Steubenville High School

Student Handbook

2026 - 2027

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Principal's Message

It is with great excitement and pride that I welcome both our returning families and those who are new to our school community. At SHS, we are committed to providing a safe, supportive, and academically challenging environment where every student can grow, thrive, and reach their fullest potential.

This handbook has been designed to serve as a valuable resource outlining the policies, procedures, and expectations that help us maintain a positive and productive school culture. I encourage you to review it carefully and keep it handy throughout the year. Each student is responsible for the contents of the student handbook.

At SHS, we believe a robust partnership between staff, students and parents is essential to our mission of creating optimal outcomes for all. We know that when these stakeholders collaborate and share clear expectations, great things happen. We are committed to rigorous instruction, fostering a climate of mutual respect, and preparing students to be engaged members of our school and the greater Steubenville community. Whether your child is involved in academics, the arts, athletics, leadership opportunities, or service projects, we are here to support them every step of the way.

Open communication between school and home is essential. I invite you to stay connected with us through our school website, parent communication platforms, events, and meetings throughout the year. If ever you have questions, concerns, or ideas, please don't hesitate to reach out to me or any member of our staff.

Together, we can make this school year an impactful and memorable experience for every student.

Thank you for being a vital part of the Big Red community.

Kindest regards and Roll Red!

Mr. Newman

SHS Website

Contact Information

Steubenville City Schools 611 N. 4th Street, Steubenville, Ohio 43952		
Mrs. Melinda Young Superintendent **Mrs. Sarah Ellliott** Director of Special Education District 504 & ADA Compliance Officer **Ms. Angie Forte** Civil Rights/Diversity Coordinator **Dr. Shana Wydra** Title IX Coordinator		
Steubenville High School 420 N. 4th Street, Steubenville, Ohio 43952		
Administration		
Mr. Aaron Newman Principal (740) 282-9741 ext. 1107	Mrs. Deanna Beall Assistant Principal (740) 282-9741 ext. 7113	Mrs. Jennifer Agresta Assistant Principal (740) 282-9741 ext. 1110
Secretaries Fax (740) 283-8959		
Mrs. Sue Bauman Principal's Secretary (740) 282-9741 ext. 1105	Ms. April Minniefield Main Office Secretary (740) 282-9741 ext. 1101	Mrs. Karen Olesky Guidance Secretary (740) 282-9741 ext. 1117
Guidance Department		

Mrs. Deanna Beall (A – L) (740) 282-9741 ext. 7113	Mrs. Adele Filtz Director of Guidance (M – Z) (740) 282-9741 ext. 1115	Mrs. Jackie Reeves Director of Gifted Education (740) 282-9741 ext. 1114

STEUBENVILLE CITY SCHOOLS

Mission Statement

To continue our rich tradition of excellence by providing an innovative, high-quality education that inspires and empowers students in a safe, supportive, and diverse environment.

Vision Statement

Transforming lives by cultivating students for a lifetime of success.

Motto

Pride, Excellence, Tradition

DISTRICT GOALS

2025-26

1. We will establish a district-wide commitment to enhancing student learning through exceptional curricular design and development.
2. We will nurture and support an environment of respect, safety, trust, and diversity.
3. We will foster an inclusive climate and culture that meets the needs of learners, educators, and the community.

Non-Discrimination Statement

Steubenville City Schools are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation from prior civil rights activity.

To file a Civil Rights Compliant

Cleveland office for Civil Rights

U. S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115-1812
216-522-4970
Email: OCR.Cleveland@ed.gov
(mailto: OCR.Cleveland@ed.gov

Student Handbook Application

This Handbook applies to all students:

- On school grounds before, during and after school hours;
- At any other time when the school is being used by school groups;
- Off school grounds at a school activity, function or event;
- On a school bus, a school-sponsored vehicle, or at a school bus stop and as it relates to all District property and vehicles;
- Whenever a student represents his or her school; and
- At all times whenever a student's conduct is related to school or school activities.

Sunset Statement

"This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not create a contract between the school and the student and/or parent, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. While every effort is made to ensure the accuracy of the information provided, the School reserves the right to make changes at any time without prior notice. Copies of current Board policies and administrative guidelines are available on the District's website."

2026 – 2027 School Calendar

Three Semester Schedule

August	17	Monday	Teacher Inservice - No School/Open House
	18	Tuesday	Opening Day of School
	18	Tuesday	Begin 1st 8 Weeks - 1st Semester
September	7	Monday	Labor Day - No School
October	16	Friday	End 1st - 8 weeks
	19	Monday	Begin 2nd 8 weeks
November	25-26-27	Wed.-Thurs.-Fri.	Thanksgiving Vacation - No School
	30	Monday	Classes Resume
December	18	Friday	End of 2nd 8 weeks
	21	Monday	No School - Christmas Vacation/Winter Recess
January	4	Monday	Classes Resume - Begins 2nd Semester - 3rd 8 weeks
	18	Monday	Martin Luther King Holiday - No School
February	15	Monday	President's Day - No School
	26	Friday	End of 3rd 8 weeks
March	1	Monday	Begin 4th - 8 weeks
	22-23-24-25-26	M-T-W-TH-F	Easter Vacation - No School
	29	Monday	Easter Monday - No School
April	30	Friday	End of 4th Period
May	3	Monday	Begin Maymester
	21	Friday	Commencement - 8 p.m.
	27	Thursday	End of Maymester
	28	Friday	Teacher Workday - Staff Appreciation
	31	Monday	Memorial Day - No School

Bell Schedules (Regular, Wednesday, Homeroom):

Three Semester Schedule (1st Lunch)		
Period 1	8:00 AM	8:48 AM
Period 2	8:52 AM	9:40 AM
Period 3	9:44 AM	10:32 AM
1st Lunch	10:36 AM	11:06 AM
Period 4	11:10 AM	11:58 AM
Period 5	12:02 PM	12:48 PM
Period 6	12:52 PM	1:38 PM
Period 7	1:42 PM	2:30 PM

Wednesday Schedule (1st Lunch)		
Period 1	8:00 AM	8:35 AM
Period 2	8:39 AM	9:14 AM
Homeroom	9:18 AM	9:53 AM
Period 3	9:57 AM	10:32 AM
1st Lunch	10:36 AM	11:06 AM
Period 4	11:10 AM	11:58 AM
Period 5	12:02 PM	12:48 PM
Period 6	12:52 PM	1:38 PM
Period 7	1:42 PM	2:30 PM

Three Semester Schedule (2nd Lunch)		
Period 1	8:00 AM	8:48 AM
Period 2	8:52 AM	9:40 AM
Period 3	9:44 AM	10:32 AM
Period 4	10:36 AM	11:24 AM
2nd Lunch	11:28 AM	11:58 AM
Period 5	12:01 PM	12:48 PM
Period 6	12:52 PM	1:38 PM
Period 7	1:42 PM	2:30 PM

Wednesday Schedule (2nd Lunch)		
Period 1	8:00 AM	8:35 AM
Period 2	8:39 AM	9:14 AM
Homeroom	9:18 AM	9:53 AM
Period 3	9:57 AM	10:32 AM
Period 4	10:36 AM	11:24 AM
2nd Lunch	11:28 AM	11:58 AM
Period 5	12:02 PM	12:48 PM
Period 6	12:52 PM	1:38 PM
Period 7	1:42 PM	2:30 PM

Homeroom Schedule A (10 min.)		
Homeroom	8:00 AM	8:10 AM
Period 1	8:14 AM	8:58 AM
Period 2	9:02 AM	9:45 AM
Period 3	9:49 AM	10:32 AM
Then follow Regular Schedule		

Homeroom Schedule B (20 min.)		
Homeroom	8:00 AM	8:20 AM
Period 1	8:24 AM	9:04 AM
Period 2	9:08 AM	9:47 AM
Period 3	9:51 AM	10:32 AM
Then follow Regular Schedule		

Bell Schedules (Assembly):

Assembly Schedule (AM)		
Period 1	8:00 AM	8:36 AM
Period 2	8:40 AM	9:16 AM
Period 3	9:20 AM	9:56 AM
Assembly	**10:00 AM**	**10:56 AM**
1st Lunch	**11:00 AM**	**11:30 AM**
Period 4	11:34 AM	12:04 PM
Period 5	12:08 PM	12:52 PM
Period 6	12:56 PM	1:40 PM
Period 7	1:44 PM	2:30 PM

Assembly Schedule (PM)		
Period 1	8:00 AM	8:48 AM
Period 2	8:52 AM	9:41 AM
Period 3	9:45 AM	10:33 AM
1st Lunch	**10:36 AM**	**11:06 AM**
Period 4	11:10 AM	11:40 AM
Period 5	11:42 AM	12:15 PM
Period 6	12:19 PM	12:51 PM
Period 7	12:55 PM	1:26 PM
Assembly	**1:30 PM**	**2:30 PM**

Assembly Schedule (AM)		
Period 1	8:00 AM	8:36 AM
Period 2	8:40 AM	9:16 AM
Period 3	9:20 AM	9:56 AM
Assembly	**10:00 AM**	**10:56 AM**
Period 4	11:00 AM	11:30 AM
2nd Lunch	**11:34 AM**	**12:04 PM**
Period 5	12:08 PM	12:52 PM
Period 6	12:56 PM	1:40 PM
Period 7	1:44 PM	2:30 PM

Assembly Schedule (PM)		
Period 1	8:00 AM	8:48 AM
Period 2	8:52 AM	9:41 AM
Period 3	9:45 AM	10:33 AM
Period 4	10:37 AM	11:06 AM
2nd Lunch	**11:10 AM**	**11:40 AM**
Period 5	11:44 AM	12:15 PM
Period 6	12:19 PM	12:51 PM
Period 7	12:55 PM	1:26 PM
Assembly	**1:30 PM**	**2:30 PM**

Bell Schedules (Two-Hour Delay):

2 Hour Delay Schedule (1st Lunch)		
Period 1	10:00 AM	10:30 AM
Period 2	10:34 AM	11:04 AM
Period 3	11:08 AM	11:38 AM
1st Lunch	**11:42 AM**	**12:12 PM**
Period 4	12:16 PM	12:46 PM
Period 5	12:50 PM	1:20 PM
Period 6	1:24 PM	1:55 PM
Period 7	1:59 PM	2:30 PM
Back-to-Back Lunches		

2 Hour Delay Schedule (2nd Lunch)		
Period 1	10:00 AM	10:30 AM
Period 2	10:34 AM	11:04 AM
Period 3	11:08 AM	11:38 AM
Period 4	11:42 AM	12:12 PM
2nd Lunch	**12:16 PM**	**12:46 PM**
Period 5	12:50 PM	1:20 PM
Period 6	1:24 PM	1:55 PM
Period 7	1:59 PM	2:30 PM
Back-to-Back Lunches		

Bell Schedules (Maymester):

Maymester Schedule (1st Lunch)		
1st Block	8:00 AM	9:23 AM
Mini Block 1A	8:00 AM	8:40 AM
Mini Block 1B	9:27 AM	10:48 AM
2nd Block	**9:27 AM**	**10:48 AM**
Mini Block 2A	9:27 AM	10:05 AM
Mini Block 2B	10:09 AM	10:48 AM
1st Lunch	**10:52 AM**	**11:22 AM**
3rd Block If you have Lunch (Full 3rd Block) *No 3rd Block Minis	11:26 AM	12:51 PM
4th Block	**12:55 PM**	**2:30 PM**
Mini Block 4A	12:55 PM	1:40 PM
Mini Block 4B	12:44 PM	2:30 PM

Maymester Schedule (2nd Lunch)		
1st Block	8:00 AM	9:23 AM
Mini Block 1A	8:00 AM	8:40 AM
Mini Block 1B	9:27 AM	10:48 AM
2nd Block	**9:27 AM**	**10:48 AM**
Mini Block 2A	9:27 AM	10:05 AM
Mini Block 2B	10:09 AM	10:48 AM
3rd Block	10:52 AM	12:51 PM
Mini Block 3A	10:52 AM	11:34 AM
2nd Lunch	**11:38 AM**	**12:08 PM**
Mini Block 3B	12:12 PM	12:51 PM
4th Block	12:55 PM	2:30 PM
Mini Block 4A	12:55 PM	1:40 PM
Mini Block 4B	1:44 PM	2:30 PM

Maymester Homeroom Schedule A (10 min.)		
Homeroom	8:00 AM	8:10 AM
1st Block	8:14 AM	9:24 AM
Mini Block 1A	8:14 AM	8:40 AM
Mini Block 1B	8:44 AM	9:23 AM
Then follow the Regular Schedule		

Maymester Homeroom Schedule B (20 min.)		
Homeroom	8:00 AM	8:20 AM
1st Block	8:20 AM	9:24 AM
Mini Block 1A	8:20 AM	8:50 AM
Mini Block 1B	8:54 AM	9:23 AM
Then follow the Regular Schedule		

Alma Mater

The Crimson and the Black

Although Yale has always favored,
the violet's dark blue;
and the gentle sons of Harvard,
to the crimson rose are true;
we will own our colors splendor,
nor honor shall they lack;
while the High School stands defender,
of the CRIMSON AND THE BLACK!

Through the four long years of High School,
Midst the scenes we know so well,
As the mystic charm to knowledge
We vainly seek to spell,
Or we win athletic victories
On the football field or track,
Still we work for dear old High School
and the CRIMSON AND THE BLACK!

When the cares of life over take us,
Mingling fast our locks with gray,
Should our dearest hopes betray us,
False fortune falls away;
Still we banish care and sadness,
As we turn our memories back,
And recall those days of gladness,
'Neath the CRIMSON AND THE BLACK!

Guidance Department

The SHS Dean of Students is available to help students plan their high school careers. Scheduling, testing, college and career planning, or personal counseling are offered to our students. At SHS, we believe that all students should either be preparing to enter the workforce or some form of higher education once they graduate. Students should consider their future and decide which of these avenues they wish to pursue as they plan their high school careers. Students are assigned to a counselor by alphabet and should feel free to put in a request to see their counselor at any time.

Mrs. Deanna Beall: Students A – L

Mrs. Adele Filtz: Students M - Z

Mrs. Jackie Reeves: University Scholars

Graduation Requirements

To graduate from Steubenville High School a student must meet the minimum standards set by the State of Ohio and the Steubenville City Board of Education.

The minimum requirements to achieve course completion and graduate from Steubenville High School are:

English Language Arts 4 Units
Social Studies, including one unit of American History, one unit of American Government, and one unit of World History 3 Units
Science, including one unit each in Physical Science and Biology 3 Units
Mathematics (including one unit of Algebra 2) 4 Units
Health ½ Unit
Physical Education ½ Unit
Fine Art 1 unit
Technology 1 unit
Financial Literacy 1 unit
Electives 5 Units
Total of 22 Units

The minimum requirements for graduation also include

1. **Demonstrating Competency** by completing all state-mandated assessments; earning the designated points to graduate (per ODE).
2. **Demonstrating Readiness** by earning 2 diploma seals (both state-defined and locally-defined). For the classes of 2023 and beyond.
3. Completion of at least 40 service-learning hours during senior year (includes a summary and presentation).

The Impact of Your Child's Attendance

Attendance during one school year	Equates to days absent	Which is approximately	Which means the number of lessons missed
94%	10 days	2 weeks	60 lessons
90%	19 days	4 weeks	120 lessons
85%	29 days	6 weeks	180 lessons
80%	38 days	8 weeks	240 lessons
75%	48 days	10 weeks	300 lessons
70%	57 days	11.5 weeks	345 lessons
65%	67 days	13.5 weeks	405 lessons

Senior Capstone Project: Program Overview

Definition

The Steubenville High School Senior Service-Learning Project is designed to allow teachers to work with smaller groups of students and take ownership in helping those students graduate; prepare for college and/or the workforce; complete a series of service-learning activities; and fulfill their senior service-learning project requirements. This is the guiding framework for the Steubenville High School Service-Learning program.

Service Learning engages students in community-based volunteer activities that are also tied to acquiring knowledge. It is a method of teaching and learning within the community. Lastly, it integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, encourage lifelong civic engagement, and strengthen communities for the common good.

Senior Capstone Project Requirements

Seniors - Attend all senior homeroom classes, participate in all Senior Service-Learning activities, and complete 40 service-learning hours as part of their senior service-learning project (includes a proposal, summary, and presentation).

Purpose

In order to fully implement the small learning communities, the high school has scheduled Homeroom periods that allow time for teachers to mentor and guide a small number of students. In addition to mentoring, senior homeroom teachers are expected to assist students with service-learning projects and take an active role in working to ensure all assigned students are successful.

We believe that strong student-teacher relationships are formed when teachers take ownership of the success of a small number of students. As a result, students pass courses at a higher rate, increase school and community involvement, improve their self-image, and ultimately graduate.

Senior Homeroom Teacher Responsibilities:

- Serve as a student mentor and advocate.
- Maintain records of homeroom attendance.
- Organize community theme-based service-learning projects with students.
- Help seniors prepare for and complete their senior service-learning projects and presentations.
    - Conduct and facilitate discussions with students (individual and group).
- Be available to students when assistance is needed and/or requested.
- Contact parents/guardians as needed

Student Responsibilities:

- Attend and participate in all scheduled senior homerooms.
- Complete projects and all senior requirements.
    - Request assistance or help from your senior homeroom teacher as needed.
    - Keeping track of all required paperwork, including signature pages, proposals, and hourly logs.
    - All paperwork must be completed and submitted prior to beginning presentations.

Graduation Requirements:

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education and/or state law; compare favorably with other high schools in the state that are recognized for excellence. The Board assumes that at the time of graduation each student has fulfilled all academic and financial obligations. A good record, scholastic or otherwise, is the best recommendation a student can offer for college admission or employment. A record of good personal behavior and cooperation is expected.

Graduation Ceremony Eligibility

The law states that participation in graduation exercises is a privilege, not a right. As a result, any student who violates the code of conduct or is involved in criminal activity may be excluded from senior activities including the graduation exercises. Students must complete all graduation requirements listed above before graduation practice in order to participate in the graduation ceremony.

Freshman Success Academy (FSA)

Features of FSA....

- Implements "team-teaching" concept in core subject- area classes, all of which are required for graduation.
- FSA staff meet regularly to discuss student progress, identify issues or problems, and devise corrective-action strategies.

Benefits include...

- Strategic-design - the "Core 4" collaborate with each other and colleagues who teach and interact with frosh. FSA staff is EXCITED about this program!
- Getting to know EACH student.
- Early-Intervention - Our FSA team can identify, address and refer students in need of support and/or intervention in the following areas:
- Academic
- Behavioral
- Social-Emotional
- A recognition of the importance of freshman year.
- A commitment to creating relationships and familiarity with each student in 9th grade.

The "Fresh-Success" Academy is focused on positive outcomes for students.

We achieve this by...

- Easing the transition from MS to high school.
- Creating conditions conducive for broad-spectrum success. (academic/extracurricular/social/emotional)

We achieve this by...

- Providing resources and support for students and families.
- Guiding students through the process of goal-setting and constructing action steps to achieve goals.
- Establishing a solid foundation upon which students can build their academic resume and reach their fullest potential as students and people.

PBIS

The purpose of PBIS is to create a framework of collective expectations for how students conduct themselves at all times and in all places. PBIS is a proactive system that celebrates our shared values and culture as a building. PBIS also can play a transformational role in addressing problematic disciplinary trends, enabling us to create systems to address and eliminate recurring issues.

For example, if you see a student engaged in off-task behavior, remind them such antics don't align with "Big Red PRIDE." Our theme was chosen because of the unity, spirit and collective commitment to excellence that is associated with our district and building. This matrix can be the catalyst for positive change in the climate and culture of our building. All of us possess Big Red PRIDE and that sentiment should be on full display by both students and staff.

We exhibit **Big Red** **P**ersonal **R**espect for **I**ndividuality, **D**iversity, **E**quality, through our:

	WORDS	ACTIONS	INTERACTIONS
CLASSROOM	*Be supportive *Be courteous *Contribute constructively *Give positive feedback *Encourage others to follow current health guidelines	*Be prompt, prepared and organized *Remain seated in assigned seats *Complete assignments on time *Clean up your space *Actively follow all health guidelines	*Raise hand before speaking *Follow directions *Be attentive and practice active listening *Treat others as you want to be treated *Help when you can with what you can *Actively follow all health guidelines
HALLWAYS	*Greet one another *Encourage others *Be courteous *Use appropriate volume and language *Encourage others to follow current health guidelines	*Walk quietly & quickly *Be aware of your surroundings *Keep your hands to yourself-maintain social distance *Pick up litter *Move with purpose *Actively follow all health guidelines	*Be courteous of other classes in session *Help others with directions, books, lockers, etc. *Be an "Upstander" not a "Bystander" *See something, Hear something, SAY something *Actively follow all health guidelines
COMMONS	*Use appropriate volume *Be considerate of others *Say "please," "thank you" and "excuse me" *Encourage others to follow current health guidelines	*Wait your turn in line *Finish your meal and use the restroom BEFORE your next class *Clean up your space *Push in your chair *Actively follow all health guidelines	*Be considerate of those around you *Be a friend to someone in need *Lead by example *Actively follow all health guidelines
AUDITORIUM	*Silently listen to speakers and performers *Encourage others to follow current health guidelines	*Be on time *Sit quickly and quietly *Put your tech away unless instructed to use it *Pay attention to the speaker *Applaud when appropriate *Keep aisles clear *Actively follow all health guidelines	*Participate appropriately *Encourage others to show **PRIDE** *Actively follow all health guidelines
EXTRA-CURRICULAR EVENTS	*Cheer for our team ALWAYS!! *Project Big Red PRIDE! *Maintain class and dignity at all times *Encourage others to follow current health guidelines	*Follow all school rules *Take care of all facilities *Clean up after yourself *Stay in assigned areas *Behave safely and responsibly *Actively follow all health guidelines *Have fun and show BIG RED PRIDE!	*Show respect for other teams and their fans *Listen to all staff *Practice good sportsmanship, even if others do not *Be an example for others - you **ARE** a role model *Work as a TEAM *Actively follow all health guidelines *Represent **BIG RED PRIDE**

Surveillance Cameras

This facility and grounds are equipped with a surveillance system. This system may be used to monitor student conduct and to assist in disciplinary action. This system also provides security to our facility, staff, and students. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

Schedule Changes

Schedule changes will be made only for students who do not have a complete schedule, do not meet minimum requirements, or did not get all required courses requested. No schedule changes will be made for changes in electives, to change teachers, or to change times of classes. Adjustments to schedules due to conflicts, failures, class closeouts, or human error will be made during the first 5 days of the school year. All students are required to carry a minimum of 6 credits a year.

**Maymester Classes -Adjustments to schedules due to conflicts, failures, class closeouts, or human error will be made during the first day of Maymester.

Child Custody Regulations

In cases of divorce/separation, a copy of the final agreement of the divorce decree/separation agreement that stipulates the custodial provisions must be provided to the school. Any subsequent changes to the court order or decree must also be provided to school officials.

Grading Policy

The Board of Education believes that establishing academic standards, evaluating student work and reporting student progress is the responsibility of the teacher. In doing so the teacher must ensure reasonable validity and fairness and have records to support the grades issued. Student achievement will be reported using the following grades. AP Classes and College Credit classes will have a weighted grade scale.

Final grades on all report cards and transcripts must be on the following letter grading system (A, B, C, D, F). The only exceptions are courses offered only on a pass/fail basis.

GRADES	NON-WEIGHTED	**WEIGHTED
90-100 A	4	5
80-89 B	3	4
70-79 C	2	3
60-69 D	1	2
59-0 F	0	0

**Weighted Grades include College Credit Plus, Articulation College Credit, Advance Career and Advance Placement Courses.

Grades or progress reports will be assigned for each of the grading periods and exams will be calculated for semester and final averages. Progress reports will be issued approximately midway through each grading period. These reports may request a parental conference for the purpose of outlining sequential methods and practices that will help the student to experience success. If the progress report is not successful in changing the student's performance, parent conferences with the student, assistant principal, and/or Dean of Students may be employed to try to help the student. Report cards will be online only. They will only be mailed if the office has a written request from the parent/guardian.

Latin Honor System

Beginning with the class of 2026 and Beyond, Steubenville High School will transition to the Latin (or Cum Laude) System to recognize its top graduating seniors. We are making this change after a thorough investigation of similar policies in other school districts.

This system would align SCS with the highest-performing secondary schools in Ohio and nationally. It would also alleviate fierce competition between our students and allow them to tailor their curriculum to be challenging but build on their strengths and talents.

- Our goal as educators should be to support students in their quest to be evolving global citizens and not to be focused on a numerically restrictive class rank.

Level	Required GPA (Weighted)	Number of CCP Classes
Summa Cum Laude “with highest honors”	4.3 or higher GPA	8
Magna Cum Laude “with great honors”	4.0 - 4.29 GPA	4
Cum Laude “with honors”	3.75 - 3.99 GPA	0

By adopting the Latin System (or cum laude system), our intent is to raise academic rigor and provide a system where a greater number of high school scholars are recognized and celebrated for their hard work and academic focus.

For several reasons, shifting to a cum laude system is in the best interest of all students, especially high-achieving students.

- Latin honors are more fundamentally equitable and represent a broader spectrum of academic accomplishments.
- The three levels of Latin honors-Summa Cum Laude, Magna Cum Laude, and Cum Laude-can be adapted by schools to reflect their distinct academic excellence while allowing more students to earn recognition for their achievements.
- Students are more inclined to pursue coursework in areas of passion (i.e., Fine Arts, Career & Technical Education, CCP, or STEM) without fear of negatively impacting their class rank.
- The “Top Ten” recognition creates unhealthy competition within the student body and unintended social-emotional hardship.
- When "success" and "failure" are defined by fractionally small differences in GPA, the system's integrity can be questioned.
- The top ten recognition is more exclusive than inclusive.
- Removing the Top Ten and Student Rank and implementing the Latin Honors System would align SCS with the highest-performing secondary schools in Ohio and nationally.
- Higher education is familiar with and utilizes the Latin honor system, which provides an established system with a long and storied academic tradition.
- This change is highly supported by research and professional writings.

- ** To attain the “Summa Cum Laude” designation, students must maintain full schedules through all eight semesters.
- Students must maintain a schedule with at least six classes during their junior and senior years.
- ** Weighted scholars' coursework is required. (change of board policy)
- **Final Latin honors designation will be based on the final, 8-semester transcript.
- At graduation, Summa Cum Laude students will be honored by stating their names and having them stand. Students that meet Summa Cum Laude requirements after eight semesters will be invited in April of their Senior year to apply to speak at graduation.
- A school committee will select the graduation speakers based on the documents submitted. (Applies to the Class of 2026 and beyond)

As always our guidance department and administrative staff will be available to answer questions as we transition to the Cum Laude system.

Implications for our graduation, banquets, honor roll, honors certificates, academic lettering, etc.

- Change from Class Rank & Top Ten to Latin terms
- Academic Scholarship Banquet: Recognize 3.75 and above.
- Academic Assembly Scholarships: Recognize Below 3.75.
- Graduation/Commencement Ceremony:
    - Cum Laude - silver cord.
    - Magna Cum Laude - red and black cords.
    - Summa Cum laude- red, black and white cords.
        - Application process for students wishing to speak.
- Honor Roll recognition- no change.
- Academic Letters - no change.

Progress Book

All students and parents/guardians are issued a username and password to access grades on Progress Students and parents should make use of this tool to stay up to date on progress. Book using the following website: https://pa.omeresa.net/

College Scholarships

Students interested in working toward college scholarships are advised that these are usually given on the basis of the following factors:

1. Scholastic record in school
2. Leadership characteristics as noted through school participation
3. Financial need

Some scholarships are awarded on the basis of competitive examinations. Information will be posted from time to time. Keep informed by reading notices and listening to the daily announcements over the public address system. The COIN program, available in the guidance office and library, can also assist you in this area. The school has historically raised funds for school scholarships and donors have also given funds for specific types of students for other local scholarships.

Academic Awards Banquet

At the conclusion of the year the faculty and administration host an academic awards banquet to honor those students who have achieved honors in the various phases of curriculum, government, activities, etc. The awards are chosen by the faculty, administration, and community, and represent every level of academic achievement. Both students and parents are honored for their dedication to their school. Senior students are required to have a 3.50 GPA to be invited to the Academic banquet, if they don't meet the required GPA, they will receive their award at the Academic Assembly.

Work Permits

Work permits are required for every person under the age of 18 who works for pay for someone other than his/her parents. These permits are required both for full-time and part-time work. A student who wishes to quit school to work is not withdrawn until a work permit has been issued. Stiff penalties can be given to employers who employ minors without work permits. Applications for work permits can be found in the Main Office.

Immunizations

Proof of immunization must be on file in the nurse's office within fourteen (14) days of the student entering school. In addition to this requirement, students entering the district from a foreign country must also present evidence of a

negative TB test or chest x-ray report within the last thirty (30) days and prior to entry to school. Additional vaccine requirements: Ohio Revised Code 3313.671 requires the meningococcal vaccine for all students entering the 12th grade.

7th grade: Tdap and Meningococcal vaccines

12th grade: Meningococcal vaccine

Injury and Illness

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

Lunch Policy

There is a closed lunch policy at Steubenville High School. All underclassmen are required to eat their lunches in the commons area unless the principal announces an open lunch schedule. Students may be called out for lunch only if their guardian comes to the office to pick them up. Any underclassman that leaves the building for lunch unauthorized will receive disciplinary action as listed in the code of conduct. Seniors have the privilege of leaving the building for lunch. This privilege may be revoked for tardiness returning from lunch, for disciplinary reasons or for not following proper lunchtime procedure (listed in the code of conduct). Seniors must adhere to the following rules when leaving the building for lunch. When leaving the building for lunch seniors may only exit the doors to the new addition. When returning back from lunch, seniors must enter through these same doors.

Deliveries - To ensure the safety and well-being of staff and students, deliveries (flowers, balloons, gifts, food, etc.) to SHS are strictly prohibited. Food cannot be delivered to students by food delivery companies including but not limited to Uber Eats, Door Dash, Uncle Johnny Deliveries and Grub Hub. Any food delivered to Steubenville High School will be returned to the food delivery service. This policy will be in effect for the duration of the school day.

A.L.I.C.E.

(New title of "Lockdown Procedures") The Steubenville City School District has a plan in place to assure the safety of our students and staff in light of an emergency. The plan is known as A.L.I.C.E. and is designed to create a proactive approach for emergency situations.

- Alert get the word out!
    - Use clear, concise language to convey the type and location of the event.
- Lockdown no change from current procedures.
- Allows aggressive use of current technology and procedures.
- Inform communication allows for good decision-making.
- Counter apply skills to distract, confuse, and gain control.
- Aggressive response vs passive response.
- Evacuate - leave the danger area to avoid contact with an intruder.

The philosophy behind the ALICE plan is:

- Utilize technology and information in ways that allow staff and students to make informed decisions.
- Remove as many people as possible from the DANGER zone.
- Provide realistic training so that those "stuck" in the CRISIS Zone have options available to them to enhance their chances of surviving.

The staff and students at all Steubenville City Schools have been trained in ALICE and practiced the procedures during each school year. Full implementation of the program was started at the beginning of the 2018-2019 school year.

Safety is always the number one concern for the Steubenville City School District. We believe that the ALICE safety 15 procedures give our staff and students the best opportunity to survive a crisis should the need arise.

Bulletin Boards

Special notices are posted throughout the building. All signs and posters must be approved by the school administration and that approval must be marked on that sign or poster before it can be displayed in the school. Nothing is to be attached to painted wall surfaces.

Advertising Outside Agencies

No announcements or posting of outside activities will be permitted without the approval of the Superintendent. A minimum of 10 days notice is required to ensure that the Superintendent has the opportunity to review the announcement or posting.

Dance Policy

Student dances are a very popular extracurricular activity at Steubenville High School. The dances are also an integral, yet enjoyable activity for the school; and they also provide students with an excellent opportunity to meet socially. In an effort to make these dances a positive experience for all students, the following guidelines will be communicated:

1. Every SHS student and guest must have a permission slip returned to the Main Office to attend a SHS-sponsored dance.
2. Appropriate dress and dance style will be closely monitored and enforced. Appropriate physical contact only.
3. Sexually suggestive dancing will not be tolerated. If the behavior looks questionable, it will be stopped.
4. Lewd dancing (grinding, twerking) will result in the student and/or couple being given a warning and after the next infraction being asked to leave the event and a phone call to the parent/guardian.
5. The administrators in attendance will be the final judge of the appropriateness of the dance style.
6. Students are not permitted to bring bottles or bags to dances.
7. Once a student or guest leaves the dance, they are not permitted to return. Money will not be refunded.
8. All students and guests must leave the location within 20 minutes of the end of the function.
9. No loitering in parking lots. Parents/guardians, please pick up your student within this time limit.
10. All school rules are in effect, whether the dance is on school property or not.
11. High School Dances are for High School Students Only

These common policies emerge from our values that recognize the dignity and self-worth of all people. Within this setting, dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Students' behavior and attire should reflect this guiding principle.

Student Activities

There are a wide variety of extracurricular activities that students at Steubenville High School can be involved in. These include athletic teams, student clubs and organizations, and music or artistic groups. Here is a list of many of them. See your Dean of Students, coach, or the advisor of a group if you are interested in becoming a member.

Athletics

Baseball	Mr. Justin Banks
Basketball (Boys)	Mr. Mike Haney
Basketball (Girls)	Ms. Angie Forte
Cheering	Ms. Reagan Arlesic
Football	Mr. Reno Saccoccia
Golf	Mr. Joe Garay
Soccer (Boys)	Mr. Greg Bowers
Soccer (Girls)	Mrs. Anne Cutri
Softball	Ms. April Minnifield
Swimming	Mrs. Wendy Tucker
Tennis	Mr. Ross Ivkovich
Track	Mr. Jacob Hudson
Volleyball	Ms. Logan Colabella
Wrestling	Mr. Lucas Huffman

Music/Art

A Capella Choir	Mrs. Abby Macre

Band	Mr. Caedmon Wood
Drama Club	Mrs. Abby Macre
Jazz Band	Mr. Caedmon Wood
Majorettes	Mrs. Karla Deah
Orchestra	Ms. Zoe Nocera
Show Choir	Mrs. Abby Macre
Thespian	Mrs. Abby Macre

Student Activities/ Clubs

Academic Letter	Mrs. Jackie Reeves
Art Club	Mrs. Emily Miller
Aviation Club	Ms. Natalie Campana
Beta Club	Mrs. Jackie Reeves
Close-up	Mrs. Jackie Reeves
FCA	Mr. Andy Kidwell
E-Sports	Mr. Randy Abram
Pep Club	Ms. Reagan Arlesic
Key Club	Mr. Ross Ivkovich
Multimedia Club	Ms. Natalie Campana
Nat'l. Honor Society	Mrs. Jackie Reeves
Nike Club	Ms. Katrina Morrow
Rising Educator Club	Mr. MJ Burkett
Rotary Interact Club	Ms. Alexa Triebsch
Student Senate	Mr. John Abram

Yearbook Staff	Ms. Rylee Pierce
Youth Coalition	Ms. Eliza Martin

Policies and Procedures

Every student should realize that a successful organization needs rules and regulations and that the acceptance of these rules and regulations is necessary if the organization is to achieve its stated objectives. Policies and procedures at Steubenville High School have been developed to provide efficient movement and conduct of students while under school jurisdiction so that every student can enjoy a school climate favorable to learning. It is not our desire to impose punishment; however, certain controls are in place to help us ensure that every student can exercise his or her right to quality education. Steubenville City Schools may obtain photographs, digitized images, video, and voice recordings of students for educational and informational purposes. Such media and all subsequent uses of media, including publications, become the property of Steubenville City Schools and may be disseminated to the public via appropriate media channels. Parents or guardians have the right to opt out of this policy by submitting written notification to Steubenville City Schools.

Steubenville City Schools Student Absence/Attendance/Truancy Procedure

It is the goal of Steubenville City Schools to educate all students enrolled in our district. We feel that attendance is a very important part of the educational process. If a student is not present, he/she is not able to receive the necessary instruction to learn to his/her full potential.

Truancy Liaison - The Superintendent will designate a school administrator or any other designee to serve as the truancy liaison.

1. Each day the school shall determine which students are absent from school and whether that absence is excused in accordance with Board Policy.
2. Students between the ages of six (6) and eighteen (18) must be in attendance full time at public school, private school, or involved in an alternative education program. If a student is eighteen (18) or older and

chooses not to follow the rules, regulations, and/or policies of the school district, that student can be asked to cease attendance.

3. If a student is designated EEN (Exceptional Education Needs), the school district must provide the opportunity of educational services for that student until the age of twenty-one (21). However, if that student chooses not to follow the rules, regulations, and/or policies of the school district and thereby shows an unwillingness to participate in provided services, the student will be asked to cease attendance due to an unwillingness to participate in the provided educational program as determined by the school district.

Absences - A student is considered truant when he/she is absent from school without an acceptable excuse for part of or all of any day(s) on which school is held and during which the school has not been notified in writing of the legal cause of the student's absence by the parent/guardian. ***What is excused or unexcused is determined by the school. Parents/guardians must contact the school as described in the above paragraph.*** The truancy liaison is empowered to approve a legal excuse to any student under the following conditions:

Evidence that the student is not in a proper physical or mental condition to attend school or an educational program; a medical excuse may be requested. (Medical, dental, chiropractic, optometry, psychological, or other valid medical appointments.) Every effort should be made to schedule appointments during non-school hours. If it is necessary to schedule an appointment during school hours the student should attend any part of the school day before or after the scheduled appointment.

A court appearance or legal procedure.

A quarantine as imposed by a public health officer.

Approved school activities during class time.

A child may be excused in writing by his/her parent/guardian by state statute prior to an additional absence. A child shall not be excused more than six (6) days in a school year. All days past six (6) would be deemed un-excused and treated accordingly. The school Board requires a child excused under the above to complete any coursework missed during the absences.

Special circumstances that show good cause are approved in advance by the Building Administrator or the School Secretary.

Teacher Responsibility – Teachers are responsible for making all assignments available to students who have authorized/excused absences once they return to school. Students will have the same amount of authorized/excused days absent to make up the work.

Truancy – Any child between 6 and 18 — defined under Ohio law as the age at which children must attend school — who is absent more than a set number of days without a valid excuse.

Habitual truancy - is defined under Ohio Rev. Code 2151.011 as when a student misses:

More than 30 consecutive school hours without a legitimate excuse; 42 or more school hours in a month hours without a legitimate excuse; 72 or more school hours in year hours without a legitimate excuse.

The only legal course for absence is:

In situations where the student is not in a proper physical or mental condition to attend school;

When any child is excused by the School Board in accordance with the School Board's written policy;

Or when instruction approved by the State Superintendent of Public Instruction is being substituted.

When the parent/guardian knows that their child will be absent it is requested that the parent/guardian give the school prior written notice of the upcoming absence. When it is necessary for a student to be absent due to illness or emergency reasons, a parent/guardian is requested to call the school's attendance line before 9:30 am on the day of the absence to indicate the reason for the student's absence so that the school can maintain accurate records. Absences are unexcused until parent/guardian contact is made. All absences must be excused within 24 hours of the initial absence. If the student is seen by a Doctor or a visit to the emergency room is made***, A Doctor's note must be turned in within 24 hours of the student's return to school*** (a Doctor's note can be emailed to the school).

Student/Parent Responsibility – It is the student/parent's responsibility to request work. If the child will be absent for more than one day the parent can notify the school in advance and pick up assignments at the end of the day.

Truancy School Notification Policy

1. The Truancy Liaison or other designated school personnel will make every effort to contact the parents/guardians of any student who has missed three (3) or more days of school.
2. A truancy letter from the school will be delivered to the home once a student reaches five (5) or more days absent.
3. Jefferson County Truancy Liaison will mail a truancy letter to the home once a student reaches six (6) and eight (8) days absent.
4. Family Support meetings will be scheduled for any student who is seen as a possible chronic/habitual truancy risk.
5. If the above-mentioned interventions are not successful the student will be referred to court for further action.
    a. Possible penalties for Truancy for Juveniles:
        i. Probation
        ii. Counseling
        iii. Community Service
        iv. Alternative School
        v. Detention
    b. Possible penalties for Truancy for Parents/Guardians:
        i. When a minor fails to report to school without a valid excuse or notification, the minor's parents or guardians can be held accountable.

ii. If a child who is habitually or chronically truant is determined to be an unruly or delinquent juvenile, then Ohio Rev. Code 3321.38 allows you as a parent or guardian to be charged with a criminal offense of Contribution to the Unruliness or Delinquency of a Child. Section 3321.38 is the statute that prohibits a parent or guardian from failing to send a child to school.

iii. If you're charged with contributing to the unruliness or delinquency of a juvenile, according to Ohio Rev. Code 2919.24, you may be convicted of a 1st-degree misdemeanor. The penalty for a 1st-degree misdemeanor includes up to 180 days in jail and a fine of up to $1,000.

iv. If your child is habitually or chronically truant, Ohio Rev. Code 3321.38 also allows you to be charged with the crime of Nonsupport of Dependents (also known as failure to provide adequate support). This is the same statute used to charge people who don't pay child support. In the context of truancy, the failure to make sure your child attends school can be considered a form of neglect and may result in a charge under Ohio Rev. Code 2919.21 C.

Arrivals / Departures

The building officially opens for operation at 6 a.m. Any students arriving prior to 7:45 a.m. are only permitted in the Commons. The Commons entrance is the only entrance to be used. Students are expected to leave school promptly, at the end of the day, unless they are staying for a supervised activity. After 3:00 p.m., only students who are at a supervised activity are permitted in the building.

Parking

Parking privileges at SHS can be taken away or modified at any time due to not obeying school and/or state laws, as well as conduct deemed detrimental to the school or facility by the SHS Administration. Students will park in the SHS lot at their own risk. Students must be registered at SHS to purchase a school parking permit. Parking permits can be purchased in the main office. Parking spots will be assigned on a first come first serve basis upon the completion of all paperwork and fees.

Leaving the Building

When a student enters the building, the student is under the jurisdiction of the school until the end of the day. If a student leaves the building during the day, except for outside lunch privileges, he must obtain an excuse in the office. Students are expected to arrange doctor appointments during lunch periods only. Appointments during school time are discouraged and are subject to review by the administration. If the student has an appointment with a doctor or dentist or if he/she needs to be excused for any other valid reason during the school day, a note written by the parent or guardian is required. This note, which is to be given to the Main Office Secretary between 7:35 - 7:55 a.m. on the day of the absence, should indicate the reason for the absence, time, and date. No phone calls will be accepted for special excuses except for emergencies. If you have not followed this procedure or become ill during the school day and need to leave school, you must check out with the assistant principal to be excused. This includes illness during the student's lunchtime. These cases will be handled on an individual basis with the proof of illness being left up to the student and guardian. Failure to check out is considered an unexcused absence and may result in a zero for class work for the day as well as disciplinary action according to the code of conduct. If a student leaves the building without going to the main office and following proper procedure, they will be subject to disciplinary action through the behavior code.

Unexcused Absences

For any unexcused absence the student will receive an "F" in all subjects for that day. Students will not make up work for unexcused absences. Repeated violations may result in conferences, in-school suspension (ISS), or referral to juvenile court.

Make Up Work

Students who are absent one day...

Will take previously announced quizzes and tests and hand in previously assigned work the day they return to class. Assignments made and/or quizzes/tests given in their absence should be made up upon returning to school.

Students who are absent for multiple days...

Are afforded one day of makeup for each day missed. **The student is responsible for conferring with the teacher to arrange a make-up schedule.** Again, work previously assigned is due the day of the student's return. If

long-term assignments carry a deadline, as opposed to a due date, students are expected to send the assignment to school if they are absent.

Assignments are available through the Guidance Department (740) 282-9741 ext. 1117 for multiple-day absences, Books, and materials, however, is the responsibility of the parent (guardian) to make the request.

In the case of pre-arranged absences...

Students will deliver to teachers all previously assigned work due during their absence the day they return.

A student who checks in or leaves early...

Is required to hand in assigned work and makeup quizzes/tests on that day. The following are examples of this situation: a field trip; medical appointment; excused tardy; or clinic visit.

Under extenuating circumstances, at the discretion of the teacher, an extension may be granted for any of these different conditions. Students have the responsibility for discussing these extenuating circumstances with the teacher.

Teacher Email Addresses

Email is an excellent way to communicate with your child's teacher. Each teacher's email address is listed as the first name.last name, plus @rollred.net for example; john.smith@rollred.net

Vacations

The school realizes that parents and students are sometimes confronted with planned absences or vacations. Vacations during the school year are definitely discouraged by the staff and Board of Education. If no alternative arrangements can be made, parents are to make an appointment with the building principal at least one week in advance of the anticipated absence. The granting of approval by the principal for such a request will be based on such factors as attendance, current grade average, classroom performance, and teacher recommendations. If approval is granted, assignments will be issued prior to departure and due upon return to school unless some other arrangement is made with the teacher. The approval of a vacation does not give a student the privilege of being absent from school any other days that particular nine weeks. If the vacation exceeds ten (10) days and if the student is absent from

school any other days that particular nine weeks, a doctor's excuse is required, and parents must set up a conference with the assistant principal or the principal.

Doctors Excuses

If a student is absent because of hospital confinement or a doctor's appointment, he/she should obtain an excuse showing the date(s) absent written by the doctor. These excuses should be presented, within five days after returning to school, to each subject teacher and then to the office to be placed in the student's file. If a student is absent due to a death in the immediate family, a call from the guardian is required the day after returning to school. Students may not be given makeup privileges and will receive an "F" for all work due if the above procedure is not followed.

Tardiness

Students arriving late for the first period must receive a slip from the tardy room before reporting to class. No student will be admitted to first-period class without a tardy slip. A student is considered tardy to class if he/she is not in his/her assigned seat ready to work when the bell rings. Tardiness to school, to class, or from lunch may result in disciplinary action according to the behavior code.

Lost and Found

The lost and found areas are located in the High School office, Athletic office, and High School dining hall. Students who have lost items may retrieve their items if found. Unclaimed items will be given to charity at the end of each semester. All found items are to be turned into the High School office.

Student Sales

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

Telephone Use

Office and classroom telephones are not to be used by students for personal phone calls. Students may, with permission, use the office telephone in an emergency. Students will not be called to the office to receive a telephone call.

Early Dismissal

Students may be dismissed early for work or school privileges. In order for a student to qualify for a permanent early dismissal, the student must:

For Work:

1. Be a senior
2. Have a job at which the student is scheduled to work one hour before the dismissal time and scheduled to do so at least three days a week
3. Be in a school-sponsored work program or program approved by the school.

For daytime post-secondary options:

1. Be a senior and receive permission from the principal.
2. Meet minimum requirements for graduation from Steubenville High School
3. Must carry a minimum of 6 credits at the high school

** Nighttime post-secondary option requires only that the student adheres to #3 above.

Exceptional Cases:

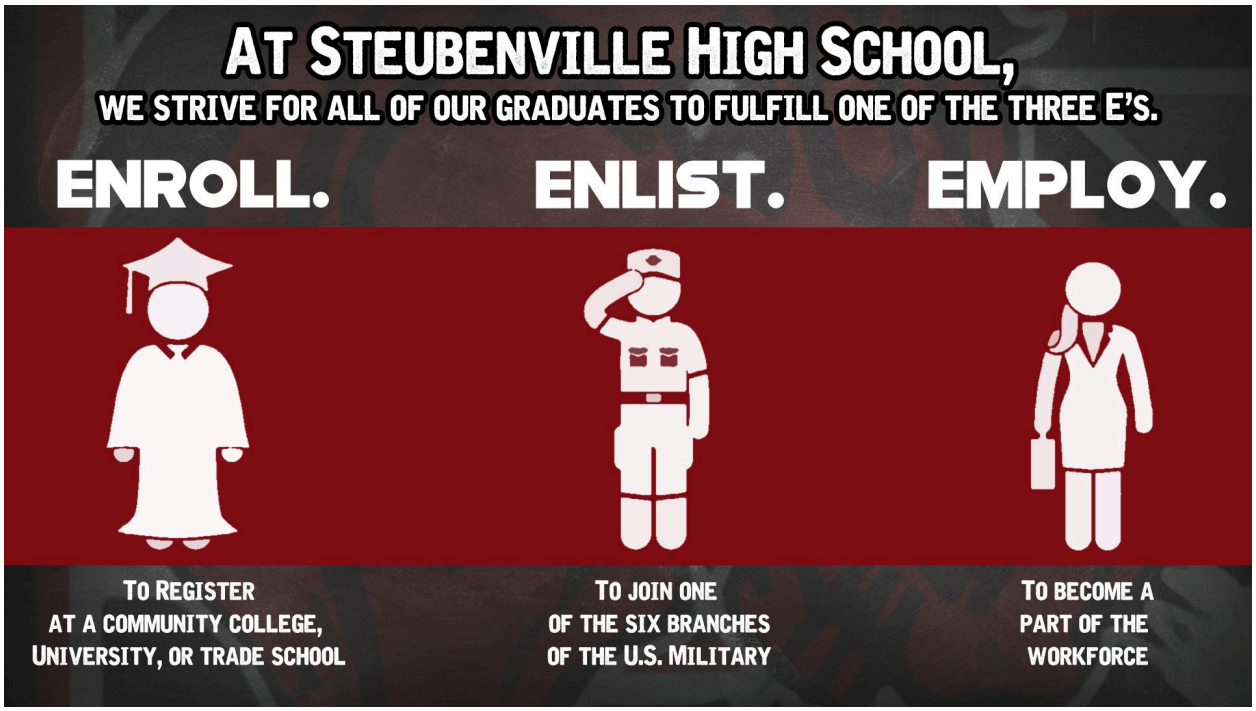
A committee consisting of the principal, assistant principal, and Dean of Students will judge any situation that comes up that is not covered in the policies written above on its merits.

Visitors

The school policy is to welcome only visitors who have legitimate business to attend to at the high school. Guests and visitors must report to the main office for authorization before proceeding through the school. Visitors are expected to leave promptly once their business has been completed.

What is your E?

We want to help our students start thinking about their future after high school.



Emergency Procedures

Fire Drills

Fire drills conducted in an orderly manner are a necessary part of the school program. Students will leave the building by following the “fire exit” instructions posted in their classroom.

Tornado Drills

Tornado Alarm Procedures are posted in each classroom. During tornado drills, students do not leave the building. Classes have specific locations during these drills.

Lock-Down Drills

Lockdown drills will be conducted periodically as a part of the school safety program. Parents/visitors are requested to cooperate in the school’s effort in the operation.

Free or Reduced Lunch/Breakfast Program

The Free or Reduced Lunch/Breakfast Program is available to students who qualify under federal guidelines. For more information, contact the main office.

Electronic Devices (ED)

Cell phones, iPads, iPods, mp3s, earphones, or other electronic devices are not to be used in the classrooms unless authorized by the classroom teacher. Cell phones and other devices are to be turned off or placed on silent/vibrate mode and be OUT OF SIGHT during class. Violation of this rule will result in disciplinary action and confiscation of the electronic device. **Students should keep these items in a secure place at all times.**

The unauthorized use of these electronic devices (ED) in school is a violation of this policy.

Violators of the policy will be subject to disciplinary action: Confiscation of the Device Until the End of The Day and Must Be Picked Up by A Parent/Guardian in the Main Office.

Parents should continue to call the school for any emergency situation. We will contact your son/daughter.

Distracting behavior that creates an unsafe environment will not be tolerated. Students are prohibited from using EDs to capture, record, or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member,

or other people in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Students are prohibited from using an ED in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. Engaging in such behavior could result in suspension and/or a recommendation of expulsion.

EDs, including but not limited to those with cameras, may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

Students may use EDs for educational or instructional purposes (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. Teachers may permit student use of EDs in their classrooms as they feel it is appropriate.

Violations of this policy may result in disciplinary action and/or confiscation of the ED. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography).

Several SHS classroom teachers utilize a cell phone "lockbox" for storage during class. These lockboxes are used to free students from distractions during class time-+. When lockboxes are utilized, students must place their phones in the lockbox at the beginning of class. Phones will be returned to students at the end of class.

Steubenville High School assumes no responsibility for theft, loss, damage, or vandalism to EDs brought onto its property or the unauthorized use of such devices.

Sexting, Texting & Emailing

In accordance with HB 1, HB 132, and Ohio Revised Code 2907.323, the possessing, taking, disseminating, receiving, keeping, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images of photographs, by electronic data transfers do constitute a crime under state and/or federal law. Any person involved in any of the above can be punished under the code of conduct and may be reported to the appropriate law enforcement agencies. Students and families should be aware of these guidelines as legal charges and/or convictions may result in serious consequences.

Misuse of Computer

Students shall not use a computer to obtain access to lewd, obscene, scandalous, or other unauthorized information or otherwise misuse a computer or a computer program. Misuse of a computer includes, “sending or displaying offensive messages or pictures; using obscene language; harassing, insulting or attacking others; damaging computers, computer systems or computer networks; violating copyright laws; using another’s password; trespassing in another’s folder, work or files; intentionally wasting limited resources; employing the network for commercial purposes, and using network and internet access to engage in “hacking” or other unlawful activities.” Students and parents/guardians must sign the Steubenville City School District Student Network and Internet Form before a student can use a district computer.

Academic Dishonesty/Plagiarism

Students are not to use another's thoughts, ideas, or words as their own. Cheating is a serious offense. The following may apply when a student is determined to have cheated:

1. The teacher will discuss the incident with the student and then send him to see a Dean of Students and /or an administrator.
2. The teacher will inform the parents of the facts concerning the dishonesty on the part of the student.
3. The penalty for cheating is a zero for work covered by the test or assignment. (Additional punishment may be administered dependent on circumstance)

After School Students without proper supervision - Facility Usage

After School Students are not permitted in the gymnasium, wellness center, indoor track, weight room, pool, or school building after school without proper supervision by a coach, advisor or teacher. All students not involved in supervised activities after school must exit the building by 3:00 p.m.

Care of School Property

It is the responsibility of all students. Students should do their part in keeping the building neat and orderly. If a student writes on or damages a locker, wall, or any other school property, he shall pay to cover the cost of repair or

replacement. Work in kind will be acceptable if appropriate. Students owing any obligation in this area will have credit held until all obligations are met. Reasonableness will be a general rule in this area.

Backpack/Book-bag Policy

At Steubenville High School, we strive to create the best and safest learning environment for all students. To continue these efforts the administration and teachers see the need to remove backpacks from the classroom. Students may bring backpacks and bookbags to school but will be required to leave the bags in their locker during the school day.

This policy's intent is to increase safety in the following ways:

- Reduce the ability to conceal weapons, drugs, or other contraband.
- Reducing tripping hazards.
- Create more space and mobility for all, including those with disabilities.

Having no backpacks in the classroom will also improve the learning environment by:

- Decreasing distractions commonly brought into class such as food, electronic devices, and other items.
- Will help students stay organized.

All students are assigned a locker at the start of the year. Students may store their backpacks and book bags in assigned lockers. However, all bookbags will remain in the locker during the day.

Dress and Grooming Code

Students must wear appropriate clothing and footwear at all times. Student clothing and personal appearance must not negatively impact or interfere with the educational process. Excessive makeup, jewelry, and/or symbols of any kind applied to the face or other visible part of the body may have an adverse, disruptive effect on the learning environment. When and if a student's dress, makeup or grooming detract from the learning environment or create a safety hazard of any kind, administration reserves the right to address and demand corrective action. Administration may request a student change clothing and/or remove jewelry or excessive makeup in an effort to eliminate any disruptive elements of a student's appearance. Students who repeatedly violate any facet of the dress code may be subject to progressive disciplinary action.

As it relates to the dress code and appearance of SHS students, administration will make discretionary decisions to ensure an optimal learning environment for all students.

Styles and the names of articles of clothing change frequently. Therefore, it is impossible to list all inappropriate items. In cases where there is a question of appropriateness for school, the principal or assistants will make the final decision.

The following articles of clothing and/or accessories are examples of inappropriate wear for school:

1. Halter tops, tube tops, tank tops, muscle shirts, net jerseys, low cut revealing tops or any type top which exposes an unusual amount of the upper torso (girls or boys).
2. Gloves, spiked clothing, and spiked accessories of any kind.
3. See through clothing.
4. Pajama pants or loungewear.
5. Hats, sweatbands, head scarves, picks, sunglasses, or combs are **NOT** to be worn during school hours.
6. No clothing with writing or attached symbols that is obscene, vulgar, suggestive, or that promotes items, products or services that violates school policies or regulations.
7. Pants must be worn at waist and neither undergarments nor body should be exposed No sagging pants allowed at any time.
8. Shorts/skirts which do not equal the position of the fingertips with arms and fingers extended.
9. No sunglasses unless prescribed by a doctor.
10. Accessories and jewelry that may cause injury, pose a safety hazard, or substantially disrupt or materially interfere with student safety or instruction are prohibited. This shall be determined by Administration. This can include, but is not limited to:
    a. Jewelry worn in pierced areas of the body that substantially disrupt or materially interfere with student safety or instruction.

Consequences:

If a student is sent to the office for a dress code violation, he/she will be given the opportunity to change.

The student will be permitted to call a parent to bring clothes, however the student will remain in the main office while they wait for their parent to arrive.

If a student does not have a change of clothes or if parental arrangements can't be made, the student will spend the remainder of the school day in the In School Learning Academy (ISLA) or be sent home.

Repeated violation of the SHS dress code policy may result in progressive school discipline.

Specific cases not included in this list are at the discretion of the principal or assistant principal.

Eighteen-Year-Old Student

A student reaching 18 years of age or older, is considered to be an adult who has chosen to attend Steubenville High School. Consequently, he or she is likewise subject to all the rules and regulations applicable to other students. Therefore, if a student is 18 years old or older and resides with his parents, adult relatives, or friends, it is still mandatory that the above adult parent, relative or friend be contacted in order for the student to be released for early dismissal, illness, etc. Also, absent notes are required from the parents or adult relatives, or friends with whom the student is residing. The only exception to the above is when the student has been granted independent status.

Registration with and approval by the Steubenville High School's enrollment officer must occur before any student 18 years of age or older can obtain independent status.

Withdrawing from School

Any student who withdraws from school, regardless of the reason, must complete a Withdrawal Form. At this time all textbooks must be returned, and all fees and fines must be paid. An official transcript of grades will not be sent until these obligations are met. The parent/guardian must accompany the student and must sign the necessary withdrawal forms.

Change of Address

Any change of address or telephone number during the school year is to be reported to the SHS Main Office.

Use of the Elevator

If a student becomes semi-ambulatory during the school year and requests to use the building elevator, a doctor's note requesting the use of the elevator must be presented.

School Closing

When school is closed due to weather conditions or some other emergency situation, it will be announced over Steubenville area radio and TV stations, as well as posted on the district's website (rollred.org). In addition, student households will receive a phone call from the district's automated calling system indicating that the school is closed. **Please do not call the school**.

Alternative Placement

Any student placed in an alternative placement outside of the school are NOT permitted on any school property or to attend any school function while at that placement, unless permission is granted by the building principal.

Textbooks and School Issued Equipment

Textbooks and school-issued equipment furnished free to students remain the property of the school and are only loaned to the student. Students are responsible for returning all books and other equipment issued to them at the end of the school year, in good condition. Students will be required to pay for any lost, stolen, or damaged books or school-issued equipment.

Violation of District Technology

A student may be fined, disciplined, referred to juvenile court, or reported to the police for damage or loss of district technology under some circumstances, but the district's ability to withhold student records is limited by federal law. If the items are not returned to the district in an acceptable condition, the student will lose the right to free instructional materials and technological equipment until the student or the student's parent or guardian pays for the damaged or unreturned items. The district may waive or reduce the fee if the student is from a low-income family. In that case, the district must allow the student to use the instructional material and technological equipment at school

during the school day. Technological equipment is considered to be in acceptable condition if: 1) the equipment is returned with the software and hardware in their original condition unless the district authorized changes, and 2) the physical condition of the equipment is fully usable as it was originally intended to be used. Electronic instructional materials are considered to be in acceptable condition if: 1) all components or applications that are a part of the electronic instructional materials are returned; 2) the electronic instructional materials perform as they did when they were new; 3) the electronic instructional materials do not contain computer code, such as a bug, virus, worm, or similar malicious. 4) the electronic instructional materials have not been installed with plug-ins, snap-ins, or add-ins without the prior approval of the school district. If the materials are not returned in an acceptable condition and the required payment is not made, then the district may withhold the student's records but may not prevent the student from graduating, attending graduation, or receiving a diploma. Though the records may be withheld, a parent or eligible student maintains the right to access, inspect, and review the student's educational records.

Student Discipline If a student steals, damages, or causes a loss of district technology, the student may also be disciplined under the student code of conduct. The damage may constitute the offense of criminal mischief, for example, if the student intentionally or knowingly damages or destroys a district technology device. Additionally, the student code of conduct may include a general conduct violation providing for discipline for damage to school property.

Cost of device: Based on the device, the price can range from $30-$375.

School Approved Trips

During the course of the school year, various functions include trips (in and out of the State of Ohio). The school and its representatives reserve the right to examine any or all baggage, packages, or vehicles taken on any school related trip or activity. The activity advisor/designee can examine said baggage, package, or vehicle at any time during said activity. Any goods or material deemed inappropriate by the advisor will be confiscated. Interested participants in field trips may be denied by an advisor and/or administration due to past/current attendance or discipline problems.

Messages and Deliveries for Students

The office will not accept deliveries such as flowers, balloons, gifts, etc. for students. Arrangements should not be made to have such items delivered to the school. Emergency messages will be delivered to the student immediately. Parents/Guardians and students should not request the Main Office to deliver routine messages.

Denial of School Privileges

Denial of Privileges: Students who are considered 'habitually truant' will be served with a Denial of School Privileges. The Denial of School Privileges may apply to all activities, including school-sponsored clubs and athletics. The Attendance Intervention Team will determine the duration of the Denial of School Privileges.

Student Fan Code of Conduct

Student spectators are expected to act to the higher standards set within the student code of conduct. It is a privilege NOT A RIGHT to attend events. All events are considered extensions of the school day and progressive discipline procedures will be followed. Serious misconduct by student spectators may result in an immediate loss of privilege for one (1) year.

Progressive Discipline

Steubenville High School employs a progressive discipline plan. Students are expected to mature and learn from their mistakes over time. Students with chronic behavior problems, who do not improve during the course of the year, will have increasingly more severe consequences. Students involved in the same incident may, therefore, receive different consequences based on the individual's discipline history.

Student Bill of Rights and Responsibilities

Your Rights and Responsibilities cannot be separated. With your Right comes the Responsibility to be held accountable for your actions.

All students have the right to

1. Learn without distraction
2. Be and feel safe on school property
3. Be respected by classmates and school staff
4. Appropriate expression of personal appearance without causing distraction
5. A clean and safe school building

It is every student's responsibility to

1. Allow classmates to learn without distraction
2. Seek help in solving problems
3. Respect classmates' personal space and physical movement
4. Obey the school dress code
5. Respect school property and leave the school better than you found it

Code of Conduct

Discipline Policy and Code of Conduct Rationale

In order to ensure the opportunity to an education for every student, the State of Ohio has given the board of education the authority, by statute, to "make such rules and regulations as are necessary for its governance and the governance of its employees, pupils of its schools, and all other persons entering its school grounds and premises."

The discipline system at SHS is designed to correct inappropriate behavior by explaining to students the rationale for rules and policies and assisting students in identifying ways to improve their conduct. In doing so we hope to instill an attitude of "self-discipline" which will enable students to make good decisions in all areas of their life.

Disciplinary Consequences

Violations of rules and policies may result in a student being issued a disciplinary sanction intended to prevent further violation of the rule or policy. Whenever possible the consequence will be tied to the infraction but will be issued at the discretion of the administrator (or his/her designee) in consultation with the student, teacher, and other parties involved.

Types of consequences include

1. Verbal reprimand
2. Change of seating or location
3. Restriction or removal of privileges
4. Assigned detentions
5. Parental contact by phone, letter, or conference
6. Withholding of transcripts (when money, materials, and or property are unaccounted for)
7. Assignment of other comparable, acceptable, and fair consequences
8. Assignment of In-School Learning Academy (ISLA) or out-of-school suspension
9. Community Service (within School)
10. Removal of a student from activity, class, or school
11. Expulsion from school
12. Requiring restitution
13. Notification of police when criminal or civil violations occur.
14. Referral of student to juvenile court

Student Conduct System and Code of Conduct

Student Conduct System

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purpose of discipline in a school, you may form a correct attitude toward it. This will permit you to do your part in making your school an effective place of learning and assist you in developing the habit of self-restraint, which will make you a better person.

Definition of important terms involved in the student conduct system:

Minor Violations

Actions which are a distraction to the educational process, but do not endanger the safety of people or property.

Major Violations

Actions, which constitute a threat to the safety of people or property, are not permissible. Many or frequent minor violations are then considered major violations.

Legal Offenses

The breaking of any law of the United States of America, State of Ohio, or the City of Steubenville.

Discipline Report

Electronic reports to the office of a violation of the code of conduct.

In-School Learning Academy (ISLA)

An In-School-Learning Academy (ISLA), ranging from one period to three days at a time, may be assigned to students by an Administrator. While in the In-School-Learning Academy (hereafter referred to as "ISLA"), the student is isolated from classmates in a supervised learning environment and must follow strict rules related to behavior.

Each student placed in the ISLA room will be given a copy of these rules to review and sign, denoting the opportunity to read and understand ISLA protocols. If a student violates the rules and policies governing the ISLA classroom, he or she will be suspended from school. Students assigned to in-school will have the opportunity to receive credit for work done while placed in ISLA under the direction of the ISLA teacher. A student placed in ISLA is eligible for after-school activities.

Interrogations and Searches

The District has responsibility for the control and management of the students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogation.

The right of inspection of students' school lockers or articles carried upon their persons and the interrogation of an individual student is inherent in the authority granted to school boards. All searches are conducted sparingly and only when such search is reasonable and likely to procedure anticipated tangible results to preserve discipline and good order or promote the safety and security of persons and their property within the areas of the school's responsibility.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. Such notices will be posted in every building.

Searches of School Property Assigned to a Student

The following rules apply to the search of school property assigned to a student (locker, desk, automobile, etc.) and the seizure of items in the student's possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice.
2. A search of a desk or other storage space may be conducted where there exists reasonable cause for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Search of other areas assigned to a student should be for a specifically identified item and should be conducted in the presence of the student and with the student's knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of a Student's Person or Personal Property by School Personnel

Principals and their designee are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following results apply in such cases:

1. There should be reasonable cause to believe that the search will result in obtaining evidence which indicates the student's violation of the law or school rules.
2. Searches will be conducted by a member of the same sex as the student.
3. Search will be conducted in the presence of another administrator or staff member (conducted privately and away from other students).
4. Parents(s)/guardian(s) of a minor student who is the subject of a search will be notified of the search and will be given the reason(s) for the search, as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.

Out-of-school Suspension Procedures

The Superintendent or designee or the building principal or designee may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of an out-of-school suspension will be for more than ten (10) school days. An out-of-school suspension may extend beyond the current school year; if at any time an out-of-school suspension is imposed and fewer than 10 days remain in the school year, the Superintendent may apply any or all of the period of an out-of-school suspension to the following school year. The student is not allowed to attend any school activity. Further, the student is not allowed on or in line of sight of any school property during the length of the suspension.

During an Out-of-School Suspension, students are considered excused. Students are given days to make-up work that coincide with days suspended. Example: if suspended for three days, the student has three days from the return to school date to complete the assignments. Teachers of students who are placed on OSS are required to make

assignments available to those students who ask for them. It is the expectation that work is completed upon return at which time credit will be given.

Students who violate Out-of-School Suspension rules are subject to further consequences.

The following guidelines will be followed for all out-of-school suspensions

The student will be informed in writing of the potential for an out-of-school suspension and the reasons for the proposed action.

1. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended out-of-school suspension and to explain his/her actions.
2. Within one school day, a letter will be sent to the parent(s), guardian(s), or custodial parent(s) stating the specific reasons for the out-of-school suspension and including notice of their right to appeal such action.
3. Notice of this out-of-school suspension will be sent to the:
    a. Superintendent or his/her designee
    b. Student's school record
4. The student will remain suspended for the duration of the out-of-school suspension until action is taken on the appeal.

Expulsion Procedure

The Superintendent may expel a student from school for disciplinary reasons outlined in the Student Code of Conduct. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than ten (10) school days, but not more than an eighty (80) school days duration unless dangerous weapons are possessed. The Superintendent may expel a student for one calendar year or exclude the student permanently. An expulsion can extend beyond the end of the school year and be applied to the following school year.

The guidelines listed below will be followed for all expulsions:

1. The student and parent(s), guardian(s), or custodial parent(s) will be informed in writing of the potential expulsion and the reasons for the proposed action.
2. The student and parent(s), guardian(s) or custodial parent(s), and/or representative have the opportunity to appear on request before the Superintendent or his designee to challenge the action or otherwise explain the student's actions.
3. This notice will state the time and place to appear which must not be less than three (3) school days nor later than five (5) school days after the notice is given.
4. Within one (1) school day of the expulsion hearing, the Superintendent will notify the parent(s), guardian(s), or custodial parent(s,) and the Treasurer of the Board.
5. The notice will include the reason for the expulsion and the right of the student, parent(s), guardian(s), or custodial parent(s) to appeal to the Board of Education or its designee; the right to be represented at the appeal and the right to request the hearing be held in executive session.
6. The student will remain expelled for the duration of the expulsion until action is taken on the appeal.

7. The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Emergency Removal of Student

In the case of "normal disciplinary procedures" in which a student is removed from the curricular or extracurricular activity for a period of fewer than 24 hours and is not subject to an out-of-school suspension or expulsion, the due process requirements do not apply. The required notice, hearing, and right to appeal is required only when an out-of-school suspension or expulsion is contemplated.

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on school premises or off the premises while representing the district:

1. The Superintendent, the principal, assistant principal, or personnel employed to direct, supervise, or coach a student activity program may remove the student from curricular or extracurricular activities or from the school premises.
2. A teacher or personnel employed to direct, supervise or coach a student activity program may initiate an emergency removal of a student from curricular or extracurricular activities to the principal's office. As soon as practicable after making such a removal, the teacher will submit in writing to the principal the reasons for such a removal.
3. If it is probable that the student may be subject to an out-of-school suspension or expulsion, the hearing will be held in accordance with procedures established for an out-of-school suspension or expulsion.

Appeal Process for Administrative Decisions

1. Any administrative decision affecting a student's grades, credits, promotion, graduation, or school attendance may be appealed directly to the principal within 48 hours of the action. The appeal must be in writing, stating the reason for the appeal, and signed by the student and parent or guardian.
2. An appeal of the principal's decision must be made within 24 hours of the principal's decision {within three (3) days of the Notice of Intent to Suspend} and must be made in writing to the Superintendent.
3. An appeal of the Superintendent or his designee's decision may be made to the Board of Education, or its designee as follows.
    a. OUT OF SCHOOL SUSPENSIONS. An appeal to the Board of Education, or its designee, must be made in writing and submitted to the Treasurer's office within three (3) days of the Superintendent or designee affirming the out-of-school suspension.
    b. EXPULSIONS. An appeal to the Board of Education or its designee must be made in writing to the Treasurer's Office within fourteen (14) days of receiving the Superintendent's Expulsion Notice. Parents/Guardians/Students may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A verbatim record will be kept of the hearing which may be held in executive session if so requested.

Appeal to the Court

Under Ohio Law, the decision of the Board of Education or its designee may be made to the Court of Common Pleas.

Code of Conduct

The code of conduct at SHS is progressive from the start of the school year. Repeated violations of the code could result in an out-of-school suspension, or expulsion and may be recommended to the Jefferson County Juvenile Court system.

*Major or minor violations do not differentiate the severity of offenses. These terms apply to their definitions, which are listed under the student conduct system above.

Major Violations

1.01 Assault

A student shall not cause physical injury or behave in such a way that threatens to cause injury to school staff, other students, or visitors while under the jurisdiction of the school. Violation may result in an out-of-school suspension of up to 10 days, possible expulsion, and/or referral to Civil Authorities.

1.02 Damage, Destruction, Defacement, Or Misuse

A student shall not cause or attempt to cause damage, destruction, defacement, or misuse of school property or private property on school premises or at any school sponsored activity, whether intentionally, negligently, recklessly or carelessly done. Violation may result in an out-of-school suspension from 3 to 10 days and pay for the damage.

1.03 Damage to school property

A student shall not cause or attempt to cause damage to property including buildings, grounds, buses, equipment, or materials. Writing on desks will be handled according to the amount of damage. Violation may result in an out-of-school suspension from 3 to 10 days and pay for the damage.

1.04 Disrespect toward school personnel

Students will not show disrespect to school personnel by action, attitude, or word. Discipline may be treated as a classroom disruption in the code of conduct.

1.05 Disruption of school

A student shall not by use of violence, force, coercion, threat, harassment, or repeated violations of code cause material disruption or obstruction of the educational process, including all curricular or extracurricular activities. Violation may result in an out-of-school suspension from 3 to 10 days and possible expulsion.

1.06 Unauthorized touching of another student

Any form of undesired touching of another person, including but not limited to, slapping, pushing, punching, and kicking. Violation may result in an out-of-school suspension from 5 to 10 days and possible expulsion.

1.07 Group action

Students may not become involved in-group action, which adversely affects the operation of the school program or activities. Violation may result in an out-of-school suspension from 5 to 10 days and possible expulsion.

1.08 Harassment, Intimidation, or bullying

Defined under policy and procedures. Violation may result in an out-of-school suspension from 3 to 10 days and possible expulsion.

1.09 Insubordination/Defiance

A student shall not refuse to comply with reasonable requests, orders, and directions of teachers, substitute teachers, teacher aides, administrators, volunteers, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to

1. Disobedience or disrespect toward any staff member
2. Not serving assigned detentions
3. Not following school rules or proper procedures
4. Not following assigned schedule/being in an unauthorized area
5. Chronically tardy to school or class
6. Repeated misbehavior after warning

Discipline may be treated as a classroom disruption in the code of conduct unless an administrator is required to remove the student. In this case, the discipline may be an out-of-school suspension.

1.10 Misconduct at School Functions and After-School Activities

Attendance at School Functions and After-School Activities Students are expected to conduct themselves in a mature manner so they do not bring discredit to themselves, their families, our school, or our community. Inappropriate conduct such as booing, rowdyism, physical confrontation, disrespect for officials, or refusal to follow instructions or

directions will not be tolerated at home or away events. Students will be removed from school functions/after-school activities and denied admittance thereafter for not cooperating fully with school officials and officers of the law. Suspended or expelled students are not permitted to attend any school activity or event if at home or away. School officials have the same authority over students at after-school activities or functions as they have during a regular school day. Students who refuse to cooperate during after-school activities will be removed and denied admittance thereafter. Additional disciplinary action may be issued as well. Rights: Students are given top priority and encouraged to attend after-school activities. Suspended or expelled students are not permitted to attend any school activity or event at home or away.

1.11 Possession of a weapon

A student shall not possess, handle, transmit or conceal any object, which might be considered a weapon or instrument of violence. This includes but is not limited to, guns, knives, sharp instruments, firecrackers, brass knuckles, chemicals, mace, and gas. Violation will result in an out-of-school suspension of up to 10 days, possible expulsion, and/or referral to Civil Authorities (see Annual Notices for more information)

1.12 Sale, intent to sell, possession, or use of drugs or alcohol

This list also includes counterfeit controlled substances and drug paraphernalia. See drug and drug abuse policy under policy and procedure. Violation will result in an out-of-school suspension of up to 10 days, possible expulsion, and/or referral to Civil Authorities.

1.13 Theft of any item or personal property

A student shall not wrongfully take, possess, carry away, or exercise dominion and control over the property of others. May result in a three (3) to ten (10) day out-of-school suspension.

1.14 Off-Campus Misconduct Policy –Ohio Revised Code 3313.66

Misconduct by a pupil that occurs off property owned or controlled by the district but is connected to activities or incidents that have occurred on property owned or controlled by that district and misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee is now within the authority of school administrators who wish to apply the code of conduct.

Minor Violations

2.01 Cheating

Defined and discipline listed under policy and procedure.

2.02 Disruption of class, halls, cafeteria, and auditorium

A student shall not disrupt the learning environment of others.

2.03 Dress code

Defined and discipline listed under policy and procedure.

2.04 Eating in class

Defined and discipline listed under policy and procedure.

2.05 Forgery/Falsification

A student shall not fraudulently affix or have affixed parents' or other authorities' signatures on notes or official school forms, nor shall students use passes, school forms, or notes in an improper manner, nor possess such documents. Students may not add names to passes. A student shall not misrepresent himself/herself as any adult either in oral or written form.

2.06 Failure to serve detention

Students shall not fail to serve detentions for staff or administration.

2.07 Failure to report to the office for discipline

Students must report to the office when sent by a faculty member for disciplinary action. Failure to do so may result in an out-of-school suspension.

2.08 Gambling

Students may not be involved in any activity in which the student makes monetary or property gain from another individual. Violations may result in an out-of-school suspension.

2.09 Interference with investigative procedure

Students shall not fail to tell the truth or physically attempt to prevent the apprehension of another person. Violations may result in an out-of-school suspension.

2.10 Loitering

Students are not permitted to hang out in restrooms or hallways before, during, or after school. No loitering or misuse of restrooms will be tolerated. Only one person per stall.

2.11 Look out

Students may not serve as a lookout for person(s) violating rules. Violations may result in three (3) full days of ISS.

2.12 Lost and Found

Any item found by a student must be returned to the office. Failure to do so may result in an out-of-school suspension.

2.13 Printed/Posted materials

Defined and discipline listed under policy and procedure.

2.14 Playing cards

Students are not permitted to play cards in school. Discipline is treated as a classroom disruption and cards may be confiscated.

2.15 Possession of radios/electronic devices

Defined and discipline listed under policy and procedure.

2.16 Failure to Serve School Discipline

Refusing to serve an In-School Learning Academy (ISLA), or any other form of discipline, misbehavior while serving school discipline, failure to report for assigned detention, and walking out of the principal's or assistant principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence in addition to further disciplinary action.

2.17 Trespassing/Leaving School Property

Students must be in assigned classes, homerooms, etc. during times when they are supposed to be there. A student shall not trespass on district property or leave school property or assigned area prior to specified dismissal time without official permission.

2.18 Tobacco (Complies with ORC 3313.751 and House Bill 144)

Use or possession of any form of a tobacco product or any imitation tobacco product or paraphernalia (e.g. cigarette lighter/matches, e-cigarettes) in school, on school grounds, at school-sponsored activities, or within sight of the school is prohibited. The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, “vapor,” or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance. Violations may result in an out-of-school suspension of up to 10 days.

2.19 Tardiness

Tardiness applies to late arrival to school or class. A record of student tardiness will be kept in the main office and ISLA room. We understand that there may be circumstances where tardiness to school is unavoidable, so therefore students are granted three tardies to school without penalty. Tardiness will only be excused for doctor's appointments, which will require an excuse.

Tardiness to Class (Other than 1st Period)

<u>More than 10 minutes late to class without a pass will count as a cut</u>

1st-3rd	Teacher assigns detention
4th	Teacher assigns detention & notifies guardians.
5th-6th	Office assigns Two (2) Lunch Detentions
7th-more	Treated as class disruption

**Six (6) Lunch detentions = one full day in ISLA

2.20 Truancy

See SCS Absence/Attendance/Truancy Procedure in Student Handbook.

2.21 Violation of Lunchtime Rules

The school cafeteria offers a service to the students by providing a nutritious meal at no cost to them. Students are expected to exhibit good and proper manners during lunch periods in the cafeteria. Students who fail to follow Lunchtime rules are subject to disciplinary action.

1. Students must clean their tables and the area around their chairs before leaving. All students seated at a table are responsible for cleaning that table.
2. Students must be seated during lunch unless in a lunch line.
3. Throwing anything in the cafeteria is strictly prohibited and may result in suspension.
4. No food or drink is to be consumed outside the cafeteria without administrative approval.
5. The restrooms closest to the cafeteria are the only restrooms to be used during the lunch periods.
6. Students are to remain in the cafeteria area during lunch and are not permitted anywhere in the building unless given permission by the staff or administration.

2.22 Unauthorized departure from school grounds **(Applies to lunch only)**

Defined under policy and procedure.

2.23 Unauthorized in halls (no hall pass)

Defined under policy and procedure. Discipline may be as treated as loitering in the code of conduct.

2.24 Use of profanity and/or obscene gestures

A student shall not use any form of profanity, written or verbal. Included in this prohibition would be the use of gestures, signs, pictures, or publications. Violations may result in from three (3) days of time-out to an out-of-school suspension unless directed at a faculty member(s) which will result in a 5 to 10-day out-of-school suspension.

2.25 Violation of In-School Learning Academy (ISLA) Rules

Students violating rules in ISS may result in a 3 to 10-day out-of-school suspension.

2.26 Violation of Students parking in Teachers and Visitors Lot

Students will be asked to move their vehicle from the teachers' or visitors' lot, failure to follow this rule will result in a notification to the parent or guardian and could result in a detention or revoke students parking privileges at the high school. Teachers' and visitors' parking lots will be monitored at all times. STUDENT PARKING IS AVAILABLE ON THE SOUTH SIDE OF THE HIGH SCHOOL. PLEASE USE THIS FACILITY. Student parking is a Privilege.

2.27 Display of Affection

A public display of affection, which includes, but is not limited to, hugging and kissing is inappropriate in the school setting. Students involved in these behaviors may be disciplined.

2.28 Class Attendance

A three-minute change of class periods is set in the daily schedule. Students are expected to get from one room to another at the time allowed. Students are required to attend all scheduled classes, including lunch.

Annual Notices

Asbestos Regulations

Per mandated federal regulations adopted under the authority of the Asbestos Hazard Emergency Response Act of 1986 (AHERA), SCS has adopted an ongoing management plan to inspect buildings and respond appropriately. A copy of the plan is available in the principal's office. If parents have questions regarding the plan or the Federally mandated program, they should contact the Superintendent's Office at (740) 283-3767.

Anti-Harassment, Anti-Intimidation, or Anti-bullying House Bill 27

It is the policy of the Steubenville City Board of Education and School District that harassment, intimidation, or bullying activities of any type are inconsistent with the education process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone, or tolerate any of these activities. Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include these things. If harassment, intimidation, or bullying activities of any type are discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all harassment, intimidation, or bullying activities immediately. All incidents shall be reported immediately to the Superintendent. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law.

The contents of this policy shall be distributed in writing to all students and school district employees following its official adoption by the Board of Education. In addition, this policy shall be incorporated into building, staff, and student handbooks, and shall be the subject of discussion at employee staff meetings or in-service programs. (The full version of House Bill 276 is located in the Principal's office at Steubenville High School)

Definition of Bullying

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated, or has the potential to be repeated, over time (for example, through sharing or digital records). Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.
What bullying is not

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fights.

These actions can cause great distress. However, they do not fit the definition of bullying and they're not examples of bullying unless someone is deliberately and repeatedly doing them.

Hazing

Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Violation may lead to an out-of-school suspension, a recommendation for expulsion, and or legal action as contained in ORC 2307.44

Drug and Drug Abuse Policy

Students will not knowing possess, use, transmit or be under the influence of any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind while on the school grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers.

Section 2925.01 of the ORC states "counterfeit controlled substance" means any of the following:

Any drug that bears or whose container or label bears, a trademark, trade mark used without authorization of the owner of rights to such trademark, trade name or identifying mark;

Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packaged or distributed by a person other than the person who manufactured, processed, packaged or distributed it;

Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;

Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

ORC Section 2925.37 states:

A. No person shall knowingly possess any counterfeit controlled substance.
B. No person shall knowingly make, sell, and offer to sell, or deliver any substance that he knows is a counterfeit controlled substance.
C. No person shall directly or indirectly represent a counterfeit controlled substance by describing its effects as the physical or psychological effects associated with use of a controlled substance.
D. No person shall directly or indirectly falsely represent a counterfeit controlled substance.

Students found in violation of this policy will be subject to disciplinary action as described within the student code of conduct up to and including expulsion and referral for prosecution. A reduction in penalty may be granted if the student receives professional assistance, including but not limited to: alcohol and drug education programs, counseling, outpatient treatment or inpatient treatment.

STUDENTS WHO NEED TO TAKE PRESCRIPTION OR NON-PRESCRIPTION MEDICINE MUST LEAVE THE MEDICINE WITH THE MAIN OFFICE SECRETARY AND COME TO THE OFFICE TO TAKE THE MEDICATION.

Dangerous Weapons Policy

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. The Superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities.

Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis. Matters, which might lead to a reduction of the expulsion period, include: the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator. The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;

the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S. Code, Section 921.), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant char of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. Students are also prohibited from bringing knives on school property, in a school vehicle, or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student

brings a knife on school property, in a school vehicle, or to any school-sponsored activity, the Superintendent shall expel the student from school, subject to the same conditions stated above.

LEGAL REF.: ORC 3313.66. 3313.661, 20 USC 2701 ET SEQ.-TITLE IX 9901-9905, 18 USC 921, 20 USC 8922

Notification of Rights under FERPA for Elementary and Secondary Schools

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

These rights are:

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The right to request the amendment of the student's education records what the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal clearly, identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student when notified of the right to a hearing.

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

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

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

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-4605

Sexual Discrimination and Sexual Harassment

Pursuant to Title IX of the Education Amendments of 1972 and its implementing regulations, the Board of Education of the Steubenville City School District does not discriminate on the basis of sex in its educational programs or activities. When such discrimination is found to have occurred, the District shall take prompt and effective steps to eliminate the discrimination, prevent its recurrence, and address its effects.

The following person has been designated as the Title IX Coordinator to handle inquiries regarding this Policy:

Dr. Shana Wydra
611 N. 4th Street
Steubenville, OH 43952
(740) 284-5613

The Title IX Coordinator is trained on the requirements of this Policy and is responsible for coordinating the District's efforts to comply with and carry out its responsibilities under Title IX, including the oversight of any investigation of any complaint brought under this policy.

Inquiries regarding Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education's Office for Civil Rights, Cleveland Location, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812, (216) 522-4970.

I. Prohibited Conduct

This Policy applies to students, employees, and third parties.

"Prohibited Conduct" under this Policy includes all of the following, when they occur in the context of a District program or activity:

1. Discrimination on the basis of sex ("Discrimination")
2. Sexual Harassment
3. Gender-based, non-sexual harassment
4. Retaliation against individuals participating in an informal complaint or formal complaint brought under this Policy.

Prohibited Conduct is prohibited in connection with all District programs and activities, including all educational extracurricular, co-curricular, athletic, and other programs of the District, regardless of whether those programs take place in District facilities, on a school bus, at a class, or training program sponsored by the District at another location, or elsewhere.

A determination as to whether Prohibited Conduct has occurred can take into account incidents that occurred off school grounds and/or outside of the District's educational programs or activities, if the conduct is alleged to have created a hostile environment within the District's programs or activities.

For purposes of this Policy, it is presumed that all conduct of a sexual nature by a District employee directed toward a student is "unwelcome," regardless of the age of the student. While such conduct may not always rise to the level of Prohibited Conduct under this Policy, such conduct is inappropriate, unprofessional, and shall result in disciplinary, educational, or other actions against the employee as appropriate.

Discrimination

Discrimination, for purposes of this Policy, includes any of the following, when they occur on the basis of sex:

1. Treating one student differently from another in determining whether the student satisfies any requirement or condition for the provision of any aid, benefit, or service;
2. Providing different aid, benefits, or services or providing aid, benefits, or services in a different manner;
3. Denying any student any such aid, benefit, or service;
4. Subjecting students to separate or different rules of behavior, sanctions, or other treatment;
5. Aiding or perpetuating discrimination against a student by providing significant assistance to any agency, organization, or person that discriminates on the basis of sex in providing any aid, benefit, or service to students; and
6. Otherwise limiting any student in the enjoyment of any right, privilege, advantage, or opportunity.

Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature under one of the following circumstances:

1. Submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, academic performance, or educational environment; or
2. The conduct is sufficiently severe, persistent, or pervasive such that it limits the ability to participate in or benefit from the education program, or creates an intimidating, threatening, or abusive educational environment. This is considered from both an objective and subjective standpoint and takes into account relevant circumstances, expectations, and relationships.

Sexual harassment includes, but is not limited to:

1. unwelcome sexual advances;
2. request for sexual favors;
3. verbal, nonverbal, or physical conduct of a sexual nature;
4. sexual assault;
5. sexual violence.

Gender-Based, Non-Sexual Harassment

Acts of verbal, nonverbal, or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, constitutes gender-based, non-sexual harassment under one of the following circumstances:

1. Submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, academic performance, or educational environment; or
2. The conduct is sufficiently severe, persistent, or pervasive such that it limits the ability to participate in or benefit from the education program, or creates an intimidating, threatening, or abusive educational environment. This is considered from both an objective and subjective standpoint and takes into account relevant circumstances, expectations, and relationships.

Retaliation

Retaliation against any individual who files a complaint or participates in a harassment inquiry is strictly prohibited.

All Employees Must Report Prohibited Conduct

All District employees who become aware of Prohibited Conduct are obligated to report such conduct to the Title IX Coordinator as soon as possible but in no case later than two (2) business days. District employees who fail to report Prohibited Conduct may be subject to discipline, up to and including termination.

Where Prohibited Conduct also may constitute child abuse or neglect, employees who are mandatory reporters are also required to report such abuse or neglect to Children Services and/or Law Enforcement, as is required by law. The Title IX Coordinator should be informed that such a report has been made when Prohibited Conduct is involved.

Where Prohibited Conduct may constitute a felony, all employees are required by law to make a report to law enforcement. See Section VI, below, for more information.

How to File a Complaint

If a student, employee, or community member believes that they have been subject to Prohibited Conduct, they should immediately contact the Title IX Coordinator to discuss their options and rights under this Policy, as well as other available resources, including filing a complaint with law enforcement, accessing counseling services, or working with other community agencies that may provide assistance.

A Complainant is a person who has allegedly been subject to Prohibited Conduct, even if they are not the person who reports the Prohibited Conduct initially. A Respondent is a person who has allegedly committed Prohibited Conduct under this Policy.

A Complainant may pursue a complaint informally or formally. If allegations of Prohibited Conduct are reported by someone other than the Complainant, the Title IX Coordinator shall consult with the Complainant before determining, in his or her discretion, how to handle the allegations.

When a complaint comes to the attention of the Title IX Coordinator, the Title IX Coordinator shall consider whether interim measures of protection should be implemented during the complaint process to help ensure the safety and well-being of the Complainant and the school community. The Title IX Coordinator shall consult with the Complainant and/or their parent/guardian before determining the appropriate interim measures of protection, but interim measures of protection are within the sole discretion of the Title IX Coordinator.

Examples of interim measures that may be available include, but are not limited to, class/work schedule changes, seating changes, counseling, additional supervision of students, restrictions on contact between the parties, and academic or work accommodations.

Informal Complaint Resolution

Complainants may choose to file a complaint informally. The Complainant may submit a written statement, or, if preferred, speak with the Title IX Coordinator or another administrator who will write a summary of the allegations. The Title IX Coordinator will discuss with the Complainant and/or parent/guardian, if appropriate, ways in which the situation could be addressed informally. This may include dispute resolution mechanisms such as informal discussions, confidential mediation, educational sessions, or other informal resolutions as deemed appropriate by the Title IX Coordinator and agreed to by both the Complainant and Respondent. The informal resolution does not require that the Complainant resolve the problem directly with the Respondent.

Informal Complaint Resolution is generally available in all situations except where the allegations involve sexual assault. Either party may end the Informal Complaint Resolution process at any time, and the Complainant may choose instead to file a formal complaint. The Title IX Coordinator may also, in his or her discretion, determine that Informal Complaint Resolution is inappropriate in a given situation, such as where the allegations are sufficiently serious as to suggest a need for additional investigation and response by the District.

Where a complaint is resolved informally, the Title IX Coordinator shall document the resolution.

Formal Complaint Resolution

Complainants may choose to file a formal complaint with the Title IX Coordinator. The Complainant may submit a written statement; otherwise, the Title IX Coordinator will write a summary of the allegations. The Title IX Coordinator may conduct the investigation or may designate an unbiased individual, generally a building-level administrator, to conduct the investigation. Where the Title IX Coordinator conducts the investigation, he or she may review and use initial investigative information provided by the building-level administrator if applicable. Investigations will be conducted in an adequate, reliable, and impartial manner.

Both the Complainant and Respondent will be provided with notice of the investigation and will be offered an equal opportunity to provide information regarding the allegations, suggest witnesses, and provide evidence to the investigator. The complaint may be investigated without the participation of one or both parties.

The investigation will generally be completed within thirty (30) business days, although this timeline may be extended for good cause by the Title IX Coordinator, such as where the investigation is complex, where the alleged conduct is

serious or extensive, where there is a concurrent criminal investigation, or where the investigation occurs partially during school breaks. The Title IX Coordinator may, if appropriate, provide the parties with updates about the status of the investigation.

At the conclusion of the investigation, the investigator shall prepare a written report that identifies:

1. the allegations investigated;
2. the policies, handbook provisions, or other requirements that are alleged to have been violated;
3. a brief summary of the steps taken to investigate the allegations;
4. a brief summary of the evidence that was discovered;
5. a determination by a preponderance of the evidence as to whether there is sufficient information to support a finding that the policies/provisions were violated with regard to the allegations; and
6. if Prohibited Conduct is found to have occurred, whether any steps have already been or will be taken to eliminate the discrimination or harassment, prevent its recurrence, and address its effects.

If the Title IX Coordinator did not conduct the investigation, the investigator shall provide a copy of the written report to the Title IX Coordinator and the Title IX Coordinator shall, if appropriate, refer the report to the appropriate administrator(s) for disciplinary action if such action has not already been taken. The range of disciplinary sanctions that may be available and appropriate include but are not limited to educational programs, detentions, In-School Learning Academy (ISLA), out-of-school suspension, expulsion, reprimand, involuntary leave, termination, and the prohibition against entering District property or attending District activities.

In addition to the above, where the Title IX Coordinator did not conduct the investigation, the Title IX Coordinator shall consider whether any further steps are necessary to eliminate the discrimination or harassment, prevent its recurrence, and address its effects, and if so, such steps shall be documented in an attachment to the report.

At the conclusion of the process, each party shall be notified by the Title IX Coordinator as to whether Prohibited Conduct was determined to have occurred and any steps taken to eliminate the Prohibited Conduct, prevent its recurrence, and address its effects. Notice provided shall be consistent with state and federal laws regarding confidentiality of student records.

Appeals

Either party may appeal the determination by providing written notice to the Superintendent within five (5) business days of receiving notice of the conclusion of the investigation. Such appeal may be on the grounds of:

- Newly discovered evidence not available during the investigation;
- Procedural errors that substantially affected the outcome of the investigation to the appealing party's detriment; and/or
- An abuse of discretion on the part of the investigator.

The grounds for the appeal must be stated in the written appeal. The other party will be notified of the appeal and will be given three (3) business days to respond to the appeal in writing to the Superintendent. The Superintendent will notify the parties in writing of his or her decision within ten (10) business days of receiving the appeal. The

Superintendent may affirm the findings, reverse the findings, or alter the findings as deemed appropriate in his or her discretion. There is no further appeal from the determination of the Superintendent.

Any of the deadlines in this section may be extended by the Superintendent for good cause shown.

Note that appeals of disciplinary sanctions are not handled through this policy. Instead, they will be handled through the appeals procedures that would typically apply based on the identity of the respondent.

Confidential Reporting and/or Request for No-Action

The District has an obligation to make reasonable efforts to investigate and address instances of Prohibited Conduct when it knows or should have known about such instances, regardless of the Complainant's cooperation and involvement.

Complainants may make a confidential report through the Title IX Coordinator. The Title IX Coordinator will evaluate the request for confidentiality and make a determination in his or her discretion as to the extent to which the District can adequately fulfill its obligations to address instances of Prohibited Conduct without revealing the identity of the Complainant. All complaints made under this Policy will be kept private to the extent possible consistent with the District's obligations under this Policy.

If allegations of Prohibited Conduct are brought to the attention of the Title IX Coordinator but the Complainant does not wish to pursue a complaint through this process, requests that such allegations are held in confidence, or refuses to respond to the Title IX Coordinator, the Title IX Coordinator will review the available information and make a determination in his or her discretion as to whether an investigation will be conducted.

Factors to consider in determining whether the District will pursue an investigation in these circumstances may include, but are not limited to, the ages and relationship of the Complainant and Respondent, the seriousness of the alleged misconduct, whether the complaint can be reasonably pursued without cooperation from the Complainant, whether any laws are alleged to have been violated, whether the Licensure Code of Professional Conduct for Ohio Educators is implicated, where the allegations include circumstances that suggest an increased risk of future Prohibited Conduct by the Respondent, and whether other Prohibited Conduct has been previously reported against the Respondent.

Reporting to Law Enforcement

Except in certain limited circumstances involving privileged communications, such as those between a counselor and patient, all Ohioans are required to report when they know that a felony has been or is being committed. Therefore, when a District employee has reason to believe that a sexual assault may have occurred, regardless of whether the assault is alleged to have occurred in relation to the District's programs or activities, the District employee is obligated to report that information to law enforcement as soon as possible. If the sexual assault occurs in relation to the District's programs or activities, the District employee must also report that information to the Title IX Coordinator and provide the Coordinator with information on when contact was made with law enforcement.

The District will cooperate fully with law enforcement investigations regarding Prohibited Conduct and will communicate with law enforcement to coordinate its investigation under this Policy. It may be necessary to suspend the District's investigation temporarily to allow law enforcement to investigate criminal allegations while the law enforcement agency is in the process of gathering evidence. However, because legal standards for criminal investigations are different from those involved in investigating violations of District policy, police investigations or reports may or may not be determinative of whether Prohibited Conduct occurred under this Policy. If a temporary out-of-school suspension in the District's investigation is requested by law enforcement, the District will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that it may do so.

Where law enforcement requests personally identifiable information from educational records for purposes of its investigation, the District will comply with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g and 34 C.F.R. Part 99.

Education

The Title IX Coordinator shall work with other District staff members and/or outside resources as appropriate to plan and promote education and training sessions for employees and/or students regarding topics relevant to this policy.

Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C.§ 1232h, requires School Districts to notify parents/guardians and obtain consent or allow to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

Political affiliations or beliefs of the student or student's parent;

Mental or psychological problems of the student or student's family;

Sec behavior or attitudes;

Illegal, anti-social, self-incriminating, or demeaning behavior;

Critical appraisals of others with whom respondents have close family relationships;

Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

Religious practices, affiliations, or beliefs of the student or parents; or

Income, other than as required by law to determine program eligibility.

This also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical exams and screenings.

Parental Involvement in Education

The Board believes that parent / guardian involvement is an important part of the educational program. All parents/guardians of students enrolled in the district are encouraged to take an active role in the education of their children, and such persons will be informed of the following:

The importance of the involvement of parents and foster care givers in directly affecting the success of their children's or foster children's educational efforts.

How and when to assist their children or foster children in and support their children's or foster children's classroom learning activities.

Techniques, strategies, and skills to use at home to improve their children's or foster children's academic success and to support their children's or foster children's academic efforts at school and their children's or foster children's development as future responsible adult members of society.

Steubenville City School District ensures that parents of students have an opportunity to participate in the design and implementation of educational programs through the employment of activities such as the following:

Informing each child's parents of specific instructional objectives

Progress reports

Conferences

Providing suggestions and materials for parents to help at home

Parent training (workshops)

Providing timely information concerning school programs such as plans and evaluation

Parent questionnaires on planning, development, and operation of program

Responding to parent recommendations

Volunteer assistance

Parent councils

Parent coordinator

Family support meetings

Parent compact

Other activities as appropriate

Ohio Resident Educator Summative Assessment (RESA)

Parental Consent Form for Videotaping

The Ohio Resident Educator Summative Assessment (RESA) is one of the requirements for teachers registered in the Resident Educator program to obtain a professional license. To complete the RESA, teachers will need to videotape themselves teaching four times during the school year. Consequently, it may be possible that your child will be videotaped. The focus of the video is the teacher's instruction. The sole use of the videos is for the development and implementation of the RESA field test project.

The videos will not be used for any other purposes than the following:

Training of scorers of the Resident Educator Summative Assessment.

Professional Development of Resident Educator program mentors and educators within Ohio. Scoring of the Resident Educator Summative Assessment.

If you do not consent to the videotaping of your child the district will honor your decision. Please contact your building principal in writing notifying them of your decision not to participate.

The Parent Mentor Program Provides

Guidance to families through the special education process to help them understand the rights and responsibilities of the student, parent, and school district.

Information and resources to families and school personnel on education laws, district programs and services, and community support.

Support by attending Individualized Education Program meetings and other meetings related to services of the child that parents and school district staff might request.

Informational sessions and workshops based on the needs of families and professionals.

Assistance in strengthening and/ or building a collaborative partnership between families, schools, and communities to benefit students with disabilities.

Individualized and confidential support to families and educators.

To contact the Steubenville City School Parent Mentor, Angelita Forte please call (740) 283-3767.

Bully Incident Report Form

STEUBENVILLE CITY SCHOOLS
BULLYING INCIDENT REPORT FORM

*Date of Incidents:*_____ *Time of Incidents:*_____ *Repeat infraction?* YES NO

Location of Incident (circle all that apply):
Hallway Restroom Classroom Gym Lunch Room Playground Locker Room Bus Stop On Bus Parking Lot
To/From School After School Program School Sponsored Event Text/Phone/Internet/Social Media Other: _____

Name of victim(s):	*Name of student(s) bullying:*	*Name(s) of witnesses/bystanders:*
_____	_____	_____
_____	_____	_____
_____	_____	_____

Type of Bullying:
☐ Verbal
☐ Physical: Result in injury? YES NO Reported to School Nurse? YES NO Reported to Police? YES NO
☐ Relational

Bullying Behaviors (circle all that apply):

Shoved/Pushed	Hit, Kicked, Punched	Threatened	Stole/Damaged Possessions
Excluded	Taunting/ridiculing	Writing/Graffiti	Told Lies or False Rumors
Staring/Leering	Intimidation/Extortion	Demeaning Comments	Inappropriate touching

Cyber-bullying using: Text messages Website Email Other: _____

Racial, Sexual, Religious or Disability Circle one and describe: _____

Reported to school by (circle all that apply):

Teacher Student Bystander Victim/Target Parent Bus Driver Anonymous Other: _____

Describe the incident:

_____

_____

_____

Physical Evidence? Notes Email Graffiti Video/audio Website Other: _____

Actions Taken:

Consequences: _____

Remediation: _____

Referral for additional support services: _____

Parent Contact: Date_____ Time_____ Person making contact: _____

Result: _____

*Today's Date:*_____ *Reported by:*_____ *Signature:* _____

The Steubenville City Schools does not discriminate based upon sex, race, color, national origin, religion, age disability, sexual orientation, gender identity/expression, ancestry, familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

Bullying Incident Follow-Up

Bullying Incident Follow-Up

Follow-up Conference *Date:* *Time:*

Conducted by: _____

People present:

Administrator_____ Social Worker_____ Counselor_____ Teacher_____

Student _____ Parent _____ Parent_____ Witnesses _____

School Psychologist Other _____

According to student, situation is: Better ☐ Worse ☐ No difference ☐

Comments:

_____

_____

_____

Parent Contact: **Date:** _____ **Time:** _____ **Person making contact:** _____

Additional Actions / Notes:

_____

_____

_____

_____

Follow-up Conference *Date:* *Time:*

Conducted by: _____

People present:

Administrator_____ Social Worker_____ Counselor_____ Teacher_____

Student _____ Parent _____ Parent_____ Witnesses _____

School Psychologist_____ Other_____

According to student, situation is: Better ☐ Worse ☐ No difference ☐

Comments:

_____

_____

_____

Parent Contact: **Date:** _____ **Time:** _____ **Person making contact:** _____

Additional Actions / Notes:

_____

_____

_____

_____

Extra- Curricular Code of Conduct

The Steubenville City Schools Board of Education recognizes that participation in athletics, fine arts (band, choir, orchestra) and clubs is a Privilege, not a right, and that those students involved in extracurricular activities participate voluntarily under certain obligations and restrictions required of all members. The Board of Education believes that due to the high visibility of these students, they have a strong influence on members of the student body as well as the community. These students conduct while representing a team or group, traveling to or from an event, as well as in the community, is seen as a direct reflection upon the program and the standards of Steubenville High School.

This Code of Conduct applies at all times to all Steubenville City School student-athletes, fine arts, or clubs whether on or off of school.

To allow each student involved to reach his or her potential, a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations regarding personal behavior. Rules promote order and safety and assist participants to achieve maximum performance potential.

The nature of competitive athletics along with dedication to fine arts and clubs demands that each participant attain and maintain his or her best possible physical and mental condition. Student-athletes, fine arts, and club members involved in the athletics or extra-curricular programs shall not possess, use, sell, offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse, including alcohol, tobacco, tobacco-related products, illegal drugs, controlled narcotics, intoxicants, steroids, or other performance-enhancing drugs, or any substance that is directly or indirectly represented to be a drug of abuse (or look-alike). The use of drugs authorized by a medical prescription for the extra-curricular students from a licensed physician shall not be considered a violation of this policy.

In a case where the extra- curricular student possesses, uses, is under the influence of, sells, or distributes drugs, alcohol, tobacco, or any chemical either on or off school property or at a school-related activity, the extra – curricular student may be, but is not limited to being, suspended or expelled from school, denied the privilege to participate in athletics or extra-curricular events, counseled in school, referred to an outside counseling agency and reported to the law enforcement authorities. The specific course of action will be determined after the consideration of all factors in the case.

Extra-curricular students and athletes who are under the Extra-Curricular Code of Conduct are representatives of

Steubenville City Schools and are expected to behave as model students and citizens in and out of school. Student-athletes, fine art and club students may be denied participation for the display of behavior which reflects

negatively on the student, team, organization, or school. Denial will be determined by the high school administration and or coach according to the severity of the infraction.

This regulation shall be posted in a central location in each school building, and each student involved in extra –curricular activities shall receive and acknowledge receipt of this regulation before the commencement of the season of the sport being played or the time frame of the extra -curricular in which the student is involved.

The Steubenville City School Extra -Curricular Code of Conduct is approved by the

Board of Education as a part of the Steubenville High School Student Handbook and exists as guidelines. The Superintendent and/or designee reserve the right to amend and/or deviate from these guidelines as they deem appropriate.

CHILD FIND

Child Find Procedures

Steubenville City Schools has in effect several policies and procedures to ensure that the school district will identify, locate, and evaluate all children residing in the school district or attending a school in the district with disabilities or who may be in need of special education and related services. This includes all children ages 3 to 21 who attend public or private schools; those who are home schooled; those who are homeless or are wards of the state. Child Find Activities implemented in SCS include screening and general education intervention. Please contact Sarah Elliott, Special Education Director at 740-283-3767 ext. 2112 to set up an appointment.

Screening

A screening process, which may lead to a more comprehensive assessment is provided through Child Find at Steubenville City Schools. Please contact Sarah Elliott, Special Education Director at 740-283-3767 ext. 2112 to set up an appointment.

General Education Intervention

A general education intervention process for children PreSchool through grade 12 is provided at each school site by the school's Intervention Team. The purpose of general education intervention is to intervene for any child who is presenting academic, behavior, functional, or medical concerns that are significantly impacting the student's access to the curriculum or school activities. This intervention leads to a better understanding of the support students need in order to be successful in the general education curriculum and school setting. The data collected during the general education intervention assists in determining if the student may need to be referred for a comprehensive evaluation. Parents are provided with notice of their child's referral to the Intervention Team. Parents can obtain

additional information about this process by contacting their child's school. (This does not apply to non-public students).

Parental Rights in the Child Find Process

The Child Find process is a collaborative one with school personnel working in conjunction with parents to locate, evaluate, and identify children who may need special education and related services. Children in need of special education services or an accommodation for a disability should be identified in a timely manner. If the child is referred for a comprehensive evaluation, informed parental consent must be obtained prior to beginning the evaluation. The initial evaluation must be conducted within 60 calendar days of receiving parental consent for the evaluation.

Procedures for New Students Eligible for Special Education Services or 504 Accommodation Plans

As part of the enrollment process for new students entering SCS, parents are required to complete an enrollment form on his/her child. The Student Enrollment Form includes several questions inquiring of the student's need for Student Support Services. According to district policy, school personnel will review the Student Enrollment Forms and immediately notify appropriate school and district personnel regarding the provision of special education services (IEP) or a 504 Accommodation Plan. When school personnel are notified of the student's previous special education or 504 eligibility, they will secure available information from the sending school for the purpose of developing and implementing an IEP or 504 Plan.

This Handbook applies to all students

- On school grounds before, during, and after school hours;
- At any other time when the school is being used by school groups;
- Off school grounds at a school activity, function, or event;
- On a school bus, a school-sponsored vehicle, or at a school bus stop and as it relates to all District property and vehicles;
- Whenever a student represents his or her school; and
- At all times whenever a student's conduct is related to school or school activities.

Building Test Security
and Administration Plan
Steubenville City Schools

School	Steubenville High School
Building Principal	Aaron Newman
Building Test Coordinator (BTC)	Aaron Newman
BTC Designee, if applicable	Adele Filtz, Jackie Reeves, Shana Wydra
District Test Coordinator (DTC)	EMIS Coordinator
Technology Contact	Bryan D'Aurora
Special Education / EL Contact	Sarah Elliott
Effective Period	July 1, 2026 - June 30, 2027

Core requirement. This building plan implements the Steubenville City Schools 2026-27 Test Security Plan. It supplements, rather than replaces, the current Ohio administration manual, accessibility manual, test security provisions, scripts, and program-specific directions.

1. Purpose

This plan establishes the building-level procedures used to implement the Steubenville City Schools 2026-27 Test Security Plan. It identifies who is responsible for testing, where and when testing will occur, how staff and students will be assigned, how secure materials and online access will be controlled, how accommodations will be verified, how incidents will be reported, and which records will be retained. The purpose is to protect confidential test content, safeguard student information, ensure valid results, and support secure, ethical, and standardized assessment administration.

2. Scope

This plan applies to employees, substitutes, contractors, volunteers, interpreters, technology staff, monitors, aides, and any other authorized adult who may enter a testing area or encounter secure materials. It applies to district, state, national, and vendor assessments designated as secure, including online and paper administrations, regular and makeup sessions, accommodated testing, alternate assessments, English language proficiency assessments, state-funded college-admission tests, and secure local assessments.

3. Building Roles and Accountability

Role	Assigned Person	Building Responsibilities
Building Principal	Aaron Newman	Provides building oversight; ensures resources and staff are available; supports corrective action and reporting.
Building Test Coordinator (BTC)	Aaron Newman Adele Filtz Jackie Reeves Shana Wydra	Implements district and building plans; creates schedules and room plans; verifies staff eligibility; assigns trained TAs/proctors; controls materials and test tickets; conducts briefings; monitors rooms; documents testing; reports incidents immediately; maintains building records.
Test Administrator (TA)	See authorization roster	Follows the current manual and verbatim script; verifies students and settings; actively monitors; protects secure content; documents and reports irregularities.
Proctor/Monitor/Other Staff in Room	See room record	Supports room security and active monitoring within the assigned role. Does not coach, interpret, cue, or assist unless specifically authorized.
Technology Contact	Bryan D'Aurora	Completes readiness checks; supports approved devices/network; limits access; documents disruptions while avoiding capture or viewing of secure content.
Special Education/EL Contact	Sarah Elliott	Verifies current IEP, Section 504, English learner supports, and allowable accessibility features/accomodations.

4. Annual Training and Staff Authorization

- Before any staff member receives secure materials, test tickets, system permissions, or a testing assignment, the BTC will verify completion of required training and authorization.
- All certified staff complete the assigned PublicSchoolWORKS testing and test-security course by October 1, 2026 or before any testing duty.

- All Test Administrators may complete the current Ohio Test Administrator Certification Course and any assessment-specific training required for the test administered.
- The DTC trains each BTC on current manuals, schedules, system roles, material controls, accessibility rules, incident response, and district procedures.
- The BTC conducts and documents a building briefing before each major administration. The briefing reviews room procedures, prohibited conduct, student device rules, accommodations, emergency procedures, and reporting contacts.
- Each person completes or signs all applicable acknowledgments, agreements, nondisclosure forms, or required training documentation.
- The BTC verifies completion on the Staff Authorization and Training Roster. Staff without complete documentation may not participate in testing.

5. Building Testing Schedule, Rooms, and Staffing

- The BTC prepares a written building testing schedule identifying assessment, grade/course, date, start time, room, Test Administrator, proctor/monitor, and all other adults expected to be present.
- Every testing room must have a Room Testing Record. The record identifies the TA and every teacher, aide, proctor, monitor, intervention specialist, or other staff member actually present during the session, including arrival/departure times when applicable.
- If a person listed as the TA is not the staff member who performs a particular permitted testing function, the building record must accurately identify who was present and the role each person performed.
- Makeup and small-group sessions are documented with the same level of detail as regular sessions.
- Room assignments provide appropriate supervision, required accessibility, and a quiet setting. Unauthorized persons may not enter testing rooms.
- Testing- Do Not Disturb notices are posted while maintaining required safety access.

6. Secure Access, Confidentiality, and Credentials

- Access to secure content and testing systems is limited to authorized persons with a legitimate testing duty and only for the time necessary.
- User accounts and passwords are individual. Sharing credentials or using another person's account is prohibited.
- Personal phones, smart watches, cameras, recording devices, and unauthorized electronics are powered off and stored outside student reach. Staff devices are used only when specifically required.
- Secure questions, passages, prompts, stimuli, student responses, scratch paper containing test content, test tickets, login credentials, secure files, accommodated forms, and notes about specific items are treated as secure content.

- Staff may not study, preview, memorize, discuss, teach from, copy, paraphrase, photograph, scan, email, text, print, post, reproduce, or retain secure test content.

7. Paper Materials and Chain of Custody

- The BTC receives secure deliveries in a restricted area, inspects packages, compares quantities/serial numbers with records, and reports discrepancies to the DTC.
- Secure materials are stored in a locked cabinet or room with controlled key access.
- A sign-in/sign-out log identifies the person, material/quantity or serial number, date, time out, time in, and signatures.
- Materials are distributed as close as practical to the session start and are never left unattended in classrooms, hallways, vehicles, mailboxes, or unlocked offices.
- After each session, secure materials, scratch paper, test tickets, and other secure items are counted and reconciled before being returned to the BTC.
- The BTC documents return, shipment, or secure destruction as directed by the applicable testing program.

8. Online Testing Security and Technology Readiness

- Only district-approved devices, secure browsers, networks, and configurations are used.
- Technology readiness checks are completed before the testing window.
- The BTC/TA confirms the correct administration, subject, grade, test part, session, student, and allowable accommodations before approval.
- Test tickets or QR codes are generated only when needed, secured like test materials, distributed directly, collected after the session, and shredded or securely destroyed when no longer required..
- Students are prevented from accessing unauthorized applications, websites, messaging, artificial intelligence tools, screen capture, printing, or unauthorized resources during testing.
- Technology disruptions are documented on the Room Testing Record/Technology Incident Record. Staff troubleshooting must avoid viewing, recording, reproducing, or transmitting secure content.

9. Before, During, and After Each Session Before testing

- Verify assigned staff appear on the authorization roster.
- Prepare the room roster, room sign, test-ticket log, and accommodation list.
- Remove or cover instructional materials that could assist students; check calculators and reference materials for compliance.
- Confirm the testing device and required accessibility settings.
- Read and use the current manual and script; do not rely on a prior-year version.

During testing

- Follow the script exactly and provide only assistance expressly permitted by the manual.

- Continuously and actively monitor students. Staff do not grade papers, use phones, perform unrelated computer work, read unrelated material, sleep, or perform unrelated tasks.
- Do not coach, hint, define words, translate unless authorized, check answers, prompt reconsideration, or signal whether an answer is correct.
- For illness, evacuation, technology failure, or disruption, secure materials and screens first and follow the incident/emergency procedures.

After testing

- End or pause sessions correctly and verify submission status without reviewing answers.
- Collect and count all secure items and reconcile room rosters, test tickets, scratch paper, and materials.
- Return materials directly to the BTC and report any irregularity, even if it appears minor or was resolved.
- The BTC completes the daily security check and secures all materials before leaving the storage area.

10. Accessibility and Special Administrations

- Only accessibility features, designated supports, and accommodations allowed by the applicable manual and documented as required may be used. The BTC and appropriate special education/EL staff verify the student's current plan and testing supports before testing. Scribes, readers, translators, and other support personnel must be trained for their exact role and complete required documentation. Questions are directed to the BTC before testing; the BTC insults the DTC when uncertain.

11. Prohibited Conduct

- Revealing, reproducing, describing, paraphrasing, photographing, recording, posting, or transmitting a secure test item or student response.
- Using secure items for instruction, review, practice, curriculum planning, or staff discussion.
- Coaching, cueing, signaling, explaining, defining, translating, prompting, or changing a student response except as explicitly authorized.
- Reviewing student responses for correctness or directing a student to revise an answer.
- Leaving students or secure materials unattended; allowing unauthorized persons into a room; or failing to actively monitor.
- Administering the wrong test, testing outside an authorized window, testing an ineligible student, or providing an unapproved accommodation.
- Sharing credentials, using another person's account, falsifying testing records, or directing another person not to report an incident.

12. Incident Response and Reporting

- Secure: Pause/stop testing if necessary; prevent further exposure; secure student screens, devices, and materials.

- Notify: TA or staff member immediately notifies the Building Principal/BTC. The BTC immediately contacts the DTC/EMIS Coordinator. The DTC follows district and Ohio Department procedures.
- Document: Record who, what, when, where, test/session, witnesses, materials involved, immediate actions, and system events. Use student identifiers only in secured district records.
- Preserve: Retain original logs, tickets, scratch paper, device information, access records, relevant communications, and other evidence. Do not alter original records.
- Protect confidentiality: Do not photograph, copy, email, or include secure questions, responses, student names, or SSIDs in ordinary electronic messages.
- Staff do not independently investigate, promise an outcome, or discuss the incident beyond those who need to know. Investigation occurs under DTC/district direction.

13. Emergency and Interruption Procedures

- Students and staff safety takes priority. For evacuation, lockdown, medical emergency, loss of power/network, fire alarm, or other interruption, the TA pauses or secures online sessions when possible, closes or covers paper materials, keeps students from discussing test content, and follows the building safety plan. On return, the TA documents the interruption and waits for BTC direction before resuming. The BTC consults the DTC when validity or security may be affected.

14. Monitoring and Quality Assurance

- The BTC reviews the building schedule, staffing, training roster, testing locations, material controls, technology readiness, and accommodation verification before each window.
- The BTC or principal conducts and documents room checks during testing.
- The DTC may conduct district walkthroughs and post-administration audits.
- Patterns of irregularities are reviewed, and procedures, training, or corrective actions are adjusted as directed.
- The building uses each review as an opportunity to strengthen future testing procedures and documentation.

15. Records and Retention

- The BRC maintains the building testing file. Records include training completion, staff authorization rosters, building schedules, room rosters/ Room Testing Records, material inventories, chain-of-custody logs, accommodation verification, monitoring forms, incident records, investigation/corrective-action records when applicable, and shipment/destruction confirmations. Records are retained for at least one year and/or longer when required by the applicable test program, litigation hold, or district/Department direction. Secure test content is never attached unless expressly directed through an approved secure method.

16. Building Implementation Calendar

When	Owner	Required Building Action
July-August	Principal/BTC	Review district plan/current manuals; designate roles; begin schedule and room planning.
By October 1st	BTC	Verify required annual training and TA certification; maintain authorization roster.
Before each administration	BTC/Principal	Confirm windows, staffing, technology, accommodations, rooms, materials, emergency procedures, and briefing.
Daily during testing	BTC	Control materials/tickets; monitor rooms; reconcile counts; collect room records; report incidents.
Immediately after window	BTC/DTC	Return/destroy materials as directed; reconcile records; resolve outstanding incident/test-status matters.
By June 30	BTC/Principal	Audit building implementation; review trends; identify procedural improvements; secure/retain records.

2026-27 Building Test Security and Administration Plan