

# STRONGSVILLE HIGH SCHOOL



## MUSTANGS

### *Student Handbook 2023-2024*

The policies and procedures in the *student handbook* serve to encourage the positive teaching and learning climate needed to sustain excellence in academics, arts and athletics. This *student handbook* is designed to support you and your parents by providing a concise source of information.

The *student handbook* is for your daily usage and contains the rights and responsibilities of students.

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

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

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## **Welcome to SHS**

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

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

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

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

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

*William Winkler*  
SHS Principal

### **PURPOSE STATEMENT**

Inspiring and empowering today's learners to build tomorrow's leaders.

### **MISSION STATEMENT**

As a school community, we will design premier educational experiences that develop innovative, resilient, collaborative, global, and empowered students who are architects of their learning, equipped to thrive in their future.

### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT**

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

### **SAFETY AND SECURITY INFORMATION**

#### **Evacuation Procedures - Fire & Tornado Drills**

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

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

*Please follow these procedures for fire and tornado.*

### **Fire Evacuation Procedure**

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

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

### **Tornado Guidelines/Procedures**

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

#### *Classroom Preparation*

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

#### *Procedure*

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

### **Leaving the Building**

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

### **School Closing**

In the event of bad weather conditions or other emergencies, the District Superintendent makes the decision as to whether school will be closed. School closure information is relayed via phone call, local radio and television stations, posted on the school cable channel, high school website and other venues prior to the start of school. In the event of an emergency occurring during the school day, the Superintendent will determine the action to be taken and will notify students.

### **Visitors**

Parents are always welcome at Strongsville High School. We ask that an appointment be made in advance to visit with an administrator, counselor, or teacher. Parents are required to enter the building through the main office and present identification.

Visitors to Strongsville High School are welcome. However, certain restrictions must be observed. All non-employees of the Strongsville School District and any individual who is not a pupil assigned to the high school shall report directly to the main office to obtain a visitor's permit. All visitors are required to register, sign in and obtain a visitor's badge to be displayed. Visitors (i.e. with the exception of parents) will not be permitted during the first two weeks of school, semester exams, during the last two weeks of school, or during the three days prior to and after Thanksgiving, winter and spring vacations. Likewise, visitor privileges will not be permitted during special testing situations that may be occurring throughout the school year.

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

## Bell Schedules

### Schedule #1 - Regular Schedule

7:15 - 1st Period Warning Bell

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

### Schedule #2 - 45 Minute Homeroom

7:15 - 1st Period Warning Bell

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

### Schedule #3 - 15 Minute Homeroom

7:15 - 1st Period Warning Bell

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

### Schedule #4 - 30 Minute Homeroom

7:15 - 1st Period Warning Bell

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

### Schedule #5 - 2 Hour Delay

7:15 - 1st Period Warning Bell

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

### Schedule #6 - Early Release

7:15 - 1st Period Warning Bell

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

# High School and District Directory

*Look for District/High School Updates on [www.strongnet.org](http://www.strongnet.org)*

*Strongsville High School 572-7100 Attendance Line 572-7101*

**Bill Wingler**

Principal - 572-7121

**Jen Orlosky**

Principal's Secretary – 572-7121

**Susan A. Harb**

Assistant Principal (A-G) – 572-7115

**Eric M. Kassel**

Assistant Principal (H-O) – 572-7066

**Sean J. Collins**

Assistant Principal (P-Z) – 572-7126

**Patricia Nubbie**

Assistant Principal's Clerk - 846-4088

**Denny Ziegler**

Athletic/Activities Director – 572-7118

**Paula Spokane**

Athletic Director's Secretary – 572-7102

**Heather Coblentz**

Counselor – 572-7111

**John Young**

Counselor – 572-7114

**Tracy Davidson**

Counselor – 572-7110

**Tara Brzuski**

Counselor- 572-7109

**Elissa Ray**

Counselor - 572-7113

**Linda Slany**

Guidance Secretary – 572-7103

**Margie Cook**

Attendance Office - 846-4072

**Dolly Holtz**

Bursar – 572-7108

**Connie Speidel**

IEP/504 Plans - 846-3223

**Kristi Clifford**

Information Services – 846-4073

## **District Offices**

572-7000

### **Board of Education Members**

Laura Wolfe-Housum, President

Michelle Bissell, Vice-President

Sharon Kilbane

Richard Micko

Hayley Stovcik

### **Dr. Cameron M. Ryba**

Superintendent of Schools - 572-7010

### **George K. Anagnostou**

Treasurer - 572-7021

### **Jennifer L. Pelko**

Asst. Superintendent - 572-7035

### **Erin Green**

Director of Curriculum – 572-7015

### **Nicole Hackman**

Supervisor of Secondary Curriculum - 572-7116

### **Andy Trujillo**

Director of Student Services – 572-7045

### **Drew Kuzmickas**

Special Education Coordinator - 572-7049

### **David Binkley**

Director of Instructional Technology - 572-7067

### **Stephen M. Breckner**

Operations Manager - 572-7050

### **Dan Foust**

Communications Coordinator - 572-7026

### **Curtis Washington**

Transportation Supervisor- 572-7060

## Where Can Students Get Help at Strongsville High School?

### Topic

Accident Report  
Activity Calendar  
Athletic Calendar  
Athletic Eligibility  
Attendance  
Bus Information  
Change of Address  
Club Information  
College Information  
College Recommendations  
Emergency  
Financial Aid/Scholarships  
Fines  
Grade Questions  
Homework Extended Illness  
Honor Roll  
Identification Card Replacement  
Injury  
Job Opportunities  
Locker Problems  
Lost and Found  
Lost Textbooks  
Makeup Tests  
Parent Visitation  
Parking Permits  
Requirements for Graduation  
Student Government  
Summer School Information  
Textbook Fines  
Theft Reports  
Transcripts  
Transferring Schools

### Location

Nurse's Office  
Athletics Office  
Athletic Office  
Athletic Office  
Grade Level Assistant Principal  
Transportation Department - 572-7060  
Registrar's Office - 846-4073  
Athletics Office  
Guidance Department  
Individual Guidance Counselor  
Grade Level Assistant Principal  
Guidance Department  
Bursar  
Individual Teacher  
Guidance Department  
Guidance Department  
Media Center  
Nurse  
Guidance Department Bulletin Board  
Guidance Secretary or Asst. Principal's Clerk  
Custodian/Main Office  
Teacher/Bursar  
Teacher  
Greeter  
Assistant Principal's Clerk  
Guidance Department  
Athletics/Activities Director  
Guidance Department  
Bursar  
Grade Level Assistant Principal  
Guidance Secretary  
Guidance Department



## **Student Rights and Responsibilities**

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

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

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

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

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

1. civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others.
2. the right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. the right to due process of law with respect to suspension and expulsion;
4. the right to free inquiry and expression and the responsibility to observe reasonable rules regarding these rights; and
5. the right to privacy, which includes privacy in respect to the student's school records.

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

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

### **Student-Oriented Focus**

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

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## **Academic Policies and Procedures**

### **Strongsville High School Student Day**

The official school day for each pupil shall consist of not less than five and one-half (5 ½) hours of scheduled classes excluding lunch. The school day for students at Strongsville High School consists of eight (8) periods beginning at 7:20 a.m. and ending at 2:25 p.m. All students must be enrolled in a minimum of five (5) credits for the school year and five to six (5-6) classes per quarter depending on grade level. Strongsville High School has a "closed campus school day". A student must have permission to leave the school campus through the Attendance Office, late arrival/early release, or one of the Work/Study Programs.

### **Academic Requirements**

To be eligible for graduation, students must earn 22 credits. For specific details, please refer to the *SHS Program of Studies* available through guidance.

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

### **Ohio Graduation Pathways**

To graduate, students must complete one of Ohio's graduation requirement pathways.

\*Additional information about graduation requirements for Ohio students can be found at the Ohio Department of Education's website: [www.education.ohio.gov](http://www.education.ohio.gov)

### **Class Scheduling**

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

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

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

The scheduling of any classes will always take precedence over release periods.

### **Class Schedule Changes (Drop/Add)**

Any schedule change must follow the Class Schedule Change (Drop/Add) process. Any class changes which result in a dropped class after the deadline will result in the student receiving an F as the grade for the course unless there are unusual circumstances.

Course drops and adds will be permitted only within the following prescribed time periods and guidelines:

- The first three (3) school days of the first semester for full-year courses and semester-long courses offered in semester one.
- The first three (3) school days of the beginning of the second semester for semester-long courses in semester two.
- Dropping a class must not reduce the student's total schedule to fewer than 5 courses not including Physical Education or Support classes, must be accompanied by a parent signature, and must have the approval of the student's counselor.
- **After the first three days of the course term, schedule changes will be made only with administrative approval.**

**Requests to change teachers or lunch periods will not be allowed. Some courses may not have enough students enrolled for them to be offered.** If this occurs, students will be contacted individually to offer alternate options. **Students should always consider the effect of dropping a class on their eligibility under OHSAA**

Schedule changes will be processed for the following reasons:

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

All schedule changes are contingent upon availability of space in the requested class and the approval of the professional staff.

To drop or add a course the student must complete the following process:

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

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

### **College Credit Plus**

In accordance with the provisions of State law qualifying students may enroll in college courses for high school and/or college credit (See the *Program of Studies* for details). *Students planning on participating in this program for the following school year must notify the Guidance Department by April 1<sup>st</sup>.* The final framework of this option may have far reaching effects upon a student's GPA, class rank, athletic eligibility, school day/year and other components of our traditional high school program including commencement/graduation. Students must follow additional deadlines set by the SHS Guidance Department regarding CCP courses.

Any student in grades 7 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the participating college or university. A student may be denied high school credit for any portions of, or for the entire class, if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact their school counselor.

### **Course Fees/General Fees**

Fees for laboratory and activity courses are detailed in the *Program of Studies*. Students who do not pay finer and fees assessed by the District shall have their credits withheld, no parking permit issued, be unable to participate in the graduation ceremony nor have a final transcript issued until the fees are paid. If a check is returned for nonsufficient funds (NSF), that same checking account will be debited for both the face amount of the check and for a return check fee. Payment of fees may be enforced by withholding the student's grades and credits.

## Final Exams

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

## Final Exam Schedule

**1<sup>st</sup> Semester Exams (All Students)** - the last four days of the first semester

**2<sup>nd</sup> Semester Exams (Underclassmen)** - the last four days of the second semester

## 2<sup>nd</sup> Semester Exams (Sophomores and Juniors)

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

## 2<sup>nd</sup> Semester Exams (Seniors)

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

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

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

## Final Exam: Process to Change Exam Date

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

## Grade Level Placement

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

**GRADE 10:** 5.5 credits

**GRADE 11:** 11.0 credits

**GRADE 12:** 16.5 credits and/or has a graduation plan/credit recovery plan in place signed by the grade level administrator and counselor.

## Grade Point Scale

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

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

*The scale for weighted grades for student transfers from other districts will be converted to the Strongsville City School District's scale for weighted grades for each eligible year. **Unless the course is listed on the other district's transcript as an honors, AP, IB or weighted course, the grade will not be converted as weighted when the student transfers.***

## Grade Standardization

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

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

## GPA Requirements: Honor Roll

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

## Grade Computation

The calculation of quarter and semester grades is as follows:

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

Example:

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

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

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

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

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

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

#### **Grades Credit Withholding: Payment of Fees**

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

#### **Graduation Recognition**

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

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

- Summa cum laude: The student maintains a 4.0 or higher Grade Point Average – Royal Garnet cord
- Magna cum laude: The student maintains a 3.85 to a 3.99 Grade Point Average – Silver cord
- Cum laude: The student maintains a 3.70 to a 3.84 Grade Point Average – Bronze cord

#### **Graduation at Semester**

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

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

#### **Interim Reports - Report Cards**

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

#### **State Testing**

*Student Participation in Testing:*

Federal and state laws, as well as Strongsville City Schools Board Policy, require all districts and schools to implement state testing to all students in specific grades and courses. For specifics, please visit: <http://education.ohio.gov/Topics/Testing>

*The Importance of Testing:*

State tests are critical for measuring student learning and ensuring that all of our students receive a high-quality education. The results from state tests are a measure we use for shared accountability for our district, schools, and teachers to ensure we are providing the best education possible for our students to be college and career ready.

**For high school students, the State Testing Graduation Pathway is perhaps the most readily achieved pathway to earn a high school diploma. Students who do not take state tests are unable to qualify for graduation through this pathway and must prove college and career readiness by completing one of the other pathways. For this reason, parents are strongly advised against postponing or refusing their child's participation in these tests.**

*Parent/Guardian Refusal for Participation in State Tests:*

Please note that the district does not provide staffing to offer an alternate location for any student opting out of testing. If your child is in attendance on the day(s) of the test, he/she will be provided a device on which to test. If your child is not present at school during testing sessions due to opting out of participation in state tests, this absence will be considered unexcused.

If you have questions specific to testing procedures in your school, please contact your child's building principal. Please direct questions about state laws and policies on state testing to: [statetests@education.ohio.gov](mailto:statetests@education.ohio.gov).

## **Student Assessment**

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

The testing window for State-mandated assessment tests is decided each fall.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

College entrance testing information can be obtained from the Guidance Office.

## **Optional High School Curriculum**

### *Credit Flexibility*

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

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

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

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

In summary, the Credit Flexibility option:

- Focuses on performance, not on counting “hours in seats”.
- Acknowledges and addresses students’ different learning styles, learning paces, and interests.
- Recognizes that measures of engagement and ownership are as important for achievement as measures of attendance and access.
- Offers students opportunities to demonstrate creativity, explore academic and career interests, and practice critical thinking.

More information is available on our webpage. This offering has great potential to increase opportunities for students to grow as learners and to expand students’ interest in their learning.

### ***Polaris Career Center***

*Polaris Career Center* is a tax supported public school and is an extension of the Strongsville City Schools. The *Polaris Course Selection Guide* offers a wide variety of opportunities to juniors, seniors, and night school students of all abilities to develop specific career skills. These programs prepare students for entry-level positions as well as additional educational opportunities. Some of the programs offered may require additional fees for supplies, uniforms and tools. Detailed information about the various programs and application procedures will be available in the Guidance Office.

Strongsville students who attend Polaris Career Center receive a diploma from Strongsville City Schools. Therefore, they must meet all Strongsville High School graduation requirements. Before entering Polaris Career Center, students should have earned 2 credits of English, 2 credits of Science, 2 credits of Mathematics, 2 credits of Social Studies, ½ credit of Health and ½ credit of Physical Education, plus electives. The structure of the curriculum enables the student the opportunity to earn a minimum of 6 credits per school year – 3 at the Polaris Career Center plus 3 academic courses taken at Strongsville High School.

### **Program of Studies**

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

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## **Attendance Regulations and Procedures**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

### **Attendance: Student Responsibilities**

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

### **Compulsory School Age (ORC Section 3321.0)**

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

### **Student Activities & School Attendance**

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

### **Absence Notification - Reporting an Absence**

Parents are responsible for informing the school of his/her child's absence and the reason for the absences before 8:00 a.m. on the day of the absence. Parents/Guardians may leave a message the night before or prior to 7:00 a.m. The message should include the following information:

- Name of student and grade
- Date of absence and possible return
- Reason for absence
- Person calling
- Number where parent/guardian can be reached

Parents are requested to call the **attendance line at 440-572-7100 then option 2.**

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

### **Absence Types: Excused/Unexcused Absences**

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

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

- Personal illness (medical documentation may be requested for an extended absence).
- Illness in the family
- Quarantine of home
- Death of relative
- Home work due to absence of parents or guardians. Any absence arising because of this shall not extend beyond the period for which the parents or guardians were absent.
- Observance of religious holiday
- Out-of-state travel (up to a maximum of 24 hours or 4 days maximum per school year) to participate in a District-approved enrichment or extracurricular activity.
- Emergency or a set of circumstances in the judgment of superintendent/designee of schools constitutes a good and sufficient cause for absence from school.
- Medically necessary leave for a pregnant student in accordance with Policy 5751.
- Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725.
- College visitation (up to 4 days with appropriate verification).

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

### **Absence Makeup Work Policy**

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

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

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

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

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

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

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

### **Leaving School Early/Medical Appointments**

If a student needs to leave school during the school day he/she should bring to the Attendance Office, no later than the end of first period, a written note from his/her parents/guardians requesting permission to leave school. Included in the note should be the student’s name, reason for leaving school, time leaving school, and phone number of parent/guardian. The student will receive his/her leaving early pass from the Attendance Office at the approved release time. A student must sign out of the office when he/she is issued a leaving early pass and at that time will be permitted to leave school. Failure to report to the Attendance Office and sign the leaving early sheet will be considered an unexcused absence. If a student returns to school later in the school day he/she must check back into the Attendance Office for a pass to class. Failure to report to the office will result in disciplinary action.

### **Student Sign-in: Reporting After School Begins**

When a student arrives at school throughout the day, it will be his/her responsibility to report directly to the main office. Students must sign in at the Attendance Office upon arrival to school.

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

### **Pre-Arranged Absences: Guidelines and Procedures**

Strongsville City Schools

Due to the importance of students being present in the classroom to achieve the full understanding and sequence of materials being learned, unapproved student absence from school is strongly discouraged. Student/Parents must realize that in certain circumstances, learning experiences are irretrievable and cannot be repeated.

In Strongsville City Schools, when a parent/guardian feels it is necessary to initiate an absence from school for reasons such as athletic events, competitions, and/or family vacations, students may be excused up to five (5) days per school year. If more than five (5) days are needed, subsequent days may be considered unexcused with a loss of credit for work missed.

The parent/guardian and student must follow this procedure to receive credit for work missed for five (5) days per school year:

1. Obtain and complete a Pre Arranged Absence Request Form from the school office.
2. Obtain teacher signatures and all assignments/materials that will be covered during this absence. a. Examinations, lab work, and/or work not available prior to the absence, must be scheduled with the appropriate teacher at his/her convenience immediately upon return to school.
3. Return the completed form to the school office prior to the first day of absence.
4. Turn in all completed assignments to the applicable teacher(s) on the first day returning from the prearranged absence.

Finally, parents/guardians and students should be aware teachers are not obligated to permit make-up work if proper absence arrangements have not been made prior to departure. Teachers are not expected to tutor students for work missed. Requests for Prearranged Absence shall become a permanent part of the student’s record. If you have any questions regarding these procedures, please contact your building principal.



### **Tardiness to Class**

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

### **Tardiness to School**

Students are considered tardy to school when they arrive after 7:20 a.m. Students arriving to school after 7:30 a.m. may be considered absent from 1<sup>st</sup> period class. All students arriving late must report to the Attendance Office upon entering the building. If a note is presented it must be dated and signed by the student's parent/guardian. Repeated tardiness to school will result in disciplinary consequences. Students not scheduled in a first period class (i.e., AM Polaris, AM Release, and/or College Credit Plus) are to present their notes to the Attendance Office for approval.

### **Truancy**

Any student whose absence from school and has not presented a note from a physician explaining the reasons for the absence, will be considered truant. Students considered truant from school would be considered unexcused.

"Habitual truant" means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for 30 or more consecutive hours (five or more consecutive school days), 42 or more hours in one school month (seven or more school days in one school month), or 72 or more hours in one school year (twelve or more school days in a school year.) (ORC – 2151.011)

If a student is found to be habitual truant; An Absence Intervention Team may be assigned. The Absence Intervention Team will consist of a representative from the child's school district or school, another representative from the child's school district or school who knows the child, and the child's parent or guardian. The team may also include a school psychologist, counselor, social worker, or an outside agency or nonprofit entity that assists students and families in reducing absences.

Within 14 school days, the Absence Intervention Team will develop an intervention plan for the student, with the aim of reducing or eliminating further absences.

1. The Intervention Plan will be based on the individual needs of the student.
2. Our school district will provide written notice of the plan, to the student's parent or guardian, within seven days after the development of the plan.
3. If the child has refused to participate in or has failed to make satisfactory progress with the intervention plan, the building principal and/or designee will be required to file a complaint on the student as a truant in the Cuyahoga County Juvenile Court 61 days after the date the plan is implemented.

### **Early Release Programs**

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

### **Non-Participation in Physical Education Classes**

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

### **Student Photo ID Cards**

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

### **Appropriate Dress Guidelines**

Strongsville High School encourages students to dress and groom themselves in an appropriate manner. All students should be clean and in keeping with health and sanitary practices when they report to school each day. Any dress or appearance, which constitutes a threat to health and safety of students or disrupts the educational process is prohibited.

#### **The following clothing items are not permitted:**

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

### **Assembly Expectations**

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

It is expected that any student attending any special program or meeting in the auditorium or gymnasium will observe and uphold the following requirements for proper conduct:

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

### **Before and After School Expectations**

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

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

## **Cafeteria Expectations**

The following requirements apply to lunch periods:

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

## **Disclaimer of Responsibility: Valuables at School**

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

## **Driving/Parking Permits**

No student may park a car, motor scooter, or motorbike on the school grounds without first securing and displaying a school-parking permit. If space allows, parking may be offered to students based on qualifying factors like GPA. Student permit applications can be obtained from the link provided on the SHS website throughout the school year. A non-refundable fee will be charged to the student's school fees account and can be paid online via PaySchools Central.

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

Parking privileges may be suspended or revoked for failure to obtain a valid parking permit, and/or violations of the Student Code of Conduct. *All cars are subject to random search by school officials.* Cars parked in a designated fire lane (i.e., alongside a yellow curb or in designated Handicapped Parking areas) may be ticketed and towed at the owner's expense. A security guard may be assigned (funds permitting) to the parking lot and is to receive the same respect as given to all other school employees.

## **Enrollment from Another School**

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

## **Field Trips**

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

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

## **Hall Conduct - Changing of Classes**

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

## **Hall Passes**

- Students are expected to come to class prepared to learn with all proper materials and assignments completed.
- Students receiving a pass are expected to report directly to the area designated on their pass.

- Students found misusing time are abusing the hall pass, therefore, are unexcused from class.
- Students are expected to present to any staff member the properly written verification for their absence from class.
- No student is permitted to be in the hall without a pass.

### **Hall Pass Guidelines**

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

### **Individual Class Guidelines**

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

### **Lockers**

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

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

A combination lock is provided on each locker at the High School. The security of the locker and the contents in the locker can only be maintained if you keep the locker combination private and unknown to others. Students should keep their lockers locked and not set for easy opening. Any problems that arise with the operation of your locker door or combination lock should be reported promptly to the Assistant Principals' Office. Likewise, any vandalism or improper use of the locker should be reported at once to the Assistant Principals' Office.

*The school will not be held responsible for any materials lost or taken from a locker.* Students may be assessed fines for lost books, damage to locks, locker doors, or other parts of the locker assembly. Students are encouraged to identify their personal belongings with a permanent marker. **Please note areas of the building will be secured at 3:00 p.m. daily. Therefore, students should visit their locker before that time.**

### **Lost and Damaged Textbooks**

Students are responsible for maintaining and returning all textbooks and materials issued to them throughout the school year. Students will be assessed a fine for the repair or replacement of any book or equipment that is damaged or lost while under their responsibility. The teacher issuing the fine will determine the cost of replacement or repair and will notify the student in writing of the total. Student fines may be paid to the Bursar in the Main Office.

### **Lost and Found**

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

### **Sign Posting Policy**

The administration of Strongsville High School recognizes that community relations and support for school-community activities are important. All Strongsville High School organizations or groups are reminded that all posting of signs on school property or within the high school building must have the permission of the high school principal or his/her designee. Likewise, all organizations and groups are responsible for the prompt removal of all signs. When posting signs, use only the designated bulletin boards.

### **Student Aide Responsibilities**

Throughout the school year student aides are needed to help perform basic clerical tasks for teachers, secretaries and administrators. Any student who receives permission from a staff member to be a student aide must secure that permission in writing. Likewise, students must remain in the designated work areas and follow-through on the tasks issued by the staff member. Any student failing to report for teacher aide duties shall be considered unexcused.

### **Student Appointments - Office Requests**

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

### **Student and Staff Care of Building and Grounds**

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

### **Student Gift and Food Deliveries**

Deliveries of gifts or food to students during the school day are not permitted.

### **Student Planner**

Students who would like to purchase a planner may do so in the media center for a fee.

### **Student Publications**

The school is the publisher, and therefore, entitled to regulate the contents of the student publications based on the best interests of the school, students, and educators. On-going publications prepared by members of the student body for distribution to other students and to faculty shall be under the supervision of one or more faculty members appointed by the principal and, in most cases, approved by the Strongsville Board of Education.

The faculty advisor, editor or co-editors will bear full responsibility for the final review and content of the articles for the publication. Articles that have been reviewed and rejected by the editor, editorial staff, or advisor will be returned to the author. The author may reconsider the content and amend the article or avail himself/herself of the right of appeal to the building principal.

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

### **Student Use of Sidewalks - After School Bus Transportation**

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

### **Study Hall Expectations**

Study halls require the same responsibilities as regularly scheduled academic classes. All students are expected to attend study halls prepared to study; to be quiet, bring the necessary study materials, and work in an appropriate manner. Cooperation and respect for those students who want to study is expected. Irresponsible behavior and lack of cooperation with the building monitors is prohibited.

Students may use the Media Center during study hall provided they follow the Media Center sign-in procedure. Students report directly to the Media Center and remain there the entire period. Students may also use the Media Center on a short-term basis to sign out books, make copies or print materials if computers are available.

### **Telephone Usage-School Phones**

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

Students may be asked to place cell phones into the cell phone holders on the teacher's desk at the beginning of class. Cell phones should not be taken with students when they use the restroom.

### **Work Permits**

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

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

### **Withdrawal: Age & Schooling Certificate**

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

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

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### **Student Conduct**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education believes that violent, disruptive, or inappropriate behavior by students has no place in our schools and our school district, and confirmed infractions will be handled by the administration in accordance with our student handbook.

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

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

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

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### **Student Code of Conduct**

This Student Code of Conduct reflects a combination of State law and District policy that outlines the expected behaviors plus the procedures and consequences used within the District to ensure a safe and orderly teaching and learning environment is maintained. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances. Students are expected to demonstrate responsible behavior at all times. Students are required to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel.

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

The items in this Student Code of Conduct are applicable to misconduct by a student that occurs on property owned or controlled by the District and off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District, as well as misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of such official or employee. This Student Code of Conduct applies to all students when properly under the authority of school personnel during a school activity, function, or event, whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Student Code of Conduct shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

Cooperation between parents and the school is important to maintain a school climate that is necessary for students to learn. Parents are encouraged to support the actions taken by the principal or staff member. Please do not hesitate to contact school officials with questions. All students are expected to refrain from repeated violations of the Student Code of Conduct. A student, who repeatedly violates the rules and regulations of the Student Code of Conduct, may be subject to additional consequences

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### **School Board Policy on Drug-Free Schools**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as that term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, in school or school vehicles, or at any school-sponsored event. The Board of Education further has established a drug-free zone within 1000 feet of any facility used by the District for educational

purposes. Drugs include: (a) all dangerous controlled substances as so designated and prohibited by Ohio statute; (b) all chemicals which release toxic vapors; (c) all alcoholic beverages; (d) any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; (e) anabolic steroids; (f) any substance containing betel nut (areca nut) or other concentrated caffeine or caffeine-like products; and (g) any substance that is a “look-alike” to the listed substances.. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

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### **Disciplinary Process & Procedures**

The District believes that discipline is the shared responsibility of students, parents, and school employees. A student’s ability to practice self-discipline is an essential part of maintaining a constructive and positive school environment.

The disciplinary action(s) for specific code violations will be determined based upon the severity and frequency of the offense(s). The disciplinary consequences unless specifically stated may result in, but are not limited to:

- Warning
- Detentions
- Corrective Learning (in-school suspension)
- Community Service
- Suspension
- Expulsion

The Superintendent may prohibit a student from attending and/or participating in the District’s graduation ceremonies as part of a student’s suspension, expulsion, or removal from school.

**Note:** Criminal misconduct by a student may be reported to law enforcement authorities and certain criminal acts may result in permanent exclusion from school.

#### **CODE OF CONDUCT DEFINITIONS**

**Emergency Removal** is the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an ongoing threat of disrupting the educational process provided by the District.

**Suspension** is the temporary exclusion of a student by the Superintendent, Principal, assistant principal, or any other administrator from the District’s instructional program for a period not to exceed ten (10) school days.

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

When a student is being considered for an out-of-school suspension by the Superintendent, Principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, Principal, or other administrator will notify the parents, guardians, or custodians of the student.
5. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the Principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing which



may be held in executive session at the request of the student, parent, or guardian, if held before the Board. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend.

Per School policy, students will receive at least partial credit for the missed work. For suspensions periods of 1-4 days, students shall have the same amount of time as the suspension period to make up work. For suspensions periods of 5-10 days, students shall have a total of 5 days to make up work.

During the time the student is suspended, the student is not to be on school district property for any reason and is not to attend any district-related activity or event, including extracurricular activities or athletic contests at home or away.

**Expulsion** is the exclusion of a student from the schools of this 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, or for one (1) year as specifically provided in Board of Education policy or this Student Code of Conduct. Only the Superintendent may expel a student.

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board.

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if it is held before the Board. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

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

#### **GUIDELINES FOR BUS CONDUCT**

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

Students will be assigned a seat to sit in to and from school. Students shall be expected to conduct themselves in a responsible manner while boarding the bus and while departing the bus. While riding the bus students will behave with classroom conduct.

#### **Bus Safe Riding Rules**

- Students shall arrive at the bus stop before the bus is scheduled to arrive.
- Students must wait in a designated place of safety, clear of traffic and away from the bus stop. Students must listen for directions or instructions from the driver.
- Students must board or leave the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- Behavior at the bus stop and on the bus must not threaten life, limb, or property of any individual.
- Students must go directly to an available or assigned seat.
- Students must remain seated, keeping aisles and exits clear.
- Students must not distract the driver except in the case of an emergency (i.e. medical, student is being physically harmed).
- Students must not yell, use profane language, or verbally abuse any other student or employee.
- Students must refrain from eating and drinking on the bus except as required for medical reasons.
- Students must not use tobacco, e-cigarettes or vaping on the bus.
- Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- Students are to carry only objects that can be held in their laps, and must not throw or pass objects on, from, or into the bus.
- Students must refrain from any destructive behavior on the bus, including but not limited to damaging bus seats.
- Students must not put their head or arms out the bus windows.
- Students must not engage in other offenses or violations prohibited by board policy and code of conduct.

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

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

**Temporary Suspension of a Student from Bus Privileges (less than 24 hours)**

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

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

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

**Expulsion of a Student from Bus Privileges** shall be in accordance with District policy regarding expulsion.

**BULLYING PREVENTION PHILOSOPHY**

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. The prohibitions contained in Board Policy 5517.01, Bullying and Other Forms of Aggressive Behavior, apply to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

**SCHOOL RULES**

*If students engage in any of the following behaviors, disciplinary consequences may be issued. Violations of one or more of these items may result in suspension or expulsion.*

**1. Verbal Assault**

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

**2. Physical Assault**

A student will not cause physical harm to another person, or behave in such a way (may include, but not limited to encroaching on physical space, spitting, pushing, bumping, etc.) that could cause physical harm to another person.

**3. Fighting**

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

**4. Inappropriate Physical Contact**

Students will keep all hands, feet and objects to themselves and will not engage in any contact with another person in the form of hitting, tapping, touching, jumping on, etc.

**5. Disrespect and/or Insubordination to School Personnel**

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

**6. Use of Profane, Vulgar, or Abusive Language, Gestures, or Pictures/Images**

A student will not use profane, vulgar, or abusive language or gestures. A student will not possess, display, or share pictures/images that are profane, vulgar, or abusive, or threaten to possess, display, or share such images.

**7. Bullying**

A student will not repeatedly intimidate or harass another student directly or indirectly through words or actions. Bullying is defined as any intentional written, verbal, graphic, 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 violence within a dating relationship will be considered bullying.

#### **8. Threats**

A student will not make a threatening statement and/or gesture towards student(s) or staff. Prohibited behaviors including using any verbal or non-verbal means to threaten student(s) or staff, including images, pictures, or other communication that causes fear of harm.

#### **9. Frightening, Degrading, and Disgraceful Acts**

A student or group of students will not engage in or encourage any other student to engage in behavior that frightens, degrades or disgraces any person. Prohibited behavior includes, but is not limited to, slurs, epithets, profanities, jokes or other verbal or physical conduct based on a person's race, national origin, religion, disability, gender, sexual orientation, or age.

#### **10. Hazing**

Hazing is prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

#### **11. Sexual Misconduct**

Students will not engage in any sexual contact or conduct while on school premises (including buses) or attending any school event or function. Prohibited conduct includes propositioning, proposal, contact, touching, and/or exposure of a sexual nature or intent, as well as making or attempting to make contact of a sexual nature or intent with another person with or without the consent of the other person.

#### **12. Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when such conduct has the purpose or effect of interfering with the individual's learning environment or interfering with one's ability to participate in or benefit from a class or an educational program/activity. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples may include, but are not limited to: unwelcome sexual propositions, invitations, solicitations, and flirtations; unwelcome verbal or non-verbal expressions of a sexual nature; sexually suggestive objects, pictures, videos, audio recordings or literature which may embarrass or offend individuals; unwelcome and inappropriate touching, patting, pinching, or obscene gestures; a pattern of conduct that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; or remarks speculating about a person's (or one's own) sexual activities or sexual history. Any student who believes that he/she has experienced any form of sexual harassment should report this conduct immediately to his/her building administrator who will conduct an investigation.

#### **13. Disruptive Behavior**

Students are expected to demonstrate behaviors that are conducive to a positive learning environment throughout the school day. Students will not act or urge other students or persons to act in such a way as to cause disruption or obstruction of any education process or program, including but not limited to curricular and extracurricular activities. Prohibited conduct includes, but is not limited to, violence, force, noise, speech, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct that causes, attempts, or threatens, to cause, disruption to the function of a school or program.

#### **14. Dishonesty**

A student will not misrepresent the truth either orally or in writing. Students will be expected to cooperate and to be honest concerning violations of the Student Code of Conduct. Students will not give or assist in giving false or fictitious accounts to any school official, police official, fire official, or other person acting in an official capacity. Student will not lie about, fabricate, distort, or change information given to school staff or other individuals.

#### **15. Academic Dishonesty**

Under no circumstance will one student use or attempt to use the work of another student, or misuse copyrighted materials on an assignment. This includes but is not limited to looking at someone else's work, using unauthorized materials during a test/quiz, putting one's name on another's work, or talking during a test/quiz. It is equally dishonest for a student to provide information or work to another student who knowingly takes credit for such work or information. Prohibited conduct also includes plagiarism, or the use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. In addition, falsifying signatures or data, refusing to provide proper identification, or giving false information to a staff member, is prohibited.

#### **16. Communication Devices**

Communication devices such as cellular phones, smartwatches, handheld video games, etc., are not to be used during the school day for communication purposes, capturing photos or video, or looking up information, unless otherwise approved by an administrator. This also applies while off-campus on a field trip or extracurricular event. If approved for an educational purpose, students are not permitted to capture, record and/or transmit the words or sounds and/or images of any student, staff member or

other person without proper consent as it is considered an invasion of privacy. Students who violate this provision and/or use a device to violate the privacy rights of another person shall receive consequences in accordance with our Student Code of Conduct. If the violation involves potentially illegal activity, the device may be confiscated and turned-over to law enforcement.

Students are also prohibited from using a device to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their devices to receive such information. Students shall have no expectation of confidentiality with respect to their use of devices on school premises/property. The school district will not be responsible for lost, damaged, or stolen property.

#### **17. Theft of Property**

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

#### **18. Vandalism or Damage to Personal, Private, or School Property**

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

#### **19. Tobacco Substance, Vapor, and Electronic Cigarettes**

A student will not possess, smoke, use, transmit, or conceal any tobacco substance or alternative nicotine product or device including vapor, electronic cigarettes or other substitute forms of cigarettes on school grounds, during school activities, or at any school-sponsored activities.

For purposes of the Student Code of Conduct, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

#### **20. Alcoholic Beverages, Drugs, Drug Paraphernalia, and Counterfeit Controlled Substances**

Students will not possess, use, sell, or transmit any alcoholic beverage, drug, or drug paraphernalia. Students are prohibited from being under the influence of alcohol or drugs. For purposes of the Student Code of Conduct, "drugs" mean: (a) all dangerous controlled substances as so designated and prohibited by Ohio statute; (b) all chemicals which release toxic vapors; (c) all alcoholic beverages; (d) any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; (e) anabolic steroids; (f) any substance containing betel nut (areca nut) or other concentrated caffeine or caffeine-like products; and (g) any substance that is a "look-alike" to the listed substances. Students who violate this rule may be required to participate in a diversion program as part of their consequences.

#### **21. Weapons and Potentially Dangerous Objects**

Students will be expected to keep all dangerous weapons or dangerous instruments off school property. A student will not possess, handle, transmit, or conceal any weapon, explosive device, or object that an administrator might consider capable of harming a person or property (e.g. pocket knives, sharp metal objects, laser devices, or foreign objects such as tools that could be used to inflict harm or damage property; "look-a-like" weapons; lighters; etc.) The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under State law. Use of any object or material in an unsafe manner may result in disciplinary action.

#### **22. Leaving the School Building without Permission/Out of Assigned Area**

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

#### **23. Unauthorized Sale or Distribution – Non-Drug Related**

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

#### **24. Gambling**

A student will not engage in any form of gambling. Gambling includes participating or instigating the participation of others in games of chance.

#### **25. Abuse or Misuse of Technology**

A student will not abuse or misuse the District's hardware, software, or other technology systems including, but not limited to, the following: hacking, tampering with computer programs; using equipment to make unauthorized or illegal duplicate copies of

computer's software; damaging or destroying computer hardware or software; altering, deleting, tampering, destroying, or stealing any technology, data, or electronic information or equipment; and using a District computer or technology system without authorization. Use of the Internet must occur within the guidelines established by the District Acceptable Use Policy.

#### **26. Trespassing on School Property**

Students will only be permitted on school property to attend classes or other school activities. Any students found on school property without authorization shall be considered trespassers.

#### **27. False Alarm (e.g. Fire, Bomb, 911)**

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

#### **28. Violations of State or Federal Laws on School Premises or at School-Sponsored Activities**

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

#### **29. Failure to Accept Consequences**

Consequences are assigned to students as a measure to correct inappropriate behavior. Students failing to serve assigned consequences could lead to additional consequences.

#### **30. Misconduct Affecting School Officials and Employees**

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

#### **31. Failure to Follow School Rules and Policies**

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

#### **32. Repeated Acts of Misconduct**

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

#### **33. Tardiness**

A student is considered tardy if a student is not in their seat in their assigned classroom after the bell rings.

#### **34. Class Cutting**

A student will be considered to have cut class if the student is absent for ten (10) minutes or more from any assigned period.

#### **35. Truancy**

A student is considered truant when the student is absent from school without school authorization. An absence from an assigned period that is not approved by the school administration will be unexcused. A student may be considered truant regardless of whether a parent/guardian approved the student's absence.

#### **36. Arson or Attempted Arson**

A student will not cause or attempt to cause a fire.

#### **37. Possession, Use, or Threatened Use of Fireworks or Explosives**

A student will not possess, conceal, use, or threaten to use any item that could explode, burn, detonate, or cause bodily harm. Prohibited conduct includes "look alikes" or items that have the appearance of being an article that could explode, burn, detonate, or cause bodily harm.

#### **38. Extortion**

A student will not obtain or attempt to obtain money, goods, or information from another person by threat of force.

#### **39. False Reports**

A student will not knowingly make a false report, false accusations, or otherwise give false information to school personnel.

#### **40. Falsifying Documents**

A student will not falsify, misrepresent, and/or attempt to replicate school or student-related documents or signatures.

#### **41. Bus Violations**

Students will comply with the Bus Safe Riding Rules and Bus Code of Conduct. Any violations of bus or other transportation rules may result in discipline.

#### **42. Dress Code**

Students will comply with school policies and directives related to dress and appearance. Failure to comply with the District's dress code, as well as any other policies or directives related to dress or appearance, may result in discipline.

#### **43. Unsafe Driving**

Students will operate vehicles in a safe and responsible manner. Students will not drive vehicles in an unsafe or reckless manner on school grounds or at any school-sponsored event.

#### **44. Complicity**

Students will not collude, be complicit, aide, assist, or abet any individual in the commission of conduct prohibited by this Student Code of Conduct, Board policy, or state or federal law.

#### **45. Attempt**

Students will not attempt to engage in any conduct prohibited by this Student Code of Conduct, Board policy, or state or federal law.

#### **46. Harassment**

Students will not harass others. Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, written, verbal or physical conduct directed against a student or school employee that: (a) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; (b) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or (c) has the effect of substantially disrupting the orderly operation of a school.

#### **47. Failure to Comply with State Mandates or Executive Orders**

Students will not refuse to comply with Ohio mandates, executive orders, laws, or regulations that pertain to students.

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### **Extra-Curricular Activities**

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

#### **Attendance Requirement**

Half day of attendance is required to participate in an after school athletic or extracurricular activity unless excused by the appropriate administrator or athletic director.

#### **ATHLETIC ACTIVITIES**

##### **Athletic Eligibility**

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

Athletes must have the following forms on file before the first practice: *Physical Exam Form, Parent Permission, Emergency Medical Forms, Insurance Form, and Code of Conduct Card. Need to add cardiac arrest form. all forms are found on final forms*

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

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

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

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

In addition, all athletes must meet all OHSAA requirements, including having passed at least the equivalent of **5 full credit classes the preceding grading period. (Although Physical Education, Targeted Standards or an intervention course may be in a student's schedule, they are a .25 course and does not meet the eligibility standards.)**

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

##### **Code of Conduct Requirements for Athletes**

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

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

### **NCAA Requirements**

The National Collegiate Athletic Association has eligibility standards for male and female college student-athletes. A freshman student entering a NCAA Division I institution must complete a core curriculum of at least fourteen (16) college preparatory courses. As NCAA eligibility requirements are subject to change, it is imperative that student-athletes (especially seniors and/or parents) meet with their respective counselor immediately at the start of the year to request and review a copy of the NCAA Initial - Eligibility/Clearinghouse (or current publication). Based upon this review it may be necessary to initiate immediate schedule changes in order to satisfactorily meet or exceed the NCAA requirements for coursework, GPA and/or standardized test scores. (See Planning Guide for details.)

### **Athletic Activities**

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

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

### **Athletic Awards**

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

### **Athletic Season Tickets**

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

## **OTHER ACTIVITIES AND CLUBS**

### **Activities and Club Listing**

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

### **Eligibility Requirements**

Students must have earned a minimum 2.00 GPA during the preceding nine-week grading period in order to participate in any extracurricular activity.

Additionally, a student in grades 9-12 must be currently enrolled, must have been enrolled full-time in school the immediately preceding grading period, must have received passing grades during that grading period in subjects that earn a minimum of 5.0 credits per year toward graduation and must be passing an equivalent of 1.0 credit per grading period

### **Participation Guidelines**

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

## **Dance Procedures**

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

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

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

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

Students leaving any dance before the conclusion will not be readmitted.

*It shall be the responsibility of the sponsoring organization to:*

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

## **Fundraising Projects (Students)**

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

## **National Honor Society**

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

Students in the 11<sup>th</sup> and 12<sup>th</sup> grades are invited to apply for membership in the first semester of each year. A minimum 3.8 cumulative GPA is required for consideration. Additionally, attendance and discipline records will be reviewed. Other criteria are outlined in the application. Please consult the SHS National Honor Society website linked to the SHS web page for detailed application and membership information.

## **New Club/Activity Procedure**

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

## **Scheduling Facilities and Activities**

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

## **Senior Year Activities**

The senior year at Strongsville High School is a special time. Traditionally, the seniors at Strongsville High School emerge as the school leaders setting the tone and pace for the other classes in academics and co-curricular activities. Seniors often step forward to assume greater responsibility in classes, clubs and teams, and are recognized for achievements and past efforts, and grow closer to classmates through class activities, and afforded privileges. In addition, as each senior class displays its leadership in supporting events and promoting positive school traditions, additional opportunities are created for them. Past senior classes have found that with responsibility comes privilege. The Senior Class can look forward to such traditional events as prom, after-prom party, Senior Salute, senior assemblies and a formal commencement ceremony.

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



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## *Control of Bloodborne Pathogens*

The School District seeks to provide a safe educational environment for students and takes appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to bloodborne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the main office and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 Exposure Report).

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## *Clinic: Guidelines and Procedures*

All students entering the clinic must have a pass from his/her classroom teacher. Students will not be admitted into the clinic during class changes without the written approval of their next period teacher.

### **Administration of Medication**

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

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

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

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

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

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

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

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

### **Immunization Requirements**

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

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

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

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## **Guidance and Counseling Services**

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

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

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

### **Appointments**

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

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

### **College Financial Aid**

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

### **Drug Education**

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

### **Student Re-Entry from Hospital or Treatment Center**

It is the parent's and student's responsibility to notify the student's guidance counselor of a probable date of release from treatment and re-entry back to school. It is our belief that appropriate communication between the family, student, treatment center and school will lead to the most effective and successful educational program for our students. It is imperative that the parties involved have time to prepare for a re-entry conference so the Strongsville High School staff can serve the student effectively. The counselor and appropriate administrator will work together to schedule a conference for the parties involved. Discussion at the conference will focus on the institution release plan and a contract of expectation for the student, school and family to provide the best possible support plan.

### **Student Testing**

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

### **Transcripts**

Transcripts are produced on a semester basis and cumulative point averages and rank-in-class are recalculated once each semester, at the conclusion of quarters 2 and 4. Records sent after 1st or 3rd quarter will not include updated GPA's. A student's current report card will be available via Unified Classroom. Upon completion of all graduation requirements (normally at the conclusion of the 8th semester) each senior will be afforded one final transcript at no charge for submission to the final college or university of their choice, a branch of the military or a job site. Unlimited transcripts for college applications may be purchased for \$10.00 through the Guidance Office. The preparation of a transcript requires a minimum of five working days. Please submit your requests in a timely manner. Please note that all fines and fees must be paid in full prior to the release of student transcripts.

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## **Information Services: Guidelines and Procedures**

### ***Acceptable Use For Computer Hardware, StrongNet Network, & Internet***

#### **I. General Statement**

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

#### **II. Limited Educational Purpose**

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

#### **III. Use of System is a Privilege**

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

#### **IV. Unacceptable Uses**

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

1. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
2. Users will not use the school district system to transmit, receive, or store items containing obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
3. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
4. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
5. Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
6. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
7. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district computer or server system software, hardware or network infrastructure or take any action to violate the school district system's security, and will not use the school district system in such a way as to disrupt the use of the system by other users.
8. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
9. Users will not use the school district system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
10. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
11. Users will not use the school district system to violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
12. Users will not use the school district system for the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
13. Personal communication software including web based email, messaging, paging, Internet telephone, or other like systems, may be used only for educational purposes.

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

## **V. Consistency with Other School Policies**

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

## **VI. Limited Expectation of Privacy**

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

## **VII. Internet Use Agreement**

The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district. By inclusion within the student handbook, it is understood by the student, parent or guardian, and school district staff, that these guidelines, as with all guidelines contained within the student handbook, are agreed upon.

## **VIII Limitation on School District Liability**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or non deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

## **IX. Parent Responsibility: Notification of Student Internet Use**

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

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

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## **Media Center: Guidelines and Procedures**

The Media Center is Strongsville High School's information classroom. Students are encouraged to visit the SHS Media Center before, during, and after the school day. The hours of operation are 7:05 a.m. to 3:00 p.m.

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

Materials available include: online research databases, e-books, technology, CCP textbooks, print and non-print materials.

### **Before and After School Usage**

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

### **Borrowing and Renewing Material**

Students must show their student ID to borrow materials from the Media Center. Students can stop by the Media Center and ask to renew materials, or they can send an email request to the media specialist. They do not need to show the materials.

### **Fines for Lost Materials**

Students will be charged for lost library materials through their student fees.

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

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

***Study Hall Visits:*** Spending study hall in the media center is a privilege. Students must be on time and have their student ID to sign into the media center. Tardiness without a proper pass will result in the student being returned to study hall. Students must remain in the media center for the entire period and must receive a pass from a media center clerk if they need to leave.

### **AM/PM Release**

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

### **Online Services**

Most projects involving media materials rely heavily on the use of online services and resources. Students need passwords and internet addresses to access these materials from home. All online services and materials are available via the internet 24 hours a day, 7 days a week on the Media Center's website.

### **Production Services for Students**

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

Color Photocopies	\$ .25 per page
Student I.D. Replacement	\$10.00

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## **Parent and Community Involvement**

### **PowerSchool Unified Classroom**

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

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

### **Parent Groups**

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

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

### **Parent/Teacher Communication**

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

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

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## **Title IX**

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

**Assistant Superintendent**

440-572-7040

18199 Cook Ave., Strongsville, OH 44136

TitleIX@scsmustangs.org

**Director of Student Services**

440-572-7044

18199 Cook Ave., Strongsville, OH 44136

TitleIX@scsmustangs.org

Reports can also be made using the Stay Safe Speak Up website and hotline.

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### **ATHLETIC, EXTRA-CURRICULAR, & CO-CURRICULAR CODE OF CONDUCT/ACADEMIC REQUIREMENTS**

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

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

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

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

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

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

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

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

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

#### **DEFINITION OF EXTRACURRICULAR AND COCURRICULAR ACTIVITIES**

- A. An extracurricular activity is defined as a program of out of class pursuits, usually supervised and/or financed by the school, in which students enjoy freedom in participation and selection.
  1. Extracurricular activities are not part of the regular school curriculum, are not graded, do not involve earned credits, generally take place out of the classroom time, and often involve performance before an audience or spectators.

2. Extracurricular activities may include, but are not limited to, athletic teams, drill teams, flag teams, cheerleaders, intramural programs, student council, class officers, NHS, Math Club, Ski Club, Lantern, and yearbook. In general, activities that are supervised by a person that is employed by the Strongsville City Schools and/or on a Strongsville City Schools supplemental salary schedule are considered within the jurisdiction of the policy. Some reevaluation of this listing will take place as a result of experience in implementation.

- B. A co-curricular activity is one in which there is a connection with the curriculum experiences in regular classroom instruction. When a scheduled performance outside the daily classroom is part of the daily instruction and the course requirements for earning a grade and/or credit, these academic eligibility requirements do not apply. These groups include, but are not limited to the following: Band, Drama, Mustang Express, Cantorum, Wind Ensemble, Concert Band, Orchestra, Senior Chorus, DECA, and the Lantern. Please note that the Code of Conduct for Student Activities does apply to these student groups.

#### **TEAM/ACTIVITY MEMBERSHIP**

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

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

#### **ACADEMIC REQUIREMENTS FOR PARTICIPATION**

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

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

#### **DEFINITION OF ELIGIBILITY CRITERIA**

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

#### **STUDENT LEADERSHIP ELIGIBILITY CRITERIA**

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

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

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

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

## **CODE OF CONDUCT REQUIREMENTS FOR PARTICIPATION**

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

### **I. STUDENT BEHAVIOR RESPONSIBILITIES 24/7/365**

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

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

### **II. REQUIREMENTS FOR STUDENT PARTICIPATION**

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

### **III. ACCUMULATION OF VIOLATIONS**

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

### **IV. STUDENT DUE PROCESS PROCEDURE**

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



## V. INTERVENTION AND CONSEQUENCES

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

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

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

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

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

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

## VII. EXTRACURRICULAR ACTIVITY NOT IDENTIFIED AS AN INTERSCHOLASTIC SPORT

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

## DEFINITIONS

1. "Assessed" means a chemical dependency professional outside of but approved by the Strongsville City School District making an estimate or judgment as to physical or psychological condition.
2. "Assistance" means help or aid secured from programs of the Strongsville City Schools such as school sponsored support groups, or programs approved by the Strongsville City School District.
3. "Build altering chemicals" includes, without limitations, anabolic steroids, growth hormones, testosterone or its analogs, human chorionic gonadotropin (HCG), and other substances designed to alter hormone growth.
4. "Calendar year" shall mean the period of twelve (12) consecutive months from the date of a determination pursuant to Section IV (A) of this Code.
5. "Counterfeit controlled substance" means any of the following:
  - A. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying marks used without authorization of the owner of rights to such trademark, trade name, or identifying mark.
  - B. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it.
  - C. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
  - D. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
6. "Mind altering chemicals" includes, without limitations, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana and prescription drugs, unless authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student's name and the directions for proper use.

7. "Parent" means the student's parent, unless the rights of that parent have been restricted by court order or legal agreement; guardian or legal custodian.
8. "Participation" means pre-practice activities (conditioning, agility drills, meetings), practice, playing in a scrimmage or game, etc.
9. "Possession" means either (A) physical control of alcohol, mind-altering chemicals, build altering chemicals or tobacco, vaping or e-cigarettes; or (B) permitting other persons to possess the aforementioned substances in locations (automobile, home, etc.) for which the student has responsibility, in the absence of a responsible adult to exercise meaningful supervision.
10. "Treatment" means a professional outside of the Strongsville City School District applying remedies in order to cure or heal.
11. "School Official" is defined as an administrator, Principal, Associate Principal, Assistant Principal, Athletic Director. One who administers school policies.

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## **EQUAL OPPORTUNITY**

The Strongsville Board of Education is an equal opportunity employer and does not discriminate on the basis of sex, race, religion, age, disability, handicap or national origin in employment, and in the educational programs and activities that it operates.

### **District Compliance Officers**

The Board designates the following individuals to serve as the District's Compliance Officers (Cos).

Jennifer Pelko

Assistant Superintendent

440-572-7037

18199 Cook Ave., Strongsville, OH 44136

Andy Trujillo

Director of Student Services

440-572-7045

18199 Cook Ave., Strongsville, OH 44136

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access.

Additionally, COs are responsible for discussing concerns related to unlawful harassment, to assist students, staff, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process. COs accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District.

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## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information includes:

- Student's name; photograph/image
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight if a member of an athletic team
- Dates of attendance
- Grade level
- Date of graduation or awards received
- School email accounts

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information: upon written notification to the Board. For further information about the items included within the category of directory information and



instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found within this handbook.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Strongsville City Schools, Treasurer, 18199 Cook Avenue, Strongsville, OH 44136. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or the student's parents;
- B. Mental or psychological problems of the student or the student's family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Strongsville City Schools, Treasurer to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

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

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

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

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

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

- Student's name; Photograph/Image
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- School-assigned e-mail accounts for the limited purpose of facilitating students' registration for access to various online educational services

*Reference: Strongsville City Schools Board of Education Policy 8330*

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

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

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

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

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

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

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

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

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

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

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

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

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

*Reference: Strongsville City Schools Board of Education Policy 8330*

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

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

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of -*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect*, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Strongsville City Schools has adopted a policy (Strongsville City Schools Board of Education Policy 2416), in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Strongsville City Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Strongsville City Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Strongsville City Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

*Parents who believe their rights have been violated may file a complaint with:*

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



P.O. Box 157  
Suwanee, GA 30024-0157

Dear Parents/Students:

**Envision Payment Solutions™** is pleased to have been selected by **Strongsville City Schools** as its check service provider.

Please be aware that if your check is returned, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees.

Specifically, per Ohio Revised Code Annotated § 1319.16, the service fee for returned checks is as follows:

\$30 or 10% of the face amount of the instrument, whichever is greater, plus amount of fees charged to the holder by any financial institution as a result of the check not being honored.

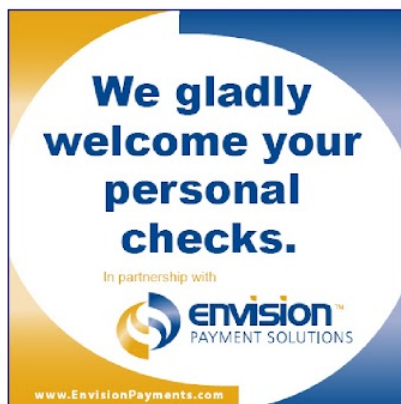
(Note that the fee structure will change according to any amendments made to OH law during a school year.)

If you wish to inquire about a returned check written to **Strongsville City Schools**, please contact **Envision Payment Solutions™** directly at the information listed below.

Thank you. We wish you and your children all the best for this year and beyond.

Sincerely,

**Envision Payment Solutions™**



**Customers (check writers) with returned check inquiries should contact:**

**Envision Payment Solutions™**

**Tel** 877.290.5460, or 770.709.3100

**Fax** 770.709.3007

P.O. Box 157

Suwanee, GA 30024-0157

**[customerservice@envisionpayments.com](mailto:customerservice@envisionpayments.com)**