

**WELCOME TO STEUBENVILLE BIG RED**  
**"Home of the Big Red"**  
**2005-2006**

Welcome to Steubenville High School, Home of the Big Red. The staff looks forward to working with you this year as you prepare for life after high school. We strive to provide a high quality education, which will enable you to be competitive as you enter the world of work or higher education. We stand ready to serve you toward this goal and attempt to provide a variety of programs to meet your needs. In order for you to be as successful as possible at our school you will need to understand what is expected of you. You are responsible for learning the rules, regulations and policies of Big Red that are outlined in this handbook. Please be sure to familiarize yourself and your parents or guardians with all of this information.

Administration:

Mr. Richard Ranallo, Superintendent  
Mr. Pete Basil, Asst. Superintendent

High School:

Mr. Michael McVey, Principal/Asst. Superintendent  
Mr. Shawn Crosier, Assistant Principal  
Mrs. Diane Freeman, Principal's Secretary  
Mrs. Karen Morrison, Main Office Secretary

Guidance Counselors:

Mrs. Sharon Travis  
Mr. Lee Gillison  
Mrs. Nancy Shuster  
Mrs. Michelle Rawson, Guidance Secretary

Athletics:

Mr. Fred Heatherington, Athletic Director  
Mrs. Susan Vogagis, Athletic Secretary

Regular Schedules:

Early Lunch:		Late Lunch:	
Per. 1	8:00-8:42	Per. 1	8:00-8:42
Per. 2	8:45-9:27	Per. 2	8:45-9:27
Per. 3	9:30-10:12	Per. 3	9:30-10:12
Per. 4	10:15-10:57	Per. 4	10:15-10:57
LUNCH	11:00-11:27	Per. 5	11:00-11:42
Per. 5	11:30-12:12	LUNCH	11:45-12:12
Per. 6	12:15-12:57	Per. 6	12:15-12:57
Per. 7	1:00-1:42	Per. 7	1:00-1:42
Per. 8	1:45-2:30	Per. 8	1:45-2:30

Students who have fifth (5) period class in the basement or on the first floor will follow the late lunch schedule. Students who have fifth (5) period class on the second and third floor will follow the early lunch schedule.

### Guidance Office

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

Mrs. Sharon Travis	Students A - L
Mr. Lee Gillison	Students M - Z
Mrs. Nancy Shuster	University Scholars

### Graduation Requirements

In order to graduate from Steubenville High School a student must meet the minimum standards set by the State of Ohio and the Steubenville City Board of Education. The minimum requirements to graduate from Steubenville High School are:

#### **Completion of at least 22 credits for seniors include:**

-4 credits English	-3 credits Math
-3 credits Social Studies	-3 credits Science
-1 credit Health	-1 credit Phys. Ed
-6 credits Electives	-1 credit Business, Fine Arts or Computers

### Lockers

The lockers at Steubenville High School are school property with no expectation of privacy subject to search at any time. Every student will receive a locker from his or her fifth period teacher. Students are not permitted to share lockers with others and must make sure that they have a combination lock on their locker to secure their belongings. The combination to the lock must be given to the student's fifth period teacher. Students are responsible for anything lost or stolen from their lockers.

### Schedule Changes

Schedule changes will be made only for students who do not have a complete schedule, do not meet minimum requirements or did not get all required courses requested. No schedule changes will be made for change of electives, to change teachers or to change times of classes. Adjustments to schedules due to conflicts, failures, class closeouts or human error will be made during the first 10 days of the school year. All students are required to carry a minimum of 6 credits a year.

### Grading Policy

The Board of Education believes that establishing academic standards, evaluating student work and reporting student progress is the responsibility of the teacher. In doing so the teacher must insure reasonable validity and fairness and have records to support the grades issued. Student achievement will be reported using the following grades:

<b>A</b> Excellent	<b>D</b> Below average
<b>B</b> Above Average	<b>F</b> Failing
<b>C</b> Average	<b>I</b> Incomplete

Grades or progress reports will be assigned for each of the grading periods and exams will be calculated for semester and final averages. Progress reports will be issued approximately midway through each grading period. These reports may request a parental conference for the purpose of outlining sequential methods and practices that will help the student to experience success. If the progress report is not successful in changing the student's performance, parent conferences with the student, assistant principal and guidance counselors may be employed to try to help the student.

### Honor Roll

Students who accumulate a 3.0 grade point average for a semester period and have at least five classes will be considered "honor students" and will be placed on the honor roll.

### Scholarship Recognition

The student(s) who completes the four-year high school curriculum and has the highest average for the first seven semesters of all the students graduating in that class is named the valedictorian. The student(s) with the second highest average is named the salutatorian.

### College Scholarships

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

- \* Scholastic record in school
- \* Leadership characteristics as noted through school participation
- \* Financial need

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

scholarships and donors have also given funds for specific types of students for other local scholarships.

#### Academic Awards Banquet

At the conclusion of the year the faculty and administration host an academic awards banquet to honor those students who have achieved honors in the various phases of curriculum, government, activities, etc. The awards are chosen by the faculty, administration and community, and represent every level of academic achievement. Both students and parents are honored for their dedication to their school.

#### Work Permits

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

#### Lunch Policy

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

When leaving the building for lunch seniors may only exit the doors to the new addition.

It may be necessary to show a student ID to the teacher on duty. When returning back from lunch, seniors must enter through these same doors.

#### Student Activities

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

Athletics:

Baseball	Mr. Fred Heatherington
Basketball (Boys)	Mr. Mark Masloski
Basketball (Girls)	Miss Angie Forte
Cheering	Mrs. Terry Kittle
Football	Mr. Reno Saccoccia
Golf	Mr. Joseph Biasi
Soccer (Boys)	Mr. Brian Scarpone
Soccer (Girls)	Miss Nicole rose
Softball	Mr. Don Reeves
Swimming	Mr. Gus DiMarzio
Tennis	Mr. Charles Kokiko
Track	Mr. Ted Gorman
Volleyball	Mrs. Suzanne Allen
Wrestling	TBA

Music/Art

A Capella Choir	Mr. Scott Wolodkin
Band	Mr. Scott Wolfe
Drama Club	Mr. Scott Wolodkin
Jazz Band	Mr. Scott Wolfe
Majorettes	Mr. Scott Wolfe
Orchestra	Mr. Ethan Howard
Show Choir	Mr. Scott Wolodkin
Thespian	Mr. Scott Wolodkin

Student Activities/ Clubs

Academic Letter	Mrs. Nancy Shuster
Nat'l. Honor Society	Mrs. Nancy Shuster
Beta Club	Mrs. Nancy Shuster
Beacon Staff	TBA
French Club	Mrs. Barbara Zori
Key Club	Mr. Ross Ivkovich Mr. Nick Hanle
Nike Club	Mrs. Julie Blanton
Peer Tutoring	Mrs. Sharon Travis
Pep Club	Kim Masloski
SADD	Mrs. Romaine Turrentine
Spanish Club	Mrs. Pam Ferguson
Student Senate	Mr. Roger Micker
Yearbook Staff	Mr. Edsel Emery

Policies and Procedures

Every student should realize that a successful organization needs rules and regulations, and that the acceptance of these rules and regulations is necessary if the organization is to achieve its stated objectives. Policies and procedures at Steubenville High School have been developed to provide efficient movement and conduct of students while under school jurisdiction so that every student can enjoy a school climate favorable to learning. It is not our desire to impose punishment, however, certain controls are in place to help us insure that every student

can exercise his or her right to a quality education. Steubenville City Schools may obtain photographs, digitized images, video, and voice recordings of students for educational and informational purposes. Such media and all subsequent uses of media, including publications, presentations, web sites, videos, and multimedia productions, become the property of Steubenville City Schools and may be disseminated to the public via appropriate media channels. Parents or guardians have the right to opt out of this policy for their student by submitting a written notification to Steubenville City Schools.

#### Attendance Policies and Procedures

The purpose of this policy is to give meaning to regular attendance. Section 3321.04 of the Ohio Revised Code states that every parent, guardian or other person having charge of any child of compulsory school age must send such child to a school, which conforms to the minimum standard prescribed by the state board of education, for the full time that school is in session. The statutes governing school attendance are very specific and leave specific guidelines to school authorities for regulation of school attendance. There are occasions when it will become necessary to take disciplinary measures against students, which will result in students not being present (See the misconduct code). Days missed due to suspension will be weighed against days missed due to other reasons. This will be done on a case-by-case basis.

#### Absences

Excused absences from school can be for the following reasons:

\*Personal illness

\*Death in the family

\*Serious illness in the family

Absence for any other reason shall occur only after arrangements have been made with the principal's office. All absences must be confirmed by a phone call from a parent or guardian each day (except for known cases of extended illness). Failure to call the office will result in the absence being treated as unexcused. Please call the main office (282-9741) before 9:00 a.m.

#### Leaving the Building

When a student enters the building the student is under the jurisdiction of the school until the end of the day. If a student leaves the building during the day, except for outside lunch privileges, he must obtain an excuse in the office. Students are expected to arrange doctor appointments during study hall and lunch periods only. Appointments during school time are discouraged and are subject to review by the administration. If the student has an appointment with a doctor or dentist or if he/she needs to be excused for any other valid reason during the school

day, a note written by the parent or guardian is required. This note, which is to be given to Mrs. Morrison in the main office between 7:30 - 7:50 a.m. on the day of the absence, should indicate the reason for the absence, time and date. No phone calls will be accepted for special excuses except for emergencies. If you have not followed this procedure or become ill during the school day and need to leave school, you must check out with the assistant principal to be excused. This includes illness during the student's lunchtime. These cases will be handled on an individual basis with the proof of illness being left up to the student and guardian. Failure to check out is considered an unexcused absence and will result in a zero for class work for the day as well as disciplinary action according to the behavior code.

#### Unexcused Absences

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

#### Attendance versus Grades

The Steubenville Board of Education has established guidelines for students when assigning grades to students whose absences have been excessive. The following applies to the board guidelines;

TEN DAYS of absence in one nine weeks period results in a grade of "F" for the nine weeks

TWENTY DAYS of absence in one semester will result in a grade of "F" for that semester

FORTY DAYS of absence in one year will result in a grade of "F" for the year if the course is an all year course. The above absences include both excused and unexcused absences. The policy provides for an individual review in case of hospitalization or doctor's verification of extended absence. Make up work will be of prime consideration in such cases. Teachers will notify parents when a student misses five days in a nine-week period.

#### Make Up Work

Make up work due as a result of normal absences (illness, doctor's appointments, etc.) is the responsibility of the student. The completion of make up work will be a major consideration in assignment of grades when absences are a factor. Students will have five (5) days to make up the work.

#### Vacations

The school realizes that parents and students are sometimes confronted with planned absences or

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

#### Doctors Excuses

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

#### Tardiness

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

#### Early Dismissal

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

##### For Work:

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

For daytime post secondary option:

1. Be a senior and receive permission from the principal.
  2. Meet minimum requirements for graduation from Steubenville High School
  3. Must carry a minimum of 6 credits at the high school
- \*\* Nighttime post-secondary option requires only that the student adhere to #3 above.

Exceptional Cases:

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

Visitors

The school policy is to welcome only visitors who have legitimate business to attend to at the high school. Guests and visitors must report to the main office for authorization before proceeding through the school. Visitors are expected to leave promptly once their business has been completed. **STUDENTS ARE NOT ALLOWED TO BRING GUESTS TO THE SCHOOL WITH THEM.**

Emergency Procedures

**Fire Drills** - A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When a fire alarm sounds, students will immediately stand and form a row of two as they leave the room. No one is to pass another or break the line of March. Running is not permitted. The first student to reach the outside doors is to hold it open until all have left the building. Students are not permitted to talk during a drill. They should remain at least 50 feet away from the building until the signal is given to re-enter the building.

**Tornado Drills** - Tornado Alarm Procedures are posted in each classroom. During tornado drills students do not leave the building. Classes have specific locations during these drills. *A tornado alarm will be given in two stages:*

**Stage One - TORNADO ALERT** - Two blasts of an air horn (repeated). All classes will empty into the hallway nearest their location.

**Stage Two - TORNADO WARNING** - Three blasts of an air horn (repeated). All classes will follow specific directions to their designated location. These are posted on the bulletin board in each classroom.

All Electronic Devices

Radios, tape players, CD players, pagers, cellular phones and other electronic devices, etc. are not to be brought to the school without permission of the principal or assistant principal. Devices will be confiscated and not returned until the end of the semester or until

parent/guardian makes contact with the assistant principal and disciplinary action is taken.

#### Eating in the Classroom

No food or beverages are permitted in the classroom at any time. The principal must approve all parties. Violation of this rule will result in disciplinary action.

#### Cheating

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

The teacher will discuss the incident with the student and then send him to see a guidance counselor.

The teacher will inform the parents of the facts concerning the dishonesty on the part of the student.

The minimum penalty for cheating is a zero for work covered by the test or assignment.

#### Care of School Property

It is the responsibility of all students. Students should do their part in keeping the building neat and orderly. If a student writes on or damages a locker, wall, or any other school property, he shall pay to cover the cost of repair or replacement. Work in kind will be acceptable if appropriate. Students owing any obligation in this area will have credit held until all obligations are met. Reasonableness will be a general rule in this area.

#### Dress and Grooming Code

Students must wear appropriate clothing and footwear at all times. Student clothing and appearance must be appropriate for the educational climate and should not create a safety hazard or distraction to the educational process. The following is a generalized list of expectations:

- No torn or cut pants, shirts or shorts
- No "Flip Flop" shoes
- No sunglasses unless prescribed by a doctor
- No see through or revealing clothing
- Shorts are permitted but must be at least mid thigh in length
- No muscle shirts, tank tops or midriffs tops
- Pants must be worn at waist and neither undergarments nor body should be exposed
- No sagging pants allowed at any time.
- No long T-Shirts/shirts must be tucked in or meet the waist line
- No spandex outfits
- No clothing with writing or attached symbols that is obscene, vulgar, suggestive, or that promotes items, products or services that violates school policies or regulations.

- No hats are to be worn or carried inside the building.
- Bandannas are not permitted in the building,
- Hairstyles must be neat and clean with no alternative hairstyles permitted. (Administrative discretion will be applied)
- No key chains, wallet chains or any jewelry that can be used as a weapon or other item that may cause harm to other students is permissible.  
(Administrative discretion will be applied)

Rules specific to boys:

- Shirts are to be worn so that the torso is not exposed below the neckline.
- No sagging pants

Rules specific to girls:

- No halter-tops, halter dresses, low cut tops or low cut dresses.
- Length of shorts, skirts and dresses will be determined by student's height. Student's will need to leave shorts, skirts and dresses long enough to extend past their arm length while standing straight and arms extended toward the knee.

**Any violation of the dress code could result in confiscation of items, request of student to change clothing or correct violation of the policy, notification of parent or disciplinary action.** Any items that are confiscated will be returned at the end of the semester or after parent contact. Specific cases not included in this list are at the discretion of the principal or assistant principal.

#### Anti-Hazing Policy

It is the policy of the Steubenville City Board of Education and School District that hazing activities of any types are inconsistent with the education process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage permit, condone, or tolerate any hazing activities. No planning, encouraging, or engaging in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Administrators, faculty member, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing or planning 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 in accordance with Ohio law. The contents of this policy shall be distributed in writing to all students and school district employees following its official adoption by the Board of Education. In addition, this policy shall be incorporated into building, staff, and student handbooks, and shall be the subject of discussion at employee staff meetings or in-service programs.

#### Drug and Drug Abuse Policy

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

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

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

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

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

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

Section 295.37 ORC states:

A. No person shall knowingly possess any counterfeit controlled substance.

B. No person shall knowingly make, sell, and offer to sell, or deliver any substance that he knows is a counterfeit controlled substance.

C. No person shall directly or indirectly represent a counterfeit controlled substance by describing its effects as the physical or psychological effects associated with use of a controlled substance.

D. No person shall directly or indirectly falsely represent a counterfeit controlled substance.

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

STUDENTS WHO NEED TO TAKE PRESCRIPTION OR

NON-PRESCRIPTION MEDICINE MUST LEAVE THE MEDICINE IN THE MAIN OFFICE WITH MRS. FREEMAN AND COME TO THE OFFICE TO TAKE THE MEDICATION.

#### Corporal Punishment Policy

Corporal punishment shall be administered only as a last resort, with a witness and the school administration shall cause a record of such punishment to be established. During the first three weeks of each school year, parents or guardians of students in the Steubenville City Schools as well as parents or guardians of new enrollees during the school year, shall be notified of this policy and be made aware that they can have their child exempted from the use of corporal punishment. Parents or guardians shall make their wish to exempt their child from any application of corporal punishment known to the building principal in writing.

#### Discipline Policy and Code of Conduct Rationale

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

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

#### Disciplinary Consequences

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

Types of consequences include:

1. Verbal reprimand
2. Restriction or removal of privileges
3. Assigned detentions
4. Parental contact by phone, letter, or conference
5. Withholding of transcripts (when money, materials, and or property are unaccounted for)
6. Assignment of other comparable, acceptable, and fair consequences
7. Assignment of in-school or out-of-school suspension
8. Expulsion from school
9. Removal of student from activity, class or school

10. Requiring restitution
11. Notification of police when criminal or civil violations occur
12. Referral of student to court

Student Conduct System, Disciplinary Code  
and Behavior Code  
*Student Conduct System*

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

Definition of important terms involved in the student conduct system:

**MINOR VIOLATIONS-**

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

**MAJOR VIOLATIONS-**

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

**LEGAL OFFENSES-**

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

**DISCIPLINE REPORT-**

Written report to the office of a violation of the discipline code.

**TIME OUT-**

An in school suspension ranging from one period to five days at a time will be given. In time out, the student is isolated from his classmates and has strict behavior rules to follow. Each student placed in time out will be given a copy of these rules to read through and will sign that they have been given this opportunity to read the rules. If a student violates the time out rules in time out he or she will be suspended from school. Students in time out will have the opportunity to receive credit for work done while in time out under direction of the time out teacher. A pupil in time out is eligible for after school activities.

**SATURDAY SCHOOL-**

Alternative disciplinary measures for students who have violated rules that are only harmful to their own educational process will be given. Students who receive Saturday school as punishment will be required to attend school on Saturday morning from 9:00 A.M. to noon. Saturday school serves as an effective form of discipline while at the same time it enables students who have

violated school policy to stay in the classroom and not miss out on in class work. Students placed in Saturday school will be given a copy of the rules to read through. If a student violates these rules or fails to attend an assigned Saturday school he or she will be suspended from school.

#### SUSPENSION-

Temporary removal from the total educational program and facility will be administered. Suspensions are invoked by the principal or assistant principal and may be for a period of one to ten days. Suspended students will receive an automatic zero for all work missed during the suspension and will not be permitted to participate in any school functions or activities. Students who receive suspensions are not permitted on school grounds.

#### EXPULSION-

Permanent removal from the total educational program will be given. The Superintendent of Schools at his/her discretion can only invoke expulsions. Many suspensions may lead to expulsion

### Disciplinary Code

The discipline code at SHS is progressive from the start of the school year. Repeated violations of the code could result in suspension or expulsion.

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

### 1. Major Violations

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

1.02 Damage to private property- a student shall not cause or attempt to cause damage to private property in school premises or at any school activity on or off school grounds. Violation will result in a suspension from 3 to 10 days and pay for damage.

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

1.04 Disrespect to school personnel- Students will not show disrespect to school personnel by action, attitude or word. Discipline will be treated as a classroom disruption on the behavior code.

1.05 Disruption of school-A student shall not by use of violence, force, coercion, threat, harassment or repeated violations of code cause material disruption or obstruction of the educational process, including all curricular or

extracurricular activities. Violation will result in a suspension from 3 to 10 days and possible expulsion.

1.06 Fighting - Any form of undesired touching of another person, including but not limited to, slapping, pushing, punching and kicking. Violation will result in a suspension from 5 to 10 days and possible expulsion.

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

1.08 Hazing- Defined under policy and procedures. Violation will result in a suspension from 3 to 10 days and possible expulsion.

1.09 Insubordination-A student shall not disregard or refuse to obey reasonable directives given by school personnel. Discipline will be treated as a classroom disruption on the behavior code unless an administrator is required to effect removal of the student. In this case, the discipline will be suspension.

1.10 Misconduct at extracurricular activities-Students shall not act inappropriately at extracurricular activities. This includes but is not limited to, fighting, jeering, disrespect or inappropriate language. Violations may result in a suspension, removal from the activity and/or denial of entry at further events

1.11 Possession of a weapon-A student shall not possess, handle, transmit or conceal any object, which might be considered a weapon or instrument of violence. This includes but is not limited to, guns, knives, sharp instruments, firecrackers, brass knuckles, chemicals, mace and gasses. Violation will result in a suspension up to 10 days, possible expulsion and/or referral to Civil Authorities.

1.12 Sale, intent to sell, possession or use of drugs or alcohol- this list also includes counterfeit controlled substances and drug paraphernalia. See drug and drug abuse policy under policy and procedure. Violation will result in a suspension up to 10 days, possible expulsion and/or referral to Civil Authorities.

1.13 Theft of any item or personal property shall result in a three (3) to ten (10) day suspension.

## 2 Minor Violations

- 2.01 Cheating-Defined and discipline listed under policy and procedure.
- 2.02 Disruption of class, halls, cafeteria, auditorium or study hall-A student shall not disrupt the learning environment of others. See Behavior Code for disciplinary action.
- 2.03 Dress code- Defined and discipline listed under policy and procedure.
- 2.04 Eating in class- Defined and discipline listed under policy and procedure.
- 2.05 Forgery-Students may not sign or initialize any notes, slips, letters or documents. Violations may result in a suspension or expulsion.
- 2.06 Failure to serve detention- Students shall not fail to serve detentions for staff or administration. See Behavior Code for disciplinary action.
- 2.07 Failure to report to office for discipline-Students must report to the office when sent by a faculty member for disciplinary action. Failure to do so will result in a suspension.
- 2.08 Gambling-Students may not be involved in any activity in which the student makes monetary or property gain from another individual. Violations may result in a suspension.
- 2.09 Interference with investigative procedure-Students shall not fail to tell the truth or physically attempt to prevent the apprehension of another person. Violations may result in a suspension
- 2.10 Loitering-Students are not permitted to hang out in restrooms or hallways before, during or after school. See Behavior Code for disciplinary action.
- 2.11 Look out-Students may not serve as a look out for person(s) violating rules. Violations will result in 3 days time out.
- 2.12 Lost and Found-Any item found by a student must be returned to the office. Failure to do so may result in a suspension.
- 2.13 Printed/Posted materials- Defined and discipline listed under policy and procedure.
- 2.14 Playing cards-Students are not permitted to play cards in school. Discipline treated as a classroom disruption and cards will be confiscated.
- 2.15 Possession of radios/electronic devices- Defined and discipline listed under policy and procedure.
- 2.16 Refusal of or failure to attend time out- Students may not refuse time out as a form of punishment. Refusal of time out is considered failure to follow reasonable directive and will result in a suspension
- 2.17 Refusal of or failure to attend Saturday school-Students may not refuse Saturday school as a form of punishment. Refusal of Saturday school is considered failure to follow a reasonable directive and will result in a suspension
- 2.18 Skipping or cutting class-Students must be in assigned classes, homerooms, study halls, etc. during times when they are supposed to be there. No student is to be absent from these areas without permission from party responsible. See Behavior Code for disciplinary action.

2.19 Smoking on school property-Students are not permitted to smoke in the school building or on school property. This rule finds adequate justification from the standpoint of safety, as well as current health information. There are also state laws pertaining to cigarettes and minors. Violations will result in a suspension up to 10 days.

2.20 Tardiness-Tardiness applies to late arrival to school or class. A record of student tardiness will be kept in the main office and time out room. We understand that there may be circumstances where tardiness to school is unavoidable, so therefore students are granted four tardies to school without penalty. Tardiness will only be excused for doctor's appointment, which will require an excuse. See Behavior Code for disciplinary action.

2.21 Truancy-A student absent from class for a minimum of three periods of the school day unexcused is considered truant. Truant students will be handled on a case-by-case basis. If school disciplinary measures are ineffective, referral to juvenile court may become the best alternative. See Behavior code for disciplinary action.

2.22 Unauthorized departure from school grounds (including lunchtime)-Defined under policy and procedure. Discipline treated as truancy in Behavior Code.

2.23 Unauthorized in halls (no hall pass)-Defined under policy and procedure. Discipline treated as loitering in Behavior Code.

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

2.25 Violation of time out rules- Defined and discipline listed under student conduct system.

2.26 Violation of Saturday school rules- Defined and discipline listed under student conduct system.

2.27 Violation of Students parking in Teachers and Visitors Lot - Students will be asked to move their vehicle from the teachers lot, failure to follow this rule will result in a notification to the parent or guardian and could result in a detention or revoke students parking privileges at the high school. Teacher parking lot will be monitored at all times. **STUDENT PARKING IS AVAILABLE ON THE SOUTH SIDE OF THE HIGH SCHOOL APPROXIMATELY 1/2 BLOCK AWAY. PLEASE USE THIS FACILITY. Student parking is a Privilege.**

#### Behavior Code

**TARDINESS TO SCHOOL: (8:00 AM to 8:20 AM will be considered a tardy, but after 8:20 AM will be considered a cut and student will be sent to TIME OUT.**

1<sup>st</sup> - 3<sup>rd</sup> No disciplinary action.  
4<sup>th</sup> -7<sup>th</sup> One (1) hour detention.

8<sup>th</sup> One Saturday School.  
9<sup>th</sup> Two (2) Saturday Schools

10 <sup>th</sup>	Two (2) Saturday Schools
11 <sup>th</sup>	Three (3) Day Suspension.
12 <sup>th</sup>	Two (2) Saturday Schools
13 <sup>th</sup> +	Five (5) Day Suspension

Tardiness to Class (Other than 1<sup>st</sup> Period)

1st-3rd	Teacher assigns detention
4th	Teacher assigns detention & notifies guardians
5th-6th	Office assigns 1-hr detention
7th-more	Treated as class disruption

Class Disruptions:

1 <sup>st</sup>	Two (2) Days Time Out during period sent
2 <sup>nd</sup>	Three (3) Days Time Out during period sent
3 <sup>rd</sup>	Two (2) Days time Out
4 <sup>th</sup>	Three (3) Days Time Out
5 <sup>th</sup>	Three (3) Day Suspension
6 <sup>th</sup>	Five (5) Day Suspension
7 <sup>th</sup>	Ten (10) Day Suspension

Truancy:

1 <sup>st</sup>	One (1) Day Saturday school
2 <sup>nd</sup>	Two (2) Days Saturday school
3 <sup>rd</sup>	Three (3) Days Saturday School
4 <sup>th</sup>	Three (3) Day Suspension
5 <sup>th</sup>	Five (5) Day Suspension
6 <sup>th</sup>	Ten (10) Day Suspension

Loitering:

1st – 3 <sup>rd</sup>	One (1) Hour Detention
4 <sup>th</sup>	Three (3) Days Time Out
5 <sup>th</sup>	Five (5) Days Time Out
6 <sup>th</sup>	Three (3) Day Suspension
7 <sup>th</sup>	Five (5) Day Suspension
8 <sup>th</sup>	Ten (10) Day Suspension

Missed Detention (20 minute):

1 <sup>st</sup> – 2 <sup>nd</sup>	One (1) after school detention
3 <sup>rd</sup>	One (1) Day Saturday School
4 <sup>th</sup>	Two (2) Days Saturday School
5 <sup>th</sup>	Three (3) Day Suspension
6 <sup>th</sup>	Five (5) Day Suspension
7 <sup>th</sup>	Ten (10) Day Suspension

Missed Detention (1 hr):

1 <sup>st</sup> -2 <sup>nd</sup>	One (1) Day Saturday School
3 <sup>rd</sup>	Two (2) Days Saturday School
4 <sup>th</sup>	Three (3) Days Saturday School

5 <sup>th</sup>	Three (3) Day Suspension
6 <sup>th</sup>	Five (5) Day Suspension
7 <sup>th</sup>	Ten (10) Day Suspension

Cutting Classes:

1 <sup>st</sup> – 3 <sup>rd</sup>	One (1) Hour after School Detention
4 <sup>th</sup>	One (1) Hour after School Detention (Parent Notification)
5 <sup>th</sup>	One (1) Day Saturday School
6 <sup>th</sup>	Two (2) Days Saturday School
7 <sup>th</sup>	Three (3) Day Suspension
8 <sup>th</sup>	Five (5) Day Suspension
9 <sup>th</sup>	Ten (10) Day Suspension