

South Range High School Student Handbook 2020-2021

It is my pleasure to welcome the students of the South Range community to the start of a new school year. As this school year begins and many of our students have become more comfortable in our complex, we will strive to continue and build upon the strong academic excellence of the South Range Schools. This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year. Parents and students are encouraged to review the contents of this handbook.

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Office Hours

South Range High School offices are open 7:00 a.m. to 3:30 p.m. The school day begins at 7:50 a.m. and concludes at 2:45 p.m.

Emergency School Closing

If the school must be closed or the opening delayed, you will be notified by our one call system as well as through the following radio and television stations. Please do not call the school.

Television

WKBN - Channel 27
WFMJ - Channel 21
WYTV - Channel 33

Radio

WKBN - 570 AM Youngstown
WSOM - 600 AM Salem
WHOT - 101.1 FM Youngstown

Visitors/Volunteers

We are fortunate to have many wonderful visitors & volunteers here at South Range High School. In order to better protect our students, visitors and staff, we have certain procedures that all visitors and volunteers must follow. (Under current conditions with COVID 19, modifications will be made, followed and outlined in a district supplemental handbook.) We thank you for your understanding and cooperation in this matter.

1. Press the buzzer after entering the front doors and identify yourself.
2. All visitors/volunteers will be required to show a valid, government issued ID.
3. The office will issue you badge, remember this only allows you to visit the school where you are signed in.
4. Report directly to the room/person you are visiting.
5. Stay with the teacher/classroom during your scheduled time.
6. Return to the main office at the end of your visit.
7. If you need to visit another building, you must sign in at the buildings main office.

South Range Local School District School Calendar 2020- 2021

August 21	Waiver/Professional Day - <i>No Classes</i>
August 24	First Day of Classes
August 31-September 4.....	Fall Recess
September 7	Labor Day
September 8	Classes Resume
October 9.....	Conference Night
October 10.....	Waiver/Professional Day - <i>No Classes</i>
October 30.....	End of First Grading Period
November 25.....	<i>No Classes</i>
November 26-27	Thanksgiving Break
November 30.....	Teacher Professional Development Day - <i>No Classes</i>
December 1	Classes Resume
December 22.....	Last Day Before Christmas Break
January 4	Classes Resume
January 18.....	Martin Luther King Day-No Classes
January 22.....	End of Second Grading Period
February 12	Conference Night
February 13	<i>No Classes</i>
February 15	President's Day - <i>No Classes</i>
March 26	End of Third Grading Period
April 2-9.....	Spring Break
April 12	Classes Resume
May 31	Memorial Day - <i>No Classes</i>
June 4	End of Fourth Grading Period
June 4	Last Day of Classes
June 5	Commencement
June 7	Teacher Report Day

Student Attendance Days	176
Waiver Day	1
Conference Days	2
Professional Days	5
Total Days	184

Inclement weather make-up days (if necessary) June 3, 4, 5, 8, 9, etc.

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I. Academic Information

A. Normal Bell Schedule

Morning detention.....	7:00 a.m. - 7:40 a.m. (Room TBA)
Pass to lockers	7:39 a.m.
Warning bell.....	7:47 a.m.
Tardy bell	7:50 a.m.
Announcements	7:50 a.m.
Period 1	7:50 a.m. - 8:42 a.m.
Period 2	8:45 a.m. - 9:37 a.m.
Period 3	9:40 a.m. - 10:32 a.m.
Period 4	10:35 a.m. - 11:27 a.m.
Period 5	11:30 a.m. - 12:22 p.m.
Period 6 - lunch	12:25 p.m. - 12:55 p.m.
Period 7	12:58 p.m. - 1:50 p.m.
Period 8	1:53 p.m. - 2:45 p.m.
Afternoon detention.....	2:45 p.m. - 3:30 p.m.

Time between classes: 3 minutes

B. Two-Hour Delay Bell Schedule

Pass to lockers	9:39 a.m.
Warning bell.....	9:47 a.m.
Tardy bell	9:50 a.m.
Announcements.....	9:50 a.m.
Period 1	9:50 a.m. - 10:25 a.m.
Period 2	10:28 a.m. - 11:01 a.m.
Period 3	11:04 a.m. - 11:37 a.m.
Period 6 (lunch).....	11:40 a.m. - 12:10 p.m.
Period 4	12:13 p.m. - 12:49 p.m.
Period 5	12:52 p.m. - 1:27 p.m.
Period 7	1:30 p.m. - 2:06 p.m.
Period 8	2:09 p.m. - 2:45 p.m.

C. Grading Procedure

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

Grading Scale

The following scale is used to determine letter grades:

A	94-100	4 points
A-	90-93	3.7 points
B+	87-89	3.3 points
B	83-86	3 points
B-	80-82	2.7 points
C+	77-79	2.3 points
C	73-76	2.0 points
C-	70-72	1.7 points
D+	67-69	1.3 points
D	63-66	1.0 points
D-	60-62	0.7 points
F	0-59	0.0 points

Yearly Grades

Yearly grades are determined by averaging the 9-week period grades and the semester/final exam grades together and getting a single percentage. Please use the example below as a reference:

First nine weeks	94% A
Second nine weeks	90% A-
Third nine weeks	93% A-
Fourth nine weeks	94% A
First & second semester exam average	90% A-
Final Letter grade	$94+90+93+94+90=461$
	$461/5=92.2\%$
	92.2%= A- for year grade in course

Please Note: Semester Grades will be calculated with each nine week grade carrying twice the weight of the course final exam.

First nine weeks	96% A
Second nine weeks	90% A-
Final Exam	93% A-
Final Letter grade	$96+96+90+90+93=465$
	$465/5=93\%$
	93%= A- for final grade in course

D. Final Exams

Final exams will test the basic concepts that were taught during the year. These concepts will cover a fundamental knowledge which reflects the basics of the subject area. The exams would attempt to certify that the student was basically competent in a particular subject area. The tests will be realistically constructed without making them too difficult or too simple. Basic comprehension should be the goal of the final exam. It is required that each classroom teacher administers two final exams: one at the end of the first semester and one at the end of second semester. These two exam percentages will be combined at the end of the year to form one final grade which will be equal to a nine-week period grade. Students who go on vacation during an exam week shall take their exams upon returning to the district.

E. End of Course Exams

Before receiving a high school diploma, a student must have successfully earned 18 points on the seven End of Course (EOC) exams required by the state of Ohio (Grade 12 ONLY). These assessments are administered twice throughout the school year, once in the Fall and once in the Spring.

F. Graduation Requirements

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. The graduation ceremony is a privilege not a right.

- Standard diploma
- 18 pts on EOC/Remediation Free score on ACT/Industry Credential.
(Class of 2021 and 2022)
- Earn 2 diploma seals as well as a passing score on Algebra 1 and English 2 tests. (Class of 2023 and 2024)
- Successful completion of **21** credits as follows:

4 credits of English	1 credit of Health & PE
3 credits of Social Studies	.5 credit Technology
4 credits of Math	5.5 elective credits
3 credits of Science	

Course Offerings and Honors Diploma

The student course request sheet and curriculum guide can be obtained from the Guidance Office. Please see the curriculum guide for Honors Diploma requirements.

G. Interim Reports

Teachers are required to send interim reports to parents during the fifth week of each grade period. These reports will indicate exceptional work and achievement or lack of progress and the reason or reasons why. Reports will be mailed home and parents will receive their child's progress in every course they have.

H. Honor Roll

To make the Honor Roll during each grading period, the student must receive a grade point average of 3.0 and a B letter grade or better in every class. Physical education is not included in GPA calculation.

I. Class Rank

Class rank is computed for every student at the end of each school year. The highest grade point average (GPA), which may be achieved, is a 4.00. GPA is calculated on final grades only.

J. Valedictorian and Salutatorian

Valedictorian and salutatorian selection will be verified at the end of the third marking period of the senior year. The valedictorian is selected for having the highest GPA, and the salutatorian is selected for having the second highest GPA. To be selected as valedictorian or salutatorian, the student must have attended South Range High School for his/her junior and senior years. The grades for the first three nine weeks of the senior year will be included in determining valedictorian and salutatorian status.

K. School Guidance Counselor: Mrs. Ericka Burkey

The guidance office is located on the first floor, Room H115. The counselor provides opportunities for students to identify their talents and aptitudes and to discuss personal, social and academic problems which they may encounter. Complete information about schools, colleges, and career opportunities can be found in the library, computer lab and guidance office. Conferences with college, business, and technical school personnel are held periodically during the year and are open to juniors and seniors. Students can make arrangements to see the counselor on a walk-in basis, by asking for a pass from their teacher, or by making an appointment with the counselor. Students should see the counselor during study hall, if applicable. Teachers will honor a pass from the guidance office unless it is inconvenient to do so, in which case the teacher will make alternate plans with the counselor.

L. Scheduling of Classes

Registration for September classes takes place before the close of the previous school year. Every attempt is made by the counseling staff to help each student select the courses which best fit his/her needs. It is important that a student and his/her parents give these selections careful thought and discussion at that time. Unless there are exceptional reasons, pupils will not be permitted to change schedules after the final schedule is printed.

M. Course Load

All students must carry at least five units of credit each semester. A student enrolling in a one-semester, half-credit course should also take the companion course should one be offered.

N. Dropping a Class

Students will only be permitted to change classes with teacher, counselor and parent approval. Changes to class schedules are permitted in June. Any student who drops a class after school begins will receive a withdrawn failing (WF) for that class. The F will be included in the GPA for the year.

O. Correspondence and Summer Courses

South Range High School will accept correspondence and summer school course credit under certain conditions. Approval must be obtained from the Guidance Counselor/Principal before enrolling. Students must complete an educational alternative plan form prior to enrolling. **Seniors who enroll in correspondence courses must complete and have their transcript in the office by June 1.** Only two correspondence credits will be accepted and counted toward graduation each year. No student may enroll in summer school correspondence courses unless he/she has already failed one of the sequential courses at South Range High School. Foreign exchange students will be processed on an individual basis.

P. College Credit Plus

This program has been established to permit qualified high school students in grades 9-12 to earn college and high school credit through the successful completion of college courses. The guidance counselor will discuss the possibilities of enrolling in January-February with students and will follow up with a parent meeting in March. The intent to participate must be initiated by April 1. Students must carry the equivalent of five classes or be enrolled as a full-time college student.

Q. College Visitations

Juniors/seniors may be excused for three college visitation days during their junior and senior years provided there is a signed form from the admissions office of the visited college. Students not returning a signed form will be counted absent and unexcused. **Students must make arrangements to be excused through the guidance office at least three days prior to the day of**

the college visit. Forms must be returned to the Guidance office two days prior to the visitation.

R. Withdrawal from School

If moving or transferring, a note from home, signed by a parent or guardian, stating the reason for withdrawal must be presented to the Principal. If withdrawal is approved, a withdrawal slip will be issued that must be signed by all teachers, advisors, coaches, library, etc. under whom the withdrawing student has obligations.

S. MCCTC

Juniors who attend the MCCTC cannot re-enter South Range High School after attending the MCCTC after the fourth Friday in September. Seniors who are starting their second year at the MCCTC cannot re-enter South Range High School after the second Friday in September.

II. Student Information

A. Hall Passes

All students who are in the halls after the tardy bell rings must have a proper hall pass. Students **MUST** use the SRHS Handbook as a hall pass. Students wishing to use study hall time for a teacher conference or departmental work must have a pass **in advance**, and the pass must be validated by the study hall teacher. Students who are in the hall without their student handbooks at any time are subject to receiving a detention. Flagrant disregard for the use of passes when in the hallway will result in discipline under "repeated violations."

B. Entering and Leaving the Building

When entering the building in the morning, students should report directly to the cafeteria before 7:39 a.m. This means that students should stay out of all halls and the office until that time. Building doors do not open until 7:25 a.m. each morning for security purposes so students arriving before must wait in the school foyer. Students making arrangements with teachers for assistance with class work will be admitted through the main office before 7:25 a.m. These students must check in with office personnel before entering the building.

C. After-School Hours

Students are expected to leave the building at the end of the regular school day and are not permitted to remain after hours unless they are part of an extra-curricular or co-curricular activity being held under the supervision of a South Range staff member.

D. Early Dismissal

If a student must leave school early, he/she must bring a note from a parent or guardian that includes the time he/she has to leave and the reason. Early dismissal for a doctor or dentist appointment also requires a note from the doctor's office upon return. Notes from parents or guardians requesting early dismissal must be turned in to the office by 7:48 a.m. A permit slip for early dismissal will be issued. Students must present the slip to their teacher for approval and at the office. All students must sign out in the office before leaving.

E. Lunch

Students are required to eat lunch in the school cafeteria whether they carry their lunch to school or eat the prepared lunch in the cafeteria. All students are to make sure that all trays and waste are cleaned up and disposed of before leaving the area. This includes the area under the table. Students are to remain at the table at which they ate their lunch and not wander around the cafeteria. Students are not permitted to arrange personal outside food deliveries for lunch (examples: Arby's, McDonalds, Taco Bell, Subway, Pizza, etc).

F. Senior Release Program

Seniors may be dismissed early from school on a regular basis after seventh period for:

1. Attendance at a regularly scheduled college class.
2. Work at a regularly scheduled job, which requires the student to be there prior to the normal dismissal time. The student must file an early excuse application which, when completed, will be kept in the permanent record. The application requires student, employer, and parent signatures, and it must be approved by the Principal. It may be revoked if grades become unacceptable or work status changes. This form may be picked up in the Main Office. No student will be permitted to leave school on an early excuse prior to seventh period. Students must begin the regular school day with attendance in first period; students are not permitted to start their regular school day any time after first period unless they are enrolled in an alternative educational setting (examples: post secondary option, dual credit, and/or MCCTC half day programs.)
3. Early release is equivalent to a study hall and students are not permitted to have more than two study halls in one day.

G. Driving Privileges

Due to a limited space available for those students who must drive to school, it may be necessary to limit the number of cars using the parking lot area. Driving permits will be distributed with seniors and juniors receiving priority. Parking permits for sophomores will be issued on a space-available basis. First-year freshmen will not be permitted to drive to school. All students must have a driving permit completed and signed by the student and his or her parent. Cost is \$5.00 per permit. This form will be turned in to the main office. Each car parking on school property must have an identifiable parking tag which can be obtained in the office and must be parked in the assigned lot. A change of automobile or license plate must be reported to the office. **A safety check for automobiles by the SRO may be required.** Any student who violates student parking and driving laws, such as reckless driving, peeling tires, and illegal parking, may be denied parking privileges for the remainder of the

school year. In addition, students who are habitually tardy may have their privileges revoked for the remainder of the nine-week grading period in accordance with tardy policy. **FAILURE TO PURCHASE A PARKING PERMIT WILL RESULT IN STUDENT ASSIGNED DETENTIONS AND CONSEQUENTLY LOSS OF VOUCHERS.**

H. Assemblies

Assemblies are held periodically for the student body at which time various groups and organizations are given the opportunity to present programs. The following rules are to be observed during all assemblies:

1. All students are required to attend all assemblies unless otherwise directed.
2. The rules of common courtesy are to be observed during all assemblies.
3. All assembly arrangements must be made through the principal's office

I. School Dances/Functions

School dances and special functions are held periodically for the student body throughout the school year. The following rules are to be observed during all dances and school sponsored functions:

1. The SRHS dress code will be in effect.
2. Provocative dancing is prohibited. Students must dance face to face.
3. No outside guests are permitted to attend the Fall or Winter Homecoming dances.
4. Any guests for the Spring Prom must be registered and approved prior to the dance and **MUST** be a student in high school.
5. All school rules are in effect.
6. Breathalyzers may be used at any school sponsored function.

J. Lockers

Students are assigned lockers alphabetically by grade. All lockers are equipped with built-in locks and combinations. Combinations should not be shared with others. Quick setting of locks is strongly discouraged. Students are responsible for proper care of the locker assigned to them. Damage or defacing of lockers may result in a disciplinary action or a fine to the student for repairs. The Board of Education is not liable for missing or stolen items. The following rules, as stated in Board Policy, apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession. Illegal items (drugs, weapons, tobacco, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Lockers and desks remain the sole property of the Board of Education and are available for the non-exclusive use to the student to which the locker is assigned. **All principals and/or their designees may search any pupil's**

locker or desk and contents of the locker or desk at any time. These items may be searched without regard to or whether there is a reasonable suspicion that the contents of such locker or desk contains evidence of a violation of a criminal statute or a school rule.

K. Classroom and Study Hall Procedures

1. Students should go from one class to another quickly and quietly; three minutes are allowed for the change of classes.
2. Students must respect school property and treat it with consideration at all times.
3. A teacher may not excuse a pupil from any class except his/her own, and in no case can he/she give a pupil permission to leave the school grounds without going through office procedures.
4. Every teacher is responsible for all pupils assigned to him/her unless a change in schedule has been made through the office.
5. Study halls are a time for serious study. Students must bring books and study materials. Study halls are not meant to be a recreation period. Electronic devices are not permitted.
6. Teachers are authorized to make any rules to apply to their classrooms and study hall which will aid in efficiency and decorum. Any request made by a teacher must be promptly complied with by pupils in a spirit of cooperation and courtesy.
7. Students wishing to use the library during study hall time should sign into the library prior to the tardy bell.

L. Wireless Communication Devices

Students may possess wireless communication devices (WCDs) in school, on school property; during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of site. (Devices will be confiscated and held in the office. Students who repeatedly violate this policy will be subject to discipline under Section IV, Level IV, Number 5 infractions (page 38). All valuable electronic devices should remain in a locked locker. The school is not responsible for lost, stolen, or damaged electronic items.) During class WCD's may be used with teacher permission and for instructional purposes ONLY. All guidelines outlined in the acceptable user policy will be enforced.

M. Buses

Students are expected to follow the same guidelines outlined for school behavior while on the bus. The bus driver is the authority on the bus, and all reasonable rules and regulations must be obeyed. Problems that may arise and

cannot be resolved by the bus driver and student should be brought to the attention of the student's principal. Students arriving on school property by bus are not permitted to leave the property prior to the start of school. All students, including those who attend the MCCTC, are expected to remain on school property. (MCCTC students arriving by bus are expected to assemble and wait in the rear parking lot area until the MCCTC bus leaves.) Students riding the bus home are not to leave school property and then return to get on the bus. Any violation will be subject to disciplinary action.

N. Walking/Riding Bicycles to School

Students are strongly encouraged not to walk or ride bikes to school due to safety concerns.

O. Accidents

All accidents should be brought to the attention of the office. The teacher in charge must complete an accident report form at the time of the accident. All students must have an emergency medical report form on file in the office. Forms are made available at the beginning of the school year.

P. Eighteen-Year-Old Status

Eighteen year olds will be treated the same as all other students and will be expected to conform to all school rules and regulations. The school reserves the right to file charges to the appropriate authorities. Should the student decide not to obey school rules, he/she may exercise the option to withdraw from school.

Q. Home Instruction

If the student is ill for a period of time due to some serious ailment, hospitalization, accident or other injury that will make attendance at school impossible, application for home instruction should be made. Parents should contact the school to get the papers necessary for requesting home instruction. A physician's statement on the length of time the student will be incapacitated will be necessary to determine eligibility. Parents who have children on home instruction need to set a schedule with the tutor and keep it unless an emergency occurs.

R. Food

The purchase and consumption of food/beverage is permitted only during lunch periods. Students are not permitted to purchase food/beverage between classes. Food and/or pop are not permitted in the halls or classrooms. Water bottles are

not to be carried in the hallways or brought into classes. Students are not permitted to arrange personal outside food deliveries for lunch (examples: Arby's, McDonalds, Taco Bell, Subway, Pizza, and etc).

S. Administering Medication to Students

Any student taking medication is to notify the office and make arrangements to take the medication in the clinic or office. Students are not to keep medication on their person. This includes aspirin, Tylenol, cough drops, or any other over-the-counter medication.

A. Prescription Medication

Students needing medication are encouraged to receive the medication at home whenever possible. If, under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only persons designated by the Board of Education of South Range Local School District (nurse, secretary, principal or his / her representative) will administer the medication. The law sets forth six requirements which must be met before the employee may administer the drug under the Board's policy pursuant to federal law.

1. Persons designated by the Board (nurse, secretary, principal or his/her representative) must receive a written request that the drug be administered to the student. This request must be signed by the parent, guardian, or other person having charge of the student.
2. Persons designated by the Board (nurse, secretary, principal or his/her representative) must receive a statement signed by the doctor prescribing the drug. Forms for this purpose will be sent home at the opening of school. Additional forms will be available through the nurse's office. The written statement should contain all of the following information:
 - a. The student's name and address.
 - b. The school and class in which the student is enrolled.
 - c. The name of the drug and the dosage to be administered.
 - d. The times or intervals at which each dosage is to be administered.
 - e. The date the administration of the drug is to begin.
 - f. The date the administration of the drug is to end.
 - g. Any severe/adverse reactions which should be reported to the doctor and at least one telephone number where the doctor can be reached in an emergency.
 - h. Any special instruction for administering the drug, such as storage requirements or sterile conditions.

3. The parent, guardian, or person having charge of the student must agree to submit a revised doctor's statement, if any, if the information required under # 2 above changes.
4. The employee authorized by the Board to administer the drug must receive a copy of the statements required by # 2 and #3 above. The employee must receive the statement by the next school day following receipt by the Board or its designee.
5. The employee authorized to administer the drug must receive it in the original container in which it was dispensed by the doctor or pharmacist.

Any other procedures required by the Board through administrative guidelines must be followed.

B. Non-prescription Medication (Over-the-Counter Medicines)

The law sees no difference in prescription or non-prescription medication. Over-the-counter medication, such as aspirin/tylenol and cold remedies should be taken at home unless prescribed by a physician. If medication is required to be taken at school, both the parent and physician must provide a written consent.

- C.** Cough drops may be used in school with a parental note provided to the school nurse or principal.

III. Attendance Information

A. General Information

School attendance is both necessary and the law. State law requires school attendance until the age of 18. Students who do not maintain good attendance may fail, lose certain privileges, and/or be referred to court.

Students are expected to be in all classes and other assigned areas during the school day. Attending classes regularly helps students receive the full academic benefit of the school program. Frequent absence results in a disruption of the education process and time lost can never be fully regained, even through make-up work.

Excused Absences

Reasons for excused absence from school (based on Ohio attendance policy *OAC 3301-69-02*)

1. Personal illness (a written physician's statement verifying the illness may be required)
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death of a relative
5. Medical or dental appointment
6. Observance of religious holidays
7. Emergency of other set of circumstances which is acceptable by the superintendent
8. College Visit

Parent notes allow the office to verify parent/guardian awareness of student absences so that the personal illness absence is not considered truant. A student must submit a note signed by the parent or guardian stating the date(s) and reason for the absence when he/she returns to school. The parent note must be submitted to the school office within 48 hours of the student's return to school; otherwise the absence will be documented as unexcused.

B. House Bill 410 Requirements

It is important for every student in Ohio to attend school every day. Regular school attendance is an important part of a student's overall academic success. Excessive absences can interfere with a student's yearly progress and ability to master the knowledge and skills necessary to graduate, prepare for higher education and/or enter the workforce.

To promote academic success for all students, South Range Local School District will partner with students and their families to identify and reduce barriers to regular school attendance. The district will continue to utilize a continuum of strategies to help reduce student absence including, but not limited to:

- Notification of student absence to the parent/guardian

- Development and implementation of an absence intervention plan
- Parent education
- Counseling
- Mediation
- Intervention programs available through juvenile authorities
- Referral for truancy (if applicable)

With the approval of House Bill 410, Ohio schools are *required* to update district policies and procedures to reflect a change in absence calculation from days to hours and to define/monitor the following absence thresholds:

1. “Habitual Truancy” - defined as:
 - a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one school month without a legitimate excuse;
 - c. Absent 72 or more hours in one school year without a legitimate excuse.
2. “Excessive Absences” - defined as:
 - a. Absent 38 or more hours in one school month *with or without* a legitimate excuse; or
 - b. Absent 65 or more hours in one school year *with or without* a legitimate excuse.
3. “Chronic Absenteeism” - defined as:
 - a. Missing 10% or more of the school year for any reason.

	Consecutive Hours	Hours/School Month	Hours/School Year
Habitual Truancy	30 Without legitimate excuse	42 Without legitimate excuse	72 Without legitimate excuse
Excessive Absences		38 <i>With or without</i> legitimate excuse	65 <i>With or without</i> legitimate excuse
Chronic Absenteeism			10% <i>With or Without</i> legitimate excuse

When a student is habitually truant, the following will occur:

1. Within 7 school days of the triggering absence, the district will do the following:
 - a. Select members of the absence intervention team;
 - b. Make 3 meaningful attempts to secure the participation of the student’s parent/guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 school day after the assignment of the team, the district will develop the student’s absence intervention plan; and
4. If the student does not make progress on the plan within 61 days or

continues to be excessively absent, the district will file a complaint in the juvenile court.

When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parent/guardian in writing within 7 days of the triggering absence;
2. The student will follow the district's policy for addressing excessive absences; and
3. The district may refer the student and family to community resources as appropriate.

*A district does not have to wait for a student to trigger the Chronic Absenteeism threshold to offer support to the student and his/her family.

C. Parent Project/Contributing to the Delinquency of a Minor

Parents of a truant student may be assigned to the Parent Project in Mahoning County for a period of weeks for failing to comply with the compulsory Ohio attendance laws. Attendance in the Parent Project is mandatory. Failure of the parent to attend and complete this program may result in a complaint of Parental Education Neglect being filed in the Mahoning County Juvenile Court. A parent found guilty of this charge may be fined up to \$250 and may be incarcerated up to 30 days in the Mahoning County Jail. A truant student used in this section is a chronic truant student as defined in the Ohio Revised Code Section 2152.02(D) which states, "Chronic truant means any child of compulsory school age is absent without legitimate excuse for absence from the public school the child is supposed to attend for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year."

D. Parental Education Neglect

Ohio Revised Code Section 2919.222

No person required to attend a parental education or training program pursuant to a policy adopted under division (A) or (B) of section 3313.663 of the Revised Code shall fail to attend the program. Whoever violates this section is guilty of parental education neglect, a misdemeanor of the fourth degree. (Effective date: 10.29.96)

E. Procedures to Eliminate Questions, Confusion, and Problems

Student Absence

1. Call the school absence line at (330) 549-4085 to report the absence. The student's name will then appear on the daily absence list to notify teachers of absences from their classes.
2. Upon returning to school, present a written excuse to the attendance secretary, dated and signed by a parent or guardian, stating the reason for being absent. The number of days missed must be specified on the excuse. This excuse is to be submitted prior to morning homeroom on the day of the return to school.

Student Tardy

1. Upon arriving at school, present a written excuse for tardiness to the office.
2. Sign the "tardy" register in the office and receive a "pass" to enter class.

Early Dismissal

1. Bring a dated written request from a parent or guardian to the office before the morning announcements.
2. Sign the "sign-out" sheet in the office at the time of departure.

Student Illness

1. Inform the teacher of illness.
2. Report immediately to the school office where further instructions will be given.
3. Do not leave the building without permission from the principal or secretary.

Vacation Days

1. Each student is permitted five vacation days per school year.
2. A note from home along with the office form signed by all the student's teachers must be turned in prior to the absence.
3. The student will be permitted to make-up any work missed but these days are **NOT** considered excused for the voucher program.

F. Dismissal

At the close of school, students should leave the building immediately. If students are to attend a meeting or are assigned a special task, they will go directly to the assigned location. A teacher must supervise all extra-curricular activities. Students are not to be in the building after dismissal unless supervised by a teacher.

G. Tardy to School

Tardy Definition: Missed class time during the beginning or the end of the school day. Students arriving tardy to school are to report to the office where a pass will be issued to enter class. Excessive unexcused tardies to school will be referred for possible court action. Students arriving to school on late buses must stop at the high school office for a bus excuse pass and have their names removed from the absence list. Students arriving between 7:50 and 9:20 a.m. will be marked as tardy; any absence with an accumulation of time beyond 90 minutes per day will be as a half day absent. Students leaving 90 minutes prior to the dismissal bell will receive a p.m. tardy. Teachers will adjust class absence relative to class minutes attended. Since school provides transportation, if a student elects to drive, he/she must follow the Student Conduct Code related to driving as outlined in this Student Handbook. If a student driver is habitually late to school, driving privileges may be withdrawn. In addition, weather conditions will be taken into consideration when determining a student to be tardy.

To avoid being marked tardy, students must be in their classrooms when the tardy bell rings at 7:50 a.m. Students who are tardy to school must report to the office, explain reason for tardiness, and secure a tardy pass to class. The following penalties for excessive tardiness will be in effect for this school year and will be strictly adhered to. Only tardiness involving doctors, dental appointments, court appearances, or other verifiable emergencies will be exempt from being counted. During each nine week grading period, a student may accumulate three tardies (unexcused) without penalty. All subsequent tardies will be subject to the following disciplinary schedule: A parental call or note does not excuse a tardy. It only verifies that the student will be late and is not truant. Upon the:

- **Fourth tardy** - A detention issued and a letter sent home
- **Fifth tardy** - A detention issued and a letter sent home
- **Sixth tardy**- A Saturday detention issued and a letter sent home
- **Any additional tardies** – A Saturday detention issued with loss of driving privileges to school for the remainder of the nine-week period.

H. Leaving School

If a student has an excuse for a doctor or dentist's appointment, he/she should bring it to the high school office in the morning and ask for an early dismissal form that must be signed by the doctor or dentist and returned to school. Failure to return this form will result in an unexcused absence. The student's name will appear on the early dismissal list. Before leaving, he/she must sign out on the student sign-out sheet in the high school office. No student is to leave school for any reason without permission of the secretary or principal. If a student

leaves school without permission, he/she will be considered truant and disciplinary action will be taken. Students who participate in sports will be required to be in school by 11:00 a.m. and remain in school for the rest of the scheduled day in order to participate in a game that day. All students must be in school a half day to be eligible to attend extra-curricular programs such as concerts, games, banquets, dances, athletic practices, etc. Leaving early is identified as missed class time during the school day and it can be recorded as an a.m./p.m. tardy.

I. Make-up Work

It is the student's responsibility, when he/she has been absent; to make up the work he/she has missed. Students are allowed two full calendar days to make up one day of absence. At their discretion, teachers will assign additional make-up days for each consecutive day of absence. Students are responsible for meeting project deadlines in the event of pre-approved excused absences.

J. Tardy to Class

A full three minutes passing time should eliminate tardiness to class. Teachers will not refuse to admit students who are tardy to class unless the tardiness is excessive. Teachers are asked to use their judgment to distinguish between habitual offenders and students who have just reason for tardiness. Habitual tardiness is a matter of discipline and will be handled by administrative personnel. Students are not to report to the office for permission slips due to classroom tardiness.

K. Voucher Program

This program is intended to deter absences from South Range High School and is not necessarily a reward for academic achievement. There are many benefits to this program for the students and the staff. All excuses must be submitted to the school office within 48 hours of the student's return to school or the student will lose a voucher.

Junior/Seniors 3 vouchers each semester

Sophomore/Freshman 2 vouchers each semester + 1 for sophomores for attendance during the End of Course testing. One subject per semester midterm or final (For example, if you voucher out of the midterm for American Studies, you cannot voucher out of the final).

An absence is 90 minutes or more away from school.

These absences do not take a voucher.

Medical (doctors excuse was turned in)
Court (court slip must be turned in)
Administration Permission (Discretion of principal)
Senior Project
College Visit Junior/Seniors receive 3 college visits (Students must submit paperwork 3 days in advance to the office. Student must return with an excuse from the college.)
Funeral (provide a written note before or after the funeral)
Religious Holiday
Rotary Function (provide a slip from rotary)
MCCTC Absence (provide a slip from the MCCTC)
Driver License (submit license)
Akron Kids (program thru Akron Children's Hospital and **must** make up all work missed)
Job Shadow (paperwork must be turned in prior to the job shadow)
School related activities not covered by any of the above absences

Each count as one absence and takes away a voucher

Parent note/Parent call in
Unexcused with no reason
2 Unexcused tardies (am or pm tardy)
Vacation
College visit (paperwork was not submitted and student just went to the college)
Student goes home sick

These disqualify you from all vouchers.

Administration Removal
Suspension
Expulsion
Saturday School Detention

One detention = lose one voucher

After the first semester the slate is wiped clean and each student have a chance to earn vouchers for the second semester for final exam.

IV. Student Conduct Code

Introduction

The South Range Board of Education recognizes that the educational process is largely dependent upon the maintenance of effective learning conditions

within the classroom and orderliness within the school. As a working definition, good order and discipline may be described as the absence of distractions, frictions, and disturbances which interfere with the optimum functioning of the student, the class, and the school. It is also the presence of a friendly yet business-like rapport in which school personnel work cooperatively toward mutually recognized and accepted goals. The rules and standards set forth in this conduct code apply to conduct on school premises, school buses and conduct off school premises which directly affects other students, the school or its staff, and the conduct at school functions of any kind on or off school grounds. Any conduct which causes, or creates a likelihood that it will cause, disruption or interference with any school function, activity, or purpose, or creates a likelihood that it interferes with the health, safety or well-being of others is prohibited.

A. Student Conduct

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students. Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

1. Allows teachers to communicate effectively with all students in the class;
2. Allows all students in the class the opportunity to learn;
3. Has consequences that are fair, and developmentally appropriate;
4. Considers the student and the circumstances of the situation; and
5. Enforces the student Code of Conduct/Students Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property no owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

B. Rights and Responsibilities

Along with the right to equality of educational opportunities, each South Range student has the responsibility to act in such a way as not to interfere with the rights of others to have the same opportunity. A student may forfeit his/her right to an education when his/her conduct is such that it substantially interrupts the educational process and deprives others of their rights. It is a student's basic constitutional right to speak and express opinions, even if he/she is unpopular. These opinions may be expressed by speeches with regards to school activities and policies, to school administration, and to social concern and interest. The student is responsible for refraining from the use of slanderous remarks and obscene language and for conducting himself / herself in a way to allow all persons involved in discussion groups the opportunity to express themselves freely. A student also has the right to express himself/herself freely by means of publications as long as he/she refrains from libel obscenities and personal attacks. A student who writes, edits publications, or distributes handwritten printed material among the students within the school must assume responsibility for the content of such material.

C. Safe Schools Helpline

To report an incident, confidentially and without fear of retribution, call 1-800-41-VOICE, ext. 359. Keep our school safe!

D. General Information

1. Students will follow all guidelines, rules, and requirements outlined in the student handbooks, including bulletin updates. Rules and regulations apply at all sponsored activities on and off school property (field trips, athletic contests, etc.).
2. Students are expected to serve building detentions on Wednesday afterschool or at 7:00 a.m. any day during the week in room 206, unless arrangements are made through the principal for the detention to be served on an alternate date or time.
3. Students who fail to serve an assigned detention will be assigned Saturday School. Failure to serve Saturday School will result in an out-of-school suspension. (Any out-of-school suspension automatically revokes the student's participation in extra-curricular activities by placing the student on social probation for the period of the suspension).
4. Failure to serve Saturday School will result in a two-day, out-of-school suspension.
5. Students may see a Dean of Students for disciplinary offenses.

E. Dress Code

Please note that this dress code was formulated by a special committee comprised of parents, teachers, and students in conjunction with the school administration. Student compliance with these guidelines will allow for self-expression in areas of grooming and dress while maintaining safety and an atmosphere of learning free from distractions and interruptions. The philosophy and rules governing the dress and grooming of students at South Range High School are based simply on the principles of health, personal cleanliness, proper dress, and safety. Certain types of clothing and accessories, while appropriate for casual dress, have no place in school. Moderation and good taste will insure that a student's appearance is acceptable. Due to that fact the styles and trends change rather quickly, it is virtually impossible for this code to be all-inclusive. The building principal shall address items not specifically mentioned in this code. Students in violation of these guidelines will be required to change or be sent home. Flagrant or repeated violations will necessitate further disciplinary action. Students will be permitted to wear appropriate length shorts that are suitable for the season of the year as long as they conform to the standard of being no shorter than the length of their fingertips when standing upright with arms down to their side. Cutoff jeans or jogging-type pants should be hemmed or cuffed with no excessive fringe. Students wearing warm weather apparel to class (such as coats) at inappropriate times of the year will be referred to the office.

Certain courses may require additional guidelines to insure the personal safety of the students. Students will be required to comply with all reasonable directions of the teacher involving grooming and accessories while working in these classrooms.

Unacceptable Items

1. Bare midriffs, low-cut necklines, off the shoulder tops, open back, and sheer or see-through tops are not permitted. Tops should be long enough to be tucked into slacks, or at least extend below the beltline. No sleeveless tops, blouses, shirts, or tank tops of any kind are permitted.
2. Clothing depicting pictures or slogans which are suggestive, obscene, or promote and/or advertise tobacco, alcohol, and/or other drugs, violence, horror, sex and /or death are not to be worn.
3. Skirts, culottes, or walking shorts which are deemed to be too short in length to maintain a modest appearance are not permitted.
4. Yoga pants and leggings are permitted to be worn to school with appropriate length tops or skirts.

5. Hats, bandannas, or other head coverings should not be worn in the building except upon entering or leaving the building or on specially designated days.
6. Blue jeans or other slacks with slits, holes, or excessive fraying are not to be worn. Pants are to be worn at the waist.
7. Accessories such as gloves, non-prescriptive sunglasses, or other such apparel which may cause undue attention and disrupt the educational process are not permitted.
8. Safe and hygienic footwear must be worn at all times.
9. Articles of clothing which are excessively soiled or in obvious need of laundering should not be worn to school. Violation of the above code shall be handled by referral to the office.
10. Dress or symbols which denote gang activity or gang membership, including swastikas, KKK, or other like symbols are not permitted.
11. Wallet chains are not permitted. Jewelry that is disruptive or considered to be unsafe is not permitted.
12. Chains on pants, cloth/metal tethers, wrist chains, spike bracelets or collars are not permitted.
13. Excessive facial jewelry or body piercing will not be permitted. This includes but is not limited to any piercing on or about the face such as nose, eyebrows, lips, and tongues with the exception of the ears.
14. Hair may be dyed to natural colors only (exception: School Spirit Days). Attire or accessories with studs, rivets, chains, etc. are not permitted.
15. Boxer shorts as outerwear are prohibited.
16. Book bags/backpacks are permitted in the building but must be checked in lockers prior to the tardy bell and remain there until the dismissal bell.
17. Pajama style garments are not to be worn.
Students who fail to comply with these regulations will be warned on the first offense and corrections made in the attire. A second offense will result in a detention and/or Saturday Detention. A student's parent will be contacted and the student will be sent home from school until the situation has been corrected. If not corrected, the student will face possible suspension for insubordination.

F. Building Discipline Plan

Behavior problems which occur outside of class or study hall (i.e., lunchrooms, hallways, restrooms, parking lot, gymnasium, etc.) are building violations and will be assigned appropriate consequences by the staff member observing the behavior.

1. Cafeteria

- a. Students will not throw food or other objects.
- b. Students will not fight and must keep hands, feet, and other objects to themselves.
- c. Students will return trays, dispose of waste properly, and clean above and below their table space before leaving.
- d. Students are not to tamper with another person's lunch.
- e. Students will refrain from excessive noise.
- f. Students will sit in assigned seats when behavior warrants, as determined by the lunchroom supervisor.
- g. Students are not permitted to solicit money from other students.

2. Restrooms

- a. Students will not congregate in the stalls.
- b. Students will not loiter in the restrooms.
- c. Students must have a pass from their assigned teacher to use the restroom during class time.
- d. Only one student at a time may be excused from a classroom or study hall to use the restroom.

3. Hallways and Lockers

- a. Students will not run in the halls and must keep arms, legs, feet, and other objects to themselves.
- b. Students will refrain from public displays of affection (kissing, etc.).
- c. Students will refrain from excessive noise, vulgarity, or profanity.
- d. Students are not permitted in hallways during class time without an authorized pass. It is the student's responsibility to obtain a pass from his/her teacher.
- e. Students will not consume food or drink in the hallways or classrooms. No cups, mugs, water bottles, etc. (The cafeteria and the home economics rooms are the only approved areas for the consumption of food.)
- f. Students are not to be in the hallways after 2:20 p.m.

4. Parking Lot

- a. Students must have an approved permit to be eligible to drive to school.
- b. Students must leave their vehicles immediately upon their arrival and enter the school.
- c. Students must park only in designated areas.

- d. Students will not drive in excess of 5 MPH.
- e. Students will depart the parking lot before the busses at dismissal.

5. *Building Discipline Consequences*

Students who violate building rules will be issued a detention slip and/or Saturday School for repeated violations.

- a. First offense: 45-minute detention before/after school.
- b. Second offense: May be referred to a Level III offense, "Repeated Violations."

G. Emergency Removal of Students from Classrooms or Study Hall for Misconduct

Students will be sent immediately and directly to the principal's office for the remainder of the period.

- 1. First offense: The principal or his designee will contact the parents and the student may receive a suspension from class or study hall. (No credit in the suspended class will be granted for the length of the suspension.)
- 2. Second offense: The student will receive a five-day suspension from class to study hall and a "Child Study Referral" will be initiated by the teacher through the guidance counselor.
- 3. Third offense: Three days out-of-school suspension/possible loss of credit from class removed.

H. Major Offenses and Consequences

The following is a list (not meant to be inclusive) of unacceptable student behavior on school grounds during school hours or at school activities which may require detention, Saturday School, suspension, expulsion, legal action, loss of formal graduation privileges, or a combination thereof. The building administrator may use other options if they are deemed more appropriate to the infraction of the rules or to address discipline problems not concerned by this discipline plan.

Dangerous Weapons in the School

The Board is committed to providing the students of South Range Local District with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons in the school.

The definition of a firearm shall include any weapon (including a starter gun and/or look-a-likes) 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 USCA, Sections 921-924) which includes, but is not limited

to, any explosives, incendiary, poisonous gas, bomb, grenade, or rocket having a propellant charge 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 prohibited from bringing a firearm on school property, in a school vehicle, or to any school-sponsored activity.

If a student brings a firearm on school property or to a school-sponsored activity, the superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school requirement on a case-by-case basis in accordance with state law. 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 sharp 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 may, if authorized by the Board, expel the student from school with the same expulsion implications as noted above. The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons which are defined, but not limited, to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or community members, may be subject to expulsion. Students who are suspended or expelled may not be on school property, participate or attend any school (home or away) functions, contests, or be present at activities on property controlled by the school or school officials.

Level I Infractions

An infraction of the following rules will result in immediate referral to the principal, a minimum ten-day suspension from school, referral for expulsion, and/or legal referral.

1. *Chemical abuse:* Students shall not possess, use, transmit, sell, conspire, conceal, or consume any alcoholic beverage or intoxicant or any other drugs of abuse including medical marijuana. This provision shall be applicable to any conduct on school grounds during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school-sponsored activity,

function, or event; on a school bus or conveyances; or at any time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, the student shall not consume any alcoholic beverages, intoxicants, or drugs of abuse at any time before the student's arrival at school or at a school-sponsored or related activity or event. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue, and cocaine as well as look-a-likes, synthetics, or other substances that could modify behavior. Use of drugs in their original container with a medical prescription from a licensed physician shall not be considered in violation. Students shall not possess, use, transmit, sell, conspire and/or conceal any drug-abuse instruments or paraphernalia (e.g., hypodermic needle, syringe, etc.).

2. *Possession of dangerous weapons*
3. *Vandalism in excess of \$100.00*
4. *Assault (ORC 2903.13)*
5. *Inducing Panic (ORC 2917.3)*
6. *Menacing(ORC 2903.21)*

Level II Infractions

An infraction of the following rules will result in an out-of-school suspension and/or expulsion.

1. ***Hazing, Harassment, Intimidation, & Bullying***
Hazing, harassment, intimidation or bullying can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:
 1. physical violence and/or attacks;
 2. threats, taunts and intimidation through words and/or gestures;
 3. extortion, damage or stealing of money and/or possessions;
 4. exclusion from the peer group or spreading rumors;
 5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as "cyber bullying"), such as the following:
 - a. posting slurs on web sites, social networking sites, blogs or personal on-line journals;
 - b. sending abusive or threatening e-mails, text messages, tweets, web site postings or comments and instant messages;
 - c. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos on-line; and

- d. using web sites, social networking sites, blogs or personal on-line journals, e-mails or instant messages to circulate gossip and rumors to other students.
 - 6. excluding others from an on-line group by falsely reporting them for inappropriate language to Internet service providers.
 - a. First offense: 1-10 days out-of-school suspension
 - b. Second offense: 5-10 days out-of-school suspension
 - c. Third offense: suspension, expulsion
2. *Assault, Battery, Unauthorized touching, Hazing, or Bullying*
 A student shall not cause physical injury or behave in such a way that could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school.
- a. First offense: 1-10 days out-of-school suspension
 - b. Second offense: 5-10 days out-of-school suspension
 - c. Third offense: suspension, expulsion
3. *Verbal Assault/Written Assault*
 A student shall not engage in any act that intimidates, threatens bullies, degrades, endangers, or disgraces a teacher, student, administrator, school personnel, or visitor.
- a. First offense: 1-5 days out-of-school suspension
 - b. Second offense: 5-10 days out-of-school suspension
 - c. Third offense: suspension, expulsion
4. *Failure to Attend Saturday School*
 Students failing to attend Saturday School without an excusable absence will receive a two-day, out-of-school suspension.
5. *Excessive Saturday School Assignments*
 Students receiving more than five Saturday Schools may receive suspension for repeated offenses.

Level III Infractions

An infraction of the following rules will result in the assignment of Saturday School, suspension, or expulsion.

1. *Insubordination/Unwilling to Submit to Authority/Disrespect*
 A student shall not disregard, refuse to obey reasonable directions given by school personnel, or display disrespect towards school staff.
- a. First offense: 1-3 days out-of-school suspension and/or Saturday School.

- b. Second offense: 3-5 days out-of-school suspension
 - c. Third offense: suspension, expulsion
2. *Forgery/Lying*
- A student will not falsify the name of another person, time, date, grades, addresses, or other data on school forms or correspondence directed to the school.
- a. First offense: 1-3 days out-of-school suspension and/or Saturday School.
 - b. Second offense: 3-5 days out-of-school suspension
 - c. Third offense: suspension, expulsion
3. *Cheating/Plagiarism/Academic Dishonesty*
- A student will not be involved in any form of cheating (including the intent to cheat) on school assignments. This pertains to using another student's work or allowing another student to use his/her work.
- a. First offense: 1-3 days out-of-school suspension and/or Saturday School and a zero percent (F) on assignments, including tests, quizzes, and exams.
 - b. Second offense: 3-5 days out-of-school suspension
 - c. Third offense: suspension, expulsion
4. *Use or Possession of Tobacco Products/Electronic Smoking Devices*
- A citation will be issued by the SRO per ORC 2151.87 and the student will be subject to a fine, court issued mandates as well as any costs associated through the Juvenile court in ADDITION to the following:***
- a. First offense: 1-3 days out-of-school suspension, confiscation, and referral to SRO.
 - b. Second offense: 3-5 days out-of-school suspension, confiscation, and referral to SRO.
 - c. Third offense: 5 days out-of-school suspension and/or expulsion and referral to SRO.
5. *Vandalism/Damage to School Property Less Than \$100.00*
- A student shall not cause or attempt to cause damage to property of the school and/or personal property. Restitution will be made for damaged property.
- a. First offense: 1-2 Saturday Schools and/or 1-3 days out-of-school suspension and/or referral to SRO
 - b. Second offense: 3-5 days out-of-school suspension
 - c. Third offense: 5 days out-of-school suspension and/or expulsion

6. *Abuse/Misuse of Technology*

A student shall not engage in any act that would violate the South Range School District's acceptable user policy.

- a. First offense: 1-3 days out of school suspension and/or Saturday schools.
- b. Second offense: 3-5 days out of school suspension
- c. Third offense: suspension, expulsion

7. *Theft*

A student shall not cause or attempt to take into possession the property of the school district or the property of another student, teacher, school employee, or visitor.

- a. First offense: 1-2 Saturday Schools and/or 1-3 days suspension and/or referral to resource officer.
- b. Second offense: 3-5 days out-of-school suspension
- c. Third offense: 5 days out-of-school suspension and/or expulsion

8. *Endangering the Safety of Staff and/or Students*

A student shall not involve a student, staff member, visitor, or employee of the Board in an incident that is detrimental to one's safety.

- a. First offense: 1-2 Saturday Schools and/or 1-3 days out-of-school suspension
- b. Second offense: 3-5 days out-of-school suspension
- c. Third offense: 5 days out-of-school suspension and/or expulsion

9. *Disruption or Interruption of the Orderly School Process/Overt Defiance*

A student shall not, by use of inappropriate actions, cause material disruption or obstruction to the educational process including all curricular and extra-curricular activities.

- a. First offense: 1-3 Saturday Schools and/or 1-3 days out-of-school suspension.
- b. Second offense: 3-5 days out-of-school suspension
- c. Third offense: 5 days out-of-school suspension and/or expulsion

10. *Use of Profanity and/or Obscene Language*

A student shall not use or possess any form of profanity and/or gestures, written, electronic, or verbal. This includes pornographic images.

- a. First offense: 1-3 Saturday Schools and/or 1-5 days out-of-school suspension
- b. Second offense: 3-5 days out-of-school suspension

- c. Third offense: 5 days out-of-school suspension and/or expulsion
Students directing obscene gestures, signs, pictures, or profanity towards a teacher or faculty member will receive:
 - a. First offense: 1-5 days out-of-school suspension
 - b. Second offense: suspension and expulsion

11. Detentions

Students receiving more than ten detentions per semester will receive one Saturday School. Each subsequent detention will result in one assigned Saturday School during that semester, not to exceed three Saturday Schools. Detentions are not accumulative for the year. Each semester will start anew.

- a. First offense: 1-3 Saturday Schools and/or 1-3 days out-of-school suspension
- b. Second offense: 3-5 days out-of-school suspension
- c. Third offense: 5 days out-of-school suspension and/or expulsion

12. Repeated Violations

A student shall not repeatedly fail to comply with the directions of teachers, substitute teachers, aides, or other school personnel during any period of time when the student is under the authority of the school personnel (e.g., three detentions from three different teachers during the same day).

- a. First offense: 1-3 Saturday Schools and/or 1-3 days out-of-school suspension.
- b. Second offense: 3-5 days out-of-school suspension
- c. Third offense: 5 days out-of-school suspension and/or expulsion

13. Harassment

No one should be subjected to harassment at school for any reason. Therefore, it is the South Range High School Policy that all employees, volunteers, parents, and students will deal with all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age, or disability. Acts of harassment, hostility, or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may be contacted. Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school or work environment. Harassment can include:

- Sexually suggestive looks or gestures
- Sexual jokes, pictures, or teasing

- Pressure for dates or other inappropriate activities
 - Sexually demeaning comments
 - Deliberate touching, cornering, or pinching
 - Attempts to kiss or fondle
 - Threats, demands, or suggestions
- a. First offense: 1-3 Saturday Schools and /or 1-3 days out-of –school suspension; referral to SRO
 - b. Second offense: 3-5 days out-of-school suspension
 - c. Third offense: 5 days out-of-school suspension and/or expulsion

Level IV Infractions

An infraction of the following rules will result in the assignment of detention, Saturday School, suspension or expulsion:

1. *Truancy (absent from school without authorized permission)*
Students who are deemed truant will be assessed a detention or Saturday School coinciding with the period of time deemed truant.
 - a. First offense: Saturday School and referral to SRO
 - b. Second offense: 1-2 Saturday Schools or 1-3 days out-of-school suspension; referral to SRO.
 - c. Third offense: 5 days out-of-school suspension and/or expulsion
2. *Tardiness (unexcused)*
Tardiness violations apply to an arrival at school or to class.
3. *Leaving School Grounds During School Hours Without Permission From Building Principal or the Designee Secretary.*
 - a. First offense: 3 days out of school suspension
 - b. Second offense: 5 days out of school suspension
 - c. Third offense: 10 days out of school suspension; recommendation for expulsion.
4. *Dress Code Noncompliance*
 - a. First offense: warning/correction
 - b. Second offense: correction/detention
 - c. Third offense: refer to Level III, No.12
5. *Electronic Device Usage*
 - a. First offense: confiscation/parental pick-up
 - b. Second offense: confiscation/detention 2 hr. Sat./parental pick-up
 - c. Third offense: confiscation/detention 4 hr. Sat./parental pick-up
 - d. Fourth offense: 3-5 days out-of-school suspension
6. *Violations of Sections II: (Building Discipline Plan)*
 - a. First through fifth offenses: detention, suspension

I. Student Appeal and Grievance Procedure

The South Range Local School District is dedicated to providing equal educational and employment opportunities without regard to race, color, creed, national origin, or sex. If a student feels that he/she has been discriminated against or wrongly judged, he/she may file an appeal. The appeal should be filed with the teacher first and then in sequence with the principal and superintendent. This appeal must be in writing, stating the specific reason for appeal and suggestions for alleviating the problem.

J. Saturday Detention

Students will be assigned to Saturday detentions for various infractions by the principal. Some of these infractions may include, but are not limited to:

1. Failure to serve detention
2. Repeated tardies and truancy
3. Repeated violation of school rules
4. Violation of any of the rules in the Student Conduct Code
5. Bus misbehavior

Students are assigned to Saturday School by a member of the administrative team at South Range and must report to an assigned room by 8:25 a.m. on the Saturday assigned. Students arriving after 8:25 a.m. and before 8:45 a.m. will stay for their detention and will receive an after-school detention for being late. Students arriving after 8:45 a.m. will be considered as no show. The first failure to report will result in the doubling of the Saturday detention. The second failure to report will result in a two-day home suspension. All students must bring textbooks, library books, or assignments to read and keep busy for the time they have been assigned. No inappropriate magazines or materials will be permitted. No eating, talking, sleeping, drinking, or visitors will be permitted at Saturday School. Regular school dress is required. School Policy and the Student Conduct Code will be strictly enforced at all times. Students driving to Saturday School must park in the student parking lot. All students will enter and exit the building using the main high school entrance and are to leave the school grounds promptly at 12:00 noon. Students will not be excused early from Saturday School unless approved by the administrator that assigned the hours.

K. Student Conduct Code Discipline Definitions

1. *Emergency Removal:* A teacher may remove a student from class for any disruptive behavior for a period of one day. The student will report directly to the office where the parents may be notified. If the student's presence poses a continuing danger to persons or an ongoing threat of disrupting the

academic process or atmosphere of the school, an administrator may remove the student from the premises without advance notice to the parents. Please refer to G(1-3) in the Student Conduct Code.

2. *Suspension*: Removal of a student from the regular school program (including extra-curricular activities) for a period of 1-10 days. Should school be closed for weather or other emergencies, the suspension scheduled for that day will convert to the next day school is in session. Students will not be able to attend classes or any extracurricular activities during the period of suspension. It is solely the responsibility of the student to obtain all classroom assignments, be prepared to submit all work and take any assessment(s) upon return to school.
3. *Expulsion*: Removal of a student from school for a period of more than 10 days. Expulsions may be initiated with the possibility of seeking permanent exclusion.
4. *Permanent Exclusion*: Students 16 years of age and above who commit violent or drug-related felonies on school premises will be permanently removed from all public high schools in Ohio.
5. *Make-up Work*: Students that are suspended or expelled from school are not permitted to make up exams, quizzes, or graded homework. However, students are encouraged to maintain their studies by keeping up with any assignments.

L. Athletics

In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses, or their equivalent, which count toward graduation. Athletes must maintain a 1.5 minimum GPA. Students that are below the 1.5 but above 1.0 will have conditional eligibility and must maintain above a 1.5 GPA the following grading period. Fall sports are determined on the fourth nine-week grading period, not the final grade.

Denial of Participation

1. Students absent more than half of any school day may not participate in any extra-curricular activity unless excused by the administration for:
 - a. Routine doctor appointments with written permission.
 - b. Attendance at a funeral
 - c. School business
 - d. Absences approved in advance, such as college visitation
 - e. Other good and just causes

2. Students expelled or suspended from school are not eligible to participate in extra-curricular activities during that period of time.
3. Students may be denied participation:
 - a. By vote of the activity membership where provided by its constitution.
 - b. By disciplinary action of advisor, teacher, or coach for infraction of any rules of participation provided in written form to each participant by the advisor, teacher, or coach.
 - c. By limits established in the constitution and/or rules of participation provided each student by the advisor, teacher, or coach.
4. Students will be notified of denial of participation by the activity advisor, teacher, or coach one of two ways:
 - a. Verbally
 - b. In written form when requested by the student, parent, guardian, or custodian.
5. Appeals
 - a. Must be submitted to the building principal in writing within five school days of the notification of denial of participation.
 - b. Students will not participate in the activity during the appeal process.
 - c. The decision of the principal is final.

V. Student Services

A. Media Center

1. Use quiet voices. All students in grades K-12 will share the media center. Middle and high school students will be asked to return to their classroom if they are disruptive.
2. No electronic devices of any kind are permitted in the media center, including cell phones, iPods, etc...
3. Absolutely no gum, food or drinks of any kind is permitted. Breaking this rule will result in a detention.

B. School Insurance

School insurance forms are made available to every student at the beginning of the school year. This form will be mailed home and students should have their parents read it carefully. If they desire to purchase the insurance, they may do so by following instructions on the form.

C. Textbooks

Each student will be issued a textbook in each subject. A record will be made which properly identifies the book and its condition upon issuance. Reasonable care by the student must be evident upon returning the book at the end of the school year. If not, the student must pay in accordance with his/her negligence. The principal sets book fines on a depreciation percentage rate.

D. Debts and Fees: Failure to Pay

The Ohio Revised Code, Section 3313.642, states that boards of education may adopt rules and regulations prescribing a schedule of fees for such materials and prescribing a schedule of charges which may be imposed upon pupils for the loss, damage, or destruction of school apparatus, equipment, musical instruments, library material, or required textbooks furnished without charge, for damage to school buildings, caps and gowns, and selling projects, and may enforce the payment of such fees and charges by withholding the grades and credits of the pupils concerned.

E. Course Fees

Advanced Chemistry	\$25.00
Advanced Portfolio	25.00
Art Design	20.00
Biology.....	20.00
Ceramics & 3D Art	30.00
Chemistry	25.00
Creative Cooking.....	25.00
Creative Living.....	5.00
Digital Art & Photography	5.00
Digital Video Production.....	5.00
Drawing.....	20.00
Food Fundamentals	25.00
French.....	8.00
German.....	8.00
Graphic Design.....	5.00
Int Science 3.....	15.00
Paint	25.00

Physical Science.....	15.00
Physics	20.00
Psychology App to Rel.....	5.00
Smart Food/Money.....	20.00
Spanish.....	8.00
Technology Applications	10.00
Technology Design	10.00
Web Page Design	10.00

F. Work Permits

All employed students under 18 must have a work permit on file in the county office. Work permit applications may be obtained in the office. This permit is required of ALL working students whether they work during school hours or after school hours.

G. Tornado Drill

1. When a tornado warning is received or a tornado has been sighted, a P.A. announcement will be made in conjunction with the warning siren. This will implement the tornado drill. If there is a power failure, the warning will be issued by word of mouth by personnel directed from the principal's office.
2. Students will move quickly and quietly to the designated tornado drill area which will be posted in each room.
3. If time does not permit going to a previously arranged shelter, students and teachers shall assemble in the safest area near their room. This area will normally be the hall outside the room.

H. Fire Drill Instructions

Every individual is required by law to vacate the building when the fire alarm is sounded. Everyone must be at least 50 feet from the building during a fire drill. Evacuation should be done in a quiet and orderly manner.

I. Technology Acceptable User Policy: World Wide Web and Electronic Mail Permission Form

South Range is pleased to offer its students the privilege of being able to access the World Wide Web (WWW) and to send and receive e-mail. The district is also pleased to offer the use of a variety of technologies including computers, video cameras, scanners, and laser discs. To obtain an email and WWW

account, all students under the age of 18 must have parental permission. This form must be returned with a parent signature to the computer lab.

Having an e-mail and WWW account will help students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users around the world. Parents should be warned that some material that can be obtained from the WWW might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. South Range's objective is to make the WWW accessible for further educational development, and in that process students may find ways to access other information. The school district believes that access to the WWW will lead to more information resources and opportunities for students; however, parents and guardians of minors are responsible for establishing the standards that their children should follow when using the media and its information resources. The South Range Local Schools support and respect the right of each family to decide whether or not to apply for this privilege.

J. District WWW and E-Mail Rules

Students are responsible for good behavior and good decisions when they are using the computers, just as they are in a class or in the hallway. The network is provided for students to do research and to communicate with others. We expect the students to act in a responsible and considerate manner. Access is a privilege not a right, and it requires responsible students.

Individual users of the network are responsible for their behavior and communications over these networks. All students are expected to follow the district's rules and to honor the agreements that have been signed. The district's network students are responsible for their behavior and communications over these networks. All students are expected to follow the district's rules and to honor the agreements that have been signed. The district is not responsible for restricting monitoring or controlling the communications of individuals using the network.

Network storage areas will be treated like school lockers. Network administrators may review files and communications to make sure that the system users are acting responsibly. Users should not expect that files stored on district servers will always be confidential.

Actions Not Permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language

3. Harassing, insulting, or attacking others
4. Damaging computers, computer systems, or computer network
5. Violating copyright laws
6. Using another person's password
7. Trespassing in another's folders, works, or files
8. Intentionally wasting limited resources
9. Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action.

K. Student Records

Many student records are kept by the teachers, counselors, and administrative staff. There are two basic kinds of records—directory information and confidential records. Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information in writing to the principal. Confidential records contain educational and behavioral information that has restricted access based on the Family Educational Rights and Privacy Act (FERPA) and Ohio Law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent. Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records.

L. Notification of Rights for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. A school official will make arrangements for access and notify the parent or student of the time and place where the records may be inspected.
2. The right to request the amendment of records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students

should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, a school official will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to release of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception exists when a school official needs to review an educational record in order to fulfill his or her professional responsibility. The school also discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with requirements of FERPA. Below is the address of the office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DE 20202-4605

If there are questions about how South Range complies with FERPA, please contact the building principal or central office.

M. Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA) requires that the school district, with certain exceptions, obtain a parent or guardian's written consent prior to the disclosure of personally identifiable information from a child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless it has been advised to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school district to include the information from a child's education record in certain school publications such as the yearbook, honor roll, graduation programs, etc.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require the school district to provide military recruiters, upon request, with three directory information categories (names, addresses and telephone listings) unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If a parent/guardian does not want the school district to disclose directory information from his/her child's education records, including disclosure for all marketing activities without prior written consent, he/she must notify the district in writing by September 15.

South Range Schools have designated the following information as directory information:

1. Student's name
2. Participation in officially recognized activities and sports
3. Address
4. Telephone listing
5. Weight and height of members of athletic teams
6. Electronic mail address
7. Photograph
8. Degrees, honors, and awards received
9. Date of birth
10. Major field of study
11. Dates of attendance
12. Grade level
13. The most recent educational agency or institution attended

N. Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendments (PPRA) requires the school district to notify parents/guardians and obtain consent or allow to opt their 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:

1. Political affiliations

2. Mental and psychological problems potentially embarrassing to the student and his/her family
3. Sexual behavior and attitudes
4. Illegal, anti-social, self-incriminating, and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes and certain physical exams or screenings. Parents or students who believe their rights under PPRA may have been violated should first contact their building principal. If concerns still exist, they may file a complaint by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

The South Range Local Schools seldom administer surveys, analysis, or evaluations in the eight areas listed above. When they do so, they customarily announce them in the building newsletter prior to their administration.

O. Section 504 of the Rehabilitation Act of 1973

The South Range Local School District will ensure that no student with a disability as defined by Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) within the District's jurisdiction will, because of his/her disability, be denied participation in, the benefits of, or otherwise be subjected to discrimination in any program or activity of this District. The District is committed to ensuring that students with or suspected of having disabilities be identified, evaluated, and provided with a free appropriate public education (FAPE). The District does not discriminate on the basis of disability with regard to admission, access to education services, treatment or employment in its programs and activities.

The 504 Policy and Procedures in its entirety can be accessed at:
[http://www.southerange.k12.oh.us/Departments/GiftedServices/mainpages/
pages/504policys.pdf](http://www.southerange.k12.oh.us/Departments/GiftedServices/mainpages/pages/504policys.pdf)

Hard copies of the Policy and Procedures can be found in the main offices of
the K-12 complex as well as with the 504 Coordinator:

Shari Lewis
11300 Columbiana-Canfield Rd.
Canfield, Ohio 44406
330 549-4071