

# SHADYSIDE HIGH SCHOOL

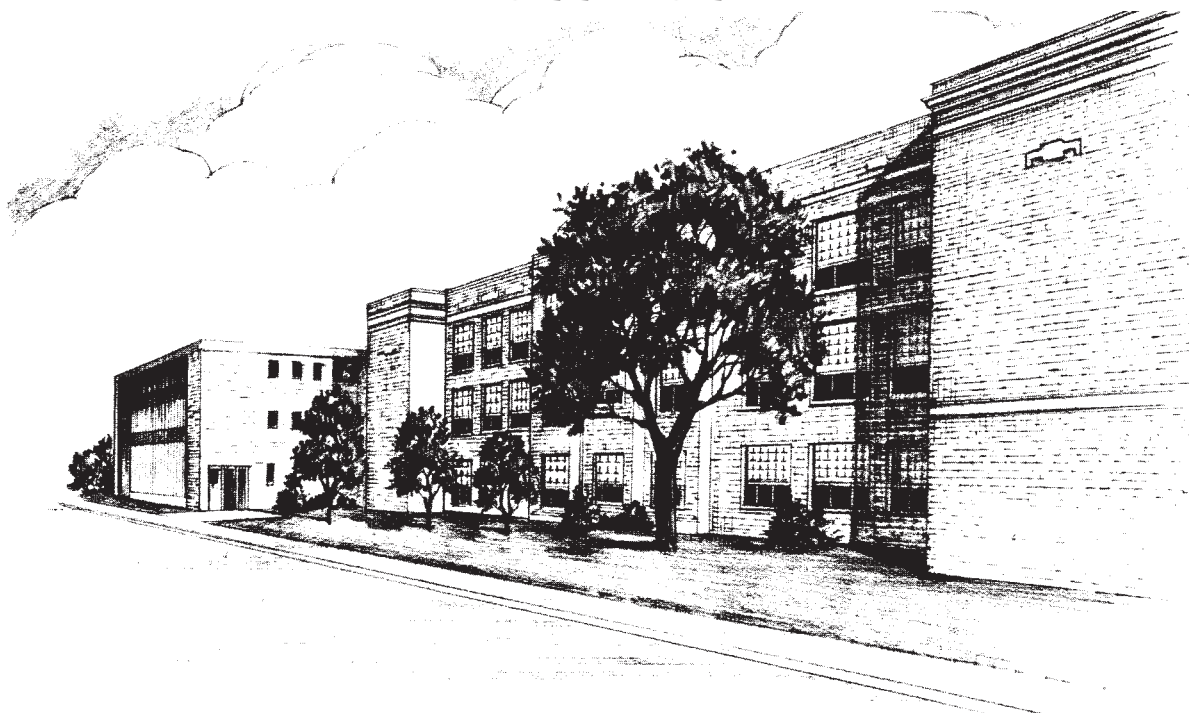
## STUDENT HANDBOOK

**HOME OF THE TIGERS**



**2011-2012**

A  
C  
A  
D  
E  
M  
I  
C



A  
T  
H  
L  
E  
T  
I  
C

# EXCELLENCE

**VISION STATEMENT** .....3

**MISSION STATEMENT** .....3

**LOCKERS**.....3

**ACADEMICS** .....3

*Academic Honesty* .....3

*Grading*.....3

*Grade point scale* .....3

*Incomplete grades*.....4

*Make-up policy* .....4

*Homework* .....4

*Progress Reports* .....4

*Honor Roll* .....4

*Class Rank* .....4

*Drop a Class/ Add a Class* .....4

*Changing Courses* .....5

*Graduation Requirements* .....5

*Minimum Graduation Requirements* .....5

*Diploma with Honors* .....6

*Textbooks*.....6

**ATTENDANCE**.....6

*Appointments -Doctors, Dentist, etc...*.....7

*Vacations*.....7

*College Visits*.....7

*Sanctions* .....7

**SENIOR EXEMPTION POLICY** .....8

**DRESS CODE**.....8

**CODE OF CONDUCT** .....8

*Book bags/back packs* .....8

*Breaking and Entering*.....8

*Dangerous Weapons, Instruments, and Objects* .....9

*Destruction of School or Private Property*.....9

*Disruption in School* .....9

*Drugs and Alcohol*.....9

*False alarms and threats* .....9

*False I.D.*.....9

*Fighting, Assault, and/or Threat* .....9

*Food In the Building*.....9

*Forgery* .....9

*Social Media*.....9

*Gambling*.....9

*Hall Pass* .....9

*Harassment*.....9

*Insubordination* .....9

<i>Leaving School Grounds</i> .....	9
<i>Multipurpose room</i> .....	9
<i>Personal Electronic Devices</i> .....	10
<i>Cell phone infraction</i> .....	10
<i>Profanity and/or Obscenity</i> .....	10
<i>Public display of affection</i> .....	10
<i>Theft</i> .....	10
<i>Tobacco</i> .....	10
<i>Trespassing or Loitering</i> .....	10
<b>COURSES OF DISCIPLINARY ACTION</b> .....	<b>10</b>
<i>Level 1</i> .....	10
<i>Failure to Attend Detention</i> .....	10
<i>Level 2</i> .....	11
<i>Level 3</i> .....	11
<b>EXTRACURRICULAR</b> .....	<b>11</b>
<i>Athletic Eligibility</i> .....	11
<i>New Scholarship Standards for students in Grades 7-8</i> .....	11
<i>Nonathletic Eligibility</i> .....	12
<i>Class Officer</i> .....	12
<i>Student Council Representatives</i> .....	12
<i>National Honor Society</i> .....	12
<i>Dance Policy</i> .....	12
<b>HEALTH AND SAFETY POLICY</b> .....	<b>13</b>
<i>Accidents</i> .....	13
<i>Emergency school closing</i> .....	13
<i>Fire/Tornado Drills</i> .....	13
<i>False Alarms</i> .....	13
<i>Immunization Form</i> .....	13
<i>Pregnancy</i> .....	13
<b>ACCEPTABLE USE AND INTERNET SAFETY POLICY</b> .....	<b>13</b>
<i>Personal Responsibility</i> .....	14
<i>Term of permitted use</i> .....	14
<i>Acceptable Uses</i> .....	14
<i>Netiquette</i> .....	14
<i>Internet Safety</i> .....	15
<i>Privacy</i> .....	15
<i>Failure to follow policy</i> .....	16
<i>Warranties/Indemnification</i> .....	16
<i>Updates</i> .....	16
<b>PUBLIC'S RIGHT TO KNOW</b> .....	<b>16</b>

## VISION STATEMENT

- The Shadyside Local School District envisions a safe, modern educational environment for all students build upon a foundation of cooperation, collegiality, and community involvement. The educational community will reflect an atmosphere of mutual respect and academic excellence.
- Our students will possess problem-solving, critical-thinking and communication skills with the versatility to adapt to a constantly changing world. As such, they will become productive, responsible citizens of the 21st century.

## MISSION STATEMENT

- The mission of Shadyside Local Schools is to insure that students acquire skills to continue as life long learners and productive citizens.
- The mission of Shadyside High School is to create productive citizens by providing a safe and positive learning environment.

## LOCKERS

- Lockers will be assigned during the summer. Also, any new student who enters Shadyside High School will be assigned a locker by the Guidance Department. Students are responsible for all contents in their lockers. **Never leave anything of value in a locker-locked or unlocked.**
- **Lockers are property of the Board of Education and when the situation warrants lockers may be searched without student approval.** Each student is responsible for his or her locker and must report vandalism **immediately. The switching of lockers is prohibited, unless approved by the office.**

## ACADEMICS

### Academic Honesty

- Academic Honesty is an expectation for all students. Cheating is contrary to good education practice and will not be tolerated.
- First offense, student receives a zero grade on the assignment/test and parents/guardian will be notified by phone or letter.
- Second offense in the same class results as a failure in that class for the grading period and for that assignment or test.

### Grading

To calculate a semester grade

- Double each 9 week
- Add exam grade
- divide by 5

Grade Point Average is a result of a year's final grade. The year's final grade is comprised of both semester averages.

- Plus grades will only be used in final year averages.
- Students must pass both semesters of a full year course in order to gain credit for the year or course.

### Grade point scale

#### Regular Courses:

A = 4.00  
B+ = 3.50  
B = 3.00  
C+ = 2.50  
C = 2.00  
D+ = 1.50  
D = 1.0  
F = 0

#### Weighted Courses:\*

A = 5.00  
B+ = 4.50  
B = 4.00  
C+ = 3.50  
C = 3.00  
D+ = 2.50  
D = 2.0  
F = 0

\*Weighted Courses include: Honors English 9, 10, 11, 12

Advanced Chemistry  
Honors Physics

Honors Government      Calculus  
Advanced Biology

### **Incomplete grades**

- Incomplete grades will become failures if the required work is not completed before the next grading period ends. The teacher can make an exception to this policy due to an extenuating circumstance. Incomplete grades are considered failures in regard to athletic eligibility until they are made up to passing grade.
- If an incomplete grade is recorded for the final 9 weeks and/or the final exam, no credit will be given in the course until all work is completed to the satisfaction of the teacher.

### **Make-up policy**

- A student has the same amount of days to make-up work as the time they miss-example 2 days out 2 days to make-up.

### **Homework**

- Homework is a vital part of a student's educational program. A student should expect to work on assignments outside of the regular classes and study halls. Students should learn to budget their time between academics and extracurricular activities, to accommodate assigned homework, and meet deadlines.

### **Progress Reports**

- Students progress reports can be sent anytime between grading periods to parents of students who are not meeting the standards set by the teacher and/or school. An acknowledgment by phone is appreciated.
- Progress reports will be sent home in the middle of each grading period.

### **Honor Roll**

- To appear on the Honor Roll, a student must have an accumulative average of at least
- 3.0 - 3.9. Students with 4.0 will be on the principal's list. A failing grade in any course eliminates a student from the Honor Roll Status.

### **Class Rank**

#### **Effective for Class of up to 2014**

- Class Rank will be determined by utilizing a blended rank system. A student earns grades which are converted to QUALITY POINTS. THE GRADE ALSO EARNS CREDITS which are divided into the total QUALITY POINTS. The average calculated is the GRADE POINT AVERAGE. In addition, the students are then listed from highest to lowest in the GPA resulting in a GPA ranking. This is traditional ranking. A second criteria is then added for review for ranking purposes. All of the QUALITY POINTS THAT A STUDENT HAS EARNED from each school year 9-12 ARE TOALED and ranked from the highest to lowest. The resulting ranking is determined by adding the GPA rank with the QPT rank. The sum of these two ranks is then listed from highest to lowest and becomes the CLASS RANK.

#### **Example**

- student #1 GPA 4.0 quality points 100
- student #2 GPA 4.0 quality points 98
- student #1 is ahead of student 2 in ranking

#### **Purpose:**

- Rewards students for being in class not in study hall
- Promote importance of semester exams
- Provides letter grades for all courses including Band and Phys Ed.
- Does not allow student to take only weighted courses during school year for advantageous GPA gains and class rank gains.

### **Class rank**

#### ***Effective for the class of 2015 and beyond***

- Class rank will be determined by G.P.A. alone, weighted and unweighted classes.

### **Drop a Class/ Add a Class**

- Permission to drop a class is difficult to obtain. When you select a course, you are expected to complete it. Dropping a class is done only through the mutual consent of the parent, teacher, and the approval of the guidance counselor.

- Any withdrawal after the sixth (6th) week will result in a failing grade recorded for that class and will appear on your record.
- No withdrawals will be permitted unless a student's schedule can be rearranged to show him carrying six (6) subjects This requires guidance counselor approval. A lab course is considered a study hall.
- Adding a class must be done through mutual consent of the Principal, Guidance Counselor, and the subject teacher. A designated time at the beginning of a semester is established as last day to add a class (usually no later than day 6 of new semester)

### **Changing Courses**

- Changing a course in a students schedule should be done prior to the start of the new school year. Changes will be made only at the approval of the counselor and building principal. Parents need to be aware of changes in their child's schedule and parental approval through phone call or written note is also suggested.
- Those junior high students starting in Algebra 1 as eighth graders are required to stay in that course for at least the first nine weeks of school. Students in pre-algebra 7 are also required to remain for at least nine weeks before any changes will be made. Changes before the start of the school year provides smoother transition for both student and teacher. parental calls are welcome by calling the guidance office at 671-6130 for any information regarding course offerings.

### **Graduation Requirements**

23 units of credit are required to graduate. a unit represents successful completion of work requiring a minimum of 120 clock hours of classroom instruction. 23 credits will be required for the class of 2005 and beyond.

#### **Required courses**

- Math -3 credits,
- English - 4 credits
- Social Studies - 3 credits (1 American History, 1 Government, and 1 Elective)
- Science- 3 credits (1 Physical, 1 Life and 1 elective).
- Physical Education & Health - 1 credit
- Elective of at least one unit, or two half units, from the areas of business/technology, fine arts and/or foreign language.
- No student is permitted to go through graduation exercises unless all requirements set forth by the Board of Education are met. All students are urged to keep a check of credits earned each year. Students must pass all sections of the Ohio Graduation Test in order to graduate. A transcript check is done yearly for grades 12 and 11

### **Minimum Graduation Requirements**

#### **Beginning with the Class of 2014      23 credits**

#### **Required courses:**

- Math -4 credits, including Algebra II
- English - 4 credits
- Social Studies - 3 credits (1 American History, 1 Government, and 1 Elective)
- Science- 3 credits (1 Physical, 1 Life and 1 elective).
- Physical Education & Health - 1 credit
- Elective of at least one unit, or two half units, from the areas of business/technology, fine arts and/or foreign language.
- No student is permitted to go through graduation exercises unless all requirements set forth by the Board of Education and State Department are met. All students are urged to keep a check of credits earned each year. Students must pass all sections of the Ohio Graduation Test in order to graduate. A transcript check is done yearly for grades 12 and 11.

## Diploma with Honors

### **The criteria for receiving an honors diploma are as follows:**

- the student must meet the same requirements established for the regular diploma plus seven of the eight the criteria for honors provide below.
- earn four units of English
- earn four units of mathematics which shall include at least the competencies obtained in algebra I, algebra II, and geometry and a 4th higher level math, precal, calculus, or college math
- earn four units of science including one unit of chemistry and one unit of physics
- earn four units of social studies
- earn either three units of one foreign language or two units each of two foreign languages
- earn one unit of fine arts
- maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
- obtain a composite score of 27 on the ACT or an equivalent score on the SAT (1240 or Higher).
- of 27 on the ACT or an equivalent composite score on the SAT
- Lab Science Courses - starting with the 2011-12 school year, all lab science courses will be worth 1.25 credits. If the course is a weighted course, then the credit value will also be weighted. Lab science courses are:
  - Chemistry 1, Adv. Chemistry(weighted), Honors Physics(weighted), and Adv. Biology(weighted).
  - Credit Flexibility-As part of the Ohio Dept. of Education, public schools have to establish a credit flexibility plan.
- Students may have received instruction or are involved in instruction that is not a part of Shadyside High School.
- Depending on the type of instruction, credit may be obtained.

## Physical Education Waiver Policy

- Physical Education waiver students must meet the two season requirement of athletics, cheerleading or marching band by the end of their sophomore year or they will be placed in Physical Education their Junior year.
- Students will realize that no grade will be given , only credit will appear on transcripts. They must schedule another half credit class in those two years.
- Students must complete the season for it to count. Any student quitting during the season will receive no credit for that season. If a student becomes academically ineligible and unable to complete the season it will not count.

## Textbooks

- Textbooks are furnished by the school and are issued at the beginning of the year. Students who lose, damage, or misuse a book will be charged according to the following schedule.

<b>New book</b>	<b>100% of price</b>
<b>1 year old book</b>	<b>90% of price</b>
<b>2 year old book</b>	<b>75% of price</b>
<b>3 years or older</b>	<b>50% of price</b>

## **ATTENDANCE**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instructions and classroom participation. Attendance shall be required of students enrolled in the school during the days and hours that the school is in session. Daily attendance of students is a matter of great importance as shown by the fact that prospective employers always check attendance.

In accordance with state law, the Superintendent or his designee shall require from the parent of each student 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 School Board considers the following factors as reasonable excuses for time missed at school and will be considered excused absences:

- A. Personal illness or medical appointment with an accompanying physician's statement.
- B. Illness in the immediate family that requires the student to stay home as determined by the Principal
- C. Quarantine of the home
- D. Death in the immediate family (maximum 3 days)
- E. Religious observation in which a student is personally involved.
- F. Emergency situation in which a parent can work out no other solution as determined by the Principal or for such good cause as may be acceptable to the Principal
- G. Court appearance for child

Upon return to school the student must provide a written excuse to school administration. It will be the responsibility of the student to receive make-up work from the teacher and to have such returned by the specified date as set by the school.

When a student is absent, the parent or guardian should call the school between 7-9 a.m. to inform school officials that their child will not attend school that day. As required by law, if the office does not receive a phone call by the completion of attendance a school representative will attempt to contact the home.

### **Appointments -Doctors, Dentist, etc...**

Appointments should be made outside school time. If this is not possible the student should bring a note from home requesting early dismissal. The student's handbook will be signed, indicating the time the student will be released. Students must sign out in the main office upon leaving. The Principal may call the doctor's office to verify the appointment. When students return to school they need to provide a slip from their doctor, dentist, therapist, etc. verifying the appointment date and time. If they return to school the same day they should sign back in.

### **Vacations**

We encourage vacations involving students to be taken during school vacation time. Students who go on vacation during school time are given an unexcused absence. If a parent who wishes his/her child to vacation during the school time presents a written request to the Principal prior to going and each of his/her teachers sign the request, then the child may make up any missed work at the convenience of the teacher and within the guidelines for make up work.

### **College Visits**

Seniors are permitted two approved visits to colleges. Application forms for college visits must be approved three days in advance by the Guidance Office. and Principal. Juniors may be permitted one approved visit to a college. Same rules apply as for seniors. Only under extenuating circumstances will college visits be permitted during the month of May.

### **Sanctions**

Other than specified above as excused absences, all other absences shall be considered unexcused absences. When a student accumulates the following absences, the following action will be taken by the School District:

- Three days unexcused absent-student and parent notified
- Five days unexcused absent-student, parent and truant officer notified
- Ten days unexcused absent -student, parent, truant officer notified and student and parent shall be required to attend an intervention and truancy prevention strategy as adopted by the School Board
- Twelve days unexcused absent or five or more Consecutive days or seven or more in one month -the school may file habitual truancy charges through the Prosecutor's Office
- Fifteen days unexcused absent or seven or more consecutive days, or ten or more in one month-the school may file chronic truancy charges through the Prosecutor's Office (a month is defined as four consecutive weeks)
- 18 year old students after 12 days unexcused will receive a zero on all graded assignments missed.

It is the policy of this School District that a parent may be charged with failing to send their child to school, contributing to the delinquency or unruliness of a minor, or other criminal charges relating to their child's attendance. These actions may be taken upon referral of the School to the Belmont County Prosecuting Attorney's Office pursuant to Section 3321.19, 3321.38 or 2919.222 of the Ohio Revised Code.

**A half hour absence from school will be counted as a half day absence.**

## **SENIOR EXEMPTION POLICY**

- Second Semester Exam Exemption
- "B" average or above in a course taken by a senior can exempt them if they meet the following criteria:
- B or A average in your course for the entire year consisting of semester one and semester two.
- No more than 8 absences for the year. Please remember 2 college days are excused and not counted. Field trips, shadow days, practice days are all arranged through the Principal's Office. Example: JETS or LT practice at sectional or FEA shadow are excused and not counted.
- Students can take exams if they desire.
- This is for seniors only, not underclassmen.
- Extended illnesses of 5 or more days are considered in the count of absences for this senior privilege

## **DRESS CODE**

- When dress and grooming appear to endanger the safety of the student or interfere with the school's mission to teach discipline, etiquette, and grooming, students will be directed to modify their dress and grooming.
- Suggestive or profane tobacco or alcohol logos/advertisements are not permitted on any clothing.
- Any makeshift patches, unusual designs, or inappropriate markings are not permitted. Students are not permitted to wear "colors" or any other "gang identifiers".
- Students' shirts/blouses must have sleeves in them and be long enough to be tucked in. Shirts and blouses must be buttoned to a suitable non-suggestive length.
- No see-through garments are to be worn.
- Underwear must not be visible.
- Coats and jackets are not to be worn to class.
- Hats, caps, tassels, or any other head wear are not to be worn or carried in school during the school day.
- Wallet chains, spiked collars, bracelets or heavy chains are not permitted.
- The Principal will decide when shorts will be worn
- Shorts, skorts, skirts and dresses must be below arms length (finger tips).
- Hair should be clean and neatly groomed. No unusual hairdo's and/or colored hair calling unnecessary attention to oneself.
- No facial hair.
- No facial piercings
- No flip-flops or shower shoe
- Body Piercing is not recommended if it is distracting or a safety concern then it must be removed.
- Questionable dress and appearance for which there are not guidelines will be ruled on by the principal and his advisory staff. Common sense and good taste will guide us in this decision
- Students who violate the dress code will have to change before they are permitted to go to class.

## **CODE OF CONDUCT**

### **Book bags/back packs**

- Students are not to carry book bags/back packs into any class.

### **Breaking and Entering**

- A student will 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.

### **Dangerous Weapons, Instruments, and Objects**

- A student will not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument capable of harming another person.(including look alike)

### **Destruction of School or Private Property**

- A student will not cause or attempt to cause willful destruction or defacement of school or private property (including vehicles owned by the Board.)

### **Disruption in School**

- A student will not, by use of violence, force, coercion, threat, harassment, insubordination, bullying, or repeated acts of misbehavior cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.

### **Drugs and Alcohol**

- Students shall not consume, deliver, sell, or have possession of a controlled substance and/or counterfeit drugs, or drug paraphernalia while in school, on school property, or while attending a school activity. Also, no student shall be on school grounds while under the influence of a controlled substance (which means that they have taken some illegal drug within the last 24 hours). Steroids are included in the list of controlled substances.

### **False alarms and threats**

- False alarms or any threats of harm will not be tolerated.

### **False I.D.**

- A student will not use or attempt to use false identification to mislead school personnel.

### **Fighting, Assault, and/or Threat**

- A student will not physically attack, threaten to attack or bully any person. Fighting is an automatic 3 day alternative school suspension.

### **Food In the Building**

- No food or drink is permitted in the building at any time during school hours; at other times, only by permission.

### **Forgery**

- A student will not falsify, in writing, the name of another person, or times, dates, grades, addresses, or other data on school forms, or correspondence directed to or from the school.

### **Social Media**

- Any derogatory comments posted about a staff member will fall under the Code of Conduct.

### **Gambling**

- Gambling on school property is prohibited.

### **Hall Pass**

- Students are not permitted in the hall without a hall pass during class time.

### **Harassment**

- The harassment or bullying by a student towards a staff member or fellow student of this District is strictly forbidden.

### **Insubordination**

- A student's failure to comply with the directions of all authorized school personnel during any period of time the student is properly under the authority of the school.

### **Leaving School Grounds**

- No student is permitted to leave school grounds without the permission of their parents, guardians and school officials.

### **Multipurpose room**

- The multipurpose room is off limits to all students except use during the lunch period.

## **Personal Electronic Devices**

- No student is permitted to use a personal electronic device during class. Examples of personal electronic devices include: beepers, cellular phones and CD players. Emergency calls can be made through the Principal's Office.
- Cell phones must be turned off while in school. Cell phones used as a means of unfair advantage (cheating) in any class will be dealt with accordingly. (Text messages)

## **Cell phone infraction**

- 1st Offense Cell phone confiscated to principal's office-student pick up.
- 2nd Offense Cell phone confiscated to principal's office and detention given and parent notified-parent pick up.
- All other parent pick up & progressive discipline followed

## **Profanity and/or Obscenity**

- A student will not use profanity in any form, written, verbal or gesture.

## **Public display of affection**

- No public display of affection will be tolerated.

## **Theft**

- A student will not take or attempt to take into possession the public property or equipment of the school district or the personal property of another.

## **Tobacco**

- Students are not permitted to use tobacco or have tobacco in their possession while on school property.

## **Trespassing or Loitering**

- A student will not be present in a school building or on school grounds at unauthorized times when his presence may cause disruption of an activity, function, or the educational process.

## **Tardy Policy**

**3rd offense:** Sign Awareness Sheet

**5th offense:** Detention

**8th offense:** Detention

**11th offense:** Saturday School

**15th offense:** Truant Officer Notified

**17th offense:** 3 days Alternative School Suspension

**20th offense:** 5 days Alternative School Suspension

**23rd offense and every third tardy following will result in 10 days Alternative School Suspension.**

## **COURSES OF DISCIPLINARY ACTION**

### **Level 1**

- Detention is the most common disciplinary action. Detention will be from 3:15 to 4:45 on Wednesday after school. Classroom texts or related materials are to be brought to study. In addition, students will be expected to observe the following:
- Students will not be allowed to put their head down or sleep.
- Students will not be allowed to use the telephone or go to their lockers.
  - No radios, cards, or other recreational materials will be allowed in room.
  - No food or beverages will be consumed during detention.

### **Failure to Attend Detention**

**1st offense:** Saturday School & Detention rescheduled

**2nd offense:** 3 days Alternative School Suspension

**3rd offense:** 5 days Alternative School Suspension

**4th offense:** Charges will be filed in Juvenile Court.

## Level 2

- **Saturday School** - After serving three detentions, on the fourth infraction, a student will be assigned a Saturday School. The fifth infraction will be detention, the sixth will result in Saturday School. Saturday School will be from 8:00 am to 12:00 noon on Saturday. Classroom texts or related materials are to be brought to study. In addition, students will be expected to observe the following:
  - Students will not be allowed to put their head down or sleep.
  - Students will not be allowed to use the telephone or go to their lockers.
  - No radios, cards, or other recreational materials will be allowed in room.
  - No food or beverages will be consumed during Saturday School.
  - There will be a ten (10) minutes break at 10:00 am. Students may go to the restroom, throw away paper, and sharpen pencils at this time.
  - Failure to attend Saturday School will result in suspension.

## Level 3

- **C-CAP/Suspension** - After two Saturday Schools, a three, five or ten day placement at the C-Cap Classroom or a placement in the C-Cap Diversion Program. The C-Cap Classroom can be made available in lieu of a 3-10 day school suspension. The various C-Cap Programs will be explained in detail to both the student and his/her parent/s when they have reached this step in the discipline process.
- **Suspension** - A student may be suspended for three, five or ten days. Once suspended, the student will receive a zero credit for any work, will not be permitted to be on schools grounds during and after school hours, and will not participate in any school activities, functions or events on or off schools grounds.
- The parent/guardian will be notified of the intent to suspend within 24 hours of the infraction. This notice will include the reasons(s) for the suspension and the right of the student and parent to appeal according to School Board policy.
- A notice of suspension will follow.

### **Level 4**

- **Expulsion**
- Appeal Procedure
- Applies only for suspension and expulsion.
- All appeals must be filed according to School Board policy. Appeal from suspension or expulsion shall be made by the student, accompanied by his/her parent or guardian in the following sequence
  - 1. Building Principal
  - 2. Superintendent of School
  - 3. Board of Education
  - 4. Courts
- No second appeal will be permitted.
- Any board policies that are not included in this document are accessible through the principal's or superintendent's office.

## **EXTRACURRICULAR**

### Athletic Eligibility

- Based on each grading period
- Grades 9-12. In order to be eligible in grades 9-12, a student must be currently enrolled. During the preceding grading period the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation. In addition a student must have maintained a 1.25 grade point average. A student enrolled in the first grading period of 9th grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled. There is no make up for failures during summer vacation to permit eligibility for athletics.

### New Scholarship Standards for students in Grades 7-8

With the passage of the changes to bylaws 4-4-4 and 4-4-5, students who are enrolled in a member 7-8th grade school for the 2010-11 school year will be required to **pass a minimum of five courses of all subjects taken** in the preceding grading period.

Beginning August 1, 2010, which means that the **bylaws become operationally effective at the end of the first grading period of the 2010-11 school year**, the revisions read as follows:

- **4-4-4-** 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 was enrolled.
- **4-4-5** – A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a *minimum of five* of those subjects in which the student received grades.
- Coaches will maintain and supervise lists of those ineligible as provided by Athletic Director.

### **Nonathletic Eligibility**

- In order to be eligible for a non-athletic extracurricular activity a student must:
- Have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation.
- Must have maintained a minimum of 1.25 grades point average. The G.P.A. required may be set higher by that group, club or organization.

### **Class Officer.**

- Each class shall elect by popular vote a president, vice-president, and secretary-treasurer. All candidates for said offices must maintain a 2.5 grade point average.
- An “F” in any subject for any grading period makes a student ineligible to continue in any office until the deficiency is erased. He must resign or be removed by an act of the student council.
- To be an eligible candidate, a student must obtain the endorsement of two classroom teachers and 25 student signatures. This must be done before your name is put on the ballot.
- Membership qualifications, dues, meetings, and other regulations will be governed by a club’s constitution and/or by-laws.

### **Student Council Representatives.**

- The Student Council shall consist of eight (8) seniors, seven (7) juniors (five with a two year term, two with a one year term), six (6) sophomores (one year term), five (5) freshman (with a two year term), two (2) eighth graders, and two (2) seventh graders (with a one year term).
- The Vice-President (a junior who receives the most votes) becomes President.
- The seniors will elect a Vice-President, Secretary, Parliamentarian, Sergeant-at-Arms, and a Treasurer.
- Student council members must maintain a 3.0 GPA
- An “F” in any subject for any grading period makes a student ineligible to continue in any office until the deficiency is erased. He must resign or be removed by an act of the student council.
- To be an eligible candidate, a student must obtain the endorsement of two classroom teachers and 25 student signatures. This must be done before your name is put on the ballot.
- Membership qualifications, dues, meetings, and other regulations will be governed by a club’s constitution and/or by-laws.

### **National Honor Society**

- Any junior or senior having a 3.5 grade point average is eligible to be placed on the candidate list for National Honor Society. National Honor Society Advisor and Advisory Staff establish NHS criteria. SOCIAL POLICY
- Remember you represent your school. Extend courtesy toward teachers, fellow students and the officials of the school and guests. Have pride in all of your endeavors. Show good sportsmanship by winning with pride and losing with grace.

### **Dance Policy.**

- The following school dances are authorized by Shadyside High School:
  - Homecoming
  - Prom
- These authorized school dances are open only to Shadyside students and their perspective dates grades 9-12 unless directed otherwise by the principal.
- Students are not permitted to leave, then reenter except by permission of the supervisor in charge.

- Congregating outside on school grounds while the dance is in progress is prohibited. If this occurs, student must disperse at the request of the official in charge.
- A student on any type of restriction and/or suspension by the school for violation of school policy is prohibited to attend dances.
- A Breathalyzer test is required for entry.
- All other Dances are sponsored by outside organizations and governed by contractual agreement with the School system

## **HEALTH AND SAFETY POLICY**

### **Accidents**

- Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event must be reported to the person in charge. An accident report must be on file within 24 hours of the incident.

### **Emergency school closing**

- If school is delayed or closed due to weather, or other emergency reasons, students will be notified by Parent Broadcast automated calling and local radio and/or TV stations. Do not call any school official.

### **Fire/Tornado Drills**

- Each student will exit the building quickly and orderly when the fire alarm sounds by the route outlined by your classroom teachers. When the tornado alarm sounds, all students will go to the areas assigned and follow instructions as outline by your classroom teacher or person in charge.

### **False Alarms**

- All alarms are treated as real until proven others. Any student turning in false alarms will be expelled and prosecuted according to the state law.

### **Immunization Form**

- Every student must have a completed Immunization Form on file in the principal's office.

### **Pregnancy**

- If regular class or extracurricular program requires physical activity, the student is not permitted to actively participate for health and safety of mother and child. Students attendance, due to pregnancy or any serious malady, requires doctor's documentation for treatment. Pregnant students will be given educational opportunities to pursue graduation requirements, within reason; however, all requirements must be fulfilled to teacher's satisfaction.

## **ACCEPTABLE USE AND INTERNET SAFETY POLICY**

- Students are encouraged to use the Board's computers/network 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. Unauthorized or 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 Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.
- The Shadyside Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.
- In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to

enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

- Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.
- Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

### **Personal Responsibility**

- By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

### **Term of permitted use**

- A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

### **Acceptable Uses**

#### **Educational Purposes Only**

- The School District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

#### **Unacceptable Uses of Network.**

- Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
- Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
- Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
- Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

### **Netiquette**

- All users must abide by rules of network etiquette, which include the following:
- Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

- Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

## **Internet Safety**

### **General Warning; Individual Responsibility of Parents and Users**

- All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

### **Personal Safety**

- Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

### **"Hacking" and Other Illegal Activities**

- It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

### **Confidentiality of Student Information**

- Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

### **Active Restriction Measures**

- The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.
- Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.
- The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:
  - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
  - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## **Privacy**

- Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

### **Failure to follow policy**

- The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

### **Warranties/Indemnification**

- The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

### **Updates**

- Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

## **PUBLIC'S RIGHT TO KNOW**

- The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of Districtwide interest is to be coordinated by the Superintendent.
- Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters as are properly discussed in private executive sessions.
- The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the Treasurer's office during the hours when the administration offices are open.
- Records pertaining to individual students and other confidential materials are not released for inspection by the public or any unauthorized persons, either by the Treasurer, Superintendent, or other persons responsible for the custody of confidential files. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.
- Any individual who wants to obtain a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium the Superintendent/designee determines that the record can reasonably be duplicated as an integral part of normal operations.
- The District may ask that the request be put in writing. However, the District must notify the requester that it is not mandatory to do so.
- The District provides an opportunity for a records requester making an ambiguous or overly broad request to revise the request by informing the requester of the manner of which records are maintained.

- If a public records request is denied, the District provides an explanation with legal authority as to the reason for the denial of the request.
- If the person seeking the copy makes a choice under this provision, the District must provide the record in accordance with that choice if available to the District. A fee may be charged for copies. The District may require the fee charged for copies be paid in advance.
- The person making a mail request pays the cost of postage and other supplies in advance. The number of mail requests sent to any one person is limited to 10 a month unless the person certifies in writing that the records, or the information in them, will not be used for commercial purposes.
- The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District.

**BOARD ADOPTED: June 27, 2007**

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g

ORC 121.22

149.43

3319.321

OAC 3301-35-03; 3301-35-04

CROSS REFS.: BDC, Executive Sessions

BDDG, Minutes

GBL, Personnel Records

GBS, Health Insurance Portability and Accountability Act (HIPPA)

IGBA, Programs for Students with Disabilities

JO, Student Records

KA, School-Community Relations Goals

KKA, Recruiters in the Schools

NOTE: *The cross references are to codes in the OSBA coding system where a district's manual may have statements relating to the public's right to see district records.*



SHADYSIDE HIGH SCHOOL  
STUDENT HANDBOOK AWARENESS

SIGN AND RETURN SHEET

I HAVE RECEIVED THE STUDENT HANDBOOK, INCLUDING GENERAL INFORMATION, RULES AND REGULATIONS. I REALIZE THAT I AM RESPONSIBLE FOR FOLLOWING THE CONTENTS FOR THE SAFETY AND WELFARE OF ALL STUDENTS.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

THANK YOU FOR YOUR HUGE ROLE IN KEEPING SHADYSIDE HIGH SCHOOL THE BEST IT CAN BE TODAY; WHILE STILL STRIVING FOR IMPROVEMENT!

*Please Detach and Return Signed*