

Mineral Ridge High School Student and Parent Handbook 2022-2023 School Year

Damon Dohar
Superintendent

Joe Stevens/Randy Cameron
Principals

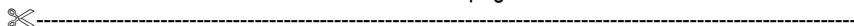
Terri Baer
Guidance Counselor

Parent/Guardian and Student Agreement

This handbook is designed to help you and your student understand and follow the rules and regulations of Mineral Ridge High School and any and all extensions of Weathersfield School District, including, but not limited to busses, assemblies, field trips, concerts, plays and sporting events.

By signing this form and returning it to your student's home room teacher by the **end of the first week of school**, you are stating that you understand and will adhere to the contents within this handbook. Furthermore, you also understand that this handbook serves as a guide and is subject to the discretion of the administration and Weathersfield Schools Board of Education.

Please cut and return the bottom section of this page.



I have read and understand the contents within the Mineral Ridge Parent/Student handbook.

Parent/Guardian's Signature

Student's Signature

Date

A message from your Principal:

I would like to take this opportunity to welcome the students, parents, faculty and staff of Mineral Ridge High School to the 2022-23 school year. This school year promises to be filled with both educational challenges and accomplishments and now is the time to set your academic goals for the year. Whether those goals include getting better grades, trying a new sport, volunteering to serve others or being a positive influence in the community, the faculty and staff of MRHS is here to support you in reaching those goals.

I encourage you to become familiar with this *Student and Parent Handbook* and use it as a tool for success throughout the school year. This handbook provides you and your parents with the policies, procedures and expectations of our building which will foster the cooperation between home and school and serve as an important piece in the success of this school year. As a member of the MRHS learning community, I ask that you embrace your responsibility and become familiar with the contents of this handbook.

Together, through the combined efforts of all the stakeholders, we can make 2022-23 a great school year and make "Dear Old Ridge High" a place for success. I wish all of you the best of luck in the upcoming academic year!

Go Rams!

Joe Stevens
Principal

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MINERAL RIDGE HIGH SCHOOL STAFF

Mr. Damon Dohar	Superintendent
Mr. Joe Stevens	Principal
Mr. Randy Cameron	Principal
Mrs. Tracie Mastrangelo	Special Education Administrator
Mrs. Terri Baer	Guidance Counselor
Ms. Shannon Heilman	School Secretary
Mr. Luke Bottorf	School Psychologist
Ofc. Lou Ronghi	School Resource Officer
Mrs. Toni Wallace	Speech Therapist
Mr. Andrew Apisa	Mathematics
Mr. Andrew Barker	Mathematics
Mr. Jonathan Culp	Mathematics
Mrs. Judi Weaver	Mathematics
Mrs. Holly Fisher	Mathematics
Mrs. Hannah Harper	Mathematics
Mr. Scott Merola	Social Studies
Mr. Tyler McNamara	Social Studies
Mr. Ron Toth	Social Studies
Mr. Shawn Brown	Social Studies
Mrs. Allicyn Tocco	English Language Arts
Mrs. Jessica Russell	English Language Arts
Mrs. Stephanie Oyster	English Language Arts
Mr. Nick Spanos	English Language Arts
Mrs. Alex Roth	English Language Arts
Miss Chessie Donini	Spanish
Mr. Paul Rees	Science
Mr. Scott Yeagley	Science
Ms. Josh Folkwein	Science
Mr. Michael Komlanc	Science
Mr. Brian Fedyski	Career Education
Mr. Matt Cluse	Health/Physical Education
Mrs. Lisa Spalding	Physical Education
Miss Peyton Allen	Special Education
Mrs. Courtney Garland	Special Education
Mr. Chet Allen	Special Education
Ms. Debra Bunch	Special Education
Mrs. Julie Edwards	Fine Arts
Mr. Joe Yaksich	Instrumental Music/Chorus
Mr. Sam Amoline	Technology
Mr. Randy McCrystal	Technology Specialist
Mr. Zachary Rouan	Technology Specialist
Mr. John Hontula	District Nurse
Miss Brooke Barnhart	District Nurse
Mr. Ray Budrevich	Custodian
Mrs. Billie Cocca	Custodian
Mr. Gary Wiggins	Custodian
Mrs. Debbie Donkers	Cafeteria Supervisor
Mrs. Deana Van Horn	Cafeteria
Janet Celli	Cafeteria
Charmaine Learn	Cafeteria

FORWARD

This Student and Parent Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Guidance Counselor or Principal who you will find listed in the staff directory section of this handbook. This handbook supersedes all prior handbooks and other written material on the same subjects.

PLANNERS

Every student must have his/her planner with them at all times. The planners are extremely helpful with organizing your daily activities and are a great academic tool when properly utilized. Students are not permitted to leave the classroom or office without first obtaining a staff members signature in their planner. Failure to abide by this rule will deem the student in an unauthorized area and subject to the appropriate penalties as written in the Code of Conduct. **YOU ARE RESPONSIBLE FOR YOUR PLANNER AND REPLACEMENTS ARE \$6.00 EACH.**

MISSION OF THE SCHOOL

The mission of our school is: Pursuing academic excellence for all students in the Weathersfield Local Schools.

VISION OF THE SCHOOL

Weathersfield Local Schools is dedicated to enhancing effective student learning and supports a community of life-long learners.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic back round, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed: Mr. Damon Dohar, Superintendent.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal educational opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior. Parents have the right to know how their

child is succeeding in school. When concerns arise, parents will be provided information on a regular basis, and as needed. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. The staff expects students to arrive at school on time and prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

MEDICATION POLICY

The Weathersfield Local School District encourages to the greatest extent possible, administration of medication outside of school hours, on the occasion that medication must be taken at school, the Medication Policy and Guidelines (File JHCD) must be followed. The enforcement of this Policy is to provide every student in our district with the utmost safety in receiving medications at school, and to assure safe delivery of the medication to and from the school, while abiding by the laws set forth by the state of Ohio (SB 262; ORC 3313.711, 3313.712, and 3313.713). A summary of the Medication Policy follows:

- (1) "Medication." includes all prescriptive and over-the-counter drugs (such as Tylenol, cough drops, etc.).
- (2) Before any medication will be administered, Form 5330 F1 (or 5330 F2) must be completed and signed by the parent and physician.
- (3) All medication is to be transported (to) and (from) school by the parent.
- (4) Medication MAY NOT be sent to school (on) or (with) the child, except for emergency medication, such as that which is prescribed for diagnosed conditions of allergies (e.g. epi-pen), respiratory problems (inhaler), diabetes, or other conditions.
- (5) The medication must be delivered to the school in its ORIGINAL CONTAINER labeled with the date, the name of the student, the route of administration, the frequency and time it is to be given, the physician name, any special handling/storage instructions, possible side effects, and the pharmacy name and number.
- (6) Parents are to immediately notify the school in writing (Form 5330 F1) if there is any change in the use of or discontinuation of (Form 5330 F3) the medication. Telephone authorization is permissible with written authorization by the next school day; faxing of the form is also permissible.
- (7) A new form (5330 F1 or 5330 173) must be submitted at the beginning of each new school year, even if the medication is unchanged from the previous year.
- (8) Any unclaimed medication by the parent will be destroyed two (2) school days after its discontinuance.
- (9) The parent is responsible to instruct the child to report to the office and to take the medication at the appropriate time; the student is responsible to report to the office and to take the medication.
- (10) Students who have form 5330 F2 on file, under instruction of the parents, are required to report the need of the emergency medication to the nearest adult in supervision prior to its use, the student must be in the presence of an adult in supervision while taking the medication, and must report its use to the Board authorized employee immediately after its use.
- (11) Each Board authorized employee who administers medication will have documented in-service instruction by the Director of Health/Safety Services.

- (12) **The District, or any of its personnel, shall not be held responsible for any side effects of the medication nor shall be held liable for administration, improper administration, or failure of administration of medication!**

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify a staff person immediately! **State Law requires that all students must have an Emergency Medical Form completed and signed by a parent/guardian. This form must be on file in the high school office! It is the responsibility of the parent/guardian to make sure this form is on file. A student may be denied field trip privileges and/or excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit, by a physician, those needs in writing and with proper documentation to the school office. All medications, prescribed and non-prescribed, are to be delivered to the Principal's Office and taken only with adult supervision!**

INJURY AND ILLNESS

All injuries must be reported to a teacher or the main office. If a minor injury occurs, the student will be treated and may return to class. If medical attention is required, the office will contact the school nurse and emergency procedures will be followed. Students who become ill during the day should request permission from the teacher to go to the office. The office/school nurse will determine whether or not the student should stay in school or go home. **No student will be released from school without proper parental permission by those individuals listed on the students Emergency medical Form!**

SCHOOL DAY/DAILY SCHEDULE

The school doors open at 7:45 a.m. Students walking or being driven to school by a parent should plan on arriving at this time. Parents driving students to school are to use the gym entrance adjacent to the student parking lot for drop-off and pick up. They are to avoid the main entrance area as this is reserved for loading and unloading of school buses. Students entering prior to first period are to report to the cafeteria and remain there until it is time to go to first period. Dismissal time is 2:40 p.m. **Students who are TARDY to school are to report directly to the office upon arrival at school.**

MINERAL RIDGE HIGH SCHOOL BELL SCHEDULE

6:50 am	7:35 a.m.	CBI-12
7:35 a.m. -		Entry Bell
7:40 a.m. -	8:37 a.m.	Period 1
8:40 a.m. -	9:32 a.m.	Period 2
9:35 a.m. -	10:27 a.m.	Period 3
10:30 a.m. -	11:22 a.m.	Period 4
11:22 a.m. -	11:52 a.m.	Period 5A
11:52 a.m. -	12:22 p.m.	Period 5B
12:22 p.m. -	12:52 p.m.	Period 5c
12:55 p.m. -	1:46 p.m.	Period 6
1:49 p.m. -	2:40 p.m.	Period 7
2:45 p.m. -		Staff Dismissal

SCHEDULE NOTE: During the winter months, in the case of inclement weather, a 2 hour delay schedule may be implemented. Under a 2 hour delay schedule, the high school building will open at 9:35 AM. All class periods will meet on a shortened schedule, and lunch will be served. For a revised schedule of bus route times please contact the bus garage.

OTHER SCHEDULES

Detentions (Mon – Fri)

7:00 am -7:35 am and 2:45 pm-3:30 pm.

SECTION I: GENERAL INFORMATION

ENROLLING IN SCHOOL

Students are expected to enroll at the attendance district in which they live. Students that are new to Weathersfield Local Schools are required to enroll with their parents or legal guardian. When enrolling, the parents/legal guardian must bring: (1) birth certificate, (2) court papers allocating parental rights and responsibilities, (3) proof of residency (utility bill, driver's license), (4) proof of immunization, (5) A copy of previous high school transcripts/grades, (6) most recent report card. Students enrolling from another accredited school must have an official transcript from the withdrawing school in order to receive credit from our school. Weathersfield Local Schools will assist in obtaining the transcript.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule must be handled through the Guidance Office. It is important to note that some courses may be denied because of available space, or the need to take pre-requisites. Students are expected to follow their schedules. Any variation must be approved with a schedule change form from the Guidance Office!

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Weathersfield Local Schools, the parent must notify the Principal. School records shall be transferred within fourteen days to the new school district. (14 days is required by missing children's law.) Parents are encouraged to contact the Principal for specific details.

WITHDRAWAL FROM SCHOOL

No student under the age of 18 is permitted to withdraw from school without the written consent of his/her parents or guardians. A student who withdraws from school may be reported to the Bureau of Motor Vehicles for suspension of Driver's License if under the age of 18.

VISITORS

Parents of Mineral Ridge High School students, alumni, and other adult visitors are welcome at our school. Visitors must report directly to the school's main office for approval, and must sign the guest registration log. After signing the visitor's registration log, visitors will be issued a visitors pass which must be displayed throughout the visitors stay in the building. Following the conclusion of the visit, the guest must return the visitor's pass to the office secretary. **Students from other**

schools should not find it necessary to visit our school during school hours and will not be permitted to attend classes or activities during the school day. Visitors are NOT permitted to observe classes without the direct permission of the Principal.

STUDENT RECORDS PROCEDURE

(1)The custodial parent must provide **PROOF OF LEGAL CUSTODY** by submitting a copy of the divorce papers, including visiting rights or non-visiting rights, at the time of enrollment. **IT IS THE PARENTS RESPONSIBILITY TO NOTIFY THE SCHOOL IF THERE IS ANY CHANGE TO THE CUSTODY OF THEIR CHILDREN! WRITTEN PROOF MUST BE SUBMITTED THROUGH COURT/LEGAL DOCUMENTATION!** (2) The school will release students only to the custodial parent. No student will be released to anyone other than the custodial parent unless the custodial parent has given written authorization to do so. (3) Either parent may have access to grades and records unless there is a court order to the contrary. (4) Either parent is entitled to parent-teacher conferences unless there is a court order to the contrary.

CAFETERIA REGULATIONS FOR STUDENTS

The school cafeteria is maintained as a vital part of the health program; a well-balanced meal is offered. Students are asked to maintain common courtesy while eating. **NO FOOD OR DRINK IS TO BE TAKEN FROM THE CAFETERIA!** Students may bring their own lunch from home. Sandwiches and extras are also available for purchase. Students may not buy food/drinks during the day, other than at their scheduled lunch period! **NO FOOD MAY BE BROUGHT IN FROM OUTSIDE RESTAURANTS AND/OR FAST FOOD RESTAURANTS.**

CAFETERIA PROCEDURES

(1)Enter and leave the cafeteria in a quiet, orderly manner. (2) Form a single line if purchasing lunch or milk. (3) Walk to your table and sit down. (4) Place empty milk cartons, cans, waste etc., in proper containers. **CLEAN YOUR EATING AREA!** (5) Do not put paper or food on the floor. (6) Leave other student's trays and lunches alone. Don't take items that do not belong to you. (7) Talk quietly to those students at your table. **DO NOT MOVE TABLES FROM THEIR ORIGINAL SPOT!** (8) Always ask permission from the teacher(s) on duty before leaving the area. (9) Walk in the cafeteria (10) Do not play with food or utensils. (11) Stack lunch trays properly, place utensils in proper containers. (12) Leave the cafeteria in an orderly manner, and report to your required class.

DIRECTORY INFORMATION

Senate Bill 26 requires school districts to release the names and addresses of students in grades 9-12, if requested, to recruiting officers of any branch of the U.S. Armed Services. The information cannot be released if the student's parents/guardian submits to the Weathersfield Local Schools a written request that this information not be released. ORC 3319.321 (B)

STUDENT SCHOOL INSURANCE

At the beginning of each school year, brochures from an insurance company approved by the superintendent will be distributed to all students. This insurance, which can be purchased at a nominal fee, provides your son/daughter with coverage while they are at school or participating in extra curricular activities. Various levels are offered by the insurance carrier. Athletic accidents are NOT covered by the school but through your home owners insurance. Coverage for athletes can also be purchased. NOTE: The Weathersfield Local Schools does not provide school insurance. The school system permits the insurance brochures to be distributed to parents.

EXTENDED VACATION

The principal must know of extended vacations before the student leaves. The student or parent must pick up a vacation form from the office, complete it, and return the form to the Principal at least one (1) week before the beginning of the vacation. **5 DAYS IS THE MAXIMUM ALLOWED FOR AN EXTENDED VACATION!** After permission is granted, the student must see each of his/her teachers to obtain assignments to be done while on vacation; the student must also have the teachers' signatures on the form before returning it to the office. Upon returning from vacation, the student is to turn in all assignments to the teachers.

THE EXTENDED VACATION IS AN EXCUSED ABSENCE, BUT THOSE DAYS MISSED WILL COUNT AGAINST THE STUDENT TOWARD THE SCHOOL'S ATTENDANCE POLICY!

COLLEGE VISITS

Seniors who attend Mineral Ridge High School are permitted two (2) days per semester to attend or visit a college/university with their parents. Pre -Approval must be arranged through the Guidance Office at Mineral Ridge High School. A form will be required and signatures from the Guidance Counselor, the college/admissions officer and parent are required.

THE COLLEGE VISITS ARE EXCUSED ABSENCES, BUT THOSE DAYS MISSED WILL COUNT AGAINST THE STUDENT TOWARD THE SCHOOL'S ATTENDANCE POLICY!

OFF LIMIT AREAS

Off Limit areas are considered to be any area in which students are not assigned or do not have a hall pass. Students are not permitted outside of the school building during the school day without the Principal's permission. Students are not permitted off of the school premises!

TELEPHONE USE

The school office phone is to be used for school related business. Students are not to use the phone unless there is an emergency. The student must ask permission from the office secretary to use the phone in the guidance library. Students will not be called from a class to the phone unless it is an emergency. Students should not need to call home for such reasons as: forgotten books, gym clothes, homework etc. **STUDENTS ARE NOT PERMITTED TO LEAVE CLASS TO USE THE PHONE!**

EMERGENCY CLOSING OF SCHOOL/2 HOUR DELAY

The District Superintendent makes the final decision to close or delay school for emergency purposes. The closing of school during bad weather or a severe emergency will be announced during the morning hours or when warranted on the following television stations:

WFMJ CHANNEL 21

WYTV CHANNEL 33

WKBN CHANNEL 27

AFTER SCHOOL ACTIVITIES

The doors of Mineral Ridge High School open at 7:15 a.m. daily. All students are to leave the building by 2:45 p.m. unless they have after school activities supervised by an employee of the school district. Unsupervised groups/students will not be permitted to use the building. No students/athletes are to be in the locker rooms/building without the supervision of their advisor/coach.

REPORT CARDS

Report cards will be distributed to students at the end of each nine (9) week grading period. Report cards will be held in the school office until all workbook fees and all class fees have been paid. Parents are requested to have all fees paid prior to the end of the first nine (9) week grading period.

TEXTBOOKS

All textbooks are furnished by the Weathersfield Local Schools Board of Education. The teachers will distribute texts to the students the first week of school. The students are to place his/her name in the front cover of the books and list the condition of the book: **New, Good, Fair**. Any lost, mutilated or unreasonable wear of a textbook necessitates replacement by the student or the payment of a fine at the end of the school year. **All books must be covered!**

HIGH SCHOOL COURSE FEES

COURSE FEES: A Schedule of fees for courses will be distributed during the first week of School. **Checks are to be made payable to: Mineral Ridge High School**

STUDENT LOCKERS

For security reasons, all students are **strongly encouraged** to place a lock on their assigned locker for the school year. Students are responsible for lost or damaged textbooks. Money and valuables are not to be kept in student lockers. Students using a lock/combination must give to the building principal a copy of the combination or a key to be kept on file. **School officials reserve the right to search a student locker whenever there are reasonable grounds for a search. A search may be conducted without a warrant or without the permission of the student.** Desks and lockers are the property of the Weathersfield Local Schools Board of Education and will be inspected from time to time to ensure neatness, proper care, and for materials not permitted on school property. Periodically, students should clean their lockers.

STUDENT VALUABLES

Students are encouraged NOT to bring items of value to school. Items such as: jewelry, expensive clothing and the like are tempting targets for theft and extortion. The school cannot be responsible for their safety and will not be liable for loss or damage to personal valuables!

GYMNASIUM LOCKERS

It is strongly recommended that students use locks for their locker in gym class or for participation on an athletic squad. Proper identification and combinations/keys must be furnished to the gym teacher or the coach in the participating sport. The school cannot be responsible for valuables, clothing, gym shoes etc. stored in a locker and will not be held liable for loss or damage to personal valuables.

LOST AND FOUND

All items are to be turned into the office to facilitate the return of items to the proper owner. Periodically a table with lost and found items will be placed in the cafeteria during the lunch periods to accommodate the return of such items.

TORNADO DRILLS, FIRE DRILLS, AND LOCKDOWN DRILLS

- (1) All students will be made aware of the proper procedures for a fire, tornado and lockdown drills.
- (2) During fire and tornado drills, upon sounding of alarm, students will be directed to walk toward the designated areas. **ABSOLUTELY NO TALKING IS PERMITTED!** Students are to listen for instructions regarding their safety and the safety of others.
- (3) During a lockdown drill, upon the lockdown announcement, all classrooms will be locked with windows covered and blinds drawn. Students are to remain quiet and listen to the instructions of their teachers.
- (4) All fire, tornado, and lockdown procedures will be posted in all rooms of the school building and teachers will review annually those procedures.

SECTION II: ACADEMICS

PLAGIARISM / ACADEMIC CHEATING

A student shall not use the ideas, words, phrases or writings of others and pass them off as his/her own. A writer's ideas, words, and the way of expressing them are his/her property, and anyone using them without properly citing and crediting the original source is guilty of plagiarism. Cheating is the attempt to obtain knowledge, information or material from another person or source of information or to submit such work as the work product of the student. Examples of academic cheating may include: giving or receiving aid during a testing period, lending one's own work or acquiring the work of another for the purpose of submitting all or part thereof as the work product of the student.

VIOLATIONS OF PLAGIARISM AND/OR ACADEMIC CHEATING

- 1st Offense- Grade of Zero (0) on assignment or test/Conference or F in conduct.
2nd Offense- Denial of course credit

ADD/DROP, FAILURE POLICY

If you fail a required course for the year, the course must be repeated next school year or the course is to be taken in summer school. No classes will be changed after the first five (5) days of school in each semester. A student may add a course or drop the course within the first five (5) days of school in each semester if it is an elective course. **REQUIRED COURSES WILL NOT BE DROPPED FOR ANY REASON AT THE BEGINNING OF THE SCHOOL YEAR!** If a student does drop or withdraws from a class after the first five (5) days of school in each semester, the student will receive an (F) for the course as a final grade. The (F) will be averaged into the student's G.P.A. If a student is removed from a class due to disciplinary reasons, a grade of (F) will be placed on the report card as a final mark for that course and averaged into the G.P.A.

GRADING SYSTEM

Grades are calculated on the following percentage system:

<u>GRADE</u>	<u>PERCENTAGE SYSTEM</u>			
A	90.0	To	100	(Superior Achievement)
B	80.0	To	89.0	(Very Good Achievement)
C	70.0	To	79.0	(Average Achievement)
D	60.0	To	69.0	(Below Average Achievement)
F	Below 60.0		(Failing Grade)	

SEMESTER GRADES/EXAMS

Semester grades will be determined by averaging the nine (9) weeks percentages. Yearly grades will be the average of the two semester grades and a final exam.

GRADING PERIODS

Students at Mineral Ridge High School will receive a report card at the end of each nine (9) week grade period indicating their grades for each course of study for that portion of the academic term.

INTERIM GRADE REPORTS

Interim grade reports are made available to parents via the school's website on progress book. Any parent can request a hard copy of the interim report by notifying the office. These reports are issued each (9) week grade period. This report may also indicate that a student is not working to potential, may be experiencing poor study habits or misconduct in the classroom. The report will make possible suggestions or recommendations for corrective action. Parents who receive deficiency reports are encouraged to call the High School Guidance office to make an appointment for a Parent-Teacher Conference regarding the deficiency. These reports will be available on line or mailed home at an assigned time during the (9) Week grade period as set by the school calendar during the mid-point of the (9) Week grade period.

HONOR ROLL QUALIFICATIONS

The honor roll shall be posted for each nine (9) week grading period. To qualify for the honor roll a student must attain:

- 1. All A's in all subjects
- 2. All A's & B's in all subjects
- 3. All B's in all subjects

NOTE: A grade of (C) or lower will disqualify a student from the honor roll. An average conduct grade of (2) or a (C) will also disqualify a student from the honor roll!

GRADE POINT AVERAGES

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of (C) would be $.5 \times 2 = 1$, then add this to the other grades earned for the G.P.A. This can be done by grading period, semester, year or for a series of school years. Class rank is determined by the final yearly average grade listed on the report card. Senior year ranking is based on the 8th semester.

(A-4) (B-3) (C-2) (D-1) (F-0).

INCOMPLETES

For various reasons, a student may receive an "Incomplete" or "I" on his/her report card. Usually this mark is given to a student who has been ill for a lengthy period. In such cases, the student must take responsibility to contact his/her teacher(s) to find out what measures can be taken to remove the "I" from the report card. IF, AFTER (1) WEEK, WHEN REPORT CARDS HAVE BEEN ISSUED, THE STUDENT HAS NOT MADE UP THE WORK ASSIGNED OR THE WORK HAS NOT BEEN MADE UP SATISFACTORILY, THE "I" WILL CHANGE TO AN "F" ON THE REPORT CARD!

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences can be made by contacting the High School office during school hours. Conferences will be scheduled at a time that is mutually convenient for parents and teachers. Conferences at Mineral Ridge High School are scheduled in November and February as assigned by the annual school calendar. Parent/Teacher conferences can be used effectively to discuss any academic difficulties experienced by the student as well as any other related reasons that could be impairing the child's academic progress in school.

VALEDICTORIAN/SALUTATORIAN

The following criteria will be used to determine Valedictorian and Salutatorian status at Mineral Ridge High School:

1. The Valedictorian will be the graduating senior having the highest grade point average.
2. The Salutatorian will be the graduating senior having the second highest grade point average.
3. In case of equal Grade Point Averages, co-valedictorians and/or salutatorians will be named.

To qualify for Valedictorian and/or Salutatorian a student must:

1. Be enrolled as a student at Mineral Ridge High School by the first day of their JUNIOR year.
2. Participate and earn credit in the following courses:
 - A. All Honors Courses offered throughout the years that they are in attendance.
 - B. Four Units of Honors English
 - C. Four Units of Math (to include Trig/Calc. or Calculus)
 - D. Four Units of Science (to include Chemistry and Physics)
 - E. Three Units of Social Studies
 - F. Three Units of a Foreign Language
 - G. One Unit of a Fine/Performing Art
 - H. All other required courses set forth by the Weathersfield Board of Education.

Grade Point Averages are determined by assigning a weighted point value to each course grade and divided by the total number of credits. For partial credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be $.5 \times 2 = 1$, then add

this to the other grades earned for the G.P.A. This is calculated at every semester and at the end of the year. **Class rank is determined by the final yearly average listed on the report card. Senior year ranking is tentatively determined at the 7th semester and the FINAL DETERMINATION is completed at the 8th semester.**

Determination of the above will be TENTATIVELY NAMED at the end of the seventh semester of the senior year. At the end of the eighth semester, the final determination of the Valedictorian and Salutatorian will be named. The TOP TEN students will be named at the end of the eighth semester and will include the students having the highest Grade Point Averages.

HONORS COURSES:

Students who are in the running for Valedictorian or Salutatorian of their Senior Class must have taken and received Honors Credit from any HONORS COURSES offered throughout their high school career to be eligible for Valedictorian or Salutatorian. Failure to take and receive honors credit for any HONORS COURSES offered will render the student ineligible for the ranking of Valedictorian or Salutatorian.

NOTE: It is the student's responsibility to maintain contact with his/her Guidance Counselor to ensure that his/her graduation requirements are being met!

HONORS DIPLOMA

Weathersfield Local Schools (Mineral Ridge High School) shall award the Academic Honors Diploma to any student who has fulfilled the following requirements: 1) Minimum 21 Credits; 2) Meeting 7 of the 8 Criteria listed below (A) Four units of English (B) Four units of Mathematics which shall include at least the competencies obtained in Algebra 1, Algebra II, and Geometry (C) Four units of Science including at least one unit in Chemistry and at least one unit in Physics (D) Four units of Social Studies (E) Three units of Spanish (F) One unit of Fine Art (G) An over-all high school G.P.A of at least a 3.5 on a four point scale up to the last grading period of the senior year (H) A composite score of twenty-seven (27) on the ACT Test or an equivalent composite score of 1280 on the SAT Test.

TOP TEN STUDENTS

Every year at commencement and the Senior Honors Assembly, the ten (10) graduating seniors with the highest grade point averages in the class are announced. These "Top Ten" students are recognized for their outstanding academic accomplishments and may be awarded scholarships from the Mineral Ridge Scholarship Committee. The "Top Ten" students must be enrolled at Mineral Ridge High School by the first day of their JUNIOR year and are determined at the end of the eighth semester.

GRADUATION REQUIREMENTS

- a. (21) Units minimum are required for graduation from Mineral Ridge High School for students in grades 9 through 12.
- b. A student who entered ninth grade for the first time on or after July 1, 2014, who does take and reach the needed score on the tests for at least one graduation option will not be eligible for a high school diploma. More information on these new graduation requirements can be found on the ODE website at **education.ohio.gov/graduation**
These options include:
 - i. Cumulative performance earned on the state end-of-course tests or their approved substitutes. Algebra I/ELA II (Complete list in Guidance Office)
 - ii. A remediation-free score on a college admissions test, or
 - iii. A workforce ready score on a related job skills assessment in combination with an approved industry credential.
- c. Students of the graduating class of 2023 and beyond are required to meet the following:
 - i. Cover the basics-21 credits in the specified courses
 - ii. Show competency-passing scores on Alg. I and ELA II State end of course exams or any one of three options available for competency.
 - iii. Show readiness-Earn two diploma seals

Ohio CORE Graduation Requirements

English/Language Arts	4 Units
Mathematics, including one	4 Units
Unit of Algebra II or its equivalent	
Social Studies	3 Units
Science: including one unit of	3 Units
each in Physical Science and Biology	
Fine Art	1 Unit
Health	0.5 Unit
Physical Education	0.5 Unit
Electives	5 Units

High School course credit will NOT be given to any student who takes courses (College credit, tutoring, Night School, etc.) while under an expulsion!
Electives must include ½ unit of Technology instruction in Economics and Financial Literacy, and Fine Art instruction.

Failure to meet all graduation requirements will prevent a student from participating in formal graduation ceremonies & activities related to graduation. If requirements are not met, the student will NOT participate in graduation activities: (Senior Honors Assembly, Class Day and Commencement).

CONDUCT GRADES

The conduct grades will not have percentages associated with them. The following scale will be used to determine conduct grades: 1 = A; 2 = B; 3 = C; 4 = D; 5 = F

COLLEGE CREDIT PLUS GRADES 7-12

College Credit Plus is a program designed for college bound students in grades 7-12 who want to begin University or college course work while in high school. Please notify Mrs. Baer if you intend to participate in College Credit Plus **by April 1** for the following school year. After April 1, you will need permission from the school district superintendent to participate. You must go through the procedures established by the college/universities to apply to College Credit Plus and to enroll in the course(s). You may have to take a college placement test to make sure you are college ready. Please contact the guidance counselor, Mrs. Baer, for specific enrollment and course pathway information for each participating college/universities. The 15 and/or 30 hour course pathways can be obtained in the HS guidance office.

FLEXIBLE CREDIT (S.B. 1)

In accordance with Ohio Senate Bill 1, the Weathersfield Board of Education has adopted policy pertaining to credit flexibility. Mineral Ridge High School students can earn units of high school credit based on an individually approved credit flexibility plan. Students may earn credit by: 1) completing traditional coursework; 2) testing out or showing mastery of course content; 3) pursuing an educational option and/or an individually approved option; 4) any combination of the above. Please contact the office of the Guidance Counselor for flexible credit information.

PART III: STUDENT ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

All students are encouraged to participate in high school extra-curricular programs. We believe the experience gained through participation in the various programs will provide our young people with excellent learning opportunities. Students who participate must follow the rules and regulations which have been set forth by activity advisors, approved by the building principal, the Board of Education or the Ohio High School Athletic Association. **Membership in an extra-curricular program is a privilege, not a right!** Violation of activity rules/team rules may result in removal from that activity. Students must be in attendance for the entire day to participate in any extra-curricular activity. Exceptions are SCHOOL EXCUSED reasons only!

Note: Once students have entered the stadium/building to attend an extra-curricular event or an athletic event, students are NOT permitted to leave the building and then return to the building!

HIGH SCHOOL ACTIVITY, PARTICIPATION AND ACADEMICS

In order for a student to participate in any/all school sponsored activities, (Athletics or Clubs as well), during any given grade period, the student must have successfully passed at least **FIVE (5) CREDITS** toward graduation in the nine (9) week grade period immediately preceding the one of participation. (This does not include Prom/Homecoming or non-participation at athletic events). An exception to this rule will be the fourth (4th) 9 week grade period which affects the first nine (9) week grade period of the following year. Should a student not successfully complete the minimum

requirement the 4th nine (9) week grade period, the student will have the option to increase the number of credits earned during summer school. Thus, students can render themselves eligible to participate in activities the first grade period of the following school year.

DUE TO THE OHIO HIGH SCHOOL ATHLETIC ASSOCIATION ACADEMIC ELIGIBILITY RULE, THE SUMMER SCHOOL MAKE-UP OPTION SHALL AFFECT ONLY THE SCHOOL SPONSORED ACTIVITIES AND DOES NOT PERTAIN TO ELIGIBILITY FOR ATHLETICS.

NOTE: To be eligible, a student-athlete must be currently in a member school and have received passing grades in a minimum of **five** one-credit courses, or the equivalent, in the immediately preceding grading period. (Note: Students taking post-secondary options must comply with these standards)

All athletes are required to meet the minimal academic eligibility requirements set forth by the OHSA and outlined in the Weathersfield Local School District's Policy Manual.

ATHLETIC CODE OF CONDUCT

The Weathersfield Local School District firmly believes that the use of chemical substances among athletes will have a negative effect on the performance of the student athlete both in the classroom and in athletics. Not only can the athlete who uses/abuses chemical substances do harm to himself/herself, but to teammates and opponents as well.

As a student-athlete, you represent Mineral Ridge High School both in school and in the community. As your school administrators and coaches, we expect you to learn to be responsible citizens, practice good sportsmanship, respect the rights of others, be chemical free and be a vital part of your school and your community.

Each athlete must abide by the Athletic Code of Conduct agreement stating that you will NOT possess, consume, purchase, attempt to purchase, show evidence of having consumed, transmit, distribute, offer for sale, or be under the influence of chemicals/drugs/intoxicating substances of any kind that is not specifically prescribed for you by a certified physician as outlined in the Athletic Code of Conduct. **This Athletic Code of Conduct is in effect from the time of your first participation in athletics in the Weathersfield Local Schools until the time of your graduation.** Your coach will discuss in detail the Athletic Code of Conduct at the beginning of your sport season.

WEEKEND EVENTS

Any student wanting to participate in a school sponsored activity that is being held over the weekend, should be in attendance the entire day of school on Friday in order to participate in that activity. The only exceptions are SCHOOL EXCUSED ABSENCES or approval by the building principal.

HOMECOMING & PROM COURT

To be eligible for nomination to homecoming and/or prom court, the student must:

1. Carry a minimum GPA of 2.0 and a minimum conduct average of 3.
2. Be enrolled as a student at Mineral Ridge High School by the first day of their JUNIOR year.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization that recognizes those students who reflect outstanding accomplishments in the areas of SCHOLARSHIP, CHARACTER, LEADERSHIP AND SERVICE. Thousands of schools across the United States, including Mineral Ridge High School, are chartered by the national organization. College admissions officers often regard National Honor Society membership as a valid indicator that the applicant will succeed at the post-secondary education level. The National Honor Society member has already exhibited academic achievement, leadership, either overtly or silently, honorable and admirable character, as well as service that demonstrates that the member is willing to use talents and skills for the improvement of society. Information on the selection process and criteria for induction into the National Honor Society can be obtained from the NHS Advisor.

BETA CLUB

To be eligible for Beta Club, a student must be a Junior or Senior who has maintained a 3.0 G.P.A in their major subjects as well as possess good leadership, character traits, be enrolled in the Weathersfield Local School system for a minimum of (1) year and must have an average of three (3) in conduct the preceding semester. A member who falls below a (B) average will be put on probation for (1) nine week grade period. If the average is not brought up, the student loses the privilege of membership until the standards are met. A member must also maintain a (3) average in conduct. This will be checked on a semester basis by the BETA Advisor. A student receiving a (2) or lower in conduct who is a member of BETA will be placed on probation for (1) semester. Conduct grades of at least (3) must be received by the end of the next semester for probation to be lifted.

CRITERIA FOR CLASS OFFICE/STUDENT COUNCIL

The following criteria has been established by the Mineral Ridge High School Faculty Advisory Council for those students who want to serve as Student Council members or Class Officers.

- (1) You must have a minimum G.P.A. of 2.50 in order to run for an office. If elected and your G.P.A. falls below a 2.50 you will be placed on probation for (1) grade period.
If your G.P.A. has not improved to at least a 2.50 by the following grade period, you will be removed from office.
- (2) You must have a conduct average of (3) or better from the previous nine week grading period to be eligible to run for office.
- (3) If elected, and your behavior leads to a suspension or Saturday School, you will be placed on probation for the remainder of the school year. If your behavior leads to a second suspension or Saturday School, you will be removed from office.
- (4) If you hold an office and are convicted of any crime by Law Enforcement Officials, you will automatically be removed from office.
- (5) **As a Class Officer or Student Council member, you represent our school! Any negative behavior on your part reflects badly upon our school and this behavior will not be tolerated! The faculty Advisory Council has the right, to place any Class officer or Student Council member on probation or remove from office for violations of the Code of Conduct**

WORK PERMITS

The State of Ohio requires all students, who are employed and under the age of 18, to hold a valid Ohio Work Permit issued by their high school. Work permits cannot be issued until you become employed. The Tax I.D. number must be obtained from your employer before a work permit can be issued. The following items must be submitted to the high school in order for a work permit to be issued:

A) Pledge of Employer Card B) Physical from a Doctor C) Tax I.D. of Employer

DRIVER EDUCATION CLASS REIMBURSEMENTS

Students who are enrolled in a Driver Education Program may no longer obtain a reimbursement from the State of Ohio for the Driver Education Course. Under new Ohio Law, the School of Driver's Education is reimbursed directly from the State of Ohio Bureau of Motor Vehicles.

Note: Students will NOT be excused during the school day to take driver training classes. It is the student's responsibility to schedule driving lessons after school hour. Violation of this rule will result in an unexcused absence and will count toward the attendance policy. Work missed can NOT be made up.

SECTION IV: STUDENT ATTENDANCE

The primary mission of the Weathersfield Local Schools is to educate young people and to enable them to become productive, successful citizens. This can only be accomplished if students are in regular attendance. The entire educational process requires a regular continuity of instruction, participation, learning experience, and study in order to reach the optimum educational benefits for each individual student. Regular contact of pupils with one another in the classroom and their participation in well-planned activities which include group discussions, lectures, dialogue with others, quizzes and tests, field trips, guest speakers and audio-visual media. Regular and punctual attendance is expected of all Mineral Ridge High School students. When in attendance, students are expected to be in all classes and study halls. Attendance and promptness to school is the responsibility of each student and parent/guardian. It is also the responsibility of each student and parent/guardian to use discretion in scheduling planned absences and early dismissals from school. School officials are obligated to assist students in becoming dependable, disciplined citizens and workers. Establishing good attendance habits is an important aspect of that citizenship development. Therefore, the Board of Education has mandated the following procedures in order to facilitate regular student attendance.

HOURLY ATTENDANCE

Student absences are now tracked on an hourly basis. A student is considered "habitually truant" if he/she is absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in a school year. Time missed for early dismissal and tardiness to school are counted in a student's hourly attendance.

EXCUSED ABSENCES

When a student is absent from school, he/she will report to the office with a written excuse from the parent or legal guardian. This note will be kept in the students file for one year! The same procedure will be followed for a student who is tardy to school. REMEMBER,

for an absence to be excused, the student must have a phone call and note from the parent or legal guardian.

The following are acceptable EXCUSED absences:

- (1) Personal illness,
- (2) Serious Illness
- (3) Documented Medical Emergency,
- (4) Absence approved in advance,
- (5) Pre-approved family trip,
- (6) Family emergency. Excused absences count toward the attendance policy unless they are SCHOOL EXCUSED absences!

UNEXCUSED ABSENCES

The following are considered unexcused absences from school:

- (1) Any absence that is not covered under excused absence or that has not had the approval of the building principal!
- (2) Any absence without a written legal statement **and** a phone call from parent or legal guardian is considered an unexcused absence. The student will be given 24 hours or the next morning to bring in a valid excuse **and** to have a phone call from the parent or legal guardian. If this procedure is not followed, the absence will remain unexcused!
- (3) Excessive absences will be reported to the Trumbull County Attendance Officer.

PROLONGED ABSENCE

If a student is unable to attend school for a lengthy period of time, but is able to study and do work at home, the parents are to notify the High School office to secure class assignments. If a student anticipates absence from school, the student must bring a note and have a call from the parent or legal guardian three (3) days prior to the anticipated absence and must complete a pre-approved absence form which must be obtained from the building principal.

ALL ABSENCES FROM SCHOOL MUST HAVE A CALL TO THE HIGH SCHOOL OFFICE BY 9:00 A.M. OF THE DAY THE ABSENCE OCCURS – 330-652-1451.

REPORTING TO SCHOOL FOLLOWING ABSENCE

The student must report to the main office at the start of the school day requesting re-admission to his/her homeroom/classes after being absent the previous day(s). The student must give a written statement to the main office, as well as have a phone call on record from the parent or legal guardian stating the reason for the absence. The main office in turn will issue the proper form to the student permitting them to re-enter the class/classes with the understanding that all classwork is to be made up if the absence is excused. To be counted for a full day of school, a student must be in attendance 2 or more hours during the morning and 2 or more hours in the afternoon. If for any reason student enters school for the morning session, after the tardy bell, the student is marked tardy, but is counted present for the morning session.

TARDY TO SCHOOL

Students who arrive after the first period tardy bell must report directly to the main office. They will be issued a tardy pass and need to present this pass to the teacher to be admitted to class.

At the high school, athletes must be in attendance for the majority of the day to be eligible to participate in practice or a school sponsored event.

Tardy to School	Every 3rd Tardy to school counts as 1/3 of a days absence toward the attendance Policy. <i>The Administration reserves the right to suspend driving privileges for chronic tardiness.</i>
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TARDY TO CLASS/SCHOOL
Accumulative by Grade Period!

Tardy to School/Class	1st/2nd Offense	Warning
Tardy to School/Class	3rd Offense	3 Detentions
Tardy to School/Class	4th Offense	1 In School Suspension
Tardy to School/Class	5th Offense	2 In School Suspension
Tardy to School/Class	6th Offense	Refer to Juvenile Authorities; (F) in Conduct

After the first (10) minutes of a class, students who enter will be charged with a full absence from that class period.

SIGN-OUT FOR STUDENTS

In the interest of student safety, no student shall leave the building without permission from the building principal. If it becomes necessary for a student to leave school for medical reasons etc., the parents or legal guardian must be contacted or written notification must be in the office before homeroom of the morning that the student is to be excused. NO STUDENTS WILL BE PERMITTED TO LEAVE THE BUILDING WITHOUT PARENTAL OR LEGAL GUARDIAN NOTIFICATION. ONLY THOSE PERSONS LISTED ON THE STUDENT'S EMERGENCY MEDICAL FORM ARE PERMITTED TO BE CONTACTED! Once permission has been obtained, the student may sign-out in the main office!

MEDICAL APPOINTMENTS

Students who must be out of school to secure medical services must bring a note from their doctor when they return to school after being absent. Parents should make every effort to schedule appointments outside of the school day. Appointments should not be scheduled during exam days! These dates are posted in the annual Weathersfield Local Schools Calendar to the Community printed by the Superintendent's office.

TRUANCY

Truancy is defined as an unauthorized absence from school or leaving the school building or the School grounds without authorization/permission. Truancy is considered a very serious offense. When it is discovered that a student is truant, every effort will be made to contact the parents or legal guardians and to follow the discipline outlined in the code of conduct.

STUDENT ATTENDANCE - MISSING AND ABSENT CHILDREN

The Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper authorities. A student, at the time of his/her initial entry to school, shall present the person in charge of registration, copies of his/her birth certificate and records pertaining to the student which were maintained by the previous school. If the student does not present copies of the required documents, the principal shall notify the police department having jurisdiction in the area where the student resides. All students shall be enrolled by the admissions representative along with the parent or legal guardians. The primary responsibility for supervision of a student rests with his/her parents or legal guardians. The school district staff will provide the assistance it can to the parents or legal guardians. Parents or legal guardians must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedures.

PERFECT ATTENDANCE

For a student to be eligible for perfect attendance, their record must not show a tardy to school or absence from school. The school office will have the official records in regards to tardiness and attendance.

STUDENT MAKE-UP POLICY

If a student is absent from school for more than three (3) days, the parent or legal guardian is asked to call the school and request assignments for the student. Please give the office 24 hours to obtain all work for the student.

NOTES: Students are given one (1) day to make up homework/assignments etc. for each day of excused absence. For example, if the student has been absent for three (3) days, he/she has three (3) days upon their return to school for make-up of any work missed.

PART V: CODE OF CONDUCT

History and research contends education and learning takes place in an orderly and structured environment. Students are citizens of the school. Each citizen has a responsibility to conduct themselves in an appropriate fashion, respecting the rights of their fellow students. It is the responsibility of the school staff to provide a safe and orderly learning environment.

The Board of Education has adopted the following Student Code of Conduct. This Code of Conduct includes types of misconduct that will subject a student to disciplinary action. The Board of Education has also adopted the list of behaviors and the terms contained within the list.

Discipline is within the sound discretion of the Weathersfield Local Schools Staff and Administration. Due process ensures that disciplinary action is imposed only after a review of the facts and/or special circumstances of the situation.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extra-curricular events, or other school activities or programs. In addition, this code of conduct includes:

- 1) Misconduct by a student that occurs off school property but is connected to activities or incidences that have occurred on school district property
- 2) Misconduct by a student that, regardless of where it occurs, is directed at a school official or employee or the property of an official or employee.

STUDENTS WHO ATTEND MINERAL RIDGE HIGH SCHOOL ARE TO ALWAYS BE RESPECTFUL TO THE TEACHERS, STAFF, ADMINSTRATORS AND OTHER STUDENTS AT ALL TIMES!

THE BUILDING PRINCIPAL HAS THE FINAL JURISDICTION ON INTERPRETATION AND IMPLEMENTATION OF THE CODE OF CONDUCT AND THE DRESS CODE!

NOTE:

The administration may at it's discretion, use the School Resource Officer in order to promote safety, order and discipline within the school and on school property before, during or after school hours. At its discretion, the School Resource Officer may be asked to take an active role with interviewing students in matters of discipline.

It is the student's responsibility to see the building administrator if he/she does not understand the rules/regulations outlined within this handbook.

The following chart provides a list of major areas that could result in disciplinary action. A list of inappropriate behaviors and possible consequences follows. **THE ABSENCE OF A BEHAVIOR OR ANY SPECIFIC ACTION FROM THE LIST DOES NOT MEAN THAT SUCH CONDUCT DOES NOT VIOLATE THE DISCIPLINE CODE OR THAT THE ACTION DEMONSTRATED BY THE STUDENT CANNOT BE DISCIPLINED!**

The conduct listed is the minimum corrective action that may be applicable as stated in the Ohio Revised Code.

**WEATHERSFIELD LOCAL SCHOOLS
CODE OF CONDUCT**

Negative Behavior	1st Offense	2nd Offense	3rd Offense
Tardiness to class/Study Hall (Not in class/SH when bell rings)	Warning	Warning	3 rd 3 Detentions 4 th 1 Day ISS 5 th 2 Days ISS
Refusal to Complete Class Assignments	Warning	3 Detentions	2 Days ISS
Eating or drinking in class or halls	Warning and Confiscation	3 Detentions	2 Days ISS
Unprepared for class	Warning	3 Detentions	1 Day ISS

Disregard of instructions Or requests	Warning	3 Detentions	1 Day ISS
Head down and/or Sleeping in class	Warning	3 Detentions	1 Day ISS
Unauthorized use of electronic devices in class (i.e. cell phones, iPod, laptops, etc.)	Confiscation 3 Detentions	Confiscation/Parent Pick-up of device. ISS	Confiscation/Parent Pick up of device. 3 Day Suspension
Dress Code Violations (dressing or grooming in a manner which is in violation of Bd Of Ed Policy)	Warning and Immediate Correction (Call Home/Change)	3 Detentions	3 Day Suspension
Public display of Affection and/or Inappropriate touching	Warning	3 Detentions	1 Day ISS
Verbal Harassment Threats, Bullying	Warning	3 Detentions	3 Day Suspension
Littering or creating a mess	Clean up Mess and 1 Detention	Clean up Mess and 3 Detentions	2 Days ISS
Student in unauthorized or "off- limits" school area without permission or in hall without signed pass	3 Detentions	1 Day ISS	2 Days ISS
Horseplay, running, pushing, shoving in building	3 Detentions	1 Day ISS	2 Days ISS
Removal from Class	3 Detentions	1 Day ISS	3 Day Suspension
Forging or lying	3 Detentions	1 Day ISS	2 Days ISS
Disrespect, and/or Insubordination	3 detentions	1 Day ISS	3 Day Suspension
Disruptive conduct	3 Detentions	2 Days ISS	3 Day Suspension
Unauthorized possession of school/Teacher property	3 Detentions	2 Days ISS	3 Day Suspension
Gang activity, insignias, Paraphernalia, clothing, etc.	3 Detentions Confiscate	2 Days ISS Notify Authorities	3 Day Suspension Notify Authorities
Possession of obscene Literature/materials or Anti- social material	3 Detentions	3 Day Suspension	10 Day Suspension
Inappropriate language, Gestures, Profanity	3 Detentions	3 Day Suspension	10 Day Suspension
Missing Detention Not abiding by detention rules	1 Day ISS	2 Days ISS	3 Day Suspension
Destruction of school Property (Minor)	2 Days ISS and Pay Damages	3 Day Suspension and Pay Damages	5 Day Suspension
Inappropriate Use of School Computers	2 Days ISS	3 Day Suspension	5-10 Day Suspension
Throwing food or other objects, Shooting projectiles	2 Days ISS Confiscate	3 Day Suspension Confiscate	5 Day Suspension Confiscate
Truancy (Unauthorized Absence), failure to sign in or out of the building or leaving building or grounds without permission	2 Days ISS Refer to Authorities	3 Day Suspension Refer to Authorities	5 Day Suspension Refer to Authorities

Gambling	3 Day Suspension	5 Day Suspension	10 Day Suspension
Smoking, possession or use of e-cigarettes; possession or use of tobacco; possession of matches, lighters and or incendiaries	3 Day Suspension	5 Day Suspension	10 Day Suspension
Tampering with school property or equipment	3 Day Suspension Pay Damages	5 Day Suspension Pay Damages Refer to Authorities	10 Day Suspension Pay Damages Refer to Authorities
Hazing, intimidation, sexual harassment, degrading racial, ethnic or religious comments	3-10 Day Suspension	5-10 Day Suspension	10 Day Suspension Possible Expulsion
Inciting or participating in Unauthorized student assembly	3-10 Day Suspension	Expulsion Refer to Juvenile Court	
Inciting panic	3-10 Day Suspension	Expulsion Refer to Juvenile Court	
Engaging in violent or turbulent behavior and/or provoking a fight	5 Day Suspension	10 Day Suspension	Expulsion
Vandalism, theft or possession of stolen articles	5 Day Suspension Pay Damages Authorities	10 Day Suspension Pay Damages Authorities	Expulsion Pay Damages Authorities
Gross misconduct or gross insubordination	3-5 Day Suspension	10 Day Suspension	Expulsion
Sale, use, possession distributing, concealing or under the influence of alcohol, drugs or mood altering chemicals including counterfeit or look –alike substances, and or possession of drug paraphernalia	10 Day Suspension and/or expulsion hearing. Notify Authorities (5 days may be rescinded in accordance with district drug policy)	Expulsion Notify Authorities Refer to Juvenile Court Court	
Possessing, handling, transmitting, or using dangerous ordinances, knife, mace, razor, club, chain, or other look-alike or replica objects or projectiles that can be used as a weapon	10 Day Suspension and Expulsion Notify Authorities		
Negative Behavior	1st Offense	2nd Offense	3rd Offense
Possession or use of firecrackers or other explosive devices such as smoke bombs, stink bombs etc.	10 Day Suspension Notify Authorities	Expulsion Refer to Juvenile Court	
Setting off false fire or AED alarm and/or bomb threat or false report	10 Day Suspension and expulsion hearing. Notify Authorities, Parents, and Students	Expulsion Refer to Juvenile Court	

Profanity, verbal assault, threat toward a school employee	10 Day Suspension and expulsion hearing. Notify Authorities	Expulsion Refer to Juvenile Court	
Physical sexual offenses	10 Day Suspension Notify Authorities	Expulsion Refer to Juvenile Court	
Other illegal, inappropriate conduct that disrupts or interferes with the Educational process or poses a threat to another person	10 Day Suspension Notify Authorities	Expulsion Refer to Juvenile Court	
Assaulting school Employee (Physically)	Expulsion Notify Authorities		
Arson or attempt to set fire	Expulsion Refer to Authorities		

***The Administration may substitute in-school suspension in place of out-of-school suspension as deemed necessary.**

IMPORTANT NOTES:

- (1) Any student who refuses to accept the discipline outlined in the Board adopted Student Code of Conduct will be suspended out of school for (10) days and referred to the juvenile authorities.
- (2) Students suspended three (3) times during the year, may receive written notification that the next suspendable offense may result in an expulsion and referral to the juvenile authorities.
- (3) Under Ohio Law, suspensions and expulsions can go from one (1) school year to the next.

Students may also be required to serve suspension time after school has been dismissed for summer recess.

- (4) **COMMENCEMENT IS A PRIVILEGE NOT A RIGHT. SENIORS SUSPENDED THE LAST WEEK OF SCHOOL CANNOT PARTICIPATE IN COMMENCEMENT OR SENIOR ACTIVITIES. THEY CAN PICK UP THEIR DIPLOMAS AT THE END OF THE DAY THAT THEIR SUSPENSION ENDS.**
- (5) All vocational students who attend the Trumbull Career and Technical Center are subject to the rules and regulations set forth in this handbook!
- (6) A student may not accumulate more than two (2) Saturday School. After two (2) Saturday Schools, the next offense will be a three (3) day out of school suspension.

EXPULSION FOR FIREARMS/DANGEROUS WEAPONS

Federal Law requires that any student who brings a firearm on school property is to be expelled from school for a period of one (1) year. A firearm, under the Federal Law is defined as:

- (1) Any weapon (Including a starter gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive.
- (2) The frame or revolver of any such weapon.
- (3) Any firearm muffler or firearm silencer; any object that is indistinguishable from a firearm.
- (4) Any destructive device, not including an antique.

- (5) If a student brings a firearm or knife onto school property, in a school vehicle or to a school-sponsored activity, he/she shall be expelled from school for a period of one calendar year.

DETENTIONS

Students who do not observe the rules and regulations of the school and/or classroom may be subject to report to detention as outlined in the Code of Conduct. ADMINISTRATORS and TEACHERS MAY ISSUE DETENTIONS!

- (1) Teachers issuing detentions must complete the Student Referral Form and give 24 Hour notice of detention dates. The form should be signed by the student and a copy sent to the office.
- (2) Detention times are 7:00 am -7:35 am and 2:45 pm-3:30 pm.
- (3) If a student misses an assigned detention, that student will receive a Saturday School.
- (4) Work Schedules or Extra-curricular Activities is not a valid reason for missing detention.
- (5) Detention students must provide their own transportation. Students will not be permitted to ride the School bus while serving the detention.

SUSPENSIONS

- (1) Students issued an out of school suspension are required to remain in their homes during school hours and are not to be on school property during the terms of the suspension. Any student seen on school property while on suspension will be reported to the police authorities as a trespasser.
- (2) ALL GRADED ASSIGNMENTS MISSED DUE TO SUSPENSION MUST BE COMPLETED. STUDENTS WHO REFUSE TO MAKE UP THE WORK WILL RECEIVE A GRADE OF (0)!
- (3) All referrals for disciplinary action shall be accumulative; that is, the disciplinary consequences will increase with each successive offense.
- (4) Any student who has been suspended three (3) times during the school year may receive written notification that the next suspendable offense may result in an expulsion hearing. The notice will also state the date and time a parent/legal guardian along with the principal will conduct a conference. Students will then be referred to the Juvenile Court as an incorrigible child case.

IN-SCHOOL SUSPENSION

Students assigned to In-School Suspension are to report to the High School no later than 7:35 a.m. Students will remain in ISS for the full day and complete work assigned by their classroom teachers. Assignments will be monitored by the ISS teacher. Students are not permitted to sleep, talk, or be disruptive. If behavior warrants, students will be assigned additional days of ISS. Students who arrive late will NOT be admitted to ISS; the ISS must be made up the following day.

CLASSROOM RULES

Students who violate the basic rules of the classroom teacher will receive detentions issued by the teacher or according to the Code of Conduct. **Students are to be respectful at all times to their teachers, support staff, and administrators and fellow students! DISRESPECT AND INSUBORDINATION WILL NOT BE TOLERATED!**

- 1) Students are to be in their assigned classroom before the bell rings. Talking should stop and attention given to the teacher.
- 2) Students are to give the teacher their complete attention during the class.
- 3) Teachers will distribute a course syllabus and class rules at the beginning of the term so that students will understand the purpose and direction of the class as well as what is expected of the student.

SCHOOL HALLWAYS

- (1) Three (3) minutes is the time allotted to change classes. Students are to proceed directly from one class to the next. **NO LOITERING IN THE HALLWAYS!**
- (2) No public display of affection is permitted in the building.
- (3) Students must have their planner with them and signed by a staff member to be in halls during classes.
- (4) Tardy slips to class will be issued by the office. If a student has a legitimate reason for being tardy, the student must obtain a pass from the teacher stating the reason for being late to class.
- (5) NO student is permitted outside the building during class change.
- (6) Cell phones/earbuds/headphones are not permitted in the hallways.

STUDY HALLS

Study halls are to be used for study/reading/homework. Therefore, the following rules must be followed while in study hall:

- (1) Students are to be in the assigned seats at the beginning of the period.
- (2) Students are to bring enough work with them to last the entire period.
- (3) There is to be **NO TALKING** without permission of the study hall teacher.
- (4) Students may go to the office, the guidance office, or the restroom after attendance has been taken and proper authorization is received from the study hall teacher.
- (5) Only one (1) student at a time will be released from study hall to go to the above mentioned areas.

CARE OF PROPERTY

Students are responsible for the care of their own property. The school will not be responsible for personal property. Damage to or loss of school equipment and facilities wastes taxpayer money and undermines the school program. Therefore, if a student does damage to or loses school property, the student and his/her parents or legal guardians will be responsible to make restitution to the school in the form of replacement or paying for damages sustained to the school by the student.

PERMANENT EXCLUSION

When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that he/she may never be permitted to return to school anywhere in the State of Ohio. A

permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes on the property of any Ohio School:

- (1) Any possession or involvement with a deadly weapon
- (2) Drug trafficking
- (3) Murder, manslaughter, assault or aggravated assault
- (4) Sexual offenses
- (5) Complicity in any of the above mentioned items

This process is formal and will usually follow an expulsion and the proper notification of the parent and the authorities. Weathersfield Local Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not applicable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action they should contact the principal.

ANTI- HAZING POLICY

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by any individual subjected to hazing does NOT lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately.

All hazing incidents shall be reported immediately to the superintendent. Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties according to Ohio Law.

SUBSTANCE ABUSE POLICY

Viewed from a school perspective, the Board of Education is committed to achieving an environment free of chemical abuse or dependency within our student body, our faculty and our employees. Efforts to eliminate the use of non-therapeutic drugs, alcohol and other harmful substances in the schools are based upon the beliefs that: (1) Schools have a responsibility to teach about the harmful effects of drugs and alcohol and (2) the use of drugs and alcohol leads to impairment of learning and behavior.

Disciplinary Procedure and Action for Chemical Abuse at Mineral Ridge High School

A student shall not possess, use, transmit, or show evidence of the unauthorized use of any narcotic drug, counterfeit controlled substance, hallucinogenic drugs, amphetamine, barbiturate, marijuana, steroids, alcoholic beverages, "look-alike" drug or intoxicant of any kind:

1. On school grounds
2. Off the school grounds at a school activity, function, or event.
3. Other than use of a drug authorized for that student by a medical prescription for a registered physician which has been registered and deposited with the school nurse or at any other time the student is within school district jurisdiction.

First Offense:

1. Immediate ten day out of school suspension, pending a complete professional assessment with a certified addiction counselor/physician or state licensed agency, conference with parents, Principal, and Guidance Counselor. All assessments shall be at the parents/guardians expense.

A recommendation for expulsion may result. Follow procedures as outlined in the Code of Conduct.

2. Up to five days of the 10 day out of school suspension may be waived upon completion of the professional assessment and the approval of the Principal as well as complying with the recommendations of the professional assessment.

3. Failure to comply with Step 1 within three school days may result in a recommendation for an expulsion.

Second Offense:

1. Immediate ten day out of school suspension with recommendation for expulsion. The student will lose all academic credit for the period of time during which the expulsion takes place. Re-admission into school will be determined by compliance with the recommendations of the agency and continued follow-up programs as prescribed. Follow procedures as outlined in the Code of Conduct.

HARRASSMENT, INTIMIDATION, BULLYING

The Board of Education recognizes that students have the right to learn in an environment untainted by sexual or other forms of harrassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile discriminatory or offensive learning environment disrupts the educational process.

As per ORC 3313.666: "harassment, intimidation, or bullying" means either of the following:

- (1) Any intentional written, verbal, physical, or electronic act that a student has exhibited toward another particular student more than once and the behavior both:
 - a. Causes mental or physical harm to the other student;
 - b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student
- (2) Violence within a dating relationship

Note: "electronic act" means an act committed through the use of a cellular phone, computer, pager, personal communication device or other electronic means

Students violating this policy may be subject to the disciplinary code of conduct established by the Weathersfield Local Schools Board of Education.

SEARCH AND SEIZURE

The Weathersfield Board of Education recognizes that the privacy of students and of their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board of Education and, in accordance with the law, may be the subject of a random search(s). Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. **THE BOARD OF EDUCATION DIRECTS THE BUILDING PRINCIPAL TO CONDUCT A ROUTINE INSPECTION OF ALL SUCH STORAGE SPACES!**

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles 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 the law or of school rules and regulations. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of the building.

The search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of a staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or others is immediately threatened.

The Board of Education also authorizes the use of canines, trained in detecting the presence of illegal drugs, weapons or chemicals etc. when the school authorities have reasonable suspicion that illegal drugs, weapons or chemicals may be present in the school. This means of detection shall be used only to determine the presence of drugs, weapons, or chemicals in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search.

USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS

Possession and/or use of electronic communications equipment by students, e.g. cell phone, iPad, tablet or any other web enabled device is a privilege that may be forfeited by any student who fails to abide the appropriate use contract with the district or otherwise engages in abuse of this privilege.

Unless approved by a supervising teacher and/or administrator, students are prohibited from using devices for personal communication use or having the device in "On" status as ready to receive any form of personal communication during the regularly scheduled school day. This includes and is not limited to lunch periods, study halls, and/or passing periods and/or any time administration deems appropriate.

Students may use electronic communications equipment in a manner for educational purposes only. Any device with camera or camera like technology may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms and any other areas where administration may deem inappropriate.

The Board of Education assumes NO responsibility for theft, loss, or damage to, or misuse or unauthorized use of electronic communication equipment brought onto district property.

The results of unauthorized use and/or violation of the appropriate use contract will be adhered to in the respective schools, board approved student handbook of the Weathersfield Local School system.

The Board of Education reserves the right to inspect electronic communications equipment as per Board Policy JFG.

BRING YOUR OWN DEVICE – STUDENT GUIDELINES

LOCATION	CELL PHONE
CLASSROOM	As directed by the teacher with the primary usage always relating to instruction
HOMEROOM	No
HALLWAYS	No
STUDYHALLS	As directed by the teacher with the primary usage always relating to instruction
LUNCH PERIOD	As directed by lunch monitors
MEDIA CENTER	As directed by the teacher with the primary usage always relating to instruction
RESTROOM	No
LOCKER ROOM	No
ASSEMBLIES	This prohibits the usage of mobile for voice communication in all school facilities and busing
NOTES	The regular school day begins upon entry to school building and ends at 2:40 PM.

*Consequences for inappropriate use may result in confiscation, detentions, or Suspensions as outlined in the Board Adopted Code of Conduct.

PART VI: DRESS CODE

The Weathersfield Local School District requires that students are properly groomed. Proper personal hygiene and proper attire will contribute to a positive learning environment. The responsibility primarily rests at home. The Weathersfield Local School Board anticipates that we will have the cooperation of both students and parents in our attempt to ensure a positive learning environment.

The following are the guidelines to be followed by the students. The Weathersfield Local School system is not limited to this list.

- (A) The dress code shall be in effect during the school day and for all school related functions unless specifically altered for a special occasion by the building principal.
- (B) Clothing must be clean and orderly, and students must wear appropriate footwear. Students are not permitted to come to school with bare feet. Socks or nylons should be worn at all times.
- (C) Students shall avoid extremes in appearance which are disruptive or distracting by which the reactions of other students are beyond normal control.
- (D) Appearance which, in the judgment of school officials, jeopardizes the health and safety of an individual or of the other students or which is injurious to school property cannot be tolerated.
- (E) In areas of organized activities where students publicly represent the school or one of its organizations, students will be required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Students unwilling to comply with these requirements will disqualify themselves from participation.
- (F) Students will be permitted to wear shorts provided the length is extended to the end of the fingertip.
- (G) **THE FOLLOWING ARE EXAMPLES OF ATTIRE UNFIT FOR SCHOOL FOR MALE AND FEMALE STUDENTS:**
 - *T-Shirts of the underwear style (NO SLEEVELESS SHIRTS of ANY Style)
 - *Any type of sleepwear, i.e. slippers, pajama pants
 - *Bare midriffs or bareback apparel
 - *Sunglasses (exception of prescription)
 - Sun Dresses
 - *Football Pants
 - *Pocket/Wallet Chains
 - *Yoga pants may be worn with appropriate finger tip length top
 - *No low-cut tops
 - *Cut-offs
 - *Halter Tops
 - *Worn out sweat pants/sweat shirts
 - *Unbuttoned shirts/blouses
 - *Transparent Clothing of any type
 - *Yoga Shorts/Spandex Short, etc.
- (H) Any skirt or dress must maintain a good sense of decorum; therefore, any high slits or excessively short or tight skirts or dresses are NOT permitted. Skirts and dresses must be fingertip length.

- (I) Clothing with obscene or inappropriate language or graphics and/or with alcohol, tobacco, or drug references is NOT permitted. **CLOTHING REPRESENTING ANY SCHOOL DISTRICT OTHER THAN THE WEATHERSFIELD SCHOOL DISTRICT IS NOT PERMITTED.**
- (J) Students are encouraged to wear appropriate dress slacks or jeans. Jeans/pants that drag on the floor/ground and/or expose the buttocks or underwear area are not permitted.
- (K) No headgear of any kind will be permitted in the building.
- (L) Outdoor coats and jackets are to be stored in the assigned areas. **THEY ARE NOT TO BE WORN TO CLASSES** except in an emergency situation as directed by the building principal.
- (M) Students are not to wear excessive, distracting, or otherwise inappropriate jewelry. * **NO VISIBLE BODY, FACIAL OR TONGUE PIERCING IS PERMITTED, WITH THE EXCEPTION OF EARS AND A SINGLE NOSE STUD OR SMALL HOOP. Extreme and/or excessive piercings are prohibited. (The administration reserves the right to the final approval of all piercings.)**
- (N) Boys are permitted to wear earrings, provided that they do not extend below the earlobes.
- (O) Dress at all school sponsored events and activities shall be at the discretion of the activity sponsor and/or principal. However, generally school dress is required when attending all school related activities.
- (P) **No** excessive make-up or hair coloring will be permitted.
- (Q) Hair is to be clean and neatly groomed for both boys and girls.
- (R) Facial hair is to be neatly groomed.
- (S) **No** shirts with cut or altered sleeves are to be worn.
- (T) **No** Flip/Flop, beach/shower sandals, slides or rubber sandals (crocs).
- (U) Shoes **must be** worn. Shoes **must have back support**, no slippers.
- (V) **No** facial graphics, i.e. stickers, face painting.

Students should understand that the above code contains the minimum standards for academic-related activities and extra-curricular activities. Any student in non-compliance with the code will be removed from the class/school activity until compliance is met. The period of time that the student is in non-compliance shall be classified as an unexcused absence.

THE BUILDING PRINCIPAL HAS THE FINAL JURISDICTION ON INTERPRETATION AND IMPLEMENTATION OF THE DRESS CODE!

PART VII: TRANSPORTATION

The Board of Education furnishes transportation in compliance with State law for all Weathersfield Local School District students. The bus schedules and routes are available by contacting the Bus Coordinator at (330) 505-4434.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended bus riding suspension and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

SCHOOL BUS REGULATIONS FOR STUDENTS

- (1) The bus driver is in full charge of the bus and must be obeyed at all times.
- (2) Immediately upon entering the bus, the students are to sit in their assigned seats, if assigned seats are given by the bus driver.
- (3) No student may stand up or move from seat to seat.
- (4) Windows are not to be adjusted without first obtaining permission from the bus driver.
- (5) Students are not to use indecent language at any time.
- (6) No student is to exit the bus until it has come to a complete stop.
- (7) Students are to be at their bus stop and standing in a single file line when the bus arrives. This procedure is also followed for afternoon dismissal.
- (8) Students are permitted to talk quietly to others sitting nearby.
- (9) Waste paper and rubbish are not to be dropped on the floor of the bus. A waste container is provided in the front of the bus.
- (10) Students are never to extend their arms or head out of the bus window. Throwing any object is not permissible.
- (11) No student is permitted to sit in the bus driver's seat.
- (12) Smoking, drinking, chewing gum or eating on the bus is prohibited!
- (13) No pushing or shoving on the bus.
- (14) No disrespect shall be shown to other students or the bus driver at any time.

VIOLATIONS TO BUS REGULATIONS:

FIRST OFFENSE:

- (1) Violations shall be reported immediately by the bus driver to the building principal. Student may receive discipline as outlined in the Code of Conduct.
- (2) Parents will be notified that any further misconduct may result in the student being denied the privilege of riding the bus for a determined length of time.

REPEATED OR SERIOUS MISCONDUCT:

Student will be refused the privilege of riding the bus for a definite length of time. The parents will be notified of such action by the principal.

- (1) Discipline may exceed denial of bus privileges.
- (2) Any further misconduct shall be resolved through the Superintendents office.

PLEASE NOTE:

Students are to ride their assigned bus and be dropped off at their assigned stop. They may ride another bus, or be dropped off at an alternate stop only with a parental note stating the reason for the request. A bus permit pass will be issued by the office for the student when they present the note from parent/legal guardian. **This procedure must be handled in the morning before first period.** Students who ride the bus are to board and exit the bus only at Mineral Ridge High School. Students are to exit the bus in the morning and report directly to the high school cafeteria. Students are not to loiter outside the building for any reason.

STUDENT WALKERS

If a student resides in the Mineral Ridge area and walks to Mineral Ridge High School the student should keep these points in mind:

- (1) Route 46 is very busy and students should exercise extreme caution when crossing.
- (2) Always walk on sidewalks and not the road.
- (3) Loitering on school property is not permitted. Students are to walk directly home following dismissal. Students who violate this rule will be subject to corrective action outlined in the Code of Conduct.
- (4) Students may enter the High School by the main entrance and report directly to the cafeteria.
- (5) Students are prohibited from using the access road to Church Street after school until all buses have passed.

CAR RIDERS

Students who are car riders to Mineral Ridge High School are to be dropped off and picked up at the gym entrance adjacent to the student parking lot. Signs are posted as to entrance and exit of this parking lot. Extreme caution should be followed when dropping off or picking up students.

DRIVING TO SCHOOL

Driving to school is a privilege enjoyed by students at Mineral Ridge High School. Please observe the following regulations in order that this privilege may continue. The driving privilege may be revoked at anytime.

- (1) Before driving to school, students must obtain a registration form, fill out and have the parent/legal guardian signature.
- (2) The registration form and PROOF OF INSURANCE CARD along with a \$20.00 fee for the parking sticker.
- (3) Upon return of the above mentioned items, a student will then be issued a parking permit. A separate permit is not necessary for each vehicle driven to school, however the registration form must include additional vehicles as well as displaying the parking sticker in the center rear view mirror of the front window,
- (4) Safety is our main concern. No excessive speeding or reckless operation on school property will be tolerated! You will automatically lose driving privileges for two (2) weeks for reckless operation or speeding! **Maximum speed on school property is 10 M.P.H.**
- (5) School buses and pedestrians have the right of way at all times.
- (6) Park correctly! Do not park sideways or at an angle. .

- (7) Exit your vehicle as soon as you park. NO LOITERING in the parking lot! Upon entering the parking lot immediately exit your vehicle and enter the building. Enter the building through the front doors by the main office only!
- (8) During the school day, NO STUDENTS WILL BE PERMITTED TO GO TO THEIR CAR! Bring all your school materials/money etc. with you in the morning!
- (9) Exit by Seaborn Street only! DO NOT EXIT BEHIND THE HIGH SCHOOL BY THE TEACHERS PARKING LOT AND DO NOT USE CHURCH STREET! ANY STUDENT WHO VIOLATES THE ABOVE RULES WILL BE SUBJECT TO SUSPENSION OF DRIVING PRIVILEGES!

NOTE: Any vehicle entering school property is subject to search by school authorities and law enforcement personnel working with them. Such searches may be conducted without warrant for any reasonable purpose. Search of a vehicle includes all compartments and components thereof. Once search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

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