 points, a "B" average is awarded 3 points, a "C" average is worth 2 points, and a "D" is given the value of 1 point. A mark of "F" is given the value of 0 points. At such time an incomplete is made up, the GPA will be computed and eligibility redetermined.
2. In computing a student's "grade point average" (GPA) for purposes of this policy, all subjects undertaken by the student and for which a final mark is recorded are to be considered.
3. A failing mark in any course(s) at the end of a grading period or at the end of a semester will not make a student ineligible for participation if that student maintained at least a 2.00 overall GPA for that quarter.
4. The receipt of an interim report will serve to advise parents of current academic status and/or potential loss of eligibility.

STUDENT LEADERSHIP - ELIGIBILITY CRITERIA

All students are encouraged to participate and seek representation for their individual class in student council and class officer positions. Due to the high standards and qualifications needed for these positions, students will be required to meet the eligibility requirements set forth by the advisors of those student leadership organizations.

All students seeking induction into NHS (i.e. high school) will be required to meet the eligibility requirements set forth by the National Honor Society selection process.

*** Selected student activities may require eligibility requirements that exceed the minimum 2.00 grade level GPA. The advisor in charge of the activity may make a request to raise the grade entry level GPA by making a request to the building principal/designee with final approval being granted by the Superintendent of Schools.

Advisors, coaches, and staff members will not be permitted to lower the grade entry level GPA.

CODE OF CONDUCT REQUIREMENTS FOR PARTICIPATION

The Strongsville City Schools' philosophy in establishing an athletic, extra-curricular and co-curricular code of conduct is to provide guidance and assistance in protecting the health and safety of the student(s) participating in the school activities offered in our school district.

I. STUDENT BEHAVIOR RESPONSIBILITIES 24/7/365

Students participating in student activities represent the entire student population of the school district in local, regional, state, and national events. The representation and increased visibility of their activity/team, school and community means that all student participants will have the additional responsibility to maintain a higher standard of personal and ethical behavior. As a result, all student participants will be expected to abide by the Strongsville City Schools expectations 24 hours a day, 7 days a week and 365 days per year. The student participant and the student's parent/legal guardian shall sign this code prior to any participation as an intention to abide by the code of conduct as described in this section.

All coaches and advisors will be responsible for assuring that students and parents have accepted and signed this document prior to any student participation in a student activity.

II. REQUIREMENTS FOR STUDENT PARTICIPATION

- A. No use, purchase, possession, and transmission, or concealment of the following substances:
 1. Alcohol in any form;
 2. Narcotic Drugs, Depressants, or other controlled substances
 3. Build altering chemicals; or
 4. Tobacco in any form - Tobacco Products
 5. Substances represented to be controlled substance.
- B. Adherence to all provisions of the Civil Rights Act of 1964, Strongsville City Schools Student Handbook and Board of Education Policies related to harassment.
 1. Verbal, nonverbal, or physically aggressive acts.
 2. Weapons
 3. Ammunition and/or explosive devices.
 4. Acts of vandalism to a person and/or person's property, or public entity.

III. ACCUMULATION OF VIOLATIONS

For the purpose of accumulating violations of this code, there shall be two separate periods of academic life: (1) grades 7 through 8, and (2) grades 9 through 12. The first period will end the last official school day for grade 8; the second period will begin with initial attendance at team/activity meeting following the last official school day for grade 8 and will end with the Commencement Ceremony for grade 12. Within each of these two separate periods of academic life, violations of this code shall be cumulative of the infraction(s) occurring in season/out of season or on/off school premises.

IV. STUDENT DUE PROCESS PROCEDURE

- A. Student activity Code of Conduct Review Board made up of the principal/designee, athletic director, coach/advisor and other persons as designated by the building principal, will be established by each building annually to investigate alleged violations of the code of conduct.
- B. Suspected infractions of the 24/7/365 student activity code of conduct must be readily verifiable, must be submitted in writing to the building principal and must be signed by the complainant before a review will be considered.
- C. Upon receipt, the student activity Code of Conduct Review Board may be convened, the student will be advised of the nature of the charge made against him/her and will be afforded an opportunity for a hearing before the Review Board. At the review hearing, the student may be accompanied by his/her parent and may present any evidence or testimony in his/her behalf.
- D. After consideration of the information, the Review Board will make a decision relative to appropriate levels of discipline. Further, as per the signed acceptance of the student activity code of conduct prior to participation in the activity, all decisions of the Review Board will be final.
- E. A coach/advisor shall have the right to remove a student from immediate participation in any activity under that coach/advisor's supervision if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting school, travel on any school-provided transportation or any school-sponsored activity held on or off school property.

V. INTERVENTION AND CONSEQUENCES

24/7/365 Rule - On or off school premises or authorized transportation or at a school sponsored activity, non-school sponsored activity.

First Violation: A student guilty of parts A (1 through 5), B (1 through 4) on or off school premises or authorized transportation or at a school sponsored activity or non-school sponsored activity, may be denied participation for a period of 20% of the activities. If no activities are held during this period, the student athlete may be denied participation in the next activity or the student athlete's next sports season. In addition to suspension of participation, the student may be required to participate in the following at the expense of the student/family; receive assessment; receive any appropriate assistance or treatment; and provide satisfactory proof of the foregoing and any other reasonably pertinent information to the principal or designee. A written contract must be in place and agreed upon by the student, student's parents, and members of the student activity Code of Conduct Review Board.

Second Violation: A student guilty of parts A (1 through 5), B (1 through 4), on or off school premises or authorized transportation or at a school sponsored activity or non-school-sponsored activity, may be denied 100% participation in any activity for the remainder of the school year. If no activities are held during this period, the student athlete may be denied participation in the next activity or the student athlete's next sports season. In addition to suspension of participation, the student may be required to participate in the following at the expense of the student/family; receive assessment; receive any appropriate assistance or treatment; and provide satisfactory proof of the foregoing and any other reasonably pertinent information to the principal or designee. A written contract must be in place and agreed upon by the student, student's parents, and members of the student activity Code of Conduct Review Board.

Third and Subsequent Violation(s): A student guilty of parts A (1 through 5), B (1 through 4), on or off school premises or authorized transportation or at a school sponsored activity or non-school sponsored activity, may be denied participation for a full calendar year. If no activities are held during this period, the student athlete may be denied participation in the next activity or the student athlete's next sports season. In addition to suspension of participation, the student may be required to participate in the following at the expense of the student/family; receive assessment; receive any appropriate assistance or treatment; and provide satisfactory proof of the foregoing and any other reasonably pertinent information to the principal or designee. A written contract must be in place and agreed upon by the student, student's parents, and members of the student activity Code of Conduct Review Board.

VI. SERIOUS ACTS OF MISCONDUCT - "IN SEASON" OR "OUT OF SEASON" -ACCUMULATED VIOLATIONS

Students engaged in severe violations of part A (1 through 5), part B (1 through 4), may be recommended by the Building Principal to the Code of Conduct Review Board for forfeiture of up to one (1) year eligibility. The student may petition the Code of Conduct Review Committee to seek reinstatement to participate in the next semester's activities. If a student is reinstated, the student may be placed on probation and any further violations will result in his/her permanent removal from all activities for the remainder of his/her high school career.

VII. EXTRA-CURRICULAR ACTIVITY NOT IDENTIFIED AS AN INTERSCHOLASTIC SPORT

All extra-curricular and co-curricular activities that are not considered to be interscholastic Sports are identified by this policy to be held to the same standards outlined in both the Academic and Code of Conduct Expectations for the calendar year. Those activities defined in Part 1-Sections A & B. Any student denied participation in a co-curricular activity as a result of his/her violation of this policy would be required to complete an alternative assignment in lieu of the participation.

DEFINITIONS

1. "Assessed" means a chemical dependency professional outside of but approved by the Strongsville City School District making an estimate or judgment as to physical or psychological condition.
2. "Assistance" means help or aid secured from programs of the Strongsville City Schools such as school-sponsored support groups, or programs approved by the Strongsville City School District.
3. "Build altering chemicals" includes, without limitations, anabolic steroids, growth hormones, testosterone or its analogs, human chorionic gonadotropin (HCG), and other substances designed to alter hormone growth.
4. "Calendar year" shall mean the period of twelve (12) consecutive months from the date of a determination pursuant to Section IV (A) of this Code.
5. "Counterfeit controlled substance" means any of the following:
 - A. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying marks used without authorization of the owner of rights to such trademark, trade name, or identifying mark.
 - B. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it.
 - C. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
 - D. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
6. "Mind altering chemicals" includes, without limitations, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana and prescription drugs, unless authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student's name and the directions for proper use.
7. "Parent" means the student's parent, unless the rights of that parent have been restricted by court order or legal agreement; guardian or legal custodian.
8. "Participation" means pre-practice activities (conditioning, agility drills, meetings), practice, playing in a scrimmage or game, etc.
9. "Possession" means either (A) physical control of alcohol, mind-altering chemicals, build altering chemicals or tobacco; or (B) permitting other persons to possess the aforementioned substances in locations (automobile, home, etc.) for which the student has responsibility, in the absence of a responsible adult to exercise meaningful supervision.
10. "Treatment" means a professional outside of the Strongsville City School District applying remedies in order to cure or heal.
11. "School Official" is defined as an administrator, Principal, Associate Principal, Assistant Principal, Athletic Director. One who administers school policies.

Strongsville City Schools Notice for Directory Information Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Strongsville City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Strongsville City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Strongsville City Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Strongsville City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30 of each school year. Strongsville City Schools has designated the following information as directory information:

- | | |
|-----------------------------------|----------------------------------|
| -Student's name; photograph/image | -Participation in officially |
| -Address | recognized activities and sports |
| -Telephone listing | -Weight and height of members of |
| -Date and place of birth | athletic teams |
| -Major field of study | -Degrees, honors, and awards |
| -Dates of attendance | received |
| -Grade level | |

Reference: Strongsville City Schools Board of Education Policy 8330

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

**Strongsville City Schools
Notification of Rights under FERPA
for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal or Director of Pupil Services a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal or Director of Pupil Services, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Reference: Strongsville City Schools Board of Education Policy 8330

Strongsville City Schools Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Strongsville City Schools has adopted a policy (Strongsville City Schools Board of Education Policy 2416), in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Strongsville City Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Strongsville City Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Strongsville City Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520