

**SHAWNEE HIGH SCHOOL**

SHAWNEE HIGH SCHOOL  
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**STUDENT HANDBOOK 2022-2023**

This SHS Student Handbook belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

<http://www.clark-shawnee.k12.oh.us/>

# Shawnee High School

Dear Students of Shawnee High School:

Welcome to the 2022-2023 school year at Shawnee High School! As you start this school year, it should be with anticipation of all the new experiences. It is our sincere hope that you embrace the opportunity and get involved in all of the great activities that Shawnee has to offer. All students, teachers, administrators and other personnel assigned to the school have one thing in common—we are all part of an excellent institution and care about you as a student.

This handbook has been prepared as a guide for you in knowing the policies and procedures that you will be asked to follow during the school year. As any guide, it serves only as a framework that you should use to navigate your time at Shawnee High School. It does not cover every situation in great detail but serves as a guide to give you the essentials you need to begin. In the absence of specific instructions, you should comply with the spirit of good citizenship and when in doubt talk with your teachers, counselors, and principals.

As students of Shawnee High School, you are the center of our learning community: be respectful, responsible, safe and kind. It is our hope that your high school days will be inspirational and meaningful. Our expectations will be high, but they will not be unreasonable or unfair. We hope that your time at Shawnee High School will be valuable and prepare you for the future.

Yours in education,

The Faculty, Staff, and Administrative Team of Shawnee High School

## **BELIEF STATEMENTS**

We believe:

1. All students have a right and can learn when provided with a safe and appropriate learning environment.
2. All individuals should be treated with respect and fairness.
3. Respectful relationships between students and staff facilitates student learning.
4. A partnership between home, school, and the community should exist to successfully educate the learner.
5. Students need to be able to examine and use information constructively, in order to make wise life choices.
6. The school needs to provide essential skills for everyone to become lifelong learners and productive citizens.

## **VISION STATEMENT**

We will be a premier high school, which involves and empowers students, families, and community to become caring, competent, responsible citizens who value education as a lifelong learning process.

## **MISSION STATEMENT**

Shawnee High School will work in partnership with families, community, and students. We will provide an optimum learning environment that produces students who are lifelong learners and responsible citizens.

## **Shawnee Pride**

As a SHAWNEE BRAVE you are an important part of a large student body - a student body that is rich in tradition and rich in variety and potential. YOU contribute vitality and life to your school by involving your attitudes, your interest, your emotions and your efforts in its programs. In return, your school provides education, recognition and opportunities to stretch your mind and to cultivate your talents and creativity. It also offers you a setting in which to test your ideas, values, and judgments in preparation for your career beyond high school.

Your parents and teachers hope that you will take advantage of the opportunities for you here at SHS.

We invite you to accept the following standards as guidelines for your successful career at SHAWNEE HIGH SCHOOL.

### **AS A SHAWNEE BRAVE I WILL:**

1. HAVE A HIGH REGARD FOR MYSELF AS A UNIQUE AND VALUABLE PERSON.
2. EXHIBIT PRIDE IN MYSELF THROUGH MY BEHAVIOR AND SPEECH AND BE WILLING TO TREAT EVERY PERSON AND THE PROPERTY OF OTHERS WITH RESPECT.
3. MAKE AN HONEST EFFORT TO DO MY BEST IN MY SCHOOL WORK AND ACTIVITIES IN ORDER TO KNOW THE SATISFACTION OF ACHIEVEMENT AND SUCCESS.
4. BELIEVE THAT A SIGNIFICANT PART OF MY SCHOOL EXPERIENCE INCLUDES SERVICE TO OTHERS, AND IS MADE POSSIBLE THROUGH MY OWN RESPONSIBLE BEHAVIOR.
5. ACCEPT THE BENEFITS AND RESPONSIBILITIES THAT ARE MINE AS A CITIZEN OF MY SCHOOL, MY COMMUNITY AND MY COUNTRY.

### **SHAWNEE HIGH SCHOOL PHILOSOPHY**

Fully aware that the student is the focal point of the educational program, Shawnee High School accepts the responsibility for his/her development with the following understandings:

1. The educational opportunities offered to the students, with concern for individual, emotional, physical, and intellectual differences, must be equal without regard to race, creed, color, gender, or national origin.
2. The student's education should assist in the development of habits, attitudes, understandings, and skills necessary for a productive, satisfying life in society.
3. The educational process should develop a feeling of self-worth and accomplishment through effective and appropriate challenges.
4. In order to make their education meaningful, students should be encouraged to participate in a variety of activities and be given the opportunity to review the results whenever applicable.
5. The need of students to adjust to a changing world in the areas of economics, technology, governments, and limited resources should be met by an educational plan that is flexible and innovative.
6. The total educational atmosphere should be characterized by effective communication and cooperation among parents, students, citizens, and professional staff.

**SHAWNEE HIGH SCHOOL  
ALMA MATER**

HAIL TO OUR ALMA MATER  
WITH COLORS RAISED ON HIGH  
THE PRECEPTS THAT SHE STANDS FOR  
WILL GROW AS YEARS GO BY  
HER MEN ARE THE FIGHTING "BRAVE MEN"  
HER DAUGHTERS ALWAYS TRUE  
O STAND AND SING! LET VOICES RING,  
SHAWNEE OUR PRAISE TO YOU!

**SHAWNEE HIGH SCHOOL  
"BATTLE CRY"**

FIGHT ON YOU SHAWNEE BRAVES,  
MEN OF THE BLACK AND THE GOLD.  
MOVE QUICKLY DOWN THE FIELD  
(FOOTBALL), FLOOR (BASKETBALL)  
AND WIN AS IN THE DAYS OF OLD -  
RAH! RAH! RAH!  
BRING ON YOUR STOUTEST MEN,  
AND WE WILL VANQUISH THEM TONITE,  
VICTORY'S OURS TO DEFEND,  
WE WILL FIGHT TO THE END  
FOR SHAWNEE (YELL) B-R-A-V-E-S!  
(REPEAT AND HIGH INSTEAD OF  
BRAVE YELL ON END)

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## **GENERAL INFORMATION**

### **Accidents**

All accidents to either persons or property in the school building, on the school grounds, at practice sessions, or at any school-sponsored event must be reported to the high school office.

### **Administrative Office Areas**

Students sent or called to the Administrative Offices are expected to proceed directly there. If it is necessary that students wait, they are expected to be courteous and quiet. Students are not to leave until dismissed.

### **Advisory**

Advisory is a structured, active community learning time. Students will be assigned to a classroom and teacher. Students may request help from other teachers during this time. Activities may include but are not limited to the following: peer tutoring, receiving teacher support, silent reading, small group counseling, study groups, re-teaching sessions, make-up assignments, and challenge opportunities.

### **Adult Students**

Students who have attained the age of majority (18 years of age or older) are subject to all local district and school policies regarding their conduct pertaining to the operation of the school campus. Adult students may write and sign their own excuses to school ONLY if they are officially registered as an independent student. Independent students may be required to provide a medical excuse when necessary.

### **Announcements**

Announcements important to staff and students will be made at the beginning of the advisory period. Additional announcements may be made at the close of the day. Students have a responsibility to remain quiet during these announcements.

### **Athletic Participation**

Before an athlete may participate in any athletic program, he/she must have a current physical signed by a licensed physician, a parent-signed liability release, an insurance coverage form, and an emergency medical form. Students must meet academic eligibility standards established by the O.H.S.A.A. and Clark-Shawnee Local Board of Education. All athletes will be held accountable to the Shawnee High School Athletic Code of Conduct. Athletes and parents should be aware of the policies regarding violations that may remove a student-athlete from participation in athletics and/or extracurricular activities.

### **Book Bags**

Book bags are not permitted to be carried to class during the school day. They may be carried to and from school, but the bags must remain in lockers throughout the school day. This includes string bags and oversized purses.

### **Bullying, Harassment, and/or Intimidation Notification**

The Clark-Shawnee Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Below is a summary of Board Policy 5517.01 which can be found on the Clark-Shawnee website.

#### **Harassment, intimidation, or bullying means:**

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

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

For additional information, please read Board Policy 5517.01, and Administrative Guideline 5517.01 (both available on the District's website) which each contain information regarding:

- Definitions
- Complaint Process
- Privacy/Confidentiality
- Notification

### **Change of Information**

Any changes or corrections of address, telephone number, or guardianship should be changed on Final Forms. Due to unforeseen circumstances or emergencies

which may arise during a school day, accurate records are a top priority.

### **Closed Campus**

Shawnee High School is a closed campus. Students at no time will leave school without signing out in the proper manner. Any student who leaves the school campus without permission will be considered truant and the appropriate consequences will be given. Any student leaving campus by car, either by driving or riding, will surrender driving privileges for a specified period of time.

### **Deliveries**

Deliveries of flowers, balloons, and gifts will be accepted and distributed by the office at the end of the school day ONLY. No deliveries of food orders made by students will be accepted or allowed except through the PBIS store. Balloons and glass vases are not permitted to be transported on school buses.

### **Elevators**

Students are not permitted to use the elevator without written permission from the Office. Only temporarily or permanently handicapped students and those assisting them will be granted permission to ride the elevator.

### **Emergency Drills**

Regularly scheduled emergency drills (fire, tornado, and school safety drills) are required by law. Teachers will give specific instructions to each class. Emergency drills are to be carried out as if they were real emergencies. Students and staff are to move quickly and quietly to the point of safety. For any other emergency situations, instructions will be given over the public address system. Cooperation is expected at all times.

### **Emergency Medical and Registration Forms**

At the start of each school year, students and their families are required to complete and/or update mandatory emergency medical forms, registration forms, and information forms to be completed within two weeks of school. These forms are completed on FinalForms. A link to the FinalForms website can be found on the Clark-Shawnee District Website (<https://www.clark-shawnee.k12.oh.us/>). It is essential that these forms be completed accurately so that files relating to students can be completed. Emergency situations sometimes arise requiring the staff to contact parents/guardians; without accurate information, this may not be possible.

### **Evening Activities**

A student who is absent from school **MAY NOT** attend or participate in school-sponsored activities that evening. Under unusual or extreme circumstances, permission may be granted by the principal, assistant principal, or in the case of athletics, the athletic director. This permission must be granted prior to the participation; and in the case of weekend activity, when school is missed on Friday, permission must also be granted. The responsibility for requesting permission rests with the student/student's family.

### **Field Trips**

Field trips scheduled during school hours will require permission slips signed by the parent/guardian to be turned in prior to departure. A telephone call is not sufficient. The absence will be considered an excused absence with the student being responsible for informing his/her teachers of the absence prior to the field trip and for making up any class material missed during the day and time of the field trip.

### **Free and Reduced Breakfast and Lunch**

The Clark-Shawnee Local School District offers a free and reduced lunch program. Forms and explanations of the program may be obtained in the high school office.

### **Food and Drink**

No food is permitted in class, unless approved by the teacher. Students are permitted to have water in clear (see-through) containers. No other beverages are permitted.

### **Fund Raising Projects**

All matters of fund raising or collection of money for any reason, whether for a class activity, club activity, for charity or other causes that may arise, must be cleared through the principal's office before any contractual agreement of solicitation may occur. No outside organizations will be allowed to solicit within the school building during school hours.

### **Good Night Rule**

Once students enter a school-sponsored activity such as a dance, athletic event, or other social function, they are not permitted to leave and return. Only in emergency situations will students be readmitted and only with administrative approval.

### **Guidance Office**

The guidance office, guidance counselors, and the guidance secretary are available for all students to receive information, counsel, and help. Scheduling, scholarship

information, career information, college board testing, and registration are obtained in the guidance office. Students and parents are requested to call or sign up for appointments with a guidance counselor.

Transcript requests are processed through Parchment.com, which can be accessed through the Shawnee High School web page (<https://www.clark-shawnee.k12.oh.us/1/home>). Please have school fees paid or arrangements for school fees made prior to your request.

### **Guided Study Hall**

Guided Study Hall provides students with a quiet period during the school day to do school work or read. The following guidelines allow students to make the best use of their time:

- \* Students must be actively engaged in schoolwork or reading.
- \* A quiet and orderly environment, conducive to study, will be maintained at all times.
- \* Passes to be released to another classroom must be obtained BEFORE coming to study hall. This includes morning sign up for the media center.
- \* As in all classrooms, no food, candy or drink is permitted.

### **Hallways and Restrooms**

No student is to be in the hallway without an appropriate pass during class periods. Students are to travel quietly and directly to and from assigned destinations. Students are not permitted to congregate in the hallways. Students are to use the restroom closest to the classroom from which they are excused. No student is to be in a restroom during class periods without the appropriate pass. Students feeling ill are to report directly to the office or clinic, not to the restroom. Students will use the restrooms in the athletic hallway during their lunch periods and are not to be in the academic wing restrooms.

### **Hand Washing Policy**

Students are encouraged to wash their hands before going to lunch, and before and after using the restroom. We also encourage students to wash their hands after coughing and sneezing.

### **Health Records**

Ohio law has mandated that schools be provided up-to-date health records on all students by specific dates (two weeks after entry to school). These forms are completed on FinalForms. A link to the FinalForms website can be found on the Clark-Shawnee District Website (<https://www.clark-shawnee.k12.oh.us/>). If records are not updated by the specified date or written proof stating that the records are in process of being completed, the student will be excluded from school. All students must have an emergency authorization form on file in the school office.

### **Littering**

We take a great deal of pride in the Shawnee High School campus – the building, sports facilities, and property. Be respectful of those who work to keep it clean, safe, and attractive. Lead by example. Don't litter.

### **Lockers and Locker Rooms**

Each student is assigned a hall locker. It may be necessary for some students to be assigned two students to a locker. Each locker has a combination, and it should be kept locked at all times. This is for your protection. Do not block your lock open to avoid using the combination. No stickers are to be placed on or inside the locker. Approval of locker decorations is at the discretion of building administration. For your protection, ALL LOCKERS ARE SUBJECT TO PERIODIC INSPECTION. Any non-permissible or illegal item found in the locker will be assumed as being your property and responsibility. NOTE: Lockers remain property of the school and by order of the administration may be opened and searched at any time. This also applies to lockers in the locker rooms as well.

### **Lost and Found**

Any article found should be taken to the office. Lost articles may be claimed in the office or outside the Media Center. If you lose something, check with the office as soon as you discover your loss.

### **Media Center Rules Guidelines for Use**

1. Students may sign out two books at any one time for two weeks with renewal privileges of ONE time. Overdue notices are issued weekly. Any overdue books not returned before grade cards are distributed will result in a student's grade card being held until materials are returned. Audio-visual equipment and/or materials may be used in the media center with a pass from the teacher assigning the materials and a prearranged time to accommodate availability of equipment.
2. Beginning the first Tuesday in September, freshmen and sophomore students assigned to guided study may start signing up to come to the media center during their guided study period. The clipboard with the sign-up sheet is located on the LMC desk and is available until the tardy bell rings. You must sign yourself in, no one else may sign in for you. Copies will be made and distributed to teachers having guided study. Students will report directly to the media center from the guided study period.
3. Students are not to have GUM, CANDY, or BEVERAGES in the media center during the school day.
4. Since the media center is part of the educational process, students are expected to be working/reading quietly while in the media center. Students not complying



with this expectation can lose their privilege to be in the media center during their guided study period.

**Non-Discrimination Policy**

It is the policy of the Clark-Shawnee Local Board of Education to be in compliance with Public Law 94-142, Section 504 (Handicap), Title VI (race, color, national origin) and Title IX (sex): no student or employee shall on the basis of handicap, race, color, national origin or gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

The following persons shall coordinate compliance and investigate complaints of harassment and discrimination:

Shawnee High School .....Assistant Superintendent, Mr. Brian Masser 3680 Selma Road, Springfield, OH 45502  
PreK-2 Principal, Mrs. Amanda Shaffer 1841 East Possum Road, Springfield, OH 45502

**Parent/Teacher Conferences**

Parent/Teacher conferences are held twice a year. The dates will be announced early in the school year in school publications. An appointment with a teacher, counselor, or administrator is available at all times and may be arranged by contacting the high school office.

**Prescription Medication**

No medication or drug shall be administered unless the following criteria are met:

1. A written request signed by the parent or guardian that the drug be administered to a student.
2. A written statement signed by the prescribing physician that details the name of the drug, the dosage and times, and the reasons for its use. The name and address of the student, school and class of the student shall be on the written statement. If there could be a reaction to the medication or questions regarding the administering of the medication, the physician's telephone number shall be listed on the statement.
3. The parent or guardian must submit a revised statement signed by the physician if any of the information originally provided by the physician changes.

Medication will be administered in the clinic or office under the control of the school nurse, but in the absence of the nurse, the principal, teacher, secretary, or aide may administer the medication. All medications will be kept in the security of school personnel rather than in the possession of the pupil. The only exceptions would be with the permission of school administration, parents, and physicians.

**Blizzard Bags Remote Learning**

In the event that our district reaches a total of 5 calamity days for the school year, additional calamity days will require that students complete remote learning for each of their assigned classes. Any student that does not complete remote learning assignments by the given due date will receive an unexcused absence for that day.

**Residence Requirements for Attendance**

To attend and graduate from Shawnee High School, a student must actually reside full time with the parents or legal guardian at a residence located within the Clark-Shawnee Local School District, must be totally emancipated from the family or legal guardian and residing in the Clark-Shawnee District, be accepted on a tuition basis according to school board policy or as an approved open-enrolled student.

**School Closings/Delays**

School may be closed or delayed some mornings due to weather. This will usually be announced through district notification systems (phone, email, text) and local news outlets.

**School Dances**

Student groups are encouraged to hold evening and after game dances as methods of raising funds as well as having a social activity. The following rules are in effect at Shawnee High School dances:

1. Once a student has entered a dance, he or she must remain. Once a student leaves, he or she will not be allowed to return (see Good Night Rule, pg. 8)
2. Students must wear appropriate clothes for the occasion. Special dress codes may be adopted for certain dances.
3. A high school student may bring a date/guest from another school; however, the Shawnee student is responsible for the guest's conduct. Any guest who is not a Shawnee student must be registered with the sponsor of the dance. Otherwise, Shawnee dances are closed dances.

## **Sportsmanship**

Sportsmanship is of paramount importance in all competitive activities at SHS. The students, parents, and fans are expected to always demonstrate respect for those involved and to be responsible for establishing and maintaining good sportsmanship policies and traditions at all athletic contests. Each spectator should:

1. Respect the rights, privileges, and safety of all spectators.
2. Recognize and accept the authority and judgment of coaches, athletic officials, and school officials.
3. Applaud both teams as they come on the field of play.
4. Commend good plays by either team.
5. Support the cheerleaders.
6. Cheer an injured player when he/she is removed from a contest.
7. Demonstrate self-control at all times before, during, and after the game.
8. Be modest in victory and gracious in defeat.
9. Cheer for OUR BRAVES, not against the other team.

## **Student Fees**

Certain student fees are assessed each year to students to offset costs and maintain certain programs or materials, dependent on grade and classes enrolled. It is recommended that these fees be paid at the beginning of each school year. Grade cards, certain student records and progress reports may be held for failure to pay fees.

General Fees	Class Fee:	\$10.00
	General Fee:	\$10.00
Course Fees	Fees vary based on course	

## **Teacher's Desk and Property**

The teacher's desk and property are off limits to students. No item is to be taken from a teacher's desk without permission. Any teacher documents, including attendance sheets and grade books are confidential and off limits to students.

## **Valuable Property**

Students are encouraged NOT to bring expensive items to school. The school will not accept responsibility for the loss of personal property. This includes electronic items, cell phones, media players, etc.

## **Visitors**

Parents and visitors must register at the main office and receive a pass before visiting a student or a teacher. Those who do not register will be asked to leave. Those who refuse to leave will be charged with trespassing. **There will be no student visitors in the building at any time.**

## **Work Permits**

Work permit applications are available on line at The Clark County Educational Service Center (ESC) Website (<https://www.clarkesc.org/professional-services/work-permits>). The application is to be turned in to the Clark County Educational Service Center. Work permits are not needed for eighteen-year-old students.

## **ACADEMICS**

### **Academic Dishonesty**

Academic dishonesty includes, but is not limited to, the following:

- Obtaining and/or accepting a copy of tests or scoring devices.
- Copying another student's answers during an exam.
- Providing another student answers or copies of exam questions.
- Representing as one's own work the product of someone else's creativity.
- Using notes or other material not permitted during testing.
- Duplicating another student's project for submission as one's own work.
- Having someone other than that student prepare the student's homework, project, laboratory report, take-home exam, or computer-generated work.
- Permitting another student to copy the student's homework, project, laboratory report, take-home exam, or computer-generated work, other than for a teacher-approved, collaborative effort.

No form of academic dishonesty will be tolerated. Any assignment for which dishonesty is evident will receive no credit. Furthermore, if the situation warrants, the student allowing his/her work to be copied will also be punished. A violation may result in discipline and/or loss of credit.

### **ACT and SAT Testing**

The American College Test (ACT) and Scholastic Aptitude Test (SAT) application forms can be obtained from the guidance office or online. Please check the

application deadlines and testing dates and locations given at each website.

### **The PSAT Tests**

The PSAT test is offered annually in the fall to select sophomores and juniors. Students may sign up to take these nationally normed tests through the guidance office when they are announced. The value in taking them is that it is a test that evaluates each student's academic progress and standing compared with all other college bound students across the United States. It can be a valuable tool in identifying weaknesses and strengths and assisting students in future scheduled planning and post high school direction.

### **Academic Eligibility for Co-Curricular Participation**

The Clark-Shawnee Local School District offers school related activities above and beyond the regular academic class periods. Co-curricular activities applicable to this policy include organizations and activities, sponsored and/or associated with the Clark-Shawnee Local School District in which a student receives credit or where participation is directly connected to credit. Examples of co-curricular activities include but are not limited to: band and choir concerts, and marching band competitions.

Each co-curricular activity has its own requirements and rules set forth by the appointed Clark-Shawnee Local School District staff supervisor/sponsor. Each co-curricular activity shall adhere to the rules and regulations pertaining to the district chemical use and dependency as well as to due process in any disciplinary action.

### **Academic Eligibility for Extracurricular Participation**

Extra-curricular activities are an important and integral part of a student's total educational experiences. We encourage all students to participate in the extra-curricular activities of their choice. Extra-curricular activities are defined as non-academic/non-curricular activities where a student does not earn and receive credit through their participation in the activity. Examples of extra-curricular activities include but are not limited to: Athletics, Cheerleading, Flag Corps, National Honor Society, Student Council, Fellowship of Christian Athletes, Varsity "S", Special Wish, Show Choir, Jazz Band, Pep Band, Drama and Dramatic productions etc.

Students who choose to participate in non-credit extra-curricular activities (as defined above) shall be governed by the following student eligibility policy:

#### **1. Scholarship (Grades)**

In order to be eligible to participate in any extracurricular activities (as previously defined) in grades 9-12, a student must be currently enrolled and must have enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent which count toward graduation. To participate in athletics a student must have a GPA of 1.500 for the preceding grading period as prescribed in accordance with the Ohio High School Athletic Association. Higher standards than previously described may be required for specific clubs or activities.

#### **2. Attendance**

Students are expected to be in school each day that the schools are open for instruction. Students absent from school will NOT be permitted to participate in non-credit extra-curricular activities on the day of their absence. Emergency situations will be evaluated on an individual basis by the Principal, Assistant Principal, and Athletic Director. Students must be in school before 11 a.m. in order to participate in any extra-curricular activity on that day (i.e., practices, events, games, rehearsals, meetings, etc.)

#### **3. Conduct**

**Students participating in extra-curricular activities will be held to the rules of conduct described in the Shawnee High School Conduct Code for Extra-Curricular Activities. This includes rules of behavior and conduct as well as due process and intervention procedures for alcohol and substance abuse violations.**

### **Class Materials**

Students are required to report to classes daily with the necessary materials: pencils, pens, paper, books, homework assignments, etc. Disciplinary action will be taken for failure to be prepared.

### **Community Service and Involvement Guidelines**

Students at Shawnee High School have a Community Service/Involvement Component as part of their academic experience. Within this experience, students are required to accumulate a minimum of 60 hours of Community Service and/or Community Involvement before graduation. Upon meeting this graduation requirement, a student will receive one half credit for Community Service/Involvement on their transcript. Completion of the program also meets the requirements for the State of Ohio's Student Engagement Graduation Seal. The seal will be added to a student's diploma and a letter certified by the Shawnee High School administration will be added to a student's portfolio.

#### **Core philosophy of the Community Service/Involvement Program:**

Our desire is for students to view this requirement as an opportunity to develop responsibility, discover ways to serve others within their community, and develop career and life skills.

A good community is as stable as the people who positively contribute to it. It takes the efforts of all community members to make a community a great place to live. At Shawnee we believe that ALL students need to accept the reins of leadership to continue to make Springfield and Clark County the best it can be – by being involved! Other foundations of educational philosophy that are inherent to this program include the idea that students learn better by doing and one person (even a student) can make a difference.

Completion of this program allows Shawnee students to show potential employers, admissions officers, and program advisors they are willing to serve others and get involved in their community in addition to completing a rigorous program of academic instruction.

### **How to Document Community Service/Involvement Activities:**

The process for obtaining credit for the hours completed is easy to follow and is the responsibility of the student. After completing community service/involvement hours, students must submit an On-Line Community Service/Involvement Verification Form. Students simply fill out the information on the form and click Submit. They will receive an email when their hours have been confirmed and posted. This form can be found on the Guidance Department website.

Students should use the following as broad parameters for acceptable community service:

1. The service activity must be non-profit. No money can be accepted for services.
2. Community Involvement may not be regularly-scheduled chores done within the definition of family.
3. Community Involvement hours may be accumulated at any time, even during summer months.
4. The following is a list of activities which can be used for community involvement hours. If a student has other ideas, they must see their service advisor.
  - Athletics (including Band, Cheerleading, statisticians, trainers, etc.) Only games and performances will count as acceptable hours. Limit of 14 hours per activity.
  - Student Council/Club Activities
  - Bloodmobile Worker/Donor (5 hours for donors)
  - Teacher's Aide/Office Aide (15 hours per semester will be accepted)
  - Tutoring
  - Church Activities: Bible School, Sunday School Teacher or Helper, Organist, choir, etc. (15 hours per semester will be accepted).
  - Youth Group Activities: Raking leaves, cleaning parks, snow removal. Meetings and fun activities will not be acceptable. 7 hours per nine weeks.
  - 4-H, Boy Scouts/Eagle Scouts/Girl Scouts - Must be community related activities

### **Early Graduation**

According to Clark-Shawnee Local School District policy, a student may be considered for early graduation provided the following requirements are achieved:

1. Students must present a plan along with the application, permission signatures, etc. to their counselor by April 1 of their Junior year. This plan should include what they expect to be doing during the months between January and June of their Senior year.
2. Students must have completed 19.0 credits prior to the beginning of the Senior year.
3. Students must have a cumulative grade point average of 3.00 by the completion of the Junior year.
4. Students must meet Clark-Shawnee Local and the State of Ohio graduation requirements which includes having earned eighteen points on the End of Course Exams.
5. Students choosing to graduate early may not continue participation in the Post-Secondary Enrollment Options Program.
6. Students are encouraged to participate in Senior Activities/Commencement Exercises. Diplomas will not be awarded until the class graduates in June.
7. Final approval for Early Graduation will be made by the High School Principal by June 15 prior to the Senior year.

### **Grading System**

Shawnee High School utilizes a nine (9) weeks grading system, with four reporting periods throughout the school year. Grade cards will be given out to the student usually one week after grades are due in the office. The following grading scale is adopted by the Clark-Shawnee Local Board of Education and will be used in calculating student grades:

A	100-90
B	89-80
C	79-70
D	69-60
F	Below 60

### **Grade Point Average (GPA)**

Shawnee High School will place both an unweighted and weighted grade point average (GPA) on all official transcripts. The unweighted GPA will be based on a 4.0 scale and utilized for determining all local distinctions, such as class rank and laude tiers. The weighted GPA will be placed on official transcripts in consideration of outside institutions that require or consider this metric useful.

The unweighted grade point average will be determined by applying the traditional 4.0 grading scale to all high school courses.

4.0 – A
3.0 – B
2.0 – C
1.0 – D
0.0 – F

The weighted grade point average will be determined by applying a 5.0 scale to College Credit Plus (CCP) and Advanced Placement (AP) courses.

- 5.0 – A
- 4.0 – B
- 3.0 – C
- 2.0 – D
- 0.0 – F

**Graduation Requirements**

**Credit Requirements to Graduate:**

The following are minimum requirements necessary to receive a diploma:

English	4 credits
Mathematics	4 credits
Social Studies	3 credits
Science	3 credits
Fine Arts	1 credit
Health	.5 credit
Physical Education	.5 (2 courses)
Personal Financial Mgmt	.5 credit
Community Service credit	.5 credits (must be approved by administrator)
<u>Electives</u>	<u>4 credits</u>
TOTAL	21 credits

**Competency and Readiness Requirements to Graduate:**

The graduating class of 2023 and beyond will need to demonstrate both **Competency** and **Readiness**:

1. **Demonstrating Competency** - Students will demonstrate competency in the foundational areas of English Language Arts II test and the Integrated Mathematics I End of Course Exam (or through alternative demonstrations, which include College Credit Plus credit, 2 career-focused activities or military enlistment.
2. **Demonstrating Readiness** - Students will also need to demonstrate readiness for their post-high school paths by earning the Student Engagement Seal, which satisfies Shawnee's 1/2 credit community service/involvement requirement, and one of the following Ohio Seals: OhioMeansJobs Readiness Seal, Industry Recognized Credential Seal, College-Ready Seal, Citizenship Seal, Science Seal, Honors Diploma Seal, Seal of Biliteracy, or Technology Seal.

Graduation Seals - descriptions

**Student Engagement Seal:** Students at Shawnee High School have a Community Service/Involvement component as part of their academic experience. Within this experience, students are required to accumulate a minimum of 60 hours of Community Service and/or Community Involvement before graduation. Upon meeting this graduation requirement, a student will receive .5 credit for Community Service/Involvement on their transcript. Completion of the component also meets the requirements for the State of Ohio's Student Engagement Graduation Seal.

**Military Enlistment Seal:** Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces.

**Technology Seal:** A student can either earn a final course grade that is equivalent to a "B" or higher in an appropriate class taken through the College Credit Plus program or complete a course offered through the district or school that meets guidelines developed by the department. (A district or school is not required to offer a course that meets those guidelines.)

**Industry-Recognized Credential Seal:** Earn a 12-point approved industry-recognized credential or group of credentials totaling 12 points in a single career field.

**Citizenship Seal:** A student can either earn a score of proficient or higher on both the American history and American government end-of-course exams and earn a final course grade that is equivalent to a "B" or higher in appropriate classes taken through the College Credit Plus Program.

**OhioMeansJobs-Readiness Seal:** Meet the requirements and criteria established for the Readiness Seal, including demonstration of work-readiness and professional competencies.

**State Seal of Biliteracy:** Meet the requirements and criteria, including proficiency requirements on assessments in a World Language and English.

**College-Ready Seal:** Earn remediation-free scores on the ACT or SAT. Visit the Department's website to see current remediation-free scores.

**Science Seal:** A student can either earn a score of proficient or higher on the biology end-of-course exam or earn a final course grade that is equivalent to a "B" or higher in an appropriate class taken through the College Credit Plus Program.

**Honors Diploma Seal:** Earn one of five Honors Diplomas outlined below: 1. Academic Honors Diploma; 2. Career-Tech Honors Diploma; 3. STEM Honors Diploma; 4. Arts Honors Diploma; 5. Social Science and Civic Engagement Honors Diploma.

### **Guidelines for Laude Tiers**

Shawnee uses the Laude System to honor graduating seniors with high academic achievement upon their graduation. All Shawnee students, including CTC students, are included. Shawnee administration will determine the Laude honors by either (a) a Cumulative GPA metric as listed below or (b) a class rank metric as listed below. Administration will use the metric that honors the most graduating seniors. Only students who have completed courses set forth by state graduation requirements may be considered eligible for this tier of academic honor.

*Summa Cum Laude:* (a) Students having a 4.00 GPA OR (b) students having the highest 3% GPAs in their class.

*Magna Cum Laude:* (a) Students having a GPA of 3.90 or higher, but less than 4.00 OR (b) students having the next highest 4% GPAs in their class from the Summa Cum Laude tier.

*Cum Laude:* (a) Students having a GPA of 3.8 or higher, but less than 3.90 OR (b) students having the next 5% GPAs in their class from the Magna Cum Laude tier.

### **Guidelines for the Identification of Gifted Students**

#### 1. Gifted Areas (as established by the state of Ohio)

- Superior Cognitive Ability
- Specific Academic – Reading, Math, Science, Social studies
- Creativity
- Visual Arts
- Performing Arts

#### 2. Standardized Assessments Used

- IOWA and COGAT testing in grades 2, 5, 7
- COGAT score of 127 or higher qualifies student in superior cognitive ability
- Percentiles of 90-94 or scores of 124-126 qualify students for retesting using the Woodcock-Johnson or WISC III tests

#### 3. Visual and Performing Arts

- Two-part identification process:
- Renzulli Scales for rating musical or artistic characteristics of superior students (completed by teacher)
- Portfolio (art) or Performance (music) to be assessed by professionals in the field

#### 4. Referrals

- Students can be referred for testing in ANY of the gifted areas at any time during their education
- Students can be referred by teachers, parents, or peers
- Official referral forms can be found in the school office
- Any written or spoken request by parents to school officials shall be accepted as a referral and action taken accordingly

#### 5. Testing and Assessments

- NO testing shall be conducted without written parent permission
- Testing shall be completed in a timely manner upon receipt of parent permission
- Testing shall be completed by the district gifted teachers, coordinators, or other qualified personnel
- Parents shall be notified of testing results
- Teachers shall be notified of assessment results in order to provide appropriate instruction
- If there is disagreement concerning the results, parents may appeal the decision by contacting the Assistant Superintendent

### **Incompletes and Unsatisfactory**

The "I" (incomplete) or "U" (unsatisfactory) may be used on the report card in lieu of a passing grade for any grading period. The "I" indicates that the work can be made up. It is the responsibility of the students to check with the teacher of the missed work and complete the necessary assignments based on the number of days of student absence. A "U" indicates that the student has had an attendance-related issue and must attend an attendance mediation session to appeal for credit.

### **Internet Access and Computer Usage**

Shawnee High School offers students access to the school district's computer networks including access to the Internet. The computer and the networks are provided for students to conduct research. In using them, students are expected to behave responsibly and maturely just as they would in any other school activity. Network administrators and other school staff may review files and communications to maintain system integrity, to review student progress, and to insure that the system is being used responsibly. Every student and parent/guardian is required to complete an "Acceptable Use Policy/Permission" sheet that will be kept on file. This will allow the student to use these computer resources. Students 18 and older may sign their own forms. Violation may result in disciplinary action and/or loss of access.

### **Interim/Progress Reports**

At the midpoint of each grading period, all students will be issued an interim report. This report will be sent to students and parents/guardians through Progress Book. For additional updated information of grades, students and parents are encouraged to use their Progress Book access code, which allows them access to current grades on the internet. The parent access code allows parents to group all of their students enrolled in Clark-Shawnee schools. The access codes are sent only once to each student's parent/guardian. If an access code is lost, parents/guardians are to contact the high school office.

### **National Honor Society**

National Honor Society (NHS) recognizes those students who uphold the four pillars of: Scholarship, Leadership, Character, and Service. Only juniors and seniors are eligible for consideration. Students who obtain a 3.3 cumulative grade point average will be considered as a candidate. Students, who meet the scholarship requirement, will be asked to complete a student profile form.

The student profile form provides the student the opportunity to provide evidence of the remaining pillars of Leadership, Character, and Service. This evidence can be within Shawnee High School or from the community. The student profile form will state specific guidelines and deadlines for this information. If these guidelines are not met/followed, the student may not be considered for candidacy. In addition, teachers and coaches will have the opportunity to provide additional information regarding the student's Leadership, Character and Service.

A five member faculty council reviews the student's profile form, teacher's comments, attendance, and discipline records and compares this information to the guidelines set by the National Association of Secondary School Principals (NASSP), the sponsors of NHS; the faculty council then makes its final selection. Sophomores and juniors who are selected will be notified in the Fall. Student Profile forms will be due before the end of the school year. Tapping (notification of membership) will occur in the fall. The formal induction ceremony will occur in late fall.

### **Ohio State Tests**

The Ohio Department of Education currently requires that all students be given the Ohio End of Course Assessments in English/Language Arts (1), Mathematics (2), Biology, American History and American Government. Each student must earn a competency rating in the Int. Mathematics 1 and the English Language Arts 2 End of Course Assessments in order to meet graduation requirements. The Biology, American History and American Government EOC assessments are linked to Graduation Seals. It is important for students to prepare to do their best on all EOC assessments because all of the assessments are linked to graduation pathways. Each student will have several opportunities to pass the tests; preparation sessions offered to students by the Shawnee staff are highly recommended. If you have any questions about this process, please call the guidance office.

### **Physical Education Requirements**

Unlike other academic classes, it is difficult to make up the physical education activities inherent in a physical education class. Students are required to participate every day in physical education activities. Students must not have more than 15 absences in a semester or they will not receive credit for the class. The Clark-Shawnee Board of Education has an alternate provision for physical education as allowed by the Ohio Department of Education. Students opting for alternate PE credit must complete two (2) seasons of a school-sponsored athletic program or two years of marching band. Please see below for the Physical Education Waiver Policy.

### **Physical Education Waiver Policy**

Students who have participated in interscholastic athletics, marching band, show choir, or cheerleading for at least two (2) full seasons while enrolled in grades 9 through 12, and as documented by the appropriate school official, may be excused from the high school physical education requirement. Students who are eligible for the PE Waiver must complete a PE Waiver Form and return it to the high school guidance office. Physical Education Waiver Form can be found in the guidance office and on the guidance department's website. Students electing such an excuse shall complete one-half (1/2) unit of instruction in another course of study which meets the high school curriculum requirements.

### **College Credit Plus Required Reimbursement Notification**

Shawnee High School students taking College Credit Plus courses need to be aware of certain provisions of College Credit Plus courses. The following statement constitutes official notification of these provisions: Under Ohio Revised Code 3365.09 (A) a district may seek reimbursement from a student or parent if the student fails to attain a passing final grade. School districts may seek reimbursement under the following circumstances: 1) If the student receives a failing grade at the end of the college course; or 2) If the student withdraws from or drops the college course subsequent to the 14<sup>th</sup> calendar day after the particular course began, or 3) If the student takes more than 30 semester hours in a school year. To participate in the program, students must complete an Intent to Participate Form by April 1<sup>st</sup>, be accepted by the college that they are attending, and attend an orientation/scheduling meeting with the guidance office. Please refer to the College Credit Guidelines posted on the high school website.

### **Schedule Changes**

The courses that a student schedules are considered to be final. There will be pre-announced dates and times preceding the start of the school year when students may request schedule changes. Students should not schedule with the intent to drop or reschedule classes at a later date. Any schedule changes must have the approval of the teachers, principal, guidance counselor, and the parent/guardian. Any course dropped after the second week of school will be dropped with an F.

### **Semester and Final Exams**

Shawnee High School believes that testing and assessment are an important part of the educational process, and they also prepare for challenges that will arise after high school in both the collegiate setting and in the world of work. Therefore, the following rules and regulations are established regarding semester and final exams:

1. Semester and final exams are mandatory. Failure to take exams may result in a loss of semester or full year credit.
2. Only a valid absence excuse with written documentation will excuse a student from an exam given on a specific exam day. This will allow the student to make up the exam on another day.

### **Springfield- Clark CTC Information and Eligibility Requirements**

The Springfield-Clark County Career Technical Center is for students in the 11th and 12th grades who have the interest and ability to profit from courses designed to acquaint the students with the world of careers. The CTC prepares students for employment in industry, business and service sectors of the economy as well as continued learning at college. CTC orientation meetings will be held at Shawnee for 10th grade students who are interested. One or more open houses are held at the CTC during the school year. You are encouraged to attend these meetings.

Students wishing to attend the CTC should complete the following courses during the 9th and 10th grades at Shawnee.

2 credits in English	2 credits in Math
1/2 credit in Health	2 credits in Science
2 credits in Social Studies	2 courses in Physical Education
2 credits in subjects of your choice	

\*21 credits needed to graduate

ALL SHAWNEE STUDENTS ATTENDING THE CTC SHOULD SEE THE SHAWNEE COUNSELOR DURING THEIR SCHEDULED VISITS AT THE CTC TO KEEP INFORMED OF IMPORTANT DATES AND EVENTS. CTC STUDENTS ARE ALLOWED TO ATTEND SHAWNEE HIGH SCHOOL FUNCTIONS INCLUDING DANCES, SPIRIT EVENTS, AND COMMENCEMENT.

### **Student Council**

Student Council is a very important part of Shawnee High School. The student council sponsors several student activities including Homecoming, The Sadie Hawkins Dance, Underclass Awards Program, and Senior Send Off. Student Council is a student government organization, working closely with administration in setting policy and activities for students. It is primarily responsible for holding class officer elections in the spring. Though its members are elected by the student body, any student wishing to become a member may attend three student council meetings for acceptance into student council as an at-large representative.

### **Summer School**

Summer school information is available from the guidance office and your guidance counselor. Currently, we will offer select summer school courses, including Health, along with any course offered within our Shawnee Enhanced Learning program. Courses can be taken for both credit recovery and for enrichment of curriculum. Languages courses require a separate fee.

### **Textbooks and Workbooks**

Textbooks loaned to you by the board of education are expensive! Please handle them with care. You will be responsible for each book issued to you. If any book is lost or damaged, you will be expected to pay for the book. No book shall be credited to a student turning one in where the school number of the book has been altered.

No report card, records, transcripts, or diplomas will be issued until all books are returned and/or fees are paid. A replacement book will not be issued until a lost book has been reconciled.

Students shall be required to pay for all workbooks and supplementary materials necessary for the course in which they are enrolled. Workbook fees will be announced by the instructor and you will pay the actual cost.

### **ATTENDANCE**

Ohio Revised Code, Section 3321.01: All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.

Ohio Revised Code, Section 3321.03: It is the parent's responsibility to cause the child to attend school.

Regular, punctual attendance is essential if students are to receive maximum benefit from their educational experiences. Certain rules and regulations regarding attendance are necessary and mandated by the Ohio Revised Code. All students are expected to be in attendance every day that school is open for instruction. A series of written notifications, mediations and/or telephone contacts will be made with parents to try to circumvent potential attendance problems. Discipline consequences for habitual tardiness and unexcused absences may include loss of driving privileges, detention, In-School Learning Placement, court referral, loss of credit, and up to and including suspension and expulsion.

### **Reporting Student Absences**

Parent/Guardian confirmation by telephone the morning of an absence is required. The parent/guardian is requested to contact the Office at (937) 717-2402 between the hours of 7:00 a.m. and 3:00 p.m. the day of the absence. Please state the student's name, grade, reason for the absence, and identity of the caller. Upon the student's return to school, a written note is also required providing: student's name and grade; date(s) of the absence; reason for the absence; and signature of the parent/guardian. This note is to be turned in at the main office on the day of the student's return.

### **Early Dismissal**



Students wishing to leave school before the end of the school day are to bring a note signed by the parent/guardian to the Office before school begins. The note is to include: student's name, grade, time of dismissal, reason for the early dismissal, and the parent's/guardian's signature. When dismissed, the student must sign out in the Office and then upon returning to school must provide a note of verification to the Office. In the event of a medical appointment, the student is to return with a medical note that will excuse them from the absence. The medical statement must be a note, card, or letter from a competent medical authority listing the day(s) that the student was deemed unable to attend school and be signed by the medical authority or his/her designate. Dismissal with more than fifteen (15) minutes remaining in the class will count as an absence in the class.

### **Leaving School Due to Illness**

Any call made to the parent/guardian requesting student release due to illness must be made in the office. A standard practice shall be that the student should see the nurse before going home sick. School policy requires students to be signed out by the parent/guardian/parental designee. Students are not to call or text parents from their cell phones without permission from a school authority.

### **Excused Absences**

Parent/guardian call-ins will be considered excused for up to 10 days per year. After the 5 10 days have been met each year, any further absence will be considered unexcused unless accompanied by a medical/professional note or court note. Family Vacations will be limited to ONE per school year, not exceeding 5 school days. These vacation days are considered part of the 10 excused parent/guardian allowed absences for the school year. Student illness, critical illness in the family, death in the family, and other absences outlined in [Clark-Shawnee Local Board of Education Policy 5200](#) are considered excused/ legal absences.

### **Make Up Work**

Any student with an excused absence from school will be granted the opportunity to make up work missed and receive credit. It is the responsibility of the student to obtain the make-up assignments and, in the case of illness, to hand them in within a period of time upon return to school which equals the number of days absent. This rule of the thumb for make-up **may not always apply** in the case of missed exams. Students absent for reasons other than illness must be prepared to make up work prior to absence or first day upon return. Any student determined "unexcused" or "truant" may receive missed assignments, tests, and quizzes for personal study but will receive a "zero or no credit" for missed work, unless it is the first suspension of the semester.

### **Requests for Homework Assignments**

In the event that students are absent, students and/or parents should contact their individual teachers by email to request work and assignments. Teacher email addresses can be found on the Shawnee High School web page.

### **Tardy to School**

A student must get to school/class on time in order for the teacher to instruct and the student to learn effectively. If the student fails to get to school/class on time disciplinary action will result. There is no such thing as an excused or unexcused tardy (LATE ENTRY TO SCHOOL) except as it relates to make-up work. All students will be afforded 3 "CONSEQUENCE FREE" late entries per semester. The administration will utilize a progressive discipline plan for total tardies.

The tardy discipline plan is a set of guidelines, and as such is subject to change according to administration discretion. The administration reserves the right to implement a step of the tardy discipline plan without implementing the prior step in cases of habitual tardiness.

Any late entry to school, defined as 35 minutes beyond the start of the school day, must be accompanied by a note or a call from a parent or guardian. Any entry after that time not accompanied by a parental note or phone call will be treated as truancy.

### **Tardy to Class**

Tardy to class will be dealt with in a manner consistent with the individual classroom teacher's discipline plan. In general, Shawnee High School advises teachers to follow the progressive discipline below when addressing students being tardy to class. Tardy to class of more than (10) minutes will result in an office referral. The administration advises teachers to use a progressive discipline plan for total tardies to an individual class.

### **Unexcused Absence**

~~Students A student shall be considered an illegal absence when~~ Students not attending school for reasons other than those accepted as excusable by the State of Ohio ~~Unexcused absences~~ will be recorded as either Truancy or Unexcused. ~~and the~~ Students ~~will~~ may receive no credit for work missed on the day of the unexcused absence. Any student who accumulates thirty (30) consecutive unexcused hours, forty-two (42) unexcused hours in a month or seventy-two (72) hours in a year will be considered habitually truant and an absence intervention plan will be implemented. Violation of the habitually truant intervention plan will result in a referral to Child Protective Services and to Juvenile Court where charges will be filed against the student and/or guardian.

A progressive intervention and discipline plan for habitual unexcused absences will be implemented which may use interventions and disciplinary action including conferences with students, phone calls to parents, letters to parents, mediations with the juvenile court, detentions, In-school Learning Placement, and loss of credit.

## **DISCIPLINE**

### **Bus Conduct**

Riding to and from school on a bus provided by the board of Education is both a convenience and a privilege. The bus driver is responsible for the safety of his/her

passengers; therefore, his/her instructions must be followed explicitly. All school disciplinary rules apply. Misconduct will result in a referral to the high school office. Consequences for bus misconduct may include suspension or denial of bus privileges, detention, suspension, or expulsion.

Students are to ride the bus assigned. Permission to ride another bus may be obtained from the principal only in emergency situations.

### **Co-Curricular and Extra-Curricular Activities**

Each co-curricular activity has its own requirements and rules set forth by the appointed Clark-Shawnee Local School District staff supervisor/sponsor. Each co-curricular activity shall adhere to the rules and regulations pertaining to the district chemical use and dependency policy as well as to due process in any disciplinary action.

Students participating in extra-curricular activities will be held to the rules of conduct described in the Shawnee High School Conduct Code for Extra-Curricular Activities. This includes rules of behavior and conduct as well as due process and intervention procedures for alcohol and substance abuse violations.

### **Definitions**

#### **A. Types of Disciplinary Actions –**

Listed below are the basic types of disciplinary action which may be used in conjunction with violations of the school conduct code. When appropriate, a plan of progressive discipline will be employed. Please be advised that these disciplinary measures may be used in combination without constituting double jeopardy.

1. Issue verbal reprimand.
2. Restrict or remove privileges.
3. Assign detentions (before school or after school).
4. Advise parents by telephone.
5. Advise parents by letter/email.
6. Hold conference with parents and student.
7. Refer student to counselor.
8. Refer student to psychologist, request psychological evaluation or participate in intervention program.
9. Remove student from class.
10. Withhold grades and/or transcripts (used only when a student owes the school money).
11. Assign Administrative Detention.
12. Isolated Learning Placement (1 to 10 days).
13. Suspend out-of-school (1 to 10 days).
14. Recommend expulsion to the superintendent.
15. Remove student from an activity or school organization.
16. Require restitution (in cases of stealing or property damage).
17. Notify police authorities.
18. Move to cite student to court.
19. Suspend driver's license for truancy.
20. Loss of academic credit for chronic absenteeism.

#### **B. Definition of Terms-**

**Detention:** The holding of a student in a specified limited area before or after school.

**Hearing:** The opportunity for a student to give his/her side of the story. The hearing process and the forms you are requested to complete are designed to assure you of the due process to which you are entitled by law. If prior to or during the hearing, the hearing officer decides that you may be subject to suspension or expulsion because of the nature of the infraction, he will advise you in writing at that time.

**Emergency Removal:** Removal of a student from class whose presence poses a continuing danger to persons or property or an on-going threat of disruption to the academic process. This cannot exceed a 72 hour period.

**Administrative Detention:** The holding of a student for a minimum of three (2) hours per session on specified afternoons or Saturdays. Abuse of Administrative Detention rules or failure to attend an assigned session may result in additional Administrative Detention assignment, Isolated Learning Placement or suspension. School work will be required during Administrative Detention.

**In-School Learning Placement (ILP):** The holding of a student in a specified limited area for the entire school day with the exception of necessary restroom privileges. An isolated learning placement may be from one to ten days in length. Normally, school work can be made up for full credit during the time a student is in isolated learning placement. Students may not participate in any extra-curricular activities for the period of time they are placed in ILP.

**Out of School Suspension:** The removal of school attendance privileges and all school activity privileges for a period from one to ten days. School work may be made up for credit during the time a student is suspended out of school. A student suspended from school may not participate in any school event for the duration of that suspension.

**Expulsion:** The removal of school attendance privileges and all school activity privileges for more than 10 days. School work may be made up for credit during the time a student is expelled from school. A student expelled from school may not participate in any school activity for the duration of the expulsion.

**Privileges:** Activities such as extra-curricular events, assemblies, awards, incentives, dances, graduation ceremonies, etc.

### **Dress and Appearance Guidelines**

Education implies a process of growth involving the whole student. While the most important emphasis is given to intellectual growth, opportunities are available for social, cultural, and recreational activities. Such growth can best occur only in a healthy and safe environment free of disruption or distraction. We believe it is important for students to develop dress and grooming habits that will be of value to them after graduation. Therefore, dress and grooming guidelines must be maintained which allow for the proper educational environment.

It is the intent that all dress and grooming guidelines be equitably applied to all students Districtwide. The administrative team will provide guideline interpretations for administrators, students, and parents as circumstances warrant due to changes in fashion trends, differing grade levels of students, etc. Student dress and appearance must meet conventional standards of dress and modesty during all school functions. Any student dress or grooming which is disruptive or distracting to the education process will not be permitted regardless of whether a specific guideline has previously been issued.

- A. Hairstyling which is disruptive or distracting is not permissible
- B. Piercings, makeup, and accessories
  1. Students may not have a body piercing(s) that may inhibit student performance or speech, that may cause a disruption of the educational environment, and/or that poses a risk of health and/or safety concerns. Piercing of the tongue, lip, eyebrow, cheek, etc. are not permitted. Clear spacers are permitted. No gauges are permitted. Piercings must be safely and properly maintained during any form of physical activity, whether curricular, co-curricular, or extra-curricular. This includes during any curricular course in which lab activities are involved.
  2. Wallet chains, spikes, or studded accessories are not permitted.
  3. Makeup, when worn, must not create a distraction to the educational environment.
- C. Clothing or tattoos with symbols, pictures, or inscriptions which could reasonably be interpreted to have an obscene, suggestive, sexual in nature, racial, or otherwise inappropriate meaning, including the advertising of alcohol, drugs, or tobacco, are not permitted. Students shall not wear clothing which encourages or trivializes violence or the effects of violence. Clothing must be properly maintained with student health and safety being a priority.
- D. Clothing is to be worn as designed, of appropriate fit, and must not be disruptive or distracting in nature. Therefore:
  1. Halter tops and tube tops are unacceptable school apparel, and see-through clothing is not permitted.
  2. Open weave shirts or blouses, tank tops, half shirts, or muscle shirts also are not permitted. Straps on shirts, tops, and dresses must be a minimum of two (2) inches.
  3. Dresses, skirts, or shorts must be of a length as follows:  
Dresses, skirts, or shorts must be at least the length of the person's fingertips extended down the side while in a standing position.
  4. Undergarments must not be showing at any time.
  5. Holes in clothing may not expose skin or undergarments above the person's fingertips extended down the side while in a standing position.
  6. Tight-fitting clothing such as yoga pants, leggings, jeggings, and tights must be covered with other clothing.
- E. Footwear for both boys and girls shall be appropriate.
- F. Hats and hoods are not to be worn inside the building without specific prior approval of school administration.
- G. Sunglasses are not to be worn within the school except upon a doctor's prescription or specific approval of school administration.
- H. Additional dress and grooming regulations may be required in certain classes and activities where personal safety is a factor.

Students with inappropriate dress and/or grooming may be sent home until the infraction is corrected and/or disciplinary action may be necessary based upon the Student Code of Conduct.

Note: Repeat offenders may have additional disciplinary action imposed.

### **Driving Regulations**

The state of Ohio provides transportation for all students in the Clark-Shawnee Local School District. Therefore, it is a privilege granted to you by this school district that you are allowed to drive a car to and from school. There are responsibilities that you have to accept if you are to keep this privilege. **EVERY STUDENT** must register and obtain a parking permit for each car that will be brought on school property during the school day. This registration must be renewed each school year. The time will be announced for registering your vehicles. Any student failing to register a car brought on school property is subject to having the driving privileges canceled. If this violation is repeated, the vehicle is subject to being towed away at owners' expense. Students are to enter and leave by the entrance or exit designated to them at the beginning of the year. Students are to park in the prescribed spaces in the student parking lot.

Upon reasonable suspicion that a violation of the school's Chemical Use and Dependency Policy has occurred or a reasonable suspicion of a threat to the safety and welfare of the student body and/or school employees, authorized school officials may inspect vehicles parked on school property and further reserve the right to inspect anyone entering, parked upon, or leaving school property.

### **Due Process for Students**

In all cases where disciplinary action is anticipated concerning a student, the student will be given an opportunity to tell his side of the story. The student will have the opportunity at an informal hearing to state his case.

In case of an emergency removal from a class or from school for more than twenty-four hours, a hearing will be scheduled within seventy-two hours, and the student will be given the opportunity to challenge the reasons for removal and any further action that may be taken.

Ohio Revised Code 3313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and parents, and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel. Students will receive an excused absence for each school day missed as a result of a first suspension in a semester. Subsequent suspensions and/or expulsion will be considered unexcused.

A student or his parents may appeal any decision of the Shawnee High School administration to suspend a student from school to the Superintendent or the Superintendent's designee. A student or his parents may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his parents may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion or suspension to Clark County Court of Common Pleas.

It is the policy of Clark-Shawnee Local School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The School District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his or her absence.

This Code of Regulations is adopted by the Board of Education of the Clark-Shawnee Local School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Clark-Shawnee Local Schools.

### **Electronic Devices**

In general, cell phones and other electronic devices should not be seen or heard in the hallways. Cell phones and electronic devices should only be used within class with specific permission from the teacher. Students may use electronic devices during the school day when and where it is appropriate and only with teacher or administrative permission. If students use devices inappropriately, the electronic devices may be confiscated and only returned to the parent/guardian. Use and/or confiscation of a cell phone may result in progressive discipline, beginning with a detention. With regard to electronic devices, no expectation of privacy should be assumed if the student is suspected of a violation of school or classroom policy. Furthermore, it should be noted that cell phones and electronic devices are an educational distraction when not utilized properly. It is the administration's recommendation that cell phones be turned off and left in a locked locker during school hours to avoid those distractions.

### **Falsified Notes and Phone Calls**

Any student found falsifying notes or phone calls from the parent/guardian will be subject to disciplinary procedures.

### **Student Conduct Code of Behavior**

This code of conduct is adopted by the Clark-Shawnee Local Board of Education pursuant to Section 3313.661, Ohio Revised Code.

The code meets the intent of the Ohio Revised Code which requires each board of education to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning. The board of education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that every disciplinary and prescriptive means be employed on behalf of those who would destroy or deny such an environment.

This code and its provisions shall be applicable during regularly scheduled school hours and at any school related activity, including distance learning/online instruction. Any pupil engaging in the types of conduct listed below is subject to suspension, expulsion, emergency expulsion and/or removal from curricular or extracurricular activities pursuant to Section 3313.661 of the Ohio Revised Code. Students will be given their due process as described above.

The types of conduct prohibited by the code or regulations are as follows:

- a. Damage or destruction to school property, property of school employees, or property of other students on or off school premises
- b. Damage or destruction of private property on school premises or in areas controlled by the school
- c. Threats, intimidation, assault of a school employee, student, or other person on school premises, while in the custody or control of the school, or in the course of a school related activity
- d. Engaging in any activity such as running, tripping, shoving, throwing of objects, or other "horseplay" that may endanger themselves or others.
- e. Fighting, Assault, Unauthorized Touching and/or endangering a student
- f. Chronic misbehavior which interrupts or interferes with any school activity
- g. Any disruption or interference with school activities on or off school premises
- h. Disregard of reasonable directions or commands by school authorities including school administrators, teachers or other school employees; including but not limited to general misconduct or disrespect
- i. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority
- j. Leaving school during school hours without permission of the proper school authority
- k. Distribution of pamphlets, leaflets, buttons, insignias, etc., without permission of proper school authority
- l. Demonstrations by individuals or groups causing disruption to the school system
- m. Disrespect to a teacher or school authority on or off school premises

- n. Skipping detention and/or refusing to take detention or other properly administered school discipline
- p. Falsifying of information given to school authorities in the legitimate pursuit of their jobs
- q. Possession and/or use of any tobacco products, lighters, matches or other nicotine-related products including, but not limited to, juuls, vapes, e-cigarettes, e-liquid, chewing tobacco, and accessories of the same.
- r. Buying, possession, use or being under the influence of illegal drugs, counterfeit drugs, alcoholic beverages or intoxicants of any kind; possession of any drug/alcohol related items or paraphernalia and/or any public display that advocates or encourages the use of the same on school premises or at any school related activity.
- s. Selling, transferring or using any non-prescribed drug, medication, inhalant or other substance which can be taken internally on school premises or school related activities that is not prescribed by medical authority
- t. Turning on false fire, tornado, bomb or disaster alarms
- u. Placing of signs and/or slogans on school property without permission of the proper school authority
- v. Extortion of a pupil or school personnel
- w. Forgery of school related documents
- x. Cursing
- y. Truancy and/or habitual absence, skipping class
- z. Cheating and/or plagiarizing
- aa. Hazing/Bullying/Harassment
- bb. Gambling
- cc. Tardiness
- dd. Excessive display of affection
- ee. Engaging in sexual acts on school premises
- ff. Indecent exposure
- gg. Possession or publication of obscene, pornographic or libelous materials and/or the distribution of the same
- hh. Use of indecent or obscene language in oral, written or sign form
- ii. Arson and/or setting of any fire and/or possession of lighters, matches, or any other similar devices
- jj. Failure to abide by reasonable dress and grooming guidelines set forth in student handbooks or established by administration or the board of education
- kk. Failure to abide by rules and regulations set forth by the administration in regard to student parking and/or disobedience of driving regulations while on school premises
- ll. Willfully aiding another person to violate school regulations
- mm. Possession and/or use of fireworks, smoke bombs, explosives or any other similar device on school premises.
- nn. Inciting others to violence or disruption
- oo. Insubordination
- pp. Commission of any crime on school premises or at any school activity in violation of the Ohio Criminal Code, the Ohio Traffic Code or the Ohio Juvenile Code
- qq. Theft, attempted theft, or unauthorized possession of any school property or the personal property of another.
- rr. Any type of activity prohibited herein taking place on a school bus shall be reason for removal, suspension, or expulsion.
- ss. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including any classroom item.
- tt. Violation of the bus transportation rules.
- uu. Any other actions which a pupil knows or should know that will disrupt the academic process or a curricular or extracurricular activity, either on school premises or on premises where a school related activity is taking place.
- vv. Sexual harassment.
- ww. Use and/or possession of cell phones, music players, video games and other electronic devices during school hours and/or in prohibited areas. Students are prohibited from using electronic devices to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images.
- xx. Violation of Clark-Shawnee's Technology Acceptable Use Policy for Students.
- yy. Violation of Clark-Shawnee's Chemical Use and Dependency Policy

### **Student Behavior Referral System**

**Discipline:** The act of improving and changing negative behavior with the goal of building socially responsible students who can think critically, problem-solve, and work with others.

**MAJOR Behaviors:** Behaviors that are to be considered beyond normal classroom discipline that should be referred directly to the office.

**MINOR Behaviors:** Minor classroom/hallway behaviors that require teacher corrective measures to improve behavior.

### **Combo Major Progressive Discipline Plan:**

**Combo Major Referral: 3 minor referrals (per quarter) which are combined into a major referral. Every 3 minor referrals the office is notified electronically and will use the following guidelines to take action:**

- 3 minor = 1 hour detention and office call home
- 6 minor = Thursday School: 2 hour detention after school
- 9 minor = 2 Thursday Schools: 2 hour detentions after school
- 12 minor = ILP - 1 day
- 15 minor = ILP - 3 days (possible behavior plan)
- 18 minor = OSS

### **Dress Code Progressive Discipline Plan:**

\*\* Dress code referrals will be submitted by paper referral form to the office. If you wish immediate action to be taken you must send the student to the office with the form. Administration will address paper referrals as quickly as they can.

- 1st referral = Teacher submits referral to office + Warning + Student complies
- 2nd referral = Teacher submits referral to office + Student complies + letter/email/call home
- 3rd or more referral = Teacher submits referral to office + Student complies + Consequence

### **Chemical Use and Dependency Policy**

The Clark - Shawnee Board of Education recognizes Chemical Dependency as a medical problem that is treatable, yet progressive and potentially destructive both to the individual who has the illness and to the persons who are part of that individual's life.

The Board of Education also recognizes that Chemical Dependency will often be preceded by abuse of mood altering chemicals; such abuse will generally have serious negative consequences for individuals and their surroundings. Within the school setting these negative consequences will include but not be limited to the following: poor attendance, working below ability, repeated violation of school rules, disrespect toward other students and toward staff, inability to structure time and maintain concentration, use of mood-altering chemicals at school or at school activities or in any way directly interferes with school functioning, etc.

While health problems are primarily the responsibility of the home and community, the school shares in that responsibility when chemical dependency interferes with a student's performance. The responsibility for dealing with student use and abuse of chemicals is a shared one. It is the responsibility of the teaching staff, administration, board of education, counselors, students and parents. Consequently, Clark-Shawnee School District mandates the following concerning student possession, use, and/or abuse of chemicals:

1. A student shall not possess, use, transfer, handle, deliver, store, transmit, sell, offer to sell, conceal, consume, share, acquire, buy, represent, make, apply, or be under the influence of illegal drugs, mind altering chemicals, look alike drugs, alcohol, narcotic, marijuana, isobutyl nitrate, stimulants, hallucinogenic drug, amphetamine, barbiturate, tranquilizer, intoxicant, solvent, gas, inhalants, amyl nitrate, or any mood altering chemical, drug or abuse of prescription drug and counterfeit substance, or any objects designed to inject, conceal, smoke, or enhance the effects of any items previously listed or any object deemed drug related. This applies to all students while on school property, attending any school-related function, and while on school transportation whether private or school owned.
2. Procedures for the possession and proper use of prescription drugs has been established by Board Policy. Prescription drugs are defined as drugs authorized by a medical prescription from a licensed physician and shall not be considered in violation of this policy as long as a parent's statement, signed physician's statement, and/or prescription label is presented to the school nurse or principal's office. Such medication shall be kept in the security of school personnel.

#### **3. Counterfeit Controlled Substances or "Look-alikes" [as defined in the Ohio Revised Code 2925.0]**

- A. Any drug that bears, or whose container or label bears, a trademark, trade name, or identifying mark,
  - B. Any unmarked or unlabeled substance that is represented to be 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 marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
- (1) No person shall possess any counterfeit controlled substance.
  - (2) No person shall make, offer to sell, sell, possess, offer to sell, or deliver any punch, die, plate, or stone, or any other device knowingly or having reason to know that it will be used to print or reproduce a trade name, or other identifying mark upon a counterfeit controlled substance.
  - (3) No person shall make, offer to sell, sell, give, or deliver any counterfeit controlled substance,
  - (4) No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical effects associated with the use of a controlled substance,
  - (5) No person shall directly or indirectly falsely represent or advertise a counterfeit controlled substance,
  - (6) Whoever violates any one, part, or all of this section (Ohio Revised Code 2925.37) is guilty of a felony and will be reported to the appropriate police department and juvenile authorities.

#### **CONSEQUENCES FOR VIOLATION OF THE CHEMICAL USE AND DEPENDENCY POLICY:**

##### **FIRST OFFENSE DURING SCHOOL LIFETIME::**

1. Parents and/or guardians will be notified and the student shall be removed from school for the remainder of the day. A conference will be arranged with parents/guardians,

2. At the discretion of the administration, the Clark County Sheriffs' Department may be notified of the incident and at their discretion may conduct an investigation,
3. The student will be suspended for ten (10) days in compliance with Student Due Process procedures,
4. The student is required to receive a professional evaluation by a trained Chemical Dependency Counselor or a licensed physician trained in chemical dependency that is mutually agreed by both parties. The Clark - Shawnee Schools believe that early intervention in the disease process means less destruction for the student who may be involved and a greater likelihood of recovery. If the student and/or family agrees to the evaluation and/or counseling, the suspension may be reduced pending proof of evaluation and their willingness to comply with the appropriate treatment procedures. The contacted agency or office will notify the principal or his/her designee that the client has made contact and is complying with the appropriate treatment process. Based on the data that the student is being evaluated and appropriate procedures agreed upon are being followed, the student's suspension may be reduced to five (5) days. If the agency notifies the school that the student is not participating in the treatment program (such as missed appointments, chemical use during treatment, not complying with program rules, etc.), the ten (10) days suspension will be reinstated with a possible recommendation for expulsion.

#### SECOND OFFENSE DURING SCHOOL LIFETIME:

1. Parents shall be notified and the student shall be removed from school for the remainder of the day,
2. At the discretion of the administration, the Clark County Sheriffs' Office shall be notified of the incident and at their discretion may conduct an investigation,
3. The student shall be suspended for a period of ten (10) days in compliance with the Student Due Process procedures,
4. The principal will recommend to the superintendent of schools that the student be expelled unless the following procedure is followed.
  - A. The student must agree to be evaluated by a trained Chemical Dependency Counselor or a licensed physician trained in chemical dependency for a professional opinion concerning use, misuse, abuse, or addiction.
  - B. The contacted agency or office will notify the school administration that the client has made contact and is complying with the appropriate treatment process. Based on the data that the student is being evaluated and appropriate procedures agreed upon are being followed, the student will be suspended for ten (10) days, but may not be recommended for expulsion. If the agency notifies the school that the student is not participating in the treatment program (such as missed appointments, chemical use during treatment, not complying with program rules, etc.) the student will be recommended for expulsion.

#### THIRD OFFENSE DURING SCHOOL LIFETIME:

1. The principal will suspend the student for ten (10) days and will recommend to the superintendent of schools that the student be expelled in compliance with Student Due Process procedures.
2. The principal shall notify the parent(s)/guardian(s) in writing.
3. The principal/assistant principal will notify the appropriate law enforcement agency.

#### SELLING, SUPPLYING, SHARING, OFFERING TO SELL OR DEALING OF CHEMICALS (DRUGS, ALCOHOL) PROCEDURES:

1. Supplying, sharing, packaging to distribute, offering to sell, dealing, or selling of chemicals will result in a ten (10) day suspension. A recommendation by the principal will be sent to the superintendent of schools for an expulsion of the student in compliance with Student Due Process Procedures.
2. The principal shall notify the parent(s)/guardian(s) in writing,
3. The principal/assistant principal will notify the appropriate law enforcement agency.

#### PARAPHERNALIA PROCEDURES:

A student shall not possess, use, sell, handle, give, store, acquire, conceal, offer to sell, deliver, transmit, buy, or make any instrument used for drug/alcohol abuse. Paraphernalia includes, but is not limited to: hypodermic needles, syringes, pipes, roach clips, rolling papers, e-cigarette devices, etc. Students will be suspended for this offense, with the same procedures to be followed as outlined in the preceding sections.

#### **Technology Acceptable Use Policy for Students**

Clark-Shawnee Local School District provides students with a variety of technology (computer, camera, TV, VCR, scanner, laser disc player, calculator, different formats of software, etc.) to use for educational purposes. Computers and use of the District network or on-line services network are to support learning and to enhance instruction, as well as assist in the administration of the District. Computer networks allow people to interact with hundreds of thousands of networks. Use of the computing facilities and the Internet is a privilege, not a right. This privilege can and will be revoked for misuse as stated in the penalties section.

Goals of the electronic network are:

- To support the Clark-Shawnee Local School District Curriculum
- To enhance learning opportunities by focusing on information retrieval, searching strategies, research skills, and critical thinking
- To promote life-long learning

Through the internet, students, teachers and staff will be able to access:

- Current information on topics such as countries of the world, elections, and the weather
- News sources such as CBS, ABC, CNN, and the New York Times
- Resources from businesses such as Dow Jones, Nations and First Union banks, and Microsoft
- Government agencies including the Smithsonian, the Center for Disease Control, and NASA
- Research institutions and associations such as the World Health Organization National council of Teachers of mathematics, and National Council of Teachers of English
- A variety of other sources such as the Louvre, the Discovery Channel, Stanford University's Test Preparation site, and the White House
- Telecommunications with individuals and groups around the world by having electronic pen-pals, participating in project with other schools

#### **Rules and Regulations**

Users and parents of users must understand that the Clark-Shawnee Local School District cannot control the content of the information available on the Internet. An extremely small amount of information may be controversial and/or offensive. The District does not condone the use of such materials by using software programs which may block the materials, by providing adult supervision, and by training students K-12 to reasonably use the service. Within reason, freedom of speech and access to information will be honored. School employees, students, and parents must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the Clark-Shawnee Local School District.

I. **Acceptable Use**

Clark-Shawnee Local School District's networks are to be used in a responsible, efficient, ethical, and legal manner and must be in support of the educational objectives and student behavior guidelines of the Clark-Shawnee Local School District. General school rules for behavior and communications apply. Transmission of any material in violation of any federal or state regulation is prohibited.

Unacceptable uses include, but are not limited to, the following:

- Violating copyright laws
- Reposing (forwarding) personal communications without the author's prior consent
- Using threatening or obscene material
- Distributing material protected by trade secret
- Utilizing the network for commercial purposes
- Providing political or campaign information

II. **Network Etiquette**

Users must follow network etiquette. Network etiquette includes, but is not limited to, the following:

- Be polite – rudeness is never acceptable
- Use appropriate language – do not swear or use vulgarities or any other abusive or inappropriate language
- Do not reveal your personal address or telephone number or those of anyone else
- Never reveal credit or checking information or social security number across the Internet
- Do not disturb the use of the network
- Do not attempt to gain unauthorized access to system programs of computer equipment
- Assume that all communications and information accessible via the network are private property

III. **Security**

Security on any computer system is a high priority, especially when the system involves many users. Attempts to login to the system as any other user or to share a password will result in cancellation of user privileges. If a security problem is identified, notify the system administrator at the school. Do not demonstrate the problem to other users. Note that electronic mail is not guaranteed to be private; system operators have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

IV. **Vandalism**

Vandalism will result in cancellation of user privileges and school disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment, programs, and/or data of anyone connected to the server and/or the Internet. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.

V. **Privacy**

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not assume that files stored on district servers and hard drives of individual computers will always be private.

VI. **Penalties**

Violations of any other above guidelines and procedures may result in any or all of the following sanctions:

- Notification of parents or guardians
- Loss of access
- Additional disciplinary action may be determined at the building level in line the student code of conduct
- When applicable, law enforcement agencies will be involved

VII. **Disclaimer**

Clark-Shawnee Local School District will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained or delivered via the network, including the sharing of personal information such as home address, checking account and credit card information.

**Weapons**

A weapon is defined as "any instrument capable or appearing to be capable of causing serious bodily injury to a person" including, but not limited to loaded or unloaded firearms, pellet guns, b-b guns, inoperable replica firearms, knives, stun guns, other "look-alike" weapons, and chemical agents such as tear gas or pepper gas.

For purposes of Ohio Revised Code 3313.66, a firearm is defined as:

1. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any such weapon and firearm muffler or silencer or any destructive device.



3. A destructive device includes but is not limited to
- a. Any explosive incendiary or poison gas
  - b. Bomb
  - c. Grenade
  - d. Rocket having a propellant charge of more than four (4) ounces.
  - e. Missile having an explosive or incendiary charge of more than one-quarter ounce.
  - f. Mine or other similar device.

A "knife" means any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed for or can be used for cutting, slicing, piercing, or stabbing. This definition shall include, but is not limited to, straight razors, utility knives, box-cutter, ice picks, pocket knives, switchblades and buck knives.

Weapons/Expulsion: "Expulsion" shall be the exclusion of a student from the schools of the district for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place, unless the incident involves a firearm. If a student brings a firearm on school property, in a school vehicle, or to any school sponsored activity, s/he shall be expelled for one (1) year unless the Superintendent reduces the punishment for reasons related to the specific circumstances. The Superintendent may expel a student for up to one (1) year if the student brings a knife onto school property, in a school vehicle, or to any school-sponsored activity. In compliance with Federal law, the Superintendent shall also refer any student for possession of a firearm to the criminal justice or juvenile delinquency system serving the District.

### **Zero Tolerance Policy**

The Clark-Shawnee Local School Board of Education will not tolerate any form of violence, disruptive or inappropriate behavior or excessive truancy. All students have the responsibility to pursue their education at Shawnee HS/MS in a manner that shows respect for other students, staff, parents, and citizens through abiding by the Student Conduct Code. Students have a responsibility to cooperate with and to assist the staff in the orderly and efficient operation of the school. We recognize that students may, from time to time, display conduct that is unacceptable in a school setting. Students with initial and/or minor violations of school rules may be disciplined using a variety of appropriate penalties. This may include parent conferences, detentions, work details, Saturday School, and isolated learning placements. In addition, the principal may formulate other consequences to deal with inappropriate behavior. Violations of a serious nature will result in penalties such as emergency removal, suspension, expulsion, notification of police, and/or court referral. Applications of the conduct provisions may be exercised against any student enrolled in the school system who violates these rules at school, at school-related functions, or under any circumstances related to the student's relationship to the school district, its teachers and administrators, and/or its students.

### **Directory Information**

I authorize the Board of Education, its officials, employees, agents, etc., to consider my child's photograph/image as "directory information" and to utilize, release, and/or publish my child's photograph/image in all school publications.

If this is not agreeable, please notify the building principal in writing by September 30th.