

**NORTH ROYALTON BOARD OF EDUCATION**

Anne M. Reinkober  
Jacquelyn A. Arendt  
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**CENTRAL OFFICE ADMINISTRATION**

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Assistant Superintendent	James J. Presot
Director of Curriculum & Instruction	Melissa Vojta
Director of Personnel	Patrick Farrell
Director of Pupil Services	Julie Bogden

**HIGH SCHOOL MAIN OFFICE**

Principal	Sean Osborne	(440) 582-7805
Asst. Principal A-G	Julie Cole	(440) 582-7806
Asst. Principal H-O	Matthew Yappel	(440) 582-7808
Asst. Principal P-Z	Kevin Atkins	(440) 582-7807

**HIGH SCHOOL COUNSELING OFFICE**

Counselor A - Di	Rachel Hoag	(440) 582-7812
Counselor Dj - J	Kriste Smith	(440) 582-7811
Counselor K - M	Michelle Toth	(440) 582-7816
Counselor N - Sd	Scott Spessard	(440) 582-7813
Counselor Se-Z	Monica Boduszek	(440) 582-7814

**ATTENDANCE/ATHLETICS/STUDENT ACTIVITIES**

Attendance Office	Cheryl Kloscak	(440) 582-7804
Athletic Director	Bo Kuntz	(440) 582-7822
Activities Office	Sandy Stergios	(440) 582-7823

**DISTRICT WEBSITE:** [www.northroyaltonsd.org](http://www.northroyaltonsd.org)

**PROGRESSBOOK:** <https://pa.nccohio.org>

**NORTH ROYALTON HIGH SCHOOL  
2015-2016  
STUDENT HANDBOOK**



**THE SAFE SCHOOL HELPLINE**

LET US KNOW **ANONYMOUSLY** WHEN YOU KNOW OF  
ANYTHING THAT THREATENS THE SAFETY OF OUR  
SCHOOL

1-800-4-1-VOICE ext. 359

1-800-418-6423 ext. 359

## **WELCOME**

The North Royalton High School (NRHS) administration, faculty and staff welcome you. We wish you a successful and productive academic year. Our school is committed to helping all students to become the BEST that they can be. There are many educational, social, and extracurricular opportunities for you here at NRHS. We encourage you to take advantage of all of them. We hope that our students will take pride in their school, be involved, and strive for excellence. There is no substitute for hard work. To help reach these goals, we have prepared this student handbook and assignment planner. It contains all of the policies and procedures for our school and will be used on a daily basis by students to record homework and to stay organized. Take time to look through this handbook as a family so that everyone is aware of the rules of the school.

We look forward to working and learning with you during your exciting high school years! Have a terrific year!

## **ACADEMICS AND SCHOOL COUNSELING**

### **Report Cards / Progress Book**

The North Royalton City Schools believe that report cards give students and parents an important understanding of the student's progress and these are issued at the end of each nine week grading period. Interim Reports are no longer issued during the mid-point of the quarter. Parents can access their children's grades through the use of Progress Book throughout the school year. All parents and students have the opportunity to register for Progress Book. For registration information, or any other questions, please call the Central Registration at 440-582-9131. Report cards are issued every nine weeks. (BOE Policy 5420-5421)

### **Grades**

North Royalton High School has a standard grading procedure as well as additional notations that may indicate work in progress or incomplete work. The

purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course. If a student is not sure how the grade will be determined, he/she should ask the teacher. Parents are kept informed about progress through the use of Progress Book, conferences, report cards, telephone calls, emails, and notes sent home. The school uses the following grading system each nine (9) weeks:

90-100	A
80-89	B
70-79	C
60-69	D
Below 59	F

A student passes or fails a course based upon quarterly grades, midterm, and final exams. The final grade average for any course is determined by averaging the nine week(s) grades and final exam. The grade weight of nine week(s) and midterm/final exams are as follows:

**Semester Classes:**

40% - 1<sup>st</sup> Quarter  
40% - 2<sup>nd</sup> Quarter  
20% - Final Exam

**Full Year Course:**

20% - 1<sup>st</sup> Quarter  
20% - 2<sup>nd</sup> Quarter  
10% - Midterm Exam  
20% - 3<sup>rd</sup> Quarter  
20% - 4<sup>th</sup> Quarter  
10% - Final Exam

The following scale is used to determine the final grade:

<b>3.5 – 4.0 = A</b>
<b>2.5 – 3.499 = B</b>
<b>1.5 – 2.499 = C</b>
<b>1.0 – 1.499 = D</b>
<b>0.0 – .999 = F</b>

**Passing Grade for Subjects:** A student must earn a minimum of 10 points to pass a class.

**Flagrant Decline: SEMESTER COURSE** In addition to earning enough points to pass the course, students must also receive a passing grade in two out of the three mark opportunities (quarter – quarter – final). **YEAR LONG COURSE** In addition to earning enough points to pass the course, students must earn a passing grade in either the third or fourth quarter. A student may not fail both the third and fourth quarter and still pass a class, regardless of the points accumulated.

**Incompletes:** Incomplete grades, approved by an administrator for medical reasons, must be made up within two weeks of the issuance of report cards.

#### **Graduation Information for 2016-2017**

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to pass all parts of the Ohio Graduation Tests (OGT), complete a senior exit portfolio and interview, and earn 21 credits in designated coursework. A student enrolled in special education may be exempted from the OGT. Such an exemption is made by the I.E.P. Team. The student may still need to earn the required credits indicated by the I.E.P.

It is the student's responsibility to maintain contact with his/her counselor to insure that his/her graduation requirements are being met.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by Board of Education and the

State of Ohio. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. However, a student may be denied participation in the ceremony of graduation when personal conduct so warrants. ***The Commencement ceremony is a privilege, not a right.***

### **COURSE LOAD REQUIREMENT**

The minimum pupil load each year is 5.75 credits (not to include summer school credits).

### **SCHEDULE CHANGES**

All schedule changes must be made before May 1 of each year. Every effort will be made to ensure that students are properly placed in classes, which they select during the registration process. Any type of schedule change has a serious effect on class size, staffing/teacher assignments, and the overall master schedule. Some courses listed in the NRHS Course Catalog may not be offered each year.

#### **No changes will be made unless:**

- There is a technical error in the scheduling process
- It is determined by a team consisting of the classroom teacher, counselor, administrator, and parent that the student is academically misplaced.
- Adjustments need to be made due to successful completion of summer school courses
- A student wants to add an additional course where enrollment permits and does not require movement of other courses
- A student does not have a minimum of 5.75 credits.

#### **Convenience changes will not be made. These include but are not limited to:**

- Changing a class or lunch period to be with friends
- Requesting a different teacher

- Requesting early dismissal
- Requesting to drop a course because the student does not like the class or feels it might be too rigorous

### **COLLEGE CREDIT PLUS (CCPlus)**

Students have the option of enrolling in courses at the college level. Each participating college/university has established admission criteria and course registration procedures which high school students must follow. Students and parents must inform the high school administration by April 5, 2016, of their intent to participate in CCPlus for the upcoming school year. Students should meet with their counselor for additional information and to determine if the program is appropriate for them. **Costs of the course will default to the student/parent if a participating student fails to complete a course.**

### **COLLEGE CREDIT PLUS COURSE VALUES**

- 1 college credit course = .33 high school credit
- 2 college credit course = 0.67 high school credit
- 3 college credit course = 1.0 high school credit
- 4 college credit course = 1.0 high school credit
- 5 college credit course = 1.0 high school credit

### **CREDIT FLEXIBILITY**

Credit Flexibility is designed to increase curricular options available to students, increase the depth of study available for a particular subject and tailor the learning time or conditions needed to complete a high school diploma. Information regarding Credit Flexibility can be found on the high school web site. Once you have reviewed the paperwork then contact your school counselor.

### **Individuals with Disabilities**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also

to all individuals who have access to the district's programs and facilities. North Royalton High School provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services through the proper evaluation and placement procedure. Parental involvement in this procedure is required. More importantly, the school wants the parents to be active participants. Parents, who believe their child may have a disability that substantially limits major life activities of their child, should contact the Director of Pupil Services at 440-582-9140.

#### **ATHLETIC ELIGIBILITY**

To participate in interscholastic events, a participant must meet all eligibility by-laws as established by the Ohio High School Athletic Association (OHSAA-[www.OHSAA.org](http://www.OHSAA.org)). Eligibility regulations require participants (1) to be passing a minimum of 5 units of credit toward graduation the preceding grading period, and (2) to have earned a minimum of 1.0 GPA the preceding grading period. Students entering ninth grade must have passed a minimum of five classes the preceding grading period and have earned a 1.0 GPA or higher. It is important to schedule at least 5 full credits per semester. Physical Education courses do not count towards the 5 full credits. Midterms, final exams, and summer school grades do not qualify toward eligibility credits. Students are responsible for verifying that he/she meets all eligibility requirements for participation in athletics. Students are only eligible for eight (8) consecutive semesters of eligibility.

**A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five of all subjects carried the preceding grading period in which the student enrolled.**

**Students may be prohibited from participating in any or all activities if they violate any of the**



**provisions of the Student Code of Conduct. Students who have been suspended/expelled from school may not practice or participate with an athletic team until the disciplinary consequences have been completed.**

**Students who plan to participate in Division I or Division II athletics in college must be certified by the NCAA Initial-Eligibility Clearinghouse. There are specific requirements regarding grade point average, approved coursework, and test scores. Additional information is available at: <http://ncaaclearinghouse.net>.**

**GRADUATION REQUIREMENTS 2016-2017**

**In order to receive a North Royalton High School Diploma, students must earn 21 credits, pass all sections of the Ohio Graduation Test (OGT), and complete a Senior Exit Portfolio and Interview.** It is the student’s responsibility to see that requirements for graduation are met. The high school will make every effort to keep up-to-date records, and to keep students and parents informed about the status of progress toward successfully completing the necessary requirements for graduation.

<b>CREDITS</b>	<b>AREA</b>	<b>REQUIRED</b>
4	English	Grade 12 must include: .5 credit Composition, .5 credit Literature
4	Math	
3	Social Studies	Must include: World History, United States History, American Government, Economics
3	Science	Must include: 1 Biological Science and 1 Physical Science
.5	Health	
.5*	Physical Education	Fitness and 1 elective
1	Fine Arts	Includes Visual Arts and

		Music. CVCC students may be exempted.
5	Electives	
<b>21 Credits</b>		

*\*A Physical Education exemption option is in place for the class of 2017 and beyond. Participation and successful completion of two full seasons of a sport, marching band, or cheerleading, spread out over two years are required to waive the Physical Education requirement.*

### **OHIO GRADUATION TEST (OGT) 2016-2017**

State law requires that a student must pass the Ohio Graduation Test (OGT) in the core subjects Math, Reading, Science, Social Studies, and Writing. The OGT will be given in the spring of the student's sophomore year. Portions of the test in which the student is not proficient will be retaken in the fall and spring of the junior year and again in the fall and spring of the senior year, if necessary. All portions of the test must be passed to participate in commencement exercises.

### **SENIOR EXIT PORTFOLIO**

The Senior Exit Portfolio is a graduation requirement. The portfolio process is designed to provide an opportunity for students to reflect on their high school experience and accomplishments. The portfolio will assist students in their post-high school planning as they evaluate acquired skills and career interests. The portfolio will include a resume, career narrative, summaries of career explorations, and examples of academic achievement compiled by the student. Students must present their portfolios at a formal interview during the fall of their senior year. The Senior Exit Portfolio includes the following requirements:

- **Resume-** This will be completed in 11<sup>th</sup> grade English.
- **List of 3 References-** This will be completed in 11<sup>th</sup> grade English.
- **Cover Letter-** This will be completed in Senior composition class.
- **Evaluation/Summary of two (2) Post High School Explorations-** One must be completed during 9<sup>th</sup> and 10<sup>th</sup> grade, and one must be

completed during 11<sup>th</sup> and 12<sup>th</sup> grade. Some opportunities to complete this component will be offered in various courses and handled through our Career Specialist; other opportunities may be completed outside of the school day.

- **Area of Student Achievement-** This section must include work samples from any three (3) courses the student has taken. Honors or awards may be included as examples of student achievement.
- **NRHS Profile-** Senior students need to obtain this from the counseling office.
- **Verification Letter-** Senior students need to obtain this from the career specialist.
- **Transcript-** Senior students need to obtain this from their school counselor.
- **Senior Exit Interview-** During the student’s senior year, the student is required to present their Portfolio to a committee of individuals.

The following items are optional but recommended:

1. Letters of Recommendation
2. Honors and Awards
3. Personal Section – This section could include information about the student that does not fit in the previously mentioned sections.

**GRADUATION REQUIREMENTS 2017 and Beyond**

**In order to receive a North Royalton High School Diploma, students must earn 21 credits, earn enough points on the state PARC/AIR exams, and complete a Senior Exit Portfolio and Interview.** It is the student’s responsibility to see that requirements for graduation are met. The high school will make every effort to keep up-to-date records, and to keep students and parents informed about the status of progress toward successfully completing the necessary requirements for graduation.

**A.**

<b>CREDITS</b>	<b>AREA</b> <b>ARE</b>	<b>REQUIRED</b>
4	English	Grade 12 must include:.5

		credit Composition, .5 credit Literature
4	Math	
3	Social Studies	Must include: World History, United State History, American Government, Economics
3	Science	Must include: 1 Biological Science, 1 Physical Science and 1 credit of advanced study in science
.5	Health	
.5*	Physical Education	Fitness and 1 additional physical education course
1	Fine Arts	Includes Visual Arts and Music. (CVCC students may be exempted.)
5	Electives	
<b>21 Credits</b>		

*\*A Physical Education exemption option is in place for the class of 2017 and beyond. Participation and successful completion of two full seasons of a sport, band, or cheerleading, spread out over two years is required to waive the Physical Education requirement.*

**B. ASSESSMENTS** In addition to course credits and the Senior Exit Portfolio, students will earn points toward graduation on seven end-of-course exams. These exams will replace the Ohio Graduation Tests. The courses in which students take end-of-course exams will be: English I and II, algebra I, geometry, physical science, American history and American government. Students can earn from 1-5 points for each exam based on their performance.

5-Advanced / 4-Accelerated / 3-Proficient / 2-Basic  
1-Limited

Students who take physical science, American history or American government as part of Advanced Placement, International Baccalaureate or college dual credit programs can use their scores from the programs' end-of-course exams in place of the state end-of-course exam scores to accumulate graduation points. A student who earned high school credit in any of the

above courses before July 1, 2014, automatically will receive a score of three points per course exam toward the total points needed for graduation. Middle school students this year who take one of these courses for high school credit must take the corresponding state end-of-course exam in this school year.

**EXAM RETAKES** Students that score below proficient on an exam may retake it after they receive remediation on the material. Students that score proficient or higher on an end-of-course exam can retake exams only if, once they take all the exams, they have not met the minimum graduation points to graduate. In this case, a student can retake any exam after receiving remediation on the material. The same rules apply to substitute exams, which may be used interchangeably with approved tests.

**GRADUATION POINTS** With few exceptions, students must accumulate a minimum of 18 points from scores on their end-of-course exams to become eligible for a diploma.

**MORE FLEXIBILITY FOR STUDENTS AND FAMILIES**

Students who do not earn the required number of graduation points can still meet the requirements for a diploma if they earn a remediation-free score on a national college admission test. This assessment will be given to students free of charge in the fall of their junior year starting with the graduation class of 2018. Students also can qualify for graduation by earning an approved industry-recognized credential and achieving a workforce-readiness score on a related job skills assessment. The selection of those assessments is in progress.

<http://education.ohio.gov/Topics/What-s-Happening-with-Ohio-s-Graduation-Requirements/Graduation-Requirements-2018-Beyond>

**C. SENIOR EXIT PORTFOLIO** The Senior Exit Portfolio is a graduation requirement. The portfolio process is designed to provide an opportunity for students to reflect on their high school experience and accomplishments. The portfolio will assist students in their post-high school planning as they evaluate

acquired skills and career interests. The portfolio will include a resume, career narrative, summaries of career explorations, and examples of academic achievement compiled by the student. Students must present their portfolios at a formal interview during the fall of their senior year.

**ACADEMIC RECOGNITION**

**The Honor and Merit Roll** published each grading period is based upon the following grade point average:

- Merit Roll** – 3.000-3.499
- Honor Roll** – 3.500 - 3.99
- Highest Honors** – 4.00+

**National Honor Society** - Students in this honor society are selected by a majority vote of a faculty council on the basis of scholarship, leadership, character and service as prescribed by National Honor Society guidelines. An application is required.

**Eligibility requirements for National Honor Society:**

- 11<sup>th</sup> or 12<sup>th</sup> grade student (must be a NRHS student for at least one semester prior to applying)
- Cumulative GPA of at least 3.5
- Active participation in at least 2 activities per year
- Completion of 10 hours of community service
- Demonstration of leadership abilities
- Above average ratings from faculty on character reference forms
- Submit a legible application by the designated date

**HONORS DIPLOMA CRITERIA**

*Students need to fulfill **all but one** criterion for either of the Diplomas with Honors*

<b>Subject</b>	<b>High School Academic Diploma with Honors</b>	<b>Career-Technical Diploma with Honors</b>
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<b>English</b>	<b>4</b> units	<b>4</b> units
<b>Mathematics</b>	<b>4</b> units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	<b>4</b> units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
<b>Science</b>	<b>4</b> units, including Physics and Chemistry	<b>4</b> units, including Physics and Chemistry
<b>Social Studies</b>	<b>4</b> units	<b>4</b> units
<b>Foreign Language</b>	<b>3</b> units, including at least <b>2</b> units in each language studied	Not counted toward requirements
<b>Fine Arts</b>	<b>1</b> unit	Not counted toward requirements
<b>Career-Technical</b>	Not counted toward requirements, And may not be used to meet requirements	Now counted in Electives
<b>Electives</b>	Not counted toward requirements	<b>4</b> units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit
<b>Grade Point Average</b>	<b>3.5</b> on a 4.0 scale (unweighted) after seven semesters	<b>3.5</b> on a 4.0 scale (unweighted) after seven semesters
<b>ACT/SAT</b>	<b>27</b> ACT / <b>1210</b>	<b>27</b> ACT / <b>1210</b> SAT

<b>Score (excluding scores from the writing sections)*</b>	SAT	
<b>Additional Assessment</b>	Not applicable	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent

**Academic awards for seniors are calculated after the seventh semester transcript and again after final grades are calculated.**

- **Summa Cum Laude:** The title of Summa Cum Laude will be presented to the ten seniors with the highest grade point average in their class after eight semesters. These students will be identified at commencement.
- **Magna Cum Laude:** The title of Magna Cum Laude will be presented to seniors with a grade point average that places them in the top 10% of their class after seven semesters.

### **ATTENDANCE POLICY (BOE Policy 5200)**

#### **School Attendance Policy**

The educational program offered by the North Royalton City School District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned. In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The



Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

### **Emergency School Closing**

If the school must be closed or delayed due to inclement weather, or other conditions, every effort will be made to post the closing on our school website, as well as notify local radio and television stations by 6:00 am. Notification will also be through the telephone and the internet. When our schools are open, your child's attendance is expected.

### **Notification of Absence**

If a student is going to be absent, parents must contact the school within one hour of the beginning of school to provide a reasonable excuse. Without a phone call, a note signed by the parent must be turned in to the office upon return to school. If no notification is received within one day after return to school, all absences during that time will be considered unexcused. The Attendance Office: (440) 582-7804

### **Excused Absences—10 Days**

The Ohio Revised Code considers the following factors to be reasonable excuses for time missed at school:

- A. Personal Illness (a written physician's statement verifying the illness may be required)
- B. Illness in the family necessitating the presence of the child
- C. Quarantine of the home
- D. Death in the family
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. Observation or celebration of a bona fide religious holiday
- G. Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a district-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student.

- H. Such good cause as may be acceptable to the Superintendent
- I. Medically necessary leave for a pregnant student in accordance with BOE Policy 5751

Students who accumulate more than 10 absences in a school year, regardless of the reason, will be required to provide a doctor's note, or court documentation for all subsequent absences after 10 absences from school or the absence will be unexcused.

Accumulation of unexcused absences will declare a student truant. The school will file a complaint against the student or parent according to the Ohio Revised Code.

#### **Truancy and Unexcused Absence**

A student shall be considered truant each day he/she is absent without a reasonable excuse. Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter.

A student will be considered **habitually truant** (unruly) if the student is absent without a legitimate excuse for five (**5**) or more consecutive school days, for seven (**7**) or more school days in one (**1**) month, or twelve (**12**) or more school days in one (**1**) school year.

If a student is **habitually truant** and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in Board's policy. In order to address the attendance practices of a student who is habitually truant, the following interventions may occur:

- Provide counseling to the student
- Request the student's parent to attend a parental involvement program
- Request a parent to attend a truancy prevention mediation program

- Notify the Registrar of Motor Vehicles of the student's absences
- Take appropriate legal action

A student will be considered ***chronically truant*** (delinquent) if the student is absent without a legitimate excuse for seven (**7**) or more consecutive school days, for ten (**10**) or more school days in one (**1**) month, or for fifteen (**15**) or more school days in one (**1**) year.

If a student is ***chronically truant*** and the student's parent has failed to cause the student's attendance, a complaint may be filed with the Judge of the Juvenile Court.

Legitimate excuses for the absence of a student who is otherwise habitually or chronically truant include but are not limited to:

- The student was enrolled in another school district
- The student was excused from attendance in accordance with O.R.C. 3321.04 (Scope of Obligation); or
- The student has received an age and schooling certificate.

### **Tardiness to School**

Tardiness causes a disruption to the educational process. Please be considerate of how tardies can affect our learning environment and make every effort to be on time. Students arriving after the beginning of the school day without a doctor, dentist or court documentation, will be considered tardy. Missing the bus, getting up late, or dropped off late are not acceptable excuses for tardiness to school.

Students who arrive late to school are considered tardy. ***All tardies to school are recorded on a student's permanent transcript.*** There are no excused tardies. After 9:05 a.m., students will be charged with an "a.m." absence. For the first two (2) tardies each quarter, the

student may receive no consequences. On the third (3) tardy each quarter, the student will receive a detention. On the fourth (4) tardy each quarter, the student may receive an alternative to suspension. Every tardy thereafter during the quarter may result in an out-of-school suspension (OSS).

High school students may have their parking privileges suspended or revoked due to excessive tardiness. High school students may also have their driver's license suspended or may be denied the right to obtain one, due to excessive tardiness.

### **Make-up Opportunities**

A student with excused absences has the privilege of making up work that has been missed. It is the responsibility of the student to consult with teachers to make up this work. A student has the same number of days to make up work, as the student was absent from school. Parents may also call into the school to request make-up work to be picked up on or after the 3<sup>rd</sup> day. Zero (0) credit will be given for students with unexcused absences. Students serving an out-of-school suspension (OSS) may turn in make-up work to teachers upon their first day they return to school.

### **Medical, Dental and Legal Appointments (documented)**

A. Medical, dental and legal appointments that cannot be scheduled after school hours and are necessary to be scheduled during the school day will be excused. Documentation must be provided by the physician's office, dentist's office or court stating the date and time of the appointment. Parents are encouraged to always get a note after an appointment and return it to the office immediately upon the student's return to school.

B. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences as justifiable.

### **Family Vacation**

Vacations during the school year are discouraged, but students are permitted to go on vacation without penalty when in the company of his / her own parents or guardians. Vacation days are considered excused absence days when determining the total number of days absent from class for any period of time. Vacation request forms are available through the Attendance Office which needs to be signed by each teacher. Forms must be completed two (2) school days prior to leaving. For vacations exceeding twenty consecutive days, see Board Policy.

***\* Please refer to the district calendar for testing and other important dates prior to scheduling vacation.***

### **College Visitations (Post-Secondary Visitations)**

Juniors and seniors may take two days per year to visit a college campus outside the greater Cleveland area. A student will be marked as absent on the day of the visit. The absence will be changed to a **"field trip"** after the **completed College Visitation Form is returned and processed**. All visitations must be taken before **May 1st**. College Visitation forms must be turned in to the counseling office at least **two** days prior to the college visit.

**Student Field Trips:** Teachers are authorized to establish criteria for student participation in field trips and other special one-time classroom or student activities which take place outside the regular school day and for which they are responsible. Such criteria are subject to review and approval by the teacher's building principal/assistant principal.

**Early Dismissals:** Early dismissal requests must be presented to the attendance office before 7:20 a.m. A medical appointment card or written parental excuse may be required. Students leaving the building without **prior** authorization from the attendance office will be considered truant and disciplinary action may be taken. Phone calls received **after** a student leaves the

building are **not** acceptable. Students excused by parental phone call **must** check with the attendance office before leaving the building. To be considered an early dismissal at the high school, student must leave after 12:37 p.m. Anything prior to that is considered a "p.m." absence. Early dismissals are considered absent days when determining the total number of days absent from class.

**Late Arrivals:** All students arriving to school after 7:23 a.m., whether due to tardiness or classes at other educational institutions, **must check in** with the attendance office upon their arrival to school. Late arrivals are considered absent days when determining the total number of days absent from class.

## **GENERAL INFORMATION**

### **CALAMITY DAYS**

There may be no practices, meetings, contests, or other related activities on a day when the superintendent, due to inclement weather, cancels school. Any special events to occur will do so at the discretion of the superintendent. Every effort will be made to notify local radio and television stations, as well as a Blackboard automated phone call to all North Royalton school parents.

### **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. Damage to or loss of school equipment and facilities undermines the school programs. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

### **CARE OF THE SCHOOL BUILDING**

The building is clean and beautiful. The obligation of every staff member, student, and parent is to take

actions that enhance and maintain this educational facility. Students can take great pride in the knowledge that the community has provided a facility that enhances the total learning experience for each individual. Be proactive. Demonstrate positive leadership by sharing the responsibility for the care of every facet of our school.

### **Buses**

Students will follow the district bus regulations riding to and from school as well as any extra-curricular activities.

### **Classrooms / Locker rooms**

Students will follow proper classroom expectations based on expectation of each the teachers' classroom management plans.

### **Dance Guidelines (i.e. Homecoming, Prom)**

- No Jeans or tennis shoes.
- All dance attendees cannot be older than twenty (20) years old
- No outside drinks (i.e. soft drinks, energy drinks) are permitted at the dances

**LADIES** – Dresses MUST have appropriate coverage.  
Dresses MUST be finger tip length.  
Dresses MUST NOT show excessive skin in the front, back or sides.

**GENTLEMEN** – MUST remain appropriately dressed at all times. Dress shirt, dress pants and dress shoes required.

**DANCING** – Students who participate in dancing that has been deemed inappropriate by staff will be removed from the dance immediately and will not be re-admitted.

Dancing that is inappropriate or sexually suggestive (front to back) violates the school's dancing rules and will result in immediate removal from the dance.

### **Dress Code**

The NRHS dress code has been established in order to promote a safe and healthy school setting and enhance the educational environment. ORC 3313.665

Student dress and grooming should be such that it does not detract from the educational process or have a detrimental effect on the governance and discipline of the school.

The staff and administration at NRHS believe that student standards of dress have an effect on the overall professional learning environment of the school. The school has the right to and will require reasonable conformity to a dress code that supports good standards of health, safety, professionalism, respect and modesty that is free from intimidation, hostility, and harassment including but not limited to:

- Hats, hoods, and bandanas are not to be worn in the school building. Sunglasses are not permitted.
- Slacks such as spandex, leggings, and/or exercise pants or yoga pants are not permitted unless covered by a top that covers the body to the finger-tip length in the front and back.
- Pants may not sag below the hip bone. Pajama pants are not permitted.
- Clothing should be in good repair. Holes and/or tears in pants and shirts are not permitted.
- Dresses, skirts, shorts, and pants shall be finger-tip length or longer in the front and the back.
- Shirts should provide appropriate coverage for shoulders, chest, back and stomach. Undergarments must not be visible. Tank tops, muscle shirts, transparent, and translucent shirts are not permitted.
- Profane or offensive clothing that displays reference to tobacco products, alcoholic beverages, drugs, violence, gang activity, sexual



innuendo, or other appropriate items may not be worn.

- Clothing worn during spirit week or other school sponsored events must comply with NRHS dress code.
- Standard footwear must be worn at all times. Slippers are not permitted.

### **Hallways / Restrooms**

Students will keep the hallways / restrooms clean and orderly. They will follow proper expectations or consequences will be given out.

### **Lockers**

Each student receives a locker. Do not share a locker, or combinations. Please keep your locker locked at all times. Lockers are the property of the school and may be searched at any time when the school authorities have reason to do so. (Board Policy 5771)

### **Textbooks, Workbooks, and Materials**

Each student will be supplied with textbooks purchased by the Board of Education for use in specific classes. He/she is responsible for taking good care of these books as well as any library books that may be borrowed. Students will be charged for lost or damaged books. Students may also need to purchase workbooks or other classroom materials from the school. Parents will receive notices at the beginning of the school year explaining which materials the student will need, as well as the cost. Every effort is being made to keep this cost as low as possible.

### **Cafeteria**

Students will follow proper cafeteria expectations or the use of the cafeteria can be taken away. Lunches may be brought from home or purchased. Applications for free / reduced meals are available on InfoSnap. Any parent who believes the family is eligible should complete an application as soon as possible. A new application must be completed each school year with appropriate documentation. Delivery of outside (commercial) food is not permitted during the lunch periods.

**Food and Beverages**

All food and beverages shall be confined to the cafeteria and be permitted during the lunch periods only.

**Lost and Found**

Lost items that are found are kept in the main office. Students are encouraged to check the main office. All unclaimed items are donated to charity at the end of the school year. Students are expected to turn in any items found to the main office.

**Chemical/Alcohol Abuse:** Any student in possession of or found using any controlled substance or mood altering substance in the school building, on school grounds, or at a school sponsored event will be taken into custody by the North Royalton Police. Parents will be notified and charges will be filed at the discretion of the North Royalton Police. The school consequence for chemical/alcohol abuse will be a 10-day out-of-school suspension, possible chemical assessment and a possible expulsion hearing with the Superintendent.

**Electronic Devices:** Radios, tape/CD players, DVD's, MP3 players, electronic games, ipods, laser pointers, and other such devices have proved to be disruptive to the educational process. Such items, if brought to school, must remain in the student's locker from 7:20 a.m. – 2:22 p.m. Students are not permitted to have them in classrooms, study halls, or the cafeteria, and it is recommended they do not bring them to school. There is inherent danger of illicit use of laser pointers. Cellular phones are to be kept out of sight and "silenced" as to not disrupt instruction. These items may be confiscated if found by school personnel. Disciplinary action may be taken. North Royalton High School cannot be held responsible for lost or stolen electronic devices, including graphic calculators.

**Distribution/Posting:** The distributing or posting of any literature for any organization that is not school approved is prohibited. All such literature must be cleared through the Board Office.

**Interrogations and Searches:** School authorities are charged with the responsibility of safeguarding the safety and well-being of students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, purses, book bags, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted without notice. Unannounced and random canine searches may also be conducted.

**Security Cameras:** Students are informed that their behavior may be monitored on school buses, school property and/or adjacent property by security cameras.

**Student Journalism:** All official student publications (newspapers, yearbooks, website, television broadcasts, etc.) are a part of the school curriculum and thus subject to the editorial control of the school authorities.

**Affection:** Inappropriate displays of affection in the school are disruptive and are prohibited.

**Solicitation:** Soliciting memberships, promoting meetings, wearing insignia, drawing symbols or distributing literature for any organization that is not school approved is prohibited.

**School Hours:** No students should be in the building before 7:00 a.m. Once on school property, students may not leave without prior parental authorization. In addition, students must also secure proper school permission prior to leaving through the attendance office. Students must leave the building and school premises immediately after tenth period, unless they are participating in an activity supervised by a staff member. **High school students are not permitted in the middle school without proper authorization.**

**Students may not re-enter the high school building during evening hours unless participating in an extracurricular activity supervised by a staff member.**

## **EMERGENCIES**

**In the Event of a Fire:** Ring the nearest fire alarm found in the halls. Report the fire to the nearest school official. The fire alarm will ring and all students are to leave the building as indicated by their teachers. Walk, don't run, remain silent and move 100 feet away from the building. Fire drills will be held frequently in order to be ready for an emergency.

**Procedures for Tornado Warning:** All students are to be moved to the first floor hallways. No one should remain in the gymnasium or cafeteria. Under no circumstances will anyone be permitted to leave the building. You are to lay face down or kneel with hands protecting the back of head.

**Physical Injury:** In case of injury, notify the nearest school official. Remain with the injured person until further help arrives. In suspected neck and head injuries or potential broken bones, the individual should be made as comfortable as possible and only moved by emergency trained personnel. Other injured persons should be taken to the clinic or main office.

**Accident Occurs:** An accident in the school building or on the school grounds must be reported immediately to a school staff member and an Accident Report must be completed in the main office within 24 hours.

**Illness at School:** Report immediately to the clinic with a pass from your teacher.

## **STUDENT DRIVING AND PARKING LOT REGULATIONS**

THE NORTH ROYALTON BOARD OF EDUCATION PROVIDES TRANSPORTATION FOR ALL PUPILS AS REQUIRED BY THE LAWS OF THE STATE OF OHIO. THUS, DRIVING TO SCHOOL IS A PRIVILEGE FOR WHICH THE STUDENT MUST ACCEPT RESPONSIBILITY. **THE PARKING PASS IS NON-TRANSFERABLE. THE ADMINISTRATION RESERVES THE RIGHT TO REVOKE THE DRIVING PRIVILEGES OF ANY STUDENT DUE TO CONDUCT AND/OR VIOLATION OF THE STUDENT CODE AS PRESCRIBED IN THE STUDENT HANDBOOK.**

1. Students desiring to drive to school **must register their cars** with the administration in the main office **and** obtain a parking permit. Lot A Parking Passes are \$75, and Lot B Passes (adjacent to the North Royalton City Schools Board of Education Office as indicated by posted signs) are \$50.
2. Parking permits are **non-transferable** and **cannot be sold or given to another individual.** The parking permit may be used only in the vehicle(s) listed on the parking application. Parking permits may not be shared. If you get a different vehicle, please notify the main office.
3. Parking **permits must be clearly displayed** on your rear-view mirror while on school grounds. Students are responsible for the security of their permits. Replacement permits will **not** be issued.
4. All state and local traffic laws must be observed. Speeding and reckless operation will not be tolerated. Students shall not travel in excess of 5 mph on school grounds.
5. Students may not drive to school while their parking privilege is under suspension.
6. Students are not permitted to sit in cars before, during, or after school. Students may not return to their cars during the school day.
7. Any accident involving automobiles or motorcycles on school grounds or driveways must be reported

- to the school office immediately.
8. School busses must always be given the right of way.  
**NO STUDENT VEHICLE IS TO EXIT THE PARKING LOT BEFORE THE BUSES.**
  9. **Smoking** anywhere on school property, including in a vehicle, **is prohibited.**
  10. Regarding Lot B Parking Passes: Students are permitted to park in the designated student parking area **(adjacent to the North Royalton City Schools Board of Education Office as indicated by posted signs).**
  11. Students **may not park in** any area designated for **visitor parking.**
  12. Students loitering in the parking lot during school hours or leaving school property without permission during the regular school day is prohibited.
  13. Insubordination towards parking lot monitors **WILL NOT BE TOLERATED.**  
**VIOLATION OF THE DRIVING/PARKING REGULATIONS MAY RESULT IN:**
    - **REVOCAION OF PARKING PASS AND LOSS OF PERMIT FEE**
    - **TEMPORARY OR COMPLETE SUSPENSION OF DRIVING PRIVILEGES**
    - **DISCIPLINARY ACTION**
    - **ASSESSMENT OF FINES**
    - **VEHICLE TOWED AT STUDENT'S EXPENSE**

### **SPORTSMANSHIP**

The following statement has been sanctioned by the North Royalton Board of Education: "The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Further, an awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by the North Royalton Board of Education as a concrete

measure of the understanding and commitment to fair play, ethical behavior and integrity." Students and fans are encouraged to cheer and act in a positive manner. North Royalton High School, as a member of the Northeast Ohio Conference, has agreed to all conference rules and regulations. **League rules stipulate no signs, newspapers, noisemakers, airhorns, etc. may be brought to athletic contests. Fans may not remove shirts to display painted body. Students exhibiting such behavior, either as a participant and/or spectator, may be removed from the contest and may not be permitted to attend future contests.**

**North Royalton City Curfew Hours:** In accordance with North Royalton City ordinances, no minor under sixteen years of age shall loiter, congregate, gather in a group, roam or be upon the streets or public places of the city between the hours of 11:00 p.m. and 5:00 a.m. of the following morning. No minor sixteen years of age or older shall loiter, congregate, gather in a group, roam, or be upon the streets or public places of the City between the hours of 12:00 midnight and 5:00 a.m. Monday through Friday and 1:00 a.m. through 5:00 a.m. Saturday and Sunday.

**Work Permits:** If you are under 18 years of age, the law requires you to have a permit for employment. You must obtain the necessary forms from the main office and have them filled out and returned to the main office with an official birth certificate.

**Visitors:** The school policy is to welcome those visitors who have legitimate business to attend school. Guests and visitors are to report to the main office to sign in and receive their visitor's pass before proceeding through the building. Students are not allowed to bring guests to school with them.

**Dangerous Weapon Notice:** State law makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous

ordinance onto or on any property owned by or controlled by, or to any activity held under the auspices of a school.

### **CLINIC AND MEDICAL INFORMATION**

*Injury or Illness* occurring during the school day should be reported immediately to the supervising teacher. The teacher will issue a pass admitting students to the clinic. Students will sign in and notify the clinic personnel of the concern. The clinic's primary function is to perform first aid, and are not allowed to diagnose. No student who is ill is to call his/her parents and leave the building without permission.

No student will be admitted to the clinic without a pass from the teacher of the class period they are in, except in emergencies. Any student not having a pass will be sent back to class or study hall to obtain one at the discretion of the teacher (this should ensure that students do not skip tests, speeches, or other class work).

No student will be allowed in the clinic for more than one (1) period or study hall at a time unless it is an emergency or the student is going home. Any student sent to the clinic during a class period without symptoms or vomiting, diarrhea, elevated temperature, or a known medical condition, will be sent back to class within fifteen (15) minutes (this would include general headaches, stomachaches, etc.)

### **Control of Casual Contact Communicable Diseases and Pests**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill, exposed to a communicable disease or highly transient pests, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella,



and other conditions indicated by the Local and State Health Departments. Any removal will be for the contagious period as specified in the school's administrative guidelines.

### **Control of Non-Casual Contact Communicable Diseases and Pests**

In the case of non-casual-contact or communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is evidence to warrant exclusion.

### **Immunizations**

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

### **Medications Given During School**

State laws and North Royalton City Schools' policies (Board Policy 5330) control giving medicine to children in school. The following procedures will be strictly followed:

#### **Prescription drugs:**

- Each school year the parent must complete a parent permission form for each medication to be administered at school.
- Each school year the physician prescribing the medication must complete a statement specifying the dosage, when it is to be given, and the date when the medication is to stop being given. If the prescription or dosage changes a new form must

be completed by the parent and signed by the physician.

- The medicine must be sent to school in the original prescription container, which is marked with the child's name, the type of medication and dosage, and labeled with the date. The medicine must be kept locked in the office and the child is responsible for reporting to the office to receive his/her medication.
- Teachers are not allowed, by law, to give prescription medication.

**For non-prescription medicine:**

- Each year the parent must complete a parent permission form for each non-prescription medication to be administered.
- Each school year the parent who is requesting that the non-prescription medication be given must specify the dosage, when it is to be given, and the date when the medication is to stop being given. If the non-prescription medication or dosage changes a new form must be completed and signed by the parent.
- The non-prescription medication must be sent to school in a container marked with the child's name, the type of medication and dosage, and labeled with the date. The non-prescription medicine must be kept locked in the office and the child is responsible for reporting to the office to receive his/her medications.

**COMPUTER TECHNOLOGY & NETWORKS**

The North Royalton City Schools District provides technological resources to facilitate growth in productivity, communication, and collaboration. Use of technology, whether district owned or personal property, must support education, academic research, and be consistent with the educational objectives of the North Royalton City Schools District. Any other use is unacceptable.

The North Royalton City Schools District's classrooms, libraries, and offices are connected into a network which provides access to the Internet and other educational resources. Additional technological resources may be used as a part of the educational process, including but not limited to computers, communication devices, recording/storage/playback units, and assistive technologies.

Students are encouraged to use the District's computers and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the internet at school, students must sign the agreement. Parental permission is required for minors.

The goals of this Acceptable Use Policy are to maximize the benefits of these technological resources for our school district, to encourage responsible behavior, and to protect students, staff and the community from potential harm.

### **ACCEPTABLE USE POLICY**

To access e-mail and/or Internet at school, students under the age of eighteen (18) must obtain parent permission. Students eighteen (18) and over must complete the agreement. Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes. Unauthorized and inappropriate use will result in a cancellation of this privilege. The Board has implemented the use of a Technology Protection Measure which is a specific technology that will protect against (e.g., block/filter) Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of

students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. The Board has the right to monitor, review and inspect and directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Note: Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

### **STUDENT CONDUCT**

Violation of any one or more of the following rules of conduct on school grounds or at school activities or events on or off of school grounds may result in disciplinary action, including suspension, emergency removal from class or school, expulsion and/or permanent exclusion. These rules and disciplinary actions are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate. Some misconduct may constitute

violations of State Law and can be referred to the Police in addition to school discipline.

1. **DISRUPTION OF SCHOOL:** A student shall not by use of violence, force, noise, coercion, threat, harassment, insubordination, or repeated acts of misbehavior cause disruption or obstruction to the school or the educational process including all curricular and extracurricular activities. Additionally, a student will not engage in conduct which is detrimental to the health and safety of others. Forms of disruption may include, but is not limited to:
  - A. Continuously making noise or acting in any manner as to interfere with the Instructor's ability to conduct the class or activity.
  - B. A student shall not engage in inappropriate physical contact, including public displays of affection.
  - C. Regardless of intent, students shall not engage in any "horseplay" (pushing, tripping, grabbing, etc.) on school property as "horseplay" may possibly cause more serious issues or potential injury.
  - D. A student must have permission to be in any area of the school that does not have district staff supervision. Leaving or failing to be in the designated area as indicated by the student's pass may result in disciplinary action.
  - E. Unauthorized use or possession of any electronic device.
  - F. Use of verbal or non-verbal threats, cyber bullying, intimidation, harassment, or sexual harassment.
  
2. **DESTRUCTION OF SCHOOL OR PRIVATE PROPERTY:** A student shall not cause or attempt to cause damage, destruction or defacement of school property (including vehicles owned by the Board) or private property while on school premises

or while attending school sponsored activities on or off school property.

3. **UNAUTHORIZED PHYSICAL CONTACT (FIGHTING, ATTACKING, ASSAULTING, AND/OR THREATENING):** A student shall not engage in (or threaten to engage in) any unauthorized physical contact towards another student. A student shall not cause or attempt to cause physical injury or behave in such a manner that could cause physical injury to another person at school or a school function including, but not limited to, pushing, shoving, throwing objects, and similar offenses which could result in injury to others.
4. **DANGEROUS WEAPONS, INSTRUMENTS, AND OBJECTS:** A student shall not possess, handle, transmit, or conceal any object which could reasonably be considered a dangerous weapon or instrument capable of harming another person onto any property owned by or controlled by, or to any activity held under the auspice of a school. The list of such objects includes, but is not limited to, knives, guns, chains, clubs, and explosives.
5. **NARCOTICS, ALCOHOLIC BEVERAGES AND DRUGS:** A student shall not possess, use, transmit, or conceal any alcoholic beverage or controlled substance, including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-a-likes, over-the-counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia. \*Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the use or possession of alcohol and/or drugs, the superintendent may notify the Registrar of Motor Vehicles and the Juvenile Court of the County of the suspension or expulsion. The notification shall be given within two (2) weeks after the suspension or expulsion. After receiving such notification, the Registrar of Motor Vehicles is

required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the Registrar that the student has satisfied any conditions established by the superintendent. Notification to the Registrar of Motor Vehicles and the county court must comply with O.R.C. 3321.13 and 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations. In compliance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in which he/she resides.

Any student in possession of or found using any controlled substance or mood altering substance in the school building, on school grounds, or at a school sponsored event will be taken into custody by the North Royalton Police. Parents will be notified and charges will be filed at the discretion of the North Royalton Police. The school consequence for chemical/alcohol abuse will be a 10-day out-of-school suspension, possible chemical assessment and a possible expulsion hearing with the Superintendent.

6. **SMOKING/TOBACCO PRODUCTS:** Students are prohibited from smoking, using, or possessing tobacco products (including E-cigarette devices) in school buildings, on school grounds, or at any school-related activity. This prohibition includes using or possessing matches or lighters or electronic cigarettes. Students under 18 may be subject to prosecution pursuant to Section 2151.87 of the Ohio Revised Code. Students over 18 may still be subject to school discipline for offenses on school property or at school-related events. [Any students violating the tobacco policy may be issued a city ticket. Smoking and tobacco use (including smokeless

tobacco) will be prohibited at all times on all North Royalton City School District owned and/or leased locations/premises; all internal and external areas, parking areas/lots; all entrances and exits; and all District owned and/or leased vehicles. This policy affects all students, staff, visitors and guests.]

7. **PROFANITY AND/OR OBSCENITY:** A student shall not, by written, verbal, gestural, or other means, annoy or humiliate others or disrupt the educational process by using profanity or obscenity.
8. **TRUANCY AND TARDINESS:** A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes unexcused absences from study hall, class or any other properly assigned activity. Repeated tardiness is also considered a serious offense.
9. **INSUBORDINATION:** A student shall comply with the directions of authorized school personnel during any period of time the student is properly under the authority of the school. Willful failure to respond or carry out a reasonable request by authorized school personnel is prohibited. The use of indecent or obscene language toward a school employee or official will be treated as insubordination.
10. **INAPPROPRIATE DRESS:** A student shall not dress or appear in a fashion that:
  - A. Interferes with the student's health or welfare or that of others; or
  - B. Causes disruption or directly interferes with the educational process
11. **THEFT/STEALING:** A student shall not take, steal or attempt to take into possession the public property or equipment of the District or the personal property of another. Students shall not possess stolen goods or property.



12. **EXTORTION:** A student shall not obtain or attempt to obtain another person's property, either by implied or expressed threat.
13. **FORGERY:** A student shall not falsify in writing the name of another person, times, dates, grades, addresses or other data on school forms or correspondence directed to the school or school personnel.
14. **TRESPASSING OR LOITERING:** A student shall not be present in a school building or on school grounds at unauthorized times when his/her presence may cause disruption of an activity, function, or the educational process.
15. **FALSE IDENTIFICATION:** A student shall not use or attempt to use false identification to mislead school personnel.
16. **BREAKING AND ENTERING:** A student shall not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds.
16. **FAILURE TO ABIDE:** A student shall obey other rules that may be established from time to time by the School Board, superintendent, principal or staff.
17. **CHEATING/PLAGIARISM:** A student shall not engage in cheating or plagiarism.  
**Cheating** includes but is not limited to:
  - A. Copying homework from another student;
  - B. Securing answers in a dishonest manner;
  - C. Allowing his/her work to be copied by another;
  - D. Transmitting answers from one class to another; and
  - E. Obtaining copies or digital images of tests without teacher approval.

**Plagiarism** is taking and using as his/her own thoughts, writings, drawings, etc. of another.

Plagiarism includes but is not limited to:

- A. Failure to document with quotation marks any material copied directly from other sources;
- B. Failure to acknowledge paraphrased materials (from someone else's ideas);
- C. Failure to provide a bibliography;
- D. Failure to provide sources for any visual drawing, sketch, painting, etc.

The above mentioned points include works taken from the internet, software, published or non-published works and computer disks and/or files. Individual teachers may adapt this policy to include course-specific requirements.

19. **COMPUTER, NETWORK AND INTERNET USAGE:**

A student shall comply with all provisions of the School Board's Internet Acceptable Use Policy. Failure to comply with the policy may result in loss of computer/network/Internet privileges and/or other disciplinary action.

20. **GAMBLING:** Students shall not engage in games of chance or other forms of gambling for money or valuables.

21. **TRANSPORTATION:** A student shall comply with all rules established for the use of school transportation. These rules apply to regularly scheduled runs as well as to co-curricular and extracurricular activities.

22. **HAZING:** No student, including leaders of student organizations, shall plan, encourage or engage in hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, negligence or

assumption of risk by an individual subject to hazing does not lessen the prohibition contained in this rule.

23. **MISCONDUCT AFFECTING SCHOOL OFFICIALS, EMPLOYEES, AND OTHER STUDENTS:** Students shall refrain from acts which may cause injury to, or embarrassment to, or the loss or damage to the property of, other students or school district officials or employees whether on or off school property. Students shall comply with all state laws and municipal ordinances with regard to their conduct toward the person or property of school officials, employees, or other students.

**Bullying, Intimidation, Harassment:** The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in O.R.C. 3313.666 and the State Board of Education's Model Policy. Harassment, intimidation, or bullying means any intentional written, verbal, electronic, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive environment

for the other student. Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, inappropriate texting (sexting) cyber-bullying, bullying, coercion, and intimidating, menacing, name-calling. Electronic Act means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic means. Additionally dating violence is defined as a "pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner". A "dating partner" is any person, regardless of gender involved in an intimate relationship with another (person) primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action. Reporting forms are available from a classroom teacher or in the main office of each building.

24. **AIDING AND ABETTING:** Students shall not support, help, and/or encourage each other in a manner that is detrimental to another student, the school, or the learning process. Aiding a student(s) in a way that is not in agreement with the school handbook may result in a disciplinary consequence.
25. **OTHER:** Other student conduct reaching the seriousness of the above will also serve as grounds for disciplinary action (i.e., accumulation of detentions, failure to serve detentions, excessive tardiness to school, etc.)

Under Ohio law, parents having custody of a minor under the age of 18 are liable for the student's willful damage to school or private property or the theft of such property. The Board of Education, or any other owner of property, can bring a civil action against the parents to recover compensatory damages up to \$10,000.00 and costs of the suit.

**Students who are suspended (out-of-school) or expelled, may not participate in any extra-curricular activity until after the disciplinary consequence has been completed.**

### **DISCIPLINARY CONSEQUENCES**

**OUT-OF-SCHOOL SUSPENSION:** Out-of-school suspension means the student may not come to school, attend classes, or any school events. CVCC students suspended at either CVCC or their home school, are suspended out-of-school from both. Students coming onto school property while they are under suspension may be charged by police for trespassing. The suspension begins on the date designated by the administrator and ends the morning of the student's return. Students remain suspended throughout any appeals process. The student may make up any available missed assignments or tests. **It is strictly the student's responsibility to determine what**

**work is missed by checking ProgressBook or contacting a fellow classmate for information. Teachers are not responsible for providing make-up information or assignments.** It may not be possible to make up class participation activities. All missed assignments are due the day the student returns to school from the out-of-school suspension. Upon returning, the student must make arrangements with their classroom teachers to complete any tests or quizzes.

Students have the right to appeal an out-of-school suspension decision to the Board of Education or their designee. Students may be accompanied to the appeal by a representative of their choosing. Please notify the building principal if an appeal hearing is desired. Students remain suspended during the appeals process.

**ALTERNATIVE TO SUSPENSION.** Alternative to suspension means the student will attend on Wednesday 2:30 – 5:00 p.m. or Saturday 9:00 – 11:30 a.m. The student is permitted to attend the regular school day. No class time is missed. If the student fails to attend the scheduled Alternative to Suspension, he/she will receive two days out-of-school suspension.

### **DETENTIONS**

The NRHS uses a detention system as one of its disciplinary procedures. Detentions are as follows:

***Wednesday and Friday mornings – Room 417  
6:50 a.m. to 7:15 a.m.***

***Tuesday and Thursday afternoons – Room 113  
2:30 p.m. to 3:00 p.m.***

For the first five accumulated disciplinary detentions in a school year, the student may receive additional disciplinary action of Alternative to Suspension. Excessive detentions may result in further disciplinary

action. Parents are responsible for the student's transportation home.

### **CITE RIGHT**

Your "Works Cited" page should have a separate entry for every book, website, article, or other reference you use. List the entries alphabetically by each one's first word and double spaced.

#### **Book**

(Author) (Book title) (Place of Pub) (Pub)  
Leung, Mary. *The English Orpheus*. London: Heinemann  
(Date of Pub) (Medium)  
2001. Print.

#### **Two or More Authors**

Author 1 Last Name, First Name, Author 2 First Name  
Last Name.

#### **Three or More Authors**

Author 1 Last Name, First Name, Author 2 First Name  
Last Name, and Author 3 First Name Last Name.

#### **More than Three Authors**

Author 1 Last Name, First Name, et. al.

#### **Editor**

Editor Last Name, First Name, ed.

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#### **Periodical (Magazine, Journal, or Newspaper Article)**

(Author) (Article Title) (Periodical  
Kurozumi, T. "How the West Was Won." *Los Angeles  
Times* (Pub. Date) (Page No.)(Medium)  
*Times* 14 June 2004: F3. Print

#### **Web Page (Non-Periodical Publication-cited only on Web)**

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Avery, Dennis T. "American Journalists M.I.A. on Global  
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Warming." *CGFI Blog. Center for Global Food Issues.*  
(Pub/Sponsor)(Pub. Date)(Medium)(Date of access)  
Word Press. 2010. Web. 8 Mar. 2010

**Online Database (Previously in Print)**

(Author/Editors) (Article Title)

Witze, Alexandra. "Cold Source of Greenhouse Gas."  
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*Science News* 10 Apr 2010: 15. *EBSCOhost*  
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