

RICHMOND HEIGHTS LOCAL BOARD OF EDUCATION
REGULAR MEETING MINUTES
SEPTEMBER 13, 2021
7:00 P.M.

We invite public participation at all of our meetings. Please complete the participation form upon arrival so you can be acknowledged at the appropriate time.

Mission: Prepare individual learners to navigate an evolving global community using 21st century competencies.

The Regular Meeting of the Richmond Heights Board of Education was called to order at 7:03 p.m. on Monday, September 13, 2021 by President, Nneka Slade Jackson.

The following members answered the roll: Nneka Slade Jackson, Frank Barber, Linda Pliodzinskas, and Dr. Hugh Turner.

Bobby Jordan was absent.

RESOLUTION NO 09-199-2021

Moved by Mrs. Pliodzinskas, seconded by Dr. Turner, to adopt the agenda as amended to move XIV. Public Participation before XIII. Executive session.

Roll Call: Ayes – Mrs. Pliodzinskas, Dr. Turner, Mr. Barber, and Ms. Slade Jackson.

Nays – None.

Motion Carried 4-0.

RESOLUTION NO 09-200-2021

Moved by Dr. Turner, seconded by Mrs. Pliodzinskas, to approve the minutes of the Regular Session Meeting August 9, 2021; and the Regular Work Session Meeting August 23, 2021; pursuant to Board policy 0169.

Roll Call: Ayes – Dr. Turner, Mrs. Pliodzinskas, Mr. Barber, and Ms. Slade Jackson.

Nays – None.

Motion Carried 4-0.

SUPERINTENDENT'S REPORT

- **Construction Update – Ozanne Construction & TDA Architect**
- **ESSER Presentation – Kelly Askew**
- **General Updates - Dr. Renée Willis**

TREASURER'S REPORT

- **General Updates – Cooper Martin**
- **Capital Planning – Cooper Martin**
- **Triennial Property Valuations – Cooper Martin**

RECOMMENDATIONS OF THE BOARD

RESOLUTION NO 09-201-2021

Moved by Mr. Barber, seconded by Mrs. Pliodzinskas, to approve the second reading of the following board policy. (ATTACHMENT #1)

0147 COMPENSATION

Roll Call: Ayes – Mr. Barber, Mrs. Pliodzinskas, Ms. Slade Jackson, and Dr. Turner.

Nays – None.

Motion Carried 4-0.

RESOLUTION NO 09-202-2021

Moved by Mr. Barber, seconded by NO ONE SECONDED THE MOTION, MOTION DIED to approve Deborah Key Write's yearlong book study and retreat for board members, superintendent, and treasurer. The book is "The Governance Core: School Boards, Superintendents, and Schools Working Together." This is a quarterly developmental package whereby the board engages in retreat sessions (in person and virtual work sessions). The first retreat will be on October 2, 2021. (ATTACHMENT #2)

Roll Call: Ayes –

Nays –

Motion DIED

RECOMMENDATIONS OF THE SUPERINTENDENT

CERTIFIED:

RESOLUTION NO 09-203-2021

Moved by Mrs. Pliodzinskas, seconded by Dr. Turner, to employ the following certified personnel for the 2021-2022 school year, upon completion of personnel file. Her salary at Step 5, MA+12 is \$57,988 for 185 days. The prorated salary will be \$51,406 for 164 days, since she begins 9/13/2021.

- **Nichole McWilliams**, 4th Grade Teacher, Step 5, MA+12, \$51,406, effective September 13, 2021

Roll Call: Ayes – Mrs. Pliodzinskas, Dr. Turner, Mr. Barber, and Ms. Slade Jackson.

Nays – None.

Motion Carried 4-0.

RESOLUTION NO 09-204-2021

Moved by Mrs. Pliodzinskas, seconded by Mr. Barber to approve the following personnel under a one-year limited supplemental contract for the 2021-2022 school year for the position and at the rate of compensation listed below, pursuant to §ORC 3319.08 and the RHEA Negotiated Agreement. Payment amounts for supplementals that have tiered schedules based on years of experience will need to be verified.

Activities Coordinator HS

- Shaun Lodge

Art Competition Middle School

- Carol Tizzano

Art Competition High School

- Carol Tizzano

Audio Visual Director

- Shaun Lodge

Camp Fitch Director (if trip is taken)

- Nicholas Grande

Camp Fitch Counselor (one counselor per ten students)

- Nicholas Alcantar
- Amy Rossman

Choir Director

- David McWilliams

Class Advisor, Freshman

- Ronica Dillions

Class Advisor, Sophomore

- Alicia Trescott

Class Advisor, Junior

- Jasmine King

Class Advisor, Senior

- Candice Meintel

Memory Book, HS Advisor

- Candice Meintel

Mentor/ Facilitator (Resident Educator) Non-tiered payment

- Patricia Grady -Resident Educator Lead, \$1500.00
- Jodi Hanford -Year 1 Mentor for Nichole McWilliams, \$1,000.00
- Amy Rossman -Year 1 Mentor for Ronica Dillions, \$1,000.00

Music Director (Elementary School)

- David McWilliams

National Honor Society

- Delbert Patterson

R.E.A.L Diversity Club Coordinator

- Marady Chhay

Student Council High School

- Jasmine King

Student Council Middle School

- Alyssa Thorpe

Roll Call: Ayes – Mrs. Pliodzinskas, Mr. Barber, Ms. Slade Jackson, and Dr. Turner.

Nays – None.

Motion Carried 4-0

RESOLUTION NO 09-205-2021

Moved by Mrs. Pliodzinskas, seconded by Dr. Turner, to approve that the following certified staff members represent RHLSD as its LPDC (Local Professional Development Committee) for the 2021-2022 school year, per the language in the RHEA Agreement and the Ohio Revised Code.

Term 1 2021-2022	Teacher A Jaclyn Davey	Teacher C Katrina Watford	Admin. A Marnisha Brown
Term 2 2021-2022	Teacher B Patricia Grady	Admin B Elizabeth Taylor	

Roll Call: Ayes – Mrs. Pliodzinskas, Dr. Turner, Mr. Barber, and Ms. Slade Jackson.

Nays – None.

Motion Carried 4-0.

RESOLUTION NO 09-206-2021

Moved by Mrs. Pliodzinskas, seconded by Mr. Barber, to approve a one (1) time stipend of \$600.00 to the following teachers for their lead in **NWEA/MAP train the trainer session**. NWEA/MAP is the district's new benchmark assessment replacing STAR. (Paid from the SIG grant)

- **Patricia Grady**
- **Cathee Mulcahy**
- **Jaclyn Davey**
- **Lori Gecina**
- **Gabrielle Kisner**
- **Linda Ashford**
- **Nolan Shenkelman**
- **Ronica Dillions**
- **Brenda Graves**
- **Delbert Patterson**
- **Heidi Bistak**
- **Karla Smith**
- **Cynthia Sizemore**
- **Michael Schwartz**
- **Juanita Boyd**
- **Katrina Watford**
- **Kimi Hille**
- **Maureen Thompson**
- **Cindy Schade**
- **Nichole McWilliams**

Roll Call: Ayes – Mrs. Pliodzinskas, Mr. Barber, Ms. Slade Jackson, and Dr. Turner.

Nays – None.

Motion Carried 4-0.

CLASSIFIED:

RESOLUTION NO 09-207-2021

Moved by Mrs. Pliodzinskas, seconded by Mr. Barber, to approve the recall to employment, in accordance with Article VII, Section 3(D)(6) of the Negotiated Agreement with the Richmond Heights Local District (RHLSD) Board of Education and the Richmond Heights Education Association (RHEA), of

- **Deborah Darby**, Non-Instructional Aide-Cafeteria, effective August 30, 2021.

Roll Call: Ayes – Mrs. Pliodzinskas, Mr. Barber, Ms. Slade Jackson, and Dr. Turner.

Nays – None.

Motion Carried 4-0.

RESOLUTION NO 09-208-2021

Moved by Dr. Turner, seconded by Mr. Barber, to employ the following classified personnel for the 2021-2022 school year, upon completion of personnel file:

- **Issac Glover**, Full-time Grounds, Step 8, \$19.99/hr., 8 hrs./day, 5 days/week, effective August 30, 2021
- **Phyllis Scott**, Part-time Cleaner, Step 3, \$12.52/hr., 5 hrs./day, 5 days/week, effective August 24, 2021 (replaces Roger Lumpkin)
- **Willie Scott**, Part-time Cleaner (from Substitute Cleaner), Step 3, \$12.52/hr., 5 hrs./day, 5 days/week, effective August 24, 2021 (replaces Shawn Letman)
- **Shawn Letman**, Full-time Night Custodial (from Part-time Cleaner), Step 3, \$17.05/hr., 8 hrs./day, 5 days/week, effective August 24, 2021
- **Roger Lumpkin**, Full-time Cleaner (from Part-time Cleaner), Step 5, \$13.27/hr., 8 hrs./day, 5 days/week, effective August 24, 2021
- **Chauncey Berry**, Non-Instructional Aide, Step 4, \$12.73/hr., minimum 3.5 hrs./day, 5 days/week, effective September 13, 2021

Roll Call: Ayes – Dr. Turner, Mr. Barber, Mrs. Pliodzinskas, and Ms. Slade Jackson.

Nays – None.

Motion Carried 4-0.

RESOLUTION NO 09-209-2021

Moved by Mr. Barber, seconded by Mrs. Pliodzinskas, to approve FMLA for the following personnel. She is eligible for intermittent FMLA leave and meets the compliance as set forth in the Negotiated Agreement between the Richmond Heights Board of Education and the Richmond Heights Education Association.

Lisa Finley, Bus Driver, intermittent FMLA up to 12 weeks, effective August 9, 2021, through August 9, 2022.

Roll Call: Ayes – Mr. Barber Mrs. Pliodzinskas, Ms. Slade Jackson, and Dr. Turner.

Nays – None.

Motion Carried 4-0.

RESOLUTION NO 09-210-2021

Moved by Dr. Turner, seconded by Mrs. Pliodzinskas, to employ the following classified personnel as a casual, day-to-day substitute and at the Board-approved rate of compensation, effective for the 2021-2022 school year, pursuant to Board Policy 3120.04., pending completion of their personnel file.

Substitute Non-Instructional Aide - Cafeteria

- **Beaunice Fountain**

Roll Call: Ayes – Dr. Turner, Mrs. Pliodzinskas, Mr. Barber, and Ms. Slade Jackson.

Nays – None.

Motion Carried 4-0.

OLD BUSINESS

RESOLUTION NO 09-211-2021

Moved by Dr. Turner, seconded by Mrs. Pliodzinskas, to amend RESOLUTION NO 08-178-2021 from the August 9, 2021 board meeting to reflect the following certified teacher's contract. Her correct salary lane is BA+24 rather than BA.

- **Kathy Lee**, Intervention Specialist, from Step 7, \$54,528.48, BA to Step 7, BA+24, \$58,656, effective August 12, 2021.

Roll Call: Ayes – Dr. Turner, Mrs. Pliodzinskas, Mr. Barber, and Ms. Slade Jackson.

Nays – None.

Motion Carried 4-0.

RESOLUTION NO 09-212-2021

Moved by Dr. Turner, seconded by Mr. Barber, to terminate the following classified employee that we hired at the meeting on August 23, 2021, RESOLUTION NO 08-190-2021, due to job abandonment.

- **Dianna Watson-Johnson**, Non-Instructional Aide-Cafeteria

Roll Call: Ayes – Dr. Turner, Mr. Barber, Mrs. Pliodzinskas, and Ms. Slade Jackson.

Nays – None.

Motion Carried 4-0.

NEW BUSINESS

RESOLUTION NO 09-213-2021

Moved by Mr. Barber, seconded by Dr. Turner, to approve the Richmond Heights Secondary School **Courses of Study** and Secondary and Elementary **Handbook** for the 2021-2022 school year. (ATTACHMENTS #3, #8, and #9)

Roll Call: Ayes – Mr. Barber, Dr. Turner, Mrs. Pliodzinskas, and Ms. Slade Jackson.

Nays – None.

Motion Carried 4-0.

RESOLUTION NO 09-214-2021

Moved by Mrs. Pliodzinskas, seconded by Dr. Turner to approve the purchase of a Kubota Utility Vehicle for sidewalk snow removal and year round ground maintenance. This vehicle will be purchased through Mentor Mfg for \$28,880.18 which includes the State Discount of \$5,012. This will be purchased using the general fund.
(ATTACHMENTS #4)

Roll Call: Ayes – Mrs. Pliodzinskas, Dr. Turner, Mr. Barber, and Ms. Slade Jackson.
Nays – None.
Motion Carried 4-0.

RESOLUTION NO 09-215-2021

Moved by Mrs. Pliodzinskas, seconded by Mr. Barber to approve the Ohio Schools Council Cooperative advertising and receiving bids for school bus chassis and bodies.

WHEREAS, the Richmond Heights Local School Board of Education wishes to advertise and receive bids for the purchase of one 65 passenger unitized conventional school bus chassis and bodies.

THEREFORE, BE IT RESOLVED the Richmond Heights Local School Board of Education wishes to participate and authorizes the Ohio Schools Council to advertise and receive bids on behalf of said Board as per the specifications submitted for the cooperative purchase of one 65 passenger unitized conventional school bus chassis and bodies.

Roll Call: Ayes – Mrs. Pliodzinskas, Mr. Barber, Ms. Slade Jackson, and Dr. Turner.
Nays – None.
Motion Carried 4-0.

RESOLUTION NO 09-216-2021

Moved by Dr. Turner, seconded by Mr. Barber, to approve Board President, Nneka Slade Jackson; Board Vice President, Bobby Jordan; Board Member, Dr. Hugh A. Turner; Treasurer, Cooper Martin; and Superintendent, Dr. Renée Willis, to attend the Ohio School Board Association's (OSBA) Capital Conference from November 7 -9, 2021. (Paid by General Fund)

Roll Call: Ayes – Dr. Turner, Mr. Barber, Mrs. Pliodzinskas, and Ms. Slade Jackson.
Nays – None.
Motion Carried 4-0.

RESOLUTION NO 09-217-2021

Moved by Mr. Barber, seconded by Dr. Turner, to approve the following **senior class fees**, at a total cost of \$110.00.

- Senior T-Shirt (Front & Back Design) \$20.00
- Senior Class Yard Sign \$20.00
- 8 x 10 Cap & Gown Picture \$20.00
- Cap, Gown, & Diploma Cover \$50.00 (This is the current charge yearly)

Roll Call: Ayes – Mr. Barber, Dr. Turner, Mrs. Pliodzinskas, and Ms. Slade Jackson.
Nays – None.
Motion Carried 4-0.

RESOLUTION NO 09-218-2021

Moved by Dr. Turner, seconded by Mr. Barber to approve the **Allerton Hill Communications** for consulting on communication strategy and marketing at a cost of \$4,750/month until December 2021.

Roll Call: Ayes – Dr. Turner, Mr. Barber, Mrs. Pliodzinskas, and Ms. Slade Jackson.

Nays – None.

Motion Carried 4-0.

RESOLUTION NO 09-219-2021

Moved by Mr. Barber, seconded by Dr. Turner to approve the agreement between **A Golden Touch Health Care Agency, LLC** and RHLSD to provide School Nurse services, effective August 31, 2021 through August 31, 2022, at a rate of \$64.00/hr. (Paid from ESSER funds) (**ATTACHMENT #5**)

Roll Call: Ayes – Mr. Barber, Dr. Turner, Mrs. Pliodzinskas, and Ms. Slade Jackson.

Nays – None.

Motion Carried 4-0.

RESOLUTION NO 09-220-2021

Moved by Mr. Barber, seconded by Dr. Turner to approve the agreement between **LT Transport Inc.** and RHLSD to provide transportation for special needs students on a case by case basis for the 2021-2022 school year, at a rate of \$60.00/hr. per student based on a minimum of two students plus a 50¢ per mile charge for fuel. The price for an Aide/Monitor will not exceed \$67.00/day. (**ATTACHMENT #6**)

Roll Call: Ayes – Mr. Barber, Dr. Turner, Mrs. Pliodzinskas, and Ms. Slade Jackson.

Nays – None.

Motion Carried 4-0.

RESOLUTION NO 09-221-2021

Moved by Mrs. Pliodzinskas, seconded by Mr. Barber to approve the agreement for **PSI Affiliates, Inc./PSI Associates, Inc.**, for outsourcing one on one nursing services for a multiple handicapped student at a cost of \$63,187.20 for 40 hours per week for the remaining 36 weeks of the 2021/2022 school year. (**ATTACHMENT #7**)

Roll Call: Ayes – Mrs. Pliodzinskas, Mr. Barber, Ms. Slade Jackson, and Dr. Turner.

Nays – None.

Motion Carried 4-0.

RESOLUTION NO 09-222-2021

Moved by Mrs. Pliodzinskas, seconded by Dr. Turner to approve the following personnel under a one-year limited pupil activity contract for the 2021-2022 school year for the position and at the rate of compensation listed below, pursuant to §ORC 3319.08 and the RHEA Negotiated Agreement. In the event an insufficient number of students sign up for the activity this contract will become null and void, or in the event that fall sports are cancelled due to the ongoing pandemic this contract will become null and void.

Demetrius Davis, MS Volleyball, 12%, \$4,923.24

Roll Call: Ayes – Mrs. Pliodzinskas, Dr. Turner, Mr. Barber, and Ms. Slade Jackson.

Nays – None.

Motion Carried 4-0.

RESOLUTION NO 09-223-2021

Moved by Dr. Turner, seconded by Mr. Barber to introduce the following resolution and move its passage:

**Resolution for declaring transportation to be impractical
(Additional Schools added to the list)**

Whereas, the students have been determined to be residents of this school district, and eligible for transportation services; and

Whereas, after a careful evaluation of all available options, it has been determined that it is impractical to provide transportation for these students to their selected schools; and

Whereas, the following factors as identified in Revised Code 3327.02 have been considered:

1. The time and distance required to provide the transportation
2. The number of pupils to be transported
3. The cost of providing transportation in terms of equipment, maintenance, personnel, and administration
4. Whether similar or equivalent service is provided to other pupils eligible for transportations
5. Whether and to what extent the additional service unavoidably disrupts current transportation schedules
6. Whether other reimbursable types of transportation are available; and

Whereas, the option of offering payment-in-lieu of transportation is provided in Ohio Revised Code for the amount of \$538.70 (50% of the cost for transporting a student as determined by the Ohio Department of Education, as recently passed by HB110: Therefore, be it

Resolved, that the Richmond Heights Local Schools Board of Education hereby approves the declaration that it is impractical to transport the students and offers the parent(s)/guardian(s) of students payment-in-lieu of transportation.

- St. Dominic
- Apex Academy
- All Saints of St. John Vianney
- Beaumont
- Andrew Osborne Academy
- Saint Ignatius
- Notre Dame Cathedral Latin
- University School Shaker (PreK-8)
- Beaumont

Roll Call: Ayes – Dr. Turner, Mr. Barber, Mrs. Pliodzinskas, and Ms. Slade Jackson.

Nays – None.

Motion Carried 4-0.

EXECUTIVE SESSION

RESOLUTION NO 09-224-2021

Moved by Dr. Turner, seconded by Mrs. Pliodzinskas to enter into executive session at 9:33 p.m., pursuant to ORC §121.22, for the purpose of:

- A. To consider one or more, as applicable, of the **check marked** items with respect to a public employee or official:
 - 1. ☐ Appointment;
 - 2. ☐ Employment;
 - 3. ☐ Dismissal;
 - 4. ☐ Discipline;
 - 5. ☐ Promotion;
 - 6. ☐ Demotion;
 - 7. ☐ Compensation of a public employee or official; or
 - 8. ☐ Investigation of charges/complaints against a public employee, official, licensee, or regulated individual (unless public hearing requested).
- B. To consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the public interest.
- Ⓒ Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.
- Ⓓ Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
- Ⓔ Matters required to be kept confidential by federal law or regulations or state statutes.
- F. Details relative to security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.

NOW, THEREFORE, BE IT RESOLVED, that the Richmond Heights Local School District Board of Education, by a majority of the quorum present at this meeting, does hereby declare its intention to hold an executive session on items C. D. & E. as listed above.

Roll Call: Ayes – Dr. Turner, Mrs. Pliodzinskas, Mr. Barber, and Ms. Slade Jackson.

Nays – None.

Motion Carried 4-0.

The board reconvened from executive session at 10:11 p.m.

ADJOURNMENT

RESOLUTION NO 09-225-2021

Moved by Mr. Barber, seconded by Mrs. Pliodzinskas to adjourn the meeting at 10:18 p.m.

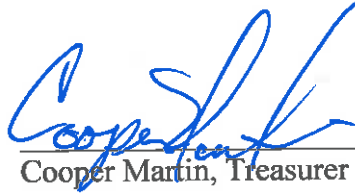
Roll Call: Ayes – Mr. Barber, Mrs. Pliodzinskas, Ms. Slade Jackson, and Dr. Turner.

Nays – None.

Motion Carried 4-0.



Nneka Slade Jackson, President



Cooper Martin, Treasurer

0147 - COMPENSATION

Each Board member shall be compensated for each meeting and/or training session attended, at such time as compensation for training sessions is recognized by the Ohio Revised Code, compensation shall, not exceed at the maximum amount as allowed by law, and not to exceed nineteen (19) meetings and/or training sessions per year. a total of Five thousand (\$5,000) per year.

Expenses of a Board member incurred in the performance of his/her duties and expenses of a member-elect in training and orientation will be paid from the Board service fund if the service fund is established pursuant to Policy 6231. To receive payment each such member or member-elect must submit a written statement of his/her expenses for approval by the Board at its next regular meeting.

Each Board member shall be permitted to request coverage for himself/herself and/or family in the District's group health and life insurance plans. This coverage is permissible only at the Board member's expense and must be announced at a regular meeting and recorded in the minutes. This does not constitute "pecuniary interest" in any contract.

Within thirty (30) days after a Board member takes office, s/he has an opportunity to become a member of the State Employees Retirement System in accordance with R.C. 3309.012 and A.C. 3309-1.

The Board member shall notify the Treasurer whether or not s/he wishes to participate. The Treasurer shall ensure that the proper procedure is followed for completing the information required by the Retirement Board.

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

- A. Expenses will be reimbursed only for activities authorized by the Board.
- B. Reimbursement for mileage, only to attend conferences, will not exceed the current rate permitted by law.
- C. Attendance at Board-approved conferences should be at the location closest to the District.
- D. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing can be submitted for approval.
- E. Purchase of any printed or other materials necessary in the performance of Board member duties will be reimbursed if prepurchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval. No postpurchase voucher will be approved if it exceeds \$100.00.
- F. No entertainment expenses or purchases of alcoholic beverages are reimbursable.
- G. A voucher detailing the amount and nature of each expense must be submitted to the Board for approval within forty-five (45) days after the expenses have been incurred.

Legal

R.C. 3313.12, 3313.202(D), R.C. 3315.15

R.C. 3309.012

A.C. 3309-1

TO: Richmond Heights Local Schools

SUBJECT: Board Governance Professional Learning Proposal – Book Study

FROM: Deborah L. Keys Write, Founder/National Board Consultant, *The Write Keys 2 Consulting*

Scope of Work Recommended:

I have had the pleasure of working with over 50 districts the last few years and what I find as a common thread while providing professional learning opportunities is the need to have a laser-focus on the core of governance. The following 16-hours of board development plan is designed to create a high-performing governance team who demonstrate the capacity to govern at its fullest potential. I propose a quarterly developmental package whereby the board engages in retreat sessions (in person and virtual work sessions) focused on the key work for school boards, core governance, and effective board governance practices. These sessions will be based on a book study of *The Governance Core: School Boards, Superintendents, and Schools Working Together*. You will also receive one bonus session listed below. I recommend the following series at mutually agreeable dates/times:

Session #1

October 2, 2021 – (The Governance Core) – Mindsets for Efficacy (In person)

9 a.m. – 3:30 p.m.

Chapter 1: Moral Imperative and the Governance Core

This session will focus on:

- The Nature of Governance
- A Fundamental Choice
- Five Major Themes of Good Governance

Chapter 2: Trustee Governance Mindset

This session will focus on:

- Strategic Thinking
- Strategic Focus
- Deep Learning

Chapter 3: Superintendent Governance Mindset

This session will focus on:

- Typical Governance Style
- Superintendent Support for Governance
- Supporting a Trustee

Bonus Session – January 2022 for New Board Members (Virtual)**2-hours**

This pre-session for **new board members** will provide an accelerated version of board governance that support an effective governance team. This will include:

- Defining roles and responsibilities
- Building a collaborative board/superintendent relationship
- A look at your first 100-days: What the Board Should Do
- A look at your first 100-days: What New Trustees Should Do

Session #2 – January 24, 2022 – Governing for Efficacy (Virtual Work Session)**6:30 – 8:30 p.m.****Chapter 5: Governing with Coherence**

This session will focus on:

- Coherence Making
- Coherence Perspective
- Distractions and Challenges to Coherence

Session #3 – March 28, 2022 – Governing for Efficacy (Virtual Work Session)**6:30 – 8:30 p.m.****Chapters 6: Governance Culture**

This session will focus on:

- Processes That Develop Governance Infrastructure

Session #4 – May 21, 2022 – Governing for Efficacy (In person)**9 a.m. – 3:30 p.m.****Chapter 7 & 8: The Governance Job: Systems Thinking and Strategic Action and Governance Tools**

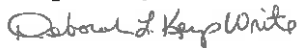
This session will focus on:

- Setting Strategic Direction
- Policy Direction and Approval
- Stewardship and Support
- Oversight and Accountability
- Community Leadership Throughout
- Discussion Meetings
- Governance Handbooks
- Board Self-Evaluations

After each session you will be provided a summary of discussion topics that will be instrumental in developing principles of governance that will be the foundation necessary to sustain an effective board governance team. Facilitator will provide each participant with a workbook that will be used for assignments during the training.

Cost: \$15,000.00 (includes all reading materials and a workbook).

Respectfully submitted,

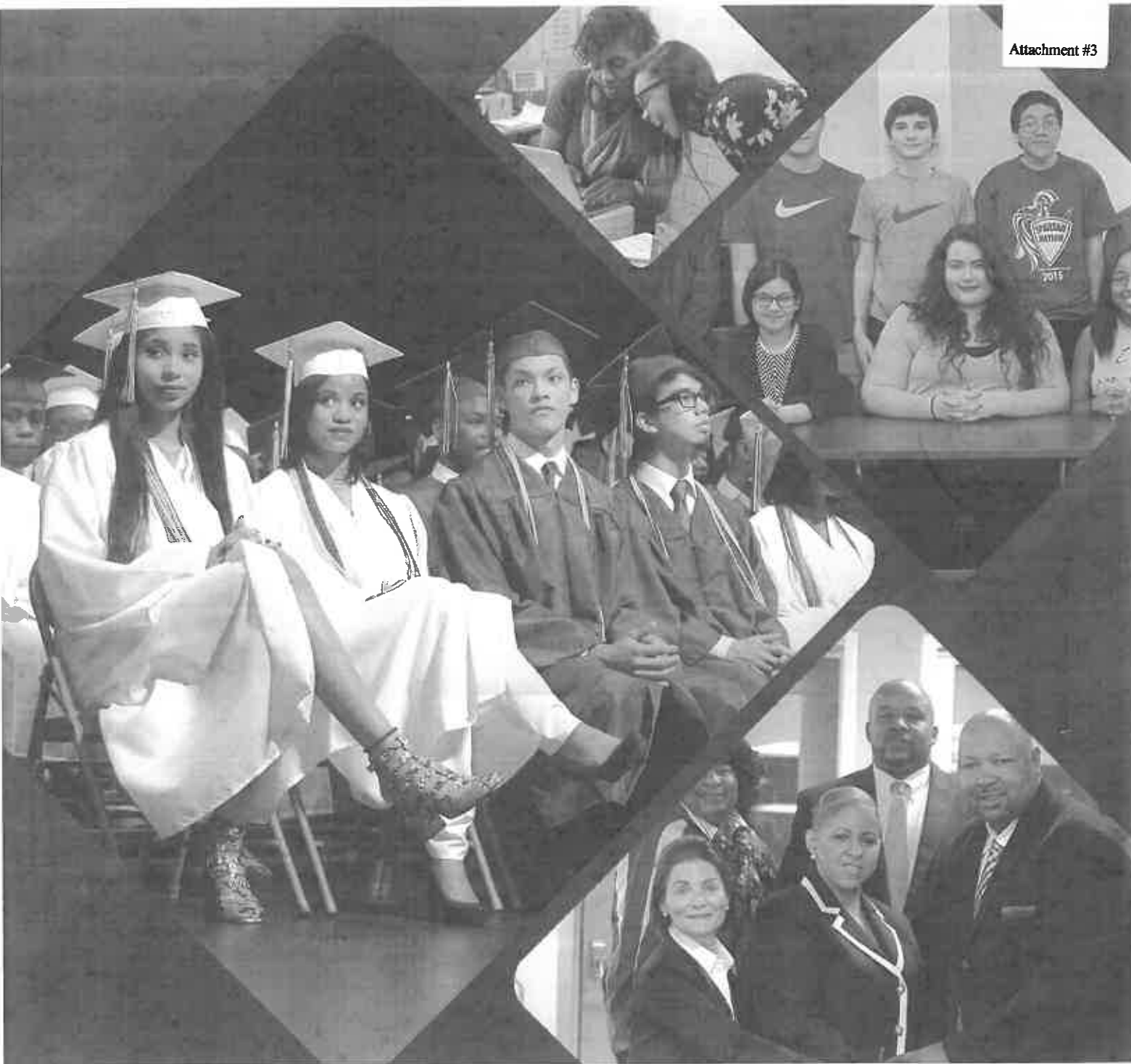


Deborah L. Keys Write

517-449-8181

deborah@writekeys2consulting.org



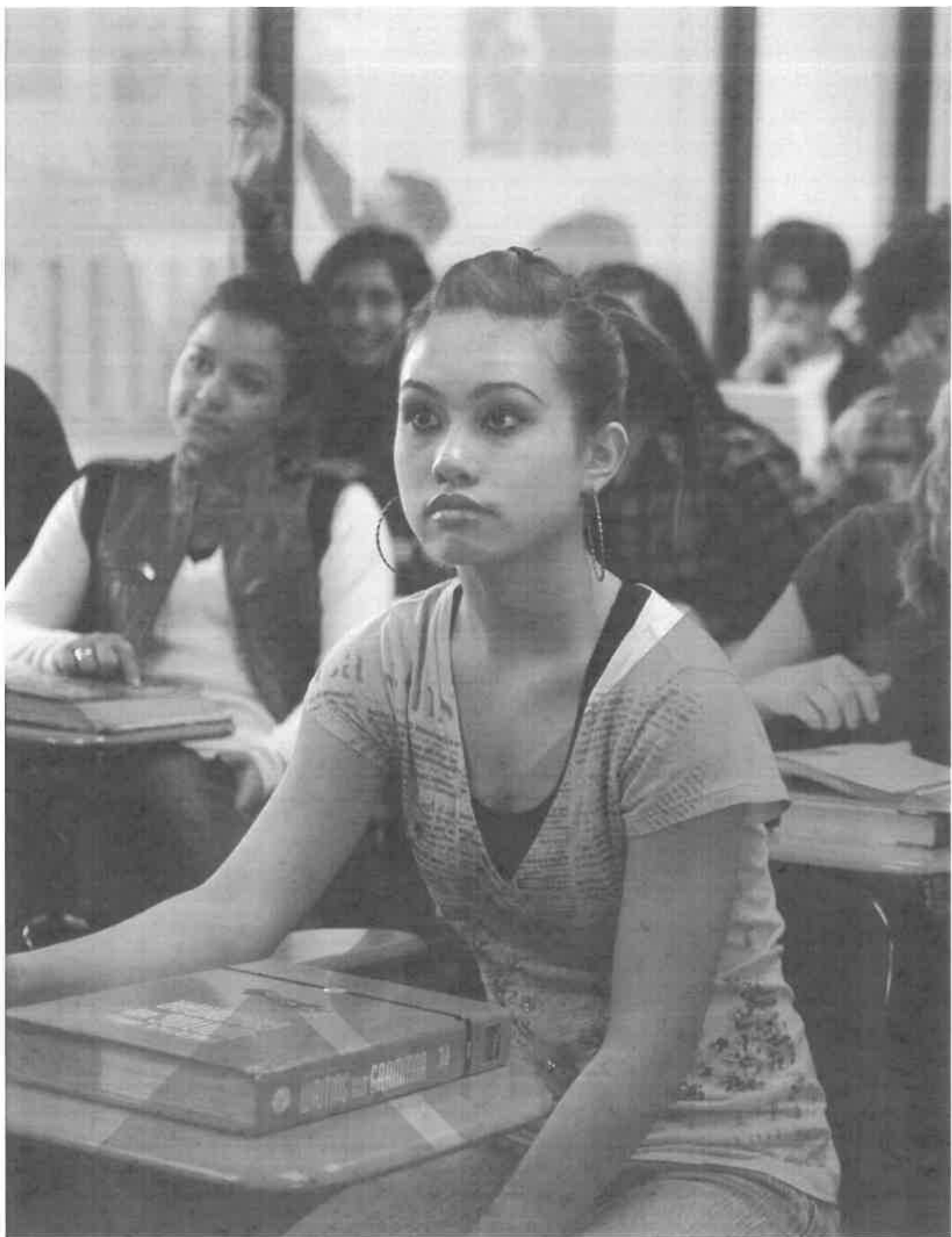


2021-2022 COURSE GUIDE



RICHMOND HEIGHTS
HIGH SCHOOL

Current Graduation Requirements			Recommended Credits	
Subject	Credits	Additional Stipulations & Explanations	Ohio state universities	More selective
English	4	Must include 9 th , 10 th , 11 th , and 12 th grade English.	4	4
Mathematics*	4	Mathematics units must include 1 unit of Algebra II or the equivalent of Algebra II.	4	4
Science	3	1 credit in a Physical Science. 1 credit in Biology. 1 Advanced Science.	3	4
Social Studies	3	1 credit in Global Studies. 1 credit in US History. 1/2 credit in American Government. 1/2 credit in a Senior Social Studies course.	3	4
Physical Education	1/2	9 th graders take two .25 credit semesters. After passage students are no longer required to take in preceding grades. P.E. medical excuses do not reduce total credits for graduation.		
Health	1/2	Ohio requirement usually taken in 10 th grade.		
Fine Arts	1	Most colleges require one credit in <u>Fine Arts</u> . (Fine Arts = Music, Theatre, Art, and Photography)	1	1
World Language*	0	Most colleges require at least two years of one language. Honors Diplomas require 2 years each of two different languages or 3 years of one language taken during high school. Highly selective colleges prefer four years of one language.	2-3 preferred	4
Elective	4	From any of the subject areas above, except Physical Education.		
TOTAL	20	Additional Diploma Requirement: Class of 2018 and beyond: Minimum of 18 graduation points from end-of-course assessments, or remediation-free score on a national college admissions test. College admissions test will be administered for free in fall of junior year. Community Service: Service hours are not required, but it is encouraged and acknowledged.		
		<i>*Algebra and World Language credits earned at the Middle School count toward graduation. They are not included in GPA.</i>		



Ohio High School Graduation Requirements

1. All students take end-of-course exams in:

- Algebra I and geometry or integrated math I and II
- Physical science
- American history and American government
- English I and English II

2. All students must also meet one of the following three conditions:

- Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education.
- Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th-grade students in the Class of 2018 and beyond to take the exam free of charge.
- Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

Comparison of Diplomas with Honors Criteria		
Subject	Academic Diploma with Honors for Classes 2011 and Beyond	Career-Technical Diploma with Honors for Classes 2012 and Beyond
English	4 units	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including Physics and Chemistry	4 units, including two units of advanced science****
Social Studies	4 units	4 units
World Language	3 units (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	N/A
Fine Arts	1 unit	N/A
Electives	N/A	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway that can lead to post-secondary credit
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT Score [excluding scores from the writing sections]*	27 ACT / 1210 SAT	27 ACT / 1210 SAT
Additional Assessment	N/A	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent

Diploma with Honors requirements pre-supposes the completion of all high school diploma requirements in the Ohio Revised Code including:

½ unit Physical Education**

½ unit Health

½ unit in American History

½ unit in Government

*Writing section of either standardized test should not be included in the calculation of this score.

** SB 311 allows school districts to adopt a policy exempting students who participate in varsity interscholastic athletics, marching band or cheerleading for two full seasons or two years of JROTC from the physical education requirement.

**** Advanced science refers to courses in the Ohio Core that are inquiry based with laboratory experiences and align with the 11th/12th grade standards (or above) or with an AP science course, or with the new high school syllabi, or with an entry-level college course (clearly preparing students for a college freshman-level science class, such as anatomy, botany, or astronomy).

GRADE PLACEMENT

ASSIGNED GRADE	REQUIREMENTS
9 th	(Promoted from 8 th grade)
10 th	5 Credits
11 th	10 Credits
12 th	15 Credits

Algebra and World Language credits earned at the Middle School count toward graduation. They are not included in GPA.

HIGH SCHOOL CORE CURRICULUM

The Advisory Commission on Articulation between Secondary Schools and Ohio Colleges appointed by the Ohio Board of Regents and the State Board of Education has recommended the following:

1. The Core curriculum should include:

4 units of English	4 units of Mathematics
3 units of Social Studies	3 units of Science (4 preferred)
3 units of World Language	1 unit of Fine Arts

2. Private and state-assisted four year colleges and universities generally require that students who wish to be admitted on an **unconditional** basis successfully complete the requirements listed above.

SUBJECT LOAD AND STANDARDS FOR DEFINING THE SCHOOL DAY

The State of Ohio Department of Education prescribes the minimum official day and minimum subject load for students. The Minimum Standards for Ohio Schools outline that:

1. A full-time student needs to be scheduled for at least **5.5 hours of classes** or other guided learning experience including but not limited to virtual learning or College Credit Plus.
2. Other guided learning experiences or flexible credit need to be educational, planned by the student, parent, and certified school personnel and approved by the principal.
3. Lunch time is exclusive of the minimum time required.

ACCELERATED GRADUATION

The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class.

Application for early graduation will be submitted to the high school principal in accordance with school regulations which includes a minimum of a 20 on the ACT. The principal may honor this request if all conditions for graduations are met and the student fulfills the graduation requirements.

The student may participate in the graduation ceremonies with his/her designated class.

COMMUNITY SERVICE

An important component of a complete education is developing the awareness, initiative, and skill to give to others and to contribute to the benefit of one's community. Therefore, while not required for a Richmond Heights High School diploma, Richmond Heights High School is committed to providing and supporting a variety of service education programs and to recognizing the volunteer efforts of Richmond students.

Many clubs are service oriented. Students are encouraged to make community service a part of the yearly experience through these clubs, class projects, or personal initiative.

GRADE POINT AVERAGE

1. A student's GPA starts with grades earned in the 9th grade and includes all subsequent work taken in high school. Grades earned in the Middle School are not counted in the GPA. Only semester grades are used in the calculation of grade point averages.
2. If a student fails a course and later passes the same course, both marks will be used in computing the GPA. Only the passing grade will show on the transcript unless the subject is failed in the 12th grade.
3. Similarly, both marks will be used in computing grade point average of any student re-taking a course for grade improvement. Double credit is not given when a course is re-taken for grade improvement, and the higher grade appears on the transcript.
4. GPA is printed on a student's transcript.

THE MARKING SYSTEM

1. There are four 9-week marking periods.
2. Grades are recorded at the end of each marking period.
3. Interim Progress Reports are sent at the midpoint of each marking period.
4. Marks represent a teacher's professional judgment of a student's scholastic achievement.
5. Marks are based on cumulative achievement throughout a semester.
6. Units of credit are awarded upon successful completion of each semester.
7. A student may need to successfully complete first semester before going on to second semester.
8. The marking system is as follows:

GRADES

- A - Superior
- B - Above Average
- C - Average
- D - Below Average
- F - Failure

LEVELS OF INSTRUCTION

All course descriptions include a designated level of instruction.

1. For some courses, students can and may change from one to another level of instruction during the school year, but this is not encouraged.
2. Beyond the core academic coursework, there are three additional levels of instruction:

Advanced	AP
Honors	H
College Credit Plus	CCP

WEIGHTING OF MARKS

Each student is evaluated in terms of achievement at the level of instruction designated for or elected within each course according to the following formula:

GPA QUALITY POINTS

LETTER MARK	Regular	Honors	AP
A ⁺	4.3	4.8	5.3
A	4.0	4.5	5
A-	3.6	4.1	4.6
B ⁺	3.3	3.8	4.3
B	3.0	3.5	4.0
B-	2.6	3.1	3.6
C ⁺	2.3	2.8	3.3
C	2.0	2.5	3.0
C-	1.6	2.1	2.6
D ⁺	1.3	1.8	2.3
D	1.0	1.5	2.0
D-	0.6	1.1	1.5

F All marks of "F" carry a point value of zero

HONOR/MERIT ROLL CRITERIA

1. Scholarship rolls are calculated on current grades each quarter and semester.
2. Students receiving any D's, F's, or I's are disqualified.
3. 1/2 unit credit classes are figured into the tabulation
4. Honor/Merit Rolls are posted at the end of each 9 weeks:

HONOR ROLL

3.5 - 5.0 GPA

MERIT ROLL

3.0 - 3.49 GPA

DROPPING COURSES

A student may drop a course no later than one week after the first report card in a semester and only with a parent or guardian's written approval. However, each student must maintain a minimum course load earning 2 1/2 credits per semester.

INTER-SCHOLASTIC ELIGIBILITY REQUIREMENTS

For eligibility for inter-scholastic activities, students must meet two standards. One is established by the Ohio High School Athletic Association (OHSAA) and the other is set by the Richmond Heights Local Board of Education.

OHSAA Standard: Students must earn 2.5 credits of passing grades each nine week grading period to be eligible during the next nine week grading period.

Students not meeting OHSAA eligibility requirements during the fourth quarter of any school year will be ineligible for the entire first quarter the following fall. Summer school work cannot be used to reestablish eligibility lost as a result of fourth quarter achievement.

COLLEGE ATHLETIC ELIGIBILITY

NCAA rules stipulate that only Core, Honors, and Advanced/Advanced Placement courses will count toward initial eligibility for college athletes. Not all Richmond Heights High School courses are approved for NCAA eligibility.

- A minimum core course GPA of 2.30 for scholarship and fall participation.
- 10 of the 16 core course requirements must be satisfied prior to the start of the senior year.
- 7 of those 10 core courses must be from the English, Math, and Science subsections.
- Grades earned in the 10 core courses are "locked in" for the purpose of calculating the final core course GPA.
- Any retakes of the first 10 core courses must be completed prior to senior year.

The new sliding SAT/ACT scale results in significant changes in minimum test score requirements. The minimum SAT score required for athletic competition as a college freshman increased by 180 points while the minimum ACT score increased by an average of 14 points (sum score).

SPECIAL EDUCATION

Richmond's special education program serves students with disabilities through a comprehensive testing program and consultation with special education staff, in accordance with guidelines set forth by the Ohio Department of Education.

If a student qualifies for special education services, the services will be reviewed with the student and the parent by the team of professionals (school psychologist, special education teacher, regular education teacher, administrator, and counselor) through the Evaluation Team process. After this consultation, an Individualized Education Plan (IEP) is developed and shared with the student and parent, who must sign this plan prior to the student receiving special education services. The Ohio State Department of Education recognizes the following disabilities through the child find process: Autism, Cognitive Disability (mental retardation), Deaf-Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and Visual Impairment.

There are three types of special education assistance available within Richmond Heights Secondary School:

INCLUSION: An inclusion model is available in English, math, science, and social studies. An Intervention Specialist works in conjunction with the regular education teacher to provide modifications as specified in the student's IEP.

INDIVIDUALIZED RESOURCE ROOM CLASSES: Resource Room classes modify the curriculum to meet students' needs. Classes are taught to special education students by a special education teacher.

DIRECTED STUDIES: This service is intended to remediate deficits and to enhance performance in the regular classroom. This small group instruction period not only focuses on completing homework, but rather work to address skills deficits identified in the student's IEP.

Students identified as needing a Life Skill or Function Curriculum are provided an integrated study of core subjects, mainstreaming experiences when appropriate, prevocational training, and progressive preparation for independent living. Each student's program is developed and monitored by special education teachers and staff, as well as the IEP team.

For more information, please contact the Special Education Department located at the board office.

IRREGULARLY EARNED CREDIT/INDEPENDENT STUDY

The following are guidelines for irregularly earned credit: *Independent Study, Online Courses, and Summer School.*

Upon approval, students may be granted flexible credit earning options (independent study, summer school, online courses) to satisfy the state's minimum graduation requirements. All of the above methods of earning credit must meet the approval of the principal or their designee and state requirements. Credit will be reported on student transcripts in the same way and at the time the credit is received.

INDEPENDENT STUDY

Independent Study (IS) is a way to study a specific subject and receive a grade.

Independent Study can be counted as part of a student's school day or be taken in addition to the regular school schedule.

Students interested in pursuing their idea for an Independent Study course must:

- Discuss their Independent Study idea with, and receive approval from, the participating staff member.
- Complete an Independent Study contract.
- Turn in the completed form, with the appropriate signature, to the Guidance Counselor by appropriate deadline.

Independent Study:

IS projects for summer and/or semester I must be filed with the Guidance Counselor by May 1, and fully completed by January 15. Credit recovery planning should be completed as soon as the student becomes aware of the need.

IS projects for semester II must be filed with the Guidance Counselor by December 1, and fully completed by May 30.

Summer IS projects must be filed with the Guidance Counselor by May 1, and fully completed by September 15.

ONLINE COURSES

The District offers APEX Online courses and Richmond 2.0 (Lincoln Learning) through a partnership with the Educational Service Center of Cuyahoga County. These courses are open only to students in the Richmond Heights City Schools. The available courses include, but are not limited to, World Languages, Advanced Placement, higher level Math and Science, and Electives. Interested students must meet with their guidance counselors to discuss online course options.

Please note: NCAA will not accept many online courses. It is essential to check with the counselor before enrolling.

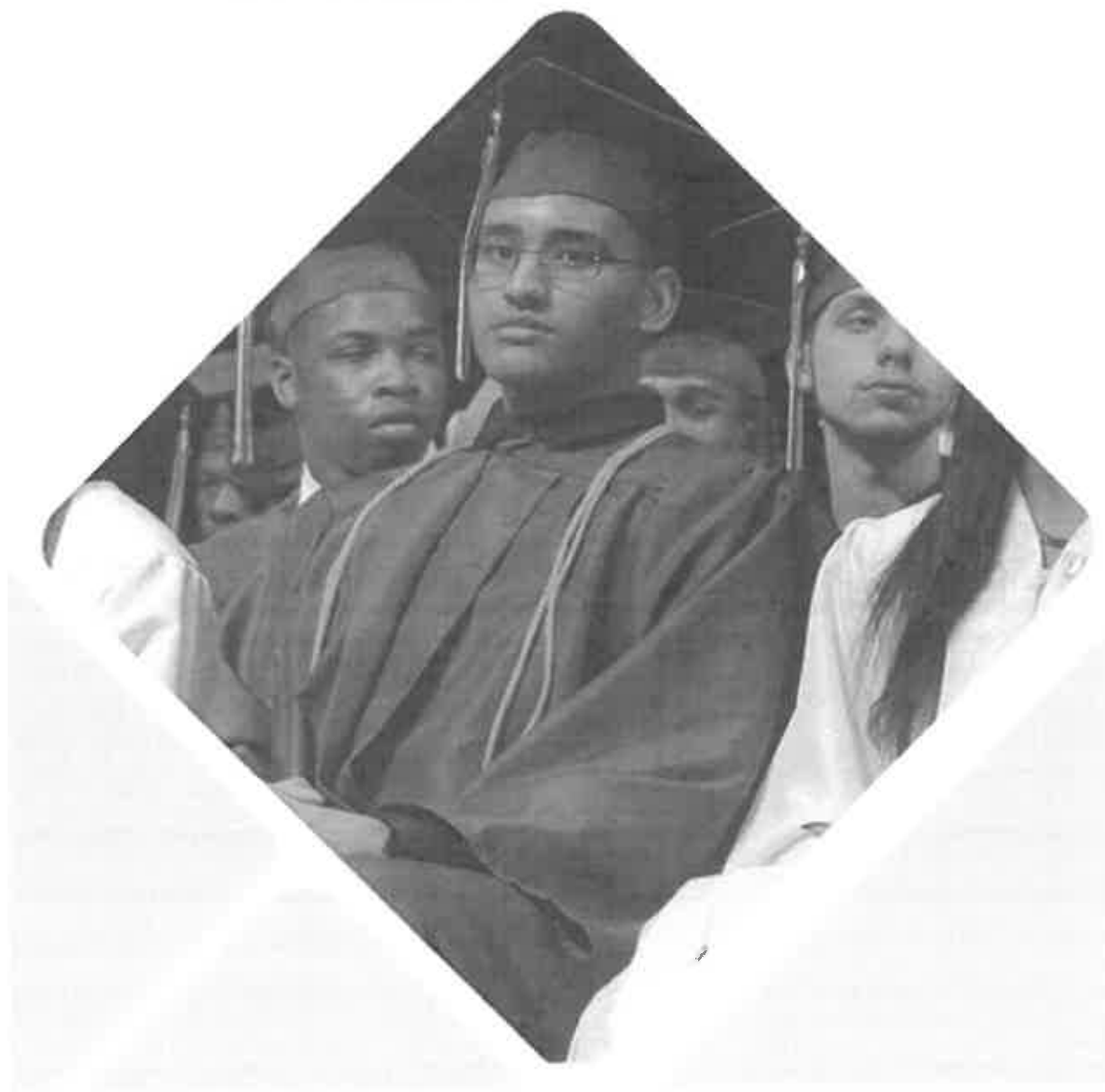
COLLEGE ENTRANCE TESTS

Students need to consult with their counselor each year during their program planning about college entrance tests they should be taking during the next school year. Please note that:

1. Test dates are posted in the Guidance Office and Guidance Bulletin Board. They are also found at *www.collegeboard.org* and *www.ACT.org*.
2. For fee waivers, please check with the guidance counselor.
3. All tests may be repeated, but when one sends SAT Reasoning scores to colleges all scores are reported, including SAT Subject scores unless choosing *score choice*. Some schools encourage students to report all scores (*super scoring*) and only consider the last scores. ACT will send the scores from a specified test date.
4. Students must be aware of the test requirements for individual colleges and testing dates. If there are any questions, contact your counselor.
5. Test information:
 - **PSAT** – All 10th graders are encouraged to take the PSAT in October. Besides being a good practice session for the SAT, the results may qualify a student for **National Merit**, **National Achievement**, and/or **National Hispanic Scholar Award Program** recognition. Students may register with the guidance counselor.
 - **SAT Reasoning Test** – Most colleges will require either the SAT Reasoning Test or ACT with Writing. We encourage 11th graders to take the SAT Reasoning Test in the spring and, if necessary, repeat it in the fall of the 12th grade.
 - **ACT** – The ACT is required for students interested in the **Ohio Merit Scholarship Program**. To be eligible for this scholarship program, the test must be taken in October or December of the 12th grade. This test will be administered to all 11th graders in the spring.
 - **SAT Subject Tests** – Many highly selective schools require two or three SAT Subject Tests for selection criteria and/or academic placement. It is advisable to take SAT Subject Tests for subjects that have just been completed. For example, 10th graders completing Honors or AP Biology should consider taking the Biology SAT Subject Test in June of their 10th grade year. Engineering schools may require chemistry and math tests.
 - **ADVANCED PLACEMENT EXAMS** – These examinations are taken each May by students taking AP classes. All students in AP

classes are required to take the AP exam. Students register for the AP exams in March with the guidance counselor. Teachers will give students the form.

- **ASVAB** – All students interested in entering the military and wanting to take the ASVAB should register with guidance counselor. The test will be administered at the Secondary School in November.



AA

Art

Philosophy

The philosophy of art education is that all individuals, regardless of background and abilities, are entitled to develop their artistic potential to the fullest extent of their capacity. A developing concern for the quality of life makes it imperative that students become globally aware, culturally nurtured, and self-reflective in the visual arts. Art education affirms the general premise of education, which is based on each student becoming an active, compassionate, and lifelong learner who is all-embracing and internationally aware in order to create a more peaceful planet. Students who learn to think through art will internalize their experiences and be able to begin to make decisions: to distinguish, to reflect, to devise, and to understand "why".

AR091A/B

Art 1

Term:

Year

Credit:

1.00

Grades:

9-12

Prerequisite:

None

Art 1 is an introductory course for the beginning art student. The elements and principles of design are emphasized. The students are introduced to a variety of art materials and basic drawing techniques (pencil/line, charcoal value, ink/line and value, perspective and life drawing). The *Art and Man Scholastic Magazine* are incorporated in the program to increase art appreciation and art history understanding. Special projects/requirements include: semester exams covering terms and techniques and student participation in critiques. Students are responsible for proper usage and care of materials. Students also participate in the preparation for art shows. Art history, aesthetics, and studio art and criticism are integral parts of the class.

AR101 A/B

Art 2

Term:

Year

Credit:

1.00

Grades:

10-12

Prerequisite:

Art 1

Art 11 is a follow-up course to Art 1 which is designed to develop the students' skills in many different media. It is a course for the art major as well as for the student who wishes to further develop some artistic talent. The basics learned in Art 1 are applied to more advanced projects. Students are expected to complete homework in their sketchbooks. Students prepare their own artwork with matting for the final presentation. Students participate in critiques and prepare work for shows. They will also attend required art field trips.

AR111 A/B**Advanced Art**

Term:	Year
Credit:	1.00
Grades:	11-12
Prerequisites :	Art 2 or teacher recommendation

This is a program of advanced art instruction for the serious art student. Students continue to work in a variety of basic media, which are expanded upon with a greater emphasis on creativity. Students are required to keep a sketchbook for homework assignments. Junior and senior year students work on the development of a comprehensive portfolio to prepare for admission to colleges, art schools, the Scholastic Art Show and the Governor's Show. Students make their own art work and take slides of their work. The students participate in project critiques and art field trips.

ART23 A/B**Independent Projects in Art**

Term:	Year
Credit:	1.00
Grades:	12
Prerequisite:	Advanced Art or teacher recommendation.

Content determined by the cooperating teacher.

ART124	Media Matters
Term:	Semester
Credit:	.50
Grades:	11 and 12
Prerequisite:	None

Explore how the world of media works! Today we are attached to our phones and digital devices 24/7. Students will learn how to "read" and unpack media that rely heavily on images. Many people are very skilled at using media and technology, but have very little skill making sense of the messages that bombard us 24/7. Through screenings, interactive exercises, readings and response writings, learn and apply the key media literacy questions and principles. The course will use a variety of media forms—advertising, TV, film, the internet, and more. Documentary and youth-produced media will be an important focus for this course.

ART094/ART093	Drawing/Painting
Term:	Semester
Credit:	.50/.50
Grades:	9-12
Prerequisite:	None

Students will explore a wide range of painting and drawing techniques, materials, styles and subject matter. Starting with fundamental skills and concepts, students will develop confidence with a range of tools and approaches. Maintaining a sketchbook with a range of exercises and doing projects that extend over time will be important aspects of the course. While focusing on painting and/or drawing, they will also integrate the design elements and principles to create well-crafted works of art.

Career and Technical

Philosophy

Richmond Heights Secondary School has an agreement with Mayfield Excel Technical Education Career Consortium permitting Richmond Heights High students to enroll in Career/Tech Prep courses. Typically, Richmond Heights High School students spend part of their day at Richmond in core education and part of their day in Mayfield in career education. The Richmond Heights Local School District pays all tuition costs for students in these programs. Counselors have detailed information about enrollment procedures. Listed below are current programs.

Areas of Study	Location
Arts & Communication	Early Childhood Education
Digital Arts & Technology	Engineering/Transportation
Performing Arts Academy	Auto Mechanics
Studio Arts & Design	CADD Engineering Technology
Business & Administration	Environmental & Agricultural
Business Academy	Environmental Education
Culinary Arts	Human Services/Public Safety
Marketing	Cosmetology
Construction Technologies	Fire/EMS Training Academy
Construction Trades	Information Technology
Health Sciences	Interactive Media
Medical Technologies	ITP- Information Tech. & Program
Education & Training	

All Career and Technical Education Programs are Tech Prep. Please refer to the Tech Prep website www.techprep4u.com for accurate articulation information. Conditions are subject to change as a result of funding or legislative changes. Career Technical-Credit Transfer (CT2) provides statewide articulated college credit for approved programs.

Qualified students who complete a two-year program and the academic requirements will receive Tech Prep college credit. Please see individual descriptions for potential college credits for a specific course.

Course Selection

The Richmond Heights Local School Board of Education has demonstrated a sincere effort to support students who seriously desire to master particular career skills not offered at Richmond Heights Secondary School. Consult your guidance counselor as soon as possible if you have such special career goals.

Social Studies

Philosophy

The study of Social issues is the search for patterns that reflect human experience. Laws, languages, institutions, arts, industries, political experiments, economic theories, religious values, military ambitions – all of these and more project the image of that experience. Our Social Studies courses provide a glimpse of what has been, what is, and what might be, and they develop in students a curiosity about and sensitivity to the environment in which we live. All social studies courses have been developed to raise questions. They challenge students to assess and interpret, and they provide a framework for recognizing and accepting personal and citizenship responsibility.

This encourages students to acquire:

- the ability to grasp a question, to gather and analyze data, to marshal pertinent arguments, and to reach sound conclusions;
- the ability to communicate, both in oral and written expression, with clarity and conviction;
- a quality of open-mindedness that is reflected in respect for another point of view, tolerance for ambiguity, passion for truth, and respect for facts;
- the ability to be sensitive to religious, racial, ethical, and ethnic differences; and
- the ability to make personal choices characterized by courage, dedication, and moral decisiveness.

Course Selection

Three Social Studies credits are required for graduation from Richmond Heights Secondary School. Students are also required to take American Government as 12th graders.

The Social Studies Department offers a multitude of elective courses designed to challenge and expand the horizons of all. In addition to fulfilling basic graduation requirements, students should consider complementing their studies with electives, especially during 11th and 12th grade.

Economics and Financial Literacy requirement: students arriving in their junior year must take Financial Literacy.

SOCI33**Employability Skills/Career Exploration**

Term: Semester
Credit 0.50
Grades: 10-12

Course Description: Students will gain a basic understanding of the current job market, resume writing, interviewing and job search skills. Students will also be introduced to budgeting, time management, career exploration, taxes, and responsible use of credit. We will also take an in depth look at entrepreneurship, and students will have the opportunity to develop their own business and business plan.

Note: The current workplace requires a much greater emphasis on a solid basic education. The worker of today also must rely on effective interpersonal skills in dealing with co-workers. These requirements will continue and most likely escalate into the future.

SS101 A/B**World History**

Term: Year
Credit 1.00
Grades: 9

World History is a required freshman course. The emphasis of the course is on the development of Western civilization and its cultural, political, and social contributions to modern times. However, an in-depth analysis of Asian and Indian cultures will also be a focus. During the late second semester, a survey of Russian history through the USSR is presented. The overriding aim on the course is to help students develop a global perspective concerning such things as our nation's position in relation to the rest of the world, facing problems of hunger, population control, pollution, etc. Another aim of the course is to increase tolerance toward peoples of varied cultures and races through the appreciation of their contribution to human civilization.

SS111 A/B**American History**

Term: Year
Credit: 1.00
Grades: 10

American History is a survey of significant events and developments in American History from reconstruction to the present. Major topics included are the Industrial Revolution in American, imperialism, protest and reform, isolationism, prosperity and depression, the wars of the late 19th and the 20th century, the Cold War and the Nuclear Age, Watergate, and specific foreign and domestic issues during the 1960's, 1980's and 1990's. Emphasis throughout the course is on the evolution of ideals, traditions, and institutions which have been part of our nation's history. A major aim of the course is to lend perspective to the student in dealing with issues and problems facing our nation at home and abroad.

SOC 121**American Government**

Term: Semester
Credit: 0.50
Grades: 11-12

The American Government course concentrates on the examination of our national, state, and local governments. Emphasis is placed on the comparison and contrast between how these governments were intended to operation and how they presently function. The course covers topics such as the Constitution, the relationship between the three branches of government, the conduct of foreign affairs, and our system of justice. We examine the role of government in our economy as well as an in-depth look at our Bill of Rights. Time permitting, students will attend a meeting of City Council and take a field trip to the Justice Center.

SOC 122**Economics**

Term:	Semester
Credit:	0.50
Grades	11-12

The Economics Course is a study of basic economic theories and practice. Among these are the goals of our economics system, the operation of a market economy, competition, and an emphasis on consumerism. Students will be working with Junior Achievement. A computer literacy/application unit or computer assisted instruction is a part of this course which will also include a Financial Literacy component.

SOC 123**Modern World Issues**

Term:	Semester
Credit:	0.50
Grades	10-12

This course is designed to cover a wide variety of current world issues including economic, environmental, political, social and religious topics. In the wake of "9/11", we begin with an in-depth survey of the conflicts in the Middle East including the Arab-Israeli Dispute, oil production, Islamic Fundamentalism, and the spread of Terrorism. The course then shifts gears and surveys religious and ethnic conflicts around the world, both past and present. We examine the conflict between the Irish Catholics and Protestants in Northern Ireland as well as the on-going war between the Hindus and Muslims in India. From there, we look closely at U.S./Chinese relations (how it has evolved over the last half-century, and what might lie in store in the next decade). The course concludes with a look at Global-Economic Interdependence and the consequences it will bear on a nation's economic and environmental policies. Topics covered here include: the emergence of the EC (European Community), the World Bank and International Monetary Fund, Asian Expansion, the Environmental Protection Agency, and the depletion of the Ozone Layer and our world's rainforests.

SOC 128**Psychology**

Term:	Semester
Credit:	0.50
Grades	10-12

Psychology is the study of human behavior. In this course students examine the concepts of human emotion, motivation, personality, and behavior. The class operates as a survey of psychology and briefly touches on a variety of areas in the field of human psychology, including the theories of Pavlov, Erikson and Maslow. Students are responsible for textbook reading assignments and outside readings. Due to the nature and pace of this class, only students with above average reading ability and good abstract reasoning ability should consider enrolling.

SOC 129**Sociology**

Term:	Semester
Credit:	0.50
Grades	10-12

Sociology is the study of human interaction within the boundaries of society. Students examine the beginning of human society and view current society in light of sociological theory. As such, it studies interaction within and between groups of people. These groups maybe as small as the people walking on the street corner or as large as the people of a nation. This course focuses on general sociological theory. The class operates as a survey course and briefly touches on several areas of sociology.

SOCI32**Child Growth and Development**

Term:	Semester
Credit:	.50
Grades	10-12
Prerequisite:	Psychology

Child Development is a good class for anyone interested in being a teacher, day care provider, nurse, social worker, doctor or parent. It is a great foundation for students interested in the studies of psychology, sociology and human development. This course is a systematic study of child growth and development from conception through early adolescence. Emphasis is on principles underlying physical, mental, emotional and social development, and methods of child study and practical implications. Upon completion, students will be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that support physical, social, emotional, language, cognitive, and aesthetic development.

SOC 130**Early African-American History**

Term:	Semester
Credit:	0.50
Grades	9-12

This course is designed for students to experience American history from the African American perspective beginning with the ancient African societies and ending in the post Civil War Reconstruction Era. Using primary sources students will examine the causes and effects of slavery on both the development of America as well as the African American identity in an ever changing country. We will also further analyze the contributions and diffusion of African culture into America. The course concludes with a study of political and social conditions of the late 1800s that will lead to an ongoing struggle for equality for African Americans as they delve into the twentieth century.

SOC 131

Modern African-American History

Term:

Semester

Credit:

0.50

Grades

9-12

This course is designed for students to experience American history from the African American perspective beginning at the turn of the twentieth century and ending in the present day. Using primary sources, films, interactive projects and performances, students will continue to analyze the developing African American identity as exhibited in academic, political and artistic arenas throughout the 1900s. In addition students will further examine the Civil Rights Movement and its lasting effects on the modern psyche of America. The course concludes with an exploration of cultural movements, current events and ongoing issues of the past 3 decades and what the future will bring for African Americans.

** Early African- American History and Modern African American History will both use Black History 365 as its base curriculum. Black History 365 is a U. S. History textbook or ebook documenting the unique stories of Black persons, groups, and cultures in North America, beginning in Ancient Africa continuing to modern events and movements. This interactive history/social science curriculum can be used independently or as a supplemental and includes interactive instructor resources that will engage all learners. The gateway to connecting history to daily life, this transcendent approach to American history allows students of all ethnicities to engage in meaningful conversations with teachers, peers, and their families through the lens of Black History.*

World Languages

Philosophy

The goal of World Languages is to prepare students to communicate in and understand languages other than English, using both the spoken and the written word. Through the study of world languages, students will understand the importance and meaning of culture. Language acquisition learning will enhance students' knowledge of English, and reinforce and further their knowledge in other disciplines. The study of world languages will prepare students to understand and appreciate diversity in language and culture, both locally and globally, and lead them to become responsible world citizens.

Program Planning Policy

Language acquisition courses are sequential and must be taken in the proper order. World Language course are offered through our digital, online curriculum with APEX Learning. There is a World Language classroom facilitator here on site to assist students with navigating the online nuances of this course. The classroom facilitator is a credentialed teacher.

Course Selection

1. First-year courses are available to students at every grade level.
2. A student must complete Semester I and Semester II to earn one unit of credit in any world language class.
3. Students should recognize that there is often a challenging period of adjustment when they change from one level of instruction to another. There is a distinct difference in materials and in course levels.
4. Increasingly, institutions of higher education are making world languages a part of entrance and/or graduation requirements. It is encouraged that students complete as long a sequence as possible in any one world language course.

WORLD LANGUAGE COURSE OPTIONS

French	Spanish	Chinese	Latin	German
French I	Spanish I	Mandarin Chinese I	Latin I	German I
French II	Spanish II	Mandarin Chinese II	Latin II	German II
	Spanish III			
	Spanish Language			

**Depending on course taken*

World Languages

Term:	Semester
Credit:	0.50
Grades	9-12

The increasing interdependence of nations and the rich cultural and linguistic diversity of society make it imperative that students develop communication skills in a second language. The Richmond Local Schools is providing students with the opportunity to garner the skills needed to cooperate and compete economically and politically in our multi-cultural society. World language courses are offered on line through APEX virtual curriculum with a teacher/facilitator on hand. Students have the option to select a language of study based on interest and aptitude.



English

Philosophy

All students are expected to become competent readers, writers, speakers, and listeners in every area of the curriculum. Growth in literacy is necessary so students can enrich their own lives and function in a changing world. An essential goal of education in Language and Literature is to develop the art and convey the joy of reading, writing, speaking, and listening.

The student is the center of the learning process. Students, parents, and teachers are responsible for recognizing individual needs and building on strengths in a developmentally appropriate manner. They work collaboratively to set goals, develop instruction, and assess progress. Students are encouraged to become reflective self-evaluators who move beyond basic literacy to critical and creative thinking.

All educators are teachers of language and are responsible for modeling and nurturing the process of language development. Strategies for learning and applying the conventions of language will be taught within the context of the curriculum and life experience. Language proficient students are more likely to become independent, life-long learners.

The English Language Arts curriculum at Richmond Heights High School is based on the common core state standards and is delivered consistently with the textbooks and resources from Pearson Publishing. It is supplemented with various novels and other supports.

As an AVID School, Writing and Reading are two of the cornerstones of the WICOR framework. In the high school AVID posits that students should be writing and reading to learn, rather than learning to write and read. This paradigm promotes deep thinking and learning which is enhanced by rigorous lessons.

Course Selection

To graduate from Richmond Heights High School, each student must earn 4 units of Language and Literature credit. Of these, 3 units must be earned by successfully completing 9th, 10th, 11th and 12th grade year-long courses (both semesters of which must be taken for either to count toward fulfillment of the Language and Literature graduation requirement). The Language and Literature Department also offers some enrichment courses, which do not help satisfy the English graduation requirements.

EN091A/B**English 9**

Term:	Year
Credit:	1.00
Grade:	9

The English 9 curriculum offers students a variety of literary motifs such as multiculturalism, tolerance, relationships, obstacles, and turning points. This course explores a wide range of writing forms that include, but are not limited to, short stories, novels, poetry, letters, articles, and speeches. Students focus on enhancing their knowledge of new vocabulary and note-taking with daily word activities and study skills lessons. They are routinely assigned book projects which also can include sustained silent reading each week. Finally, analytically reading and critical thinking skills are stressed throughout the course.

EN092A/B**English 9 Honors**

Term:	Year
Credit:	1.00
Grade:	9

In English 9 Honors students are expected to read and analyze a variety of literary genres such as short stories, novels, poetry, letters, nonfiction articles, biographies, and speeches to develop an appreciation of themes related to multiculturalism, tolerance, relationships, and tragedy. Students are often assigned book projects which can include sustained silent reading each week and possible research. Students must demonstrate proficiency with grammar skills, research techniques, and oral communication. Finally, analytical reading and critical thinking skills, especially related to classic literature, are stressed throughout the course.

EN101A/B**English 10**

Term:	Year
Credit:	1.00
Grade:	10

English 10 concentrates on promoting general proficiency in reading, usage, grammar, and writing. In this course, students explore various literary genres which include short fiction, novels, drama, poetry, nonfiction essays, and biographies in order to widen their understanding of selected literary terms and universal themes. Students are expected to

demonstrate researching skills that include taking notes from both print and electronic (Internet) sources and editing a rough draft. The study of literature and language are often combined in this course to develop the students' competencies in the writing of narratives, expositions, and persuasive essays.

EN102A/B

English 10 Honors

Term:	Year
Credit:	1.00
Grade:	10

English 10 Honors demands students take an in-depth approach to reading classic and popular literature and writing expositions, narratives, letters, poems, and essays that are thorough, coherent, and complete that adhere to a set rubric. Students explore and analyze various literary genres which include short fiction, novels, drama, poetry, nonfiction essays, and biographies in order to widen their understanding of literary terms and authorial purpose. Work is also done at an accelerated level to improve students' comprehension and use of new vocabulary and writing styles. Students are routinely expected to demonstrate researching skills that include taking notes from a variety of print and electronic (Internet) sources and composing a polished copy. The study of literature and language are often combined to expand students' competency with word choice and sentence patterns in both their verbal and written expression.

EN111A/B**English 11**

Term:	Year
Credit:	1.00
Grade:	11

English 11 involves a survey of the important literature in the American experience from the 17th to 21st century. Here, students take an in-depth approach to reading as they explore various literary periods and genres which include short fiction, novels, drama, poetry, nonfiction essays, and biographies in order to improve their ability to respond to literature analytically and reflectively, especially regarding an author's use of allegory, parody, and irony. Work is also done to improve students' comprehension of new vocabulary, the writing process, and research skills that are centered on a theme related to current issues in American culture. Because this is an accelerated English course, the study of literature and language are often combined, and students could be regularly expected to compose research-oriented reports, make oral presentations, or discuss abstract concepts.

EN112A/B**English 11 Honors**

Term:	Year
Credit:	1.00
Grade:	11

English 11 Honors demand students show advanced skills in the areas of reading, writing, and speaking. This course is dedicated to the important American literature, both classic and popular, from the 17th to the 21st century. Here, students take an in-depth approach to reading as they explore various literary periods and genres which include short fiction, novels, drama, poetry, nonfiction essays, and biographies in order to improve their ability to respond to literature analytically and reflectively, especially regarding an authors' use of allegory, parody, and irony. Work is also done to improve students' comprehension of new vocabulary, the writing process, and research skills that are centered on a theme related to current issues in American culture. Because this is an accelerated English course, the study of literature and language are often combined, and students could be regularly expected to compose research-oriented reports, make oral presentations, or discuss abstract concepts.

EN121A/B**English 12**

Term:	Year
Credit:	1.00
Grade:	12

English 12 concentrates on a comprehensive overview of British literature from "Beowulf" to the present time. Students are introduced to the major British authors and the historical context of their works as they explore the genres of short fiction, novels, drama, poetry, and nonfiction essays through the course literature text and supplemental reading materials. Additionally, students are expected to use language to respond to this literature in ways that are interpretative, analytical, and/or reflective, especially on a theme related to a prominent societal issue. Work is also done to improve students' comprehension of new vocabulary and the writing process. The study of literature and language are often combined to improve students' aesthetic appreciation of new literary styles and understanding of some universal themes.

ENG125**Theatre**

Term:	Year
Credit:	.50
Grade:	10-12
Prerequisite:	Minimum C average in English classes

This course is designed to meet the needs of students who are interested in discovering the world of theatre. Students will explore several aspects of performance art such as: acting, costume design, set design, make-up artistry, props, lighting arrangement, and the history of theatre. Students will have individual and group assignments including the creation of a one act play. They are also expected to engage in out-of-class performance activities.

EN123A/B**AP English 12**

Term: Year
Credit: 1.00
Grade: 12

English 12 AP is a college preparatory course designed to improve communication skills (reading, writing and speaking). Reading will cover the canon of world literature, but will focus mainly on British literature. The major objectives of this course are to refine the academic skills that students already possess and to prepare them for the AP English Exam in May. Critical thinking skills will be applied to close reading of poetry, prose and nonfiction. The course requires a large amount of outside reading and is recommended for any twelfth grader wishing to explore literature in a rigorous manner. Summer reading mandatory for this course and will include four works.

ENG800**African American Women's Literature**

Term: Semester
Credit: .50
Grade: 10-12

This course is designed to follow the writings of several African American female authors throughout America's history. The course begins with the author Phillis Wheatley, the first published African American writer, and continues through our history with narratives, poems, short stories, memoirs, novels, etc. from various authors. This course focuses heavily on written literary analysis for assessment. Students enrolled in this course should have an inherent desire to read extensive pieces of literature.

ENG119**Teaching Tolerance Through Literature**

Term: Semester
Credit: .50
Grade: 10-12

This course will examine a variety of fiction and non-fiction works that center on the issues of intolerance and how to overcome social, political, and cultural oppression. The literature selected will vary by semester and will be as inclusive as possible.

ENG093**Creative Writing**

Term: Semester
Credit: .50
Grade: 10-12

This course is for students who wish to explore the creative process and to develop their creative writing abilities. Students will be given the opportunity to write short stories, scripts, poetry, and speeches. Students may be required to present their speeches during class.

ENG098**English Language Arts Foundations**

Term: Year
Credit: 1.00
Grades: 9-12
Prerequisites: None

Students will build and reinforce foundational reading and writing skills needed for success in high school. Through carefully paced guided instruction, students will further develop reading comprehension strategies focusing on literacy development. Emphasis will be placed on applying analytical and critical reading skills to a variety of texts as well as mastering the writing process. Upon completion, students should be able to comprehend more complex text organization and compose effective writing.

Math

Philosophy

The mathematics program should ensure that all students have an opportunity to become mathematically literate, are capable of extending their learning, have an equal opportunity to learn, and become informed citizens capable of understanding issues in a technological society. Knowledge of mathematics is an essential element in the development of the whole person.

All students should be provided access to the full range of mathematical topics. Knowledge of patterns, relations, and functions; of geometry and measurement; of probability and statistics; and of increasingly important topics in discrete mathematics is a necessary foundation for all students. Because students' interests, goals, and achievements change as they mature and advance through high school, the mathematics program should be designed to keep options open. While recognizing that individuals have different career objectives, and may well pursue careers as yet undefined, we further recognize that all students have the right to learn significant mathematics and to develop power over mathematical ideas.

The goals of the mathematics program are that all students:

- learn to value mathematics;
- become confident in their ability to do mathematics;
- become mathematical problem-solvers;
- learn to communicate mathematically;
- learn to reason mathematically; and
- learn to use technology as a tool to solve problem

PROGRAM PLANNING POLICY

Mathematics courses are sequential and must be taken in the proper order. All of the four-year programs listed are in the proper order.

SUGGESTIONS FOR STUDENTS PLANNING TO ATTEND COLLEGE

Students planning to attend college for a liberal arts education (English, History, Music, Art, etc.) should complete four years of mathematics in high school including at least ALGEBRA I, GEOMETRY, and ALGEBRA II.

MA092A/B

FUNDAMENTALS OF ALGEBRA

Term:	Year
Credit:	1.00
Grades:	9-10

This course reviews basic mathematical skills involving fractions, decimals, percents and integers. These skills are related to equations, formulas, solving word problems and polynomials. The students will continue to review basic skills as they master algebra concepts, which they will need for geometry and science courses. Additional topics will include factoring, rational numbers, inequalities and graphing. The course will move at a slower pace than Algebra 1. Scientific Calculators are required.

MA094A/B

ALGEBRA 1

Term:	Year
Credit:	1.00
Grades:	9-10

Algebra I reviews basic mathematical skills. These skills are then utilized to solve and work with equations, inequalities, formulas, word problems, polynomials, factoring, rational and irrational numbers, and graphing lines. Geometry and statistics are integrated throughout the course. Scientific Calculators are required.

MA097A/B**Fundamentals of Geometry**

Term:	Year
Credit:	1.00
Grades:	10-12
Prerequisite:	Algebra I or Fundamentals of Algebra

Fundamentals of Geometry build a mathematical system, which starts with the basics of points, lines and planes, and builds upon postulates and theorems. Using deductive and inductive reasoning, relationships such as perpendicularity, parallelism, congruence of triangles and similarity are studied. These relationships are used to discuss properties of quadrilaterals and circles. Other areas, which are pursued, include coordinate geometry, transformations, area, and volume.

MA095A/B**Plane Geometry**

Term:	Year
Credit:	1.00
Grades:	10-12
Prerequisite:	Algebra I or Fundamentals of Algebra (with instructor's permission)

Plane Geometry builds a mathematical system, which starts with the basis of points, lines and planes and builds upon postulates and theorems. Using deductive and inductive reasoning, relationships such as perpendicularity, parallelism, congruence of triangles and similarity are studied. These relationships are used to discuss properties of quadrilaterals and circles. Other areas, which are pursued, include coordinate geometry, transformations, area, and volume.

MA096A/B**Honors Plane Geometry**

Term:	Year
Credit:	1.00
Grades:	9-10
Prerequisite:	A "B" average in Algebra I and teacher recommendation.

This course is designed for students desiring a mathematical challenge. The difficulty level of problems will be greater than in the Plane Geometry class, and student's advance through the material at a faster pace with greater emphasis on proofs. Also, more complex algebraic solutions to geometry problems are necessary. Students may enroll in this course only if they have maintained at least a "B" average in Algebra, with the recommendation of their Algebra I teacher.

MA101A/B**Algebra 2**

Term:	Year
Credit:	1.00
Grades:	10-12
Prerequisite:	Maintain at least a C- average in Algebra I or Geometry

Algebra II extends and refines mathematical procedures learned in Algebra I and Plane Geometry. The majority of the course is problem solving in nature, emphasizing linear equations, quadratic equations, and related word problems. Daily classroom work is necessary to master the basic concepts of Algebra 2. Factoring, graphing, and logarithms are all thoroughly covered, with concentration on all modern algebraic vocabulary. Graphing calculators will be used.

MA102A/B**Honors Algebra 2**

Term:	Year
Credit:	1.00
Grades:	10-11
Prerequisite:	Maintain at least a B- average in Algebra I and Geometry and the permission of the instructor. Students will be required to purchase a Graphing calculator.

This course is designed to prepare students for the rigorous study of Honors Mathematics at the advanced level. The course covers more extensive material than Algebra 2. Students will also be required to use a graphing calculator.

MA098A/B**Applied Mathematics**

Term:	Year
Credit:	1.00
Grades:	11-12
Prerequisite:	Algebra II or teacher recommendation.

This course focuses on skills that students will need to manage their personal finances and excel at their first jobs and in everyday life. This course is a three part program that takes students from basic math concepts to sophisticated financial strategies. Basic Math Skills reviews the fundamental math operations, Personal Finance teaches money management skills, and Business Math provides a thorough primer on launching and running a business.

MA122A/B**Calculus AB****Term:****Year****Credit:****1.00****Grades:****12****Prerequisite:****Maintain a B- average in Honors Pre-Calculus and obtain teacher permission.**

In the study of calculus the two areas of differentiation and integration are studied. In order to discuss differentiation limits are defined and analytically developed, the process of differentiation for polynomials is derived and then applied to practical problems. The inverse operation of integration is developed. Other areas of differentiation and integration, which are studied, include trigonometric functions, natural logarithms, and exponential functions. Various methods of integrations are also discussed. Students will be required to use a graphing calculator.

MA298A/B**Advanced Quantitative Reasoning****Term:** Semester**Credit:** .50**Grades:** 11-12**Prerequisite:** Algebra II

In **Advanced Quantitative Reasoning**, students will develop and apply skills necessary for college, careers, and life. This course consists primarily of applications of high school mathematical concepts. It will prepare students to become well-educated and highly informed 21st century citizens. Students will develop and apply reasoning, planning, and communication to make decisions and solve problems in applied situations involving numerical reasoning, probability, statistical analysis, finance, mathematical selection, and modeling with algebra, geometry, trigonometry, and discrete mathematics.

MA198A/B**Quantitative Reasoning****Term:** Semester**Credit:** .50**Grades:** 10-12**Prerequisite:** Algebra I and Geometry (Passing grades not required)

Students will develop and apply reasoning, planning, and communication to make decisions and solve problems in applied situations. It will use a modeling and problem-based learning approach to solve real-world, authentic problems. In addition, this course will provide a solid educational foundation for students who want to successfully complete college programs in various disciplines.

Music

Philosophy

Through music and the arts, people explore the emotional nature of human life. By learning to perceive music with more sophistication, people respond more deeply to the human emotion that gives life meaning.

In performing ensembles, students create high quality performances of music in many styles. As they become discriminating performers and listeners, the students respond to music's expressive power.

MU091 A/B

Choir

Term:	Year
Credit:	1.00
Grades:	9-12

The choir sings music in a variety of traditional and popular styles. The work in choir includes learning proper vocal technique, sight-singing, and carrying one part within three-part and four-part harmonies. There are three major performances during the school year, as well as several other occasional added performances. All students are required to perform whenever there is a concert. Concerts are considered major exams and all performances are graded. This course is recommended for students who are committed and love to sing and perform. Choir I emphasizes proper vocal techniques and exposes the student to a variety of vocal literature encompassing the "basic" mechanics of the voice. The ability to maintain one voice part in a 3-4 vocal texture will be developed.

MU321 A/B

Show Choir

Term:	Year
Credit:	1.00
Grades:	9-12
Prerequisite:	Teacher recommendation (audition)

This group is developed through auditions. The Show Choir/Chorale is made up of all women. Students must be able to perform all kinds of choral genre. Students must be able to sing any voice part. Students must have knowledge of reading music and being able to sight-read. The show choir performs all styles and genres of music along with being able to do choreography. Students must be able to carry 3-4 part harmonies independently. There are many major concerts and performances during the school year. **ALL STUDENTS ARE REQUIRED TO PERFORM WHENEVER THERE IS A CONCERT.** Concerts are considered

major exams and test grades. All performances are graded. This course is highly recommended for young women who really love to sing and dance. All students are required to participate in competitions whenever the opportunity presents itself. Students gain skills in mastering the voice to perform a variety of vocal literature that will combine technical knowledge with the aesthetic value of music. Students are required to learn all music taught in choir A, B, and to support those classes.

MUI331 A/B

Percussion

Term:	Year
Credit:	1.00
Grades:	9-12
Prerequisite:	None

This course is designed to teach and enhance the student's ability to read music and perform on percussion instruments. Instruments include snare drum, bass drum, tenor drum, cymbals, drum set, and keyboards. Each week, the students will learn a new concept. These concepts reflect many of the Ohio music standards for grades 9 through 12:

- Respond appropriately to the cues of a conductor or section leader.
 - Demonstrate ensemble skills (e.g., balance, intonation, rhythmic unity, phrasing) while performing as part of a group.
 - Improvise over given chord progressions and symbols.
 - Read and perform music with dotted eighth and sixteenth notes and syncopation in duple, triple and compound meters.
 - Define vocabulary in all rehearsed and performed music.
 - Sing or play music compositions incorporating elements of music and demonstrating an understanding of music style and form.
 - Read and perform music literature in a wide variety of major and minor keys.
 - Identify homophonic and polyphonic texture.
 - Sight-read major, minor and chromatic melodies.
 - Identify and/or notate concert pitch major scales and selected minor forms (i.e., Band: D,G,C,F,Bb,Eb,Ab, Db,Gb)
 - Interpret music symbols and terms expressively when performing a varied repertoire of music.
-

MU322 A/B**Men's Ensemble/Chorus**

Term:	Year
Credit:	1.00
Grades:	9-12
Prerequisite:	Approval of Instructor

This group is developed through auditions. The Men's Ensemble is made up of all young men. Students must be able to perform all kinds of choral genre. Students must be able to sing any voice part. Students must have knowledge of reading music and being able to sight-read. The Men's Ensemble performs all styles and genres of music along with being able to do choreography. Students must be able to carry 3-4 during the school year. **ALL STUDENTS ARE REQUIRED TO PERFORM WHENEVER THERE IS A CONCERT.** Concerts are considered major exams and test grades. All performances are graded. This course is highly recommended for young men who really love to sing and dance. All students are required to participate in competitions whenever the opportunity presents itself. Students gain skills in mastering the voice to perform a variety of vocal literature that will combine technical knowledge with the aesthetic value of music. Students are required to learn all music taught in choir A, B, and to support those classes.

MU333**Instrumental Music**

Term:	Year
Credit:	1.00
Grades:	9 - 12
Prerequisite:	None

The High School Instrumental Music is a planned sequence of study, rehearsal, and performance of instrumental music. Students have the opportunity to experience and create music. From many different historical periods and of representative composers. Musical study is done individually as well as in the large group setting. The continued development of proper instrumental technique, tone, and overall musicianship are expected. The band performs concerts throughout the year. During football season and for parades the high school band functions as a marching band. Other instrumental groups are also organized to perform for the different activities which are approved by the director and the administration.

MU400A/B**Music Appreciation**

Term:	Year
Credit:	1.00
Grades:	9 - 12
Prerequisite:	None

This course gives a broad picture of music literature through the study of the elements of music and its history and development. Through the use of recording, students gain an understanding of various style periods in Western music, including contemporary music, and of how music relates to making and the world. Open to all students regardless of experience or background in music.

Physical Education**Philosophy**

The philosophy of the Physical Education Department at Richmond Heights Secondary School is to place an emphasis on the physical, emotional, and social development of the student. Physical activity is the vehicle that will be used to create an atmosphere for fun, skill development, and fitness. There are two major emphases for the high school program. The first emphasis is for students to become proficient in one or more activities that lead to achieving lifetime leisure activity participation. The second emphasis is for students to become proficient in and to participate in daily physical fitness exercises that lead to healthy exercise participation throughout their lives.

Course Selection

The Richmond Heights Secondary School Physical Education program is composed of a co-educational curriculum offering courses in individual activities, team activities, and physical fitness development. Consistent with the School District's higher expectations, one credit (4 semesters) of physical education and one half credit (1 semester) of health education are required for graduation.

HPE100**P.E. (Sem. 1)****HPE200****P.E. (Sem. 2)**

Term:	Semester
Credit:	0.25
Grades:	9-12

Physical Education is a required course for student's grades 9-11. Physical Education activities will include co-educational activities and contests to improve the student's total fitness. The students will be trained in the skills necessary to play those games. It is recommended that students provide a lock for their gym lockers and have other required supplies such as a change of clothes for class and appropriate shoes.

HPE102**Weight Training**

Term: Semester
Credit: 0.25
Grades: 9-12
Prerequisite: Must have taken Physical Education

This course is offered for students who are interested in building strength, speed, quickness, agility, and power. Students must take Physical Education prior to taking this course.

HPE 104**Weight Training**

Term: Semester
Credit: .50
Grades: 9-12
Prerequisites: None

An introductory course designed to help each student: improve muscular strength; gain knowledge and understanding of weight training theory and practice; develop a personalized weight training program. Students will understand basic anatomy and application of exercise physiology, gain fundamental knowledge of physiological principles: strength training benefits, strength training effects, strength training principles and to develop an individualized program based upon students goals: Emphasizing either muscle strength, muscle endurance, muscle size, muscle flexibility or a combination of any.

HPE 105**Team Sports**

Term: Semester
Credit: .50
Grades: 9-12
Prerequisites: None

This course is designed for students interested in learning skills and strategies of team sports. This course will include daily skill instruction and implementation of those skills into a competitive game setting. Sports may include, but are not limited to: basketball, flag football, soccer, ultimate frisbee, pickleball, badminton, and volleyball. This course will also include daily cardiovascular fitness.

HPE 103**Sports Psychology**

Term: Semester
Credit: .50
Grades: 9-12
Prerequisites: None

This course will provide students with knowledge about psychological factors that affect performance in sports such as motivation, concentration, focus, confidence, anxiety, and relaxation. Students will also be introduced to mental skills that will enhance performance, make athletic participation more enjoyable, and learn skills that can be transferred to other aspects of their lives. Specific skills to be covered in this class will include: how to set measurable goals and strategies to achieve them, visualization and imagery techniques, leadership, team-building, and how to best cope and recover from injuries.

Science

Philosophy

Recent studies have emphasized the need for all high school graduates to be scientifically literate. Our rapidly expanding scientific and technological base presents both solutions and problems for our present and future society. Therefore, all students are encouraged to enroll in a continuous sequence of science so they can function as responsible and knowledgeable citizens. Selections from all the scientific disciplines should be made.

The laboratory is an integral part of all science instruction, serving as a place to practice the experimental method of science and obtain hands-on experience. Societal and technical issues are infused into each course through a wide variety of methods.

Scientific literacy is an admirable goal for the student who is planning a high school education. Understanding the many scientific principles and ideas and applying them to real situations in our world is a useful practice for both the future scientist as well as those who seek careers outside the field of science.

Course Selection

Science uses mathematics as a tool to describe, explain, and predict various principles. Science course selections should be compatible with mathematical skills.

Students are required to earn three units of science for graduation and to include at least one unit of biological sciences and one unit of physical sciences. Graduating classes of 2014 and beyond must have three (3) units of lab science.

If a student wishes to use science as one of the criteria for a Diploma with Honors, he/she must take four units of science.

SC091 A/B

Physical Science

Term:	Year
Credit:	1.00
Grades	9-12

This is a required course for 9th graders. It is based on the national and Ohio state academic standards, and prepares students for the Ohio Graduation Test (OGT) in science. The course promotes understanding of the material rather than memorizing. It covers fundamentals of chemistry, physics, Earth and space sciences, as well as, addressing issues that pertain to everyday life. Students will learn to use the scientific method to explore and investigate the world around us.

SC101 A/B**Biology 1**

Term:	Year
Credit:	1.00
Grades	10

Biology is a project-based learning course concentrating on the study of life. Topics include the structure and function of the cell, basic genetics, and an in-depth look at each of the 5 Kingdoms (monera, protista, fungi, plant, and animal). Lab work is centered around these topics with emphasis on the scientific method, microscope use, and dissection.

SC095A/B**Forensic Science**

Term:	Year
Credit:	1.00
Grades	11-12

Forensic Science is a Junior/Senior level science elective. It is designed to introduce the student to the world of forensic science. The course is designed to be hands on class where students will perform activities that will interest and excite them. Topics that will be covered include: the history of forensic science, fingerprints, forensic DNA analysis, courtroom testimony, and hairs and fibers.

SC111A/B**Chemistry 1**

Term:	Year
Credit:	1.00
Grades	11
Prerequisite:	Biology and Algebra I (Grade of C or better in each subject.

Chemistry is the study of the composition and behavior of matter in chemical changes. This lab-oriented course provides student experiences in scientific inquiry and connections to the outside world. Chemical principles studied in this course include states of matter, types of matter, energy, atomic structure, periodicity, moles, bonding, simple organic compounds, chemical formulas and equations, chemical reactions, qualitative analysis, solutions, consumer chemistry, acids, bases, salts, and nuclear chemistry.

SC103A/B**Honors Biology**

Term:	Year
Credit:	1.00
Grades	9-12

Honors biology is intended for tenth graders as an alternative to general biology. The course used the same textbook and covers many of the same topics as general biology but in far greater detail. It also differs from general biology in the amount of additional time and effort students are expected to commit to reading and studying outside of the classroom. Throughout the course of the year students research and discuss controversial scientific issues in society, carry out experiments, participate in lectures and work in small groups to prepare presentations. Each unit concludes with a different project which serves to summarize the major concepts and themes of the unit. The project requirements vary widely and require students to utilize a variety of skills and approaches to express mastery and understanding of the content. The major topics covered in the class include ecology, cellular biology, genetics and evolution.

SC500 A/B**AP Biology**

Term:	Year
Credit:	1.00
Grades	9-12
Prerequisite:	General Biology

AP biology is designed to be the equivalent of a two-semester college introductory biology course. It differs significantly from general biology with respect to the kind of textbook used, the range and depth of topics covered, the type of laboratory work done and the time and effort required of students. The class is mainly lecture based and the majority of each student's grade is earned through performance on tests and quizzes. The lab component forces students to utilize a deep understanding of the lecture concepts in order to complete a series of inquiry based tasks. All of the topics in the course are built around the following themes; science as a process, evolution, energy transfer, continuity and change, relationship of structure to functions, regulations, interdependence in nature and science technology and society. The course aims to provide students with the conceptual framework, factual knowledge, and analytical skills necessary to deal critically with the rapidly changing science of biology.

SC000**Honors Physical Science**

Term:	Year
Credit:	1.00
Grades	9 - 12

Honors physical science is intended for students as an alternative to general physical science. The course uses the same textbook and covers many of the same topics as general physical science but in far greater detail. It also differs in the amount of additional time and effort students are expected to commit to reading and studying outside of the classroom. The course promotes the understanding of the material rather than memorizing. It covers fundamentals of chemistry, physics, Earth and space sciences, as well as, addressing issues that pertain to everyday life. Students will learn to use the scientific method to explore and investigate the world around us.

Elective Offerings

Philosophy

Through the implementation of innovative course offerings, we believe we can tap the "genius" in students coupled with igniting teachers to facilitate courses of personal interest. This concept will allow students to explore multiple fields of study and deeply connecting to content in a unique manner.

ADUL01A/B

Adulting 101

Term:

Sem

Credit:

.50

Grades:

9-12

Prerequisite: None

Adulting 101 is a course focused on the skills needed to be a successful adult. There are 4 pathways that a senior in high school may take, college, vocational education, the military or the work force. All students will create a portfolio based on their path. The outcome of this course will be a portfolio that students can take with them into the world and a plan beyond high school.

ISSIGNA/B

American Sign Language

Term:

Year

Credit:

1.00

Grades:

10-12

Prerequisite: None

This course is an introduction to American Sign Language. It creates a visual-gestural environment that introduces ASL grammar and vocabulary without presenting English equivalents. This course includes interactive activities, cultural awareness education, and individual feedback. Emphasis is on appropriate language use in common communication settings.

CFIC01A/B**Creative Writing: Survey of Haunted Ohio**

Term: Sem
Credit: .50
Grades: 9-12
Prerequisite: None

This course is designed to give you a deeper insight into the world of forensic investigation. Essential characteristics investigations require a cautious approach backed up with scientific methodology. Students will study the different types of paranormal activities, a typical case study of a "Haunting", the essential investigating equipment, the investigating process and how to deal with the aftermath of an investigation.

FOOD01A/B**Culinary**

Term: Sem
Credit: .50
Grades: 9-12
Prerequisite: None

In the course students will explore a variety of different cuisines and cultures. They will engage in hands-on activities, demonstrations, field trips, in-class research and reflections tasks.

GSIJ01A/B**G-Suite**

Term: Sem
Credit: .50
Grades: 9-12
Prerequisite: None

G-Suite is an introductory course to learn all of the features of Google Workspace. This course will focus on financial literacy, promotions/advertising. There will also be an emphasis on marketing, personal finance, and accounting?

LACT01A/B**Leadership and Service in Action**

Term:	Sem
Credit:	.50
Grades:	9-12
	Prerequisite: None

Become a leader on our campus and earn valuable insight on how to become a "change agent" and engage in civic action. You will identify areas of need in our school and community, explore public service careers and work to build an action plan. Minimum of two service projects per quarter.

<u>BDEND1A/B</u>	<u>Music Community Outreach</u>
Term:	Sem
Credit:	.50
Grades:	9-12
	Prerequisite: Band

Band is a prerequisite for this course. It will involve playing around the community to include senior citizen homes, stores, and any other appropriate suggestions students may have. Students will grow in music development, improve the use of their instrument and learn the impact of community engagement.

<u>MUPROD1A/B</u>	<u>Music Community Outreach</u>
Term:	Sem
Credit:	.50
Grades:	9-12
	Prerequisite: Band

Band is a prerequisite for this course. It will involve playing around the community to include senior citizen homes, stores, and any other appropriate suggestions students may have. Students will grow in music development, improve the use of their instrument and learn the impact of community engagement.

Alternative Options

Philosophy

Richmond Heights Secondary School offers a blended learning model for educating the 21st Century Learner. This is where a student learns at least in part through delivery of content and instruction via digital and online media with some element of student control as well as having the daily interactions of their peers and access to student assistance from the current teaching staff. See your guidance counselor for more information.



Mission: Prepare individual learners to navigate an evolving global community using 21st Century Skills.

Vision: Richmond Heights is a first choice school district providing an equitable educational environment that promotes safe, respectful, responsible relationships where pride in self, school and community flourishes

Core Beliefs:

- Diversity is our strength.
- An intentional, positive school culture yields strong school pride.
- Each member of our Richmond Heights community must be appreciated and valued.
- Accountability is essential.
- Prudent fiscal responsibility is imperative
- Our students must succeed academically, relationally, civically, and globally.
- That the involvement of parents and community partners is vital to achieving educational outcomes.
- That continuous improvement at all levels is essential to our high performance and legacy.



Richmond Heights Secondary School

216-692-8894

647 Richmond Road

Richmond Heights, Ohio 44143

MU401A/B Music Theory**Term:** Semester**Credit:** .50**Grades:** 9-12**Prerequisites:** None

This course will allow students to read, write, analyze, and perform music in preparation for music theory courses after high school. The course is designed for the advanced musician to more thoroughly understand the components of music and music composition. Students will also be able to compose music and understand the guidelines used in music composed by others.

MU402A/B Music History**Term:** Semester**Credit:** .50**Grades:** 9-12**Prerequisites:** None

This is a non-performance course that explores music of various styles through listening experiences. All styles of music are covered (classical, folk, music theater, jazz, popular, etc.). Students will investigate composers and performers integral to the styles explored in the course. Activities include but are not limited to listening, discussions, projects, and presentations on each style of music.

Notes



www.richmondheightsschools.org

Quote Provided By
MENTOR MFG
Kim Taylor
5782 HEISLEY RD
MENTOR, OH 44060
email: ktaylor@mfgkubota.com
phone: 4405519051
- Standard Features -
- Custom Options -

V Series
RTV-X1100CWL-H
***** EQUIPMENT IN STANDARD MACHINE *****
DIESEL ENGINE

Model Kubota D1105
 3 Cyl. 68.5 cu in
 +24.8 Gross Eng HP
 75 Amp Alternator

TRANSMISSION

VHT-X
 Variable Hydro Transmission
 Forward Speeds:
 Low 0 - 15 mph
 High 0 - 25 mph
 Reverse 0 - 17 mph
 Limited-slip Front Differential
 Rear differential lock

HYDRAULICS

Hydrostatic Power Steering
 with manual tilt-feature
 Hydraulic Cargo Dump
 Hydraulic Oil Cooler

FLUID CAPACITY

Fuel Tank 7.9 gal
 Cooling 8.3 qts
 Engine Oil 4.3 qts
 Transmission Oil 1.8 gal
 Brake Fluid 0.4 qts

CARGO BOX

Width 57.7 in
 Length 40.5 in
 Depth 11.2 in
 Load Capacity 1102 lbs
 Vol. Capacity 15.2 cu ft

+ Manufacturer Estimate
KEY FEATURES

Factory Cab w/ A/C, Heater,
 Defroster
 Fully opening roll-down door
 windows
 Digital Multi-meter
 Speedometer
 Pre-wired w/ speakers/antenna for
 stereo
 Front Independent Adjustable
 Suspension
 Rear Independent Adjustable
 Suspension
 Brakes - Front/Rear Wet Disc
 Rear Brake Lights / Front
 Headlights
 2" Hitch Receiver, Front and Rear
 Deluxe 60/40 split bench seats
 with driver's side seat adjustment
 Underseat Storage Compartments
 Deluxe Front Guard
 (radiator guard, bumper, and lens
 guard)

SAFETY EQUIPMENT

SAE J2194 & OSHA 1928 ROPS
 Horn
 Dash-mounted Parking Brake
 Spark Arrestor Muffler
 Retractable 2-point Seat Belts

DIMENSIONS

Width 63.2 in
 Height 79.5 in
 Length 120.3 in
 Wheelbase 80.5 in
 Tow Capacity 1300 lbs
 Ground Clearance 10.4 in
 Suspension Travel 8 in
 Turning Radius 13.1 ft

Factory Spray-on Bedliner
 "L" Models Only

**Bright Alloy Wheels (Silver-
 painted)**
 Silver-painted with machined
 surface
 "S" Models only

TIRES AND WHEELS

Heavy Duty Worksite 25 x 10 - 12, 6 ply

RTV-X1100CWL-H Base Price: \$21,849.00

(1) STROBE LIGHT MOUNT KIT 77700-VC5058-STROBE LIGHT MOUNT KIT	\$175.00
(1) REAR WORK LIGHTS / FOR RTV-X1100 K7731-99830-REAR WORK LIGHTS / FOR RTV-X1100	\$129.00
(1) FRONT WORKLIGHTS / FOR RTV-X1100 K7731-99820-FRONT WORKLIGHTS / FOR RTV-X1100	\$179.00
(1) TURN SIG/HAZARD LGT KIT/RTV-X1100C K7731-99810-TURN SIG/HAZARD LGT KIT/RTV-X1100C	\$299.00
(1) BACKUP ALARM K7591-99640-BACKUP ALARM	\$150.00
Configured Price:	\$22,781.00
Sourcewell Discount:	(\$5,011.82)
SUBTOTAL:	\$17,769.18
2Yr RTV-X1100CWL-H Extended Warranty (2000 hrs.)	\$1,350.00
Dealer Assembly:	\$340.00
Freight Cost:	\$735.00
PDI:	\$400.00
Buyers VUT65 6' 6" V-Plow	\$4,500.00
Buyers SnowDogg SHPE0750 Salt Spreader	\$3,266.00
K7591-19112 X 2 LH wheel/tire combo	\$260.00
K7591-19162 X 2 RH wheel/tire combot	\$260.00

Total Unit Price: \$28,880.18
Quantity Ordered: 1
Final Sales Price: \$28,880.18

**Purchase Order Must Reflect
 the Final Sales Price**

To order, place your Purchase Order directly with the quoting
 dealer

*All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

**SERVICE CONTRACT
FOR
SCHOOL NURSE SERVICES**

THIS AGREEMENT is made by and between A Golden Touch Health Care Agency, LLC a Health Care Service, hereinafter referred to as the "AGENCY", and Richmond Heights Local School District, hereinafter referred to as the "DISTRICT".

WHEREAS the DISTRICT desires to have certain services performed and provided by the AGENCY, as set forth hereafter, which services require specialized skills and abilities; and

WHEREAS, the AGENCY, employs qualified personnel who possess sufficient skills and abilities, including technical and professional expertise where required, to perform the services set forth hereafter in this Agreement: now therefore

IN CONSIDERATION OF the terms, conditions, covenants, and performances described herein, the parties hereto

HEREBY AGREE AS FOLLOWS:

I – SERVICES TO BE PROVIDED BY AGENCY

A. SCHOOL NURSE SERVICES:

The AGENCY shall provide nursing services which include: assessment and treatment within the scope of professional nursing practice, communication with parents and teachers, provide physician referral for emergencies, provide direct care to students, health education and communicable disease investigation, assessment of health complaints, medication administration, provide care for students with special health care needs, provide interventions for acute and chronic illness, injuries and emergencies.

II – DURATION OF AGREEMENT/TERMINATION

This agreement is deemed to have commenced on the 31st day of August 2021 and shall remain in effect through August 2022 unless amended or terminated earlier pursuant to this agreement.

This agreement may be extended or terminated upon mutual agreement between the parties hereto and pursuant to the terms and conditions of this agreement.

Termination prior to the agreed termination date will require (30) days written notice from either party with pro rata payment being made to the date of termination.

III – COMPENSATION AND METHOD OF PAYMENT

The DISTRICT shall compensate the AGENCY for services performed under this agreement as follows:

The DISTRICT will pay the AGENCY at a rate of \$64 per hour for the agreed upon nursing service provided. The hours of provided services will be documented and billed to the DISTRICT upon agreed service rate.

The AGENCY agrees to pay any local, state or federal taxes applicable to compensation or income received by the AGENCY pursuant to this agreement.

The DISTRICT agrees not to bill nurse hours to State Administrative match for any outreach, linkage or system development activities

IV – COMPLIANCE WITH LAWS

The AGENCY, in performance of this agreement agrees to comply with all applicable local, state, and federal laws or ordinances, including standards for licensing, certification, and operation of facilities, programs, and accreditation, and licensing of individuals and any other standards or criteria as described in this agreement to assure quality of services.

The AGENCY is aware of and in compliance with the requirements of the Americans With Disabilities Act and its regulations.

V- NON DISCRIMINATION IN SERVICES

The AGENCY shall not discriminate against any person presenting himself/herself for service because of race, religion, color, sex, age, natural origin or mental/sensory disability or other handicaps.

VI – INSURANCE

The AGENCY agrees to carry adequate liability insurance.

VII – INDEMNIFICATION/HOLD HARMLESS

Each of the parties agrees to indemnify and hold the other harmless from and against all loss and damage, and all claims, demands, suits, liabilities and payments, including cost of defense, arising in whole or in part, out of the negligent act or omission of an indemnitor, its officers, employees, agents or subcontractors, or the negligent act or omission of any person for which an indemnitor or subcontractor is held liable.

However, if any losses, damages, claims, demands, suits, liabilities and payments, including cost of defense, arise out of or result from the concurrent

negligence of (a) the AGENCY, officers, employees, agents, subcontractors or any other person for the AGENCY is held liable, and (b) the DISTRICT, its officers, employees, agents, subcontractors or any other person for which the DISTRICT is held liable, this indemnity provision shall be valid and enforceable only to the extent of the negligence of an indemnitor's officers, employees, agents, subcontractors, or any other person for which an indemnitor is held liable.

VIII – SAVINGS AND SEVERABILITY

If any provision, or any portion thereof, contained in this agreement is held to be unconstitutional, invalid or unenforceable, said provision(s), or portion(s) thereof, shall be deemed severable and the remainder of this agreement shall not be affected and shall remain in full force and effect. Furthermore, if such an event occurs, the parties agree to negotiate a modification to replace the unacceptable provision(s) as soon as possible.

IX – ENTIRE AGREEMENT


The parties agree that this agreement is the complete expression of the terms hereto and any oral representation or understandings not incorporated herein are excluded. Further, any modification of this agreement shall be in writing and signed by both parties.


IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed this 31 day of August, 2021

RICHMOND HEIGHTS LOCAL SCHOOLS DISTRICT


Dr. Renee T. Willis.
Superintendent/Designee

**A GOLDEN TOUCH HEALTH
CARE AGENCY, LLC**


Kim Allen, BSHCA
Executive Administrator, CEO


Bynetta Hall, RN BSN
Director of Nursing, CEO

Statement of Work

J.T. Transport Inc.

623 South Green Road
South Euclid, Ohio 44121

Richmond Hts. City Schools

Date	ISSUED FOR/ON BEHALF OF	SERVICES PROVIDED FOR
September 10, 2021	J.T. Transport Inc. 623 South Green Road South Euclid Ohio, 44121	Richmond Hts. City Schools 4477 Richmond Road Richmond Hts. Ohio, 44143

This Statement of Work (SOW) is issued pursuant to the Services Master Agreement between Richmond Hts. City Schools and J.T. Transport Inc., effective September 10, 2021. This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this Agreement, the terms of this SOW shall govern and prevail.

Period of Performance

The Services Shall Commence in September at the onset of the 2021-2022 school year and shall continue until services are no longer needed.

J.T. Transport will provide transportation approved by the superintendent or their designee for contracted transportation services for the 2021-2022 school year. J.T. Transport will also have and maintain no less than a 1,000,000 liability insurance for all company owned vehicles used for transporting students. Certificate of Liability insurance with Richmond Hts. City Schools named as additionally insured under the policy.

J.T. Transport Inc. utilize up to date vehicles for transporting students, all vehicles are equipped with safety equipment defined by the OHIO DEPARTMENT OF EDUCATION. All vehicles have the school transportation sign on top and the company logo on the side. J.T. Transport retains its own on site mechanic for routine and minor repairs and in case of a breakdown. Vehicles are on a routine 3 month maintenance schedule and are Pre tripped every morning and afternoon before driving.

Our drivers are BCI and FBI screened at the onset of hiring and a physical is required at the beginning and every year thereafter of their employment. Drivers are required to have defensive driving, emergency procedures, and student management training.

1.1 Transport Inc. will work closely with the transportation department to determine the needs of those students, taking full responsibility for the safe and timely transportation for your students. 1.1 Transport Inc. will provide safety restraint, car seats, wheelchair accessible and/or determining whether any student may require an aide or monitor to ride along.

1.1 Transport will submit an invoice once a month, that will detail students riding and how many days they were transported also detailing any special equipment that is being used at the time of transportation.

1.1 Transport will charge a maximum of \$60.00 per student based on a minimum of two students plus a \$.50 cent per mile charge for fuel. One student exclusively on a van will not exceed \$120.00 per day. The price for an Aid Monitor will not exceed \$67.00 a day. The use of an aid monitor will be determined by the Trans. Department based on the IEP put in place for the student.

Richmond Hts. Schools will provide all information pertaining to the safe transportation for each student, including names and emergency numbers and any other information that will ensure the safe transporting of said students. Richmond Hts. Schools will pay invoice within 15 days upon receiving.

Name _____

Title _____

Name _____

Title _____

Name _____

Title _____

Name _____

Title _____



SERVICE AGREEMENT By and Between

Renewed 9/10/2024

RICHMOND HEIGHTS LOCAL SCHOOLS and psi AFFILIATES, INC./psi ASSOCIATES, INC.

THIS AGREEMENT for services is entered into this 10th day of September, 2021 by and between the Richmond Heights Local Schools, hereinafter referred to as "Client", and psi Affiliates, Inc./psi Associates, Inc., hereinafter collectively referred to as "psi," to perform services as specified to schools located within the Richmond Heights Local Schools specifically named in Attachment A to this Agreement and thereby becoming a part of this Agreement pursuant to relevant sections of the Ohio Revised Code. Additional Attachments to this Agreement may be included herein and, if included, will become part of this Agreement.

I. Services

psi agrees to provide the following Services, ("Services") in accordance with requirements of Client in such numbers and subject to such rules and regulations of the specific school of the client ("The School") as are applicable to the satisfactory performance of this Agreement to the benefit of The School for the stated school years, or part thereof.

- | | |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Clinic Services Program | <input type="checkbox"/> Gifted/Talented Teacher Services |
| <input type="checkbox"/> Registered Nurse Services | <input type="checkbox"/> Remedial/Title 1 Teacher Services |
| <input type="checkbox"/> Licensed Practical Nurse Services | <input type="checkbox"/> Foreign Language Teacher Services |
| <input type="checkbox"/> School Health Assistant Services | <input type="checkbox"/> TESOL Teacher Services |
| <input checked="" type="checkbox"/> Special Needs Nursing Program | <input type="checkbox"/> School Psychology/ Psychology Services |
| <input type="checkbox"/> Registered Nurse Services | <input type="checkbox"/> Counselor/Social Worker Services |
| <input checked="" type="checkbox"/> Licensed Practical Nurse Services | <input type="checkbox"/> Special Education Coordinator/Compliance Services |
| <input type="checkbox"/> Health Screenings Program | <input type="checkbox"/> OT/COTA Services |
| <input type="checkbox"/> Speech/Language Pathologist Services | <input type="checkbox"/> PT/PTA Services |
| <input type="checkbox"/> Intervention Specialist Services | <input type="checkbox"/> Clerk |
| <input type="checkbox"/> Educational Aide Services | |

A description of Services to be performed by psi to Client is attached hereto as Attachment B. The parties agree that Services may vary depending upon the Client and the Client's needs and priorities. Client and psi agree that the parties will regularly communicate with each other to determine Services to be provided pursuant to this Agreement. Client agrees to inform psi on a timely basis if Services performed are deemed not be satisfactory by Client and/or if Services so provided by psi need to be revised. psi will provide to Client a cost and service proposal for any revisions to Services requested by Client and any additional Services needed by Client that are not currently provided or contracted for as set forth in this Agreement.

II. Initial Term. In accordance with this contract, psi will provide Services to Client for a one (1) year term starting in the 2021-2022 school year, continuing through the conclusion of the 2021-2022 school year.

III. Compensation:

In consideration of the Services and/or provisions as set forth and as incorporated into this Agreement, Client shall cause to be paid to psi no more than the following Yearly Fees, except as may be provided for pursuant to the terms of this Agreement. The schedule of all fees are specifically described in Attachment A which has been incorporated herein. Any additional fees as provided for in this Agreement will be assessed for additional Services or changes for Services as set forth in this Agreement.

YEAR ONE \$63,187.20

IV. Payments for Services Rendered. Client hereby agrees to pay to psi within thirty (30) days of receipt of psi's monthly Invoices the specified value of actual Services rendered in the monthly billing cycle, with the total payment not to exceed the amount contracted for herein, except as agreed upon by Client and psi to pursuant to the terms of this Agreement.

V. Changes and Additional Services. psi shall provide the Additional Services and Additional Optional Services as noted in the Exhibits attached hereto and at the rates noted therein upon written request signed by Client. Client

also agrees to pay psi, in addition to the above-stipulated charges, the hourly rates indicated in Attachment A, for those additional and supplemental Services requested by Client and provided by psi. Also, any changes to the Agreement that are required or requested by Client to psi, shall be provided in writing and include the stipulated charges and/or hourly rates. Any Additional Services, Additional Optional Services and changes shall be included in the appropriate monthly invoice and subject to payment as set forth above.

VI. Reporting. psi agrees to provide Client with reports and/or documentation as needed and determined by Client to be necessary to complete local, state, and/or federal reports.

VII. Compliance with Law. psi further agrees to employ personnel to service designated schools under the terms of this Agreement and agrees to fully abide by all Federal and State laws applicable to employment and/or assignment of such personnel including taking any appropriate action to insure that personnel so employed by psi fully comply with the provisions of the Affordable Health Care Act. Non-licensed personnel will be appropriately supervised. Only persons with satisfactory criminal background checks will be employed. psi further abides by all federal and state laws pertaining to employment obligations such as participation in Worker's Compensation, Unemployment Insurance and other appropriate entitlements.

VIII. Coverage Schedule. psi shall establish a schedule satisfactory to Client setting forth, among other things, the dates, times and locations that personnel will be assigned to perform the Services. psi shall provide to Client, upon request, a copy of the schedule and any updates to the schedule, and psi shall make such changes to the schedule as reasonably requested by Client.

IX. Dismissal of Employees. psi shall dismiss from performing Services to Client any person employed by psi who Client reasonably determines to be incompetent, guilty of misconduct, dangerous to the safety of the students of Client, or detrimental to the operations of Client. Client shall provide written notice to psi of all facts and issues pertaining to said request for dismissals and shall cooperate fully with psi in regard to any investigation relating to said dismissal request.

X. Office Space and Supplies. Client shall provide suitable, appropriate office space that is quiet and private for use of the psi staff assigned to the school/s. This also includes storage space for supplies and equipment. Client will also provide appropriate supplies and equipment that are customary and standard for the Services provided, where so agreed. Examples of these include, but are not limited to: office supplies and equipment, medical supplies and equipment (if health services are provided), and required testing materials for use by psi and to enable psi to provide the Services that they are contracted to perform. Client will be billed for all supplies and equipment, purchased at Client request, to include but not be limited to test equipment, protocols, health supplies, clinic equipment, etc. The testing protocols will be billed as replenishing is needed. Client agrees to provide adequate security at the school office site and to include any personnel provided by psi to Client through this Agreement in any security training that personnel of Client are required to take. Client agrees to follow all appropriate rules and regulations to ensure PSI staff have a clean and hygienic working environment with appropriate protections related to the COVID pandemic.

XI. Student Records. All student records shall be the sole and exclusive property of Client, subject to any access and copying rights as permitted by law. psi will have reasonable access to such documents, forms, records and other materials and information as permitted by law and as necessary to perform the Services and for other lawful purposes. Client will retain all records and other materials for the time periods required by applicable law and generally accepted practices. Client and psi shall at all times comply with all applicable laws, rules and regulations relating to the confidentiality of medical records and other information.

XII. Cooperation. In the event that either party becomes aware of any alleged incident which may include injury resulting from the care or treatment of any person pursuant to this Agreement, each party has a duty to give the other party written notice of the incident in a timely manner of the known circumstances surrounding the incident including the name, school, and circumstances of the alleged incident and the contact information of any available witnesses. Each party further agrees to fully cooperate with the other party in regard to any investigations and follow through in regard to said incident.

XIII. Agreement not to Hire. Client hereby agrees that Client shall not, during the term of this Agreement and for a period of twenty-four (24) months following the termination or expiration of this Agreement, employ, solicit, or make an offer of employment or enter into any employment agreement with any person who has been a psi employee who at any time during the term of this Agreement provided, supervised, directed or was involved in any manner in the provision of Services under this Agreement. Client further agrees not to hire any psi employee nor any contractors,

or subcontractors providing Services under this Agreement, without the express written permission of the President of psi. This provision shall apply to any employee, independent contractor, any independent contractor or employee who is involved with an agency providing Services under this Agreement or is a related entity or is involved in any type of agreement to provide Services to the Client as an employee or subcontractor of psi.

XIV. Insurance. Client shall keep Client's buildings, including the Premises and all property contained therein, insured against loss or damage from fire, explosion, similar casualties, or other cause including personal injury normally covered in standard broad form property insurance policies. Provider will maintain adequate security for damages within the self insured retention selected as determined by a reputable actuary.

XV. Termination. psi shall have the right at its own discretion, to terminate this Agreement in the event that Client fails to make any payment when due under this Agreement and said payment remains unpaid for a period of five (5) days after written notice to Client from psi. Furthermore, psi shall have the right to terminate this Agreement in the event Client is determined by psi to have engaged in any illegal, unethical or unprofessional behavior or actions that psi deems to be detrimental to its continued performance of Services under this Agreement. psi also reserves the right to terminate this Agreement in the event that Client materially breaches the terms of this Agreement and said breach is not cured within thirty (30) days of notice from psi. Furthermore, psi reserves the right to terminate this Agreement in the event of any filings pertaining to the insolvency of Client including bankruptcy, receivership, or State take-over.

XV(a). in the event that Client seeks to terminate this Agreement based upon an allegation of material breach of this Agreement by psi, Client shall be obligated to do the following:

1. Client shall provide written notice to psi specifically setting forth the facts and reasons utilized by Client to claim a material breach by psi.
2. psi shall have thirty (30) days after receipt of notice from Client to work with Client to improve the situation to a reasonably satisfactory level that addresses the areas of concern set forth in the written notice provided by Client to psi.
3. If psi cannot improve the matters cited in the written notice to a reasonably satisfactory level as agreed upon by the parties within said thirty (30) day period, Client shall have the right to terminate the contract.

XVI. Confidentiality. By virtue of this Agreement, Client shall have access to information that is Confidential and Proprietary to psi, including (without limitation) business and financial records, billing information, contracts, vendor/supplier information, customer lists and demographic information, policies, and procedures. Confidential, Proprietary Information includes manuals, and strategic planning information which may be in various forms and media, and which may be or may come into existence at any time this Agreement is in effect. Such Confidential, Proprietary Information belongs solely to psi and Client shall have no ownership in, or control over it. Client shall maintain the confidentiality of all Confidential and Proprietary Information, and shall not disclose it to third parties unless required to do so by law. Nor shall Client use any Confidential and Proprietary Information for its own benefit to the competitive detriment or embarrassment of psi. This requirement is perpetual and survives the termination of this Agreement.

XVII. Notice. Any notice or communication required or permitted to be given hereunder shall be in writing and served personally, delivered by courier or sent by United States certified mail, postage prepaid with return receipt requested, addressed to psi as follows:

psi
Steven L. Rosenberg, Ph.D.
President
2112 Case Parkway South #10
Twinsburg, Ohio 44087-0468

XVIII. Assignment. The Agreement may not be assigned by either party without the written consent of the other.

XIX. Waiver. A waiver of any failure to perform under the Agreement shall neither be construed as nor constitute a waiver of any subsequent failure.

XX. Severability. If any term or provision of the Agreement or the application thereof to any person or circumstance shall, to any extent or for any reason be invalid or unenforceable, the remainder of the Agreement and the application of such term or provision to any person or circumstance other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each remaining term and provision of the Agreement shall be valid and enforceable to the fullest extent permitted by law.

XXI. Amendments to Agreement. All provisions of the Agreement shall remain in effect throughout the term thereof unless the parties agree, in a written document signed by both parties, to amend, add or delete any provision.

XXII. Findings for Recovery. psi warrants and represents that it is not subject to a finding for recovery under Ohio Revised Code Section 9.24, or that Provider has taken the appropriate remedial steps required under Ohio Revised Code Section 9.24, or otherwise qualifies under Ohio Revised Code Section 9.24.

XXIII. Captions. Headings and titles of Articles, paragraphs and other subparts of this Agreement are for convenience of reference only and shall not be considered in interpreting the text of this Agreement. Modifications or amendments to this Agreement must be in writing and executed by duly authorized representatives of each party.

XXIV. Counterparts. This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one and the same instrument, and any of the parties hereto may execute this Agreement by signing any such counterpart.

XXV. Entire Agreement. This Agreement and its attachments and other documents specifically incorporated by reference herein contains the entire understanding and agreement of the parties concerning the matters contained herein, and supersedes and replaces any prior or contemporaneous oral or written contracts or communications concerning the matters contained herein.

XXVI. Purchase Order. Receipt of Purchase Order from Client constitutes agreement with the terms and conditions of this Agreement, herein.

XXVII. Governing Law. This Agreement will be interpreted, construed, and governed according to the laws of the State of Ohio.



Richmond Heights Local Schools
Designee

psi Designee

Steven L. Rosenberg, President

Print Name and Title

Print Name and Title

Witness


Witness

Date

9-10-2021
Date



psi Associates, Inc./psi Affiliates, Inc.

Attachment B

Special Needs Program-LPN

GENERAL POSITION DUTIES:

**LICENSED PRACTICAL NURSE FOR STUDENTS WITH
SPECIALIZED HEALTH NEEDS**

Under the supervision and direction of the Registered Nurse/Special Needs Nurse Manager, will assist in providing services to schools that work toward the health and wellness of students and the improvement of health conditions in general. Assess and monitor medically fragile student health needs and provide appropriate nursing interventions. Monitor student health needs and services to students as defined in the psi Health Resource Guide, Ohio Department of Health Recommendations and in accordance with acceptable nursing practice guidelines along with the student's Individualized Health Care Plan.

Provide for individual students' health needs; administer medications and monitor student behavior and reaction to the administration of medication; provide first aid in accordance with established first aid procedures; complete required documentation of care provided; responsible for student health records; promote relationships between community health providers, students, parents, and the school community. Maintain a current license to practice nursing in the State of Ohio and hold a degree in practical nursing from an accredited program. Has full knowledge of individual student's medical diagnoses and comorbidities. Attends educational team meetings as requested and functions as a part of the student's educational team.

FUNCTIONS OF THE SPECIAL NEEDS NURSE MANAGER

(included with service of LPN for students with specialized health needs)

Evaluates the medical needs of the student during the school day. Establishes and maintains communication between the student's nurse, educators, therapists and administration. Coordinates care of the medically fragile student with the student's educational team, nursing team and family. Provides ongoing education for the student's nursing team regarding the individual medical needs of the student. Provides education for classroom staff regarding the medical needs of the student as needed. Participates in/provides support for student meetings as requested, including IEP/504. Develops an Individualized Health Care Plan for the student. Obtains orders from the student's medical care team and ensures competence and compliance of the student's nurse. Communicates with the student's medical care team regarding effectiveness of orders/plan of care at school. Supervises the licensed practical nurse for students with specialized health needs.

educational services • school health programs • training/education

ATTACHMENT A

The schools and services to be served by psi for the 2021-2022 school year are listed below. Any errors, additions, or deletions should be noted either on the purchase order submitted or through an explanatory letter.

<u>School</u>	<u>Position</u>	<u>Hours per Wk</u>	<u>Days per Wk</u>	<u>Wks per Yr</u>	<u>Total Hours</u>	<u>Total Days</u>	<u>Annual Cost</u>
Sunbeam	LPN	40		36	1440		\$63,187.20

Monday - Friday 8:35 - 3:05 Plus Transportation.
Substitution Is Not Guaranteed.

<u>Total</u>	<u>\$63,187.20</u>
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Additional Services to be billed at hourly charge, approved by a District or School Designee.

Richmond Heights Secondary School
Student/Parent Handbook
Home of the Spartans!



RICHMOND HEIGHTS BOARD OF EDUCATION

President, Nneka Slade-Jackson *Vice President, Bobby Jordan*
Frank Barber Dr. Hugh A. Turner
Linda Pliodzinskas

BOARD OFFICE

Renée T. Willis, Ph.D., Superintendent
Cooper Martin, Treasurer

Richmond Heights Secondary School
447 Richmond Road
Richmond Heights, Ohio 44143

Mrs. Marnisha Brown, Secondary School
Principal/Asst. Superintendent

Mr. Shaun Lodge, Dean of Students

216-692-0094

Fax: 216-692-8495

District Mission Statement

Mission

Prepare individual learners to navigate an evolving global community using 21st century competencies.

Vision

Richmond Heights is a first choice school district providing an equitable educational environment that promotes safe, respectful, responsible relationships where pride in self, school and community flourishes.

Core Beliefs

Diversity is our strength.

An intentional, positive school culture yields strong school pride.

Each member of our Richmond Heights community must be appreciated and valued.

Accountability is essential.

Prudent fiscal responsibility is imperative.

Our students must succeed academically, relationally, civically, and globally.

That the involvement of parents and community partners is vital to achieving educational outcomes.

That continuous improvement at all levels is essential to our high performance and legacy.

Equal Education Opportunity

Richmond Heights Local School District provides an equal educational opportunity for all students. It is the policy of this District that no student shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, disability, height, weight, or other protected characteristics.

All adults, when provided access to appropriate and effective supports as needed to fulfill the basic responsibilities of parenting relative to the educational process of their child, are more likely to be effective. If you are in need of specialized supports to help fulfill the basic responsibilities of supporting your child's academic career, please contact the Office of Educational Services at 216-692-0086.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender or national origin while at school or a school activity should immediately contact the School District's Compliance Officer:

Superintendent
216-692-0086

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning complaint investigation procedures and equal access to educational opportunity.

Frequently Used Phone Numbers

High School	(216) 692-0094
Elementary School	(216) 692-0099
SS FAX	(216) 692-8495
ES FAX	(216) 692-8499
Transportation	(216) 692-0086 Ext. 571337
Board of Education	(216) 692-0086
Voice Mail	(216) 692-0086
City Recreation Dept.	(216) 383-6313
Fire -Non-emergency	(216) 486-1212
Police- Non-emergency	(216) 486-1234

Safety and Security

The safety of our students and school personnel is a primary concern of the Richmond Heights Secondary School. Numerous provisions are in effect to ensure the safety of all students and staff. **Students are not permitted to carry book bags/large purses throughout the day; bags/purses must be in assigned locker no exceptions.** Security guards are on duty at all times while school is in session. All exterior doors are locked, security cameras are in place, and a buzzer entrance system is in effect throughout the day. All school personnel are trained on a variety of security procedures, and a site based crisis team is trained to address all emergency events. All visitors must report to the main office and are required to wear a 'visitors' pass while they are in the building. All Staff are expected to question people in the building whom they do not recognize and who are not wearing a 'visitors' pass, and to question people who are "hanging around" the building after hours.

School Hours

The Richmond Heights Secondary School serves students from grade 7 through grade 12. School hours are from 7:50 a.m. – 2:45 p.m. Teachers are in the building from 7:20 a.m.

– 3:00 p.m. **Students in grades 7 through 12 will be admitted into the school building at 7:30 a.m.** Every Wednesday, students will be dismissed at 1:30pm. Transportation will still be provided for those who qualify.

Attendance

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted; less time is spent on make-up assignments, and students benefit from participation and interaction with other students in class. Many important lessons are learned through active participation in the classroom and other school activities that cannot be replaced by individual study.

The RHSS has adopted the following attendance procedures to better ensure the safety of Richmond Heights' school children and as a result of Ohio's Missing Children Law:

If a child is at home sick, **the parent must call the school between**

7:30 a.m. and 3:30 p.m. each day your child is ill. A record of the parent's call will be made and a return note to school is not necessary. Please call the attendance phone line at (216) 692-0094 and leave your message.

Children who show a pattern for continued tardiness or absence will be sent a letter and possibly referred to the county attendance officer for investigation after appropriate action is taken by the teacher and principal.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a

Attendance

Accumulating 10 or more days of absence from school in a semester-length course or 15 or more days of absence from school in a year-length course may result in one or more of the following:

Place a student in peril of not earning credit for the course or passing

Result in other disciplinary consequences such as:

Referral to the Attendance Officer and truancy charges filed

Number of Infractions	Consequence
1st offense	1 day in ISS, parent conference
2nd offense	Parent Contacted- 2 days in ISS, parent conference
3rd offense	Parent Contacted- filing with the Attendance Officer

In accordance with Ohio Revised Code (ORC) 3321.19, the administration will develop intervention strategies for those students with excessive absences/ tardies. The following intervention strategies will occur:

10 absences – parent will receive a letter requesting a meeting with the principal

15 absences – referral to Attendance Officer

20 absences – student will be in jeopardy of being retained and/or referred to Attendance Officer and truancy charges filed.

30 absences – Recommendation for expulsion

Students are expected to be in school each and every day unless their absence has been authorized.

Student Appointments

Any student leaving the building at any time must be **signed out** at the office by the person picking up the child. If a student needs to be excused for a doctor's or dentist's appointment, etc., ***the parent must send a note into the office the morning of the appointment.*** A note must be signed by the parent and must be received before the early dismissal is completed. Leaving school without prior approval from the office is considered truancy. Any student leaving the building or school grounds prior to regular dismissal time at the end of the day must have permission from the main office. Failure to have permission to leave the building before dismissal time is considered truancy and will result in a disciplinary consequence.

Dismissal

Students are dismissed at 2:45 p.m. All students will be dismissed according to their normal dismissal (i.e. riding bus, parent pick up, etc.) unless a note is received from the parent stating otherwise. Please be aware that a parental phone call will not be accepted as a procedure for changing student dismissal. **WE MUST HAVE ALL DISMISSAL CHANGES IN WRITING FROM THE PARENT.** If a child is being picked up after school, they must be picked up by 2:45 p.m. After school supervision is **NOT** available beyond 2:45 p.m. When a student is not picked up, staff will make every effort to contact the people listed on the student's Emergency Medical Authorization form. If no one responds, the Richmond Heights Police Department may be called. The student will then be under an officer's supervision.

Emergency Closings and Delays

School closings due to severe weather or other extenuating circumstances will be announced over all major radio and television stations. Parents will also be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file. Parents and students are responsible for knowing about emergency closings and delays. Parents may also call the Board of Education at (216) 692-0086 for information regarding school closings and delays.

Visitors

Anyone who is not a current student or staff member at Richmond Heights High/Middle School and enters the building must immediately report to the main office and state the reason and purpose for his/her visit. Persons who do not register in the main office will be considered trespassers and may face prosecution. A member of the staff will escort all visitors to their destination. All visitors must wear a visitor's pass issued by the Main Office. **Students may not bring guests, relatives or friends to school for the purpose of spending the school day with them.**

Classroom Visitation

On occasion, parents may wish to observe their child in a classroom setting. In order to protect the privacy rights of other students and limit the disruption of the normal classroom operation, you may request guidelines that need to be followed when an observation is scheduled. Visits, however, should be arranged through the teacher and last approximately 30 minutes. Prior arrangements are necessary so that parents can observe their child in the specific teaching environment rather than observe test taking or "desk cleaning". We ask that visits be limited to a half hour to minimize distractions for your child and others in the classroom. On day of visit, please check in at Main Office for visitor pass and to be escorted to the classroom.

Classroom Concerns

Parents are encouraged to contact the classroom teacher if they have a question or have information that might help guide the teacher in working with their child. Open lines of communication between the home and school are encouraged and foster a positive learning experience for the child. Our staff has voicemail and an email address where concerns can be addressed.

Conferences

Parent-Teacher conferences are held in the fall and winter. Secondary School Conferences are on a first come basis. All teachers are available to speak with parents concerning their student's progress. We ask that if you feel you need more than 5-10 minutes of discussion time, you contact the teacher to schedule an appointment at another time to allow the teachers to talk with all parents during the conferences.

Volunteers

Parent volunteers are a vital resource. We expect all parents to give, in some way, as their own child gains a more positive feeling of seeing the home and school working together. To volunteer, please:

Contact your child's teacher to see ways in which you can help out.

Contact the school office if you would like to volunteer in other areas of the school.

Contact the Parent Boosters President if you have time or special skills you can donate.

Curriculum

The curriculum is designed to align with Ohio Content Standards, meet each student at his/her academic level, and to take each student as far and as fast as he/she can learn. This allows the student to learn at a level and pace that is best for his/her academic progress. Each grade level operates as a unit within a team approach. All grade level teachers may take responsibility for a portion of instruction of all students.

Insurance

An insurance company approved by the Board of Education makes school activity injury insurance available to the students. The forms for application and/or claims are available at the main high school office. Any student participating in any sports activity must have some type of medical insurance coverage.

Fees

Student fees are determined by the consumable items purchased for each class. Some examples of consumable items are workbooks which are given to the student and not returned for future use by the district and art supplies. Included in the fees are senior fees which includes various graduation items including their cap and gown. Fee invoices are mailed within the first semester of the school year and the date is indicated when fees must be paid. Any student with outstanding fees will not receive report cards, transcripts, and may be prevented from participating in senior activities including commencement.

Homework

Homework is designed to be an extension and support of classroom learning. As children progress through the grades, the length and time required of homework varies. In the event of questions concerning any homework assignment, please call or send in a note to your child's teacher.

Lockers

Each student will be assigned a locker. School lockers are the property of the Board of Education and are loaned to the students for their convenience. The Board of Education extends the use of lockers to students for the storage of books, coats, lunches, and study materials. Students are to use lockers assigned to them and are not to share lockers. Any violation of this could result in disciplinary action. Locker combinations must be given to homeroom teachers and will be kept on file in the office. Students who choose not put a lock on their locker are also assuming responsibility for any missing/stolen items. The school is not responsible for any items missing or stolen from school lockers, including gym lockers.

Sports

Richmond Heights High School provides an extensive interscholastic athletics program. The school is a member of the Ohio High School Athletic Association and the Chagrin Valley Conference. A weight room is available for students to use with proper supervision.

SEASON SPORT

Fall Football, Volleyball, Cheerleading

Winter Wrestling, Boys Basketball, Girls Basketball

Spring Baseball, Softball, Boys/Girls Track

Student Activities

Richmond Heights Secondary School offers opportunities for students to participate in co-curricular activities. Academic, athletic leadership and service interests are provided for through our student activity offerings. All students are encouraged to participate during the course of their high school years.

Eligibility Policy

Beginning with the first quarter of the **2021** school year, in order to participate in athletics, co-curricular, extra- curricular activities, or any other school sponsored program, a student will need to have achieved a 1.5 grade point average if he/she wishes to participate. Failure to do so will result in ineligibility. Also, a student must be enrolled and be passing at least five one credit courses or equivalent 0.5 credit hours of instruction as required by the OHSAA.

The eligibility policy covers all school sponsored organizations and activities such as, but not limited to the following: athletic teams, clubs, activities such as Variety Shows, Musicals or Plays, Senior Seven, Homecoming Court, Prom King, Prom Queen, Prom Prince, Prom Princess, Parking Privileges, Senior Early Dismissal and Student-Faculty Game, Powder-Puff participants.

The Principal and the Superintendent, in cooperation with the Teacher's Association, must approve proposals for new clubs and organizations and present them to the Board of Education for action. Any activity sponsored by Richmond Heights Schools is governed by the rules and regulations contained in this handbook.

In addition, students must be in attendance at least five periods out of eight during the school day in order to **participate or attend** any school sponsored functions that day (including practices). Disciplinary action may result for non-compliance.

Assembly Expectations

Assemblies and meetings are held throughout the school year for the benefit of the student body. It is expected that a student attending a special program or meeting at school, or any school-sponsored lectures will observe the following rules:

- Students will sit in assigned seats
- Feet should be kept on the floor
- Courtesy and respect should be shown at all times
- Applause should be used to show appreciation
- Remain in your seats until dismissed
- No food or drinks are permitted

Drama Club

Each year, this organization is involved in two productions. The fall production may be a dramatic production or a variety review. The spring production is traditionally a musical. Many students join the Drama Club because they want to be a part of the stage crew and work with sets, costumes, make-up, sound, etc. Others join because they enjoy acting or directing.

Key Club

The Key Club is a service organization sponsored by the local Kiwanis Club. Membership is open to all students in grades 9-12.

National Honor Society/National Junior Honor Society

A nationally affiliated organization, the National Honor Society is sponsored by the National Association of Secondary School Principals. To be eligible for election to membership, candidates must be juniors or seniors and must have an established cumulative grade point average (3.0 or above). Membership is based on scholarship, character, leadership and service. The entire faculty is involved in the selection of the members. The National Honor Society and National Junior Honor Society induction are held in the spring of each year. Members are expected to maintain the standards needed for election to retain their membership.

Recycling Club

The Recycling Club is an organization designed to collect and recycle all paper products within Richmond Heights Secondary School. In addition, the club strives to create awareness and promote the importance of reducing, reusing and recycling.

Show Choir / Concert Choir

The High School Choir performs in several concerts, both in school and in the community, during the year. Members meet daily during school to rehearse and receive credit towards graduation. During some years, a Show Choir group is selected by the director. This group is extracurricular and rehearses outside of the school day. Members are required to participate in all scheduled performances and concerts.

Student Council

Student Council consists of one representative for each advisory group with 20 at-large members. Elections are held in the fall of each year. The goal of the student council is to help the school operate smoothly and to sponsor activities that promote school spirit or provide recreation for the student body. The student council is the organization through which students may express their ideas and opinions and participate in the management of the school.

School Dances and Evening Activities

All school rules apply at dances and other P.M. activities. Students with major behavior infractions throughout the year are subject to removal from Commencement, Prom, Middle School Formal, and/or any other school sponsored activities deemed necessary by R.H.L.S.D. In addition, students who enter a dance or activity are not permitted to leave the activity area unless leaving for the night. Once you are inside, you may not leave and re-enter.

Supplies

Children should be sent to school with the necessary supplies for their grade level. Parents should check with their child periodically throughout the school year to make sure they have enough paper, pencils, etc.

Textbook

Textbooks are provided for many of our courses. Each teacher will rate books according to condition at the beginning of the year. They will again be rated at the end of the year and a fine will be assessed for any unreasonable wear. Lost books must be paid for at their current value.

Guidance Service

The Secondary School guidance department helps each student deal with personal or academic problems, career decisions, college or armed service opportunities, vocational school and scheduling, and testing.

If a student wishes to see a counselor, they must obtain a pass from the teacher whose class they will be leaving. The student could possibly receive a consequence for not being in a class or leaving without permission. Students will also be excused if the counselor calls them out of class.

The guidance department coordinates all PSAT and AP testing during the course of the year. Other testing opportunities are made available to students through notification on school announcements or on the bulletin board outside the guidance office. A student should consult with his/her counselor for any questions on testing (such as ACT and SAT).

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio Law. This information can only be released with the written consent of the parents or legal guardian. The only exception to this is to comply with State and Federal laws that may require release without consent.

Schedule Changes

It is important that the decisions about courses be made in the spring of each year. Classes are scheduled and teachers hired on the basis of these enrollments. Therefore, the cooperative decisions cannot wait until summer or fall. Careful advanced planning and student commitment to the course they select is essential so that the student is registered for the most appropriate course according to his/her academic and career interests as well as his/her ability.

Before a student enrolls in any course, the guidance counselor reviews the student's record and asks for teacher recommendations when appropriate.

Schedule Changes

Classroom teachers will suggest minimum competencies and prerequisite courses. According to the counselor's professional judgment, the student is then recommended to enroll in the course, which is most appropriate in light of the student's interests, intellectual ability and skill development.

If parents disagree with the recommendation, they should make an appointment with the counselor and the teacher to discuss their concerns. Then, if the parents still choose to go against the recommendation of the faculty, the student may be enrolled according to the parents' wishes. However, the parents will be asked to complete an "Override" form, which states that they chose to schedule their child into the course against the recommendation of the faculty and acknowledge that they have been informed of the potential difficulty that the student may experience in the course.

Course Changes – When a course change is necessary, students must initiate the change by meeting with his/her counselor during the week immediately preceding receipt of their first progress report. Students have three weeks from the beginning of the school year to request a course change. Course changes during the first three weeks of school will not be recorded on the student's permanent record.

Dropping Courses – If a student wishes to drop a course after the first three weeks of school they must first have written approval from the principal and of their parent(s)/guardian(s), teacher, counselor and instructional leader. Courses dropped with administrative approval will be recorded on a student's permanent record in the following manner: if the grade is passing, a "WP" (withdrawn passing) and no credit given; if the grade is failing, "WF" (withdrawn failing) will be recorded and calculated into the student's G.P.A. Any course dropped without administrative approval will be recorded as a "WF".

Grades and Credits

GRADE CLASSIFICATION: Grade Level Placement is based on successful completion of a specific number of credits as follows:

CLASSIFICATION	ACADEMIC AND VOCATIONAL
FRESHMAN	Less than 5
SOPHOMORE	Less than 10
JUNIOR	Less than 15
SENIOR	14.25 and higher

Graduation Requirements

DIPLOMA REQUIREMENTS ACADEMIC PATH AREA OF STUDY REQUIRED MINIMUM CREDITS

English	4
Mathematics	4
Social Studies	3
Science	3
Physical Education	.50
Health	.50
Electives	5
TOTAL	20

OTHER GRADUATION CONSIDERATIONS

All students are required to complete 4 credits of English in sequence. A student must complete ninth grade English prior to taking tenth grade English, unless otherwise approved by the building principal.

One Life Science and Physical Science is required of all students. Science units must include 1 unit of biological sciences and 1 unit of physical sciences.

World History (1 credit), American History (1 credit), American Government (0.5 credit) and Economics (0.5 credit) Physical Education (0.5 credit) and Health (0.5 credit) are required for all students.

Electives: Business/Technology, Fine Arts, or Foreign Language. Please check with the Guidance Counselor when making your schedule selections that all graduation elective requirements are met as well as college requirements.

Grade Reporting

Interim reports are issued in the middle of each nine-week grading period and report cards are issued at the end of each period. Letter grades are used and each is assigned a point value, which is used to calculate the grade point average. Letter grades are assigned the following point values:

Letter	Low	High	Regular Courses	Honors Courses	A.P. Course
A+	97.000	100.000	4.330	4.830	5.330
A	93.000	96.999	4.000	4.500	5.000
A-	90.000	92.999	3.660	4.160	4.660
B+	87.000	89.999	3.330	3.830	4.330
B	83.000	86.999	3.000	3.500	4.000
B-	80.000	82.999	2.660	3.160	3.660
C+	77.000	79.999	2.330	2.830	3.330
C	73.000	76.999	2.000	2.500	3.000
C-	70.000	72.999	1.660	2.160	2.660
D+	67.000	69.999	1.330	1.830	2.330
D	63.000	66.999	1.000	1.500	2.000
D-	60.000	62.999	0.660	1.160	1.660
F	0.000	59.990	0.000	0.000	0.000

Grade Information

Student will be graded and awarded credit by semesters. For example, in a yearlong course a student can earn a $\frac{1}{2}$ credit in the course for passing the first semester and failing the second semester.

Report Cards

Report cards are issued at nine-week intervals four times per year. Halfway between each nine-week grading period, interim reports are issued. Please note that if fees and/or obligations are not met there is a possibility of report cards being withheld.

Class Rank

Class rank is determined by comparing student cumulative grade point averages. This average reflects the total credits attempted along with the quality points earned for each grade received. Graduation honors (Valedictorian, Salutatorian, Top Ten, Summa Cum Laude, Magna Cum Laude, Cum Laude, etc.) are determined at the end of the seventh semester of high school.

Honor and Merit Roll

Honor Roll

All passing grades and a GPA of 3.5 and above

Merit Roll

All passing grades and a GPA of 3.0 up to 3.499

Academic Letter Criteria

We believe that academic achievement should be recognized. It is with this philosophy in mind that academic letters will be awarded to students who fulfill the following:

Requirements:

Must be a student in grades 11-12

Must earn a cumulative 3.5 GPA at the completion of 5th, 6th or 7th semester of their high school career and be on track to graduate after 8 semesters.

Awards:

The first time the student will receive a "6" chenille letter (white trimmed in royal blue with torch insert).

After the initial chenille letter award, the student will be awarded a gold bar insert for each additional semester that the requirements are met.

Honors Diploma Criteria

In order to receive an Honors Diploma issued by the State of Ohio, a student must complete eight of the following nine requirements:

Four units of English

Four units of Math (must include Algebra I, Algebra II, Geometry)

Four units of Science

Four units of Social Studies

Three units of one foreign language, or two units of two languages

One unit of fine arts

3.5 GPA (or higher) on a 4.0 scale

Composite 27 ACT or 1210 SAT excluding writing (Please note: Excel TECC students must

- #5 changes to two years of foreign language or two units of business technology or one of each
- #6 changes to three units of Vocational Education classes
- #7 changes to two additional units of 3's 1-6, or fine arts
- #10 completion of career passport that reflects achievement of occupational proficiency

Credit Recovery

Credit Recovery is a computer driven educational system designed to enable students to earn credits needed for graduation in courses that they have previously failed. Students work independently on the **Apex Learning System** to complete a specific number of lessons to earn their credit. Students are enrolled into credit recovery by the school counselor. Credit recovery is not designed for students to accelerate through the curriculum, nor is it to be used as a substitute for a traditional classroom setting. Additionally, credit recovery courses may not be accepted by some post-secondary institutions, or the NCAA Initial Eligibility Clearinghouse.

Report Cards

Each grade has its own specifically designed report card that follows a general format. This sequence of assessment reports provides a continuum from kindergarten through sixth grade. Content grade achievement and skills are assessed each nine weeks. Kindergarten report cards are issued at the end of each semester. Report cards for grades 1-5 are issued at nine-week intervals four times per year. Halfway between each nine-week grading period, interim reports are issued. Report cards and interim reports should be signed and returned to your child's teacher.

Vocational / Post Secondary Students

All students enrolled in any Vocational or Post-Secondary programs are required to abide by all the rules and regulations of Richmond Heights High School, as well as the off-site school's rules and regulations. Any disciplinary actions will be enforced and carried over to both schools.

Students are expected to follow the established sign-in / sign-out procedures and report at the allotted times. Failure to do so will result in disciplinary consequences as well as possible removal from the Vocational / Post- Secondary program.

Vocational/Post-Secondary Students are expected to attend class(es) at R.H.H.S. when school is in session for students of the Richmond Heights Local Schools, unless they are in attendance at their Vocational/Post-Secondary Option School for 100% of their instructional day. Richmond Heights High School is the district granting the diploma and continues to have authority over Vocational and Post-Secondary students.

Attendance on Days When Vo-Ed Schools are Closed

Students who ordinarily would report to a vocational school first thing in the morning may stay at home with **parent phone call** stating that you are at home and will be on time for class at R.H.H.S.

Students report to R.H.H.S. for class first thing in the morning and then leave for vocational school and are gone for the remainder of the school day, may go home providing we have a **parent call** to excuse them.

Students, who report to R.H.H.S., leave for vocational school, then return to R.H.H.S. will stay at R.H.H.S. for the entire day.

Arrangements will be made through the Dean's office as to where students are to report when you would ordinarily be at your vocational class.

Any Vocational/Post-Secondary student absent from school when

R.H.H.S. is in session without legal excuse will be

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 all individuals who have access to the District's programs and facilities.

IDEA

The Richmond Heights Local 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. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Dean of Students or guidance counselor.

Parents who believe their child may have a disability that substantially limits major life activities of their child, should contact the assistant principal or guidance counselor.

Section 504

Section 504 of the Rehabilitation Act guarantees specific rights to people who qualify as disabled. Under Section 504, school districts must ensure nondiscrimination through program accessibility, equal opportunity and full participation in programs, activities and services. If you suspect that your child may qualify as disabled under Section 504 please contact the building administrator (principal) at (216) 692-0097.

Educational Services

A full complement of regular and special service personnel is available to our students. All school personnel are highly qualified in their areas of instruction, and parents may inquire about these professional qualifications. In addition to regular education services, students may be recommended for screening to receive special services in the areas of speech, psychology, guidance, individualized instruction, special tutoring, ESL, Title I, and a gifted instruction. Parents may initiate screening/testing should they desire by contacting our school psychologist at (216) 692-0099. Children may not be tested or placed without prior written parental agreement.

Enrichment Activities

All students at our school have the opportunity to participate in a variety of enrichment activities ranging from in-school assemblies to out-of-school field trips. These activities are a privilege, and appropriate student behavior is expected at all times.

Field Trips

"Field Trips" is the general term given to any school sponsored activity held off school grounds. Field trips are considered part of the curricular activities. All field trips require the Field Trip Parental Permission Form to be on file. All Richmond Heights School's policies and rules are in effect during any field trip. Student participation in a field trip requires: parental consent along with a current Emergency Medical Authorization form and Field Trip Permission Form completed and on file in the office. Students who might not participate in a field trip due to disciplinary behavior will be given academic work to complete at school.

Emergency Medical Authorization Form

To ensure the school has the most current contact information, every student attending Richmond Heights Schools must have a **current** Emergency Medical Authorization Form on file. The form **MUST** be resubmitted to the school annually as well as when changes have occurred. In the event a phone number or address change, parents **MUST** send in a note to the office to update this critical information. Disciplinary action may be taken towards any student who does not submit such form within two weeks of enrollment.

As required by Federal Law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood.

Immunizations

Students must be current with all immunizations required by law, including but not limited to: poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps or have authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox.

Immunizations

For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any question about immunization requirements should be directed to your child's school nurse.

Accident and Health Procedures

If an injury is more than a minor cut, bruise, ache, or nosebleed, you will be contacted. The first step in any injury is parent contact. If we are able to contact a parent, the parent's instructions will be followed.

In the event we are unable to contact the parent, **it is imperative to have an Emergency Medical Authorization Form on file in the office.** This form outlines the school's procedure should an emergency arise, and students are unable to go on field trips without a completed Emergency Medical Form. A child may also be denied hospital treatment without the Emergency Medical Form being on file at the school.

A seriously injured child will receive attention from the Richmond Heights Fire Department Rescue Squad. The Rescue Squad will transport the child to University Richmond Heights Hospital along with a school official. The school official will stay with the child until the student is released to the parent or parent designee. In the event of a life-threatening situation, the emergency squad may be called before the parent.

The health aide will care for minor wounds by cleaning and bandaging and administering ice to reduce swelling. No creams or salves will be administered nor will aspirin or other drugs be given to children except when specifically directed by a physician with a completed Permission Form for Prescribed Medication. That form must be on file in the clinic/office before administration of medications can occur. Sick children may lie down in the clinic until the parent is contacted. **PARENTS WILL BE CALLED TO TAKE THE CHILD HOME SHOULD THE DISCOMFORT CONTINUE FOR MORE THAN 20 MINUTES.** Regarding communicable diseases, we follow the County Board of Health guidelines.

Use of Medication

Many students with disabilities or illnesses are able to attend school regularly only through the effective use of medication. When possible, administration of medication **at home** is strongly encouraged. Students required to take medication during the school day must comply with the following guidelines based on the Ohio Revised Code and our school district policy:

1. A request form for each medication must be completed and signed by the student's physician and be delivered to the school office before medication will be administered to a student. This includes over-the-counter medication as well as prescription medication.
2. Parent/guardian must sign the parent section of the request form prior to medication administration.
3. Parent/guardians shall agree to:
 - Deliver medication to school; no student shall carry medication in backpacks, pockets or in hand. An exception may be made for emergency medications which the physician has designated may be carried by the student.
 - Notify the school if there is a change of prescribing physician.
 - Submit a revised request completed and signed by the physician who prescribed the medication if any information on the original request changes.
4. Notes from parents/guardians will not be accepted in lieu of the physician's request.
5. New request forms will be submitted each school year and may be obtained in the school office.
6. Medication must be received in the container in which it was dispensed by the pharmacist and labeled with:
 - Student's name
 - Name of medication
 - Dosage and route of administration
 - Time of administration
 - Physician's name
 - Pharmacy name and phone number
7. The pharmacist will divide medication into separate containers for home and school upon request. Medication sent to school in any other container will not be administered.

Use of Medication

Empty medication bottles will be sent home with the student and parents will be called to give notification of the need for more medication.

Parent/guardian will deliver replacement medication to the school office.

Medication will not be accepted from students.

All students are responsible for coming to the school office at the time the medication is to be administered. Medication will be administered by designated school personnel according to the school medication procedure which provides for safe administration and storage of all medications.

A medication record will be kept on each student and will become part of the student's confidential school health record.

The school nurse will act as a consultant, and will be contacted when there are any questions about the medication, its administration or side effects. No medication will be administered at school if required documentation is not on file.

Transportation

Children may walk or ride bicycles to school with written permission on file in the office. They are urged to follow proper safety procedures at all times (crossing at intersections, etc.). Children may be picked up and released from school only by persons who are listed on the Emergency Contact Form.

Every student who is picked up at the office must be signed out by the adult who picks them up.

Bus Transportation

Bus transportation is provided to all Richmond Heights students including those students who are identified with a special transportation need.

Conduct on the bus and at the bus stop must be in accordance with the regulations of the Board of Education and the Transportation Department.

The bus driver is in charge of the bus and its occupants at all times and will report violations and violators to the main office. Students are expected to sit down, talk quietly, and act in a responsible and respectful manner AT ALL TIMES on the bus. Students may not eat on the bus, throw trash, make loud noises, move from seat to seat while the bus is in motion, or put heads, arms, etc. out of the window. Any infraction of the Student Rights, Responsibilities and Discipline Code will result in disciplinary action. Loss of transportation privileges may be used as a disciplinary consequence.

Bus

The following rules and expectations will be in effect for all students using school buses for transportation to and from school and at all school-related events. Students will sign a "Bus Contract" at the beginning of the school year.

Prior to loading school buses:

Be on time at the designated loading zone.

Stay off the road while walking to and waiting for the bus.

Wait for the bus to come to a complete stop before loading and enter the bus in single file.

Wait for the bus driver's signal before crossing the roadway.

CROSS IN FRONT OF THE BUS!

During the bus trip:

Respect others' personal property at the bus stop and on the bus.

Remain seated while the bus is in motion.

Keep all objects, including body parts, inside the bus.

Keep the aisle clear.

Be courteous and show respect to the driver and other bus riders.

Keep snacks and drinks OFF the bus.

Respect all bus property and equipment.

Leaving the bus:

Remain seated until the bus has stopped.

Wait for the bus driver's signal before crossing the roadway.

CROSS IN FRONT OF THE BUS!

Be alert to a possible danger signal from the driver and follow bus driver instructions.

The bus driver will transport to and discharge students at their regular designated stop. However, a note from the parent **MUST BE** approved in the school office or proper authorization **MUST BE** obtained from the building administrators if a student is to be transported to or discharged at any other place other than their regular bus stop. In the interest of student safety, it is imperative that parents are available to greet their children at the designated drop off location. Please make every effort to be at home for your child's bus arrival.

Bus Transportation

Penalties for Bus Infractions:

Infractions of the above bus rules may result in any of the following consequences depending on severity of the incident and frequency of the infraction: warning, detention, removal from bus for any specified period of time, suspension from school. If a student is removed from the bus, parents will be notified of this ruling and shall be required to furnish transportation to and from school during the entire period of the suspension. All other behavior expectations as stated in the Student Rights, Responsibilities and Discipline Code are also in effect during all school bus rides.

Lunch

Richmond Heights provides a hot lunch for purchase option each day school is in session.

Our program system enables parents to make deposits into your child's account with cash, check, or online deposit. Your child may also "brown-bag" any day by simply bringing a lunch to school. Milk is available for purchase daily.

Free and reduced price lunches are offered for families who are eligible. Forms are sent home the first week of school or they may be picked up at the office. **OUR POLICY DOES NOT EXTEND CREDIT FOR LUNCH PURCHASES.**

Residency

The Richmond Heights School District serves the residents of Richmond Heights. It is a requirement of Richmond Heights Schools for each student to provide proof of residency upon registration. Three (3) items **MUST** be provided as proof of the parent/legal guardian's residence upon the enrollment of any child into the Richmond Heights local School District:

ALL Richmond Heights residents must provide (1) OF THE FOLLOWING:

- Current signed lease
- Mortgage statement
- Purchase agreement or settlement statement

Residency

AND (2) additional proofs of residency

A current utility bill showing the name & address of the parent/legal guardian

Income or employment verification

Tax statement

Home, rental or car insurance bill

Verification from a bank or other financial institution.

Please note: If you are residing with a **Home Owner**, they will need to prove residency for you. If you are residing with a **Renter**, you will need a note from the leasing agent to prove residency for you. **If you move to a new address at any time during your child's enrollment in the District, it is your responsibility to inform school officials of your new address and bring proof of residency to the Registrar's Office or Elementary School office.** Failure to provide current proof of residency will result in a visit from the school's Attendance Officer and possible withdrawal from school.

Eighteen-Year-Old Students

Any student who has reached the age of eighteen (18) is still expected to follow all school rules and regulations outlined in the student handbook and the adopted Board of Education Student Code of Conduct. Parents of eighteen-year-olds will continue to be consulted in all decisions related to the student's education. Only emancipated persons may make educational decisions without the approval of the parent(s)/guardian(s).

Emancipation Rules

Requirements for admission and continued enrollment for emancipated individuals are as follows:

1. An emancipated person who is at least eighteen but under twenty-two years of age may attend Richmond Heights Secondary School if he/ she: (a) lives in the district apart from his/her parent(s), or any other relatives (b)supports him/herself by his/her labor, and (c) has not been granted a high school diploma or certificate of attendance.

Emancipation Rules

Prior to admission, such students must (a) provide documentation of residency, (b) show evidence of at least thirty days of continuous employment (c) submit a personal budget documenting that income from employment meets or exceeds expenses, and (d) provide a statement from the employer(s) with the student's work schedule demonstrating that the schedule does not interfere with the school schedule.

After admission, emancipated students must (a) attend school regularly with fewer than fifteen days of absence, (b) document by the tenth day of each month that living expenses from the prior month have been paid, and (c) document by the tenth day of each month that continuous employment has been maintained by submitting copies of pay vouchers from the previous month.

Withdrawals

Pupils withdrawing from school must obtain a withdrawal permit from the main office before school on the last day of attendance at Richmond Heights. The procedures are as follows:

A withdrawal form must be filled out and any outstanding school fees paid, including any library fees. Any outstanding library books should be turned in. The withdrawal form may be obtained from the main office.

Parents must return the withdrawal slip to the main office by the end of the day.

All records will be mailed or faxed within 14 days, pending all financial obligations are met.

ANY DEVIATION FROM THESE PROCEDURES MAY RESULT IN STUDENT RECORDS BEING HELD BY THE OFFICE.

Student Custody

Child custody is a matter of court record, and the school abides by the most recent court order. We allow only legal parents/guardians to receive student records. Parents/Guardians/Approved custodians may take students from school grounds.

Visitation

Custodial or non-custodial parents/guardians may have classroom visitation with prior administrative approval.

School Records

Richmond Heights Secondary School complies with all provisions of State and Federal law concerning access to student records. Parents may view their child's records by calling the office for an appointment.

Controlled Substances

Any illegal substances are prohibited on school grounds. Teachers are required to confiscate such material and report the incident to the office. Possession of controlled substances will result in severe disciplinary action. (See Student Code of Conduct for consequence).

Personal Property Prohibition

Students are not to bring personal property to school except as it directly involves a classroom activity and with the permission of the teacher. Such property will be confiscated and turned in to the office. Parents will be contacted to pick up those items. Examples: cell phones, radios, computer games, iPods, PSP's, CD players, balls, bats, mitts, cards, etc.

Fire / Severe Weather / Emergency Drills

Fire, severe weather and emergency drills are performed periodically throughout the year as a safety precaution. Each student is expected to follow the safety instructions as directed by the teacher or adult in charge. During fire drills, students are to quietly leave the room and proceed to the appropriate exit as posted in each classroom. Students are not to block driveways or doorways as they move from the building onto the school sidewalks. During severe weather alerts or drills, each student will quietly leave the room and sit in the assigned hallway as directed by the teacher or adult in charge. If directed, the students will face the wall while sitting

Fire / Severe Weather / Emergency Drills

and cover the back of the neck and spine with their hands for protection from possible injury. During emergency drills, students must follow all directions given by the teacher and or supervisor. Students are not to talk during drills so they may hear all instructions that are given. During a lockdown drill, all students are to move towards a corner of the classroom away from all doors and windows and to remain silent until the "all clear" is given. Any student who is in the hallway during a lockdown drill will be directed into the nearest classroom available. **Please note, during any drill all students are expected to comply at all times. The safety of students is the number one priority during any drill and all drills are not to be taken lightly. Students who fail to comply will receive immediate disciplinary consequences.**

Discipline

In order to maintain a positive learning environment for all our students, the school is very firm regarding acceptable student behavior. Rules and regulations follow our District Policy. Parents need to be aware of our discipline policy. Specifically, any child sent to the office for a discipline problem will have a notice sent home to the parent. Whenever a discipline notice is received at home, please take time to discuss the severity of the problem with your child.

The school detention program may be before, during, or after school, or during lunch. Detentions serve as an intermediate step between a simple warning or reprimand and a possible school suspension. Parents and children should know that some rule infractions will result directly in a suspension: i.e: fighting, possession of weapons, and gross disrespect and insubordination. Any of these may result in immediate suspension at the discretion of the building administrator.

Corporal punishment is not acceptable. Our school uses a progressive discipline policy. Discipline measures escalate from classroom discipline to office intervention to suspension or expulsion. **See Code of Conduct.**

Student Rights and Responsibilities

Rules and regulations are based on underlying principles determined by the Board of Education. They are applied with discretion using good judgment and sound rationale. School authorities have latitude in the application of rules and regulations as long as said application is educationally defensible.

Right:

Students who are within the age range outlined in state law have a right to attend school.

Responsibility:

Students have a responsibility to maintain appropriate behavior in school. Students who fail to behave properly may be denied the right to attend school.

Right:

Students have a right to attend school in a safe, healthy atmosphere.

Responsibility:

Students have a responsibility to conduct themselves in a manner that contributes to a safe and healthy atmosphere. Students must be aware of the rights of others and know school rules and regulations.

Right:

Students have a right to be treated with respect and dignity.

Responsibility:

Students have a responsibility to treat all members of the school community with respect and to respect the constituted authority of the school.

Right:

Students have the right to attend school without the threat of physical or emotional harm.

Responsibility:

Students have a responsibility to refrain from physical or verbal assault on another student or staff member and to refrain from causing or provoking physical or verbal aggression.

Right:

Students have the right to expect that the school program is relevant and consistent with their needs and abilities.

Responsibility:

Students have a responsibility to attend school and to exert consistent and conscientious effort toward school work.

Student Rights and Responsibilities

Right:

Students have the right to express opinions, take a stand, or support a cause within reason as to the time, manner and place in which such rights are exercised.

Responsibility:

Students have a responsibility to use good taste and restraint in their expression. They must refrain from vulgar, profane, obscene, or slanderous expression or expression that violates state or federal law or official school policies, rules and regulations.

Right:

Students have the right to have a time set aside in the school day as a lunch period.

Responsibility:

Students have a responsibility to know and follow the rules and regulations in the cafeteria and to behave in a manner that is appropriate in a large group setting.

Right:

Students have the right within the guidelines of the state of Ohio and the Richmond Hts. Board of Education to be transported to and from school on a school bus.

Responsibility:

Students have a responsibility to comply with the rules of the transportation department which are established for the safety and welfare of those being transported.

Right:

Students have the right to use school facilities under the supervision of school personnel.

Responsibility:

Students have a responsibility to use school facilities properly and to refrain from any acts which may result in damage to or destruction of public property.

School Authority and Jurisdiction

Students are subject to the authority and jurisdiction of school personnel

- During the regular school day;
- During the period of time when students are in transit between home and school;
- At school sponsored events on school property during or after school hours;
- At school sponsored events away from school property whenever they occur, including weekends.

When a student violates the Student Code of Conduct during any period of time as outlined above, the student is subject to disciplinary action at the discretion of the school administration and/or the Board of Education.

School authorities are committed to the concept that the consequences for student misconduct must be determined through just and prudent consideration of the facts. School authorities may consider the following criteria when determining the appropriate consequence for student violation of school policies, rules, and regulations:

- Age of the student.
- Nature and gravity of the offense.
- Degree of spontaneity or premeditation of the violation.
- Time of the offense.
- Effect of the misconduct.
- Additional factors as the situation warrants.

Any action judged by school officials to involve misconduct that is not specifically mentioned in the *Student Code of Conduct* may be considered insubordination and is subject to appropriate disciplinary action.

Search and Seizure

School authorities have the right to search a student's person, personal belongings, car, and/or school locker(s) if there is reasonable suspicion that the student is in possession of an object, materials, or substance that violates any school policy, rule, or regulation. School authorities have the right to confiscate any items, materials, or substances that are in violation of school policy, rules, or regulations, or that pose a potential hazard to the health, safety, and welfare of students or other persons. Said items may not be returned to the student at the discretion of the administration. School authorities may utilize drug-detecting canines in their search.

Removal, Suspension, Expulsion and Exclusion

Board policy on student suspension, expulsion or removal is in compliance with the due process clause of the Ohio Revised Code. When a student is denied permission to attend school, the student has

- The right to receive written notification of the reason for disciplinary action.

- The right to an informal hearing.

- The right to appeal suspension or expulsion.

Emergency Removal

Emergency removal is defined as the denial of permission to attend school, individual classes, or school activities when the student's presence poses a danger to persons or property or when the student's presence is likely to cause a disruption to the academic process either within the classroom or elsewhere on school grounds. Removal may not exceed 24 hours.

Removal is imposed at the discretion of the Principal/Principal's Designee who may interpret the student's misconduct as a violation of school rules, regulations, and/or *Student Code of Conduct*.

Suspension

Suspension is defined as the denial of permission to attend school or to take part in any school related activity for a period of at least one but not more than ten school days.

Suspension is imposed when the Principal/Principal's Designee determines that the student has participated in one or more types of misconduct that is in violation of the *Student Code of Conduct*.

Expulsion

Expulsion is defined as the denial of permission to attend school or to take part in any school related activity for a period of up to ninety school days.

Expulsion is recommended by the Principal/Principal's Designee and is imposed when the Superintendent determines that the student has participated in one or more of the types of misconduct that are a grievous violation of the *Student Code of Conduct*.

Permanent Exclusion

The Board of Education may permanently exclude any student over the age of 16 who has been found guilty of committing any of the following offenses on school grounds and which are considered to be crimes committed by an adult: possession or involvement with a deadly weapon; trafficking in drugs; murder, involuntary manslaughter, assault or aggravated assault; rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school event, or when the victim is an employee of the District; or complicity, regardless of where complicity occurs, of any of the above crimes.

Academic Participation During Removal, Suspension, and/or Expulsion

Any student who has reached the age of eighteen (18) is still expected to follow all school rules and regulations outlined in the student handbook and the adopted Board of Education Student Code of Conduct. Parents of eighteen-year-olds will continue to be consulted in all decisions related to the student's education. Only emancipated persons may make educational decisions without the approval of the parent(s)/guardian(s).

Due Process Rights

There are two facets to due process: substantive, and procedural. Substantive due process provides for fair and reasonable treatment under the law in satisfying a person's due process rights, a student can expect to receive written notice of intent to suspend or expel and the reason(s) for such action. The student will be given the opportunity to appear at an informal hearing to explain his/her actions or challenge the reasons. Within twenty-four (24) hours after the time of a student's suspension, written notice of suspension will be sent to the Parent(s)/Guardian(s). The notice will specify the duration of the suspension and the reason(s) for the suspension as well as the right and procedure to appeal.

Prior to expulsion, the Superintendent will give the student and his/her Parent(s)/Guardian(s) written notice and provide an opportunity to appear to explain the student's actions or challenge the reason(s). The notice will include reason(s) for the possible expulsion and the time and place of the appeal hearing.

Within twenty-four (24) hours after the time of an expulsion, the superintendent will send written notice to the student and his/her parent(s)/guardian(s). The notice shall specify the duration of the expulsion and reason(s) for the expulsion. It shall also include notification of the right to appeal.

Code of Conduct

Be Prepared

Perform to the best of your ability.

Come to school with a positive attitude.

Be aware of the consequences of your actions.

Be Prompt

Respect others, their opinions, their privacy and their property.

Care for the environment in and around school.

Show respect and common courtesy to all members of the school.

Respect the achievements of others; everyone has the right to achieve.

Be Polite

Listen carefully to everyone's views and opinions before making judgments and assumptions.

Everyone has the right to speak and be heard even if their views are different from others.

RHSS Student Code of Conduct

The Richmond Heights Board of Education believes that the students of Richmond Heights Local Schools have the right to attend school in an atmosphere that promotes academic and social growth. The Board adopts policies related to student conduct to insure that the schools are free from disruption, hostility, or intimidation.

Student rights are accompanied by student responsibility. Each student is expected to comply with the established policies, rules, and regulations of Richmond Heights Local Schools by adhering to the *Student Code of Conduct*. When a student violates a section of this code, the administration has the right to impose disciplinary action at its discretion. Disciplinary action may include the denial of the student's right to attend school through suspension and/or expulsion.

A copy of Board of Education Bylaws and policies pertaining to the *Student Code of Conduct* is available for public inspection at Richmond Heights Board of Education office.

A student shall not repeatedly violate school rules nor flagrantly disregard school policies or acceptable standards of school behavior. The *Student Code of Conduct* is as follows:

RULE	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
1) Academic Dishonesty/ Plagiarism/ Copyright Laws	No credit on assignment/test Notify Parent	Failure of the Quarter	Failure of the semester	Administrative Discretion Notify Parent Deny Access to any and all academic awards
2) Drugs and Alcohol	10 day OSS w/ recommendation for expulsion Police report filed BMV Notified	10 day OSS w/ recommendation for expulsion Police report filed BMV Notified	10 day OSS w/ recommendation for expulsion Police report filed BMV Notified	10 day OSS w/ recommendation for expulsion Police report filed BMV Notified
3) Cell Phone and Electronic Devices	Device confiscated return to student at the end of the school day	Device confiscated for parent pick-up only	Device confiscated and held for 10 days. After the holding the device will be eligible for parent pick up only	Device confiscated and held for a period of 30 days – remainder of school year (Admin discretion)

RHSS Student Code of Conduct

R	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
4) Assault	10 day OSS w/ recommendation for expulsion Police report filed	10 day OSS w/ recommendation for expulsion Police report filed	10 day OSS w/ recommendation for expulsion Police report filed	10 day OSS w/ recommendation for expulsion Police report filed
5) Arson	Emergency Removal 10 day OSS Recommendation for expulsion Police Dept. notified Charges filed and possible			
6) Bus/ Transportation Misconduct	Warning Notify Parent	Notify Parent 1-3 day Bus suspension	Notify Parent 3-5 day Bus Suspension	Notify Parent Recommendation for permanent removal from bus for semester/end of year
7) Cafeteria	Lunch Detention 1-3 days ISS	Lunch Detention 3-5 days ISS	Notify Parent Lunch Detention 3-5 days ISS	Administrative Discretion Parent/Student Conference Possible recommendation for removal from cafeteria
8) Conduct on school grounds	Administrative Discretion Notify Parent	1 day ISS	2 day ISS	3-5 Day OSS
9) Closed Building Policy	Administrative Discretion			
10) Class Cutting	1 day ISS (2 class cuts in the same day will be treated as a 2nd offense)	2 day ISS	3 day ISS	Administrative Discretion for OSS
11) Cutting Detentions	2 Office Detentions	1 day ISS	2 day ISS	Administrative Discretion 3 days ISS or OS

RHSS Student Code of Conduct

R ULE	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
12) Computer Technology and Network Misuse	Administrative Discretion Privileges suspended for two weeks	Administrative Discretion 1-5 day OSS	Administrative Discretion 5-7 day OSS	Administrative Discretion 10 day OSS
13) Dangerous Instruments and/or Dangerous Materials	Administrative Discretion Notify Parent	1-3 days OSS Notify Parent	3-5 days OSS Notify Parent	5-10 days OSS Notify Parent Recommendation for Expulsion
14) Disrespect	Administrative Discretion Notify Parent	Administrative Discretion	Administrative Discretion 1-3 days OSS	Administrative Discretion 3-5 days OSS
15) Classroom and/or School Disruption	Administrative Discretion	1 day ISS	2-3 days OSS	3-5 days OSS
16) Dress Code	Notify Parent Student Changes apparel/clothing	1 day ISS	2-3 days ISS	4-5 days OSS
17) Driving and Parking violations	Parking privileges suspended for 5 days	Parking privileges suspended for 10 days	Parking privileges suspended for the remainder of the semester	Parking privileges suspended for the remainder of the school year
18) Fighting	Administrative Discretion/ 10 day OSS (Possible Expulsion)	Administrative Discretion/ 10 day OSS (Possible Expulsion)	Administrative Discretion/ 10 day OSS (Possible Expulsion)	Administrative Discretion/ 10 day OSS (Possible Expulsion)
19) Fraud or Forgery	Teacher notify Parent	Administrative Discretion	1-3 days ISS	1-3 days ISS
20) Gambling and Card playing	Administrative Discretion Notify Parent	1-3 days ISS	1-3 days OSS	3-5 days OSS
21) General Misconduct	Administrative Discretion	1-3 days ISS	1-3 days ISS	3-5 days ISS

RHSS Student Code of Conduct

RULE	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
22) Harassment/ Threatening Behavior/ Intimidation and/or Bullying/ Cyber Bullying	Administrative Discretion Notify Parent	1-3 days ISS	1-3 days OSS	3-10 days OSS Recommendation for Expulsion Police Report Filed
23) Hazing	Administrative Discretion	1-3 days ISS	1-3 days OSS	3-5 days OSS
24) Inappropriate Physical Conduct	Administrative Discretion Notify Parent	1-3 days ISS	1-3 days OSS	3-5 days OSS
25) Public Display of Affection	Administrative Discretion Notify Parent	1-3 days ISS Notify Parent	1-3 days OSS Notify Parent	3-5 days OSS Notify Parent
26) Insubordination / Failure to comply	Office Detention Notify Parent	1-3 days ISS	1-3 days OSS	3-10 days OSS
27) Leaving School Building/ Grounds	1-3 days ISS	1-3 days OSS Notify Parent	5-10 days OSS Possible Recommendation for expulsion and police report filed	10 days OSS Recommendation for expulsion and police report filed
28) Malicious Mischief	Emergency Removal 1-10 day OSS Recommendation of Expulsion Notice given to Police Department Charges filed and possible restitution	Emergency Removal 1-10 day OSS Recommendation of Expulsion Notice given to Police Department Charges filed and possible restitution	Emergency Removal 1-10 day OSS Recommendation of Expulsion Notice given to Police Department Charges filed and possible restitution	Emergency Removal 1-10 day OSS Recommendation of Expulsion Notice given to Police Department Charges filed and possible restitution
29) Profanity, Abusive Language or Vulgar Language or Gestures	1-3 days ISS	1-3 days OSS Notify Parent	3-5 days OSS Notify Parent	3-10 days OSS
30) Repeated Offenses	1-10 days OSS Possible recommendation for Expulsion			

RHSS Student Code of Conduct

RULE	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
31) Tobacco and Tobacco Products/illegal Substances	10 day OSS Recommendation for expulsion	10 day OSS Recommendation for expulsion	10 day OSS Recommendation for expulsion	10 day OSS Recommendation for expulsion
32) Trespassing / Unauthorized Areas	Administrative Discretion (If the student is serving under a suspension, an additional 3 days of OSS will be added to the end of the current suspension)	1-3 days OSS	3-5 days OSS	3-5 days OSS
33) Unauthorized sale of materials or goods on school grounds or posting or distributing literature on school	1 day ISS	2-3 days ISS	1-3 days OSS Notify Parent	3-10 days
34) Unlawful Activity	1-10 days OSS Recommendation for expulsion and police report filed			
35) Vandalism, Destruction of Property, and/ or Theft of Property	1-10 days OSS Recommendation for expulsion and police report filed			
36) Weapons or Look-Alike Weapons	1-10 days OSS Recommendation for expulsion and police report filed			
37) Sexting/ Inappropriate Use of Technology	1-10 days OSS Recommendation for expulsion and police report filed			

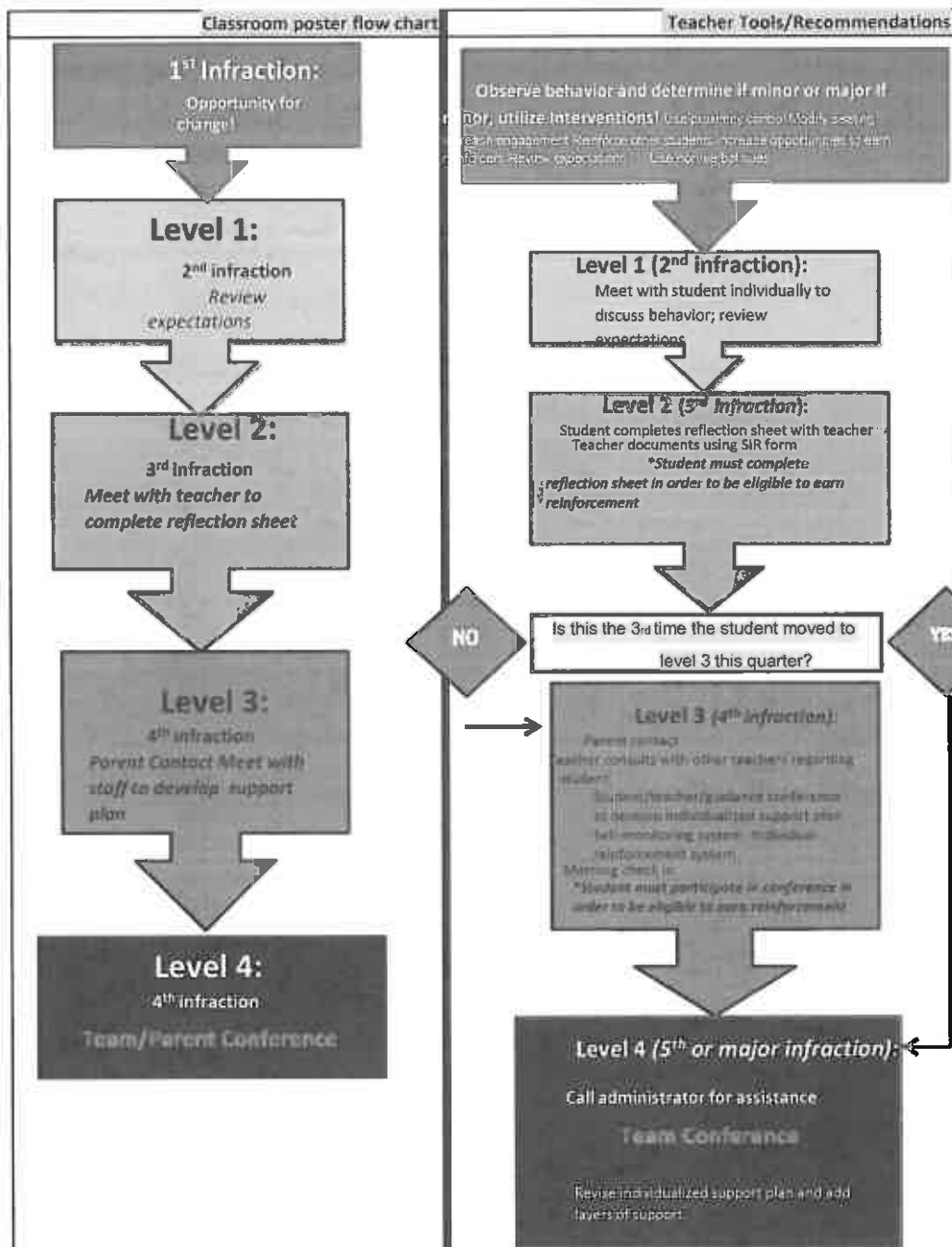
Key: ISS = In-school Suspension, OSS = Out-of-school Suspension, L/R = Lunch/Recess If A Student Is Suspended, Or Receiving A Intended Suspension A Parent Conference May Required Before Returning To School

PBIS Behavior Matrix

	Classroom	Hallway	Cafeteria	Bathroom	Hub	Bus
Be Prompt	Be in your seat when the bell rings Complete work on time Leave classroom when dismissed by the teacher	Be out of the hallway when the bell rings Budget time wise	Arrive on time and remain in the cafeteria for designated lunch assignment All students report directly to cafeteria the morning	Proceed directly to the nearest bathroom Use the bathroom and return to the classroom as soon as possible	Be in your seat when the bell rings Complete work on time Leave classroom when dismissed by the teacher	Know the evacuation plan in case of an emergency Know what time our bus picks you up Know your bus rules
Be Prepared	Be ready to learn Bring appropriate classroom materials daily including your agenda Keep materials and work organized Be responsible for make-up work	Have a lock for your assigned locker and use it Keep your locker organized Have your signed agenda to be in the hallway	Make healthy choices Have money ready to pay for your lunch Select food items quickly	Respect the privacy of others Place paper towels in the trash Wash your hands before returning to class	* Dispose of food and drink before entering the Hub	Be at the bus stop 5 minutes prior to scheduled pickup time Exit the school building and go directly to your bus
Be Polite	Respect others personal property and space Stay in your assigned area Use respectful language to staff and your peers Be attentive to directions Have permission to speak	Use quiet voices Respect others personal property and space Use appropriate language Keep halls and lockers clean Keep food and drink in cafeteria	Use proper manners Use quiet voices Wait Patiently in line Clean up after yourself Use appropriate language Keep food and drink in cafeteria	Respect the privacy of others Place paper towels in the trash Wash your hands before returning to class	Respect others personal property and space Stay in your assigned/provide d area Use respectful language to staff and your peers Be attentive to directions Have permission to speak	Use a quiet voice Be courteous to bus driver and peers Use appropriate language Respect others personal property and personal space Keep the bus clean Stay in your seat Have a safe trip

RHSS T-Chart of Behavior Infraction

Minor Infractions (Teacher-Managed)	Major Infractions (Office/Administrator/Team Managed)
*Language	*Drugs /Alcohol
*Lateness/Wandering	*Physical Violence
*Preparedness	*Weapons
*Put-Downs	*Chronic minor infractions
*Calling out/disruption	*Aggressive Language
*Refusing to work	*Harassment (of students or faculty)
*Minor dishonesty	*Major Dishonesty
*Horseplay	*Truancy
*Tone/Attitude	*Vandalism
*Electronic Device	*Gambling
*Dress Code	*Smoking



Explanation of Student Code of Conduct

Students may be assigned to Detention, In-school Suspension, Saturday School, Out of School Suspension and/or recommended for Expulsion for the following misconduct:

RULE 1: ACADEMIC DISHONESTY/PLAGIARISM/ COPYRIGHT LAWS

Cheating/Plagiarism – Aristotle may have said it best, “Dignity does not consist in possessing honors, but in deserving them.” When students cheat, they only cheat themselves. Cheating keeps the students from learning at a critical point: When the material is challenging and time consuming. By cheating, the student is denied the opportunity to learn the material, to be challenged with an assignment or concept, and to master it.

The education of each student is important to teachers, parents and the community. It should also be important to you, the student! Cheating, plagiarism, or copying homework all stand in the way of you obtaining the education you need and deserve. Your teachers are glad to help.

When you do not understand the material, or are having difficulty mastering it, please consult them before you consider cheating or copying another student’s work.

It is your education. You are the one who must master the concepts and learn the material. Mastery cannot be accomplished if you cheat.

At Richmond Heights Secondary School, cheating and plagiarism are two of the most serious offenses against the educational goals of our students. Therefore, the following policy has been adopted. To help you the student, understand what cheating is and how it is definite, the subsequent definition is presented.

Definition of **Cheating** and **Plagiarism** – **Cheating** involves any of the following actions:

- Using another person’s work as your own.

- Copying or allowing another student to copy homework, test, examination, term, book report, term paper or downloading material from the Internet.

- Preparing to cheat in advance of a quiz, exam, or in-class writing with such things as:

 - Having in your possession a copy of the test to be given by the teacher.

 - Using unauthorized notes, references, or devices during the test, exam, or written essay.

 - Talking or communicating in any way while taking quizzes, tests, or examinations.

Explanation of Student Code of Conduct

d. Failing to follow test procedures or instructions announced by a Teacher (such as no talking, no turning around in seat, raise hand to ask questions, or any instructions given by the teacher.

Plagiarizing means to use as your own any other person's idea, expression, and/or words without giving the original author credit.

RULE 2: ALCOHOL, DRUGS

A student shall not possess, use, transmit, sell, offer to sell, conceal, consume or be under the influence of narcotics, alcohol, inhalants, intoxicants or look-a-likes. Any type of drug paraphernalia is prohibited.

***If** a student enters a treatment program, and the agency verifies in writing the student's participation in their recommended program of treatment, the suspension will be reduced to 5 days O.S.S. If the student does not complete the recommended program of treatment, the full 10 day suspension will be imposed. A completed assessment report should be sent to the Assistant Principal or Principal from the treatment facility documenting that the agency's recommendations have been followed.

****If** a student enters a treatment program, and the agency verifies in writing the student's participation in their recommended program of treatment, the suspension will be reduced to 10 days O.S.S. If the student does not complete the recommended program of treatment, the student will be referred for expulsion. A completed assessment report should be sent to the Assistant Principal or Principal from the treatment facility documenting that the agency's recommendations have been followed.

Note: Any student found supplying; selling; attempting to sell, offering to sell, or attempting to distribute a controlled chemical, drug or "look-a-like" will be arrested and recommended for immediate expulsion (this applies to all offenses including a student's 1st offense.

RULE 3: CELL PHONES AND ELECTRONIC DEVICES

Students are prohibited from using the following electronic devices during school hours unless they are in the cafeteria during their lunchtime: cell phones, CD players, tables, e-readers, iPods, MP3 players, personal PlayStation players, camcorders, laser pens, headphones and any other device that disrupts class, assemblies, programs or other events.

Such devices need to be stored out of sight from the time that students enter the school building until they exit.

If parents need to contact their child, they are encouraged to contact the main office. A message will be sent to the student via the main office.

Explanation of Student Code of Conduct

Devices confiscated will **not** be returned directly to students after the second offense. Any item capable of inflicting serious harm or injury to others will be turned over to the police.

RULE 4: ASSAULT:

A student shall not intentionally cause or attempt to cause physical injury on another person or behave in such a way as could reasonably cause physical injury to a student, staff member, or school employee. Faculty directed assault will result in immediate suspension and/or expulsion.

RULE 5: ARSON

A student shall not purposely set fire, or attempt to set fire to anything in or around the school, school board property, including busses. Lighting any flame is prohibited.

RULE 6: BUSES

Transportation to and from school is provided for certain students by school buses. Conduct on the bus and at the bus stop must be in accordance with the regulations of the Board of Education and the bus driver. The bus driver is in charge of the bus and its occupants at all times and will report violations and violators to the main office. Students are expected to sit down, talk quietly and act in a responsible manner on the bus. Students may not eat on the bus, throw trash, make any loud noises, move from seat to seat while the bus is in motion, or put heads, arms, etc. out of the window. Any infraction of the Student Rights, Responsibilities and Discipline Code will result in disciplinary action. Loss of transportation privileges may be used as a disciplinary consequence.

STUDENT CONDUCT ON SCHOOL BUSES

The following rules and expectations will be in effect for all student using school buses for transportation to and from school and all school-related events.

Previous to loading school buses:

- Students will be on time at the designated loading zone.
- Students will stay off the road while walking to and waiting for the bus.
- Students will wait for the bus to come to a complete stop before loading and will enter the bus in single file.
- Students will not cross a roadway in front of the bus until the bus drive signals it is safe.
- Students will go immediately to a seat and will remain seated for the entire bus ride.

Explanation of Student Code of Conduct

During the trip:

Students will remain seated while the bus is in motion.

Students will keep head, hands, arms and legs inside the bus at all times.

- Students will not throw anything from the bus.
- All books, bags, packages, coats, and all other objects will be kept in seats and out of the aisle.
- Students should be courteous to the driver and other bus riders.
- Students may not eat or drink on the bus.
- Students are not to tamper with the bus or any of its equipment.

Leaving the bus:

- Students will remain seated until the bus has stopped before exiting.
- Students will cross the road, when necessary, at least ten feet in front of the bus, and only after the driver has signaled that it is safe.
- Students will be alert to a possible danger signal from the driver.
- The driver is not to transport to or discharge students at any other place other than their regular stop at home or at school unless proper authorization has been obtained from the building administrator.

Safety of students is of utmost importance while on the bus. Depending on the severity of the incident, students may be suspended from the bus after the first infraction, indefinitely. If a student is removed from the bus, parents will be notified of this ruling and shall be required to furnish transportation to and from school during the entire period of the suspension.

RULE 7: CAFETERIA

Students may bring their lunches or purchase well-balanced and economical meals offered in our cafeteria. All students are expected to observe the following rules:

- Deposit refuses in containers provided.
- Return all trays to the appropriate area.
- Make sure the table and floor in the area that was occupied are clean before leaving the cafeteria.
- No food or drink may be taken out of the cafeteria.
- Any student caught stealing items from the cafeteria will face disciplinary consequences and possible police action.

Explanation of Student Code of Conduct

No food may be brought in or ordered from restaurants, pizza, fast food, etc. for lunch, without prior permission from administration. (This includes vocational students)

STUDENTS MAY NOT GO HOME OR OFF CAMPUS FOR LUNCH @ RHSS

RULE 8: CONDUCT ON SCHOOL GROUNDS

Before and after school and during the lunch period students are required to display proper conduct. Throwing of objects, rowdiness, loud and boisterous behavior, name calling, improper language and inappropriate running are discouraged. Personal injury or damage to property can occur as a result of irresponsible conduct. No food or drinks are to be consumed out of the cafeteria. Disciplinary action may result.

RULE 9: CLOSED BUILDING POLICIES

The regular school day is from 7:35 A.M. to 2:30 P.M. During this time, all students are required to be in their assigned areas (this includes lunch periods). No student should be in any area of the building without staff supervision. Students may not return to lockers after athletic or club activities. Loitering in the school building or on school grounds are subject to disciplinary action. Students should arrange to be picked up from school 15 minutes after athletic events or other activities are concluded. Failure to do so will result in removal from school grounds and other disciplinary action.

RULE 10: CLASS CUTTING

Students who fail to attend a scheduled class study hall or lunch period without a legitimate excuse will be considered truant and the period absence(s) will be counted as unexcused absence(s). Students who leave class without permission will be considered truant and insubordinate.

RULE 11: CUTTING OFFICE OR TEACHER DETENTIONS

Students are expected to accept responsibility for their actions. Failure to serve detentions will result in disciplinary action.

RULE 12: COMPUTER TECHNOLOGY AND NETWORKS

Computers and computer networks are used in the Richmond Heights Local Schools to allow students to access a greater number of educational resources and to improve the learning environment. Because this technology is shared certain obligations are imposed.

Explanation of Student Code of Conduct

- Each student and his or her parent must sign an agreement that defines the conditions under which a student may use the school's computers. The agreement addresses the use of the Internet, computer hardware and software, and data files.
- Student use of the computer should be directly related to curricular or extra-curricular programs authorized by the Richmond Hts. Board of Education. Students must be able to verify the validity of use of the computer.
- Student users must respect the privacy of the files and documents that are accessible through the network. No file or document shall be altered in any way without the express permission of the creator of said file.
- Students may not reconfigure or alter preferences of software applications or system software to suit individual needs. Students are prohibited from copying software programs for private use.
- Students may not install software on school computers.
- Students may store information on designated disks only. Students may not insert disks that have been used on home computers unless they have been subjected to a virus scan.
- Personal files may not be stored on school computers and/or disks. Any and all disks are subject to inspection by school personnel upon request.
- Students may access on-line services through school accounts only. Students may not access personal accounts or services that are not approved by the board.
- Students should be aware of the storage capacity and time limitations in each usage session to avoid interfering with the use of computers by others.
- Students who inadvertently access inappropriate or explicit sites on the Internet are responsible for exiting the site immediately.
- Students are prohibited from uploading or downloading documents or programs and from viewing obscene, vulgar, threatening, or abusive language or materials. Students may not participate in illegal activities, commercial transactions, or political activities.
- Students may not violate the privacy of others by disclosing passwords, addresses, phone numbers, or social security numbers.
- Students are required to follow the posted regulations in individual classrooms or labs with regard to the teacher/coordinator's expectations.
- Students may not attempt to access school district restricted computer networks or any other unauthorized databases.

Explanation of Student Code of Conduct

Students are responsible for their computer during the time they are logged on to the network. Students are reminded not to share passwords with other students, not to allow other students to work on their computers under their log-in name, and not to leave their computers while they are logged on to the network.

Parents will be notified of each offense. The building principal may enforce the Student Code of Conduct in addition to the suspension of computer privileges. Repeated offenses may result in recommendation for expulsion.

RULE 13: DANGEROUS INSTRUMENTS AND/OR DANGEROUS MATERIALS

Possession of any type of dangerous instrument or any object used as a dangerous instrument or material is prohibited. Any type of material, such as fireworks, stink bombs, flares, smoke bombs, snappers, and caps are strictly prohibited.

Any instrument constructed by a student, such as shooter, or slingshots that pose a potential danger are not permitted in school. Lighters and matches are considered dangerous instruments.

RULE 14: DISRESPECT

Good conduct shows respect for others. No student shall engage in any act which disrespects, degrades and/or disgraces another person, gender or race, by written, verbal or physical gestures. Swearing, profanity, vulgar language, racial slurs, or sexually suggestive remarks are prohibited. The determination of whether certain behavior is disrespectful is based on the victim's perception of the incident, not that of the perpetrator.

RULE 15: DISRUPTION OF SCHOOL/CLASSROOM DISRUPTION

Students shall not willfully or otherwise engage in misconduct or encourage others to engage in misconduct that disrupts the function or mission of the school. Student behavior that in any way interferes with the ability of school personnel to teach and/or supervise individual or groups of students is prohibited. **Horseplay** is considered a disruption of school. Behavior which interferes with instruction will not be tolerated. The teacher has the right and responsibility to maintain order in the classroom. The severity of the consequence will depend on the extent of the disruption.

RULE 16: DRESS CODE

Richmond Heights Local School District is committed to providing a safe, friendly learning environment for students. In general, school dress should ensure health, welfare, safety, and enhance a positive image of

Explanation of Student Code of Conduct

our students and our school. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste. Dress that constitutes a threat to the student's health and safety distracts from the educational process, damages school property, or presents immoral public display shall be prohibited.

RHSS expects students to voluntarily comply with the dress code. Failure to comply with the dress code guidelines is considered **insubordination** and will be treated as such. The school administration shall enforce these guidelines equally and reserves the right to make final decisions regarding the dress code.

The dress code applies to students in school buildings, on school grounds and at any time that students are representing Richmond Heights Local School District in any manner. This includes, but is not necessarily limited to, extra-curricular, academic, athletic and similar events or contests. Teams may adopt other dress code requirements at the discretion of the head coach and with the approval of the Director of Athletics and Principal.

ACTING IN LOCO PARENTIS, THE SCHOOL ESTABLISHES THESE GUIDELINES:

Apparel that has stated or implied reference to alcohol, drugs, tobacco, sex, gangs, cults, symbols of death, violence or obscene language is not permitted. Any dress or statement that causes, intends to cause, or is likely to cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment is prohibited. In addition any tattoo that is visible and is deemed derogatory in nature may not be displayed.

Clothing must be worn as designed: all undergarments must be covered. Suggestive, revealing, see-through or opaque clothing is not permitted.

Pants: are to be properly secured at waist level and underwear covered, even when seated. Baggy, saggy, oversized clothing that compromises the safety of a student is not permitted. Sagging of pants is strictly prohibited. Pajama bottoms or flannel material pants are not permitted. Legging (or legging like pants), tights or spandex bottoms are not to be worn in place of pants. No breakaway pants (pants that snap from waist hem) are allowed during regular school hours.

Skirts and Shorts: will be no shorter than the fingertips when arms are extended downward on the side of the body **even if "leggings" (or legging like pants) or stockings are worn underneath.** Slits in skirts and dresses are to be no higher than mid- thigh and undergarments are not to show when seated.

Shirts, tops and dresses: Upper and lower garments must meet or overlap at all times, including when arms are raised, to prevent exposed

Explanation of Student Code of Conduct

bare skin. Dresses or tops with narrow or spaghetti straps must have a covering. Revealing cleavage, tube tops, halters, or any shirt that reveals any part of the torso when seated, is not permitted.

Outdoor coats, jackets, gloves and backpacks: are not to be worn in the building. These must be stored in student lockers during the school day unless given written permission by administration.

Sunglasses and Head Coverings: such as hats, bandannas, do-rags, head scarfs and "accessory hats" such as kufis for females and any other non-religious headwear are not permitted to be worn inside the building unless approved by the principal, a physician, and/or the school nurse. These items are to be removed upon entering the building and placed in lockers. They are NOT to be carried around all day.

Foot apparel: designed for street wear must be worn at all times. Slippers, flip flops and cleats are not permitted.

Jewelry: that is unsafe (large, sharp), and chains such as those attached to wallets or clothing, are not permitted. Athletic bracelets/sweatbands/wristbands are not allowed.

*Some school programs such as physical education, laboratory activities and interscholastic athletics may require special hair care, clothing, footwear, or restrictions on jewelry to ensure the health and safety of all students.

Any time a student is representing Richmond Heights Local Schools whether directly or indirectly, the "dress code" shall apply.

RULE 17: DRIVING AND PARKING REGULATIONS

Parking on school property is a privilege not a right. Students in grades 9-12 with current, valid drivers' licenses must apply for parking permits. Mini bikes and motorcycles are not permitted. A car registration form must be filled out and returned to the high school office to obtain a parking permit. The permit must be attached to the rear-view mirror with the front of the tag showing through the windshield. Should there be a change in cars or license number you must report this change to the office. A \$10.00 fee will be charged for your parking permit for the 2019-2020 school year. Cars parked in the lot without a permit or parked in an unassigned area may be towed away at the owner's expense. The following are parking/driving regulations:

- Cars shall be parked in the student parking area only.
- A speed limit of 5 MPH will be enforced at all times.
- Cars shall be locked at all times.
- Students are not allowed in the parking lot during the school day without permission. This is considered truancy and is subject to suspension.

Explanation of Student Code of Conduct

- Cars driven by students may not be parked in any other areas besides those designated.
- Accidents and vandalism, however minor, that occur in the parking area shall be reported to the office.
- There shall be no reckless driving in the parking lot. Students who are seen driving recklessly are subject to disciplinary action and loss of driving privileges.
- The school cannot assume responsibility for vandalism or theft occurring to cars in the school parking lot.
- Alcoholic beverages, drugs or drug paraphernalia, opened or unopened, found in cars will result in suspension from school of the registered driver of the vehicle.
- No smoking or loitering in the parking lot.
- Vehicles parked on school property are subject to the search and seizure policy of Richmond Heights Local Schools.
- Excessive tardies to school will result in loss of parking privileges at RHSS.

RULE 18: FIGHTING

A student shall not retaliate to assault. A fight is defined as any physical confrontation between two people or groups, such as fighting, hitting, pushing, punching, slapping, and unauthorized touching and disruptions on school property, and is strictly prohibited, as are pseudo fights that may only be in fun. When a student chooses to fight, he/she is in violation of other rules as set forth in the Code of Conduct.

Students who choose to defend themselves by fighting are also choosing to accept the consequences of suspension and/or a recommendation for expulsion. Students are expected to seek help from staff members if they are physically threatened.

RULE 19: FRAUD/FORGERY

A student shall not falsely represent or attempt to represent any information given to school officials. This includes, but is not limited to, signing the name of another person for the purpose of defrauding school personnel; using another student's school agenda, altering any school document, acting with another person to defraud or misrepresent the truth.

Explanation of Student Code of Conduct

RULE 20: GAMBLING & CARD PLAYING

A student shall not play a game for money or other considerations. Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Playing of cards or shooting dice is not permitted at school or school sponsored events.

RULE 21: GENERAL MISCONDUCT

Any conduct not specifically set forth herein which substantially and materially disrupts or interferes with the good order, discipline, operation, academic, or education process taking place in school or at any school activity, or which substantially and materially possesses a threat to the safety of persons or property is a violation of the Code of Conduct.

RULE 22: HARASSMENT/THREATENING BEHAVIOR/INTIMIDATION AND/OR BULLYING/CYBER BULLYING

The Richmond Heights School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Harassment, intimidation, or bullying/cyber bullying toward another student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated.

This includes, but is not limited to: aggressive behavior; physical and/or verbal abuse; extortion; unwelcome or improper sexual advances or contact; abusive or sexual remarks; speech or action that creates a hostile, threatening, or abusive environment; derogatory remarks with regard to gender, race, religion, or ethnicity. The Board of Education will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while on the way to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events, where students are under the school's control, in a school vehicle, or where an employee is engaged in school business (ORC 3313.666). **Bullying** is "the behavior causing both mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s)." This includes intentional written, verbal, graphic, or physical acts. **Aggressive behavior** is determined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of

Explanation of Student Code of Conduct

intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Faculty directed harassment/threatening behavior/intimidation will result in recommendation to expel. The determination of whether certain behavior constitutes harassment is based on the victim's perception of the incident, not that of the perpetrator.

RULE 23: HAZING

The hazing of students for the purpose of initiation into an organization, group, or club is strictly forbidden and subject to disciplinary measures. Hazing activities can cause mental and physical harm and are prohibited in any case, even when an individual gives consent or participates freely in the initiation.

RULE 24: INAPPROPRIATE PHYSICAL CONTACT

Students are expected to refrain from physical interaction that is judged inappropriate by school and/or community standards. Exhibitionism, including excessive physical contact, kissing or any physical interaction of a sexual nature is a disruption to the school climate. Violations will result in notification of the student's parent/guardian and may be subject to disciplinary action.

RULE 25: PUBLIC DISPLAY OF AFFECTION

Inappropriate displays of affection (*Public Display of Affection—PDA*, i.e. close contact, hugging, kissing, etc.) shall not be permitted on school grounds or while under the authority of school personnel. Violation of this infraction will result in disciplinary action.

RULE 26: INSUBORDINATION/FAILURE TO COMPLY WITH DIRECTIVES

Students who fail to comply with a reasonable request or directive made by any member of the school staff will be considered insubordinate. Consequences for insubordination will be determined on a case by case basis. School authorities will consider the age of the student; the nature and gravity of the insubordination; the degree of spontaneity or premeditation related to the misconduct; the time and place of the offense; and the effect of the violation.

Explanation of Student Code of Conduct

RULE 27: LEAVING SCHOOL BUILDING/SCHOOL GROUNDS

Students are not permitted to leave the school building or grounds without the permission of the principal or designee for any reason. The office must have permission from a parent/guardian before they can grant the student permission to leave the building.

RULE 28: MALICIOUS MISCHIEF

Unauthorized telephone calls to 9-1-1 or to any public service organization, such as the fire department, police department, or ambulance services are illegal. Capricious threats of violence, bomb threats, or any other disruptive communication are illegal. In any and all cases of malicious mischief, in addition to school discipline consequences a police report may be filed. Tampering with the fire alarm and fire extinguishers is a violation of federal law.

RULE 29: PROFANITY, ABUSIVE OR VULGAR LANGUAGE AND GESTURES

Students are prohibited from using profane, abusive, or vulgar language or gestures or from directing such language or gestures toward any other individual for any purpose. In addition, pornographic or sexually explicit materials are not permitted under any circumstances. Use of profanity or obscenity is not permitted in the halls or classrooms, or anywhere within the school environment. Circumstances surrounding the use of profanity will determine the severity of the consequences or suspension.

Faculty directed profanity, whether written, verbal or gestures, will result in immediate suspension and possible expulsion.

RULE 30: REPEATED OFFENSE VIOLATION

A student shall not repeatedly violate school rules nor flagrantly disregard school policies or acceptable standards of school behavior.

RULE 31: TOBACCO AND TOBACCO PRODUCTS/ ILLEGAL SUBSTANCES

Richmond Heights Schools are public buildings and are smoke-free facilities as mandated by law. The possession, use or transmission of tobacco or tobacco products in school or on school grounds, or at any school sponsored activity or event whether on or off school premises during or after school is strictly prohibited and is subject to disciplinary measures. In addition, a police report will be filed as required by law.

RULE 32: TRESPASSING/UNAUTHORIZED AREAS

No student shall enter a school building or Board owned property at any time school is not in session, nor be on school property if not in

Explanation of Student Code of Conduct

attendance at a school sponsored activity. There are areas inside and outside of the school and other Board owned properties that are off limits to students unless they have written permission or are accompanied by a school employee. These areas include, but are not limited to, other classrooms, boiler rooms and maintenance areas, teacher's lounges, offices, unoccupied classrooms, gymnasiums, weight room, locker rooms, elevators, unsupervised hallways, the bus garage, all parking lots, the stadium and grounds. Students are not permitted access to a teacher's desk, files, cabinets or computers.

RULE 33: UNAUTHORIZED SALE OF MATERIALS OR GOODS ON SCHOOL PREMISES POSTING OR DISTRIBUTION OF LITERATURE ON SCHOOL PREMISES

Students may not sell, offer to sell, buy or trade, or offer to buy or trade any service, product, materials, substances, or items without prior authorization of the building principal. In addition, students may not, on school grounds, post or distribute any form of literature or printed material without the prior approval and permission of the administration. Any violation of this policy which results in the disruption of the normal operation of school or poses a threat to the health, safety, or welfare of any member of the school community will be considered severe insubordination and will result in disciplinary action that may include suspension or expulsion.

RULE 34: UNLAWFUL ACTIVITY

Students are prohibited from involvement in any conduct that violates local, state or federal law. Violators are subject to school disciplinary action in addition to civil or juvenile prosecution.

RULE 35: VANDALISM, DESTRUCTION AND/OR THEFT OF PROPERTY

When a student willfully or otherwise marks, defaces, or damages any part of the school building, the school's property, or another person's personal property, the student and his/her parent/guardian are liable. The student will be expected to pay for the replacement and/or repair of damaged property in all cases. The student and his/her parent/guardian may be prosecuted under the law. The same or similar consequences, including criminal prosecution, may occur if a student **steals** school property or personal property from another person.

RULE 36: WEAPONS OR LOOK-ALIKE WEAPONS

If a student brings a firearm on school property, in a school vehicle, or to any school sponsored activity he/she shall be expelled for one year. Students who bring a knife onto school property, in a school vehicle, or

Explanation of Student Code of Conduct

to any school-sponsored activity may be expelled for up to one year. In all cases, a police report will be filed in compliance with federal law.

A **firearm** is defined as any weapon, including a starter gun, which will or 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 silencer, or any destructive device. A **destructive device** includes but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A **knife** shall be defined as any cutting instrument consisting of at least one sharp blade.

RULE 37: SEXTING/INAPPROPRIATE USE OF TECHNOLOGY

Sexting which is understood to include but not limited to the taking, disseminating, transferring, possessing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or pictures, whether by electronic transfer or otherwise (commonly called sexting) is prohibited. Any person taking, disseminating, or sharing lewd or otherwise illegal images or pictures will receive the fullest extent of disciplinary action allowable in accordance to the school code of conduct. The violation of this code may also be reported to the law enforcement and/or other appropriate state or federal agencies and may result in case criminal charges being filed.

Richmond Heights Elementary School

Student/Parent Handbook

Home of the Spartans!



2021 - 2022

RICHMOND HEIGHTS BOARD OF EDUCATION

Nneka Slade-Jackson, President,
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Richmond Heights Elementary School
447 Richmond Road
Richmond Heights, Ohio 44143

Mrs. Elizabeth Taylor, Elementary School Principal
Mr. Lloyd C. Garrett, Dean of School Culture

216-692-0099
Fax: 216-692-8499

A MESSAGE FROM RHES

Dear Parents/Guardians and Students:

We are excited to partner with you in the education of your child. We hope that your time with us at Richmond Heights Elementary School will be a successful and satisfying experience.

To help provide a safe and productive learning environment for students, staff, parents and visitors, this Student/Parent Handbook has been published to explain students' rights, responsibilities and consequences. Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-aged children. We welcome your participation and support this school year, and we also encourage your membership in our parent organization. Working together, we will provide the children of Richmond Heights with a positive learning environment that cultivates each student's talents and strengths.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please call the school office or contact your child's teacher. We feel that open and clear communication between school and home is essential to the success of our educational program.

Sincerely,

Elizabeth Taylor, Principal,
[taylor.elizabeth@richmondheightsschools.org]

District Mission Statement

Prepare individual learners to navigate an evolving
Global community using 21st century competencies

District Vision Statement

Richmond Heights is a first choice school district providing an equitable educational environment that promotes safe, respectful, responsible relationships where pride in self, school, and community flourishes.

Equal Education Opportunity

Richmond Heights Local School District provides an equal educational opportunity for all students. It is the policy of this District that no student shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, disability, height, weight, or other protected characteristics.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender or national origin while at school or a school activity should immediately contact the School District's Compliance Officer:

Renée T. Willis, Ph.D., Superintendent
216-692-0086

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning complaint investigation procedures and equal access to educational opportunity.

FREQUENTLY USED PHONE NUMBERS

Board of Education	(216) 692-0086
Step By Step Learn and Play Centers	(440) 461-4566
Police (Non-emergency)	(216) 486-1234
Fire (Non-emergency)	(216) 486-1212
City Hall	(216) 486-2474
Elem. Attendance Hotline	(216) 692-0086 Ext. 571322
City Recreation Dept.	(216) 383-6313
High School	(216) 692-0094
Transportation	(216) 692-0086 Ext. 571337

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from his or her teacher.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

STUDENTS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Lakisha Davies at extension 571227 to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students, Kelly Askew-Tucker at extension 571228.

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

SAFETY AND SECURITY

Safety of students and school personnel is a primary concern of the Richmond Heights School District. Numerous provisions are in effect to ensure this safety and security. A security guard is on duty at all times school is in session. All exterior doors are locked, security cameras are in place, and a buzzer entrance system is in effect throughout the day. All school personnel are trained on a variety of security procedures, and a site based crisis team is trained to address all emergency events. All visitors must report to the main office and are required to wear a visitor pass while they are in the building. Staff Members are expected to question people in the building whom they do not recognize and who are not wearing a visitor pass, and to question people who are "hanging around" the building after hours.

SCHOOL HOURS

The Richmond Heights Elementary School serves students from pre-kindergarten through grade six. The regular day is six hours and 30 minutes: our school hours are from 8:30 a.m. – 3:00 p.m. Teachers are in the building from 8:15 a.m. – 3:30 p.m. All students will be admitted into the school building at 8:30 a.m. It is imperative that all students are picked up promptly at dismissal time. There is no adult supervision after 3:15p.m (see "Dismissal"). Every Wednesday, students will be dismissed at 2:00pm, but transportation will still be provided.

ATTENDANCE & TARDINESS

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted; less time is spent on make-up assignments, and student benefit from participation and interaction with others in class. Many important lessons are learned through active participation in the classroom and other school activities that cannot be replaced by individual study.

The elementary school has adopted the following attendance procedures to better ensure the safety of Richmond Heights' school children and as a result of Ohio's Missing Children Law:

- If a child is at home sick, the parent must call the school by 9:00 a.m. each morning to report that the child is ill. A record of the parent's call will be made and a return note to school is not necessary. Please call the attendance phone line at (216) 692-0086 ext. 571322 and leave your message. Children who show a pattern for continued tardiness or absence will be sent a letter and possibly referred to the county attendance officer for investigation after appropriate action is taken by the teacher and principal.
- Students with a health condition that causes repeated absences must provide the administration with a written explanation of the condition from a registered physician.

ATTENDANCE: Accumulating 10 or more days of absence from school in a semester or 20 or more days of absence from school in a year may:

- Place a student in peril of not passing
- Result in other disciplinary consequences such as:
 - Suspension or
 - Expulsion hearing

In accordance with Ohio Revised Code (ORC) 3321.19, the administration has developed the following intervention strategies for those students with excessive absences/ tardies:

- 10 absences/ tardies – parent will receive a letter
- 12 absences/ tardies – parent will meet with principal
- 15 absences/ tardies – authorized medical documentation will be requested for absence verification.
- 20 absences/ tardies – school will make a report to human services
- 30 absences/ tardies – student will be in jeopardy of being retained.

TARDINESS: Tardiness establishes a negative habit and disrupts the classroom. Tardy students start their day behind the other students. **School begins at 8:30 a.m.** Students must be in their classrooms before the tardy bell at 8:50 a.m. to avoid being counted as tardy. **ANY STUDENT COMING TARDY TO SCHOOL MUST REPORT TO THE OFFICE AND SHOULD HAVE A NOTE FROM A PARENT EXPLAINING THE REASON FOR THE TARDINESS.** If your child has a doctor or dentist appointment in the morning and arrives after the second bell, he/she will be considered tardy. Excessive tardiness may result in disciplinary action, including detention, in-school suspension and/or out-of-school suspension. No penalty for tardiness shall be imposed if the lateness is caused by the late arrival of a bus at school. Notes from a parent or guardian excusing a student's tardiness will be accepted up to a

maximum of 20 times during the year. After this point only a doctor's official note will excuse such instances of tardiness.

EXCUSE FROM CLASS OR RECESS

When a student is in school, he/she will be expected to participate fully in all aspects of our school day (i.e. gym class or recess) . A doctor's note is required in order to excuse a student from any physical activities due to medical conditions.

STUDENT APPOINTMENTS

Any student leaving the building at any time must be signed out at the office by the person picking up the child. In the event that the person picking up the child is not listed as an authorized contact on the Emergency Medical Authorization form, identification will be requested and written documentation from the parent must be provided. If a student needs to be excused for a doctor's or dentist's appointment, etc., **the parent must send a note into the office the morning of the appointment.** Any note must be signed by the parent and must be received before the early dismissal is completed. Leaving school or school grounds without prior approval from the office is considered truancy. Any student leaving the building or school grounds prior to regular dismissal time must have permission from the main office.

DISMISSAL

Students are dismissed at 3:00 p.m. on Monday, Tuesday, Thursday and Friday. **Students are dismissed at 2:00 p.m. on Wednesday.** All students will be dismissed according to their normal dismissal (i.e. riding bus, Step by Step, parent pick up, etc.) unless a note is received from the parent stating otherwise. **Please be aware that a parent phone call will not be accepted as notification for changing student dismissal.** **WE MUST HAVE ALL DISMISSAL CHANGES IN WRITING FROM THE PARENT.** If a child is being picked up after school, they must be picked up in the office **by 3:15 p.m.** After school supervision is **NOT** available beyond 3:15pm. When a student is not picked up by 3:15 p.m., staff will make every effort to contact the individuals listed on the student's Emergency Medical Authorization form. If no one responds, the Richmond Heights Police Department and/or Children & Family Services may be called. The student will then be under an officer's supervision.

EMERGENCY CLOSINGS AND DELAYS

School closings due to severe weather or other extenuating circumstances will be announced over all major radio and television stations. Parents will also be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file. Parents and students are responsible for knowing about emergency closings and delays. Parents may also call the Board of Education at (216) 692-0086 for information regarding school closings and delays.

VISITORS

Visitors, particularly parents, are welcome to visit our school! Visitors and parents must report immediately to the main office upon entering the building to sign in and obtain a visitor badge. Any visitor or non-staff member found in the building without a visitor badge shall be directed to the office. For the safety of our students and staff, it is necessary for us to know who is in our building at all times. Students from another school whom you wish to have visit your child's class must be approved by the teacher and the principal prior to the date of the visit. If a person wishes to confer with a staff member, he/she should call for an appointment **PRIOR** to coming to school in order to schedule a mutually convenient meeting time.

CLASSROOM VISITATION

On occasion, parents may wish to observe their child in a classroom setting. In order to protect the privacy rights of other students, and limit the disruption of the normal classroom operation, you may request guidelines that need to be followed when an observation is scheduled. Visits should be arranged through the teacher and last approximately 30 minutes. Prior arrangements are necessary so that parents can observe their child in the specific teaching environment rather than observe test taking or "desk cleaning". We encourage early primary students' parents to wait at least a month before a visitation so that very young children can settle in with their new surroundings.

CLASSROOM CONCERNS

Parents are encouraged to contact the classroom teacher if they have a question or have information that might help guide the teacher in working with their child. Open lines of communication between the home and school are encouraged and foster a positive learning experience for the child.

CONFERENCES

Parent-Teacher conferences are held in the fall and spring. Parents will be given the opportunity to make appointments several weeks before the conferences. Any additional conference may be arranged by calling the school office or the classroom teacher.

VOLUNTEERS

Parent volunteers are a vital resource for our school. We expect all parents to volunteer in some way, as their own child gains a more positive feeling of seeing the home and school working together. To volunteer, please:

- Contact your child's teacher to see ways in which you can help out.
- Contact the school office if you would like to volunteer in other areas of the school.
- Contact the Parent Teacher Organization (PTO) President if you have time or special skills you can donate.

CURRICULUM

The curriculum is designed to align with the Common Core, meet each student at his/her academic level, and to take each student as far and as fast as he/she can learn. This allows the student to learn at a level and pace that is best for his/her academic progress. Each grade level operates as a unit within a team approach. All grade level teachers may take responsibility for a portion of instruction of all students.

HOMEWORK

Homework is designed to be an extension and support of classroom learning. As children progress through the grades, the length and time required for homework varies. In the event of questions concerning any homework assignment, please call or send in a note to your child's teacher.

SUPPLIES

Children should be sent to school with the necessary supplies for their grade level. Supply lists are available online and in the school office. Parents should check with their child periodically throughout the school year to make sure they have enough paper, pencils, etc.

TEXTBOOKS

The school furnishes textbooks to all students. Reasonable wear is expected as a result of daily use throughout the school year. Students are expected to have book covers on all texts. Lost books must be replaced immediately. Students should write their names in textbooks issued to them to avoid use by other students. Unreasonable damage to textbooks will result in fines, and assessments will be made.

REPORT CARDS

Each grade has its own specifically designed report card that follows a general format. This sequence of assessment reports provides a continuum from kindergarten through sixth grade. Content grade achievement and skills are assessed each nine weeks. Kindergarten report cards are issued at the end of each semester. Report cards for grades 1-6 are issued at nine-week intervals four times per year. Halfway between each nine-week grading period, interim reports are issued. Report cards and interim reports should be signed and returned to your child's teacher.

GRADING SCALE: 90 – 100 = A, 80 – 89 = B, 70 – 79 = C, 60 – 69 = D

HONOR ROLL & MERIT ROLL

At the elementary school, we recognize students who have demonstrated notable levels of achievement throughout a nine-week period. Those students who achieve 3.5 – 4.0 will receive HONOR ROLL designation and those students who achieve 3.0 – 3.49 will receive MERIT ROLL designation.

EDUCATIONAL SERVICES

A full complement of regular and special service personnel is available to our students. All school personnel are highly qualified in their areas of instruction, and parents may inquire about these professional qualifications. In addition to regular education services, students may be recommended for screening to receive special services in the areas of speech, psychology, guidance, individualized instruction, special tutoring, ESL, Title I, and a gifted instruction. Children are initially screened by the classroom teacher for possible placement in any of these programs. Parents may also initiate screening/testing should they so desire. Children may not be tested or placed without prior written parental agreement.

ENRICHMENT ACTIVITIES

All students at our school have the opportunity to participate in a variety of enrichment activities ranging from in-school assemblies to out-of-school field trips. These activities are a privilege, and appropriate student behavior is expected at all times.

FIELD TRIPS

"Field Trips" is the general term given to any school sponsored activity held off school grounds. Field trips are considered part of the curricular activities. All field trips require the Field Trip Parental Permission Form to be on file. All Richmond Heights School's policies and rules are in effect during any field trip. Student participation in a field trip requires: parental consent along with a current Emergency Medical Authorization form and Field Trip Permission Form completed and on file in the office. Students who might not participate in a field trip due to disciplinary behavior will be given academic work to complete at school.

EMERGENCY MEDICAL AUTHORIZATION FORM

To ensure the school has the most current contact information, every student attending Richmond Heights Schools must have a current Emergency Medical Authorization (EMA) form on file. The form **MUST** be resubmitted to the school annually as well as when changes have occurred. In the event a phone number or address change, parents **MUST** send in a note to the office to update this critical information. Disciplinary action may be taken towards any student who does not submit such form within two weeks of enrollment.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to: poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps or have authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken-pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any question about immunization requirements should be directed to your child's school nurse.

ACCIDENT AND HEALTH PROCEDURES

If an injury is more than a minor cut, bruise, ache, or nose bleed, you will be contacted. The first step in any injury is parent contact. If we are able to contact a parent, the parent's instructions will be followed.

In the event we are unable to contact the parent, **it is imperative to have an Emergency Medical Authorization Form on file in the office.** This form outlines the school's procedure should an emergency arise, and students are unable to go on field trips without a completed Emergency Medical Form. A child may also be denied hospital treatment without the Emergency Medical Form being on file at the school.

A seriously injured child will receive attention from the Richmond Heights Fire Department Rescue Squad. The Rescue Squad will transport the child to University Richmond Heights Hospital along with a school official. The school official will stay with the child until the student is released to the parent or parent designee. In the event of a life-threatening situation, the emergency squad may be called before the parent.

The health aide will care for minor wounds by cleaning and bandaging and administering ice to reduce swelling. No creams or salves will be administered, nor will aspirin or other drugs be given to children, except when specifically directed by a physician with a completed Permission Form for Prescribed Medication. That form must be on file in the clinic/office before administration of medications can occur.

Sick children may lie down in the clinic until the parent is contacted. **PARENTS WILL BE CALLED TO TAKE THE CHILD HOME SHOULD THE DISCOMFORT CONTINUE FOR MORE THAN 20 MINUTES.** Regarding communicable diseases, we follow the County Board of Health guidelines.

USE OF MEDICATION

Many students with disabilities or illnesses are able to attend school regularly only through the effective use of medication. When possible, administration of medication at home is strongly encouraged. Students required to take medication during the school day must comply with the following guidelines based on the Ohio Revised Code and our school district policy:

1. A request form for each medication must be completed and signed by the student's physician and be delivered to the school office before medication will be administered to a student. This includes over-the-counter medication as well as prescription medication.

2. Parent/guardian must sign the parent section of the request form prior to medication administration.
3. Parent/guardians shall agree to:
 - a. Deliver medication to school; no student shall carry medication in backpacks, pockets or in hand. An exception may be made for emergency medications which the physician has designated may be carried by the student.
 - b. Notify the school if there is a change of prescribing physician.
 - c. Submit a revised request completed and signed by the physician who prescribed the medication if any information on the original request changes.
4. Notes from parents/guardians will not be accepted in lieu of the physician's request.
5. New request forms will be submitted each school year and may be obtained in the school office.
6. Medication must be received in the container in which it was dispensed by the pharmacist and labeled with:
 - a. Student's name
 - b. Name of medication
 - c. Dosage and route of administration
 - d. Time of administration
 - e. Physician's name
 - f. Pharmacy name and phone number
7. The pharmacist will divide medication into separate containers for home and school upon request. Medication sent to school in any other container will not be administered.
8. Empty medication bottles will be sent home with the student and parents will be called to give notification of the need for more medication. Parent/guardian will deliver replacement medication to the school office. Medication will not be accepted from students.
9. All students are responsible for coming to the school office at the time the medication is to be administered. Medication will be administered by designated school personnel according to the school medication procedure which provides for safe administration and storage of all medications.
10. A medication record will be kept on each student and will become part of the student's confidential school health record.
11. The school nurse will act as a consultant, and will be contacted when there are any questions about the medication, its administration or side effects. No medication will be administered at school if required documentation is not on file.

TRANSPORTATION

Transportation to and from school is the initial responsibility of the students' parents/guardians. Children may walk or ride bicycles to school with written permission on file in the office. Students are urged to follow proper safety procedures at all times (crossing at intersections, etc.). Children may be picked up and released from school only by persons who are listed on the Emergency Contact Form. In the event that the person picking up the child is not listed as an authorized contact on the Emergency Medical Authorization form, identification will be requested and written documentation from the parent must be provided.

BUS TRANSPORTATION

Bus transportation is provided to all Richmond Heights Elementary School students, including those students who are identified with a special transportation need. Conduct on the bus, and at the bus stop, must be in accordance with the regulations of the Board of Education and the Transportation Department. The bus driver is in charge of the bus and its occupants at all times and will report violations and violators to the main office. Students are expected to sit down, talk quietly, and act in a responsible and respectful manner AT ALL TIMES on the bus. Students may not eat on the bus, throw trash, make loud noises, move from seat to seat while the bus is in motion, or put heads, arms, etc. out of the window. Any infraction of the Student Rights, Responsibilities and Discipline Code will result in disciplinary action. Loss of transportation privileges may be used as a disciplinary consequence.

The following rules and expectations will be in effect for all students using school buses for transportation to and from school and at all school-related events. Students will sign a "Bus Contract" at the beginning of the school year.

Prior to loading school buses:

- Be at your bus stop 5 minutes before your scheduled bus arrival time.
- Stay off the road while walking to and waiting for the bus.
- Wait for the bus to come to a complete stop before loading and enter the bus in single file.
- Wait for the bus driver's signal before crossing the roadway.
- CROSS IN FRONT OF THE BUS!

During the bus trip:

- Respect others personal property at the bus stop and on the bus.
- Remain seated while the bus is in motion.
- Keep all objects, including body parts, inside the bus.
- Keep the aisle clear.
- Be courteous and show respect to the driver and other bus riders.
- Keep snacks and drinks at home.
- Respect all bus property and equipment.

Leaving the bus:

- Remain seated until the bus has stopped.
- Wait for the bus driver's signal before crossing the roadway.
- CROSS IN FRONT OF THE BUS!
- Be alert to a possible danger signal from the driver and follow bus driver instructions.

The bus driver will transport to, and discharge, students at their regular designated stop. However, a note from the parent MUST BE approved in the school office, or proper authorization MUST BE obtained from the building administrators, if a student is to be transported to, or discharged at, any other place other than their regular bus stop. In the interest of student safety, it is imperative that parents are available to greet their children at the designated drop off location. Please make every effort to be at home for your child's bus arrival.

Penalties for Bus Infractions:

Infractions of the above bus rules may result in any of the following consequences depending on severity of the incident and frequency of the infraction: warning, detention, removal from bus for any specified period of time, suspension from school. If a student is removed from the bus, parents will be notified of this ruling and shall be required to furnish transportation to and from school during the entire period of the suspension. All other behavior expectations as stated in the Student Rights, Responsibilities and Discipline Code are also in effect during all school bus rides.

LUNCH AND RECESS

Richmond Heights provides a hot lunch for purchase option each day school is in session. The lunch period is 40 minutes in length. They report to the Cafeteria for Lunch the first 20 minutes. Children go outside for a supervised recess period the last 20 minutes. *During inclement weather, the children will spend recess indoors. We will have outside recess whenever possible, even on most cold weather days. We can safely go out in temperatures as low as 23 degrees F., including wind chill. Please provide appropriate clothing for your child to participate in outside recess. Children who are too ill to go out for recess should not be in school.

MILK PASSES

Our program also accommodates students who only buy milk. Milk is included in the hot lunch and does not have to be purchased separately.

Our program system enables parents to make deposits into your child's account with cash, check, or online deposit. Collections may also be deposited daily in each classroom, however all money/checks must be in an envelope with the student's name and home room teacher. Your child may also "brown-bag" any day by simply bringing a lunch to school. Milk is available for purchase daily.

Free and reduced price lunches are offered for families who are eligible. Forms are sent home the first week of school or they may be picked up at the office.

OUR POLICY DOES NOT EXTEND CREDIT FOR LUNCH PURCHASES. If a child does not have a lunch, we will provide a cheese sandwich and milk. Please make every effort to plan for your child's lunch each day.

LUNCH / RECESS BEHAVIORS

We believe that children need a structured environment where they can relax and enjoy lunch. To that end, a program has been established that promotes positive results. The success of our cafeteria program depends on the cooperation of all students. Please discuss the expected behaviors that are listed below. Also, if you would like to have lunch with your Spartan, you may sign them out of the school building in the main office.

In the Cafeteria:

We will:

1. Use indoor voices so that we are heard only by our immediate neighbors.
2. Stay seated until we have permission from the cafeteria aides to stand or leave our seats. Raise our hand to get that permission.
3. Walk at all times when in the cafeteria.
4. Keep hands and feet to ourselves.

In the Serving Area:

We will:

1. Stay in line with our hands and feet to ourselves.
2. Ask for food politely. "May I please have _____?"

HALLWAY BEHAVIORS

Going to and from the playground and lunch room:

1. Students will walk.
2. Stay on the right-hand side of the hallways/walkways.
3. Remain silent so classes in session can learn.

PLAYGROUND BEHAVIORS

It is the school expectation that students will be able to enjoy outside recess whenever possible. During inclement weather, inside recess may be necessary. The following rules are expected to be followed at all times:

- Respect and be courteous to others.
- Take turns on equipment.
- Stay within the playground area at all times.
- Walk quietly and line up by class at the instructor's signal.
- Play only non-contact games except tag.
- Stay in sight of the recess aides at all times.
- Use caution in playing around equipment.
- Rocks, snow, sticks and other debris are to be left on the ground.
- Use playground equipment appropriately.

RESIDENCY

The Richmond Heights School District serves the residents of Richmond Heights. It is a requirement of Richmond Heights Schools for each student to provide proof of residency upon registration. Three (3) items **MUST** be provided as proof of the parent/legal guardian's residence upon the enrollment of any child into the Richmond Heights local School District:

ALL Richmond Heights residents must provide (1) OF THE FOLLOWING:

- Current signed lease
- Mortgage statement
- Purchase agreement or settlement statement

AND (2) additional proofs of residency

- A current utility bill showing the name & address of the parent/legal guardian
- Income or employment verification
- Tax statement
- Home, rental or car insurance bill
- Verification from a bank or other financial institution.

Please note: If you are residing with a **Home Owner**, they will need to prove residency for you. If you are residing with a **Renter**, you will need a note from the leasing agent to prove residency for you. If you move to a new address at any time during your child's enrollment in the District, it is your responsibility to inform school officials of your new address and bring proof of residency to the Registrar's Office or Elementary School office. Failure to provide current proof of residency will result in a visit from the school's Attendance Officer and possible withdrawal from school.

WITHDRAWALS

Pupils withdrawing from school must obtain a withdrawal permit from the main office before school on the last day of attendance at Richmond Heights. The procedures are as follows:

1. The parent or guardian must call the school or send a note indicating the student is withdrawing and indicate the last day of attendance at Richmond Heights.
2. Parents should notify teachers and their guidance counselor that their child will be leaving before their last day.
3. A withdrawal form should be filled out and any outstanding school fees paid including any library fees. Any outstanding library books should be turned in. The withdrawal form may be obtained from the main office.
4. Parents must return the withdrawal slip to the main office by the end of the day.
5. All records will be mailed or faxed within 14 days pending all financial obligations are met.

ANY DEVIATION FROM THESE PROCEDURES MAY RESULT IN STUDENT RECORDS BEING HELD BY THE OFFICE.

STUDENT CUSTODY

Child custody is a matter of court record, and the school abides by the most recent court order. We allow only legal parents/guardians to receive student records. Parents/Guardians/Approved custodians may take students from school grounds.

NON-CUSTODIAL VISITATION

Parents not having custody of students but wishing to exercise their visitation rights need to call the school and set up a time for school/classroom visits.

SCHOOL RECORDS

Richmond Heights Elementary School complies with all provisions of State and Federal law concerning access to student records. Parents may view their child's records by calling the office for an appointment.

CONTROLLED SUBSTANCES

All illegal substances are prohibited on school grounds. Staff Members are required to confiscate such material and report the incident to the office. Possession of controlled substances will result in severe disciplinary action.

PERSONAL PROPERTY PROHIBITION

Students are not to bring personal property or pets to school except as it directly involves a classroom activity and with the permission of the teacher. Such property will be confiscated and turned in to the office. Parents will be contacted to pick up those items. Examples: cell phones, radios, computer games, iPods, PSP's, CD players, balls, bats, mitts, cards, etc.

FIRE / TORNADO / LOCK DOWN DRILLS

Fire, tornado, and lockdown drills are performed periodically throughout the year as a safety precaution. Each student is expected to follow the safety instructions as directed by the teacher or adult in charge. During fire drills, students are to quietly leave the room and proceed to the appropriate exit as posted in each classroom. Students are not to block driveways or doorways as they move from the building onto the school sidewalks. During severe weather alerts or drills, each student will quietly leave the room and sit in the assigned hallway as directed by the teacher or adult in charge. If directed, the students will face the wall while sitting and cover the back of the neck and spine with their hands for protection from possible injury. During lock down drills, students must follow all directions given by the teacher and or supervisor. Students are not to talk during drills so they may hear all instructions that are given.

TELEPHONE CALLS

Students will not be permitted to make or receive telephone calls during the school day. In case of emergency, students will be in contact with parents/guardians via staff and school telephone.

DISCIPLINE

In order to maintain a positive learning environment for all our students, the school is very firm regarding acceptable student behavior. Rules and regulations follow our District Policy.

Parents need to be aware of our discipline policy. Specifically, any child sent to the office for a discipline problem will have a notice sent home to the parent. Please be aware that any time a child is sent to the office for a classroom referral, parents are informed in writing. Whenever a discipline notice is received at home, please take time to discuss the severity of the problem with your child.

The school detention program may be during school and/or lunch/recess. Detentions serve as an intermediate step between a simple warning or reprimand and a possible school suspension.

Parents and children should know that some rule infractions will result directly in a suspension: i.e.: fighting, possession of weapons, and gross disrespect and insubordination. Any of these may result in immediate suspension at the discretion of the building administrator.

Corporal punishment is not acceptable. Our school uses a progressive discipline policy. Discipline measures escalate from classroom discipline to office intervention to suspension or expulsion. *See Code of Conduct.*

STUDENT RIGHTS AND RESPONSIBILITIES

Rules and regulations are based on underlying principles determined by the Board of Education. They are applied with discretion using good judgment and sound rationale. School authorities have latitude in the application of rules and regulations as long as said application is educationally defensible.

- **Right:**
Students who are within the age range outlined in state law have a right to attend school.
- **Responsibility:**
Students have a responsibility to maintain appropriate behavior in school. Students who fail to behave properly may be denied the right to attend school.
- **Right:**
Students have a right to attend school in a safe, healthy atmosphere.
- **Responsibility:**
Students have a responsibility to conduct themselves in a manner that contributes to a safe and healthy atmosphere. Students must be aware of the rights of others and know school rules and regulations.
- **Right:**
Students have a right to be treated with respect and dignity.
- **Responsibility:**
Students have a responsibility to treat all members of the school community with respect and to respect the constituted authority of the school.
- **Right:**
Students have the right to attend school without the threat of physical or emotional harm.
- **Responsibility:**
Students have a responsibility to refrain from physical or verbal assault on another student or staff member and to refrain from causing or provoking physical or verbal aggression.
- **Right:**
Students have the right to expect that the school program is relevant and consistent with their needs and abilities.
- **Responsibility:**
Students have a responsibility to attend school and to exert consistent and conscientious effort toward school work.
- **Right:**
Students have the right to express opinions, take a stand, or support a cause within reason as to the time, manner and place in which such rights are exercised.
- **Responsibility:**
Students have a responsibility to use good taste and restraint in their expression. They must refrain from vulgar, profane, obscene, or slanderous expression or expression that violates state or federal law or official school policies, rules and regulations.
- **Right:**
Students have the right to have a time set aside in the school day as a lunch period.
- **Responsibility:**
Students have a responsibility to know and follow the rules and regulations in the cafeteria and to behave in a manner that is appropriate in a large group setting.
- **Right:**
Students have the right within the guidelines of the state of Ohio and the Richmond Hts. Board of Education to be transported to and from school on a school bus.
- **Responsibility:**
Students have a responsibility to comply with the rules of the transportation department which are established for the safety and welfare of those being transported.
- **Right:**

Students have the right to use school facilities under the supervision of school personnel.

• **Responsibility:**

Students have a responsibility to use school facilities properly and to refrain from any acts which may result in damage to or destruction of public property.

SCHOOL AUTHORITY AND JURISDICTION

Students are subject to the authority and jurisdiction of school personnel.

- During the regular school day.
- During the period of time when students are in transit between home and school.
- At school sponsored events on school property during or after school hours.
- At school sponsored events away from school property whenever they occur including weekends.

When a student violates the Student Code of Conduct during any period of time as outlined above, the student is subject to disciplinary action at the discretion of the school administration and/or the Board of Education.

School authorities are committed to the concept that the consequences for student misconduct must be determined through just and prudent consideration of the facts. School authorities may consider the following criteria when determining the appropriate consequence for student violation of school policies, rules, and regulations:

- Age of the student.
- Nature and gravity of the offense.
- Degree of spontaneity or premeditation of the violation.
- Time of the offense.
- Effect of the misconduct.
- Additional factors as the situation warrants.

Any action judged by school officials to involve misconduct that is not specifically mentioned in the *Student Code of Conduct* may be considered insubordination and is subject to appropriate disciplinary action.

SEARCH AND SEIZURE

School authorities have the right to search a student's person, personal belongings, car, and/or school locker(s) if there is reasonable suspicion that the student is in possession of an object, materials, or substance that violates any school policy, rule, or regulation. School authorities have the right to confiscate any items, materials, or substances that are in violation of school policy, rules, or regulations, or that pose a potential hazard to the health, safety, and welfare of students or other persons. Said items may not be returned to the student at the discretion of the administration. School authorities may utilize drug-detecting canines in their search.

REMOVAL, SUSPENSION, EXPULSION AND EXCLUSION

Board policy on student suspension, expulsion or removal is in compliance with the due process clause of the Ohio Revised Code. When a student is denied permission to attend school, the student has

- The right to receive written notification of the reason for disciplinary action.
- The right to an informal hearing.
- The right to appeal the suspension or expulsion.

Emergency Removal

Emergency removal is defined as the denial of permission to attend school, individual classes, or school activities when the student's presence poses a danger to persons or property or when the student's presence is likely to cause a disruption to the academic process either within the classroom or elsewhere on school grounds. Removal may not exceed 24 hours.

Removal is imposed at the discretion of the Principal/Principal's Designee who may interpret the student's misconduct as a violation of school rules, regulations, and/or *Student Code of Conduct*.

Suspension

Suspension is defined as the denial of permission to attend school or take part in any school related activity for a period of at least one but not more than ten school days.

Suspension is imposed when the Principal/Principal's Designee determines that the student has participated in one or more types of misconduct that is in violation of the *Student Code of Conduct*.

Expulsion

Expulsion is defined as the denial of permission to attend school or take part in any school related activity for a period of up to ninety school days.

Expulsion is recommended by the Principal/Principal's Designee and is imposed when the Superintendent determines that the student has participated in one or more of the types of misconduct that are a grievous violation of the *Student Code of Conduct*.

Permanent Exclusion

The Board of Education may permanently exclude any student over the age of 16 who has been found guilty of committing any of the following offenses on school grounds and which are considered to be crimes committed by an adult: possession or involvement with a deadly weapon; trafficking in drugs; murder, involuntary manslaughter, assault or aggravated assault; rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school event, or when the victim is an employee of the District; or complicity, regardless of where complicity occurs, of any of the above crimes.

Academic Participation during Removal, Suspension, and/or Expulsion

Students who are suspended or expelled forfeit their right to participate in the educational program during the period of suspension and/or expulsion. Students may receive credit for work that is assigned during the suspension and/or expulsion. Students are expected to complete all course work assigned during their absence.

RHES STUDENT CODE OF CONDUCT

The Richmond Heights Board of Education believes that the students of Richmond Heights Local Schools have the right to attend school in an atmosphere that promotes academic and social growth. The Board adopts policies related to student conduct to insure that the schools are free from disruption, hostility, or intimidation.

Student rights are accompanied by student responsibility. Each student is expected to comply with the established policies, rules, and regulations of Richmond Heights Local Schools by adhering to the *Student Code of Conduct*. When a student violates a section of this code, the administration has the right to impose disciplinary action at its discretion. Disciplinary action may include the denial of the student's right to attend school through suspension and/or expulsion.

A copy of the Board of Education Bylaws and policies pertaining to the *Student Code of Conduct* is available for public inspection at Richmond Heights Board of Education office.

A student shall not repeatedly violate school rules nor have flagrant disregards of school policies or acceptable standards of school behavior. The *Student Code of Conduct* is as follows:

RULE	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Academic Dishonesty/Plagiarism/ Copyright Laws	No credit on assignment/test Notify Parent	No credit Notify Parent 3-day L/R Det.	½ Day ISS	1 Day OSS
Assault	Admin. Discretion	1 Day OSS	3 Day OSS	5 Day OSS
Bus/Transportation Misconduct	Warning 1 – 3 Day L/R	Administrative Discretion	Bus Suspension	Bus Suspension
Classroom and/or School Disruption	Teacher Referral to Office	Admin. Discretion	ISS	OSS
Dangerous Instruments and/or Dangerous Materials	Administrative Discretion/Parent contact	OSS		
Destruction of Property, Vandalism, and/or Theft	Administrative Discretion/Parent Contact	OSS	OSS	
Drugs and Alcohol	OSS			
Fighting	Administrative Discretion	3 Day OSS	3 Day OSS	5 Day OSS
Forgery/Fraud/Gambling	Administrative Discretion/Parent contact	OSS	OSS	OSS
Harassment/Threatening Behavior/Intimidation and/or Bullying	Administrative Discretion/Parent contact	OSS	OSS	

Inappropriate Physical Contact	Administrative Discretion	1 Day ISS	1 Day OSS	3Day OSS
Insubordinate/Failure to Comply with Directives	Administrative Discretion	1 Day ISS	1 Day OSS	3 Day OSS
Malicious Mischief	Administrative Discretion	1 Day ISS	OSS	OSS
Profanity, Abusive or Inappropriate Language and/or Gestures	Teacher Referral to Office	Administrative Discretion/Parent contact	ISS	OSS
Tobacco and Tobacco Products	OSS	OSS		
Unauthorized Sale	Administrative Discretion	ISS	OSS	
Unlawful Activity	OSS w/police referral			
Weapons or Look-Alike Weapons	OSS w/police referral			
Dress Code Violation	Parent Contact; Change of clothing required	Administrative Discretion		

Key: ISS = In-school Suspension, OSS = Out-of-school Suspension, L/R = Lunch/Recess
IF A STUDENT IS SUSPENDED, A PARENT CONFERENCE MAY BE REQUIRED

BEFORE RETURNING TO SCHOOL

EXPLANATION OF STUDENT CODE OF CONDUCT

Students may be assigned to Detention, In-school Suspension, Out of School Suspension and/or recommended for Expulsion for the following misconduct:

- A. ASSAULT:** A student shall not intentionally cause or attempt to cause physical injury on another person or behave in such a way as could reasonably cause physical injury to a student, staff member, or school employee. Faculty directed assault will result in immediate suspension and/or expulsion.
- B. FIGHTING/INAPPROPRIATE PHYSICAL AGGRESSION** with another individual or among groups with or without provocation. A fight is defined as any physical confrontation between two people or groups, such as hitting, pushing, punching, slapping, and unauthorized touching and disruptions on school property, and are strictly prohibited, as are pseudo fights that may only be in fun.

STUDENTS WHO CHOOSE TO DEFEND THEMSELVES BY FIGHTING ARE ALSO CHOOSING TO ACCEPT THE CONSEQUENCES OF SUSPENSION AND/OR A RECOMMENDATION FOR EXPULSION. STUDENTS ARE EXPECTED TO SEEK HELP FROM STAFF MEMBERS IF THEY ARE PHYSICALLY THREATENED.

C. HARASSMENT/AGGRESSIVE BEHAVIOR/ INTIMIDATION (Including Bullying/Cyberbullying)

The Richmond Heights School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Harassment, intimidation, or bullying toward another student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This includes, but is not limited to: aggressive behavior; physical and/or verbal abuse; extortion; unwelcome or improper sexual advances or contact; abusive or sexual remarks; speech or action that creates a hostile, threatening, or abusive environment; derogatory remarks with regard to gender, race, religion, or ethnicity. The Board of Education will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while on the way to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events, where students are under the school's control, in a school vehicle, or where an employee is engaged in school business (ORC 3313.666).

Bullying is "the behavior causing both mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s)." This includes intentional written, verbal, graphic, or physical acts.

Aggressive behavior is determined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and

harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Faculty directed harassment/threatening behavior/intimidation will result in recommendation for expulsion.

D. WEAPONS OR LOOK-ALIKE WEAPONS

Students may not handle or transmit any object that can reasonably be considered a weapon (i.e.: sharp objects, toy guns, plastic knives). Items such as these are grounds for suspension with the possibility of expulsion. If a student brings a firearm on school property, in a school vehicle, or to any school sponsored activity, he/she shall be expelled for one year. Students who bring a knife onto school property, in a school vehicle, or to any school-sponsored activity may be expelled for up to one year. In all cases, a police report will be filed in compliance with federal law.

A firearm is defined as any weapon, including a starter gun, which will or 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 silencer, or any destructive device. A destructive device includes but is not limited to any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A knife shall be defined as any cutting instrument consisting of at least one sharp blade.

E. VANDALISM, DESTRUCTION AND/OR THEFT OF PROPERTY

When a student willfully or otherwise marks, defaces, or damages any part of the school building, the school's property, or another person's personal property the student and his/her parent/guardian are liable. The student will be expected to pay for the replacement and/or repair of damaged property in all cases. **The student and his/her parent/guardian may be prosecuted under the law.** The same or similar consequences, including criminal prosecution, may occur if a student steals school property or personal property from another person.

F. MALICIOUS MISCHIEF

Unauthorized telephone calls to 9-1-1 or to any public service organization, such as the fire department, police department, or ambulance services are illegal. Capricious threats of violence, bomb threats, or any other disruptive communication are illegal. **Tampering with the fire alarm and fire extinguishers is a violation of federal law.**

G. TOBACCO AND TOBACCO PRODUCTS

Richmond Heights Schools are public buildings and are smoke-free facilities as mandated by law. The possession, use or transmission of tobacco or tobacco products in school or on school grounds, or at any school sponsored activity or event whether on or off school premises during or after school is strictly prohibited and is subject to disciplinary measures. In addition, a police report will be filed as required by law.

H. DRUGS AND ALCOHOL

The use, possession, sale, or transmission of drugs and/or alcohol in school or on school grounds, or at any school sponsored activity or event whether on or off school premises during or after school is strictly forbidden. Alcohol, narcotics, marijuana, inhalants, and all other illegal substances, as well as the devices or equipment used for the consumption of these substances, are prohibited. The use, possession, sale, or transmission of non-controlled substances or any "look alike" substances is also prohibited. In addition, a police report will be filed as required by law.

I. ILLEGAL DRUG AND WEAPON DETECTION

The Richmond Heights Local School District as part of its overall safety and security program may from time to time during the school year request local law enforcement agencies to cooperate in assisting the district in detecting the presence of illegal drugs and/or weapons in our schools. Such searches will be unannounced and random in nature and may involve the use of dogs trained in detecting the presence of drugs or weapons. Any time a dog alerts to a particular vehicle, locker or other container, it will be considered to create reasonable suspicion to search the vehicle, book bag or other container in accordance with established procedures.

J. DANGEROUS INSTRUMENTS AND/OR DANGEROUS MATERIALS

Possession of any type of dangerous instrument or any object used as a dangerous instrument or material is prohibited. Any type of material, such as fireworks, stink bombs, flares; smoke bombs, snappers, and caps are strictly prohibited. Any instrument constructed by a student, such as shooters or slingshots, that pose a potential danger are not permitted in school. Lighters and matches are considered dangerous instruments.

K. HAZING

The hazing of students for the purpose of initiation into an organization, group, or club is strictly forbidden and subject to disciplinary measures. Hazing activities can cause mental and physical harm and are prohibited in any case, even when an individual gives consent or participates freely in the initiation.

L. PROFANITY, ABUSIVE OR VULGAR LANGUAGE AND GESTURES

Students are prohibited from using profane, abusive, or vulgar language or gestures, and from directing such language or gestures toward any other individual for any purpose. In addition, pornographic or sexually explicit materials are not permitted under any circumstances. Use of profanity or obscenity is not permitted in the halls or classroom. Circumstances surrounding the use of profanity will determine the severity of the consequences or suspension. **Faculty directed profanity, whether written, verbal, or gestures, will result in immediate suspension and/or expulsion.**

M. DISRUPTION OF SCHOOL/CLASSROOM DISRUPTION

Students shall not willfully or otherwise engage in misconduct or encourage others to engage in misconduct that disrupts the function or mission of the school. Student behavior that in any way interferes with the ability of school personnel to teach and/or supervise individual or groups of students is prohibited. Horseplay is considered a disruption of school.

Classroom Disruption: Behavior which interferes with instruction will not be tolerated. The teacher has the right and responsibility to maintain order in the classroom. The severity of the consequence will depend on the extent of the disruption.

N. TRUANCY

Attendance shall be required of all students enrolled in the schools during the days and hours that school is in session. Absence is excused for the following reasons only: personal illness or hospitalization; illness in the student's family; quarantine of the student's home; death of a relative; attendance at a school sponsored activity; observance of the family's religious holidays; school bus service failure; other emergencies at the discretion of the principal; special needs as requested by the family. Absence that is not excused is considered truancy and is subject to disciplinary action. **Truancy from school can result in a juvenile court filing.**

O. UNAUTHORIZED SALE OF MATERIALS OR GOODS ON SCHOOL PREMISES, POSTING OR DISTRIBUTION OF LITERATURE ON SCHOOL PREMISES

Students may not sell, offer to sell, buy or trade, or offer to buy or trade any service, product, materials, substances, or items without prior authorization of the building principal. In addition, students may not, on school grounds, post or distribute any form of literature or printed material without the prior approval and permission of the administration. Any violation of this policy which results in the disruption of the normal operation of school or poses a threat to the health, safety, or welfare of any member of the school community will be considered severe insubordination and will result in disciplinary action that may include suspension or expulsion.

P. INSUBORDINATION/FAILURE TO COMPLY WITH DIRECTIVES

Students who fail to comply with a reasonable request or direction made by any member of the school staff will be considered insubordinate. Consequences for insubordination will be determined on a case by case basis. School authorities will consider: the age of the student; the nature and gravity of the insubordination; the degree of spontaneity or premeditation related to the misconduct; the time and place of the offense; and the effect of the violation.

Q. MISCONDUCT ON THE SCHOOL BUS

Students must exercise self-discipline on the school bus. They must conduct themselves in a manner that permits the driver to concentrate on driving the bus. Distracting or otherwise unacceptable behavior will be reported to the administrator. Lack of cooperation on the school bus can result in suspension of bus privileges for up to ten days at a time in addition to other disciplinary action.

R. UNLAWFUL ACTIVITY

Students are prohibited from involvement in any conduct that violates local, state or federal law. Violators are subject to school disciplinary action in addition to civil or juvenile prosecution.

S. FRAUD/FORGERY

Students are prohibited from signing the name of another person for the purpose of defrauding school personnel; altering any school document, and/or acting with another person to defraud.

T. ACADEMIC DISHONESTY/ PLAGIARISM/ COPYRIGHT LAWS

All federal, state, and local laws regarding copyright infringement will be strictly enforced. Students who turn in written, spoken, or drawn work from credit that is not of their own creation, including but not limited to poems, lyrics, journal or magazine articles, reference materials, logos, artwork, internet articles, etc., that has been copyrighted or previously published shall be considered plagiarism and academic dishonesty on the part of the student. No class credit will be given for that assignment and the student will be subject to disciplinary action. In addition, where a student has copied their assignment from another student and turned it in for credit, both students will receive no credit for that assignment and will be subject to disciplinary action.

U. GAMBLING

A student shall not play a game for money or other considerations. Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Playing of cards is not permitted at school or school sponsored events.

SCHOOL PUBLICATIONS

Students are not permitted to author, promote, post, display, or distribute printed materials without prior approval and permission of the administration. Any violation of this policy which results in the disruption of the normal operation of school or poses a threat to the health, safety or welfare of any member of the school community will be considered severe insubordination and will result in disciplinary action that may include suspension or expulsion.

INAPPROPRIATE PHYSICAL CONTACT

Students are expected to refrain from physical interaction that is judged inappropriate by school and/or community standards. Exhibitionism, including excessive physical contact, kissing or any physical interaction of a sexual nature is a disruption to the school climate. Violations will result in notification of the student's parent/guardian and may be subject to disciplinary action.

PHYSICAL RESTRAINT

Both certificated and non-certificated school employees, including school bus drivers, may, within the scope of their employment, use as much force as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain weapons or other dangerous objects in the possession or control of a pupil, to protect other persons or property, or for self-defense. O.R.C. 3319.41(B)

CONDUCT ON SCHOOL GROUNDS

Before and after school, and during the lunch period, students are required to display proper conduct. Throwing of objects, rowdiness, loud and boisterous behavior, name calling, improper language and inappropriate running are discouraged. Personal injury or damage to property can occur as a result of irresponsible conduct.

TRESPASSING

No student shall enter a school building at any time school is not in session nor be on school property if not in attendance at a school sponsored activity. A student shall not enter any unauthorized area nor be on school property during any period of suspension. Disciplinary action may result.

RADIOS, HEADSETS, PAGERS, CELLULAR TELEPHONES, ELECTRONIC DEVICES

Radios, headsets, cell phones, pagers, iPods, laser pointers, and other electronic devices are not permitted in the halls or in classrooms in Richmond Heights Elementary School. Such items will be confiscated and kept in the principal's office until a parent/guardian is notified. The parent/guardian will be required to come to the school to pick up the item. These devices will not be returned directly to students. Continued disregard for this policy will be considered an act of insubordination and is subject to disciplinary action.

COMPUTER TECHNOLOGY AND NETWORKS

Computers and computer networks are used in the Richmond Heights Local Schools to allow students to access a greater number of educational resources and to improve the learning environment. Because this technology is shared certain obligations are imposed.

- Each student and his or her parent must sign an agreement that defines the conditions under which a student may use the school's computers. The agreement addresses the use of the Internet, computer hardware and software, and data files.
- Student use of the computer should be directly related to curricular or extracurricular programs authorized by the Richmond Hts. Board of Education. Students must be able to verify the validity of use of the computer.
- Student users must respect the privacy of the files and documents that are accessible through the network. No file or document shall be altered in any way without the express permission of the creator of said file.

- Students may not reconfigure or alter preferences of software applications or system software to suit individual needs. Students are prohibited from copying software programs for private use.
- Students may not install software on school computers.
- Students may store information on designated disks only. Students may not insert disks that have been used on home computers unless they have been subjected to a virus scan.
- Personal files may not be stored on school computers and/or disks. Any and all disks are subject to inspection by school personnel upon request.
- Students may access on-line services through school accounts only. Students may not access personal accounts or services that are not approved by the board.
- Students should be aware of the storage capacity and time limitations in each usage session to avoid interfering with the use of computers by others.
- Students who inadvertently access inappropriate or explicit sites on the Internet are responsible for exiting the site immediately.
- Students are prohibited from uploading or downloading documents or programs and from viewing obscene, vulgar, threatening, or abusive language or materials. Students may not participate in illegal activities, commercial transactions, or political activities.
- Students may not violate the privacy of others by disclosing passwords, addresses, phone numbers, or social security numbers.
- Students are required to follow the posted regulations in individual classrooms or labs with regard to the teacher/coordinator's expectations.
- Students may not attempt to access school district restricted computer networks or any other unauthorized databases.
- Students are responsible for their computer during the time they are logged on to the network. Students are reminded not to share passwords with other students, not to allow other students to work on their computers under their login name, and not to leave their computers while they are logged on to the network.

Parents will be notified of each offense. The building principal may enforce the Student Code of Conduct in addition to the suspension of computer privileges. Repeated offenses may result in recommendation for expulsion.

DRESS CODE RULES AND REGULATIONS

DRESS GUIDELINES

Students are expected to maintain dress and appearance that is appropriate for the school setting. Inappropriate dress will be judged using the following criteria:

- Clothing that presents a hazard to the health and safety of the student or others.
- Clothing that materially interferes with school work, creates disorder, or disrupts the educational program.
- Articles that can damage school property (chains, rivets, cleats, etc.).
- Clothing that prevents the student from achieving educational objectives due to blocked vision or restricted movement.
- Boxer shorts, bicycle/spandex shorts, frayed shorts or short shorts are not permitted (except when required for physical education classes). **The guideline is the bottom of the shorts/skirts length should be just above the knee.**
- Leggings must be worn with a tunic, skirt, shorts or pants.
- Shoes must be worn at all times. Slippers are not permitted. Flip-flops are not permitted. All laced shoes must be tied.
- Buttons, insignias, or shirts that express a point of view are permitted, with the exception of those containing disruptive, controversial, or vulgar statements, pictures, or labels.
- Any apparel that displays or advocates the use of chemical substances, tobacco products, or alcohol is strictly forbidden.
- Cut-off shirts, halter tops, spaghetti strap tops, bare midriffs in any type of shirt or blouse, fishnet shirts, and vests without shirts are not permitted. **Shirts must be able to be tucked into pants, shorts, or skirts if requested.**
- Proper underclothing must be worn. No visible undergarments are permitted.
- Caps, hats, bandannas, headbands, sweat bands, scarves, or any other headgear are not permitted.
- Coats, jackets, or other outerwear must be removed before homeroom and are not permitted in the halls or classrooms during the school day.
- All clothing should be neat, clean, and free of holes, inappropriate patches, tears, and frays.

- Any apparel that glorifies the use of violence or profanity is not permitted.
- Book bags are not permitted in classrooms.

Styles and fads not specifically mentioned in school rules and regulations are subject to the judgment of school personnel based on the above guidelines. Students whose dress is judged to be inappropriate will be asked to remove, change, or cover the item(s) in question. The school may call the parent/guardian to discuss the problem and how it may be resolved. It may be necessary to remove the student from class or school until an adequate solution is reached. Students who persist in violating dress guidelines will be subject to disciplinary action.

