2025-2026

RITTMAN MIDDLE-HIGH SCHOOL

STUDENT AND PARENT HANDBOOK

50 SAURER ST. RITTMAN, OH 44270 www.rittmanschools.org

HS OFFICE: 927-7140

MS OFFICE: 927-7100

ATTENDANCE: 927-7160

THIS BOOK BELONGS TO: _____

126132_8024

Dear Parents and Students of Rittman Middle-High School:
Welcome to the 2025-2026 school year at Rittman Middle-High School! All teachers, administrators, and other personnel assigned have one interest in common - your education. This handbook has been prepared as a guide for you to become acquainted with the policies and procedures that will be followed during the school year. It is not possible to cover every situation in detail but only to give you essentials upon which to start. In the absence of specific situations, you should comply with the spirit of good citizenship; and when in doubt, talk it over with your teachers. You are the most important part of Rittman Schools. Be honest, respectful and above all, apply yourself to the task at hand. It is our hope that your school days be inspirational and meaningful.

Sincerely,
Administration and Staff

NOTE: Items in this document are subject to change in accordance with State, Ohio Department of Health, CDC, and Ohio Department of Education regulations.

We R Rittman

Rittman Middle-High School strives to incorporate character education where applicable. The character traits for focus are: CITIZENSHIP, COMMITMENT, RESPECT, COMPASSION, HONESTY, EMPATHY, INTEGRITY, COOPERATION, SELF-DISCIPLINE.

ACADEMICS

The State Department of Education charters Rittman High School as a four-year comprehensive high school. Students who wish to accelerate their high school program for early entry to college must submit a request through the Principal. Such requests are considered on an individual basis no later than the first two weeks of the junior year. Students are required to take seven (7) classes per semester unless there is a scheduling conflict. Students may only schedule 1 study hall per semester.

The Course Scheduling Information handbook, available from Guidance or the school's website, outlines the requirements for graduation for each class. It also covers the following topics:

- Award of Merit and Honors Diploma
- Scheduling process and course descriptions
- Course credit and grade point average
- College and career readiness
- Educational options

HONORS & AWARDS

NATIONAL HONOR SOCIETY
Since 1944, Chapter 2814 of the National Honor Society has represented RHS. Membership in this organization is one of the highest honors that can be bestowed upon a high school student. Selection for membership involves a point system and the approval of the NHS council. To be eligible, a student must attain a 3.4 GPA. Candidates are then considered on the basis of outstanding scholarship, service, leadership and character. Once selected, members have the responsibility to continue to demonstrate these qualities. If students meet the requirements of membership, they can be inducted during their Junior or Senior Year.

HONOR ROLL
For all designations, a student must be enrolled in four or more classes at RHS to be considered for recognition. Honor Roll recognition is based on individual nine week grading periods. Semester grades are used in ranking students.

RHS: **First Honor Roll:** 4.0 or above to 3.50 **Second Honor Roll:** 3.49 to 3.00
RMS: **First Honor Roll:** All A's **Second Honor Roll:** All A's and B's

GRADING SYSTEM

Rittman Middle-High School uses the following grading scale for all classes:

Grade	% Range	Point Value for GPA	Point Value for Weighted GPA*
A	100-94	4.0	5.0
A-	93-90	3.7	4.7
B+	89-88	3.3	4.3
B	87-82	3.0	4.0
B-	81-80	2.7	3.7
C+	79-78	2.3	3.3
C	77-72	2.0	3.0
C-	71-70	1.7	1.7
D+	69-68	1.3	1.3
D	67-62	1.0	1.0
D-	61-60	0.7	0.7
F	Below 60	0.0	0.0

*The weighted GPA is for *College Credit Plus courses*. The weighted scale to calculate an internal cumulative GPA is used only for class rank. In other words, GPAs reported to colleges and for scholarships are often converted to a 4.0 scale.

Courses graded Satisfactory/Unsatisfactory or Pass/Fail may have an adapted grading scale, which will be outlined in class orientations.

An Incomplete is given only in those cases where illness, emergency, or by prearrangement, when the student has not been able to complete his/her assignments. An Incomplete on the report card becomes an "F" two weeks from the date issued. Makeup work is the complete responsibility of the student.

A credit recovery course (online) is graded pass/fail and does not count in honor roll or grade point average/class rank. They do count toward graduation credits and athletic eligibility.

HOMEWORK
The staff believes meaningful assignments given on a consistent, frequent basis are crucial building blocks for future learning and assessment. Because of this, a student who does not complete/turn in assignments may be assigned lunch and/or after school sessions.

Failure to complete homework results in negative consequences (lower grades and detentions). On the positive side, completion of homework expected of students shows they are committed to their studies, have a positive self-worth, earn higher grades; furthermore, it increases opportunities for recognition of achievement (i.e. honor roll).

CLASS RANK
The method for computing class rank is determined by GPA using semester grades. Valedictorian (highest rank in graduating class) and salutatorian (second highest rank in graduating class) are determined by GPA through the seventh

semester. If there is more than one valedictorian, there will be no salutatorian. Students must be enrolled in the Rittman district for a minimum of 16 classes on the high school campus to be selected as valedictorian or salutatorian for graduation purposes.

GRADE POINT AVERAGE

A student's GPA is determined according to his/her achievement in each class. Courses that are graded on a pass/fail basis are not included in the GPA or class ranking. To determine GPA:

1. assign each letter grade a value (see above grading scale);
2. multiply by the credit value of each course taken in grading period;
3. add the result of multiplying letter values by credit values;
4. divide total by sum of credit values.

EXAMPLE:	English	(1cr)	B	1cr x 3.0 = 3.0
	Math	(1cr)	C+	1cr x 2.3 = 2.3
	Art	(1/2 cr)	A-	½ cr x 3.7 = 1.85
	Science	(1cr)	A	1cr x 4.0 = 4.0
		3.5 credits		11.15 points 11.15 / 3.5 or 3.19 GPA

(Please contact office if calculating individual grading periods. Above example refers to end of year calculation.)

A student's GPA is calculated each nine weeks and also at the end of each semester.

- Each **nine weeks GPA** is used for Honor Roll recognition and also for athletic eligibility. The nine weeks GPA is dependent only on the grades from the nine weeks session being considered (it is not cumulative).
- The student's **cumulative GPA** is calculated on the semester grades and is updated at the end of every semester. All semester grades, from each grade level, are used in the calculation. The cumulative GPA is reported on the high school transcript and to colleges. It is also determines the ranking of students in each graduating class.

CREDIT FOR HIGH SCHOOL COURSES

The student receives credit for the course when the course is successfully completed (final passing grade).

The final passing grade for a full-year (1 credit) course is determined by the average of the 2 semesters. Each semester is determined by the following calculation: 40% of each grading period and 20% of the exam. The final passing grade for a half-year (1/2 credit) course is determined the same way, except that it is only based on the single semester.

PROGRESS BOOK

Grade cards will be distributed every nine weeks to keep parents informed of the students' academic progress. Students and parents can use Progress Book online to access grades at any time. To use, simply go to the high school web page at www.rittmanschools.org and locate "Progress Book Login". Once in, enter *User name* and *Password*. Progress Book is a valuable tool. You will have access to homework assignments, current grades in each class, read comments from teachers and communicate with a staff member through email. You are encouraged to use Progress Book at least once a week.

6TH - 8TH GRADE PROMOTION / RETENTION

According to Board Policy IKE:

1. Any student having failing grades in Science, Mathematics, Language Arts and Social Studies at the end of the year will be evaluated by teachers, guidance counselor and principal to determine placement for the following school year.
2. Any student scoring limited proficient on one achievement test may not be promoted to the next grade.
3. Any student who is truant (unexcused absence) for more than 10% (18 days) of the required school year and has failed two or more of the required curriculum subject areas may not be promoted to the next grade level.

There are instances when retention may benefit the student. Retention can be a beneficial experience for those students who, in comparison to their peers, are younger or developmentally/emotionally behind. Please note that retention is not a punishment; rather, educators view this as "extra learning time" to complete a grade level.

ATTENDANCE

Regular attendance by all students of the school district is very important. In many cases, irregular attendance is the major reason for poor school work. All students will be urged to make doctor's appointments, do personal errands, etc., outside the school day. The State of Ohio permits schools to issue excused absences for:

1. Personal illness: The school may require the certificate of a doctor upon your return to school.
2. Illness in the family: An excused absence may be granted when the student's presence at home is necessary for family stability. This provision does not extend to long term or chronic illnesses.
3. Quarantine in the family: The absence arising from this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Death of a relative: An absence for this reason is generally limited to three days. Special consideration will be given in extenuating circumstances.
5. Observance of a religious holiday: Any student of any religion shall be excused from classes if the absences are for the purpose of observing a religious holiday.
6. Acts of God: Floods, tornadoes, etc.
7. The school principal PRIOR to the absence must approve any other reason.

Attendance is an expectation to participate in various privileges (field trips, prom, assemblies, special activities, etc.). Student participation in those activities may be revoked if attendance is poor.

MAKEUP WORK

Students who miss school for excused reasons have the same number of days absent to make up the work; however, students that have a pre-excused absence are expected to have the work completed on the date prearranged by the student and the teacher. This includes absences for reason of vacation.

NOTE: Teachers are typically unable to get makeup work ready during instruction time. This will be done before/after school and during their planning time, which will vary by teacher. Parents should make arrangements to pick up makeup work with the office when it's available.

ABSENCE CALL-IN PROCEDURE

When a student is absent from school, the parent/guardian is expected to call the school at **927-7160** prior to 8:00 AM to report the reason for the absence. The school has voicemail during hours in which the school is not in session. If a call-off is not possible, a written note explaining the reason must accompany the student upon his/her return. If this requirement is not met, the absence will be considered unexcused.

Students and Parents must arrange all attendance-related matters through the office (appointments, early dismissals, etc.) Do not arrange to go home (i.e. due to illness) via cell phone/text without the office knowing.

If a parent/guardian does not call a student off by 8:00 AM, attendance personnel will attempt to call by phone to verify the student's absence. Unexcused absences include, but are not limited to (Ohio Attendance Laws):

1) Oversleeping
2) Hunting/Fishing
3) Shopping, babysitting
4) Haircut/Beauty shop appt.
5) Attaining driving permit/license
6) Miss bus/car trouble
7) Senior pictures
8) Birthday
9) Employment

With the "Missing Children's" law, all parents are required to notify the school the same day their child is absent. If we do not receive notification, we attempt to contact the parent. Attendance is the legal responsibility of the parents. O.R.C. 3321.04.

TRUANCY

Any student who has accumulated more than 65 hours absent (without a doctor's note) must bring a signed and dated physician excuse for all further absences. If a doctor's note is not provided, the absence will be marked as unexcused. **Parents will be notified by mail of accumulated absences with a warning letter at 38 or more hours in one school month and at 65 or more hours in one school year. A request for a meeting to develop an absence intervention plan may be scheduled when the student is considered to be habitually truant, as defined below. The absence intervention plan will determine the next course of action, i.e. court referral.

Under Ohio law, a student is considered a *Habitual Truant* if he/she has any of the following:

- 30 or more consecutive hours without a legitimate excuse
- 42 or more hours in one school month without a legitimate excuse
- 72 or more hours in one school year without a legitimate excuse

A *Habitual Truant* student may be adjudicated an unruly child. A student may be adjudicated a delinquent child if the child violates a prior court order as an unruly child for habitual truancy. In addition, the parent/guardian of a *Habitual Truant m*ay be prosecuted. If the Juvenile Court adjudicates the child as an unruly or delinquent, a subsequent adjudication of that nature **may result in criminal prosecution for non-support of dependents or contributing to the unruliness/delinquency of a child.**

TARDINESS TO SCHOOL

Students are responsible for being on time to school. Students who are late to school must come to the attendance office upon arrival to school to receive an admit slip. It must be submitted to your teacher upon entrance into the class. The following is the guideline for tardiness to school:

1. Two (2) unexcused tardies are permitted without penalty per quarter.
2. For each of the 3rd-5th tardies, a 30-minute detention will be issued to be served by the end of the same week.
3. For each tardy beyond the 5th, a referral will be given to the principal/designee for further discipline. Communication to parents.

Failure or refusal to serve detentions will be referred to the principal/designee.

TARDINESS TO CLASSES

Students are responsible for being on time to each class. The following is the guideline for tardy to class:

1. Two (2) tardies are permitted without penalty per quarter.
2. For each of the 3rd-5th tardies, a 30-minute detention will be issued to be served by the end of the same week.
3. For each tardy beyond the 5th, a referral will be given to the principal/designee for further discipline. Communication to parents.

Failure or refusal to serve detentions will be referred to the principal/designee.

DOCTOR/DENTAL
Students should make arrangements for doctor/dental appointments during a time of the school day when you do not have a class. If this is not possible, try to make arrangements at the beginning or near the conclusion of the school day so as to cause as little loss of class time as possible. If, however, this cannot be arranged, students will be excused for such purposes. Bring a note into the office before 7:30 a.m. Sign out in the office before you leave. Upon return from your appointment, you will need to furnish written verification from the doctor/appointment. If you do not have this verification, the absence will be considered unexcused until proper verification is given to the attendance office within forty-eight (48) hours.

LOSS OF DRIVER'S LICENSE
The school is required to notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court when a student under 18 years of age:
1. Withdraws from school without being in compliance with State Law.
2. Ten consecutive days or a total of fifteen days unexcused absences during any semester.
3. Is suspended or expelled for possession or use of drugs or alcohol.

As a result of this notification, the student's temporary instruction permit or operating license will be denied. Prior to official notification of the Registrar of Motor Vehicles and/or Juvenile Court, the school will notify in writing the student and his/her parents of this action.

FAMILY VACATIONS
For a family vacation request, obtain proper forms from the office. It must be requested five (5) school days in advance of the vacation. The length of the vacation may not exceed five (5) school days. Each teacher will sign it and prepare advance homework assignments. Such vacations will only be granted for family vacations **(hunting trips fall under the same classification)**. For hunting trips, the student must also have a valid hunting license to show to the principal. Students must be accompanied by a parent, step-parent, guardian, or approved relative. If this condition is not met, the absence will be considered unexcused. Students are responsible for makeup work. Students are expected to have work completed on the date prearranged by the student and the teacher. If vacation forms are not completed in advance, those days will be considered unexcused absences.

COLLEGE VISITS (JUNIORS & SENIORS ONLY)
Students may request being excused from school for the purpose of visiting or evaluating a college. It will be granted if the college cannot be visited at a time when Rittman High School is not in session, and if the student's academic standing and general school attendance so warrant. Arrangements must be made with the guidance counselor 48 hours in advance. A college visitation is considered an excused absence and not subject to the extra-curricular "Absence/Attendance" guideline or senior privilege.

CONDUCT AND CONSEQUENCES

STUDENT BEHAVIOR CODE
The students of Rittman Exempted Village Schools are subject to consequences for violating any part of the code of conduct. Penalties may include (but not limited to):

- Detentions (before school, lunch, after school)
- Friday Detention/Saturday School
- Community or school work program
- Emergency removal
- Suspension (in-school or out-of-school)
- Assignments appropriate to the infraction
- Educational Alternative Placement (EAP – on-site)
- Denial or reduction of privileges
- Expulsion
- Alternative placement (off-site)

WHERE: This code of conduct is enforceable on school grounds (classrooms, hallways, restrooms, parking lot, cafeteria, etc.) and on school transportation.
WHEN: This code of conduct is enforceable as long as school is in session, at a school-sponsored event (field trip, athletic contest, performance, etc.), and as it pertains to school grounds.
ADDENDUM: In certain cases where events during school lead to inappropriate actions before/after school, student offenses are punishable beyond the time and place definitions outlined above.

1. Violation of Federal or State statutes on school grounds or involving school activities.
2. Possession, transmission, or use of narcotics, counterfeit drugs, drug paraphernalia, alcohol, and other dangerous or illegal substances including authorized prescription medicine.
3. Contributing to and encouraging disruptive behavior, including, but not limited to, fighting.
4. Creating a disturbance, including, but not limited to, making threats in any form (verbal, written, or digital).
5. Disobedience, disrespect, and/or insubordination to visitors/volunteers, and/or employees of the district.
6. Intentional, negligent, or careless damaging of school property, student's property, or school personnel's/visitor's private property.
7. Intentionally giving false information to employees of the district.
8. Gambling
9. Use, transmission or possession of tobacco or nicotine in any form, including imitation products.
10. Intimidation, disrespect, and/or threats toward students, visitors/volunteers, or employees of the district (includes note-writing).
11. Use or display of vulgar language, gestures, pictures, gang-related activities, violence, or sexually suggestive materials to employees, visitors/volunteers, or students of the district (includes note-writing).
12. Theft.
13. Cheating or plagiarism.
14. Truancy.
15. Tardiness to school or class.
16. Leaving school property or any assigned educational location without official permission or being in an unapproved location at any time.
17. Inattention in class, study halls, assemblies.
18. Violation of technology acceptable use and internet safety policy.
19. Throwing of food, liquid, or other unauthorized objects in the building or on school grounds (includes snowballs and spitting).
20. Possession, transmission or use of weapons such as guns, knives, explosives, chains or other tools, which might be considered capable of inflicting harm to another person.
21. Commission of an immoral act.
22. Willful violation of the student responsibilities as established by the Board of Education.
23. Wrongly discharging an alarm system.
24. Inappropriate use of prohibited electronic devices.
25. Loitering, littering, or causing a disturbance on public or private property adjacent to or across from a school.
26. Failure or refusal to serve assigned discipline (detentions).
27. Hazing, harassment or bullying.

In the event of negligent or willful property damage, reimbursement thereof shall be borne by the student and/or his/her parents or legal guardian(s). In addition to the offenses listed above, each building principal may develop an additional list of offenses appropriate to that building.

DETENTIONS
Detentions may be assigned by the staff for infractions of school rules or classroom behavior expectations. Students are expected to respect the right of others to receive an education. Sometimes it is necessary to reinforce the procedures by issuing detentions. Students are expected to serve detentions when assigned. Failure to serve will result in Friday Detentions (1-hour increments). If a student continues to be uncooperative, out-of-school suspension may be necessary.

EDUCATIONAL ALTERNATIVE PLACEMENT (EAP)
An alternative to out–of-school suspension, as a form of disciplinary action, is the Educational Alternative Placement room. Students are sent to the room for certain behaviors that are not in accordance with school or classroom policy. Students will be supervised in isolation with a reduction in privileges as they continue their classroom studies and receive credit for satisfactory work. It is the desire of the school to return the student to the regular classroom, after this experience, prepared to conduct him/herself in accordance with accepted school/classroom policies.

SUSPENSION
It is sometimes necessary, for certain situations or offenses, to remove a student from the school setting for a period of time. During this period, students are banned from the school grounds and any event/function/activity associated with school (includes an away sporting event). A student can request work from his/her teachers for the period missed that can be turned in upon his/her return (no extended time). A teacher can apply late work policies if student does not submit work upon return. A missed assessment must be made up on the day of return, which may be required outside of the school day. Failure to keep up with content missed due to a suspension (or any absence) further inhibits future learning, so these allowances should be taken seriously.

ANTI-HARASSMENT / HAZING / BULLYING POLICY
It is a violation of school rules, and often of law, for any student to harass, intimidate or bully another student or staff member. If a student is the victim of any unwanted sexual conduct or communication or of derogatory communication (including via cyberspace to the likes of the internet or cell phones) or conduct concerning his/her gender, orientation, religion, race, ethnic group, or disability, the student should report such behavior to the office.

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written (including cyberbullying), verbal, or physical act that a student has exhibited toward another particular student or staff more than once and the behavior causes mental or 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; or, violence within a dating relationship.

If the action becomes a substantial disruption to the school environment, the time and location of the incident are immaterial; in other words, actions outside the school day or off school grounds, including school transportation, are subject to the school's code of conduct and accompanying discipline, including out-of-school suspension. When applicable, the school will involve the police department and other appropriate agencies. All reports shall be kept confidential and shall be investigated as soon as possible.

> *The single best way to report the inappropriate acts of others, whether against yourself or against a peer, is to report to an adult – a parent, a teacher, a counselor, an administrator (recommend telling at least two). Adults in your life cannot fix everything, but they can be your strongest advocate to initiate the assistance or intervention you need.*

Another tool available to you in the Ohio Safety Tip Line - This free service gives students, parents, teachers and school administrators a way to anonymously report student safety threats to school officials and law enforcement officers – whether they involve a potential incident of mass violence, a suicide threat or the bullying of a single student. The tip line will serve the community 24 hours a day, whenever a student or concerned adult senses a threat to student safety. The call center guarantees the anonymity of the person who calls or texts. Tip line workers may ask for additional information, but the one who calls or texts may remain anonymous or leave contact information for follow-up. Trained professionals at Ohio Homeland Security's Threat Assessment and Prevention (TAP) unit answer all calls and texts to 844-SaferOH.

Yet another way to deal with issues is to use the QCB, or Questions Comments Box. It is expected that any student feeling the need to use this avenue will do so with sincerity and appropriateness. School personnel will deal with the questions/comments in a timely manner. Please understand that action can only be taken when information is complete and accurate.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy. Harassment, hazing or bullying are actions where suspension may be carried out against the offender. False reports of such activity are also susceptible to disciplinary action, including suspension.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communication devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher, or other employee of the District shall encourage, permit, condone, or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

The "We R Rittman" theme delineates the following rules for all students: 1) We R respectful; 2) We R active in supporting each other; 3) We R inclusive; 4) We R responsible to report.

988 SUICIDE AND CRISIS LIFELINE

The 988 Suicide and Crisis Lifeline provides 24/7 free, and confidential support to Ohioans in a mental health crisis. Ohioans can call or text "988" to reach a trained specialist for help and support. Contact 988ohio@mha.ohio.gov for questions about the Suicide and Crisis Lifeline.

KNOWING RULES FOR SPECIFIC AREAS

Just as every teacher has rules and expectations for their class, so it follows for other areas. The student needs to be aware of what is allowed and not allowed (appropriate and inappropriate) in each of the following areas (ignorance is not an excuse):

1. Library/Media Center
2. Restrooms
3. Hallways and Lobby
4. Computer Lab
5. Gym, Weight Room, and Locker Rooms
6. Cafeteria/Commons

ACADEMIC DISHONESTY

Intentional Plagiarism occurs when writers or researchers are aware that they are using someone else's words or ideas as their own. Some specific examples include, but are not limited to, the following:

- Using pre-written papers from the internet or other sources.
- Copying an essay or article from the internet, on-line source, or electronic database without quoting or giving credit.
- Cutting and pasting to create a paper without quoting or giving credit.
- Allowing someone else to write the paper or do the work.

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Specific examples include, but are not limited to, the following:

- Copying, in part or whole, from another's test or other assessment.
- Allowing a student to knowingly copy a test or other assessment.

- Submitting work previously presented in another course, if contrary to the rules of either course.
- During a test, using or consulting sources or materials not authorized by the instructor.
- Altering or interfering with grading.
- Stealing a test, quiz, or other assessment.

The use of Artificial Intelligence or chatbots to purposefully complete all or part of an assignment will be considered an act of intentional plagiarism. The use of technology for homework, assessments, papers, and projects will be allowed or prohibited at the discretion of each teacher. Review assignment guidelines and class syllabi prior to using technology in any capacity. Ask questions to your teachers for clarification of appropriate technology use. Teachers have the right to prohibit any use of AI on any assignment.

Consequences for neglecting or refusing to follow the guidelines listed above may result in a 0% on the assignment/assessment and possible disciplinary action as deemed appropriate by the teacher/administration. Repeat offenders may denied honors and recognition, which may include school-sponsored or local scholarships.

CELL PHONES AND OTHER DEVICES

Cell phones, smart watches and other electronic/digital devices are permitted in the building, but must be **kept out of sight and not used**. Unauthorized and/or inappropriate use of electronic/digital devices (including cell phones/smart watches) on school property will constitute the following:

1st offense - Device is confiscated and returned to the student at the end of the day.

2nd offense - Device is confiscated and returned to the student at the end of the day. 1-hour Friday Detention issued. Parent notified.

3rd offense and every offense thereafter – Device is confiscated and returned to the student at the end of the day. 2-hour Friday

Detention issued. Parent notified. If continuously violated, a student will lose the privilege of possessing a cell phone (or any electronic/digital device) on school property during the school day.

Other notable guidelines:

- A cell phone is subject to search if violation of other school rules is suspected. Violations of school policy in the content of a phone (cheating, harassment, inappropriate images, etc.) may be dealt with accordingly.
- Using someone else's phone will be a recorded offense for the user and for the owner.
- Refusal to turn over a device to a staff member will be treated as insubordination.
- If a violation of any of the electronic device rules outlined above/below is deemed to be severe or multiple rules are broken, then EAP and/or suspension will be considered.

Students and Parents must arrange all attendance-related matters through the office (appointments, early dismissals, etc.) Do not arrange to go home (i.e. due to illness) or notify a parent to bring something in via cell phone/text without the office knowing.

For high school students (grades 9-12), certain privileges may be granted for cell phones and/or personal music listening devices, specifically where and when the devices may be used. HS students may use their personal devices before/after school, during lunch, and between periods (subject to tardy consequences if late to class). Cell phones should never be used in the classroom setting or during scheduled class time, including restroom breaks. Students are not to make phone calls during the school day from a personal device. Use of ear buds/headphones are not permitted during passing periods (in hallways, at lockers, in restrooms, etc). Taking videos/pictures of students/staff is not permitted at school. Any additional exceptions will be outlined in class meetings/orientations. With privilege comes responsibility; therefore, remember that privileges can be taken away (individually or school-wide).

COMPUTER/NETWORK USAGE

Computers with internet/network connections are available for student use throughout the building. Students must sign an "Acceptable Use Policy" every year in order to use the computers. Once the student agrees to the policy and signs it, a password will be established for log-in, which must be used each time. Attempts to use the computers without permission or using the internet inappropriately or giving another student a password will result in loss of log-in privilege according to the following:

1st offense – 1 week suspension of log-in and any computer use in the building

2nd offense – 2 week suspension of log-in and any computer use in the building and mandatory review of Acceptable Use Policy

3rd offense – 4 week suspension of log-in and any computer use in the building and AUP sent to a parent for review

Any future occurrence may result in permanent suspension of computer privileges. Depending on the severity of the infraction, the principal/designee may deem additional consequences appropriate to the offense.

**Alternate consequences may be given for violations of Chromebook use on and off campus. Violations would include any unapproved personal and/or inappropriate use of the Chromebook. Depending on the severity of the offense, these consequences may include: Detentions, EAP, OSS, loss of use, etc.

SOCIAL BEHAVIOR

Good manners and appropriate conduct in relationships are part of the education of every student. The social behavior of young men and women reflects on themselves and the school. This statement is not intended to condemn certain behavior altogether, but to point out that actions such as kissing or some forms of touching/embracing is unquestionably out of place in the hallways, assemblies, classrooms, or grounds of a public school.

STUDENT APPEARANCE

While attending school, students are expected to wear appropriate attire and maintain proper hygiene that neither distracts from the educational environment nor creates a safety or health hazard. We recognize the primary responsibility for the student's dress rests with the parents. However, Rittman Schools have established the following standards.

If clothing or grooming is deemed inappropriate, the student will 1) have the opportunity to correct it on his/her own; 2) call a parent to bring in an appropriate replacement; or, 3) be sent home to correct the problem. Time missed will be considered unexcused. If the violation cannot be corrected in any of the three ways, the student will be sent to EAP for the day.

Consequences for dress code violations will be administered as follows:

1st offense – Warning

2nd offense – Friday Detention and mandatory student review of dress code section from handbook

3rd offense – Educational Alternative Placement (EAP) and dress code section from handbook communicated to a parent

Repeat offenders will be issued additional consequences. When applicable, a clothing/accessory item may be confiscated and returned to the student or parent at the end of the day.

Clothing and its covering: Basically, students need to be covered from the base of the neck and top of the shoulders to the mid-thigh area. Therefore, the following are prohibited:

- Skirts or shorts shorter than fingertip length.
- Halter, tank, or crop tops

- Spaghetti (thin) straps on shirts or sundresses
- Low-cut necklines
- Shirts and/or low-riding pants that expose bare midriffs or backs.
- Clothing considered to be underwear that is visible when walking or sitting.
- Clothing that is too tight or too revealing.
- Holes/Tears in pants/shorts/skirts above fingertip length.
- Cutoff, torn, or holey shirts and tops.

Clothing and its content: An article of clothing may have the right covering and be of the right material, but the message it sends may be offensive or inappropriate. Therefore, the following are prohibited (whether in writing, symbols, pictures, etc.):

- Any message that promotes or encourages violation of the Student Code of Conduct
- Any message that suggests, depicts, or promotes violence, death, hatred, sexual acts, obscenities, and alcohol/tobacco/drugs.

Other articles of clothing: Anything that could pose a safety risk or a clothing accessory that is not necessary in the school setting is also prohibited from being worn or placed anywhere on the student. Specifically:

- Hats, hoods, dew rags, sunglasses.
- Coats, jackets, gloves intended for outdoor use.
- Footwear that does not adequately cover the feet or does not stay on sufficiently. Shoes with wheels (heelies) or other unique designs are not permitted.
- Wallet chains or anything that could be a potential hazard due to its length or metallic points/edges, etc.
- Any jewelry extreme in design such that it becomes a safety hazard or is a distracting influence (may include lip, nose, tongue rings, spikes, etc.)

Overall, when choosing clothing and grooming styles, students and parents should consider the following questions:

- Does it match or come close to any of the listed dress code violations?
- Does it draw attention, therefore a distracting influence to others?
- Does it use common sense and good taste?
- Does it pose a safety or health risk?
- Does it take away from my true purpose for being in school?

Final authority for appropriateness of appearance will lie with the principal/designee.

RULES AND REGULATIONS FOR STUDENT CONDUCT ON SCHOOL TRANSPORTATION

It is the responsibility of each student to know the following rules and regulations governing school transportation. Parents are responsible to see that their children understand and follow the established rules and regulations.

- School transportation is a privilege to the student, not a right. As a privilege, it can be denied for violation of these established rules and regulations according to the following progression:

  1st offense – Friday Detention (if not served, then student will be removed 2 days from school transportation)
  2nd offense – Student removed from school transportation for 2 school days
  3rd offense – Removed for 5 school days
  4th offense – Removed for 10 school days
  5th offense – Removal for remainder of school year
  Career Center: These may be adjusted for career center students as determined between Rittman and the Career Center administrators.

- Students will ride their assigned bus to and from school unless a written request asking permission to be let off the bus/van at some other stop is presented to the bus driver signed by the parents and approved by the principal/designee.
- Parents are responsible for the safety of students while going to and from pick-up points and for meeting the bus/van on schedule
- Parents will be responsible for any damage to a school bus/van by their children.
- Eating or drinking is not permitted on buses/vans.
- Noise on the bus/van shall be kept to a minimum. You may talk quietly to your neighbor but no shouting or excessively loud laughing. There must be absolute quiet at all railroad crossings and other danger spots as specified by the driver. This is required for your safety.
- Nothing shall be thrown out of the bus/van, nor anything held so it extends out of the window. This also means that all parts of the student's body shall be kept inside the school bus/van at all times.
- Load and unload from your bus/van at the designated stop in an orderly manner. Do not cross the highway until the driver has given a signal. Cross at least ten (10) feet ahead of the bus.
- Take the seat assigned by the driver or if a seat has not been assigned, take a seat in the rear of the bus.
- Share your seat with other students. If the bus/van is filled, ride three to a seat. No standees shall be allowed as long as seats are available. Do not change seats while the bus/van is in motion.
- When band instruments or bulky packages are transported, ask the driver where you should place it.

Students shall conduct themselves on the school bus/van as they would in a classroom except that reasonable visiting and conversation are permissible. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any student. When it becomes necessary to refuse transportation due to misconduct, the school administration shall notify the parents of such refusal with a full explanation for this action. The bus driver then shall not permit the student to board the bus at his/her home until the parent gives assurance of future good conduct on the part of the student.

PBIS

Positive Behavioral Interventions & Supports is a broad range of systemic and individualized strategies for achieving important social and learning outcomes in school communities while preventing problem behavior. The key attributes of PBIS include preventive activities, data-based decision making, and a problem solving orientation.

Core Components of PBIS

- Community Connections
- Clear Expectations
- Comprehensive Instruction
- Consistent Systems of Acknowledging and Correcting Behaviors
- Supportive Structure

	We "R" Rittman PBIS Matrix			
	Commons	**Hallways**	**Restrooms**	**Transportation**
Respectful	follow requests from staff	keep my hands and feet to myself	keep the restroom clean	respond quickly and politely to requests from the driver
	keep noise levels at volume that allows students in classes to learn	keep noise levels at volume that allows students in classes to learn	utilize facilities without cellphones	keep noise levels at volume that allows the driver and students to travel safely
	use school appropriate language	enjoy the wall displays with my eyes only	respect the privacy of others	keep my hands and feet to myself and inside my seat
		use school appropriate language		use school appropriate language
Responsible	remain in my assigned area	obtain proper permission to be in the hallway during instructional time	visit in between classes and keep visits short	be on time to the bus stop
	leave my area cleaner than I found it	take pride in the area around my locker by keeping it clean	obtain proper permission to be in the restroom during instructional time	know and follow the rules
		be courteous to and aware of other students and their personal space	wash my hands before I return to class	clean my assigned area before I exit and check for my belongings
Responsive	say something if I see something	say something if I see something	say something if I see something	say something if I see something
	be supportive of others' needs and invite and include others	be aware and mindful of others needs to get into their lockers		
	be a good role model for others			

GENERAL POLICIES AND PROCEDURES

(alphabetical)

ANNOUNCEMENTS

Students are expected to listen to announcements over the intercom (PA) or monitors. Important information is often communicated in this manner, so it is only to your disadvantage if you are not listening. Others may want to hear the details that distraction would make difficult to do so. For everyone's benefit (parents, career center and post-secondary students), the announcements are also posted on the school's web page.

ARRIVAL

For the 22-23 school year, when the doors unlock students are to report to their homeroom or first period class. Students are permitted to eat breakfast in the classrooms. Students are responsible for throwing trash away and cleaning up after themselves. Students are not to roam the halls while eating. This is subject to change at any time.

BEVERAGE MACHINES

Beverages may not be purchased during school hours. Water can be purchased from the designated vending machines located in the building. Violation of this guideline will result in the forfeiture of the item.

BOOK BAGS AND BACKPACKS

Students are permitted to carry book bags or backpacks throughout the school day. However, teachers may require students to keep these bags in the back of the classroom and out of the aisles. Students should not carry multiple large bags or after school athletic bags with them to classes. Athletes should place these large bags in a pre-arranged location given to them by the AD/coach. PLEASE NOTE: Should it ever become a safety concern, book bag privileges may be revoked for individuals or the whole building.

BOOKS AND BELONGINGS

Lockers are provided for each student. In the classroom, desks or cubicles are also provided. Therefore, leaving books and belongings unattended is not recommended. Textbooks belonging to the school that are found left anywhere will result in disciplinary action. All belongings should be labeled for easy identification and all textbooks must be covered to save on wear-n-tear.

CHROMEBOOKS OR OTHER SCHOOL ISSUED TECHNOLOGY

Students and parents must sign the technology loan agreement in order to receive school issued technology. Students must abide by all rules within that agreement or privileges will be revoked. This equipment is issued to the student and is not to be shared or loaned out at any time. Chromebooks are owned by Rittman Schools and are ONLY meant to be used for school appropriate work. Social media, emailing, game playing, music, and other personal items should not be stored on or accessed using any school issued device.

COLLEGE ACADEMY

Juniors and seniors enrolled in the College Academy have earned open campus privileges. They are permitted to come and go from the building without signing out depending on when their classes are in session. However, these students must follow all other school rules while on Rittman property. Specific rules and guidelines will be reviewed with College Academy students at an orientation prior to school starting.

DANCES

Dances will be coordinated separately – for grades 6-8 and 9-12. A student may be denied the privilege of special event participation due to behavior, attendance or grades.

Guests to all high school dances must complete a "Guest Registration Form", which can be obtained in the office. The form must be completed and returned to the principal at least one day prior to the dance. Failure to do so will result in the guest not being admitted to the dance. No person under freshman status will be permitted to attend a high school dance. Guests are not permitted at middle school dances.

Guidelines about the length of the dance, times for arrival/leaving early, dress/appearance, music, and other related activities will be pre-approved by the principal/designee.

ENTERING/EXITING THE BUILDING

During the school day, students must enter the building at the main corridors by each office. Exceptions to use the side (athletic) entrance may apply if accompanied by a staff member. This includes students departing/returning for senior privilege, community service or open campus.

FEES AND FINES

The fees that students pay at the beginning of the year are for laboratory courses, workbooks and activities. Fees are posted on the individual schedules of the students. Fees are expected to be paid in full at the beginning of each school year. Balances, including fines for lost or damaged books, will carryover from year to year if not paid in a timely manner. Balances at the end of the senior year may result in denial of participation in the graduation ceremony.

FIELD TRIPS

A student may be denied the privilege of a field trip/field study or other special event. The reasons may be due to unacceptable attendance patterns, disciplinary records, or poor academic progress. Where the field trip/event is tied to a grade, alternative arrangements will be made. A specific policy will be pre-determined well in advance of each trip/event.

LOCKERS

The lockers assigned and used by the pupils are the property of the Rittman Board of Education. Therefore, the pupil lockers and its contents are subject to random search at any time without regard to whether there is reasonable suspicion that any locker or its contents contain evidence of a violation of a criminal statute or a school rule. **You may never allow someone access to your locker, nor may you enter anyone else's locker (even if they give you permission).** Lockers should be kept secure and combinations should not be shared. The school is not responsible for lost or stolen articles.

Exterior displays are limited to items related to school spirit or recognition. No personal decorations or pictures are permitted.

The small lockers in the gym locker rooms (in both buildings) are available during a phys ed class (as designated by the teacher). There is often a lot of traffic in and out of these areas, so use of your own padlock is highly recommended. In the event items are found to be missing, make a report to the office immediately. The school is not responsible for lost or stolen articles.

LUNCH CHARGES

The goal of the Rittman Exempted Village Schools is to provide students with healthy meals each day. However, unpaid meal charges place a financial strain on the food services department and the district. Paid lunch status students may charge up to $28.00 (equivalent of 7 lunches and 7 breakfasts). Reduced lunch status students may charge up to $7.00 (equivalent of 10 lunches and 10 breakfasts). During the last three weeks of school, Senior's (12th grade), will not be permitted to charge to a negative balance. When a student has reached the charge limit they will be given an **alternative**

lunch until the negative balance is paid in full. They will not be served a breakfast. Parents will be notified of negative balances by letters and/or phone calls. For a full copy of the meal charge policy please visit the Rittman Schools webpage.

LUNCH PERIODS
Each student is assigned one lunch period. Since the school operates on closed lunch hour (some exceptions apply for senior privilege, college students or some part-time situations), students are expected to remain in the building area during this period. Deliveries of food to the school from takeout/fast food are not permitted. Students are expected to place refuse in the trash containers. Help keep a clean area for the next person. Students are not permitted in the academic wing during their lunch periods, as classes are in session and hall traffic must be kept to a minimum. Food and drink items are not permitted out of the cafeteria. Beverages from vending cannot be purchased during the lunch periods.

NON-PRESCRIPTION DRUGS
Non-prescription drugs may not be brought to school. The parent/guardian may come to school with the non-prescription drug and administer it. School personnel may administer a non-prescription drug if the procedures for prescription drugs are followed (see below).

NOTE-WRITING/PASSING
Student-to-student notes are a form of written communication that is most likely unnecessary. Therefore, when students are utilizing class time to write or pass notes, they are committing a punishable offense. The contents of a note may be scrutinized and dealt with accordingly.

OFFICE PHONE USE
Students will not use the office phone for personal calls except in an emergency and with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency. Incoming phone calls for students will be handled between classes, during lunchtime, or after school.

OUTSIDE DELIVERIES
Deliveries of flowers, balloons, gifts, etc. will remain in the office until the end of the school day. Food and drinks will not be delivered to students here at school.

PASS USE
Passes are issued on a very limited basis. Obviously, necessary visits to the restroom or clinic are generally permissible. Passes to a locker for forgotten materials, to the hall for a drink, or to the office for a frivolous errand, for example, may be denied. Students should take care of these details before school, between classes, during lunch, or after school. The student's own planner/handbook issued at the beginning of the school year is required for recording pass use.

PASSING PERIOD
There are three minutes in between each period. This is ample time to get from one class to the next. Some things to remember are:

- Think ahead so when you are at your locker you can get what you need and arrive in class on time
- Move from one room to the next in an orderly and relatively quiet manner. Once you are in your next classroom, stay in there (not out congesting the halls).

PRESCRIPTION DRUGS
Board Policy JHCD permits school personnel to supervise the dispensing of prescription medication in accordance with the following guidelines:

1. A signed written request from the physician with specific information relating to the student, dosage, times/intervals for each dosage, special instructions for the administration of the drug.

2. All medications, including refills, will be brought to the school office in its original labeled container with the signed medication form.

REFRESHMENTS IN THE CLASSROOM
Due to health/safety concerns and the latest changes in law, food and drinks are not permitted in the classroom. Water in a clear container is one exception (if the liquid cannot be easily and visibly identified as water, the container is not permitted). Exceptions may also apply when such is for a specific educational purpose.

RESTROOM USE
Out of consideration for everyone's health and sanitation, each student should take the responsibility to wash hands and throw away trash. Graffiti/damage on restroom walls or stalls is a violation of the student code of conduct. Please report any misdeeds or messes to the office.

SAFETY PROCEDURES: FIRE/TORNADO DRILLS
Law requires periodic fire and tornado drills. The purpose of these drills is to prepare the student body for orderly procedures in the event of an emergency. Instructions are posted indicating the exits to use for fire drills, and it is imperative that all persons move quickly out and away from the buildings at the specified exits.

The public address or bullhorn system will be used to alert persons of the approach of threatening weather or tornado and for tornado drills. When a tornado warning is announced, the students will proceed, without talking, to the shelter indicated for their homeroom and follow the directions of their instructor.

Other drills that may be conducted sometime throughout the year are for lock-down procedures and terror alert procedures.

SOLICITING, SELLING & DISTRIBUTING MATERIALS
Students are not permitted to solicit business or distribute information on school property without prior permission from the principal. This includes candy and other items for fundraising. Students are not permitted to attach literature/posters/stickers to the walls/lockers/bulletin boards without permission from the principal or school advisor. The principal has the final decision on distributed material.

STUDENT VEHICLES AND PARKING
Students who drive motor vehicles to school must register the vehicle in the office. A parking permit hanger must be purchased and displayed from the rearview mirror whenever parking in the school lot. The permit is not transferable. Vehicles repeatedly parking in the lot without proper registration and permit may be towed (after one warning) at the owner's expense. Speeding or reckless driving in the school lots or adjacent streets will be cause for the police department to be notified and the parking permit suspended. Students must park in the west lot only. The loop in front of the building and by the west entrance is a fire lane and is to be kept clear at all times. The front lot is for staff and visitor parking only. **Students must obtain permission from the office to go to their vehicles during the school day.**

STUDY HALL
Students must have books and materials for studying purposes. Students shall remain in their assigned seats and work/study. The study hall monitor may issue passes to the restroom or library, not to individual teacher classrooms. Students desiring to see a teacher must have previously obtained a pass from that teacher.

SUBSTITUTES

Occasionally, it is necessary for a substitute teacher or paraprofessional to lead a class. These trained adults are guests in our building fulfilling a very important role. They should be treated as such. Any attempt to undermine the authority of any responsible and reasonable adult is insubordination and will be dealt with accordingly.

VISITORS
The school policy is to accept only those visitors who have legitimate business at the high school. Parents are welcome to visit the building and observe class upon making prior arrangements. Student visitors must secure approval from the principal one week prior to the scheduled visitation.

WORK PERMITS
The State of Ohio requires students who are employed and under the age of 18 to hold a valid Ohio work permit. Work permits can be obtained in the high school office once the student has secured employment.

WORKING LUNCH / INTERCESSION
MS and HS Students may be assigned working lunch or intercession for failure to complete schoolwork in a reasonable timeframe. Students assigned working lunch would be required to eat lunch in a quiet classroom until the necessary school work is completed. Students assigned intercession would be required to stay after school in the media center to work on missing work.

EXTRA- / CO- CURRICULAR ACTIVITIES

GENERAL PARTICIPATION
Each organization has its own governing requirements for initial placement and then remaining as a member. Be aware of these guidelines, especially in cases where pay-to-participate is in place. As a reminder, any participation in co-curricular activities is a privilege which may be denied for any number of reasons.

A student may be denied the privilege to attend or participate in any school-sponsored activity (includes athletic contests and dances) if the following conditions apply:

- Full-day absence
- Attended less than four full periods of classes
- Sent home (disciplinary reasons)
- Went home early due to illness
- Suspension/Expulsion
- Other reasons deemed necessary by the principal/designee

SPORTSMANSHIP POLICY
Rittman Schools support the Wayne County Athletic League and the OHSAA in promoting good sportsmanship from its coaches, athletes, fans and parents. Our basic goal is to support Rittman while not degrading our opponent. In addition, Rittman athletes, coaches, and fans are expected to conduct themselves at all times with integrity and a spirit of good sportsmanship. If these standards are not maintained, then sanctions must be imposed on those who violate the code of good sportsmanship.

Ejection for unsportsmanlike conduct – student: The Rittman Board of Education and the Athletic Council will fully support and implement the policies set forth in the OHSAA sports regulations. In addition, depending on the severity of the infraction, further denial of participation in athletics may occur as stated in our athletic training rules.

Ejection for unsportsmanlike conduct – coach: The Rittman Board of Education and the Athletic Council will fully support and implement the policies set forth in the OHSAA sports regulations. In addition, depending on the severity of the infraction, a longer suspension may be imposed or the coach may be reassigned to other duties for the remainder of the season. Such actions shall be made by the Board based on recommendations by the high school principal and athletic director.

Fan regulations: Fans will be warned, whenever possible for actions deemed unsportsmanlike. If a fan is ejected for inappropriate behavior, he/she will receive notification from the school addressing the inappropriate behavior. A second ejection will result in them being banned from all Rittman home athletic events for one year.

STUDENT / FAN GUIDELINES

Members of the Student Council and Administration have developed the following guidelines, which all athletic contests.

1. All students should sit in the student section. Students are not permitted to sit in the visiting section or behind the visiting team's bench.
2. No foul language and/or derogatory terms. (i.e. calls you don't approve of, coaches' decisions, or words to the opposing team.)
3. Cheer/encourage your team and your team only.
4. No negative comments to the opposing team's fans, players, or coaches.
5. All cheers/chants must be directed at our team in a positive manner. Anything negative said about the other team or the referees is unacceptable.
6. We ask you to use your good sense and represent Rittman well. Think before you act.

Violation of any of the above may result in ejection from game or permanent ejection from all sporting events for the remainder of the year. If you cannot follow these guidelines, we suggest you not attend contests until you are able to do so.

PARTICIPANT RESPONSIBILITY CREED

"As a Rittman Middle-High School program participant, I recognize that I represent Rittman, acknowledge the honor, publicity, and awards that may come to me, and accept the responsibility and specific rules that go hand in hand with activity participation. I fully understand that I represent my school and community at all times, and pledge to do my best to promote a positive impression of myself, my activity, my school and my community." To violate this creed is to forfeit the privilege to participate. This creed is the responsibility of all students who elect to participate in any and all school sponsored extra-curricular activities.

PARTICIPATION IN ATHLETICS

I. Eligibility:

Grades 9 – 12: To be eligible to participate in athletics, the student must pass subjects that will equal five (5) credits towards graduation each nine weeks. In addition, students must attain a 1.0 Grade Point Average based on passing five (5) core related subjects. Semester exams and semester grades are not considered for eligibility, only individual grading periods. Physical Education does not count towards one full credit of eligibility.

Grade 7 - 8: According to OHSAA guidelines, a student-athlete is eligible if he/she has received passing grades for four (4) subjects in which enrolled and receiving a grade the preceding grading period. All students are eligible for the fall of their 7th grade year.

II. Physicals: Students must have a yearly physical examination acceptable to the OHSAA before they may participate (including practice, open gym or tryout) in any sport. As a service, the school arranges for physical examinations to be administered near the end of the school year. These exams will qualify a student for any athletic competition the following year.

III. Absence/Attendance: Students must be present in school for at least four (4) periods (either periods 1-4 or 5-9) to participate in the day's contest or practice unless the principal/designee grants prior permission.

NOTES

NOTES

NOTES