

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

Mr. Shaun Lodge, Dean of Students

216-692-0094

Fax: 216-692-8495

### **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. The regular day is 6 hrs. and 30 minutes: our school hours are from 7:35 a.m. – 2:30 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 7:15 a.m.** Every Wednesday, students will be dismissed at 1:30pm. Transportation will still be provided.

## Attendance and 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 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 registered physician.

## 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 2:30 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 3:00 p.m. After school supervision is **NOT** available beyond 3:00 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 is a \$6.00 agenda/planner fee and for seniors a \$50.00 fee 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 **2019** 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.

## Textbooks

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 PATH
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 Grade	Low	High	Regular Courses	Honors Courses	A.P. Courses
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:**

1. Must be a student in grades 11-12
2. 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:**

1. The first time the student will receive a "6" chenille letter (white trimmed in royal blue with torch insert).
2. 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:

1. Four units of English
2. Four units of Math (must include Algebra I, Algebra II, Geometry)
3. Four units of Science
4. Four units of Social Studies
5. Three units of one foreign language, or two units of two languages
6. One unit of fine arts
7. 3.5 GPA (or higher) on a 4.0 scale
8. Composite 27 ACT or 1210 SAT excluding writing

(Please note: Excel TECC students must meet 9 of 10)

- #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

1. 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.
2. 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.
3. 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 considered truant.**

## 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:
  - 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.

## Use of Medication

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

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 Transportation

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

2. 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.
3. 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:

1. 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.
2. Parents must return the withdrawal slip to the main office by the end of the day.
3. 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.

### **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

RULE	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 restitution			
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

RULE	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 premises	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			

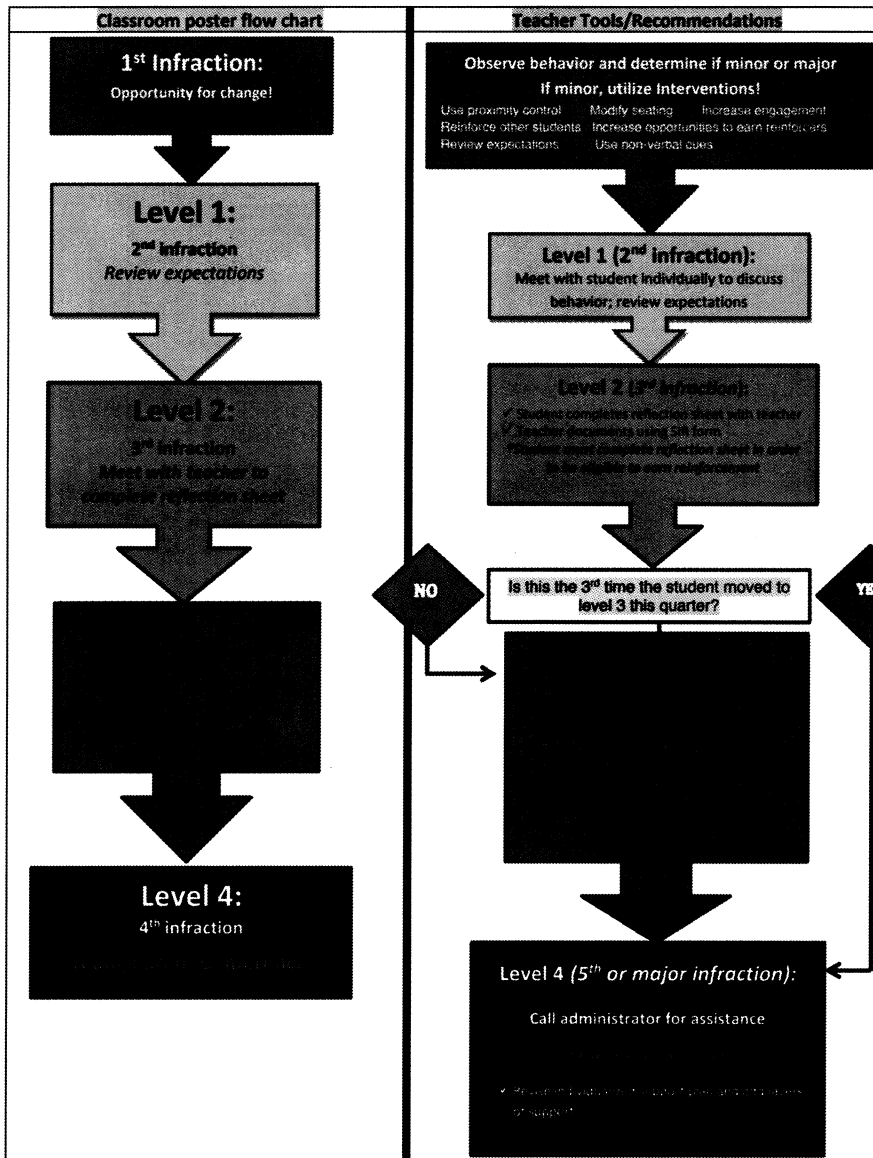
**Key: ISS = In-school Suspension, OSS = Out-of-school Suspension, L/R = Lunch/Recess**  
**If A Student Is Suspended, Or Receiving A Intended Suspension A Parent Conference May Required Before Returning To School**

# PBIS Behavior Matrix

	Classroom	Hallway	Cafeteria	Bathroom	Hub	Bus
<b>Be Prompt</b>	<ul style="list-style-type: none"> <li>* Be in your seat when the bell rings</li> <li>* Complete work on time</li> <li>* Leave classroom when dismissed by the teacher</li> </ul>	<ul style="list-style-type: none"> <li>* Be out of the hallway when the bell rings</li> <li>* Budget time wise</li> </ul>	<ul style="list-style-type: none"> <li>* Arrive on time and remain in the cafeteria for designated lunch assignment</li> <li>* All students report directly to cafeteria the morning</li> </ul>	<ul style="list-style-type: none"> <li>* Proceed directly to the nearest bathroom</li> <li>* Use the bathroom and return to the classroom as soon as possible</li> </ul>	<ul style="list-style-type: none"> <li>* Be in your seat when the bell rings</li> <li>* Complete work on time</li> <li>* Leave classroom when dismissed by the teacher</li> </ul>	<ul style="list-style-type: none"> <li>* Know the evacuation plan in case of an emergency</li> <li>* Know what time our bus picks you up</li> <li>* Know your bus rules</li> </ul>
<b>Be Prepared</b>	<ul style="list-style-type: none"> <li>* Be ready to learn</li> <li>* Bring appropriate classroom materials daily including your agenda</li> <li>* Keep materials and work organized</li> <li>* Be responsible for make-up work</li> </ul>	<ul style="list-style-type: none"> <li>* Have a lock for your assigned locker and use it</li> <li>* Keep your locker organized</li> <li>* Have your signed agenda to be in the hallway</li> </ul>	<ul style="list-style-type: none"> <li>* Make healthy choices</li> <li>* Have money ready to pay for your lunch</li> <li>* Select food items quickly</li> </ul>	<ul style="list-style-type: none"> <li>* Have your agenda ready</li> <li>* Use the nearest bathroom</li> </ul>	<ul style="list-style-type: none"> <li>* Dispose of food and drink before entering the Hub</li> </ul>	<ul style="list-style-type: none"> <li>* Be at the bus stop 5 minutes prior to scheduled pickup time</li> <li>* Exit the school building and go directly to your bus</li> <li>* Exit bus and enter school promptly</li> </ul>
<b>Be Polite</b>	<ul style="list-style-type: none"> <li>* Respect others personal property and space</li> <li>* Stay in your assigned area</li> <li>* Use respectful language to staff and your peers</li> <li>* Be attentive to directions</li> <li>* Have permission to speak</li> </ul>	<ul style="list-style-type: none"> <li>* Use quiet voices</li> <li>* Respect others personal property and space</li> <li>* Use appropriate language</li> <li>* Keep halls and lockers clean</li> <li>* Keep food and drink in cafeteria</li> <li>* Walk to right side of hall and/or stairs</li> </ul>	<ul style="list-style-type: none"> <li>* Use proper manners</li> <li>* Use quiet voices</li> <li>* Wait Patiently in line</li> <li>* Clean up after yourself</li> <li>* Use appropriate language</li> <li>* Keep food and drink in cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>* Respect the privacy of others</li> <li>* Place paper towels in the trash</li> <li>* Wash your hands before returning to class</li> </ul>	<ul style="list-style-type: none"> <li>* Respect others personal property and space</li> <li>* Stay in your assigned/provided area</li> <li>* Use respectful language to staff and your peers</li> <li>* Be attentive to directions</li> <li>* Have permission to speak</li> </ul>	<ul style="list-style-type: none"> <li>* Use a quiet voice</li> <li>* Be courteous to bus driver and peers</li> <li>* Use appropriate language</li> <li>* Respect others personal property and personal space</li> <li>* Keep the bus clean</li> <li>* Stay in your seat</li> <li>* Have a safe trip</li> </ul>

## RHSS T-Chart of Behavior Infraction

<b>Minor Infractions</b> (Teacher-Managed)	<b>Major Infractions</b> (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



# Richmond Secondary S.I.R.

Student Incident Report

Teacher \_\_\_\_\_ Student \_\_\_\_\_ ID # \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Motivation\*: \_\_\_\_\_  
Location: \_\_\_\_\_ Others involved\*: \_\_\_\_\_

<b>Problem Behavior</b> <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Lateness/Wandering <input type="checkbox"/> Preparedness <input type="checkbox"/> Put Downs <input type="checkbox"/> Calling out/Disruption <input type="checkbox"/> Refusing to work <input type="checkbox"/> Minor Dishonesty <input type="checkbox"/> Horseplay <input type="checkbox"/> Tone/Attitude <input type="checkbox"/> Electronic Device <input type="checkbox"/> Dress Code <input type="checkbox"/> Other	<b>Rule(s) Broken:</b> <input type="checkbox"/> Be Prompt <input type="checkbox"/> Be Prepared <input type="checkbox"/> Be Polite
--	--

<b>Teacher/Action:</b> Redirection Move seat/change environ. Other: Notes:	Teacher/Student conference Provided supports
--	---

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Motivation\*: \_\_\_\_\_  
Location: \_\_\_\_\_ Others involved\*: \_\_\_\_\_

<b>Problem Behavior</b> <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Lateness/Wandering <input type="checkbox"/> Preparedness <input type="checkbox"/> Put Downs <input type="checkbox"/> Calling out/Disruption <input type="checkbox"/> Refusing to work <input type="checkbox"/> Minor Dishonesty <input type="checkbox"/> Horseplay <input type="checkbox"/> Tone/Attitude <input type="checkbox"/> Electronic Device <input type="checkbox"/> Dress Code <input type="checkbox"/> Other	<b>Rule(s) Broken:</b> <input type="checkbox"/> Be Prompt <input type="checkbox"/> Be Prepared <input type="checkbox"/> Be Polite
--	--

<b>Teacher/Action: (circle all that apply):</b> <i>Reflection Sheet (required)</i> Redirection Provided supports Move seat/change environment Other: Notes:	
---	--

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Motivation\*: \_\_\_\_\_  
Location: \_\_\_\_\_ Others involved\*: \_\_\_\_\_

<b>Problem Behavior</b> <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Lateness/Wandering <input type="checkbox"/> Preparedness <input type="checkbox"/> Put Downs <input type="checkbox"/> Calling out/Disruption <input type="checkbox"/> Refusing to work <input type="checkbox"/> Minor Dishonesty <input type="checkbox"/> Horseplay <input type="checkbox"/> Tone/Attitude <input type="checkbox"/> Electronic Device <input type="checkbox"/> Dress Code <input type="checkbox"/> Other	<b>Rule(s) Broken:</b> <input type="checkbox"/> Be Prompt <input type="checkbox"/> Be Prepared <input type="checkbox"/> Be Polite
--	--

<b>Teacher/Action:</b> Teacher/Student Meeting Parent Contact (required) Lose of privilege (required) Other Interventions: Notes:	Teacher consequence Date: ____/____/____ Circle all that apply: email, phone, conference, note
--	---

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Motivation\*: \_\_\_\_\_  
Location: \_\_\_\_\_ Others involved\*: \_\_\_\_\_

<b>Problem Behavior</b> <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Lateness/Wandering <input type="checkbox"/> Preparedness <input type="checkbox"/> Put Downs <input type="checkbox"/> Calling out/Disruption <input type="checkbox"/> Refusing to work <input type="checkbox"/> Minor Dishonesty <input type="checkbox"/> Horseplay <input type="checkbox"/> Tone/Attitude <input type="checkbox"/> Electronic Device <input type="checkbox"/> Dress Code <input type="checkbox"/> Other	<b>Rule(s) Broken:</b> <input type="checkbox"/> Be Prompt <input type="checkbox"/> Be Prepared <input type="checkbox"/> Be Polite
--	--

<b>Teacher/Action: (circle all that apply):</b> Teacher/Student Meeting Conduct Report (required) Other Interventions: Notes:	Detention (required)
---	----------------------

## \*Motivation :

AB: Avoid Peers AA: Avoid Adult AT: Avoid Task  
OAA: Obtaining Adult Attention OPA: Obtaining Peer Attention  
OIA: Obtaining Items/Activities DK: Don't Know

## \*Others Involved:

N: None P: Peer;  
ST: Staff T: Teacher  
SUB: Substitute U: Unknown

## 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:

1. Using another person’s work as your own.
2. Copying or allowing another student to copy homework, test, examination, them, book report, term paper or downloading material from the Internet.
3. Preparing to cheat in advance of a quiz, exam, or in-class writing with such things as:
  - a. Having in your possession a copy of the test to be given by the teacher.
  - b. Using unauthorized notes, references, or devices during the test, exam, or written essay.
  - c. 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, any 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.