

STUDENT HANDBOOK 2016-2017

WELCOME TO RAVENNA HIGH SCHOOL

Dear Student,

On behalf of the staff, we take pleasure in welcoming you to Ravenna High School. This Student Handbook is published so that all students of Ravenna High School may have a ready reference to information that is necessary for an understanding of the daily expectations of our school. It is essential that all students read the information contained in this handbook so there may be as few misunderstandings as possible. It is also strongly suggested that students share the information in this handbook with their parents. When this information does not provide you with the information that you need, you should contact your principal, assistant principal, athletic director, counselor, or a teacher for help.

With Raven Pride,

The Administration

Mrs. Beth Coleman, Principal
Ms. JaCari Parks, Assistant Principal
Mr. Jeremy Rothstein, Assistant Principal
Mr. Jim Lunardi, Athletic Director
The Staff of Ravenna High School

Board of Education

Mrs. Debbie Davison
Mrs. Pamela Nation-Calhoun
Mrs. Joan Seman
Mr. Mike Tontimonia
Mr. Michael Wisniewski
The school board meets the 4th Monday of each month.
Please call 330-296-9679 for the location of the meeting.

District Administrators

Mr. Dennis Honkala, Superintendent
Mr. Ben Ribelin, Director of Teaching and Learning, K-5
Mrs. Susan Huth - Director of Teaching and Learning, 6-12
Mr. Phillip Butto, Treasurer
Mr. Stephen York, Director of Technology
Miss Jessica Scheeser, Director of Special Services
Mr. William Wisniewski, Director of Business Operations
Mrs. Jeanie Knapp, Coordinator of Transportation

FORWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents/guardians may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Any student, regardless of age, must abide by the rules and regulations as adopted by the Ravenna Board of Education and Administration. The policies and regulations outlined in this handbook were approved and adopted by the Board of Education and carry legal status as determined by state statute.

CIVIL RIGHTS COMPLIANCE/NONDISCRIMINATION

The Ravenna School District holds the policy of providing 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 religion, race, color, national origin, sex, disability, military status, ancestry, or age can file a formal complaint in writing, to the school district's compliance officer listed below:

Mr. Ben Ribelin
Director of Teaching and Learning, K-5
330-296-9679, ext. 3103

The complaint will be investigated and a response, in writing, will be given to the concerned person within seven (7) school days. The compliance officer can provide additional information concerning access to equal education opportunity. Any person may also contact the Assistant Secretary of Civil Rights, U. S. Department of Education, regarding this institution's compliance with the regulations implementing Title VI, Title IX, and Section 504. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

DISTRICT COPYRIGHT COMPLIANCE OFFICER

The Ravenna School District enforces current copyright laws. Anyone wishing to make a formal complaint may do so in writing to the school district's compliance officer listed below:

Mr. Stephen York
Director of Technology
330-296-9679, ext. 3110

Daily Bell Schedule

Period 1	7:15 - 8:00
Period 2	8:04 - 8:49
Period 3	8:53 - 9:38
Announcements	9:38 - 9:42
Raven Pride Time	9:46 - 10:25
Period 4 (lunch)	10:29 - 10:59
Period 5	11:03 - 11:14
Period 6 (lunch)	11:18 - 11:48
Period 7	11:52 - 12:03
Period 8 (lunch)	12:07 - 12:37
Period 9	12:41 - 1:26
Period 10	1:30 - 2:15

Assembly Schedule

Period 1	7:15 - 8:00
Period 2	8:04 - 8:49
Period 3	8:53 - 9:38
Announcements	9:38 - 9:42
Period 9	9:46 - 10:25
Period 4 (lunch)	10:29 - 10:59
Period 5	11:03 - 11:14
Period 6 (lunch)	11:18 - 11:48
Period 7	11:52 - 12:03
Period 8 (lunch)	12:07 - 12:37
Period 10	12:41 - 1:26
Assembly	1:30 - 2:15

SCHEDULE 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 should be handled through the School Counseling Department. Please note that some courses may be denied because of available space or the need to take prerequisites. All students are required to follow their schedules.

EDUCATIONAL OPTIONS

The Ravenna School District provides several different opportunities for educational credit to be awarded for non-traditional education programs. All district and school policies must be followed and all educational option programs must be approved by the Ravenna High School administrator. Listed below are various options for students.

CREDIT FLEXIBILITY

Credit flexibility options are designed to broaden the scope of curricular options available to students, increase the depth of study available for a particular subject and tailor the learning time or conditions needed to complete learning for individual students. Credit flexibility expands the educational options previously available. Credit flexibility options are designed for students who can demonstrate the ability, interest, and maturity to accept personal responsibility for their learning in a selected curricular area. High school students can earn credit by:

- Completing traditional coursework in the classroom
- Testing out of or demonstrating mastery of course content: or
- Pursuing one or more "educational options" (e.g. distance learning, online learning, educational travel, independent study, an internship, music, arts, after school/tutorial program, community service or engagement project, or sports).

For information regarding credit flexibility options and the application/approval process, *please contact your school counseling department and see forms on district website.* Specific deadlines apply.

COLLEGE CREDIT PLUS AT RAVENNA HIGH SCHOOL

College Credit Plus (CCP) at Ravenna High School allows students to earn both Ravenna High School credit and college credit for courses taken at Ravenna High School. All courses offered through CCP, even courses offered here at the high school, are the same courses that the college offers. As part of the CCP program, students are required to follow all application procedures and meet the standards set forth by the college or university for enrollment. *See the school counseling department for an informational packet. Strict deadlines apply.*

COLLEGE CREDIT PLUS AT COLLEGE OR UNIVERSITY

The CCP program allows qualified high school students to take classes at colleges on a full-time or part-time basis. To be eligible to participate, students must complete an application for Ravenna High School as well as their college of choice. In addition, students must meet the admission standards set forth by the college or university to be enrolled, which include grade point averages and ACT score requirements. Students enrolled in the CCP program, full-time, will not be included in the Ravenna High School Honor Roll process the first and third nine weeks. CCP students may earn honor roll status the second and fourth nine weeks. Part-time CCP students must take a combination of five (5) classes between the University and RHS. To be considered full-time CCP students, 13 college level credits per semester must be taken. Students in the CCP program may opt to enroll in Dual-Credit classes at RHS. Students have the opportunity to take KSU classes at RHS and earn both high school and college credit. Student athletes are also required to obtain evidence from their professors that they are passing at the end of each high school grading period. *See the school counseling department for an information packet. Strict deadlines apply.*

GRADES/EARNING CREDIT

Ravenna High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which a student has acquired the necessary learning. In general, students are assigned grades based upon test results (assessments), homework, and projects. Grades are determined as follows:

1. Assessments will count for 80% of a student's grade. Homework, in-class work, or other assignments determined by the teacher, but not considered assessments, will count for 20% of the grade.
2. Students will have five days to take a late test or complete a late project. After 5 days, the grade entered shall be an "F". Students will have one day to submit late homework assignments.
3. Every teacher will administer a final first and second semester assessment during the established Final Exam Schedule. Required components shall be:
 - Will be common within content areas
 - Will include short answer and extended responses (if a paper and pencil test)
 - Will utilize a common rubric
4. Final Assessments can be:
 - Projects
 - Papers
 - Portfolios
 - Presentations
 - Performance labs
 - Paper/pencil tests

5. If a student refuses to take an assessment, the teacher will enter an "F" into the grade book. If the student does not complete the test, the "F" will stand and an insubordination referral will be forwarded to the Assistant Principals' Office.

A revised grading scale will be used incorporating pluses (+) and minuses (-) to denote levels of achievement. The scale is as follows:

Letter Grade	Percent Range	Point Value
A+	100—97%	4.0
A	96—93%	4.0
A-	92—90%	3.6
B+	89—87%	3.4
B	86—83%	3.0
B-	82—80%	2.6
C+	79—77%	2.4
C	76—73%	2.0
C-	72—70%	1.6
D+	69—67%	1.4
D	66—63%	1.0
D-	62—60%	0.6
F	59—50%	0

LOSS OF CREDIT (LC)

Students who miss more than 10 class periods during a semester course will receive an LC.

Students who miss more than 20 class periods during a year long course will receive an LC.

Seniors who have earned an LC in a year long course will become part of the following process explained. Teachers will contact the appropriate school counselor, parent(s) and/or guardian(s), and administrators to communicate the loss of credit (LC) for a student. Upon loss of credit, seniors will meet with the teacher, a guidance counselor and administrator to determine the next step. Students will typically remain in the class and continue the coursework to earn a passing grade. They will *also* begin the appropriate PLATO coursework to redeem the portion of the course material missed. This may take place during Raven Pride Time (RPT) and/or study hall. The course grade *and* grade from PLATO coursework will then be averaged for the student's final grade. The teacher will enter an LC as the final grade when appropriate.

Underclassmen who have earned an LC in a year long course will remain in the class and will make up the missed material in summer school PLATO. Students will be assigned the appropriate PLATO coursework and may test out of the content they have mastered and complete the remaining course material. If underclassmen fail to attend summer school PLATO, then they will fail the course and will be required to take the course during the school year in the

classroom or on PLATO, depending on a decision made by school counselors and administration.

GRADING PERIODS

Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents/guardians so they can talk with the teacher about what actions can be taken to improve poor grades. Interventions shall be provided to students at risk of failure.

INTERIM PROGRESS REPORTS

Interim Progress Reports (IPR's) are sent to parents/guardians during each nine-week grading period. Parents/guardians are encouraged to contact the teachers or counselors of students who are not doing well academically.

ON-LINE GRADE AND PROGRESS INFORMATON

Parents/guardians may access their child's grade information at any time by logging on to the Ravenna School District's Website by way of the *Pinnacle Parent Viewer*. All parents/guardians are issued a password that will allow entry into the site. Parents/guardians may request their child's password through the school counseling department. No passwords will be provided via the phone.

PARENT/TEACHER CONFERENCES

Communication between the home and school is viewed as extremely important. A schedule of formal conferences will be held throughout the year.

GRADUATION REQUIREMENTS

To earn an Ohio high school diploma, all students must fulfill the following graduation requirements:

SUBJECT	CREDITS	NOTES
English	4	One each in 9 th , 10 th , 11 th , and 12 th
Math	4	Must include 1 credit of Algebra II or the equivalent of Algebra II
Science	3	Must include 1 credit of physical sciences, 1 credit of life sciences and 1 credit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science

Social Studies	3	Must include 1 credit of American history and 1 credit of American government and economics (meets personal finance requirement)
Health	½ (one semester)	Taken in the tenth grade
Physical Education	½ (two semesters)	
Electives (Must include at least two semesters of Fine Arts taken any time in grades 9-12)	5	Must include one or any combination of world language, fine arts, business, career-technical education, family and consumer sciences, technology, or English, mathematics, science or social studies courses not otherwise required
Other Requirements: Personal Finance		All students will receive instruction in personal finance as part of the American Government and Economics class in grade 11 or 12
TOTAL CREDITS	20	

SPECIAL NOTE: Courses taken at Brown Middle School with the same course of study as Ravenna High School (ex: Algebra I) will receive high school credit. The grade earned will be displayed on the high school transcript and the grade will be factored into the grade point average (GPA) effective with the class of 2014.

Students in grade 12 must pass all five portions of the Ohio Graduation Test, or meet all criteria set by the State for the alternate route to a diploma.

Normally, a student will complete graduation requirements in four years. Student's graduating in 2017, unless exempted, must pass the Ohio Graduation Test provided by the State of Ohio. Student's graduating in 2018 and beyond will be required to pass the Ohio State's Tests, Industry credential and workforce readiness, or College Admission test.

A student enrolled in special education may be exempted from passing portions of the OGT. The Individual Education Program (IEP) team makes such an exemption. The student is still required to earn the necessary credits indicated by the IEP. Students must meet all requirements as established by the Ravenna Board of Education and pass all parts of the Ohio Graduation Test to receive a diploma and to participate in the commencement ceremony. Board of Education policy acknowledges each student's successful

completion of the required instructional program by the awarding of a diploma at appropriate graduation ceremonies. The Board shall award a regular high school diploma to every student enrolled in this district that meets the requirements of graduation established by this Board, or the goals and objectives specified in their Individualized Education Program.

An honors diploma shall be awarded to any student who meets the necessary criteria established by the Board of Education and the State of Ohio. A list of criteria can be obtained in the guidance office. **Commencement exercises will include only those students who have successfully completed all requirements for graduation as certified by the high school principal.** No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. However, a student may be denied participation in the ceremony of graduation when circumstances so warrant.

CLASS RANK

The Ravenna School District Board of Education utilizes a system of computing grade point averages and class ranking for high school students (grades 9—12), both to inform students of their relative academic placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success.

According to the Ravenna School District Board of Education **Policy 5430**, the grades of a student transferring from a chartered school will be recognized; however, such students shall have no established class rank for the purpose of graduation honors, such as Valedictorian, etc., until such time as they have completed four (4) semesters.

Students entering the high school from a non-chartered school or home-based schooling shall have no established grade point average (GPA) or class rank for the purpose of graduation honors, such as Valedictorian, etc., until such time as they have completed four (4) semesters.

No student shall be eligible for graduation honors, such as Valedictorian, etc., unless they have enrolled for four (4) consecutive semesters prior to the final semester utilized for the purpose of determining such honors.

COMMENCEMENT CEREMONY

Students wishing to participate in the annual graduation ceremony **must meet all of the necessary requirements**, including:

- Must attain a minimum of 20 credits
- Must meet all subject requirements
- Must meet all State of Ohio requirements
- Must attend the mandatory graduation practice
- Must pay all outstanding fines prior to receiving a diploma
-

PROMOTION, PLACEMENT, AND RETENTION

A student's progress toward graduation and receiving a diploma is determined by completing required course work, earning the necessary credits (20), and passing the mandatory state tests. A student is only promoted when the necessary requirements are met. The student and his/her counselor will work together to ensure that these requirements are being met. The school counselors will review each student's file annually to ensure that adequate progress is being made towards graduation.

OGT – OHIO GRADUATION TEST (for the graduating class of 2017)

An Ohio requirement for graduation is the successful passing of each section of the **Ohio Graduation Test (OGT)**. One major difference between the OGT and the previously required State of Ohio 9th Grade Proficiency Tests is a student who passes all but one of the tests may graduate if the following criteria is met:

- Participated in all intervention programs offered by the school.
- Must have a 97% attendance rate in any program offered outside of the normal school day.
- Completed the curriculum requirements in the missed area and have a GPA of 2.5 out of 4.0 in the courses of the subject area missed.
- Pass four of the five tests and miss passing the fifth test by no more than 10 points.
- Maintain a 97% attendance rate throughout all four years of high school
- Must not have had an expulsion in high school.
- Obtain letters of recommendation from each teacher in the subject area not yet passed.

HONORS DIPLOMA

An honors diploma will be granted if a student has met the requirements for a regular diploma by completing the college preparatory curriculum, passed all state testing requirements and has met at least seven (7) of the following eight (8) criteria. These requirements are mandated by the Ohio Department of Education.

HONORS DIPLOMA REQUIREMENTS

High School Academic		Career-Technical (Maplewood)	
Diploma with Honors (must meet 7 of 8 criteria)		Diploma with Honors (must meet 7 of 8 criteria)	
Subject	Criteria	Subject	Criteria
English	4 credits	English	4 credits
Math	4 credits, including Algebra I, Geometry, and Algebra II or equivalent	Math	4 credits, including Algebra I, Geometry, and Algebra II or equivalent

	and another higher level course or a four-year sequence of courses that contain equivalent content		and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 credits, including Physics and Chemistry	Science	4 credits, including Physics and Chemistry
Social Studies	4 credits	Social Studies	4 credits
World Language	3 credits, (must include no less than 2 units for which credit is sought) i.e., 3 units of one language or 2 units each of two languages	World Language	Not counted toward requirements
Fine Arts	1 credit	Fine Arts	Not counted toward requirements
Career-Tech.	Not counted toward requirements and may not be used to meet requirements	Career-Tech.	Now counted in electives
Electives	Not counted toward requirements	Electives	4 credits of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship or be part of an articulated career pathway which can lead to post secondary credit

Grade Point Average	3.5 on a 4.0 scale cumulative through the first semester of the Senior year	Grade Point Average	3.5 on a 4.0 scale
ACT/SAT Score (excluding scores from the writing section)	27 ACT / 1210 SAT	ACT/SAT Score (excluding scores from the writing section)	27 ACT / 1210 SAT
Additional Assessment	None	Additional Assessment	Achieve proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent

Special Note: For the Honor's Diploma, completion of Algebra I at the middle school level still requires an additional four years of math at the high school level.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

"FERPA" gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students". There rights are:

- 1) The right to inspect and review the student's educational records within 45 days of the day on which the school receives a request for access. Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify

the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) Generally, school must have written permission from the parent or eligible student in order to release any information regarding the student's education records. However, FERPA allow schools to disclose those records, without consent, to the following under these circumstances.
- School officials with legitimate educational interest;
 - Other schools to which the student is transferring;
 - Specified officials for audit and evaluation purposes;
 - Appropriate parties in connection with financial aid to the student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and date of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the district's programs and facilities.

The Ravenna School District provides a variety of special education programs and services for students identified as having a disability defined by the *Individuals with Disabilities Education Act (IDEA)*.

A student can access special education services through the proper evaluation and placement procedure. Special educational programs such as remedial reading, speech and language therapy, developmentally and multiple handicapped programs, learning disabilities tutoring, class

placement, and psychological services are coordinated throughout the district by the Director of Special Services. Criteria for the utilization of these services are dictated by the state of Ohio policies and procedures. In all cases, an intervention process followed by a screening and/or evaluation process is required before a child may be considered for special educational program services. Parent/guardian permission is required for school officials to proceed with an evaluation or for school officials to recommend placement in these programs. Should parents/guardians have any questions regarding special educational services, they may contact the Director of Special Services at 330-297-6708 or the High School Principal at 330-296-3844.

SCHOOL COUNSELING SERVICES

Any questions regarding a student's academic program should be addressed to the School Counseling Department at 330-296-3844. Among the services provided by the School Counseling Department are:

- Student Enrollment and Withdrawal
- Academic Advisement and Counseling
- Graduation Requirements and Checklists
- Four-Year Academic Planning
- Post-Secondary and Career Planning
- Short-term Individual and Small Group Counseling
- Crisis Intervention
- Parent/Teacher Conferences
- Transcript Services
- Guardian of the Student Academic and Personal Records
- Community Referral Liaison
- Referral to After School Interventions

SCHEDULE CHANGES

Changes in a student's schedule are processed through the school counseling office. All students are required to have at least 6 classes on their schedule. The only reasons a class can be changed are as follows:

- Academic misplacement
- Technical error
- Schedule conflict

No changes in the schedule will be made after the first five (5) days of either semester without administrative approval. Changes will not be made based on teacher preference. Questions regarding these matters can be directed to the school counseling office.

COMMUNITY COUNSELING AND PSYCHOLOGICAL SERVICES

Some of the local counseling agencies are as follows:

Family & Community Services of Portage Co.
143 Gougler Street
Kent, OH 44240
330-677-4124

Summit Psychological Associates
6693 North Chestnut Street
Ravenna, OH 44266
330-296-6700

Townhall II
155 N. Water Street
Kent, OH 44240
330-678-3006

Children's Advantage
520 N. Chestnut Street
Ravenna, OH 44266
330-296-5552

Coleman Professional Services
5982 Rhodes Road
Kent, OH 44240
330-296-3555

Compass Recovery Center
246 South Chestnut Street
Ravenna, OH 44266
330-298-9391

A more comprehensive listing of agencies, clinics, hospitals, counselors, etc., is available in the guidance office.

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT – 7540.03F1

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms. Use of the Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized or inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The Board has implemented technology protection measures, which protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

Unauthorized or improper use of personal or of the District's Education Technology is strictly prohibited. Use of the District's Education Technology, including its computers, laptops, tablets, personal communication devices, network and Internet connection and online educational services must comply with the District's Education Technology Acceptable Use and Safety Policy/Agreement. This Education Technology is provided only for communication, processing, and storage of school/education-related information and/or for authorized School District use. The Education Technology is subject to monitoring for all lawful purposes (e.g. to ensure its proper functioning and management, to protect against improper or unauthorized use or access, and to verify the presence or performance of applicable security features or procedures and operational security) and individual users have no expectation of privacy.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Education Technology Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

As parent/guardian of this student, I have read the Student Education Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

**RAVENNA SCHOOL DISTRICT
REVISED GUIDELINE - VOL. 33, NO. 1**

**STUDENT EDUCATION TECHNOLOGY
ACCEPTABLE USE AND SAFETY**

Students are authorized to use the Board's computers, laptops, tablets, personal communication devices (as defined by Policy 5136), network, and Internet connection

and online educational services (“Education Technology” or “Ed-Tech”) for educational purposes. Use of the Education Technology is a privilege, not a right. When using the Ed-Tech, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Ed-Tech, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Education Technology students and parents of minor students must sign the Student Education Technology Acceptable Use and Safety Agreement. Parents are encouraged to discuss their values with their children and encourage students to make decisions regarding their use of the Ed-Tech that is in accord with their personal and family values, in addition to the Board’s standards.

Smooth operation of the Board’s Education Technology relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive, but are provided so that users are aware of their general responsibilities.

A. Students are responsible for their behavior and communication using the Ed-Tech. All use of the Education Technology must be consistent with the educational mission and goals of the District.

B. Students may only access and use the Education Technology by using their assigned account and may only send school-related electronic communications using their District-assigned email addresses. Use of another person’s account/email address/password is prohibited. Students may not allow other users to utilize their account/email address/password. Students may not go beyond their authorized access. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or “locking” their computers/laptops/tablets/personal communication devices when leaving them unattended.

C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the District’s Network. Students may not intentionally disable any security features of the Ed-Tech.

D. Students may not use the Education Technology to engage in “hacking” or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; including sexting; fraud; sale of illegal substances and goods).

1. Slander and libel are terms defined specifically in law. Generally, slander is “oral communication of

false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act of an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.

2. Students shall not use the Education Technology to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation or transgender identity, age, disability, religion, or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.

E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

F. Any use of the Ed-Tech for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Ed-Tech by students for the purpose of communicating with elected representatives or expressing views on political issues.

G. Use of the Education Technology to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites,) to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey <http://www.cyberbullying.ca>]

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student on a website or on a weblog;
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. Using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
4. Posting misleading or fake photographs of students on websites.

H. Students are expected to abide by the following generally-accepted rules of online etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Education Technology. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Ed-Tech (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.

6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

7. Never agree to get together with someone you "meet" on-line without parental approval and participation.

8. Check e-mail frequently, and delete e-mail promptly.

9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g., pornography). Students should not delete such messages until instructed to do so by a staff member.

I. Students shall not use the Education Technology to access, process, distribute, display or print Prohibited Material at any time, for any purpose. Students may only access, process, distribute, display or print Restricted Material and/or Limited Access Material as authorized below.

1. Prohibited Material includes material that constitutes child pornography and material that is obscene, objectionable, inappropriate and/or harmful to minors, as defined by the Children's Internet Protection Act. As such, the following material is prohibited; material that appeals to a prurient or unhealthy interest in nudity, sex, and excretion; material that depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Prohibited material also includes material that appeals to a prurient or unhealthy interest in, or depicts, describes, or represents in a patently offensive way, violence, death, or bodily functions; material designated as for "adults" only; and material that promotes or advocates illegal activities.

2. Restricted Material may not be accessed by elementary or middle school students at any time, for any purpose. Restricted Material may be accessed by high school students in the context of specific learning activities that have been approved by a teacher or staff member for legitimate research purposes. Materials that may arguably fall within the description provided for Prohibited Material that have clear educational

relevance, such as material with literary, artistic, political, or scientific value, will be considered to be Restricted. In addition, Restricted Material includes materials that promote or advocate the use of alcohol and tobacco, hate and discrimination, satanic and cult group membership, school cheating, and weapons. Sites that contain personal advertisements or facilitate making online connections with other people are Restricted.

3. Limited Access Material is material that is generally considered to be non-educational or entertainment. Limited Access Material may be accessed in the context of specific learning activities that are directed by a teacher or during periods of time that a school may designate as "open access" time. Limited Access Material includes such material as electronic commerce, games, jokes, recreation, entertainment, sports, and investment.

If a student inadvertently accesses material that is considered Prohibited or Restricted, s/he should immediately disclose the inadvertent access to the teacher or building principal. This will protect the student against an allegation that s/he intentionally violated the provision.

The determination of whether material is Prohibited, Restricted, or Limited Access shall be based on the content of the material and the intended use of the material, not on the protective actions of the technology protection measures. The fact that the technology protection measures have not protected against access to certain material shall not create the presumption that such material is appropriate for students to access. The fact that the technology protection measures have blocked access to certain material shall not create the presumption that the material is inappropriate for students to access.

J. Malicious use of the Education Technology to develop programs that harass other users or infiltrate a computer/laptop/tablet or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not engage in vandalism or use the Ed-Tech in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify

the teacher, building principal, or Director of Technology if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

K. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.

L. Downloading of information onto school-owned equipment or contracted online educational services is prohibited, without prior approval from the Director of Technology. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or installs a software program that infects the District's Ed-Tech with a virus and causes damage, the student will be liable for any and all repair costs to make the Education Technology once again fully operational.

M. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or Listservs.

N. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines. Students may only use their school-assigned accounts/email addresses when accessing, using or participating in real-time electronic communications for education purposes.

O. Users have no right or expectation to privacy when using the Education Technology. The District reserves the right to access and inspect any facet of the Ed-Tech, including, but not limited to, computers, laptops, tablets, personal communication devices, networks, or Internet connections or online educational services, e-mail or other messaging or communication systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein. A student's use of the Ed-Tech constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Ed-Tech and related storage medium and equipment. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may

lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails and records.

The following notice will be included as part of the Educational Technology Acceptable Use and Safety Agreement:

“NOTICE AND CONSENT FOR MONITORING”

Unauthorized or improper use of personal or the District's Education Technology is strictly prohibited. Use of the District's Education Technology, including its computers, laptops, tablets, personal communication devices, network and Internet connection and online educational services must comply with the District's Education Technology Acceptable Use and Safety Policy/Agreement. This Education Technology is provided only for communication, processing, and storage of school/education-related information and/or for authorized School District use. The Education Technology is subject to monitoring for all lawful purposes (e.g., to ensure its proper functioning and management, to protect against improper or unauthorized use of access, and to verify the presence or performance of applicable security features or procedures and operational security) and individual users have no expectation of privacy.

Monitoring includes active attacks by authorized employees and/or agents of the School District to test or verify the security of the system. During monitoring, information may be examined, recorded, copied, and/or used for authorized purposes. All information, including personal information, placed on or sent over the system may be monitored. Such monitoring may result in the acquisition, recording, and/or analysis of all data communicated, transmitted, processed, or stored in this system by a user. Unauthorized use may subject you to disciplinary action and/or criminal prosecution. Evidence of unauthorized or improper use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this computer system, authorized or unauthorized, constitutes consent to monitoring for these purposes.

P. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Ed-Tech will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information

obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Ed-Tech. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Ed-Tech by the student.

Q. Disclosure, use and/or dissemination of personally identifiable information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Education Technology Acceptable Use and Safety Agreement Form."

R. Proprietary rights in the design of websites hosted on the Board-owned or leased servers remains at all times with the Board.

S. Students are prohibited from downloading and/or installing file-sharing software or programs on the Ed-Tech.

T. Students may not establish or access web-based e-mail accounts on commercial services through the Ed-Tech (e.g., Gmail, Hotmail, Yahoo mail, etc.).

U. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.

V. Preservation of Resources and Priorities of Use: Computer resources are limited. Because of space on disk drives and bandwidth across the lines which connect the District's Ed-Tech (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Director of Technology. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Education Technology for class- or instruction-related activities have priority over other users. Students not using the Education Technology for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purposes. Game playing is not permitted unless under the supervision of a teacher.

ADVANCED PLACEMENT

Advanced placement grades reflect classroom performance for the entire year. Advanced Placement Tests (AP Tests) are part of the College Board Admissions Testing Program. Scores on the Advanced Placement exam reflect test performance at the conclusion of the course. High scores may earn college credit and advanced standing as determined by the university. AP Tests are required in all AP classes.

NATIONAL HONOR SOCIETY

Students who maintain at least a 3.5 grade point average or higher, have been active in the service area of the school and community, and exhibit the qualities of strong character and leadership may be eligible for consideration for the local chapter of the National Honor Society. Those students who are academically eligible are notified during the first semester of their junior year. Students not eligible or not selected during their junior year may become eligible or be reconsidered their senior year.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Ravenna High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. The school has many authorized student groups. District policy authorizes only those groups approved by the Board of Education and sponsored by a staff member.

Extra-curricular activities are not part of the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements and adhere to the rules of each group to which they belong.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. Non-district-sponsored organizations may not use the name of the school or school mascot.

ADMISSION TO THE DISTRICT

Students are expected to enroll in the district in which they live. Students that are new to Ravenna Schools are required to enroll with their parents or legal guardian at the Special Services/Central Registration Department located at 3590 State Route 59. When enrolling, the parents will need to bring:

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency

- Proof of immunizations
- In some cases, a temporary enrollment may be permitted. If that is done, the parents/guardians will be told what records are needed to make the enrollment complete.
- Students enrolling from another accredited school must have an official transcript from the sending school to receive credit from that school. Ravenna High School Counseling Department will assist in obtaining the transcript, if not presented at the time of enrollment.
- Adult students (18 years of age or older) may enroll themselves, but if residing with their parents/guardians, are encouraged to include them in the process.

A student who has been expelled by another district temporarily, may be denied admission to the district's schools during the period of expulsion even if that student would otherwise be entitled to attend school within the district. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the expulsion and any other factors the superintendent determines to be relevant.

IMMUNIZATIONS

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

Immunization Requirements

Unless given a waiver, students must meet the following requirements:

- **Diphtheria:** Four (4) or more doses of DTP or DT pediatric vaccine for any combination thereof, is the minimum acceptable. 3 Td Diphtheria-tetanus toxoids, adult type is the minimum acceptable for children age seven (7) and up.
- **Measles:** Single dose of live measles virus vaccine or vaccine combination on or after 1st birthday, and an additional dose of the MMR vaccine given at least thirty (30) days from the first for all students entering 7th grade.
- **Rubella:** Same as measles.
- **Mumps:** Same as measles.
- **Polio:** 3 oral or inactivated, plus one oral vaccine booster.
- **Tetanus:** 3 Td (See Diphtheria)
- **NEW FOR 2016-2017:**
 - **All students entering the 7th grade** will be required to have one dose of meningococcal vaccine (also known as MCV4, Menveo or

Menactra) in addition to one dose of Tdap (Tetanus, diphtheria, and acellular pertussis).

- **All students entering the 12th grade** will be required to have a second dose of meningococcal vaccine prior to entry. If the first dose of MCV4 was administered after the 16th birthday, a second dose is not required.

STUDENT ATTENDANCE POLICY

Rational

A productive educational process requires regular and continuous instruction, classroom participation, cognitive experiences, and regular study to achieve goals of maximum educational benefit for each student. Maximum time in the classroom is essential to this process, as well as regular contact of students with one another in an appropriate learning environment and their participation in planned, teacher-guided instructional activity.

The Ravenna Board of Education, therefore, relates at least the following fundamental principles:

1. That the maximum potential of educational benefit is obtainable to the student with no absences.
2. That once a student has accrued excessive absences, he or she may not realize even the minimum educational benefits available.

With these ideals in mind, Ravenna High School and its Board of Education has developed and approved a Student Attendance Policy that went into effect at the beginning of the **2013-14** school year. The goals of this policy place a direct emphasis on the importance of school attendance with regard to high achievement. Students need to be in school and on time every day. When a legitimate reason for absence occurs, it is required for a parent or guardian to communicate with the attendance office. An excused absence from school is with the knowledge and consent of the school and parent(s)/guardian(s). Legally acceptable absences include:

- Personal illness
- Serious illness in the family
- Quarantine of the home
- Death in the family
- Observance of a religious holiday
- Absence during the school day for medical, dental, or legal appointments (verification with a signed statement from the medical, dental, or legal office must be submitted no later than three (3) days after the student returns to school)
- Other emergencies or circumstances deemed as good and sufficient cause by the administration

Excused absences are permitted in the sense that the reason for being absent is legally acceptable; however, the absence is still counted on the student's attendance record. With excused absence, a student shall receive proper credit.

All classroom work and homework missed due to any

absence should be made up no later than the equivalent number of days absent.

Students may arrive at the high school prior to 7:00 AM, but must remain in the commons area until 6:50 AM.

Any student who is absent from school for all or any part of the day without a valid excuse as outlined above, shall be considered truant and the student and his/her parent(s)/guardian(s) shall be subject to the truancy laws of the State of Ohio and to school disciplinary action. The law does not excuse absence from school for such things as music lessons, dance lessons, shopping trips, visits to other schools (unless in connection with a student council exchange), movies, trips to beauty or barber shops, photo sessions, driver's tests, driver's training sessions, hunting, picnics, babysitting or work, etc. **Students who are absent without a valid excuse are permitted to make up missed tests and quizzes and to submit projects, however, daily assignments shall be assigned a grade of fifty (50) percent.**

State law defines **habitual truancy** as five (5) consecutive unexcused/truant days or a total of seven (7) unexcused/truant days in a month or twelve (12) or more school days in one school year. A student shall be considered **chronically truant** if he/she is absent without legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one month, or fifteen (15) or more school days in one school year. Parent/Guardians shall be notified in writing as each of these levels of truancy is reached. In applicable cases, this will be reported to the Juvenile Court for possible action. If a student, under the age of 18, is truant for more than ten (10) consecutive days or fifteen (15) total days during a semester, he/she will be reported to the proper authorities and to the **Bureau of Motor Vehicles for suspension of his/her driver's license.**

Limitations on Absence

The maximum number of days absent, both excused and unexcused is set at **ten (10) days** for a semester course and **twenty (20) days** for a year long course. These maximum numbers can be increased under extenuating circumstances and with the approval of the principal or a unit principal. It is extremely important for parents to provide medical excuses that are routinely supplied by doctors, dentists, and hospitals. Signed medical excuses must be submitted to the attendance office no later than three (3) days after the student's return to school. Excuses not received within that timeframe will not be accepted. To receive credit for a course when the limits are exceeded, a student must establish a plan with his/her teachers and their assistant principal to do the necessary remediation and take the exams and quizzes that were missed during those periods of absence.

Attendance Policy Exemptions

- **Five (5) Family Vacation Days for the entire year.**
- **Six (6) Out-of-School Suspension Days for the entire year**

- **In-School Restriction Days**
- **Two (2) College Visit Days (see page 17)**
- **Medically Documented Absences**
- **Funeral Days**
- **Legal Days**
- **School Field Trips**

Attendance at Athletic Events and Other Activities

A late-arriving student not in attendance at school by 10:45 a.m. shall be denied the privilege of attending, participating in, or practicing for that activity. This includes games and activities, both home and away. This includes both excused and unexcused absence. Exceptions are made for students who are involved in school field trips, other school-sanctioned activities, or official college visitations.

Notification of Absence

If a student is going to be absent from school, the parents/guardians should contact the **Attendance Secretary at 296-3844** between 6:45 and 8:00 a.m. on the date of the absence and provide an explanation. If the parents/guardians do not call, they must provide a written excuse on the date the student returns to school, **but no later than three (3) days after the student returns.** The written excuse must include the date of absence, the reason for the absence, and the parents/guardians signature and telephone number. If no excuse is provided, either in writing or by telephone or if the reason for the absence is not deemed to be valid under Ohio law, the absence will be unexcused and the student will be considered truant and disciplined accordingly.

Prolonged Illness Under A Physician's Care (3 days or more)

In the event a student acquires an extended illness that necessitates confinement to a hospital or at home, the school must be notified. This type of absence must be verified on a physician's stationery with that physician's signature. Please note: The letter from the physician must note the exact number of days under his/her care and the exact number of days that the student is to remain at home. A blanket statement will not be accepted.

Attendance office personnel will gather books and assignments for a student who meets the aforementioned criteria. Please allow two days, after being notified, for this process. Students will be given the number of days equal to the days of excused absence within which to make up work. If a student misses a teacher's test due to excused absence, he/she shall make arrangements with that teacher to take the test. If a student misses part or all of the Ohio Graduation Test, the student shall consult with the guidance department to arrange for the taking of the test.

Open Enrollment

The Board of Education may allow students from adjacent school districts to enroll in programs of this district on a non-tuition basis under the open-enrollment plan. Inquiries into

Ravenna School District's open enrollment policy should be directed to the Director of Teaching and Learning, K-5 at 330-296-9679, ext. 3103.

Transfer Out of the District

If a student plans to transfer from Ravenna High School, the parent or legal guardian must notify the school counseling department. School records shall be transferred within fourteen (14) days to the new school district (14 days are required by *Missing Children's Act*). Parents/guardians must withdraw the student from school before enrolling them in another school district.

Withdraw From School

A student between the ages of 16 and 18 years may withdraw from school only if it can be verified that the student is working full-time (30 or more hours) and the parents/guardians have granted written consent for such a withdrawal. A student who is under the age of 18 who withdraws from school and is not working full-time, **shall be reported to the appropriate authorities and the Bureau of Motor Vehicles for suspension of his/her driver's license and is required to return to school immediately.**

Special Note: Any student absent from school, excused or unexcused, for more than five (5) days in a grading period is considered excessive and will require a written medical excuse for all additional days of absence during that grading period. A parent/guardian call and/or note will not be accepted in this situation and will result in the child being marked as "unexcused." Each unexcused absence will receive a consequence such as a warning, detention, Saturday School, In-School Restriction (ISR), and/or Out-of-School Suspension (OSS).

Missing and Absent Children

It is the interest of this Board of Education to cooperate with local, state, and national efforts to decrease the number of missing children. The superintendent is instructed to promulgate administrative guidelines to accomplish the following:

- A. Develop informational programs for students, parents/guardians, and community members relative to missing children issues.
- B. Consider admittance of a student lacking records into the school followed by notification of the police rather than refusing entrance and notification of the authorities. Such a procedure may reduce the risk of removal of the student from the area.
- C. Utilize materials from the State Department of Education for the informational program.
- D. Develop a voluntary student-fingerprinting program in conjunction with local law enforcement agencies.

College Visitation

Students may request an excuse from school for the purpose of visiting and evaluating a college or university two (2) times during the school year and must do the following:

- Obtain the request form from the attendance office.
- Have a parent/guardian sign the permission form.
- Have the attendance office verify the absence.
- Obtain a college counselor's signature.

The student must return the permission form to the attendance office upon return to school.

Vacations During the School Year

Parents/guardians are encouraged not to take their child out of school for vacations during the school year.

- When a **family vacation** must be scheduled during the school year, the parents/guardians should discuss the matter with their assistant principal to make the necessary arrangements prior to leaving for the vacation.
- Students may receive certain assignments that are to be completed during the trip.
- All work will be due on the day the student returns to school. **The days missed will be counted as an exempted absence (up to five days) and will not count against the student's attendance days. Any days taken beyond the five will count against the attendance policy.**
- **Family vacations requested for the last five days of either semester require the principal's approval.**

Field Trips

Field trips are academic activities that are held off school grounds. Certain other trips are also part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parent/guardian consent. A field trip is an extension of the school program. Therefore, all school rules, regulations, and policies that govern the conduct of students on school property are applicable when they are off school property. Students are subject to school sanctions for any violation of the student code of conduct while participating at any off-campus program. Students must submit permission slips, signed by parents/guardians and emergency medical forms to the supervising instructor in order to attend the field trip. School bus transportation, when possible, will be used for all field trips. Students are required to go and return from all field trips on school transportation.

Class Truancies

Students are to remain on school property for the entire school day, including the lunch periods. If a student fails to attend any class as assigned, the absence will be unexcused, the student will be considered truant and shall be disciplined accordingly.

Class Tardies

Class tardies (periods 1-10) will be handled uniformly by all teachers in order to establish consistency. A detention will be given for **any unexcused** class tardy beginning the fourth week of school.

Student Sign In/Out

Students leaving and returning to the building within the school day, including eighteen-year-old students, are required to sign in to or out of the building. Parent/guardian contact or administrative approval is required for both circumstances. Failure to sign in or out will be considered a violation of the code of conduct and shall receive consequences as deemed appropriate.

Late Arrival to School

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, he/she is to report to the Attendance Secretary before going to his/her first assigned location. If a student is to arrive late to school, the parents/guardians must contact the school at 330- 296-3844 to provide an explanation for the late arrival. If a call is not possible, the parent/guardian must provide a written excuse when the student arrives to school, but not later than the day following the late arrival.

The following are **valid reasons** for late arrival to school (The Attendance Secretary may require confirmation from a doctor or another source if he/she deems it advisable.):

A. **Personal illness**

B. **Illness in the family**

C. **Medical, dental, or legal appointments**

Parent/guardians are encouraged to schedule medical, dental, or legal appointments other than during the school day. When this is not possible and the student must miss part of the school day, the **student shall have a statement from the medical, dental, or legal office that supports the absence. These statements must be submitted to the Attendance Secretary within three (3) days of the student's return to school.** The Attendance Secretary may verify the appointments.

D. **Other emergencies or circumstances deemed as a good and sufficient cause by the administration.**

When a late arrival is excused, the student may make up all work. The responsibility rests with the student to obtain missed assignments.

School Tardies

If a student arrives late to school without a valid reason as previously indicated, the late arrival will be considered an unexcused tardy. Please note that oversleeping, missing the bus, or other transportation issues are not valid reasons for being tardy to school. If a student misses more than one-half of any class period without a valid excuse, it will be considered an unexcused absence from that class. The

consequences for tardiness will be determined on a **semester** basis as follows:

- **#1, #2, #3 Tardy: Warning plus telephone call to parent on 3rd Tardy**
- **# 4 Tardy: Telephone call to parent/guardian**
- **#5, #6, #7, #8, Tardy: After School Detention**
- **#9, #10 Tardy: Saturday School**
- **#11, #12 Tardy: In-School Restriction (1 day)**
- **#13 Administrator's discretion**

Injury and Illness

All injuries must be reported to a teacher or office personnel, and on an accident report form. If the injury is minor, the student will be treated and may return to class. A student who becomes ill during the school day should request permission from the teacher to go to the Clinic or School Counseling Secretary. No student will be released from school without proper parent/guardian permission.

Early Release From School

If a student needs to leave the building before the end of the day, the parent/guardian is required to sign out the student in the office complex. If a student cannot make medical, dental, or other appointments outside of school hours, he/she is permitted to leave school only for the duration of the appointment. A note from the parent/guardian must be presented to the Attendance Secretary before school begins on the day of the appointment. The note should include the name of the student, date, destination, likely time of return and a signature of the parent/guardian. The student is given a release slip to show to his/her classroom teacher(s). The student must sign out with the Attendance Secretary. Release for hair appointments, job interviews, driving exams, childcare, and most other outside activities is not permitted. Students returning to school after their scheduled appointment must sign in with the Attendance Secretary immediately upon their arrival for a pass to gain admittance into class. Students signing out for a doctor, dental, or other medical appointment must submit a signed note from the medical facility to confirm that appointment.

EIGHTEEN-YEAR-OLD STATUS

Eighteen year olds will be treated the same as all other students and will be expected to conform to all school rules and regulations. The school reserves the right to file charges with the appropriate authorities.

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. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately.

State law requires that all students must have an **Emergency Medical Authorization Form #5341 F1 completed, signed by a parent or guardian, and filed in the**

attendance office by September 23, 2016. A student may be excluded from school and/or school activities until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School Nurse or Secretary.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed and/or non-prescribed medication during the school day, the following guidelines are to be observed:

Parents/guardians should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.

The **Medication Request and Authorization Form 5330 F1** (attached as Appendix B) **must be filed** with the building principal before the student will be permitted to take any medication during school hours.

All medications must be registered with the Main Office Secretary.

Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent/guardian or transported by transportation personnel (bus driver and/or bus aide) at parent's/guardian's request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication **MAY NOT** be sent to school in a student's backpack, pocket, or other means on or about his/her person.

Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's/guardian's written release.

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC), medication to any student.

STUDY HALL and RAVEN PRIDE TIME

Students assigned to a study hall are required to use that time productively and will observe the following:

- Arrive prior to the tardy bell and be seated immediately in assigned seat
- Comply with all requests of the study hall monitor(s)
- Will be quiet and focused on academics
- No talking or socializing during the period
- No sleeping during the period
- No cell phone or personal listening devices are permitted
- Bring necessary work and supplies to keep busy for the entire period
- Signing out to the Library Media Center (LMC) takes place following attendance

- Stay seated until the bell rings at the end of the period
- Observe all posted study rules at all times

USE OF THE LIBRARY MEDIA CENTER (LMC)

The library media center is available throughout the school day. Students usually come with a teacher who has scheduled his/her class in the library for research. Students who choose to come from study hall must report to study hall first. In study hall, the students will sign a library list. The study hall monitor will put the time on the list after the last person has signed. The last person will bring the list with him/her to the library. Everyone who comes to the library media center must sign the *LMC Sign-In* form with their entire name, class/study hall, and the period. Students may come to the library from a regular class with a hall pass from the teacher with date, time and authorized signature. Once a student is in the library he/she will remain until the end of the period. **There will be no food, beverages (including water, or gum) permitted in the library at any time.**

There are a variety of materials available for reading. Three local newspapers are available in print and two are available digitally from the library homepage. Most books may be checked out for two weeks, while a selection of popular and scholarly magazines are checked out for one week. Reference materials may be checked out for one day only. There may be fines incurred if materials are not returned in a timely manner from the date the materials have been issued a due date. A fine will be charged for each day the material is overdue. Fines are not charged for days when students are not in attendance. To avoid overdue fines, students are encouraged to return all materials on time. If materials checked out from the library are lost or damaged, the student will be responsible for paying the cost to repair or replace the material to the library media center.

The library media center **online catalog** and **INFOhio databases are available 24/7 from the RSD website—RHS—Library homepage.** Additionally, the RHS library online catalog hosts websites in the search database. This is a feature that our district includes so students will find authoritative and reliable website information for their research assignments. INFOhio databases are provided by the Ohio Department of Education for all public school students' use. **Username and password is provided from the library for use while outside of the school building to access INFOhio. All students have access to INFOhio while in any school building.** The library media specialist is available on Tuesdays, Thursdays and every other Friday for specific help and instruction. The library media center employs an instructional assistant that monitors the library on a daily basis so that the library media center is available most periods of every school day.

DISTRICT-WIDE STUDENT CODE OF CONDUCT

The Ravenna School District recognizes that an orderly, safe learning environment is essential for all students. We believe that parents/guardians, community and schools working together play a key role in preparing our students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws/rules and Board policies/Administrative Guidelines that respect the rights and safety of others.

Our comprehensive district-wide code of conduct is designed to promote the safety and well-being of all students by providing prompt, reasonable student consequences that are fair, firm and consistent for all students in the school. All rules may not be applicable to each respective school building.

A student's violation of any one or more of the following rules may result in disciplinary action(s) as deemed appropriate by building administrators. Each of the behaviors and/or types of misconduct described are subject to consequences that may include, but not limited to: student conference, parent/guardian notification, parent/guardian conference, timeout, extended class removal, detention, in-school restriction, Saturday School, emergency removal, referral to legal authorities, suspension, and or expulsion from school. Furthermore, certain criminal acts may result in permanent exclusion from school.

RIGHTS AND RESPONSIBILITIES

Students attend Ravenna Schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They therefore can act, speak, or behave as young citizens with a large scope of options. This code, published in conformity with the Ohio Revised Code 3313.661, specifies the school's expectations. Pupils have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned.

STUDENT AND PARENT RIGHTS

1. The Right to an Education

Every citizen in the State of Ohio has a right to a free, public education, regardless of race, creed, color, sex, national origin, or handicap.

2. The Right to Due Process of Law

Students and parents/guardians have the right to be fully informed about and provided an opportunity to respond to such a charge. Students and parents/guardians have the right to due process in disciplinary actions that deny the right to an education. These disciplinary actions are

suspension, expulsion, or permanent exclusion. Procedural due process in cases of suspension or expulsion includes a notice of charges, a meeting, and an opportunity to challenge or otherwise explain conduct.

3. *The Right to Free Speech and Expression*

The First and Fourteenth Amendments of the United States Constitution guarantee all citizens self-expression.

4. *The Right to Privacy—Property of Students*

Students shall have privacy of personal possessions unless appropriate school personnel have reasonable suspicion to believe a student possesses any object or material that is prohibited by law or school policy. Guarantees of freedom from unreasonable search and seizure of property are not unlimited, and must be balanced with the responsibility of the school to protect the safety and welfare of the students.

Lockers are the property of the school system on temporary loan and are subject to examination by school personnel at any time.

PARENT/GUARDIAN RESPONSIBILITIES

1. Support local school officials in their effort to develop and maintain well-disciplined schools.
2. Teach the child socially acceptable standards of behavior.
3. Teach the child to have respect for the law, authority, and the rights and property of others.
4. Teach the child to be accountable for his/her own actions and help the child to grow and develop into a self-controlled, self-disciplined citizen.
5. Share the responsibility for student conduct in the school.
6. Maintain an active interest in the student's schoolwork and activities.
7. **Require prompt and regular attendance at school.**

EXPECTED BEHAVIORS

Each student is expected to:

- Abide by national, state and local laws as well as the rules of the school.
- Respect the civil rights of others.
- Act courteously to adults and other students.
- Be prompt to school and attentive to others when involved in a common goal regardless of the other's abilities, gender, race, or ethnic background.
- Complete assigned tasks on time and as directed.
- Help maintain a school environment that is safe, friendly, and productive.
- Act at all times in a manner that reflects pride in self, family, and the school.

DRESS, GROOMING, AND PERSONAL APPEARANCE CODE

The Ravenna School District is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a pride in self, school, and the community. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste. No article of clothing shall be worn that distracts from the educational process. The Ravenna School District views the Dress Code as a serious issue and expects parents to promote the observance of this policy. Building administrators have the final decision as to the appropriateness of all clothing, accessories, and hair styles.

DRESS, GROOMING, AND PERSONAL APPEARANCE GUIDELINES:

In order to maintain the necessary educational environment, the following will not be permitted at Ravenna High School:

- Shorts and/or skirts that are shorter than mid-thigh. **Wearing tights, leggings, or yoga pants under the clothing does not alter this length requirement.**
- Leggings, or tights worn as outer-wear.
- Head coverings including but not limited to hats, caps, visors, hoods, and bandannas, may not be worn or displayed inside of the building.
- Sunglasses.
- Gang related attire, **including colored bandannas** (per administrative discretion).
- Hair of an unusual style or unnatural color that is considered to be disruptive by the administration.
- Tank tops, muscle shirts, spaghetti straps, (all straps must be at least three (3) inches in width).
- Shirts that reveal the stomach, back, chest, or undergarments. Shirts and tops will be no lower than one inch below the collarbone and must be long enough to be tucked in. The midriff must remain covered at all times, even when the arms are raised.
- Underwear worn as outerwear.
- Over-sized trousers that typically are worn at or below the hips.
- Pants, jeans, or shorts with holes or tears above the knee. **Wearing tights, leggings, or yoga pants under the pants does not alter this requirement.**
- No sleepwear such as pajamas, robes, slippers, etc.
- Clothing bearing slogans, pictures, words or symbols that relate to or display alcohol, drugs, tobacco, sex, profanity, gang affiliation, cults, symbols of death, violence, or ethnic/religious/gender/disability intolerance. (This also includes jewelry.)
- Chains and/or studded accessories are prohibited and will be confiscated until the end of the year. Any accessory that increases a student's risk of accident or injury is not permitted.

- Inappropriate footwear including but not limited to roller skates, roller blades, or house/bedroom slippers. The administration reserves the right to deem other styles to be inappropriate per their discretion.
- Coats, jackets, and gloves worn in the building during the school day.
- Any offensive tattoos must remain covered at all times.
- Any facial piercing that may be considered disruptive in nature by the administration.
- Any other style that may prove to be disruptive, dangerous, or distracting to the established educational atmosphere.

CAFETERIA BEHAVIOR

Cafeteria etiquette demands that students respect one another in the serving line. There are no line cuts permitted. Clean up is the responsibility of each student at a table. Yelling, abusive language, disrespect directed towards staff and students is unacceptable behavior. The throwing of food is not permitted. **Students are not to leave the cafeteria with food, open containers, or drinks.** The number of students seated at any table is limited to eight which represents the total number of seats at most of the tables. Handicap accessible tables seat six. The delivery of food from outside sources is not permitted. Also, students are not permitted to bring food from outside sources, except from the home, to be consumed in the cafeteria.

BULLYING

The Ravenna School District Board of Education has adopted a formal policy pertaining to *Bullying and Other Forms of Aggressive Behavior—BOE Policy 5517.01*. This Policy states:

Harassment, intimidation, or bullying behavior by any student/student personnel in the Ravenna School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts (***cyber bullying***), i.e. Internet, cellular telephone, personal digital assistant, or wireless hand-held device, either overt or covert by a single or group of students towards other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that a personable person should under the circumstances should know will have the effect of:

A. Causing mental or physical harm to the other student/school personnel including placing an individual in the reasonable fear of physical harm and/or damaging of the student's personal property; and,

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

To summarize, bullying takes place when a stronger or more emotionally or socially powerful individual intentionally hurts, threatens, or torments a more vulnerable individual.

Bullying:

- is deliberate.
- happens repeatedly.
- represents a marked imbalance of power between the bully and target. Bullying is a one-sided, unfair match.

Bullying, therefore, is different from a single incident of teasing. It is, in fact, an abuse of power. Bullying also differs from play, and from the normal conflicts of young adulthood. When two young people of approximately equal strength or power are engaged in a fight, it is not bullying. Although all acts of bullying are aggressive, not all aggressive acts are bullying. Bullying can happen face to face or it can happen behind one's back, especially through cyber bullying. Cyber bullying is defined as willful and repeated harm inflicted through the medium of any electronic devices. Bullying can be short-term or it can last a long time. Bullying can be done by an individual or by a group.

CHEATING

Cheating involves one or more of the following actions:

1. To present another person's work as your own.
2. To copy information from another student's test, quiz, theme, homework, book report, term paper, or computer disk.
3. To Plagiarize - means using another person's ideas, expressions, or words without giving the author credit. This includes information garnered from the Internet.
4. To prepare for cheating in advance. Such actions include:
 - Having in your possession a copy of the test to be given by a teacher
 - Using unauthorized notes or reference during a test, examination or quiz.
 - Supplying others with any unauthorized information that contributes to a grade.
 - Taking a picture with any electronic device and using it to obtain answers for another student
5. To fail to follow test procedures or instructions announced by the teacher (such as "no talking", "no turning around in the seat", "keeping eyes on own paper", "raising a hand to ask a question", etc.). Cheating may be proven against a student under one of the following conditions:
 1. A staff member personally observes an act of cheating as previously defined.
 2. A student admits to a staff member that he/she has committed an act of cheating.
 3. Evidence that is gained from the Internet or other reference sources that would conclusively prove an act of plagiarism.

When a teacher determines that an act of cheating has taken place, he/she will:

1. Confer with the student in question.

2. Notify the student's parents by telephone to explain the situation and to offer an opportunity for a conference to discuss the matter.
3. Inform the appropriate assistant principal and counselor, in writing, of the student's violation.
 - a. First offense: student must retake an assessment or redo the assignment at the teacher's convenience, 1 day ISR, conference with appropriate principal.
 - b. Second offense: Student must retake an assessment or redo the assignment at the teacher's convenience, 3 days ISR, conference with appropriate principal and parent.
 - c. Third offense: Student receives 3 days out of school suspension. Student receives a zero on the assignment or assessment.
 - d. Further offenses: Administrator discretion.

HAZING

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into a student (or other) organization that causes fear in or creates a substantial risk of mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

UNWELCOME SEXUAL CONDUCT

Unwelcome sexual advances include but may not be limited to: requests for sexual favors, other physical or verbal communication of a sexual nature, gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e. pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity); public indecency, exposure of body parts and/or other inappropriate acts, are prohibited and will result in disciplinary action being taken.

REPORTING AGGRESSIVE FORMS OF BEHAVIOR

Allegations of bullying, hazing, and harassment should be communicated to an appropriate staff member including teachers, secretaries, counselors, or building administrators. This report should be in writing, by telephone, or in person. The persons responsible for reporting bullying are:

- The victim of bullying
- Anyone who witnessed the bullying
- Anyone with credible information that an act of bullying has taken place.

The report shall be investigated in a timely and confidential manner. While the charge is under investigation, no information is to be released to anyone not involved in the investigation, except as may be required by law or in the

context of a legal or administrative proceeding. No one involved will discuss the matter outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to the proper authorities.

BOOKBAGS AND BACKPACKS

All students are required to store their book bags, backpacks, gym bags, brief cases and oversized purses in their assigned locker during the school day. These items are to remain there throughout the day and can only be removed after 10th period. The administration reserves the right to make the determination as to what constitutes a book bag or backpack. **There is no exception made for gym clothes.**

ADMINISTRATIVE ACTIONS

PROGRESSIVE DISCIPLINE

Ravenna High School employs a progressive discipline plan. Students are expected to mature and learn from their mistakes over time. Students with chronic behavior problems, who do not improve during the course of the year, will have increasingly more severe consequences. Students involved in the same incident may, therefore, receive different consequences based on the individual's discipline history.

ADMINISTRATIVE CONFERENCE

Informational meeting between administrator and student, fact-finding involved; often results in verbal warning with no formal notice to parents.

TIME OUT

A student is removed from a class for the duration of the period due to a violation of the student conduct code.

EXTENDED CLASS REMOVAL

A student is removed from a class for a period of 2 to 5 days for repeated acts of misbehavior. This will be done only after the teacher documents that he/she has contacted the parent and has made a school counseling referral. During the time out of class, the students shall report to the ISR room to **work** on his/her class assignment.

DETENTION

Detentions are after-school silent study halls. Twenty-four hours notice will be given unless arrangements are previously made with a parent/guardian. Teachers may also assign their own self-monitored detentions for times up to 60 minutes. The student and/or parent/guardian are responsible for transportation home following the detention. The detention is no longer than 60 minutes per day. Detentions are held Monday through Thursday immediately after school. Written notice is provided to the student at the time of issuance. There is no formal appeal process for an after school detention. An informal conference may be held at the parent's request.

REMOVAL FROM AN ACTIVITY

This action is normally related to a violation of student conduct code after school hours or while involved in an approved student activity. Parents/guardians are notified either by letter and/or telephone.

REMOVAL FROM PARTICIPATION OR ATTENDANCE AT ANY EXTRA-CURRICULAR ACTIVITY

Participation in extra-curricular activities such as, but not limited to, clubs and sports, may be denied as a penalty for violation of the Code of Student Conduct or in conjunction with another penalty for violation of that code. Excused absences, unexcused absences, suspensions and expulsions are also included. Students excluded from extra-curricular activities may not attend any home OR away events.

EMERGENCY REMOVAL OF A STUDENT

If at any time an administrator feels that a student is behaving in such a way that creates or has the potential to create a clear and present danger to himself/herself or another person, or significantly disrupts the educational process, the administrator may have the student removed from the building. The student will be released to the custody of the parent/guardian or an officer of the law. The parent/guardian will be notified by telephone or in writing within 24 hours of the removal.

SATURDAY SCHOOL

The student may be required to attend a "*Saturday School*" session from 7:30 a.m. until noon. It is held in a designated classroom at the high school. Students must arrive to Saturday School prior to 7:30 as the door is locked at that time and no late arrivals are permitted. A set of Saturday School rules and notice is given to the student when it is assigned. Students assigned to Saturday School will not be released from this obligation to participate in or practice for athletic events. Parents/guardians are sent a written notice. Removal from, late arrival to, or failure to attend shall result in either in-school restriction or out-of-school suspension. Transportation to and from Saturday School is the responsibility of the student and parent/guardian. Repeated violations will carry additional days of the prescribed consequence. There is

no formal appeal process for Saturday School assignments. An informal conference may be held upon the parent's request.

IN-SCHOOL RESTRICTION (ISR)

A student's behavior may result in forfeiture of his/her right to attend classes. Assignment to the In-School Restriction Room requires the student to report to ISR at the beginning of the day and remain there until afternoon dismissal. The student forfeits the privilege of late arrival or early dismissal and must remain on task in the supervised ISR area (this includes students involved in work-study programs). Academic credit can be made up. Parents/guardians are notified by mail. There is no formal appeal process for In-School Restriction.

OUT-OF-SCHOOL SUSPENSION

Student behavior may result in the forfeiture of the right to attend school, after-school functions, and to be on school property for one to ten days. Parents/Guardians are notified in writing. The decision may be appealed in writing to the Director of Teaching and Learning, 6-12.

Students will receive credit for the work they complete during their out-of-school suspension period provided the appropriate steps are followed in obtaining and returning work. Once it is determined that the student will be suspended out of school, an administrator or secretary will:

- Ask each of the students teachers for assignments that will be missed due to this consequence, with the understanding that any in-class discussions, labs, etc. may not be able to be recreated.
- Obtain any materials from the locker that are needed to complete assignments prior to exiting the building.
- Submit all completed assignments to the appropriate teacher no later than the one day after you return to school.
- Be prepared to take any exam or quiz that was missed during the days of suspension following the teacher's review of the student's work to ensure student understanding of the material. This exam or quiz shall be scheduled after this review at the teacher's discretion.

DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or permanently excluded from school, specific procedures must be followed.

APPEAL PROCESS

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side of the situation. After that informal meeting, the Assistant Principal or Principal will make a decision whether or not to suspend. If a student is suspended, the district will assume the student has delivered a copy of the *Notice of Intended Action* to the parent(s)/guardian(s) within one day of the action. Parents/guardians will be notified of the suspension by the

regular U. S. mail. The suspension may be appealed to the Director of Teaching and Learning or designee within five (5) calendar days after receipt of the suspension notice. The request must be in written form and directed to the Director of Teaching and Learning. During the appeal process the student will serve the consequence as stated.

The appeal shall be conducted in a private meeting and the student may be represented. Given testimony shall be recorded. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Portage County Court of Common Pleas.

COURT REFERRAL

School officials may file a formal legal complaint with the appropriate court (juvenile, common pleas, or civil). This may be combined with suspension or expulsion; the court shall notify parents/guardians.

EXPULSION FROM SCHOOL

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents/guardians. The district will assume the student has given the letter of notification to the parents/guardians. A notice of the recommended expulsion will be mailed to the parents/guardians by mail. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the superintendent or his designee during which time the student may be represented by his/her parents/guardians, legal counsel and/or by a person of his/her choice. This is a formal exclusion from school, school activities, and school property for period of up to 80 school days or 180 school days per board policy #5620. It is issued by the Office of the Superintendent upon the recommendation of a school administrator (principal or assistant principal). The decision can be appealed to the Board of Education. Parents/guardians are notified of an expulsion in writing.

Within ten days after the superintendent notifies the parents/guardians of the expulsion, the expulsion can be appealed in writing to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled. If the expulsion is held in abeyance, the student may receive educational services. Expulsion for certain violations may result in revocation of a student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. **All searches may be conducted with or without the student's consent.**

Students are provided lockers, desks and other equipment in which to store books, coats and any other materials they may need for educational purposes. These items are the property of the school and may be searched at anytime. If there is a reasonable suspicion that the student is in violation of law or school rules, a locker and its contents may be searched. Locks are to prevent theft, not to prevent searches. The use of canines or other detection devices may be used in the search. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated.

STUDENT CODE OF CONDUCT

Rule #1: Truancy Unexcused or unauthorized absence from school or class. A referral to the Bureau of Motor Vehicles will be made.

Rule #2: Tardiness Late arrival to school in the morning.

Rule #3: Fighting/Violence Participation in an incident involving physical violence.

Rule #4: Vandalism (Damage to school or personal property) The willful or negligent destruction or defacement of school or personal property. A student, parent, or legal guardian shall be held responsible to pay for damages committed intentionally or through negligence. **Consideration for Expulsion.**

Rule #5: Theft/Possession of Stolen Property The unlawful taking of property belonging to another or the school. Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parent(s)/guardian(s). If a student does damage to or loses school property, the student or his/her parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the *Student Discipline Code* and a possible civil suit.

Rule #6: Use, possession, sale or distribution of a firearm
A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. Firearm "look-alikes" are not included in this rule. A referral to the Bureau of Motor Vehicles will be made. **Consideration for Expulsion.**

Rule #7: Use, possession, sale, or distribution of a dangerous weapon other than a firearm or explosive, incendiary or poison gas A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or

is readily capable of causing death or serious bodily injury. This includes, but is not limited to, any fixed blade, pocket knife, razor, razor blade, razor knife, or any other dangerous instrument that could readily stab or cause wounds. (18 U.S.C. section 930) **Consideration for Expulsion.**

Rule #8: Use, possession, sale, or distribution of any explosive, incendiary, or poison gas Any destructive device, which would include a bomb, grenade, or rocket having a propellant charge of more than four (4) ounces, a missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce and a mine or similar device. The definition would also include any weapon that will, or may be readily converted to expel a projectile by the action of any explosive or other propellant, and that has any barrel with a bore of more than one-half (1/2) inch in diameter. **Consideration for Expulsion.**

Rule #9: Tobacco Students, regardless of age, may not possess, use, sell or offer to sell, or distribute any tobacco product, including smokeless tobacco. This includes any look-alike products containing no tobacco. The possession of matches or cigarette lighters is also prohibited.

Rule #10: Alcohol Students, regardless of age, may not be under the influence of, use, possess, sell or offer to sell, or distribute any intoxicating beverage. This also includes non-alcoholic or low alcohol beers and wines. A referral to the Bureau of Motor Vehicles will be made which could result in the loss of a driver's license until the age of eighteen years. **Consideration for Expulsion.**

Rule #11: Drugs Students, regardless of age, may not be under the influence of, use, possess, sell or offer to sell, or distribute any controlled drug (other than prescription medication that has been administered in accordance with the district's policies). The possession of drug paraphernalia is also prohibited. Also, students may not use, possess, distribute, sell or offer to sell, any fake or look alike drugs. A referral to the Bureau of Motor Vehicles will be made which could result in the loss of a driver's license until the age of eighteen years. **Consideration for Expulsion.**

Rule #12: Arson Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Rule #13: Assault/Battery A student shall not intentionally cause or attempt to cause physical injury or to intentionally behave in such a manner that could reasonably cause injury to a student, staff member, or any other person. **Consideration for Expulsion.**

Rule #14: False Alarm, Bomb Threats, Inciting Panic Any threat, (verbal, written, or electronic) by a person to bomb or use of other substances for the purpose of exploding, burning, or to harm students or staff. **Consideration for Expulsion.**

Rule #15: Aiding /Abetting Assisting other students in the violation of any school rule.

Rule #16: Extortion Any act of extortion or borrowing or attempting to borrow anything of value from a person in the school or at a school activity is not permitted, unless both parties enter into an agreement freely and without the presence of either an implied or expressed threat. **Students may not solicit funds from other students in the cafeteria or in any other part of the building.**

Rule #17: Insubordination/Defiance Students are expected to comply with the reasonable directions and expectations of the staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member- or acting in defiance of staff is unacceptable.

Rule #18: Disruption of School Unwillingness to submit to authority, refusal to respond to a reasonable request, failure to comply, or any act that disrupts the orderly conduct of a school function; failure to accept or acknowledge an assigned disciplinary action, behavior that substantially disrupts the learning environment (i.e. inappropriate language, cursing, repeated violations of the dress code, inappropriate or obscene gestures).

Rule #19: Harassment/ Intimidation Repeatedly annoying or attacking another individual using physical, verbal, written, sexual, gender/ethnic/religious/disability harassment, or an electronic action (cyberbullying) that creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to an actual physical attack (i.e. bullying, hazing, threat of harm). **Bullying is a specific type of harassment that includes a variety of intentional behaviors that are meant to harm someone else.**

Rule #20: Firearm Look-A-Likes Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring-loaded device or air-pressure to propel an object or substance. (i.e. BB guns, toy guns, cap guns, pellet guns, paint ball guns). **Consideration for Expulsion.**

Rule #21: Unwelcome Sexual Conduct Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment.

Rule #22: Public Displays of Affection The demonstration of affection for another is personal and not meant for public display. Students demonstrating affection for one another includes touching, fondling, kissing, hugging or any other conduct that may be considered sexual in nature will be subject to disciplinary action.

Rule #23: Dress Code Students shall abide by the school policies for dress code and appearance as outlined in the student handbook.

Rule #24: Peer Conflict Students shall refrain from verbal exchanges and minor physical contact that might lead to assault or disruptive behaviors. Students shall not promote conflicts by gossiping and spreading rumors about any potentially volatile situation.

Rule #25: Loitering/Trespassing or Unauthorized Entry A student shall be in his/her assigned area throughout the school day. A student shall not loiter or wander through the hallways, parking lot, off school property or other areas unless so assigned at that particular time. Students shall not be on school property at an unauthorized time or without specific permission from a staff member.

Rule #26: Use of Profanity or Obscene Language A student shall not use profanity or obscene language, including written, verbal, or electronically transmitted, in communicating with other persons. This also includes obscene gestures, signs, pictures, and publications.

Rule #27 Disrespect of Students, Staff, and Others Students shall not taunt, challenge, threaten or disrespect any student or staff member. Actions may be verbal or non-verbal, physical or non-physical (including unauthorized touching). Disrespect may also include the use of profane or abusive language, signs, written or electronic communication.

Rule #28: Bus Violation Students who are being transported to and from school and school related events on District provided transportation, must follow all rules of safety and behavior. This applies to school-owned buses as well as any contracted transportation that may be provided.

Rule #29: Skateboards and Roller Blades The use of skateboards and roller blades at Ravenna High School is prohibited at all times. Students may use bicycles as transportation to and from school.

Rule #30: Academic Fraud, Dishonesty, and Forgery A student shall not cheat, commit any act of plagiarism, or otherwise misrepresent the schoolwork that he/she is submitting for a grade. A student shall not knowingly give false information to any staff member when appropriately questioned. A student shall not present any document that requires a parent or guardian's signature that is signed by anyone but that person. Parents/guardians shall not permit their child to sign for them.

Rule #31: Electronic Devices Students are permitted the privilege of possessing electronic devices, including but not limited to cellular telephones, electronic notebooks, other electronic communication devices (ECD), and personal listening devices. In addition to the aforementioned items, video

cameras, tape and digital voice recorders, traditional cameras, digital cameras, and cell phones with photo capabilities are not to be used during the school day **in any classroom unless otherwise specified by the teacher.** The student who possesses an electronic device is responsible for its care. No administrative time will be spent investigating any issues with lost/stolen electronic devices.

Rule #32: Inappropriate Use of Technology All students must comply with the District's Acceptable Use Policy (AUP). The Acceptable Use Policy is to be reviewed and signed by students and parents/guardian annually. Please refer to the student parent handbook/folder regarding the district's Acceptable Use Policy. Students may be held monetarily responsible for any repair or replacement costs.

Rule #33: Gambling A student shall not play a game for money or other considerations. Gambling includes casual betting, betting pools, organized sports betting, and all other forms of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. In addition, card playing or dice throwing in school will not be tolerated.

Rule # 34 Safety and Security Acting in a manner that compromises the safety and well-being of the individual, students and staff. **This includes entering and exiting the building at unauthorized locations during the school day; opening secured doors during the day to permit others to enter.**

Rule #35: Other Illegal Conduct A student shall not commit any other offense that constitutes criminal conduct under federal, state, or city laws and/or that are life or health threatening. Any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined by the school. Double jeopardy (being tried twice for the same crime) is not considered when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

Rule #36: Repeated or Chronic Rules Violations A student shall not repeatedly fail to comply with any existing rule previously mentioned in this section.

SCOPE OF RULES

All rules and guidelines with regard to student behavior are set forth by state law or district policy. These are in effect while the student is at school before, during, or after the regular school day. It also is in effect at all school sponsored activities, both home and away, on school buses, and on other school property per *ORC 3313.661* specifically "Policy regarding suspension, expulsion, removal and permanent exclusion."

All staff members have the complete authority to direct the activities and behavior of the student. Staff includes teachers, administrators, support personnel (cafeteria, coaches,

custodians, volunteers, aides, etc.), substitutes, bus drivers, secretaries, invited guests, and all others employed by the Ravenna Board of Education.

MISCELLANEOUS

ADVERTISING ACTIVITIES

No announcements or posting of activities will be permitted without the approval of the principal. A minimum of 24 hours notice is required to ensure that the principal has the opportunity to review the announcement or posting.

ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar. Student attendance is a requirement unless the student is not eligible to attend as determined by teacher and administrator, or designee. Students assigned to In-School Restriction (ISR) are normally excluded from attendance. Special attention to etiquette and good citizenship is expected of all students. All students may be assigned seats with their teacher at assemblies. Dismissal of students will take place by the principal or designee.

ATHLETICS

Ravenna High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. For further information, contact the Director of Athletics, 330-296-3844 and consult the athletic code of conduct.

ATTENDANCE AT ATHLETIC EVENTS

Ravenna High School is a member of the Ohio High School Athletic Association (OHSAA). Its participants, coaches, spectators, and administration are required to abide by the bylaws as adopted by that organization and the rest of its member schools throughout Ohio. Ravenna High School students are expected to display good and positive sportsmanship at all times. Artificial noise makers, air horns, etc. are prohibited. These items will be confiscated and not returned. The code of conduct remains in effect at all times. Students in violation of school rules are subject to ejection from the event as well as other disciplinary action. Students who have not arrived at school prior to **10:45 a.m.** or have signed out of school prior to **10:45 a.m.** on the day of a sporting event are not permitted to attend that event, both home and away. This includes both excused and unexcused absence.

BICYCLES

Students may use a bicycle as a means of transportation to and from school. During the school day, bicycles must remain chained and locked at the bicycle rack located at the front plaza. Recreational or stunt riding is prohibited at Ravenna High School at all times.

VIDEO SURVEILLANCE/ELECTRONIC MONITORING DEVICES

The buildings, grounds, and vehicles of the Ravenna School District may be under video surveillance at any time. The purpose of video surveillance is to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. Questions about surveillance can be addressed by the building principal or Mr. Bill Wisniewski, Director of Business Operations at 330-296-7159.

EMERGENCY NOTIFICATION

In the event of a school emergency or closing due to hazardous weather conditions or any other emergency situation, the universal phone messaging system will be used to contact parents/guardians. The message will come to the phone number provided on the registration card at the beginning of the year. If your phone number changes, please notify the school secretary.

FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures prescribed by the state.

FUNCTIONS AT THE HIGH SCHOOL

In order to attend a dance, homecoming, or prom you must be in grades 9 through 12. Students from the middle school are not permitted to attend these functions for high school students. Outside guests are permitted to attend the homecoming dance and prom only if the appropriate application is completed and approved. An outside guest cannot be more than 20 years old. The administration reserves the right to deny the admission of any guest. Students are reminded that all school fees must be paid in order to attend the Prom. All school rules are in effect for all in attendance at school social functions.

LOCKERS

Student lockers and combinations will be assigned by the assistant principals' office. Lockers should never be preset. Students are assigned lockers for their convenience in storing

books and coats. Students are not to share lockers. The unauthorized sharing of lockers may result in disciplinary action. The student locker is the property of the school district. The locker and its contents are subject to search at anytime to ensure the safe operation of the school. Students will face disciplinary actions and/or a fine for defacing or damaging any school locker. Problems with the student lockers should be reported to the unit principals' office.

LOST AND FOUND

The lost and found area will be designated within the building. All purses and jewelry will be kept in the office. Students who have lost items should ask any office personnel for help, and with proper identification, may retrieve their items. Unclaimed items will be given to charity at the close of the school year.

MEAL SERVICE

Ravenna High School participates in the *National School Lunch Program*. Students may also bring their own lunch to school to be eaten in the school's cafeteria. **Students may not eat outside the cafeteria.** No student shall be allowed to leave school premises during the lunch period.

ALL STUDENTS RECEIVE A FREE BREAKFAST AND FREE LUNCH

Money can be deposited in student's accounts in the high school cafeteria. The delivery of food from outside sources is not permitted. Also, students are not permitted to bring food from outside sources, except from the home, to be consumed in the cafeteria.

PHYSICAL EDUCATION

One half credit or two semesters of physical education is a requirement for graduation. Students are required to dress and participate each day. Student will be given a list of class rules on the first day of class. Failure to dress carries the following consequences:

- Students will use class time to summarize a relevant health-related article in the Library Media Center (LMC). This will be accomplished on the day the student fails to dress for whatever reason. Students will be given written instructions as to the summary requirements.
- The first failure to dress will carry no other consequence than the article.
- The second and third failure to dress will result in an assigned after school detention.
- The fourth through ninth failure to dress will result in an office referral carrying an assigned consequence of Saturday School or ISR. The teacher will call the parent or guardian on the 4th and 7th occurrence to inform and warn them as to their child's failures to dress.

- The tenth failure to dress will result in the student being withdrawn from the class, which will require the student to take the P.E. course again.

SCHOOL SAFETY PROCEDURE

The Ravenna School District has a plan in place to assure the safety of our students and staff in light of an emergency. Our **School Safety** procedure serves many functions during an emergency:

- When a **School Safety** alert is initiated, students, faculty and staff assume lock down positions. Students and teachers will be isolated from the threat.
- Accounting for students can accurately take place in each classroom.
- Depending on the situation, an organized evacuation can take place away from the area.

The State of Ohio requires each school building to hold at least one **School Safety** Drill prior to December 1st. At least one more drill shall be held prior to the end of the school year. This will be announced over the school's public address system. All students are required to follow each directive as issued by their classroom teacher.

STUDENT EMPLOYMENT

Work permits are available in the assistant principals' office.

STUDENT FINES

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for repair or replacements costs, not for profit. Late fines can be avoided when students promptly return borrowed materials.

Failure to pay fines, past fees, or charges may result in the withholding of report cards, transcripts, and/or the denial of certain privileges, such as participating in commencement exercises, attendance at the prom, and extra-curricular activities.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which she/he is not a member without the approval of the activity adviser.

- No student may participate in fund-raising activities off school property without supervision by staff or other adults.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the building principal. Violation of this may lead to disciplinary action.

UNAUTHORIZED ARTICLES

Common sense and consideration are the best guides whether or not to bring personal possessions to school. In general, toys, electronic games, laser pointers, collector or playing cards, dolls, and stuffed animals may not be brought to school unless intended for a specific purpose in the classroom and have been approved by a teacher. In addition, students should not bring candy, bottles of hand cream, perfume or cologne, spray bottles or cans, or large set of keys. Selling of any item not approved by the administration is prohibited.

USE OF THE SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

USE OF TELEPHONES

In the event of an emergency, students may request use of the office phones. Otherwise, office telephones are not to be used by students. Regardless of the situation, students are not to use cellular telephones to call or text message parents or anyone else during the school day. Students who use their cell phones to call home to request an early dismissal for any reason are subject to disciplinary action.

The Ravenna High School telephone system is equipped with voice mail that allows callers to leave messages for staff members. The system is active 24 hours a day.

VISITORS

Parents/Guardians are welcome at Ravenna High School. To protect the safety of students and staff, each visitor must report to the Office upon entering the school to sign in or obtain a pass. If a person wishes to confer with a member of the staff, to avoid conflict with instructional time, he/she must call for an appointment prior to coming to the school. **Students are not permitted to bring visitors to school at any time.** During school hours, all doors are locked. Students are not to open any secured door at any time during the school day.

ATHLETIC CONDUCT CODE

Introduction

Those students, who choose to participate in the interscholastic athletic program at Ravenna High School, must abide by the appropriate school conduct code as well as the athletic code of conduct.

It is a privilege, and not a right, to participate in the interscholastic athletic program offered to the students who attend Ravenna High School. Because of the high visibility of those students, student-athletes are expected to be positive role models for the larger student body, as well as the Ravenna Community.

The athletic code of conduct is in effect and will be enforced for twelve (12) months of the year and may carry over to the next season participation. The code of conduct encompasses conditioning activities, preseason activities, and postseason activities, as well as those that take place during each athletic season.

EXPECTATIONS AND CONSEQUENCES

School attendance—Athletes must be in school on the day of an athletic event for a minimum of one-half of the school day. Should an student-athlete fail to meet this attendance requirement on an event day, he/she will be ineligible to participate in that event on that that day.

ATTENDANCE AND ATHLETIC ACTIVITIES

1. Student-Athletes are required to attend all mandatory activities as established by the coach and/or advisor. Failure to meet these required obligations will result in:
 - a. First Violation - The student-athlete will be denied the privilege to participate in ½ of one contest, or coach's/advisor's discretion*.
 - b. Second Violation - The student-athlete will be denied the privilege to participate in one (1) contest, or coach's/advisor's discretion*.
 - c. Third Violation - The student-athlete will be denied the privilege to participate in three (3) contests, or coach's/advisor's discretion*.

* Coach's/Advisor's Discretion could involve additional consequences for the student-athlete in question, some of which might include additional responsibilities, additional duties, or additional conditioning for the athlete being disciplined.

2. Student-Athletes must be in attendance at school at least one-half of the school day to play or practice. Exceptions are made for school field trips, approved college visitations, or other excused absences (funeral, scheduled doctor appt. etc.)

INSUBORDINATION

1. No student-athlete will exhibit conduct or behavior which might prove to be disruptive to the orderly conduct of practices and/or athletic contests in which teams sponsored

by the Ravenna School District are involved. Furthermore, no student-athlete will refuse to comply with the reasonable request of any coach, teacher, school administrator, or any other authorized school personnel.

- a. First Violation - The student-athlete will be denied the privilege to participate in 50% of contests scheduled, with denial to begin immediately.
- b. Second Violation - The student-athlete will be dismissed from the team or cheerleading squad. The student-athlete will forfeit all postseason awards for that season.

PHYSICAL VIOLENCE/UNSPORTSMANLIKE CONDUCT

1. No student-athlete will be involved in an incident that might cause injury to another student, teacher, coach, or other school personnel either from Ravenna or from another school district.
2. No student-athlete will conduct himself/herself in an unsportsmanlike manner at any time.
 - a. First Violation - The student-athlete will be denied the privilege to participate in 50% of contests scheduled, with denial to begin immediately.
 - b. Second Violation - The student-athlete will be dismissed from the team or the cheerleading squad. The athlete or cheerleader will forfeit all postseason awards for that season.

TOBACCO and COUNTERFEIT/LOOKALIKES (INCLUDING E-CIGARETTES, VAPERS, ETC.)

1. No student-athlete is permitted to use tobacco products of any kind at any time.
 - a. First Violation
 - i. The student-athlete will be denied the privilege to participate in Ten percent (10%) of the contests scheduled.
 - ii. No denial of participation if attendance at a community Tobacco Education Program occurs within thirty days.
 - b. Second Violation
 - i. The student-athlete will be denied the privilege to participate in Twenty (20%) in season or scheduled activities.
 - ii. The student-athlete will be denied the privilege to participate in Ten (10%) in season or scheduled activities if attendance at a community Tobacco Education Program occurs within thirty days.
 - c. **THIRD AND SUBSEQUENT VIOLATIONS**

Twelve month denial of participation in all extra- curricular activities from the date of offense.

POSSESSION/USE OF ALCOHOL, OR CONTROLLED SUBSTANCES/MOOD ALTERING CHEMICALS

Students with an alcohol/drug violation will be immediately terminated of all leadership positions; however, future positions may be held after 12 months and receiving an alcohol/drug assessment. Parents, police and juvenile court will be notified of all alcohol and drug violations. Proof of alcohol/drug assessment by a certified chemical dependency counselor must be completed within 30 days or the equivalent.

A principal-lead team assisted by involved staff (athletic director, advisor, coach, student assistance or other support staff) will determine how the percentage of denial to participate in season or schedule activities, including scrimmages and rehearsals will be allocated and imposed.

It is strictly prohibited for any student-athlete to be POSSESSING, USING, OR UNDER THE INFLUENCE OF ALCOHOL/DRUGS, DRUG PARAPHERNALIA, OR “LOOK ALIKE” and COUNTERFEIT DRUGS (*Excluding prescription drugs and/or over the counter pain relief medications which are governed by the Administrating Medication to Student Policy-JHCD.*)

a. First Violation

- i. The student-athlete will be denied the privilege of participating* for Fifty percent (50%) in season or scheduled activities.
- ii. The student-athlete will be denied the privilege of participating* for Twenty percent (20%) of participation in season or scheduled activities if alcohol/drug assessment occurs and approved education occur.

**Participation denotes competing in events against outside competition at all levels (Varsity, Junior Varsity, Freshman, and Middle School levels), including dressing for contests. The student-athlete may practice with the team and shall attend (out of uniform) all contests for which he/she is suspended.*

b. Second Violation

- i. The student-athlete will be denied the privilege of participating* in Athletics for one calendar year (12 months) from the date of the suspension.
- ii. The student-athlete will be denied the privilege of participating* for Fifty percent (50%) denial of participation in season or schedule

activities if alcohol/drug assessment occurs and at least eight (8) hours of approved education occur.

c. **THIRD AND SUBSEQUENT VIOLATIONS**

The Third Violation for a student-athlete will result in denial of participation in athletics for the remainder of the student athletes High School career.

**Participation denotes competing in events against outside competition at all levels (Varsity, Junior Varsity, Freshman, and Middle School levels), including dressing for contests. The student-athlete may practice with the team and shall attend (out of uniform) all contests for which he/she is suspended.*

DISTRIBUTING, SELLING, OR ATTEMPTING TO SELL ALCOHOL/DRUGS, OR "LOOK ALIKE" COUNTERFEIT DRUGS

a. **First Violation**

- i. The student-athlete will be denied the privilege of participating* for one calendar year (12 months) in season or scheduled activities from date of the offense.
- ii. The student-athlete will be denied the privilege of participating* for fifty percent (50%) of participation in season or scheduled activities if alcohol/drug assessment occurs and approved education occurs

b. **Second Violation and Subsequent Violations**

- i. The second violation for a student-athlete will result in denial of participation in athletics for the remainder of the student-athletes high school career.

**Participation denotes competing in events against outside competition at all levels (Varsity, Junior Varsity, Freshman, and Middle School levels), including dressing for contests. The student-athlete may practice with the team and shall attend (out of uniform) all contests for which he/she is suspended.*

NOTE: Students who in any way aid another student in violations involving possession/use of alcohol, controlled substances/mood altering chemicals, tobacco, or selling/distributing/attempting to sell Alcohol/Drugs/Lookalikes, etc. will be disciplined as if he or she were the principal offender.

ADMINISTRATIVE DISCRETION

Should a problem develop that would require immediate action, a meeting will be held with the student-athlete, and the principal will take whatever action he/she feels is appropriate to deal with the situation.

DENIAL OF PARTICIPATION

1. Should a violation occur and it becomes necessary to deny participation to the student-athlete, the denial procedures will be:
 - a. The athletic director will meet with the student-athlete to officially notify the party involved of his/her violation and the resulting disciplinary action.
 - b. The student-athlete may appeal the disciplinary action taken by the athletic director to the principal. The principal's decision with regard to the specific violation is final and cannot be appealed.

LINE OF AUTHORITY

- A. Head Coach
- B. Athletic Director
- C. Principal

GENERAL GUIDELINES

- A. AWARDS PROGRAM
 1. Athletes are encouraged to attend each of three (3) awards programs, which conclude the fall, winter, and spring sports season
 2. Should a student-athlete quit or be removed from a team during a season, that student-athlete will forfeit any and all postseason awards that he/she might have earned during that season.
- B. FORMS
 1. In order for any student-athlete to be eligible to participate in any interscholastic student athletic activity offered at Ravenna High School, the student-athlete must have the following forms on file in the athletic office prior to athletic participation:
 - a) OHSAA Physical and Authorization Form
 - b) Emergency Medical Form
 - c) Insurance Waiver Form
 - d) Athletic Code of Conduct
 - e) Concussion information sheet
 2. Any student-athlete who fails to have any of the required paperwork on file in the athletic office prior to the first official day of practice for his/her sport or activity for that season, **will be ineligible** to participate in practices, scrimmages, or contests until the forms requirement is met.

DENIAL OF PARTICIPATION

1. Should a student-athlete be denied the privilege to participate in his/her athletic activities, the student-athlete is expected to attend all practice sessions and team meetings. The student-athlete will sit on the team bench during games/matches/activities and will be dressed in an appropriate manner.

CODE OF CONDUCT

The Athletic Director will be the school administrator responsible for maintaining the records of student-athlete violations of the Athletic Code of Conduct, as well as the penalties assessed to those individuals who were in violation of the Code.

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION ACADEMIC ELIGIBILITY

1. To be academically eligible to participate in interscholastic student athletic activities offered at Ravenna High School, a student must meet or exceed the following MINIMUM academic requirements.
 - a) In the grading period (9 weeks) immediately before the season, the student-athlete must receive a passing grade in a minimum of five (5) one-credit courses or the equivalent, which counts towards graduation.
 - b) The student-athlete must achieve at least a 1.000 grade point average during each grading period.
2. The failure of a student-athlete to meet the minimum academic requirements as outlined above, will result in that student-athlete to be declared ineligible for a period of at least nine (9) weeks..

BEHAVIORAL EXPECTATIONS

1. All student-athletes are expected to behave in a manner that reflects positively on Ravenna High School as well as the specific team or squad of which they are a member. Behavior that reflects negatively on the team/squad, the school, and the community of Ravenna, includes but is not limited to:
 - a) Repeated cases of truancy from class or school.
 - b) Repeated infractions of the school Code of Conduct that would include repeated case of unacceptable behavior in class/classes.
 - c) Use of abusive or profane language, both at school and in a competitive situation.

- d) Unacceptable attitude, unacceptable behavior, or unsportsmanlike conduct at or during interscholastic activities, practice sessions, scrimmages, or any other school-sponsored activities that might not be directly related to athletic or cheerleading.

SOCIAL MEDIA POLICY

The use of e-mail messages, text messages, blogs, websites, apps, or other electronic communications to make inflammatory or derogatory comments, and/or inappropriate descriptions or pictures regarding yourself, another team member, another student, a parent, a coach, another school or team, or other staff member is strictly prohibited. For the purposes of this policy, inappropriate comments may include, but are not limited to, inappropriate comments/pictures/descriptions regarding another person's race, ethnic background, culture, religion, gender, or sexual orientation. **Any violation of our social media policy may result in disciplinary consequences up to and including suspension and/or dismissal from the team or squad.**

CITING SOURCES

MLA Format - Using Parenthetical Citations and Creating a Works Cited Page

MLA format is one particular format which specifies guidelines for creating documents using formal writing. MLA format provides writers with a system for referencing their sources in their documents and building Works Cited pages. Writers who properly use MLA format build their credibility by demonstrating accountability to their source material. Most importantly, the use of MLA format can protect writers from accusations of plagiarism.

General Guidelines:

- type your paper in double-spaced text and use a legible 12-point font such as Times New Roman or Arial
- make sure your margins are set to one inch on all sides and indent the first line of a paragraph one half-inch (or five spaces) from the left margin
- do not make a title page for your paper unless specifically requested
- on the first page of your paper, in the upper left-hand corner of the page, create a heading which includes your name, your instructor's name, the course, and the date in the following format (1 January 2015); be sure this is double-spaced text
- create a header in the upper right-hand corner that includes your last name, followed by a space and a page number; number all pages consecutively

Basic In-Text Citation Guidelines:

- refer to the works of others in your text in what is known as parenthetical citations which are immediately following a quotation from a source or paraphrase of a source's ideas
- place the author's last name followed by a space and the relevant page number(s)
- finally, complete with a period that is outside of the parentheses
Ex. Human beings have been described as "symbol-using animals" (Burke 3).
- when a source has no known author, use a shortened title of the work
- every in-text citation will correspond with an entry in your Works Cited page

Works Cited Page Guidelines:

- the purpose of the Works Cited page is to give credit to source material
- begin your Works Cited page on a separate page at the end of your paper; it should still be double-spaced and have a header which has a page number that is in continuation of the rest of the paper
- begin on the first line by centering the words Works Cited (do not underline or put them in quotation marks)
- alphabetize by author's last name or by title if no author is given
- use a five-space indentation for all lines after the first line of an entry (the first line is aligned with the left margin; the second, third etc. lines of a single entry are indented)

Helpful Links for Research and Paper Writing:

InfoOhio Databases

<http://www.infohio.org/students>

RHS LMC Databases

<http://lmc.ravenna.portage.k12.oh.us/common/servlet/presenthomeform.do?l2m=Home&tm=Home>

Google Scholar Search Bar

<http://scholar.google.com/schhp?hl=en>

EasyBib.com

<http://www.easybib.com/>

Research 4 Success Link

<http://educators.infohio.org/r4s>

Directory of Open Access Journals

<http://doaj>

More than 3000 journals, books, and reference works

<http://highwire.stanford.edu/lists/freeart.dtl> Free Databases for Magazine/Journal Articles, etc.

<http://library.truman.edu/Free/free.as>