



Sheridan High School
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Student Handbook

2025-2026

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Adopted by the Board of Education in June, 2025

Student Handbook Resource Information

The safety and well-being of our students and their families are important to Northern Local Schools.

If you are experiencing a mental health emergency outside of school hours, please call 911 or the crisis hotline at 1-800-SUICIDE (1-800-784-2433) or 1-800-273-TALK (1-800-273-8355). You can also text your zip code to 898211 to get connected to a crisis intervention specialist.

Other helpful resources include:

- Crisis text line: text "HOME" to 741741
- Nationwide Children's Youth Hotline: 614-722-1800
- Sexual Assault Hotline: 800-656-4673
- Safe Schools Tip Line: Call or text 844-723-3764
- Perry County Sheriff's Department: 740-342-4123

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Guidance Counselor or Principal. This handbook supersedes all prior handbooks and other written material on the same subjects.

VISION OF THE SCHOOL

Sheridan High School will be a place where all students and their parents feel welcome and comfortable; where learning is the top priority; and where there is a sense of pride in themselves, the school and in being from Sheridan.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer, Angela Gussler, Superintendent, at 740.743.1303. The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 business days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado and safety drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. **State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.** Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office. **All medications, prescribed and non-prescribed, are to be delivered to the School Nurse and taken only with adult supervision. The School Nurse is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without her knowledge.** Students that have any type of medicine on them, in their locker, backpack, purse ect, without the school nurse's knowledge may be disciplined as a drug offense.

SECTION I - GENERAL INFORMATION

NORTHERN LOCAL SCHOOL DISTRICT 2025 – 2026 School Year Calendar

August 12	(Tue)	First Day for Staff
August 13	(Wed)	First Day for Students
August 29	(Fri)	(No School for Students) Teacher Professional Development
September 1	(Mon)	No School – Labor Day
October 10	(Fri)	End of the 1 st Nine Weeks
October 16	(Thu)	2 hr. early dismissal for students
October 16	(Thu)	Parent Teacher Conferences (all bldgs)
October 17	(Fri)	No School
November 4	(Tue)	(No School for students) Teacher Professional Development
November 11	(Tue)	No School – Veteran's Day Observed
November 27	(Thu)	No School – Thanksgiving Day
November 28	(Fri)	No School – Thanksgiving Break
December 1	(Mon)	No School – Thanksgiving Break
December 19	(Fri)	2 hr. early dismissal for students/End of 2 nd Nine Weeks
December 22	(Mon)	Begin Christmas Break
January 5	(Mon)	Begin 3 rd Nine Weeks/School Resumes from Christmas Break
January 19	(Mon)	No School – Martin Luther King
February 12	(Thu)	2 hr. early dismissal for students
February 12	(Thu)	Parent Teacher Conferences (all bldgs)
February 13	(Fri)	No School
February 16	(Mon)	No School – President's Day
March 6	(Fri)	(*No School for students) Teacher Professional Development
March 13	(Fri)	End of 3 rd Nine Weeks
April 1	(Wed)	(*No School for students) Teacher Professional Development
April 2	(Thu)	*No School – Spring Break
April 3	(Fri)	No School – Spring Break/Good Friday
April 6	(Mon)	No School – Spring Break
May 20	(Wed)	Last Day for Students/2 hr. early release
May 21	(Thu)	Last Day for Teaching Staff

Calamity Day Make-Up Options: March 6, April 1, April 2 (As long as Northern Local is above the minimum hours required, students will not be in session beyond May.)

Grading Period Begins

August 13
October 13
January 5
March 16

Grading Period Ends

October 10
December 19
March 13
May 20

Approved by the Northern Local Board of Education 2/20/25.

(This calendar also available on the SHS website in color.)

SHERIDAN HIGH SCHOOL BELL SCHEDULE for 2025/26

Students will not congregate in the commons in the morning. They will walk in the building, go to locker, and report to their 1st Period class. Free Breakfast is available each morning when students enter the building. Each class is 45 minutes in duration. Student arriving late to class will be marked tardy.

7:20 Bus Drop/Warning Bell

Period 1 7:25 to 8:18 (*1st period is 8 minutes longer to allow for AM announcements*)

Period 2 8:22 to 9:07

Period 3 9:11 to 9:56

Period 4 10:00 to 10:45

Lunch A 10:49 to 11:19

Period 5 11:23 to 12:08

Period 6 12:12 to 12:57

Period 5 10:49 to 11:34

Lunch B 11:38 to 12:08

Period 6 12:12 to 12:57

Period 5 10:49 to 11:34

Period 6 11:38 to 12:23

Lunch C 12:27 to 12:57

Period 7 1:01 to 1:46

Period 8 1:50 to 2:35

Bus riders dismiss at 2:35pm. All other students dismiss at the 2:40pm bell.

NOTE TO THE PARENTS

We invite you to attend extracurricular activities. Family involvement in your children's schooling is critical to their continued success. We encourage you to talk with our staff and work with us as a team to improve our services. We will make every effort to keep you informed of your student's progress, but should you have concerns or questions, do not hesitate to share them with us. The staff at Sheridan High School will be happy to work with you, but remember, as a parent, you are the most important person in your children's lives.

Two resources available to you as a parent or student are the Northern Local Schools' website, which includes a calendar of events and activities, as well as links to other beneficial information and Parent Portal, which allows parents and students to monitor grades throughout the year from any available computer with internet access. If you need help accessing your portal, please contact the school office. You can follow us on "X" @SheridanGeneral

EIGHTEEN-YEAR OLD STUDENTS

When you turn 18, all of the laws, rules, regulations and penalties that apply to adults, now apply to you. All of the school laws, school rules, school regulations, and school penalties still apply to you. Unless you reach legal "emancipated" status, we still require the communication from home and still do the communication with the home. Your parents will receive school correspondence concerning you such as report cards, attendance information, congratulatory communications and discipline reports.

TRANSFER/WITHDRAWAL FROM SCHOOL

Before a student plans to transfer/withdrawal from Sheridan High School the parent must complete a withdrawal form in the office. Any permanent records will be forwarded to the receiving school upon their request and as soon as all obligations to Sheridan are met. This means that Chromebook, charger, and books are returned and all school fees paid.

VIDEO SURVEILLANCE CAMERAS

All students, parents and staff are advised that as a public school facility, students, staff, parents and building visitors do not have a right to expect privacy in connection with their actions and activities while in, on or about the school facilities. In an effort to increase school district security, provide greater safety

for students, staff and building visitors, and to reduce vandalism and theft, many areas of the high school campus, both internal and external shall be subject to observation and monitoring by video cameras. The tapes of such observations shall be available for use by the school district and its administrative staff only, if necessary to enforce the law and the provisions of school district policy. Recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio's Student Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released. Any questions should be addressed directly to the building administration.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver in their school medical file. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the School Nurse at 740-743-1335.

IMMUNIZATION REQUIREMENTS

Unless given a waiver, students must meet the following requirements:

DPT - Three or more doses	Polio - Three or more doses
MMR - Two doses	Hepatitis B - Three doses
Tdap or Td - one dose (9th grade)	Varicella - one dose (9th graders)
Meningococcal disease vaccine - one dose (12th grade)	

ILLNESS DURING SCHOOL HOURS

A student who becomes ill during school hours must check in with the office secretary to see the school nurse if she is in the building. This is especially important for those students who have driven to school. The nurse will assist the parent in deciding whether or not the student is well enough to safely drive home.

Students are not permitted to text and/or call home on their cell phones doing so may result in disciplinary action. All contact home will be made through the nurse via the school telephone. The illness will be assessed and the Emergency Medical Authorization form will be utilized to call parents or guardians. The office should have an Emergency Medical Authorization form on all students. Please make sure you have numbers on the Emergency Medical Authorization where you or an authorized person can be reached and update this with changes throughout the school year.

MEDICATIONS

Students must have appropriate forms filled out for medication administration. Prescription medication forms must be completed by the doctor and parent or guardian. Non-prescription medication forms need to be completed by the parent or guardian. **All medications must be in their original container** and turned in immediately upon entering the building to the school nurse. There are negative consequences for possessing and/or consuming ANY medications without the consent of the building nurse. Please do not send medication in baggies, etc. If a medication is written for three times per day, we ask that these medications be taken at home unless the physician requires certain timing of the medication. All medications must be picked up at the end of the year or they will be destroyed. Students may carry Inhalers on their person if the proper paperwork is completed by their physician on a yearly basis. Remember that all medications are required to have the paperwork redone on a yearly basis. Please contact the school nurse with any questions at 740-743-1335.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the School's administrative guidelines.

STUDENT RECORDS

The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the Principal. Directory

information includes; a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information shall not be provided to any organization for profit-making purposes.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is wanted, please contact the principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

STUDENT FEES, FINES AND CHARGES

Sheridan High School charges specific fees for the following activities and courses. It is important to note that yearly student financial obligations (fees, charges, fundraisers, etc.) are accumulative and stay with the child through his/her enrollment at Northern Local. Each student is charged a yearly \$25.00 supply and/or workbook fee. The office will collect all fees. This fee covers workbook and supply obligations for all classes with the exception of materials needed for agriculture/shop, fine arts and science classes.

School issued Chromebooks and AC charger adapters should be taken care of as if they belonged to the student. These devices will be collected at the end of the school year or at the time of withdrawal should the student leave the district. At the conclusion of the academic year, the Technology department will perform maintenance/upgrades to the devices and assess fees for any damage found. Parents and students should note that the fee for a lost/stolen/non-repairable Chromebook will be based on the replacement cost. Fees vary for other damages (cracked screen, broken keyboard, etc.) Fees for these devices MUST be paid before the student is re-issued a Chromebook and charger at the beginning of the academic school year.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

The fee must be paid or arrangements made with the administration by the end of the first grading period. The following are the rules concerning student fees that have been adopted by the Northern Local School Board:

Students entering the Northern Local Schools after the first day of school will follow these guidelines:

- Those students entering school during the first semester will pay the full amount of \$25.00.
- Those students entering the second semester will pay \$12.50.
- Those students entering school during the last nine weeks will not be charged a fee.

Students transferring to another school district from this district will follow these guidelines:

- Those students transferring during the first nine weeks may request a full refund of \$25.00.
- Those students transferring after the first nine weeks will not receive a refund.

The following guidelines will be used for those students who have not paid their fees (fees also refer to lost books, shop fees, fundraiser monies, sports uniforms, etc.):

- Students will be given the first nine week period to have their fees paid or to have made arrangements with the administration to pay the fees.
- In order for students to receive a Chromebook and charger all school fees should be paid
- Seniors who owe an obligation to the Northern Local School District will have their diploma withheld until all obligations have been resolved.

The \$25.00 school fees may be waived in situations where there is financial hardship.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee. Ala Carte items are available. Students may bring their own lunch to school to be eaten in the School's cafeteria. No student shall be allowed to leave school premises during the lunch period without

specific written permission granted by the Principal. **Students are not permitted to have food delivered to school. No door dash etc. Lunches at Sheridan High School are closed lunches and outside visitors are not permitted, without administration approval.**

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the school secretary.

The computerized cash register system allows parents to prepay for their child's lunches in advance. The amount of the lunch and any other items purchased will be deducted from this account. The system was designed to help speed up the lunch process and works best when parents prepay for lunches. Parents may monitor and add funds to their students' accounts at: <http://www.nlsd.k12.oh.us/content2/lunch-account>

FIRE AND TORNADO DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of verbal directions and/or tones passed via the public address system.

SCHOOL SAFETY DRILLS

Safety drills are put into place to secure the building when necessary. They will be practiced periodically throughout the school year in accordance with the Crisis Manual procedures. In order to help increase the safety of students, local law enforcement canines may be used without notice, to search the building and grounds periodically throughout the school year. Induced unnecessary panic is punishable under the law. Violators will be prosecuted.

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, contact will be made by phone, text, and/or email. All phone calls, text and emails will be made through the District Office message system and the school will notify the following media stations:

WCLT, WCMH, WBNS, WHIZ, WNKO, or WSYX

This information can also be found on the District's website homepage. Parents and students are responsible for knowing about emergency closings and delays.

VISITORS

If attending a scheduled meeting, please buzz in to the office at the front doors. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the School to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the Principal. If wanting to speak with a teacher or administrator please schedule a meeting.

Use of the Library

Library hours are 7:15am to 2:45 pm every day.

Books are checked out for a two-week period and students may repeatedly renew a book as long as it has not been requested by another patron. Students may use the library, space permitting, at anytime during the day with a pass from the classroom or study hall teacher. Whole class visits take precedence over individual student use. There are computers, laptops, Chromebooks, a color copier/printer, Padcasters, and general supplies available for student use.

LOST AND FOUND

The lost and found area is in the High School Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity or disposed of at the end of each quarter.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Cell phones are not to be used at any time throughout the school day upon entering the high school until 2:35 pm. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. Cell phones are not permitted in locker rooms and restrooms. Disciplinary action may be taken.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent and a completed emergency medical form. Attendance rules apply to all field trips. Students may be denied permission to attend field trips based on discipline and/or grades.

SECTION II – ACADEMICS

Academic Honesty

The Board values honesty and expects integrity in the District's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of another student.

Academic dishonesty includes, but is not limited to:

Plagiarism

Forgery of another's work

Presenting the results that are the product of an artificial intelligence platform

Doing another student's work for them

Copying from another person or source

Distributing or receiving questions from quizzes, tests, assessments, etc

The use of AI tools is strictly prohibited for the completion of school work, unless approved by the classroom teacher.

SCHEDULING AND ASSIGNMENT

The entire school schedule of classes is developed based on the original course choices of the student. The schedule is built to accommodate as many of the individual choices of the students as possible. **There will be NO schedule changes made after the beginning of a semester.** Schedule changes made after the schedule is built, greatly hamper the effectiveness of the schedule and make it impossible for us to insure proper course availability to the students. Students are permitted a maximum of one study hall per semester. Additional study halls must be authorized by an administrator.

Therefore, students should not plan to change their schedule after finalizing their original course choices. Only in cases of extremely unusual circumstances will the guidance department, with approval from the Principal, consider schedule changes.

Partial day schedule guidelines are as follows:

- Partial day from school is for **Seniors**, with approval from parents, a school counselor and administration.
- Students must have passed all parts of any State Mandated Test (or be involved in intervention)

Work Based Learning schedule guidelines are as follows:

- Work Based Learning is for Seniors only with approval from parents, school counselor and administration.
- Any student participating in athletics will only be permitted to participate in partial day using the work based learning for high school credit.

- Work Based Learning students must submit a paystub biweekly to Mrs. Stockler (astockler@nlsd.k12.oh.us) showing that the student is working an average of twelve (12) or more hours per week throughout each nine weeks.

WITHDRAWING FROM A COURSE

After the first week of the start of a class, students may be penalized by receiving a failing grade for the dropped course, which will appear on the student's transcript. All requests must be handled through the Guidance Department and require Principal approval. Students who drop a class may be assigned to a study hall.

SHERIDAN CONNECTIONS

A student enrolling in Sheridan Connections is exercising a credit flexibility option. Students complete on-line coursework monitored by a certified teacher. Students may have the option of working from home. There are limited tracks for admission and final approval resides with the principal and superintendent. Please contact the high school guidance department for information. ***Any student currently enrolled in the high school who transitions to the Sheridan Connections program during the school calendar year must return all school materials, including textbooks and pay any additional fees owed before beginning the coursework. Students may not be given partial credit for courses attempted in person before transitioning to Sheridan Connections.***

Credit Recovery

Students who previously fail a graduation requirement may have the option of completing an on-line course for credit recovery. Students may not "opt out" of completing required Sheridan High School coursework in a classroom setting without the principal's authorization. Students may not use credit recovery to "audit" a course. Students who are removed from any class to complete on-line credit recovery may incur participation restrictions that include curricular, co-curricular, extra-curricular activities and graduation. Contact the high school guidance department for information.

Any student who is placed into the on-line program during the final grading period of their 12th grade year in order to obtain credit in a course required for graduation MAY NOT be permitted to participate in the graduation ceremony. The student who passes the course and obtains the necessary credits via the on-line program to qualify for graduation would still receive a diploma, however, they may not be permitted to participate in the graduation ceremony.

GRADES

Sheridan High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

Sheridan High School Grading Scale

93 – 100 = A	80 – 82 = B-	68 – 69 = D+
90 – 92 = A-	78 – 79 = C+	63 – 67 = D
88 – 89 = B+	73 – 77 = C	60 – 62 = D-
83 – 87 = B	70 – 72 = C-	59 and below = F

IR = Incomplete Requirements. No credit given for the course.

Students have access to a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term. **Students must pass two of three grades in a semester course and four of six grades in a yearlong course** with a final GPA of .51 or above to receive credit for the course.

Principal's List and Honor Roll

Each grading period students are recognized for achievement in their status as a Principal's List or Honor Roll student.

Requirements: Principal's List = 3.85 - 4.0 Honor Roll = 3.0 - 3.849

This excludes those students who are enrolled full time in the Sheridan Connections on-line program, or those students who are full time Post-Secondary.

GRADUATION REQUIREMENTS

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to meet the specific State testing requirements, based on their graduation cohort, and meet the school requirements for basic course work earning a minimum of 23 credits (See Specific Course Requirements on page 13.) Students in the class of 2023 and beyond must display competency in the areas of Math and English and earn 2 diploma seals. Any student who meets all other requirements, but does not meet the necessary State testing requirements for their graduation cohort, WILL NOT GRADUATE!

GRADUATION EXERCISES

Commencement is an extra-curricular ceremony conducted by Northern Local Schools to honor its graduating students. Participating in the commencement exercise is a privilege and not a right. Students are expected to behave in a manner befitting the dignity and importance of this event. Those not wishing to conform to behavioral expectations may desire to receive their diploma in an alternative setting.

Undergraduates who misbehave during the graduation ceremony will be subject to school discipline. Misbehavior at commencement exercises violates the Code of Conduct.

To participate in graduation exercises from Sheridan High School, the student must:

1. Complete the school year of the year in which they graduate (attend until their last scheduled regular school day.)
2. If the student has no outstanding un-served discipline, including but not limited to in-school study, out-of-school suspension and expulsion, the Superintendent, in his/her discretion, has the authority to waive this graduation requirement regarding student (senior) attendance until the last regularly scheduled school day.
3. Successfully complete the curriculum of the high school or the individualized education program (I.E.P.) developed for the student pursuant to Section 3323.08 of the Ohio Revised Code. Successful completion of the curriculum or I.E.P. includes completion of the school year in which the student is to graduate and serving any outstanding discipline that has been ordered by school district personnel.
4. Have all outstanding fees and/or debts paid to the school in order to receive their final transcript/diploma.

CREDIT REQUIREMENTS

Students need 23 credits to graduate from Sheridan High School.

EXEMPTION TO THE PHYSICAL EDUCATION GRADUATION REQUIREMENT
(Based upon Section 3313.603 of the Ohio Revised Code, Letter L)

Beginning with the 2015-16 school year, students in the Northern Local School District in grades 9-12 who successfully complete two full seasons of Northern Local School District interscholastic athletics, marching band, Show Choir or cheerleading may be excused from the high school physical education graduation requirement. The "two full season" requirement may be completed within a single year. See guidance department for details.

The Physical Education Waiver is available in the guidance office and on the high school web page. It is the responsibility of the student/parent to turn in the form to the guidance department at the conclusion of the second full season. This will not be done automatically for the student.

EARLY GRADUATION REQUEST

Any underclassman who wishes to graduate early, and elects to participate in commencement services (Graduation) during the current school year, **MUST complete and submit an Early Graduation Request form with the guidance department by October 1st of the school year in which they wish to graduate.**

GRADUATION AND TESTING GUIDELINES

Each year, students at Sheridan High School will take the State of Ohio Mandated End of Course Tests in English 10, Algebra 1, Geometry, Biology, American History and Government. Each of these tests are subject to the laws of the state of Ohio. Disclosure of the test questions or answers from a student to any other person is a violation of that law. The school principal will investigate all such reported violations. If a student is found to be in violation of this policy, they may be subject to suspension or expulsion from school, and the results of their tests may be nullified.

A student must complete the following 3 steps in order to earn a high school diploma:

Step 1: Complete a total of 23 course credits. Specifically -

Step 2: Demonstrate Competency by earning a 684 or higher on both, the Algebra 1 and English 10 (ELA II) state test; also called End of Course (EOC) tests. These tests will be taken after completion of the applicable course. If students do not meet the above score on the first attempt, a retake will be given. Students are required to attempt the tests twice before pursuing other competency options.

Other Competency options include:

- College Credit Plus - earn credit for one math and/or English course through College Credit Plus
- ACT/SAT- earn a remediation-free score in the math or English subject areas.
 - o ELA II competency must be remediation-free in both English and Reading on ACT.
- Military Enlistment - must meet the requirements to enlist in the military, as demonstrated by a contract with the military to enlist.
- Career Experience & Technical Skill - Complete 2 demonstrations, at least 1 of which must be foundational
 - o Foundational: cumulative score of proficient or higher on 3 or more WebXams in a single career pathway, approved industry credential (12 points), pre-apprenticeship or acceptance into an apprenticeship program
 - o Supporting: Complete 250 hours of workplace experience, earn workforce readiness score on WorkKeys, or earn the OhioMeansJobs readiness seal.

Step 3: Demonstrate Readiness by earning Diploma Seals. Students must earn at least 2 of the seals listed, one of which must be a State seal.

Science Seal (State)	- Score proficient or higher on the Biology EOC test - Earn a "B" or higher as a final course grade in an advanced science course. - Earn a "B" or higher in an appropriate CCP class, OR - Score proficient or the equivalent on an appropriate AP or IB exam.	OhioMeansJobs Seal (State)	Meet the requirements and criteria established for the readiness seal, including demonstration of work-readiness and professional competencies.
Citizenship Seal (State)	- Score proficient or higher on both the US History and Government EOC tests. - Earn a "B" or higher in US History and Government. - Earn a "B" or higher in an appropriate CCP class, OR - Score proficient or the equivalent on an appropriate AP or IB exam. *Students can mix and match the options above for this seal only.	Industry-Recognized Credential Seal (State)	Earn a 12-point approved industry-recognized credential or group of credentials totaling 12 points in a single career field.
Technology Seal (State)	- Earn a "B" or higher in an appropriate CCP class. - Complete a course offered through the district/school that meeting guidelines developed by ODE, OR - Score proficient or the equivalent on an appropriate AP or IB exam.	Seal of Biliteracy (State)	Meet the requirements and criteria, including proficiency requirements on assessments in a world language and English.
Honors Diploma Seal (State)	Earn an honors diploma, requirements for which are outlined in the handbook.	Community Service Seal (Local)	Complete 120 service hours and the participation form provided on the Sheridan High School, School Counselors webpage.
Military Enlistment Seal (State)	- Provide evidence of enlistment in a branch of the US Military, OR - Participate in an approved JROTC program	Fine and Performing Arts Seal (Local)	Complete the selected requirements and the participation form provided on the Sheridan High School, School Counselors webpage.
College-Ready Seal (State)	Earn remediation-free scores on the ACT or SAT. - ACT English (18), ACT Reading (22), ACT Math (22), SAT English (480), SAT Math (530).	Student Engagement Seal (Local)	Complete the selected requirements and the participation form provided on the Sheridan High School, School Counselors webpage.

SPECIFIC COURSE REQUIREMENTS

Minimum requirements for graduation

23 credits are required for graduation:

- 4 English
- 4 Math (Mathematics units must include 1 unit of Algebra, 1 unit of Geometry and 1 unit of Algebra II or Computer Science.)
- 3 Science (1 unit of physical sciences; which can include physical science, chemistry and physics, 1 unit of biology, 1 unit of advanced science)

- 3 Social Studies (1 World History, 1 American History, 1 Government)
- ½ Financial Literacy (starting with the class of 2026)
- ½ Health
- ½ Physical Education
- 1 Fine Arts (at least two semesters of fine arts must be taken any time in grades 7-12) Students in a career-technical program are exempted from the fine arts requirement.
- 7 electives (6.5 electives starting for the class of 2026)

**Student must also obtain the necessary State testing requirement based on their graduation cohort.*

Honors Diploma

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework. For more information please visit: [Ohio Department of Education - Honors Diploma Information](#). Applications are available to students online: [Honors Diploma Student Application](#).

The criteria for receiving an honors diploma are defined as meeting the same requirements established for the regular diploma plus the following:

Academic Honors Diploma Requirements for Class of 2026 and 2027

***Students must meet all but one of the criteria listed below**

1	English	4 units, all advanced courses (<i>Honors and/or CCP</i>)
2	Math	4th Math must be greater than Algebra 2
3	Science	1 additional unit Advanced Science (Agriculture pathway for science is permitted)
4	Social Studies	1 additional unit Social Studies
5	World Language	3 units of one world language, or no less than 2 units of two world languages
6	GPA	3.5 on a 4.0 scale (unweighted through the 1st semester of senior year)
7	ACT/SAT	ACT: 27 or higher/SAT: 1280 or higher
8	Diploma Seals	Earn 2 additional diploma seals, not including the Honors Diploma Seal
9	Experiential Learning	Field Experience/Portfolio, OhioMeansJobs (OMJ) Readiness Seal, or Work Based Learning (WBL)

NOTE: The OMJ Readiness Seal cannot be used for criteria 8 if used in criteria 9.

Academic Honors Diploma Requirements for Class of 2028 and beyond

***Students must meet all but one of the criteria listed below**

1	English	4 units, all advanced courses (<i>Honors and/or CCP</i>)
2	Math	4 units, all advanced courses, including Honors Algebra I, Honors Geometry, Honors Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content (transitions to college math is not a high level math)
3	Science	4 units, specifically including Honors Biology & 1 additional unit Advanced Science (Agriculture pathway for science is permitted)
4	Social Studies	1 additional unit Social Studies (Four units of Social Studies)
5	World Language	3 units of one world language, or 2 units each of 2 Foreign Languages
6	GPA	3.5 on a 4.0 scale (unweighted through the 1st semester of senior year)
7	ACT/SAT	ACT: 27 or higher/SAT: 1280 or higher
8	Diploma Seals	Earn 2 additional diploma seals, not including the Honors Diploma Seal
9	Experiential Learning	Field Experience/Portfolio, OhioMeansJobs (OMJ) Readiness Seal, or Work Based Learning (WBL)

NOTE: The OMJ Readiness Seal cannot be used for criteria 8 if used in criteria 9.

Student Strength Demonstration

Students may replace ONE of the **Blue** criteria with ONE Student Strength option:

- **College Credit Plus (CCP)** - 12 credits
- **Advanced Placement (AP)** - 3 courses with scores of 3 or higher on AP tests
- **Career-Tech Assurance Guide (CTAG)** - 12 college credits
- **Apprenticeship/Pre- Apprenticeship** - completion or evidence of acceptance
- **WorkKeys** - 6 or higher on all tests
- **Armed Services Vocational Battery (ASVAB)** - score of 50
- **Work Based Learning (WBL)** - 250 hours

Please note: In addition to Ohio Department of Education criteria, Northern Local Schools reserves the right to exclude on-line course work taken by students seeking to fulfill Honors Diploma needs.

National Honors Society

Membership in the National Honor Society is a privilege, not a right. While academic excellence is the primary requirement for entrance, other important criteria include, character, leadership and service. Each candidate shall have attended at least one semester at Sheridan High School, in person and must be a member of the Junior or Senior class. Academically eligible candidates shall complete an Application and Student Activity Information Form. All Applications and the Student Activity Information Forms must be completed and submitted by the deadline. Selection is based upon careful consideration of the four criterion areas by the Faculty Council. The Faculty Council makes the decision as to who is to become a member of NHS. The criteria for entrance are as follows:

Scholarship: Candidates eligible for selection must have attained a cumulative unweighted scholastic grade point average of at least 3.50 on a 4.0 scale and must be working towards an Honors Diploma (Academic or Technical).

Character: This is determined based on teacher recommendations. It is measured in terms of integrity, behavior, ethics and cooperation and consideration of peers, faculty, and community.

Leadership: The completed Student Activity Information Form, along with the determination of the faculty as to the student's classroom and school leadership attests to this.

Service: To meet the service requirement, the student must have been active in service projects in the school and the community.

After election, each member will be responsible for completing 15 hours of community service. This is in addition to the chapter projects to which all members must contribute. If a member of NHS is in violation of school rules, commits a serious offense, or has a grade point average which has fallen below 3.5, the member may be subject to disciplinary action or possible dismissal. The member will be granted a hearing before The Faculty Council. The Faculty Council will make the decision as to what disciplinary action to pursue. The decision of The Faculty Council may be appealed to the principal.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

Valedictorian and Salutatorian recognition will be granted only to those students who have completed the following minimum required courses:

- Four (4) credits of College Prep English, Honors English or CCP English
- Three (3) credits in the same Foreign Language
- Four (4) credits of Mathematics including two of the following courses: Honors Algebra II, Trigonometry, College Algebra, Calculus, Statistics, Pre-Calculus or other CCP Math Course
- Four (4) credits of Science including Chemistry, and Physics
- Must take at least four CCP courses
- All other requirements for graduation from High School

The graduating senior with the highest weighted grade point average who has completed the above listed minimum required courses will receive the Valedictorian Award.

The graduating senior with the second highest grade point average who has completed the above listed minimum required courses will receive the Salutatorian Award.

If two or more students tie for the highest grade point average, duplicate Valedictorian Awards will be presented. If this occurs, no Salutatorian Award will be presented.

Duplicate Salutatorian Awards will be presented if two or more students tie for the second highest grade point average.

Beginning with the class of 2016, a graduating senior with the highest GPA who has completed the above listed minimum requirements will receive the Valedictorian or Salutatorian Award. Students

taking **any** AP or CCP course will receive a .05 bonus point when calculating GPA. This weighted GPA will be used to determine class rank.

In addition to Ohio Department of Education criteria, Northern Local Schools reserves the right to exclude on-line course work taken by students seeking Valedictorian/Salutatorian status.

ACT TESTING INFORMATION FOR 2025/2026

All information will be posted on the web www.actstudent.org

Test Dates

September 6, 2025	April 10, 2026
October 25, 2025	June 6, 2026
December 6, 2025	July 11, 2026
February 6, 2026	

NCAA ATHLETIC ACADEMIC-ELIGIBILITY REQUIREMENTS

Any high school student wishing to participate in college athletics should see the guidance counselor regarding eligibility requirements for Division I or Division II. Additional information can be found at www.eligibilitycenter.org. Students should consider planning for NCAA eligibility throughout their entire high school career.

COLLEGE CREDIT PLUS POLICY

College Credit Plus (CCP) replaces Ohio's Post-Secondary Enrollment Options (PSEO) program and all alternative dual enrollment programs previously governed by Ohio Revised Code Chapter 3365. This program is designed for students in grades 7-12 who have demonstrated college readiness and are looking to jumpstart their college experience. This program permits students to expand educational opportunities and earn high school credit and transcribed college credit, which transfers to many public colleges and universities in the state of Ohio upon the successful completion of the college course. Students taking **any** CCP course will receive a .05 bonus point when calculating GPA. This weighted GPA will be used to determine class rank. Students must notify the high school guidance department in writing of their intent to participate in CCP by April 1st before the year of participation. Students may enroll in college courses with the following criteria:

- Acceptance to Institution of Higher Education.
- Meet all the application, enrollment deadlines and criteria set by the Institution of Higher Learning.
- Meet all prerequisites for the desired course(s) listed in the curriculum guide.
- If the student fails to complete the course or receives a failing grade, the family is liable for all financial obligations.
- Transportation, if needed, will be the responsibility of the students/parents.
- Student must turn in college schedule to counselor prior to the beginning of each semester. (August for fall semester, December for spring semester)
- Text and related supplemental materials purchased for the student are the property of the district. At the end of the course, students are responsible for returning texts and supplemental materials to the district and are responsible for any fines associated with abuse of the text and related materials.

CREDIT FLEXIBILITY

The Board recognizes that an effective educational program is one that provides opportunities for the students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21st century skills. In accordance with State law, the District's credit flexibility plan enables students to earn high school credit by:

1. completing coursework;
2. testing out or showing mastery of course content;
3. pursuing an educational option and/or an individually approved option and/or
4. a combination of the above

Any interested student should contact a guidance counselor to obtain the necessary information.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Sheridan High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The School has many student groups that are authorized by the School. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Whenever a student becomes a member of a District-established student group or national organization such as National Honor Society, in order to remain a member, he/she must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or organization.

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and associate principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code. Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. Permission can be obtained from the Principal. The request must verify that students are initiating the activity, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot.

Whenever a student becomes a member of a District-established student group or national organization such as National Honor Society, in order to remain a member, he/she must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or organization.

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code. Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school and be prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance.

In December of 2016, the Ohio General Assembly passed House Bill 410. This bill is intended to define and prevent excessive absenteeism (including late arrivals and early dismissals) and to outline procedures schools must take to track and intervene when attendance issues arise.

The most important thing for you to understand is that schools are now required to track student attendance in terms of hours instead of days. When a student is absent between 7:25am and 2:35pm, those minutes will accumulate into hours, eventually reaching one of two levels of absenteeism: Habitual Truancy or Excessive Absenteeism.

Habitual Truancy is defined as:

- Absent 30 or more consecutive hours without a legitimate excuse (4.6 days)
- Absent 42 or more hours in one school month without a legitimate excuse (6.5 days)
- Absent 72 or more hours in one school year without a legitimate excuse (11 days)

Excessive Absence is defined as:

- Absent 38 or more hours in one school month with or without a legitimate excuse (5.8 days)
- Absent 65 or more hours in one school year with or without a legitimate excuse (10 days)

According to the Ohio Revised Code, legitimate excuses can include:

- Personal illness
- Death of a relative
- Illness in the family
- Quarantine of the home
- Medical/dental appointments
- Pre-approved absences
- Observance of a religious holiday
- Medical leave ordered by a doctor
- Emergency

Please note that the total hours of absences, whether legitimate or not, will accumulate and trigger contact from the school regarding either Habitual Truancy or Excessive Absenteeism when the limits stated above are met. An Absence Intervention Team, including parents, must then work to create and implement an Absence Intervention Plan to improve attendance and avoid a possible referral to the juvenile court system.

All students are expected to be in school every day unless they have a legitimate excuse as defined by the Ohio Revised Code. Unexcused, truant absences, may result in the student earning a "zero" for each class missed, which may have a detrimental effect on their grade in the particular course.

After five days of illness – per quarter – a doctor excuse must be provided or the absence will be unexcused.

Students who are habitually absent and/or drop out of school may have their name turned over to the Bureau of Motor Vehicles to have their driver's license revoked.

College Campus Visits

Seniors and juniors are permitted up to three absences during the school year to visit a college/university. Sophomores and freshmen must have prior approval from the college counselor to take a school recognized college visit. Seniors may not apply and will not be granted college visits after May 1.

College Representative Sessions

Representatives from various colleges and universities visit the high school during the school day to share information with juniors and seniors. Students must sign up in the guidance office at least two days prior to the session. Juniors are permitted to attend three sessions and seniors are permitted to attend five sessions.

Notification of Absence

If a student is going to be absent, the parents must contact the school (740) 743-1335 by 10:00 a.m. and provide an explanation. Upon a student's return to school, he/she must have a note from a parent or doctor if prior contact had not been made. All doctors' appointment absences will need a note from the doctor turned into the office. **If there is no contact with the parent upon the student's return to school for 24 hours, the student's absence shall remain unexcused.**

When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

If the absence is unexcused or unauthorized by the Principal, a student may not make up the work.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work may be permitted. Disciplinary action will follow.

SIGNING IN

Any student arriving after the 7:25 morning tardy bell must sign in. All students who sign in must state the time and reason for the absence. Those students without a legitimate excuse will be disciplined according to the tardy policy and the code of conduct.

SIGNING OUT

It is our job to know where you are when you are under the school's care and supervision. Any time you must leave before the end of the school day you must sign out in the office. Parental consent must be given for any student to sign out. **Parental permission slips are turned in before the morning tardy bell.** The written note from your parent/guardian must state the date, time and reason for your early dismissal. When the time comes for you to leave, come to the office to sign out. If a note is not provided, the parent/guardian must go to the office to sign out his/her child.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before going to his/her first assigned location. **The teacher shall discipline any student who is late up to 5 minutes. Students who are more than 5 minutes late will be considered absent for that instructional period and disciplinary action will follow.** Each nine-week grading period, students who are tardy three times may receive a 30-minute detention. The fourth tardy may receive a one-hour detention. The fifth tardy and each subsequent tardy may receive a minimum of a 2 hour detention.

Vacations during the School Year

Parents are encouraged to not take their child out of school for vacations. When a family vacation needs to be scheduled during the school year, the parents must discuss the matter with the Principal to make necessary arrangements at least two weeks prior to the vacation. A vacation request form (available online or in the office) should be completed and submitted to the principal **at least 5 days** prior to the requested vacation date(s). It may be possible for the student to receive assignments to be completed during the trip. Up to five days only, per school year, may be approved for vacation. Additional days, over five, will be considered unexcused.

HUNTING

Students are permitted one excused day for hunting during the school year.

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact her/his teacher as soon as possible to obtain assignments.

Make-up work due to excused absence must be completed within a timely manner. A general rule of thumb will be two days given for make-up work. **However, ALL work must be made up within 1 week of the end of the given grading period.**

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a state mandated test, the student should consult with the test coordinator or Guidance Office to arrange for test make-up.

ACTIVITY CONFLICTS

The following guideline should be used to determine a student's participation when a conflict in scheduling arises:

A performance (athletic event, contest, play, concert, etc.) has priority over any practice or rehearsal. When two events of equal value conflict, the student may participate in the event of his/her choice without fear of penalty or consequence. Students are to inform coaches/advisors of conflicts as soon as they become aware of them.

CODE OF CONDUCT

A major component of the educational program at Sheridan High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride in self, family, and in the school

STUDENT LUNCHES/LUNCH ROOM CONDUCT

Sheridan High School follows a closed lunch policy which means no outside person(s) may join their child, relative, or friend for lunch at Sheridan High School. In addition to this, students are NOT permitted to leave the high school campus for lunch, or leave to buy lunch and then return to school to eat their lunch. No food service delivery from outside vendors is permitted, this includes Door Dash, GrubHub, etc.

During lunch students are expected to:

- Clean up after themselves and place all trash in the proper receptacles
- Keep all food and drinks in the cafeteria

Students have the opportunity to deposit funds into the lunch program that they may use to purchase food items at a later date.

CELL PHONE POLICY

Cell phones have become a way of life and we understand the importance of cell phones as a means of communication between parents and students. A student phone is available in the main office for emergency purposes. Cell phones may not be visible during the school day. Students must have all cell phones put away and turned off when entering the building until 2:35pm. Along with cell phones, there are no headphones, earbuds, etc., permitted throughout the school day. HB250 and SB 158 provide guidance on cell phones in school.

Violation of the cell phone policy will result in a warning for the first infraction with the cell phone being confiscated until the end of the school day. The second infraction may result in an after school detention and a parent or guardian will be required to come in and retrieve the cell phone. A third infraction may result in a minimum of a Saturday School.

If you loan your phone to another student and they violate this regulation, your phone may be confiscated.

Students may not use a cell phone to capture record or transmit the words and/or images of any student, staff member or other person in the school or while attending a school-related activity, without permission of the person. Violation of this provision may result in the cell phone being confiscated and disciplinary action will follow. Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. **Sheridan High School is not responsible for any lost, stolen, or damaged cell phones or other electronic devices.**

STUDENT BACKPACKS

Students are required to leave their backpack/book bag/cinch sack/large purse, and any other unnecessary items in their lockers. Students will only be allowed to bring materials needed for classes into the classroom.

DRESS AND GROOMING

It is the policy of the Northern Local Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of Education. While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

1. Halter-tops, tube tops, tank tops, muscle shirts, net jersey, or any type of top which exposes an unusual amount of the upper torso.

2. Blouses, shirts and dresses with open backs, low necklines, thin straps, strapless, open down the sides or of bare midriff design are not allowed. Shirts should not be hanging off the shoulder.
3. Shorts/Pants/Skirts: All shorts/pants/skirts must fully cover the waistline. No holes, frays or tears above the knee without leggings are permitted. Shorts/skirts should measure long enough to not expose private body parts or undergarments/underwear. Undergarments should be worn discreetly and kept unexposed throughout the school day.
4. Cut-offs (shirts or shorts) or any see through clothing.
5. Hats, caps or hoods, sunglasses, etc. (hats must remain in locker during the day)
6. Clothing torn, ripped, cut, or defaced that results in undergarments or excessive amount of skin being visible.
7. Clothing with suggestive, obscene or offensive words and/or pictures. Drug related, Gang-related messages, and satanic sayings or symbols.
8. Clothing with writing, signs, pictures, logos, and/or commercials concerning alcoholic beverages and tobacco products or controlled substances.
9. No chains!
10. Any body piercing that poses an injury risk or unusual distraction.
11. Extreme make-up or hair color.
12. Blankets are not permitted in the school building.
13. In situations where a disagreement exists as to whether or not the attire is appropriate, the building administrator shall have the final decision.

Students who are representing Sheridan High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, electronics, cellular phones, or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents may be required to pay for the replacement or damage. If the damage or loss was intentional, the student may also be subject to discipline according to the Student Discipline Code.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that may subject a student to disciplinary action. It is the school staff's responsibility to provide an orderly learning environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following codes provide a list of major areas that may result in disciplinary action. This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. The school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to a guidance counselor, parental contact or conference, after-school or lunch detention, Alternative Learning Center (ALC), Saturday School, Emergency Removal, and Referral to Law Enforcement Agencies, Suspension or Expulsion.

Students who are suspended out of school or expelled from school, may not be present on any school property, participate in, or attend any school activities or contests, or be present at activities or on property controlled by the Northern Local School District. An expulsion may result in the loss of credit for courses being taken at Sheridan High School, at Mid-East Career and Technology Centers, or at any college or university, whether under an Education Option, CCP, or at the student's own expense.

If disciplinary action does not result in removal from school, the disciplinary action may not be appealed. If a student or parent/guardian has questions regarding disciplinary action, they should contact the school's administration. **The absence of a behavior or any specific action from the codes does not mean that such conduct does not violate the discipline code or cannot be punished.**

The Mid-East Career and Technology Centers are an extension of our school program; therefore, students who elect to attend the career centers are subject to disciplinary action based upon the Student Code of Conduct of either Sheridan High School and/or Mid-East Career and Technology Centers. Consequently, conduct and/or involvement in any activity that may, or does result in disciplinary action by one school, may be grounds for similar disciplinary action by the other school as well.

- 1) **Drugs and/or Alcohol** – For purposes of this section of the Code of Conduct, the term "Substance" shall include, but not be limited to the following: alcohol; illegal drugs; un-prescribed drugs; narcotics; hallucinogens; amphetamines; barbiturates; marijuana; steroids; caffeine tablets; K2, spice, posh, "legal weed", or any other marijuana substitute; look-alike drugs; or any substance that is represented to be, to contain, to mimic, or be used to produce the same or similar effects as illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, alcohol, stimulants, depressants, or other intoxicants; or any other controlled substance as defined under the laws of Ohio or federal law.
A student shall not possess, solicit, use, conceal, sell, offer to sell, purchase, be under the influence of, show evidence of consumption, supply, distribute, or transmit any substance, or otherwise violate Board Policy.
"Possession" includes, but is not limited to, retention of a Substance on the student's person or in a purse, wallet, locker, desk, or vehicle. Included in this prohibition are the possession of drug paraphernalia, which includes, but is not limited to rolling papers, and other items used to inject, inhale, administer, deliver, ingest or otherwise consume a substance.
E-cigarettes, vaping, juuling, or the use of other similar devices that are used to inhale or ingest foreign substances, will be treated as a drug offense. Within twenty-four (24) hours of the violation, the student may complete an approved drug screen (at their own expense), with a NLSD approved testing facility. Test results must be sent directly to the school administrator from the testing facility. Upon receipt/review of the results, if administration is able to clearly establish that no illegal substance has been discovered, the administrator may reduce the violation to a smoking or use of tobacco offense.
- 2) **Tobacco** - Smoking and other tobacco uses are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. E-cigarettes and Vape-pens are also prohibited in school as well. This prohibition also applies when going to and from school and at school bus stops. Students may be assumed to be smoking if any one of the following conditions exist:
 1. Odor of smoke or vapor present
 2. More than one person in a restroom stall
- 3) **Student disorder/demonstration** - Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others. If a student or students feel there is need to organize some form of demonstration, they are encouraged to contact the Principal to discuss the proper way to plan such an activity.
- 4) **Possession of a weapon** - A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a knife may subject a student to a one-year expulsion. Possession of a gun will result in a one-year expulsion, if the student is over 16 years of age it could result in a permanent removal.
- 5) **Use of an object as a weapon** - Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion.
- 6) **Purposely setting a fire** - Anything, such as fire, that endangers school property and its occupants will not be tolerated. Any unauthorized fire may subject the student to expulsion. Possession of a lighter or any other combustible material or device is not permitted.
- 7) **Physically assaulting a staff member/student/person associated with the District** - Hitting, fighting, unauthorized touching, disrupting of a staff member, student, or other person associated with the District, which may or may not cause injury. Assault to a staff member may result in charges being filed and subject the student to expulsion.

- 8) **Verbal or written threat to a staff member/student/person associated with the District** - Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal or written assault as will profanity directed toward a staff member in a threatening tone.
- 9) **Extortion** - Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law.
- 10) **Gambling** - Gambling includes casual betting, betting pools, organized- sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.
- 11) **Cheating/Academic Dishonesty/Plagiarism** - No student shall fraudulently, dishonestly, or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements, with respect to proper test-taking or the completion of work assignments. Students shall not assist in the pursuit of academic dishonesty by providing information to other students in any way. For purposes of this policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed works, examination questions, examination answers, etc. Any student who is caught or found to be cheating, academically dishonest or plagiarizes may receive an "F" for the work in question, be referred to an administrator, and may be subject to additional disciplinary action.
- 12) **Falsification or Misstatement of Facts or Other Information** - Students shall not forge the writing of another, falsely use the name of another person, or falsify times, dates, addresses, or other data on school forms or school-related correspondence. Students shall not alter or duplicate any school or student records.
- 13) **False alarms and false reports** - A false emergency alarm or report (including a bomb threat) endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law.
- 14) **Explosives** - Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.
- 15) **Trespassing** - Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the Principal.
- 16) **Theft or Possessing Stolen Property** - A student shall not steal or attempt to steal property. If a student finds an item that does not belong to him/her, they must immediately turn it in to a staff member. The school is not responsible for personal property. A person commits a theft when he/she":
 - A. Obtains or exerts unauthorized control over property of the owner (including computer software or copyrighted material); or
 - B. Obtains by deception control over property of the owner; or
 - C. Obtains by threat control over property of the owner; or
 - D. Obtains control over stolen property, knowing the property to have been stolen or under circumstances as would lead him/her to reasonably believe that the property was stolen, and he/she
 1. Intends to deprive the owner of the use or benefit of the property; or
 2. Knowingly uses, conceals, or abandons the property in such a manner as to deprive the owner of such use or benefit; or
 3. Uses, conceals, or abandons the property, knowing such use, concealment, or abandonment probably will deprive the owner of such use or benefit.
- 17) **Disobedience** - School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.
- 18) **Damaging property** - A student shall not knowingly cause or attempt to cause physical harm to any school building or school property or private property of another, including the private property of school employees on school property. Parents, guardians, or custodians shall be held financially responsible for any such property damage, by their child, pursuant to O.R.C. 3109.09, 2307.70, and any other applicable sections of law.
- 19) **Persistent absence, tardiness or truancy** - Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to school and in the world of work. Penalties can range from detention to a referral to court and/or revocation of the student's driver's license.

- 20) **Unauthorized use of school or private property** - Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use may be subject to disciplinary action.
- 21) **Refusing to accept discipline** - The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.
- 22) **Aiding or abetting violation of school rules** - If a student assists another student in violating any school rule, they may be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
- 23) **Displays of Affection** - Students demonstrating affection between each other is personal and not meant for public display. This includes touching, kissing, or any other contact that may be considered sexual in nature.
- 24) **Possession/use of electronic equipment** - Personal electronic communications, listening, video or gaming devices may not be activated during the instructional day. Violation of this policy, including inappropriate use of the device before or after the instructional day, may result in disciplinary action against the student. The District does not take responsibility for missing or lost personal electronic devices.
- 25) **Violation of individual school/classroom rules** - Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.
- 26) **Violation of bus rules** - Please refer to Section V on transportation for bus rules.
- 27) **Disruption of the educational process** - Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include: delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.
- 28) **Harassment/Bullying** - The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of staff, or any other individuals is not permitted. Harassment and/or bullying conduct includes but is not limited to the following: negative comments regarding socio-economic difference; slurs; negative stereotyping; threatening, intimidating or hostile acts that relate to race, religion, gender, national origin or disability; written or graphic material that demeans or shows hostility towards an individual or group, whether that be in print or on the internet, verbal jokes, innuendo, propositions or threats and non-verbal gestures, touching, assault or the display of pictures or other visual material. Incidents should be reported to the high school administration.
- 29) **Fighting/Unauthorized Bodily Contact (Level I, II, III)** - The act of physically touching, hitting, or making physical threats to a student or employee of the school system or any person while on school property or while attending an event under the jurisdiction of the school.
 - Level I - Pushing, shoving, in the grasp.
 - Level II - Students have physical altercation, but end altercation on their own.
 - Level III - Physical altercation had to be ended by bystanders/school personnel, or an act of assault is involved.

Any student involved in fighting on school property may be subjected to a 5 Day Out of School Suspension. A second offense may result in a 10 Day Out of School Suspension with a recommendation of expulsion. In addition, any physical confrontation between students may also be subject to discipline as well.
- 30) **Disrespect** - A student shall not willfully intimidate, insult, or in any other manner abuse verbally or in writing any member of the school staff or student body.
- 31) **Inappropriate Language** - A student shall not engage in any act which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace a staff member or fellow student by written, verbal, or gestured means.
- 32) **Tardiness** - It is important to establish consistent attendance habits in order to succeed in school and in the world of work. When the tardy bell sounds, students will be in their classroom seats ready to learn.
- 33) **Dress and Grooming** - While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.
- 34) **Computer Acceptable Use** - The use of your account must be in support of education and research and consistent with the education objectives of Northern Local Schools. Use of other

organization's network or computing resources must comply with the rules appropriate for that network.

- 35) **Sexting** – The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies as well.

- 36) **Hazing** – Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and at any school sponsored events. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

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

Administrators, faculty members, and other employees of the School District shall be alert particularly to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and District employees, and shall incorporate it into building, staff and student handbooks. It shall be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

- 37) **Inducing Panic** – No person shall cause the evacuation of any public place, or otherwise cause serious public inconvenience or alarm, by doing any of the following:
1. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such report or warning is false;
 2. Threatening to commit any offense of violence;
 3. Committing any offense, with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm.

BULLYING & OTHER FORMS OF AGGRESSIVE BEHAVIOR POLICY

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C.3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) 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.

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

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

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

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

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

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

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law). The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or

appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification, care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

CRIMINAL ACTS

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

SUBSTANCE ABUSE POLICY

The Northern Local School District believes that the unlawful possession and use of alcohol and illicit drugs is wrong and harmful. Therefore students must adhere to the following policy:

No student shall knowingly possess, use, evidence the use of, sell, offer for sale, purchase, offer to purchase, give, receive or transmit any substance which is, represented as, or understood to be any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, opiate, opium derivative, alcoholic drug, alcoholic beverage, tobacco product, stimulant, depressant or counterfeit controlled substance of any kind while at school, on school property, at any school-related function, or on a school bus or rented carrier. (The only exception to this policy is the student who is taking prescribed medication under the direction of a physician.) Nor shall a student knowingly have in the student's possession drug-related paraphernalia as defined by ORC 2925.12 and 2925.14 while at school, on school property, at any school-related function, or on a school bus or rented carrier.

1. The principal in the student's school building may report violations of this policy involving a sale, use, offer to sell, gift, or transmission of any of the above mentioned substances to the Prosecuting Attorney of Perry County.
2. The school penalty for violation of any part of this policy except tobacco products may be:
 - a. Ten day suspension from school
 - b. Recommendation for expulsion
3. Whenever a student is suspended or expelled for possession or use of drugs as defined in Board Policy 5530, the Superintendent may notify the Registrar of Motor Vehicles and the judge of the Juvenile Court. Such notification is to be given within two (2) weeks after the suspension or expulsion in a manner that complies with the provisions of R.C. 3321.13(B)(3).
4. Students violating the policy concerning tobacco products may receive a minimum of three days suspension from school for the first violation. Additional violations may result in a minimum of a five-day suspension from school. Students are subject to penalties associated with a tobacco offense under the Ohio Revised Code 2151.78.
5. Students who are involved in extra-curricular activities are also subject to the rules and regulations of the athletic code of conduct.

DISCIPLINE

Students are considered under the jurisdiction of the school while on school property, on buses, interacting with members of the Board of Education or their employees, or at any school-sponsored activities, away sporting events, contests, or trips.

In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes writing assignments, change of seating or location, after-school detention, in-school restriction, and Saturday Detention.

If a student is unable to attend assigned discipline (detention, Saturday Detention, etc.), prior contact must be made with the assistant principal. If the assignment is missed, further disciplinary action will follow.

DETENTIONS

An administrator or teacher may detain a student after school after giving the student and his/her parents one day's notice. After school detentions are from 2:35pm to 4:35pm. The student or his/her parents are responsible for transportation.

SATURDAY DETENTION

The Saturday Detention will be in session from 8:00 AM to 12:00 Noon. Assigned students will attend a continuous four hour period during which time they will be permitted one five minute break at approximately 10:00 AM. Each student shall arrive with sufficient educational materials to be busy during this four-hour study period.

A student missing any portion of his/her assigned time in Saturday Detention may be given an additional four-hour period. Failure to timely serve Saturday School assignment(s) may lead to a suspension from school for a period not to exceed five days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

Transportation to and from Saturday Detention shall be the responsibility of the student.

ALTERNATIVE LEARNING CENTER (ALC)

Students may be assigned to ALC to complete their lessons for the day. Students report to the ALC after arriving at school and remain for the school day including lunch. ALC violations will result in additional disciplinary action.

SOCIAL PROBATION

Social probation may be imposed when the student's behavior is of a nature that reflects discredit on him or herself, as well as the school community. This could involve, but is not limited to, actions such as consuming or possessing alcohol or narcotics, vandalism, disruptive behavior or any other behaviors that violate the student code of conduct. Any student placed on social probation may not participate in, or attend any school activity occurring after the conclusion of the regular school day or on non-school days.

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, expulsion for up to 80 school days, and permanent exclusion. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion and permanent exclusion may be appealed.

Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given an opportunity to make a defense.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

When a student is suspended, s/he may make up work missed while on suspension.

EXPULSION FROM SCHOOL

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Superintendent during which the student may be

represented by his/her parents, legal counsel and/or by a person of his/her choice. Within ten days after the Superintendent notifies the parents of the expulsion, the expulsion can be appealed, in writing, to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license. If expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

PERMANENT EXCLUSION

When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- Any possession or involvement with a deadly weapon
- Drug trafficking
- Murder, manslaughter, assault or aggravated assault
- Certain sexual offenses
- Complicity in any of the above crimes.

This process is formal and will usually follow an expulsion and the proper notification of the parents. Sheridan High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated.

In accordance with policy 5571, the Board has authorized the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property. Dogs, handled by law enforcement officers specially trained to safely and competently work with them, may come to the school and conduct a search without notice, except to the superintendent and building principal. The dogs will be allowed to examine a student's possessions, including vehicles. The dogs may also be allowed to examine school property such as lockers as permitted by the building principal.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines and have approval of high school principal.

SCHOOL SOCIAL EVENTS

(Dances, Homecoming, Prom, After-Prom, Battle of the Bands, etc.)

All School rules are in effect for school dances. Students may not return after leaving a dance. There will be NO Middle School students, NO ONE of the age 21 or older, or anyone who has DROPPED OUT of

school admitted to any high school dances. In addition to this, the administrator and/or club advisor may determine who may attend a dance.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for all students who live farther than one mile from school. The bus schedule and route is available by contacting the Director of Transportation at 740-743-1533. *We suggest that parents read this information and discuss it with students in order to have a complete understanding of rules and avoid any problems that may result from misunderstandings.*

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

Pupils have duties and obligations, which contribute to their safe and orderly transportation. All pupils will be expected to follow the rules and regulations listed below when riding Northern Local School buses.

1. Pupils shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from bus stops.
3. Behavior at school bus stops and on the bus must not threaten life, limb or property of any individual.
4. Pupils must go directly to an assigned seat.
5. Pupils must remain seated except when boarding or leaving the bus and keep aisles clear.
6. All policies, rules and regulations listed in the school discipline codes apply to students while passengers on buses.
7. Pupils must not use profane language or gestures.
8. Pupils must refrain from eating, drinking and chewing gum on the bus except as required for medical reasons.
9. Pupils must not use tobacco in any form, nor lighters or strike matches on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board their assigned bus only at designated locations unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put heads or arms out of the bus windows.
15. Students must obey all rules posted in the bus by the bus driver.
16. There must be absolute quiet at railroad crossings and other places of danger as specified by the driver.
17. Reasonable conversation is permitted as long as noise is kept to a minimum.
18. Students must not transport animals, weapons, dangerous instruments, glass containers, radios or recorders on the bus. (Recorders may be carried by written permission by a teacher.)
19. Students must not litter or cause damage to the bus or property of others. (Parents are liable.)
20. A student shall not disobey or refuse to comply with reasonable directions given by the bus driver.
21. Students must not threaten or in any way intimidate bus drivers, or use any other action endangering the operation of the bus.
22. Those students wanting to ride a bus other than their assigned bus to friends or sitter, must have note signed by parent and building assistant principal. Calls for the office to write bus notes should be made to the school no later than NOON.

AUTHORITY OF SCHOOL BUS DRIVERS

(From Ohio Pupil Transportation Laws and Regulations, 1984)

1. While riding on a school bus, reasonable conversation is permissible and may be regulated by the school bus driver.
2. The school bus driver shall be in charge of the bus at all times and shall be responsible for order; he should not excuse a pupil from the bus. He shall report the unmanageable pupil to the proper authority. Disorderly conduct shall be sufficient reason for refusing transportation service to any pupil.
3. Whenever it becomes necessary to refuse a pupil transportation, the school authorities shall notify the parents in writing of such refusal with a full explanation.

4. Ohio Revised Code Section 3319.41 states in part: "Such persons and non-certified school employees and school bus drivers may also within the scope of their employment use and apply such amount of force and restraint as is reasonable and necessary to quell disturbances threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense or property."

PROCEDURE OF DISCIPLINING SCHOOL BUS MISBEHAVIOR

First offense:	Warning to a three day removal of bus riding privilege
Second offense:	Three to five day removal of bus riding privilege
Third offense:	Five to ten day removal of bus riding privilege
Fourth offense:	A ten day suspension/possible expulsion from riding bus

If the offense is of a serious nature, expulsion or school bus suspension may take place by passing the above procedural steps.

SELF TRANSPORTATION TO SCHOOL

The board recognizes that students might desire to drive their own vehicles to school. In compliance with State law, student drivers under the age of 17 years old are not permitted to transport more than one person who is not a family member unless the driver is accompanied by his/her parent, guardian or custodian. Students are discouraged from transporting other students to and from student activities, events and programs. Ninth grade students are NOT permitted to drive to Sheridan High School. Licensed student drivers who elect to drive to school must secure a parking permit. **A \$10 fee is required. If a student loses a pass, a replacement at the regular fee will be charged.**

Students will occupy only one parking spot (no angle parking). Faculty and visitors must park in their designated areas. Having an automobile on school property is considered consent by the student to a search of his/her vehicle by school officials if there is reasonable suspicion to believe that the automobile contains items that may be a threat to the safety or security of the student, others, or property.

The school is not responsible for damage, theft, or vandalism to vehicles parked in the lot. Students who park in areas designated as visitors, staff, and/or handicapped without prior permission, or students who are not driving properly, may be subject to a disciplinary action. Parking passes can be revoked by an administrator when deemed necessary. Students who violate parking registration procedures may have their car impounded at owner's expense. Administration reserves the right to revoke driving privileges at any time.

Driving/Lot Rules:

1. Drive Responsibly.
2. Maintain a slow speed at all times on school property (5 mph) and within the school zone (20 mph).
3. Park vehicle in the assigned/designated area only.
4. Lock your vehicle at all times.
5. 7:20 a.m. all students must report to the building upon arrival to school. No loitering in vehicles.
6. All vehicles must stop when the buses begin to roll at the end of the school day.

SECTION VI

ATHLETICS

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department and extracurricular activities of Northern Local Schools. The community, school administrators, and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program. The welfare of the student is our major consideration and transcends any other consideration.

All students shall abide by a code of conduct, which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to, theft, vandalism, disrespect, immorality, fighting or violations of law, tarnish the reputation of everyone associated with Northern Local Schools. **The Code of Conduct will be in effect twelve months a year.**

Eligibility

In order to be eligible, a student must be currently enrolled and have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent, which count toward graduation.

Note: In addition to the credit requirement for eligibility, all Northern Local students must earn a G.P.A. of a 1.0 in the immediately preceding grading period.

Individual Rules

Coaches/Directors/Advisors may establish additional rules and regulations for their respective sports/groups. Infractions of team/club rules may lead to dismissal from the team. Penalties will be designated and handled by the respective coaches/leaders.

Basic Training Rule

Any student involved in the following:

- Consumption or possession of alcoholic beverages in any form
- Use or possession of tobacco or tobacco-related products (including e-cigarettes, vapes, Juuls, etc.)
- Use or possession of illegal drugs
- Use or possession of prescription drugs for anything other than their intended use
- Being in the presence of illegal drugs or alcohol possessing, buying, or selling counterfeit drugs, look-alike drugs, illegal controlled substances
- Vandalism
- Stealing or being in possession of stolen property
- Sexual harassment
- Hazing
- Harassment
- Violent/aggressive behavior
- Endangering the safety of others
- Verbal or physical abuse
- Inappropriate use of an electronic device (Examples: cell phone, computers, gaming)
- Conduct that is unbecoming

May be denied participation in interscholastic athletics and/or extracurricular activities. **Note: This rule is to be enforced twelve months a year.**

I. Athletes shall not exhibit conduct that has a negative reflection on the athlete, others, school or district.

First Offense	Second Offense	Third Offense
Denial of participation for a minimum 30% of the scheduled contests in which the athlete is a participant. (The athlete may practice with the team but may not dress, travel, or participate in contests.)	Removal as a participating member of the team. The Athlete may be denied the privilege of participating in interscholastic sports for a period of one calendar year.	The student found in a third violation of the rules shall be denied participation for the remainder of their high school career.

II. Athletes shall not use or possess alcohol in any form, illegal drugs/substances, steroids and/or any other performance enhancing drugs. Use or possession of prescription drugs for anything other than their intended use. Buying and/or selling of alcohol, illegal drugs/substances, steroids, and look alike drugs.

First Offense	Second Offense	Third Offense
Denial of participation for 50% of the scheduled contests in which the athlete is a participant. (The athlete may practice with the team but may not dress, travel, or participate in contests.)	The athlete will be denied the privilege of participating in interscholastic sports for one calendar year.	The student found in a third violation of the rules shall be denied participation for the remainder of their high school career.
If the athlete agrees to	In order for the athlete to	

complete a program of counseling the time will be reduced to 30% of the scheduled contests which the athlete is a participant.	become eligible after serving an one year calendar denial of participation he/she is required to complete a drug counseling program as approved by the school administration and provide a current negative drug test result from a physician. The complete and approved drug screen (at their own expense), must be with a NLSD approved testing facility. Test results must be sent directly to the school administrator from the testing facility. <i>A positive result will constitute as a third offense.</i>	
The athlete is removed from any leadership positions, such as, but not limited to, team captain, and will not hold any leadership positions on athletic teams for the remainder of the school year.	The athlete is removed from any leadership positions, such as, but not limited to, team captain, and will not hold any leadership positions on athletic teams for the remainder of the school year.	
During the denial of participation the athlete is not permitted to travel with the team. The coach may require the athlete to attend practice including scrimmages.	During the denial of participation the athlete is not permitted to participate in athletics.	

III. Athletes shall not use or possess tobacco products or electronic cigarettes or similar devices. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, Zyn or any other substance that contains tobacco or nicotine. Smoking of electronic, "vapor", other forms of cigarettes, or clove cigarettes is also prohibited.

First Offense	Second Offense	Third Offense
Denial of participation for 30% of the scheduled contests in which the athlete is a participant. (The athlete may practice with the team but may not dress, travel, or participate in contests.)	Denial of participation for 40% of the scheduled contests in which the athlete is a participant. (The athlete may practice with the team but may not dress, travel, or participate in contests.)	The student found in a third violation of the rules shall be denied participation for one calendar year.
If the athlete agrees to complete a Tobacco Education Program the time will be reduced to 10% of the scheduled contests which the athlete is a participant.	In order for the athlete to become eligible he/she will be required to complete a Tobacco Education Program as approved by the school administration	
The athlete is removed from any leadership positions, such as, but not limited to, team captain, and will not hold any leadership positions on athletic	The athlete is removed from any leadership positions, such as, but not limited to, team captain, and will not hold any leadership positions	

teams for the remainder of the school year.	on athletic teams for the remainder of the school year.	
During the denial of participation the athlete is not permitted to travel with the team. The coach may require the athlete to attend practice including scrimmages.	During the denial of participation the athlete is not permitted to travel with the team. The coach may require the athlete to attend practice including scrimmages.	

IV. The rules and regulations of the athletic discipline policy apply for a full calendar year (365 days).

V. Removal from a sport or contest will carry over to the next sport if the season ends before the assigned time is served. Athletes not finishing a season will not be considered team members of that sport unless failure to complete the season is due to an injury or acceptable circumstances.

VI. Scrimmages do not count as athletic contests

VII. Coaches may assign additional consequences on top of the athletic department's policy.

OHSAA Unsporting Behavior Misconduct - Athletes who receive any penalty imposed by an OHSAA contest official may receive an additional penalty imposed by the coach or athletic director. More serious conduct violations will be reviewed by the administration and may cause the participant to be declared ineligible to participate.

In-School and Out of School Suspensions - If a student receives an in-school or out of school suspension they are unable to practice, travel with the team or compete on those dates

Team Captain

Any student designated by their coach/director as a team captain will lose their captaincy for the remainder of the NLSD school year upon violation of the Code of Conduct. This takes effect after a first offense of the athletic code.

Penalty Definitions

1. To calculate the percentages of penalty for denial of participation, the number of regular season contests/performances scheduled will be used for each respective sport/group/club. Post season contests will not be considered in the calculation.
2. When a penalty results in a denial of a partial contest/performance, the fraction will be rounded off to the nearest whole contest.
Example: 3.49 contests will be 3 contests
3.50 contests will be 4 contests
3. A suspended student who has a carry-over penalty into a succeeding sport/group/club must complete the season in that sport/group/club in good standing in order for the suspension to be credited to that sport/group/club.
4. For the purpose of this code, a contest is defined using the OHSAA guidelines for scheduling.
5. For the purpose of this code, a scrimmage/practice performance is not considered as a contest. It is considered another practice session.

School District Administration is not bound to the same standards of burden of proof as a court of law.

Transportation

If the district provides transportation to an athletic contest or event, all team members must travel to and from the athletic contest/event on the district provided transportation. If the athlete chooses not to ride the bus home from the athletic contest or event, the athlete must be signed out by a parent or guardian.

Sportsmanship

Students are expected to demonstrate the highest level of sportsmanship at all times! Students are to display personal control under practice and competitions toward their teammates, opponents, coaches, officials, and spectators. In addition, it is understood that any harassment, racial or ethnic slurs said anytime, is unacceptable and will be dealt with.

Spectator Sportsmanship at Events

The Northern Local School District administration, athletic director, coaches, and leaders have agreed to make a strong and united effort in support of good sportsmanship. We agree on the following goals:

- Cheers at events should be of a positive, and encouraging nature in support of one's team.
- Fan behavior, which baits and derides other teams, individual players, coaches or schools is inappropriate and will not be tolerated.
- Officials in games/judges at competitions have difficult decisions to make and need to be treated with respect, whether one agrees with the decision or not.
- Students should be encouraged to use humor, creativity and good taste in support of their own team.

Goals will be actively enforced at all games/events home or away. Event supervisors may talk with offending persons and request they change their behavior, excuse such persons from the game/event or recommend disciplinary actions by school officials and/or law enforcement agencies.

Appeals Procedure

Any denial of participation resulting from a violation of any of the rules may be appealed to the SHS Appeals Board. The SHS Athletic Appeals Board will consist of the high school principal, the associate principal, the athletic director, the student athlete's coach, and the head coach of that sport. The appeal will require the following:

The written appeal must be presented to the athletic director within 72 hours of the initial ruling.

The student shall have the privilege of representation although this appeal is not a legal process.

The Appeals Board shall render a decision within one day in writing to the student and his/her parents or guardian.