

ROCKY RIVER HIGH SCHOOL

STUDENT/PARENT HANDBOOK 2011/2012



Rr Globally Competitive
Exceptional Opportunities
Caring Environment
Successful Students



RATED "TOP 10" BY CLEVELAND MAGAZINE SINCE 1998

ROCKY RIVER HIGH SCHOOL



PARENT/STUDENT HANDBOOK 2011-2012

Rocky River High School
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Rocky River, Ohio 44116

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This planner belongs to:

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone: _____



Mission of the Rocky River City School District

Rocky River Schools...

Globally Competitive • Exceptional Opportunities

Caring Environment • Successful Students

We believe...

- Students are the heart of our purpose.
- Student success requires a partnership among family, school and community.
- A Rocky River education empowers values, inspires curiosity and encourages talents that lead to success.
- High expectations lead to high achievement.
- Lifelong learners thrive as they embrace the changing global society.

ROCKY RIVER BOARD OF EDUCATION

Mr. Scott E. Swartz, President
Ms. Kathleen Goepfert, Vice-President
Dr. Jon M. Fancher
Mr. Jay Milano
Mrs. Jean A. Rounds

ADMINISTRATION

Dr. Michael G. Shoaf, Superintendent
Ms. Elizabeth Anderson, Assistant Superintendent

ROCKY RIVER HIGH SCHOOL

Mrs. Debra M. Bernard, Principal
Mr. Jeffrey K. Schultz, Director of Athletics & Activities
Mr. Alan G. Wilhelms, Associate Principal
Mr. Mark Wagner, Administrative Intern

Resolution #119-11

Adopted 5/19/11

ROCKY RIVER HIGH SCHOOL AT A GLANCE

Colors.....Maroon and White
Team Name Pirates
Sports Affiliation..... West Shore Conference
Yearbook.....*Riverlet*
Newspaper.....*The Pirate Press*
Literary Magazine *Driftwood*

ALMA MATER

Where the waters Rocky River blend with Lake Erie,
Stands our noble Alma Mater Throned in Majesty
Sing her praises never ceasing
We shall ever cry,
“Thee we honor, Alma Mater Rocky River High”

The Rocky River City School District complies with all federal law including Section 9524 of No Child Left Behind.

In addition, the district complies with the Federal Educational Rights and Privacy Act. More information concerning these federal regulations is provided with annual student registration materials and can be obtained from school district offices.

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2011-2012 CALENDAR

August

25 First Day of School for Students

September

5 No School - Labor Day

8 Open House

October

14 No School - Teacher Professional Day

28 End of First Quarter

November

10 Parent Conference Day

11 No School - Teacher Professional Day

23-25 Thanksgiving Vacation

December

22 Winter Break Begins

January

3 School reopens

16 No School - Martin Luther King Day

19 End of First Semester

20 No School – Teacher Professional Day

February

20 No School - Presidents' Day

March

12-16 OGT Testing

23 End of Third Quarter

April

6 Spring Vacation Begins

16 School Reopens

May

28 No School - Memorial Day

June

3 Baccalaureate

6 Last Day of School

8 Commencement

GUIDANCE

The Guidance Team at Rocky River High School is committed to meeting the needs of individual students. Students meet with their assigned counselor at least once a year. During the session, current course progress, future course enrollment, graduation requirements, extra-curricular involvement and post-high-school plans are discussed. Students are invited to return should they have questions or encounter an academic, social or emotional issue.

Several “Parent Programs” are scheduled every year. Topics include college planning, the financial aid process and career pathways. Seminars are designed with a target-audience in mind, and guest speakers are often in attendance. Parents are reminded to visit the Guidance web page for current information @ www.rrcs.org.

Students are assigned to a counselor alphabetically. Parents and students are encouraged to communicate with their designated counselor. The Guidance Office is located on the first floor across from the Main Office. Counselors are usually available before and after school. Appointments can also be made during a lunch or study hall. Students are also welcome to stop by between classes.



Graduation Requirements

Through 2013

Course	Credit	Requirement
English	4	English 9, 10, 11, 12
Mathematics	3	
Science	3	1 Credit of Biological 1 Credit of Physical
Health & Fitness	1	.5 Health and .5 Fitness (Each Fitness semester is .25)
Social Studies	3	World History, US History and US Government and Contemporary Issues
Required Electives	1	One or two half units of credit of Business Technology, Fine Arts and/or Foreign Language
Additional Electives	6	
TOTAL CREDITS	21	

Graduation Requirements

Through 2014 and Beyond

Course	Credit	Requirement
English	4	English 9, 10, 11, 12
Mathematics	4	Must include Algebra II
Science	3	* See Below
Health & Fitness	1	.5 Health and .5 Fitness (Each Fitness semester is .25)
Social Studies	3	World History, US History and US Government and Contemporary Issues
Required Electives	1	One or two half units of credit of Business Technology, Fine Arts and/or Foreign Language
Additional Electives	5	
TOTAL CREDITS	21	

*Science credits must include 1 credit of physical sciences, 1 credit of life sciences and 1 credit of advanced study in one more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; or other earth or space science.

All students must receive instruction in economics and financial literacy during grades 10-12 and must complete at least two semesters of fine arts any time in grades 7-12. Students following a career technical pathway are exempted from the fine arts requirement.

Note: Algebra and Foreign Language taught at the Middle School by a secondary certified teacher will be counted toward graduation.

At least five classes each semester must be scheduled.

Student Attainment of Course Credit

To earn credit in **yearlong** courses, the student will fulfill **ALL** of the following criteria:

- Pass a minimum of two of the three grading “opportunities” each semester. In the first semester, those opportunities are the first quarter, second quarter and midterm examination. Second semester opportunities are third quarter, fourth quarter and final examination.
- Earn a minimum average of .42 quality points (sample calculations available on the school’s website)
- Maintain compliance with Board approved Attendance Policy

To earn credit in **semester** courses, the student will fulfill the following criteria:

- Pass a minimum of two of the three grading opportunities in the semester.
- Earn a minimum average of .42 quality points (sample calculations available on the school’s website)
- Maintain compliance with Board approved Attendance Policy

Honor Rolls

Students may be named to one of two different honor rolls -High Honors and Honors. The criteria are as follows:

High Honors -Grade Point Average (GPA) of 3.75 or higher

with no grade of “D”, “F”, or “I”.

Honors - Grade Point Average (GPA) of 3.00 but less than 3.75 with no grade of “D”, “F”, or “I”.

Student may be added to the honor roll upon completion of an incomplete.

Final Exams

Final examinations are to be given in all academic (semester and full year) courses.

Excuses to be absent from final examinations must be obtained from the Associate/Assistant Principal at least one week (5 school days) prior to the examination. Such excuses are strongly discouraged but if granted, examinations will be taken after the scheduled final examination unless extenuating circumstances prevail.

If a student fails to report for a final examination without legitimate excuse, the grade becomes "F" for the course.

Final examinations will count as one-fifth of the final grade in a full year or semester course.

By earning straight A's or A- throughout the year, including the semester exam, a junior or senior student will be exempted from his/her final exam in the course in which the straight A's were earned.

Students who have not cleared all fees and fines may not take their mid-term/final examinations until all such obligations are resolved.

Cheating on a final examination will result in a grade of "F" on the exam. Such violations are to be reported to the Associate/Assistant Principal.

Grade Placement

Every student must carry a minimum of (5) academic classes each semester.

For compliance with Ohio High School Athletic Association rules for participation, any student participating in high school athletics must register for at least five courses whose credit value is .50 for the semester or 1.0 for the year. Student-athletes may not use Fitness classes as the 5th class in their schedule. **Thus, they must register for a total of (6) classes each semester if they are members of any athletic team at RRHS.**

To Grade 10: A student will be promoted to 10th grade if he/she has completed a minimum of 5 credits.

To Grade 11: A student will be promoted to 11th grade if he/she has completed a minimum of 10 credits.

To Grade 12: A student will be promoted to 12th grade if he/she has completed a minimum of 15 credits.

Academic Acceleration

The district recognizes that appropriate use of accelerated learning may be required for some students who demonstrate remarkable performance. Procedures of evaluating these students for possible accelerated placement are delineated in Administrative Guideline 5408. Contact the school counselor for further information.

Credit Flexibility

Flexible credit applies to any alternative coursework, customized learning activity, assessment, and/or performance that demonstrates proficiency qualified to be awarded equivalent credit toward graduation as applied for and approved in advance by the district.

Approved credit awarded will be posted on the student's transcript, calculated into the student's Grade Point Average (GPA), and counted as required graduation credit in the related subject area or as an elective.

Please see your Guidance Counselor for more information.

Schedule Changes

Once a student selects courses, **schedule changes are discouraged. In some instances, however, a legitimate educational reason may exist to suggest and approve a change.**

A student may not drop a course until after the second full week of school; and then only with parent, teacher, counselor and administrator approval. Such students may wish to schedule another course and if so, must do so within the first two days of the third week of school. In some situations students may be encouraged to remain in a course beyond the first two weeks. Students operating under such provisions may drop the course prior to the end of the first quarter without consequence.

Please refer to the current course catalog for more details regarding schedule changes.

Summer School

Summer school courses are designed for remediation only and are recommended when a student has failed to earn credit in a course required for graduation. Rocky River High School does not offer summer school classes on its campus, but students may take courses through the consortium at Westlake High School, or any other high school in the area, with counselor and administrator

approval. Please refer to the high school website for more details regarding summer school.

STUDENT ACTIVITIES

STUDENT GOVERNMENT

Any questions referring to qualifications for office or student government in general should be directed to the Assistant Principal. Each class will have four elected class officers – Co-Presidents, Secretary and Treasurer. The Student Council has four elected officers – Co- Presidents, Secretary and Treasurer and representatives from each grade. Student Council’s duty is to represent the student body.

ACADEMIC CHALLENGE

The Academic Challenge Team competes in trivia competitions throughout the school year. To join, one needs only to show up to weekly practices and get involved. There is no grade or ability requirement, however playing time in actual competition varies depending upon ability. This activity also prepares students for the “It’s Academic” television show.

AFS

The American Field Service is a national organization whose goal is to foster and develop international understanding and good will. Each year foreign students come to RRHS to spend the year living in our community and attending RRHS. We, in turn, send RRHS students to some part of the AFS world. AFS is open to all students.

CHESS CLUB

The Chess Club gathers together to play chess casually. This club also participates scholastically.

CLUB SODA

Club Soda's activities center around promoting the idea of the dangers of drinking and driving and drug use and abuse. Its messages are not only for high school students but also meant to create awareness of these problems for parents, the community and business and industry.

DRAMA CLUB

The Drama Club promotes school plays. All students with an interest in drama are welcome. The purposes are to foster participation in school plays, develop abilities in all phases of drama production and to develop appreciation of theater.

DRIFTWOOD (LITERARY MAGAZINE)

The Driftwood is a book of published student poetry and prose. It also includes a variety of student artwork that coordinates with the literature.

EXCEPTIONAL STUDENTS UNLIMITED

A club designed to give all students greater awareness and appreciation of students with special needs and to encourage service and meaningful involvement with people of all abilities.

FENCING

The Fencing Club provides our students with the opportunity to develop basic skills and knowledge in fencing. Students also learn the historical background of fencing.

FORENSICS

Forensics is a speech and debate team in which students compete individually and/or with a partner in areas such as duet acting, humorous interpretations and extemporaneous speech. Anyone can join.

INTERNATIONAL THESPIAN SOCIETY

International Thespian Society is an honorary organization for high school students. Membership is limited to those who have earned 10 points for acting and production work on plays.

KEY CLUB

Key Club is a service organization affiliated with the Kiwanis Club. Membership is open to all students. Besides helping with Kiwanis projects the Key Club also organizes civic minded projects of their own.

NATIONAL HONOR SOCIETY

NHS is an organization which recognizes students who exhibit exceptional scholarship, leadership, service and character. Membership is limited to juniors and seniors who may be eligible for consideration by earning a minimum GPA of 3.5 or better. Students with the required GPA will be informed of their eligibility by letter. A written application is required for faculty review and selection by the Faculty Council. The application must include:

- A. List of reference contacts.
- B. Three recommendations: one from classroom teacher; two from either a coach, adviser, supervisor, or other classroom teacher.
- C. Leadership form listing all leadership activities.
- D. Service form listing all service activities.
- E. Optional essay which explains any special circumstances which have limited participation in extra-curricular activities.

PIRATE GIRLS

Pirate Girls is an organization available to girls in grades 9-12. The team dances at home basketball games. Auditions are held in early November and members are selected on their dance technique and stage presence. Practices are held Monday and Wednesday after school. Uniforms change each year and girls are responsible for purchasing their uniform. An adviser is available to assist the team.

THE PIRATE PRESS

The Pirate Press is the school's newspaper whose purpose is to inform, entertain and offer opinion on diversified matters of interest to the student body. All members of the Journalism class will write for The Pirate Press; however, any member of the student body may submit articles.

RIVERLET

The Riverlet is the yearbook for RRHS. It is available for sale to all students each year.

WORLD LANGUAGE CLUBS

French, German and Spanish Clubs foster expanded world language skills and knowledge of cultural history.

JUNIOR/SENIOR OPTION PROGRAM

Freshmen and sophomores are not permitted to leave the building for lunch.

Junior and seniors who have proven throughout their first years that they are responsible students will have an additional privilege granted to them with parent approval. There are two programs which juniors and seniors may take advantage of: (1) Lunch Option, and (2) Home Option.

Lunch Option - For Juniors and Seniors Only

1. A completed permission form must be turned in and approved by the Administration.
2. When leaving for lunch, one must leave through the Wagar lobby and return through the Wagar lobby.
3. Students violating the student code of conduct may lose the option.
4. Sophomores or juniors who reach or exceed ten (10) tardies to school will not be eligible for lunch option for the first quarter of the following school year.

Late Arrival/Early Dismissal Option

Home Option allows juniors and seniors to stay home period 1 or leave period 7 if they do not have a class scheduled at that time. To be eligible the following requirements must be met:

1. Completed permission form turned in and approved by the Administration.
2. Be of junior or senior standing.
3. Must be in school 5-1/2 hours per day. **Students are not eligible for both period 1 and period 7.**

4. Students must be scheduled for a minimum of 5 classes per semester.

The Administration may revoke options from students who do not follow the high school Discipline Code or who receive failing grades in one or more classes at any time.

Students who elect to use this option for period 1 must report to school in time for their attendance period. Students who elect to leave period 7 as option time must leave by the bell at 2:14 PM.

STUDENT ID CARDS

1. Students are required to wear their ID card at all times. ID cards are required to attend any school dance. Any lost student ID card will be subject to a \$5.00 replacement fee.

DANCE REGULATIONS & PROCEDURES

- Only Rocky River High School and **pre-registered** guests may attend RRHS-sponsored dances.
- No guests will be registered at the door.
- Rocky River High School students must present their Rocky River High School student ID card and pre-registered guests must present a legal, photo ID card to be admitted to a dance.
- Pre-registration forms will be checked at the door.
- Guest pre-registration forms must be completed and filed in the Rocky River High School Activities Office before the end of the last school day prior to the dance. **Only pre-registered guests will be admitted to the dance.**

- Students below 9th grade or over the age of 20 (twenty) will not be pre-registered or admitted to a Rocky River High School dance.
- Dance guidelines are provided annually.

TELEPHONE USAGE

Use of cell phones is restricted during the academic day (7:55a.m.-3:08p.m.). See page 29.

EATING AREAS

RRHS provides a full service cafeteria, equipped with a restaurant kitchen and staffed by full-time professional personnel. All state and local licenses and regulations governing preparation, food service and sanitation are in effect. With the exception of bottled water, all food/drink is to be consumed in the cafeteria or courtyard area of the school. There will be no eating/drinking in hallways, classrooms, or auditorium during the academic day (7:55 AM - 3:08 PM).

CLINIC

Students who become ill during the day, must report to the clinic. A parent will be called, and with permission, the student will be excused to go home. If the parents or designated substitute (as indicated on the Medical form) cannot be reached, or if the problem is temporary, the student will remain in school. The school is not permitted, by law, to provide or dispense any medication. Prescription drugs may be dispensed in compliance with the District Medication Policy.

If the student leaves a class under an “emergency” condition he/she must report to the main office.

A student may not leave the building without permission from the attendance office. A student who is ill must report to the main office.

LIBRARY MEDIA CENTER

To gain access to the Media Center, students must present their ID cards. All students must report to study hall first. Students having study hall passes from their teachers will be given first preference. Other students who wish to do research, study or read will be allowed into the Media Center as space permits. Media Center hours are 7:30 AM - 4:00 PM. Students are to enter and leave only at scheduled class changes. To access the Media Center database go to the following:
INFOhio.<http://www.infohio.org>
User name: learn
Password: infohio

STUDENT LOCKERS AND ASSIGNMENT

Each student will receive an assigned locker. A duplicate record of the assignment including locker number and combination will be maintained. Students **MUST** lock their lockers. The school cannot be held responsible for lost or stolen articles. Lockers are school property and remain at all times under the control of school officials.

School personnel may search a locker and its contents (including electronic devices, phones, cameras, computers, calculators and MP3's) if a "reasonable suspicion" of a violation of school rules or law exists.

Lockers are, by law, school property.

COURSE FEES

Classes in which supplies are furnished by the school for student use require a fee. Report cards or schedules may be held until fees are paid. Fees must be paid before students will be permitted take mid-term or final exams. Academic credit will be withheld until all fines, fees and obligations are cleared. If a student (because of severe financial need) cannot pay fees or purchase a required workbook, he/she should discuss the matter privately with the principal.

Course fees are listed below:

Art (per semester)	\$25.00
Ceramics (per semester)	\$25.00
Biology	\$20.00
Biology (A.P.)	\$30.00
Chemistry	\$19.00
Chemistry (Honors)	\$25.00
Chemistry (A.P.)	\$30.00
Physics	\$15.00
Earth Science/Physical Environ.	\$15.00
Environmental Science	\$15.00
Computer Education	\$5.00
Family & Consumer Sciences	
Foods 1 & 2 (per semester)	\$20.00
Independent Living	\$10.00
Parenting	\$6.00
Service Learning	\$20.00
Life Skills (all levels)	\$10.00
Vocational Skills (all levels)	\$10.00
Student Activities	\$47.00
(Transportation fee)	
General Supply (Includes Student Plan Book)	\$24.00

FINES

- Library Fines
 - Students are responsible for the replacement cost of lost library item.

- Damage to Books
 - Damaged Spine
 - Re-binding - \$8.75

 - Lost Books
 - Actual cost of replacement books plus shipping.

- Returned Check Fee - \$15.00

- Parking Tag Replacement - \$5.00

- Student ID Replacement - \$5.00

SPORTS

RRHS is a member of the West Shore Conference. The WSC is composed of Avon, Bay Village, Fairview Park, Firelands, Midview, North Ridgeville and Vermilion.

Fall

Boys:	Football	Girls:	Cross Country
	Cross Country		Tennis
	Golf		Volleyball
	Soccer		Soccer
			Cheerleading

Winter

Boys:	Basketball	Girls:	Basketball
	Wrestling		Gymnastics
	Swimming		Swimming
	Hockey		Cheerleading

Spring

Boys:	Track and Field	Girls:	Track and
	Tennis		Field
	Baseball		Softball
	Lacrosse		Golf
			Lacrosse

ELIGIBILITY RULES - CO-CURRICULAR ACTIVITIES

The Rocky River City School District will operate in accordance with the Ohio High School Athletic Association's rules, regulations, and policies as they pertain to academic eligibility. The Board of Education recognizes the value of a program of interscholastic athletics and co-curricular activities for both boys and girls as an integral part of the total school experience for the students of the district and for the community.

The Board permits students in grades 7 through 12 to participate in interscholastic co-curricular activities if they meet the following criteria:

- 1) Be enrolled currently in and must have been enrolled in school the immediate preceding grading period
- 2) Have received during the preceding grading period passing grades in a minimum of 5 one credit courses or the equivalent which count toward graduation
- 3) Earned during the preceding grading period a minimum grade point average consistent with the Ohio High School Athletic Association's (OHSAA) minimum standard.

A semester and yearly average have no effect on eligibility.

Students deemed ineligible at the onset of the sports season will not be able to participate in any games/contests until eligibility is regained.

Students must be in school at least a half day in order to participate in an athletic practice, event or co-curricular activity on that day (unless a physician's note is provided.)

PHYSICAL EXAMINATIONS

Any student trying out for an athletic team at RRHS must undergo a physical examination. No one will be permitted to participate without a physical examination card on file in the Athletic Office.

WSC EVENT GUIDELINES

Fan Behavior/Signs/Noisemakers/Dress Policy

- Outdoor Events: Air horns, whistles, noisemakers requiring electric power or noisemakers interfering with play of contest are prohibited. Banners and signs will be permitted, provided they are not personal, negative, un-sportsmanlike or vulgar. Signs or banners may not be attached or fastened to a building or facility unless approved in advance by the game manager. The school representative who put the signs up with permission is responsible for removing them.
- Indoor Events: Signs, balloons, pennants, shakers, debris (such as confetti), noisemakers such as horns, bells, sirens, whistles, etc., or noisemakers interfering with play of a contest are prohibited. Shirts and school/spirit-acceptable clothing are to be worn at all times. Note: permanent signs in a home gymnasium giving directions are acceptable.
- Fan Behavior: Positive cheering for individuals and teams is expected. Negative cheering, booing, baiting or singling out of participants, coaches or officials is prohibited.
- Enforcement: These rules are to be monitored and enforced by the home school's administration with appropriate/necessary consultation of the visiting school's administration.

CODE OF CONDUCT VIOLATIONS

Please refer to the Athletic Handbook.

DRESS CODE

Responsibility for presenting one's self with appropriate dress at school and school events/activities is primarily that of the individual student. However, parents and the school administration also bear interest and responsibility for appropriate attire of students. Matters of dress and presentation become a concern and responsibility of the school when: there may be potential disruption to the learning process, threats to health, safety and well-being of self and others are imminent, school furnishings and facilities may be affected, inappropriate/offensive slogans or illustrations are displayed, or gang affiliations or references may be evident. The school administration will administer a "dress code" policy with awareness and consistent support of the entire staff of the high school.

- Students must wear shoes or sandals at all times.
- Hats and/or any type of head coverings may not be worn in school.
- Midriffs are not to be exposed. Shirts must be able to be tucked in.
- Sleeveless shirts (boys) and spaghetti straps (girls) are unacceptable. Young ladies are not to wear low-cut tops. Students are to have their shoulders covered at all times.
- Students are expected to wear appropriate undergarments, which are to be covered and not visible.
- All pants and shorts are to be worn at one's true waist - shorts must be at mid-thigh or longer.
- Pajama-type pants and spandex are not permitted.
- Shorts and skirts must be at mid-thigh length or longer.
- Any clothing or jewelry depicting inappropriate language, signs, symbols or advocacy of drugs, alcohol, tobacco, hate symbols or sexual references is unacceptable. Also, any article deemed by the administration to be in poor taste for school is unacceptable.
- Sunglasses may not be worn.

- No chains or spiked jewelry of any type are permitted.
- Clothes with holes or shreds are not permitted

Final decision as to acceptability of student attire rests with the school administration.

ATTENDANCE

Regular school attendance is essential for the educational development of students. It is also essential for the continuity of instruction and interaction between teachers and students.

A parent/guardian must call the attendance office each day that a student is absent (special arrangements for extended illness). If unable to call, parents are expected to write notes covering the days of absence. Students will be marked unexcused if notes are not presented upon their return. Parents have 24 hours after absence occurs to provide a reason for the absence, otherwise, absence will be unexcused.

In order to assure regular attendance in school, it is our policy to call the home of each absentee to verify the student's absence. If an absent student is not at home, it is then believed that he/she may be truant.

Students who are absent from school due to illness but are seen in or around the school or in the community during the school day may have their absence marked as unexcused. If a student is too ill to come to school, he/she should be at home.

State law specifically states that every youngster up to the age of 18 must attend school. The law is also very clear on what constitutes a legal excuse for an absence from school. No parent or guardian has the right to excuse his child or anyone else's child from school for any other reason than those stated below:

Excused Absences: Students may be absent from school with permission of the administration for reasons of:

1. Illness (doctor's excuse may be required in some special cases).
2. Illness in the immediate family (with limitations)
3. Death in the immediate family.
4. Death outside of immediate family (permission must be obtained from Assistant Principal).
5. Emergency at home (validity determined by the Attendance Officer and/or Assistant Principal).
6. Observation of religious holidays.
7. Medical Appointment. Student must present documentation.
8. Driver's License exam (Same as #7).
9. Family Trips - Extended Vacations. Rocky River High School must have knowledge of this one week before the student leaves. The student must present written verification from his/her parents to the attendance office for approval by the administration. Failure to fulfill this obligation could result in an unexcused absence for the entire students' vacation.
10. Court Appearance. Student must present documentation.
11. College Visitation. Student must present documentation.

Make-Up Privileges: Students who are absent from school with an excused absence will have the opportunity to make-up all class assignments, examinations, quizzes and/or tests that may have been missed and would have been graded by the teacher and would have directly affected the student's grade in the class or course. The student shall have the number of days absent (first day back, it is the responsibility of the student to contact his/her teachers for assignments) to make-up work missed. Work not completed during that time period will not be evaluated or made-up.

Planned Absences: Absence due to a set of circumstances judged by the administration to constitute a good and sufficient cause for absence from school may be approved for up to FIVE days per school year. Reasons for such absence may include accompanying parents on a trip, college visitations, participation in non-school athletic events, family matters out-of-town, or other trips approved by the parent.

Students must submit a written request accompanied by a parental note for the Planned Absence to the school office five days prior to the absence.

Family Trips

Family trips during school time are discouraged. However, should this be necessary, arrangements must be made in advance. Board of Education policy states that students accompanying their parents on a vacation must:

- a. Notify the Administration in writing 5 school days in advance of the planned vacation
- b. Obtain the signature of classroom teachers on the Planned Absence form and get all assignments from each teacher.
- c. All work must be made up.
- d. A student not complying with the aforementioned policies may receive failing grades.

Unexcused Absence: Absences from school or class that do not meet the criteria for Excused Absences or Planned Absences will be unexcused absences. Out-of-school suspension will be treated as Unexcused Absences.

Excessive Absences: Excessive absence is defined as more than 13 absences in a semester course or 26 in a full-year course. Participation in school sponsored activities and medically documented absences will not count toward the total. Excessive absence may result in the loss of academic credit in the class, although attendance will remain a requirement. Any appeal would be directed to the principal.

TARDINESS

A student who is tardy to school must report to the attendance office first. If he/she is tardy to class, he should report directly to that class. If he/she is detained by a teacher, the student should obtain a pass from that teacher, not the office. The office will assign detentions for tardiness to school and only penalize chronic offenders. The classroom teacher will assign detention for repeated tardiness to class. If tardiness to class is excessive, a student will be referred to the assistant principal.

Refer to the Discipline Code regarding the consequences for tardiness to school.

Miscellaneous Unexcused Reasons for Absences and/or Tardiness

In order to alleviate conflict between the students and the school, students should note that the following reasons will not be excused (based on Ohio attendance laws).

1. Transportation issues
2. Oversleeping
3. Abusing time because of doctor's appointment, job interview, or driver's license exam
4. Baby-sitting in non-emergency situations.
5. Running non-emergency errands for parents or anyone else
6. Attending religious services when other non-school times are available

(Note: The validity of any other questionable reasons for absence or tardiness not listed above will be determined by the administration according to Ohio attendance laws.)

Rules for 18 Year Olds

If you are 18 years of age and living at home, you are under the jurisdiction of your parent/guardian.

Eighteen year olds may exercise their legal rights regarding their education in accordance with the school's procedures.

EMANCIPATION RULES

Requirements for admission and continued enrollment of emancipated individuals.

A. An emancipated person who is at least 18 but under 22 years of age may be admitted to Rocky River City Schools if he or she:

1. Lives in Rocky River apart from his or her parents.
2. Supports himself or herself by his or her own labor.
3. Has not been granted a high school diploma or certificate of attendance.

B. Prior to admission, such students must:

1. Provide documentation of residence by furnishing a copy of the rental agreement or a copy of a rent receipt.
2. Document at least 30 days of continuous employment.
3. Provide a personal budget documenting that income from employment meets or exceeds expenses.
4. Provide a statement from his or her employer with the student's work schedule so it will not conflict with the student's school schedule.

C. After admission, such students must:

1. Attend school regularly with no more than 15 days of absence during each school year.
2. No later than the tenth day of each month, document payment of rent, utilities and other living expenses for the previous month.
3. No later than the tenth day of each month, document continued employment by providing copies of pay vouchers for the previous month.

EMERGENCY MEDICAL FORMS

It is State mandated that Emergency Medical Forms be completed each year by a parent or guardian of each student and turned in to the Attendance Office. Any change in information should be reported immediately. Student schedules will be held until the Emergency Medical Form is submitted.

PERSONAL PHONE MESSAGES

Delivering messages disrupts classes and interferes with the learning process, therefore personal messages will not be delivered.

DEPICTIONS OF PROHIBITED CONDUCT

Students are not permitted to make or distribute videos, images, sound recordings, or other media that depict behaviors prohibited by the student code of conduct while on school property or at any school event. Any depiction of prohibited behaviors must be immediately submitted to the administration. Any reproduction and/or distribution of these depictions will result in disciplinary action.

ELECTRONIC DEVICES

The use of all electronic devices (e.g. cell phones, iPods, MP3 players, cameras, etc.) is prohibited. Exceptions for instructional purposes may be granted by the Principal. Students violating this provision will have the item confiscated and a disciplinary action will be assigned. No photos or videos may be taken without explicit permission or approval. **Repeated offenses will result in the item being returned only to a parent.**

However, cell phones may be used before and after school hours and during the student's lunch period in the cafeteria only.

LEAVING SCHOOL

Parents are requested to be guided by the Board of Education Policy which states "Parents/guardians may not request that a child be excused unless it is absolutely necessary". If at all possible, medical, dental, and other appointments should be made for non-school hours.

Between 7:55 AM and 3:08 PM only one door (Wagar entrance) will be available for use by students. The doors to the canopy in the courtyard are for class change only. Students using other doors to enter or exit the building will be subject to disciplinary action.

After arrival, students may not leave school without permission.

Types of permission to leave the building or EARLY DISMISSAL:

1. **Clinic pass** -- Authorizes student to leave at a time designated by the clinic after parent notification.

2. **Attendance office permission** -- can be given for a number of different reasons - doctor's appointment, emergency at home, etc. Students will be excused only with parental permission

WARNING

1. Any student leaving the building without one of the above stated forms of permission will be considered "out of the building - unauthorized" and/or truant.
2. A student leaving the building for a legitimate reason but without permission will have the absence marked as unexcused.

Appointments:

Appointments are to be cleared through the attendance office by means of a written request from the parent to release the student from school at a specified time. The note must include the time of release and the doctor's name. The student will receive a Pass to Leave with the appropriate time indicated. Requests for a Pass to Leave should be brought to the Attendance Office in the morning before school starts. Upon returning to school, the student must get a re-admission pass from the attendance office. Doctor's appointments should be made outside of school hours whenever possible.

Continued or Prolonged Absence

If a student is absent ten days or more a doctor's excuse is required. Students are advised that if there is a chronic physical condition which will cause an unusual number of days of absence, this should be on file in the school office in the form of a note signed by a physician.

SCHOOL TRUANCY

School Truancy: No credit will be given for tests and other written work assigned while the student is truant.

Cutting more than one class or entire day:

1. 1st offense - 1 day OSS & loss of lunch option for 9 weeks (1 qtr.)
2. 2nd offense - 3 days OSS
3. 3rd offense- 5 days OSS; parent/principal conference required for re-admittance
4. 4th offense - 10 days OSS with probationary status; i.e. any subsequent cutting of school or class may result in a 10 day OSS penalty and a possible recommendation for expulsion

Class Truancy: No credit is to be given for tests and other written work for that day.

1. 1st offense - 3 Extended Day detentions
2. 2nd offense - 1 day ISR & loss of lunch option for 4 weeks
3. 3rd offense - 1 day OSS & loss of lunch option for 9 weeks (1 qtr.)
4. 4th offense - 3 days OSS; parent/student/administrator/principal conference required for re-admittance
5. 5th offense - Removal from the class with a grade of "F" for the term (semester or year).

Out-Of-School Suspension: If a student is given an Out-of-School suspension, the student is directed to be at home during the regular school day (7:55 a.m. - 3:08 p.m.), will not participate in or attend any student activity on that day, and will not be on school property or at any school event for that day. No academic credit will be given during a suspension.

In-School Restriction: An assignment to In-School Restriction requires a student to report to the ISR room. This assignment will be given for a serious rule infraction, but in lieu of out-of-school suspension. ISR will be supervised by a staff member and students will be expected to work on school assignments. ISR rules will be enforced.

Expulsion: If a student, who has been expelled or is in the midst of an expulsion proceeding, is withdrawn from school, the expulsion or expulsion proceedings will be held in abeyance. However, if the student is re-enrolled, the expulsion or expulsion proceedings will be reinstated.

Extended Day Detention: Extended day detention is a consequence that is utilized for serious offenses that do not warrant an OSS. Extended day detention will be from 3:15 – 4:15 PM. If a student fails to serve an assigned detention or is removed from detention because of misbehavior, additional detentions will be assigned and he/she will be subject to OSS.

Morning Detentions: Morning school detentions will be from 7:15 -7:45 AM. Missing a detention will result in an additional detention being assigned. Students will be required to serve the initial detention assigned. Teachers may assign their own classroom detentions.

Tardiness: Students who are tardy to school must report to the Attendance Office.

1. 3 tardies all year - no consequences
2. 4th tardy - 1 detention
3. 5th tardy - 2 detentions
4. 6th tardy - 1 Extended Day detention;
letter to parents
5. 7th tardy - 3 Extended Day detentions & options
revoked
6. 8th tardy - 1 day ISR; meeting with principal & options
revoked
7. 9th tardy -1 day OSS; meeting with parents & continued
loss of option

8. 10th tardy - 3 days OSS; meeting with parents & loss of lunch option privileges for the first semester of the following school year
9. 11th tardy - Referral to principal for further consequences and remedial action plan. Another parent conference will be required.

NOTE: *Students who are tardy 20 minutes or more will have this count as an unexcused absence (class cut).*

STUDENT RESPONSIBILITIES, DISCIPLINE

I. Stakeholders' Rights & Responsibilities

A. Introduction

School staff, students and parents are responsible for reading this document in its entirety and understanding the contents of this document. If any school staff, student or parent has questions or requires clarification regarding the contents of this document, please direct further inquiry to the building administrator.

The Rocky River City Schools District is dedicated to the development of each student's potential for learning in a positive environment. Essential to the achievement of these goals is reasonable and necessary order in the educational institution itself. The schools of the Rocky River City School District are to be free from disruptions that interfere with teaching and learning activities. School staff, students, and parents will assume a responsible role in promoting behavior that encourages learning and the development of individual potential.

Each member of the school staff is expected to make every effort to supervise, maintain and regulate student conduct in accordance with this document. Each staff member shall refer students to the building administrator who shall then be responsible for determining the necessity for and the nature of formal disciplinary action in accordance with this document. To achieve the best possible learning environment for all students of the Rocky River City School District, the Student Code of Conduct and other applicable rules of student conduct shall apply whenever the Interests of the Rocky River City School District are Involved, on or off school grounds, In conjunction with or independent of classes or school-sponsored activities.

B. Student's Responsibilities

1. Attend all scheduled classes daily and on time;
2. Be prepared for class and school activities;
3. Bring necessary material for class:
 - a. Textbook
 - b. Notebook paper
 - c. Pen and pencil
 - d. Any specialty items: example - gym clothes for physical education
4. Respect all persons and property;
5. Refrain from abusive, inflammatory conduct;
6. Conduct yourself in a safe and responsible manner;
7. Abide by all rules and regulations of the Rocky River City School District;
8. Abide by all rules and regulations established by the classroom teacher or other school staff;
9. Do not engage in any disruptive conduct;
10. Be a positive, contributing member of the Rocky River school community;
11. Maintain acceptable behavior in hallways during class changes; and

12. Adhere to the acceptable use of school-owned technology requirements - Refer to *Internet Use Guidelines* on page 65.

C. Parent Responsibilities

1. Maintain regular and/or necessary contact with school staff concerning their child(ren)'s progress and conduct;
2. Ensure that their child(ren) is in daily attendance and promptly report an absence or tardiness from school;
3. Provide proper immunizations required by law;
4. Respect all persons and property;
5. Refrain from abusive, inflammatory conduct;
6. Communicate with school staff any problem or condition that affects their child(ren)'s ability to function in school; and
7. Maintain up-to-date contact information at school.

D. School Staff Responsibilities

1. Report to work on time;
2. Respect all persons and property;
3. Refrain from abusive, inflammatory conduct;
4. Conduct yourself in a safe, responsible, and professional manner;
5. Abide by all rules and regulations of the Rocky River City School District and the building administrator;
6. Follow and implement the Student Code of Conduct and any other applicable rule and regulation in a fair and impartial manner;
7. Maintain an environment which encourages good behavior and compliance with this document;
8. Encourage parents to maintain regular contact with school staff;
9. Develop, maintain, and communicate classroom rules to students;

10. Notify the building administrator when any crime is suspected;
11. Do not permit any student to engage in disruptive conduct; and
12. Notify the building administrator promptly of any student misconduct, suspected or confirmed.

II. Student Discipline

A. Introduction

Student misconduct is any student conduct that interferes with the maintenance of a proper learning environment. Acts of behavior that tend to conflict with the educational programs or are antagonistic to the welfare of other students, school staff, and/or Rocky River Schools will not be tolerated. Student lockers and desks are school property and, as such, may be subject to periodic inspections. In addition, parking on school property is a privilege not a right and cars parked on school property are subject to routine patrols by school officials may be searched when reasonable suspicion is determined.

Disciplinary action shall be determined based primarily on the offense committed. Other factors such as the frequency of an offense as well as the student's age shall be considered. Student misconduct shall result in discipline commensurate with the seriousness of the offense and may justify suspension and/or expulsion.

B. Disciplinary Action

1. Verbal or written warning
2. Parental notification
3. Detention
4. Removal of bus and other privileges including exclusion from extracurricular activities
5. Parental Conference

6. Restitution of damages
7. Confiscation of items related to and/or resulting from student misconduct
8. Behavioral contracts
9. Disciplinary removal
10. Emergency removal
11. In - School Restriction
12. Out-of-school suspension
13. Referral to law enforcement
14. Expulsion

A student may be excluded from graduation exercises as a disciplinary measure. Any suspected criminal acts (i.e. theft, fighting, harassment, etc.) shall be reported to law enforcement by the building administrator.

C. Definitions

1. Verbal or Written warning
A verbal or written warning to a student that his/her conduct is in violation of school rules. It may be issued by any authorized school official including teaching or non-teaching personnel.
2. Parental notification
Direct contact by telephone or letter with a parent or legal guardian of a student to inform them that their child's conduct violated school rules.
3. Detention
The assignment of a student to spend time in addition to regular school time for violation of school rules.

There are three types of detentions -- teacher, morning and extended-day detentions.

Teacher detentions are usually given for some infraction of a teacher rule in the classroom (disturbing others, talking out of turn, etc.). Refusal to serve the teacher detention will result in further disciplinary action.

A second refusal to serve detention issued by a teacher may result in additional detentions being added by the office.

4. Removal of bus and other privileges including exclusion from extracurricular activities
The denial of bus and other privileges, including exclusion from extracurricular activities, for a violation of school rules.
5. Parental conference
A meeting with a parent(s) or legal guardian(s) to discuss violations of school rules and the impending action school officials may take.
6. Restitution of damages
A sum of money paid in compensation for loss or injury. The act of making good for something that was damaged or stolen.
7. Confiscation of items related to and/or resulting from student misconduct
Impound: take temporary possession of items related to and/or resulting from student misconduct as an act of security or by legal authority.
8. Behavioral contracts
A written document completed by the student, parents, and school administrator governing among other things the disciplinary consequences for current and future acts of student misconduct.

9. Disciplinary removal
The removal of a student from a class or from participation in co-curricular activity for less than twenty-four hours. During the disciplinary removal period a student will not be permitted to take part in any school function or activity. In addition a student will not receive credit for class work during disciplinary removal.

10. Emergency removal
The removal of a student whose presence poses a continuing danger to persons or property or an on-going threat of disrupting the curricular or co-curricular school activities. The period of emergency removal shall not be less than twenty-four (24) hours but shall not to exceed seventy-two (72) hours.

During the period of emergency removal, a student will not be permitted to take part in any school function or activity. In addition, a student will not receive credit for class work during this period of emergency removal.

11. In-School Restriction
In-school restriction is the reassignment of a student from the student's regular class schedule to a designated room in the school where the student is expected to work on assigned tasks.

12. Out-of-School Suspension
The removal of a student from school for a least one (1) but not more than ten (10) days. During the period of suspension a student will not be permitted to attend any school function or activity. In addition, a student will not receive credit for class work during a period of suspension.

13. Referral to Law Enforcement
Referral by a school administrator to law enforcement authorities for conduct which is not only in violation of school rules but also the law.

14. Expulsion
The removal of a student from school for a period not to exceed the greater of 80 school days or the number of school days remaining in the semester or term in which the incident that gives rise to the removal takes place. This consequence may extend beyond semesters and school years. During the period of expulsion a student will not be permitted to take part in any school function or activity. In addition, a student will not receive credit for class work during the period of expulsion.

D. Procedures

Disciplinary action such as verbal warning, parent notification, detention, removal of privileges, parent conference, disciplinary removal, and referral to juvenile court do not require special procedures before being implemented.

Morning Detentions

Morning detentions are held from 7:15 -7:45 a.m. School personnel may assign morning detentions to students for minor infractions of rules or other inappropriate behavior. Missing an assigned morning detention will result in an additional detention. During the detention period, no talking or sleeping is permitted and students are to work on school assignments.

Extended Day Detentions

Extended Day Detentions are held from 3:15 – 4:15 p.m. Monday through Thursday. Administrators may assign Extended Day Detentions to students for

infractions of rules which may be more serious than those warranting morning detentions, but do not justify In-School Restriction or suspension. Failure to serve assigned Extended Day Detentions will result in additional disciplinary consequences. During these detentions, no talking or sleeping is permitted and students are expected to work on school assignments.

In-School Restriction

In-School Restriction is held from 7:55 a.m. to 3:08 p.m., Monday through Friday. Administrators may assign In-School Restriction for a rule infraction, in lieu of out-of-school suspension. During In-School Restriction, school rules will be enforced and include no talking or sleeping. In addition, students are expected to work on school assignments. It is the student's responsibility to come prepared with other educational materials and their own lunch. Failure to serve assigned In-School Restriction days will result in additional disciplinary consequences.

Emergency Removals

When circumstances are such that a student's continuing presence is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting curricular or co-curricular school activities taking place within a classroom or elsewhere on school premises, the superintendent, principal, or assistant principal may remove a student from curricular or co-curricular activities, or from the school premises without complying with the notice of hearing requirements required prior to suspension or expulsion.

In like circumstances, a teacher or supervising adult may remove a pupil from curricular or co-curricular activities under his/her supervision, without complying with the notice and hearing requirements required prior to suspension or expulsion. As soon as practicable after making such removal, the teacher

shall submit reasons, in writing, for such removal to the assistant principal.

If a student is removed under emergency removal, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practicable prior to the hearing. Parents will be notified when a student is removed under this section.

The hearing shall be held in accordance with the procedure set forth under the suspension procedure, unless it is probable that the student may be subject to expulsion. In that event, the hearings shall be held in accordance with the procedure set forth under the expulsion procedure except that the hearing shall be held within seventy-two (72) hours of the initial removal. The individual who ordered, caused, or requested the student's removal under this Article shall be present at the hearing.

If the superintendent or the principal reinstates a student in a curricular or co-curricular activity under the teacher's supervision prior to the hearing following a removal under this Article, the teacher shall, upon request, be given the reasons for such reinstatement in writing.

Out-of School Suspension

When the alleged misconduct becomes known, the student shall be given written notice of the intention of suspension and the reasons for such action by a building administrator. The student will be given an opportunity for an informal hearing before a building administrator, superintendent or superintendent's designee to challenge the reasons for the suspension, and explain his/her actions.

Within twenty-four (24) hours after the time of a student's suspension, a building administrator shall

send written notice of the suspension to the student and his/her parent or guardian and the Treasurer of the Board of Education. The notice shall include the duration of the suspension and the reasons therefore.

It also shall include notification of the right of the student or his/her parent or guardian to appeal the suspension to the Board of Education or its designee with five (5) days of the suspension, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the suspension, and to request such hearing be held in executive session if such hearing is conducted by the Board. The Board or its designee, however, shall act upon a suspension only at a public meeting.

Expulsion

Prior to any expulsion, the superintendent shall give the student and his/her parent/guardian or representative written notice of the intention of expulsion.

The notice shall include the reasons for the intended expulsion, notification of the opportunity of the student, and his/her parent/guardian or representative to appear before the superintendent or his designee to challenge the reasons for the intended expulsion and explain the student's actions, and notification of the time and place to appear. The time to appear shall not be earlier than three (3) not later than five (5) days after the notice is given, unless the superintendent grants an extension of time at the request of the student or his/her parent/guardian or representative. If an extension of time is granted, the superintendent shall notify the student and his/her parent/guardian or representative of the new time and place to appear.

Within twenty-four (24) hours after the time of any expulsion, the superintendent or principal shall send written notice to the student and his/her parent/guardian and the Treasurer of the Board of

Education. The notice shall include the duration of the expulsion and the reasons for the expulsion. It also shall include notification of the right of the student or his/her parent/guardian to appeal the expulsion to the Board of Education or its designee within ten (10) days of the expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee, and to request that such hearing be held in executive session if such hearing is conducted by the Board. The Board or its designee, however, shall act upon an expulsion only at a public meeting. If the expulsion is for more than twenty (20) days, or will extend into the next semester or school year, the notice must also contain information on services or programs that work toward improving the student's attitudes and behavior.

The Board, by a majority vote of its full membership, or by the action of its designee, may affirm the expulsion or may reinstate the affected student or may otherwise reverse, vacate or modify the order of expulsion.

The Board or its designee shall keep a verbatim record of all hearings under this Article. Decisions of the Board or its designee may be appealed to Common Pleas Court under Chapter 2506 of the Ohio Revised Code.

E. Student Conduct Occurring on School Property or at School-Sponsored Events.

Unless otherwise noted in the individual section, the rules and standards for the discipline of student shall be applicable to any conduct: on school grounds, during and immediately before or after school hours; on-school grounds at any other time when the school is being used by a group; off-school grounds at a school sponsored activity, function or event; on a school bus or conveyance; at any other time when the student is subject to the authority of the school.

F. Student Conduct Occurring Off-School Property

The rules and standards set forth for the discipline of students shall apply to misconduct by a student that occurs off of property owned or controlled by the Rocky River City School District Board of Education but that is connected to activities or incidents that have occurred on property owned or controlled by the District, and misconduct, regardless of where it occurs that is directed at a District employee or official or the property of such employee or official.

III. The Code of Conduct

The Code of Conduct defines specific acts that are considered violations of expected student behavior. The Code of Conduct is based on Board policy, District guidelines, and applicable law. These violations are examples of those acts that disrupt the school environment and the teaching and learning in the Rocky River School District.

The goal of the Code of Conduct is to provide school staff, students, parents and community members with a clear understanding of student conduct that is unacceptable and grounds for disciplinary action. The list of student misconduct is not all-inclusive and represents misconduct for which students shall be subject to disciplinary action. A student committing an act of misconduct not listed below shall nonetheless be subject to the disciplinary authority of a building administrator or other school administrator.

Any of the following violations committed at school, school-sponsored activities, on school premises, buses, against school property, personnel or students, or which reflect negatively on the school, will result in disciplinary action. Such action may include suspension, expulsion, or removal from school or class activities including student activities and athletics, school buses or the premises, and/or other appropriate disciplinary actions. A student may be recommended for long term out-of-school suspensions or possible expulsion for repeated violations of the Code of Conduct. Our goal is to maintain a safe and orderly environment

for all students and staff. The following Code of Conduct is designed to promote the identified goal.

- a. Starting or participating in the starting of an unauthorized fire; initiating without cause a fire alarm or a bomb threat; failure to report a fire or an impending bombing or catastrophe; or tampering with safety equipment.
- b. Use, possession, or threatened use of fireworks, explosives, weapons or incendiary devices.
- c. Possession, consumption, sale or attempted sale of alcoholic beverages or illegal drugs, or hallucinogens, "look-alike" drugs, controlled substances without prescription, drug paraphernalia, or any substance purported to be alcoholic beverages or illegal drugs, or attendance at school or school-sponsored activities after having used such substances.
- d. Gambling on school property.
- e. Use of profane, obscene or vulgar language or gestures.
- f. Cheating on a test or plagiarism.
- g. Smoking (defined as having a lighted cigarette, cigar or pipe in hand or mouth, or as having inhaled or exhaled smoke from a cigarette, cigar or pipe) or possession of tobacco in any form or any substance purported to be tobacco. Use or possession of matches or lighters is not permitted.
- h. Sexual contact, defined as any touching of an erogenous zone of another.
- i. Signing someone else's name on or tampering with school or parental documents.
- j. Taking, tampering with, misuse of, possessing or receiving without authorization personal and/or school property (e.g. computers) or the destruction thereof.
- k. An act that disrupts, causes a disruption or may cause a disruption which interferes with the educational process or the operation of the school.
- l. Fighting or threatened act of physical violence, or an act of hazing (defined as doing any act or coercing another to do any act that causes or creates a risk of mental or physical harm to any person whether or not as an initiation into an organization).
- m. Possession, use, threatened use, or exhibition of an instrument or device designed to be or used as a weapon or a look-alike weapon.
- n. Insubordination, including but not limited to interfering with a teacher's class, failing to obey a reasonable request of school

- personnel, failing to identify oneself to school personnel when requested, or abusing or insulting school personnel.
- o. Failure to accept discipline or punishment.
 - p. Repeated Code of Conduct violations.
 - q. Unauthorized occupation of school property or unauthorized or inappropriate use of or tampering with school facilities, equipment, materials or supplies.
 - r. Unauthorized publication, sale or distribution of products and materials on school premises
 - s. Unexcused absence from class or from school.
 - t. Tardiness to class or school.
 - u. An act of extortion, which includes but is not limited to borrowing or attempting to borrow money, things of value or obtaining services from a student or school personnel unless both parties enter into an agreement freely and without the presence of either an implied or expressed threat.
 - v. An act of bullying or intimidation, either written or verbal, which jeopardizes or poses a threat to the character, health and/or safety of another student, teacher or staff member. This would include threats made through the mail, Internet, or phone (to include text message), or violence within a dating relationship.
 - w. An act of vandalizing or trashing school property, student property or school employee property.
 - x. Conviction of specific provisions of Federal, State, or the codified ordinances of Rocky River that have impact on the Rocky River City School Community.
 - y. Racial, religious, ethnic, sexual, or any other kinds of slurs or harassment.
 - z. Illegal Internet access, possession, distribution or creation of inappropriate and/or threatening pictures, documents, or materials including Internet or web sites. Accessing, altering, or destroying student or staff computer files.
 - AA. An act which constitutes racial, religious or ethnic harassment.
 - BB. An act which constitutes a racial, religious or ethnic slur.
 - CC. An act of sexual harassment.*
 - DD. Possession of any electronic devices that disrupt the educational process. **

EE. Violation of the district's computer Internet user Administrative Guideline 7540.

- * Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name calling, or pressure to engage in sexual activity. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for sexual harassment, including suspension or expulsion as appropriate. Any student who believes he or she is a victim of sexual harassment in violation of this policy should immediately notify the superintendent, who is the Title IX coordinator, or the student's building principal or other administrator with whom the student feels comfortable. A complete copy of the district's sexual harassment policy may be obtained contacting the building principal.

All cases of harassment/bullying are reported to the police.

- ** The administration reserves the right to confiscate any items considered inappropriate for a school setting.

- *** Aggressive behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, including any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation.

This also includes intimidation and harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability, stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal.

See Board Policy 5517.01 for details.



SCHOOL CONDUCT CODE

IV. Misconduct For Which Any Discipline Including Suspension And Expulsion May Occur

A. Disruption of School:

Students shall not use violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school.

Student shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school.

While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:

1. Unauthorized presence in any school building, school grounds or part thereof
 2. Blocking the entrance or exit of any school building
 3. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property
 4. Making, by telephone call, letter or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function or event on or off school grounds.
 5. Activating or attempting to activate the alarm system in the absence of fire

 6. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continuing functioning of any school, class, or activity of any lawful meeting or assembly on or off the school property
 7. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event
 8. Except under the direct instruction of the principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event
 9. Continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or co-curricular activity
 10. Repeated violations of school rules
- B. Weapons, Dangerous Instruments, Fireworks, and Explosives:

Students shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon, "look alike" weapon or dangerous instrument. Weapons, "look-alike" weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage. Students shall not possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives, or munitions, nor shall ignite, explode or detonate or attempt to ignite, explode or detonate fireworks, explosives, or ammunitions. All offenders will be referred to the proper legal authority.

V. Disciplinary Actions for Certain Violations of the Code of Conduct

A. Narcotics, Alcoholic Beverages and Stimulant Drugs:

1. During school, summer school, travel on any school-provided transportation or any school-sponsored activity held on or off school property, students shall not possess, buy, sell, use, supply, transmit, be under the influence of, and/or apply any mood-altering chemical of any kind including alcohol.
2. "Under the influence" means not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated. Impairment of a person's physical and/or mental faculties may be evidenced by a pattern of abnormal or erratic behavior and/or the presence of physical symptoms of drug or alcohol use. The following is a list of examples of indicators of possible drug or alcohol use: stumbling, staggering, being unsteady, slurred speech, being inappropriately loud or quiet, extreme hostility, overly aggressiveness, bloodshot, red or glassy eyes, dilated pupils, smell of alcohol or illicit drugs,

and/or physical evidence of drug or alcohol use (bottles, pills or drug paraphernalia). Failure to submit to an assessment of the student's condition shall be considered being under the influence of alcohol and/or illicit drugs.

3. "Possession" includes, without limitation, retention on the student person or in purses, wallets, lockers, desk, or automobiles parked on the school property.
4. "Mood-altering chemical" including, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, intoxicating inhalants, and prescription drugs, unless authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student's name and directions for proper use.
5. The Rocky River Board of education recognizes alcohol/drug abuse and dependency to be a serious problem; furthermore, the Board recognizes the dependency stage of chemical use to be a primary physical illness.
6. Health problems of youth are primarily the responsibility of the home and community; however, schools share in that responsibility as the community's youth spend a major portion of their time therein and chemical abuse problems often interfere with school behavior, student learning, and the fullest possible development of the individual. The schools then should have a major part in early detection of chemical use, abuse and dependence, the protection of students from the promotion and sales of alcohol and non-prescribed drugs, and a partnership role with families and other institutions in seeking treatment for the chemically dependent person. Toward this goal, the Board of Education is committed to achieving

an environment of high risk for those who would use or abuse all non-prescribed chemicals. This goal, however, cannot be achieved by the schools alone, regardless of funding, staffing ability or program development. The family, religious organizations, police, community health services, mental health and treatment centers, and concerned citizens must also play a role if our goal is to be accomplished. The administration is authorized to establish a community action team of school and community people which would serve as a source of advice and support to the substance abuse program as it functions within the school.

7. The Discipline Code of the Rocky River City School District is in effect at school, at school-sponsored activities, and on school premises and school buses. In accordance with the Discipline Code, possession, consumption, sale or attempted sale of alcoholic beverages or illegal drugs, or hallucinogens, "look-alike" drugs, controlled substances without prescription, drug paraphernalia, or any substance purported to be alcoholic beverages or illegal drugs, or attendance at school or school-sponsored activities after having consumed such substances are in violation of the Discipline Code and the following procedures will be enforced:

- a. **Use/Possession of:**

1. **First Offense -**

- a. Ten day Out-of-School suspension. Five days will be waived if the student attends "Eduvention"

and/or receives a professional assessment by a certified chemical dependency counselor. Documentation of participation and/or assessment will be provided to the school.

- b. Parents will be notified.
- c. Police will be notified.

2. Second Offense -

- a. Ten day Out-of-School suspension with a recommendation for expulsion.
- b. Parents will be notified
- c. Police will be notified.
- d. Notification to the Department of Motor Vehicles will be sent, causing the student to lose his/her license up to a maximum of 18 years of age.

b. Sale/Distribution:

1. First Offense -

- a. Ten days out-of-school suspension, recommendation to Superintendent for expulsion.
- b. Police will be notified.

c. Suspected Use:

- 1. Parental contact.
- 2. Possible interventions (including search and police involvement).

B. Cheating/Plagiarism:

Cheating and plagiarism cannot be tolerated in the school environment. All staff members are to be alert to potential problems in this area and must act to discourage attempts to academic dishonesty. Should such dishonesty be identified clearly, the following procedures are to be used:

1. *First offense* -- the student will be reprimanded by the teacher; will receive “no credit” on the assignment; a disciplinary referral will be filed with the assistant principal; the parent will be informed by the teacher.
2. *Second offense* (in same class) --The student will be assigned a failing grade for the quarter; an office report will be filed; and the assistant principal will notify the parents.
3. *Second offense* (in different course) -- The student will be assigned a failing grade for the quarter when the multiple offense is determined by the assistant principal; parent will be notified by the teacher.
4. *Chronic offenses* may lead to suspensions from classes or to failure in a given course. This will be determined by the assistant principal.
5. Additional disciplinary action may also be taken.

C. Smoking:

Students shall not possess, use or transmit tobacco products on school grounds, at any school function or activity whether on or off school grounds, or on any property within view of the school. This includes smokeless tobacco products (snuff and chew).

First offense – Three days out-of-school suspension - two days will be waived if the student agrees to participate in a tobacco education program. The times of these sessions will be arranged by the instructor. If a student misses any one of the sessions he/she will be required to serve the other two days of suspension.

Second offense – Five days OSS

Third offense – Ten days OSS

D. Assault on or Abusive Language Toward a School Employee, Authorized School Visitor, or Another Student:

Students shall not use vulgar, profane or abusive language or make a vulgar, profane or abusive gesture toward any school employee, authorized school visitor, or any other student nor cause or attempt to cause physical injury to a school employee, authorized school visitor, or another student. Students who make threats, spoken or implied, toward any school personnel will be subject to severe penalties including out-of-school suspension and the filing of criminal charges. All such threats shall be taken seriously and documentation of such threats will be provided to the police department.

DRIVING AND PARKING

All student drivers must register their vehicles and secure a parking permit through the assistant principals' office. Parking permits are \$25.00 and are good for one year. A car sticker will be issued upon the satisfactory completion of the application. Students are to park only in the student lot as assigned. Regulations and use of the student parking privilege is stated on the application.

Student vehicles illegally parked on school premises may be towed at the expense of the student. It is the policy of RRHS to provide a parking permit to licensed drivers who assume the responsibility of safety and good conduct.

Students will have parking permits revoked if they speed or drive recklessly, or use a car for unauthorized purposes.

PARKING RULES AND REGULATIONS

Students are to park in the student lot south of the building off Wagar Road. Students **MUST** obtain a Student Parking Permit and display it on the vehicle as per instructions issued with the permit. **The Board of Education assumes no responsibility for vehicles parked on school property. It may NOT provide parking lot security. Parking is at your own risk.**

1. Students may not park in faculty and/or visitor lots. Violators are subject to towing at the student's expense.
2. Students must obey the traffic laws of the State of Ohio and will comply with rules and regulations set forth by municipal and school officials.
3. A speed limit of 5 MPH is to be observed on school property.

4. Parking tags must be in view (hung on rearview mirror or in back window on the passenger side) to be valid. Parking permits will cost students \$25.00 each.
5. Parking on school premises is considered a privilege and is not a right. Cars and school parking lots are searched upon reasonable suspicion of illegal or unauthorized behavior or contraband.
6. Students who violate parking lot rules are subject to the following consequences:
 - a. 1st Offense – Automatic suspension of parking privilege at school for one week.
 - b. 2nd Offense – Subject to towing at driver's expense and loss of privilege to park at school.
7. Any lost parking tags will be subject to a \$5.00 replacement fee.

FOREIGN STUDIES OPTIONS

Students wishing to extend their studies to include experiences in other countries may do so per these stipulations:

* Students completing academic courses abroad may select those they wish to apply toward graduation requirements (excluding English coursework.) All such selections must be given final approval by the building principal in consultation with the student's counselor. Correlating credit (based upon the Carnegie Unit standard) for these academic courses will be given and applied to the student's permanent record when he/she returns to Rocky River High School. Grades will be recorded on the transcript as they were earned and interpreted in the country of study. No such credits will be given "weighted" status and all will be included in GPA calculations. Students cannot elect to enroll for coursework on a pass/fail basis for foreign study.

* Students wishing to study abroad primarily for the "cultural experience," whether for a year or a semester, may do so and may elect to have no formal record maintained of the courses taken and grades earned during the foreign study.

* Courses taken abroad may not be used as pre-requisites for any required coursework at RRHS.

* Relative to the study of the “foreign” language taken by the student abroad; it is often difficult to determine the proficiency resulting from a student’s immersion in the culture and language of the country. Thus, a student may opt for assessment in a particular level of a foreign language by taking the final exam in the course the student is asking to exempt as a result of their study/immersion in that language. Test results will be assessed by the principal, counselor and a foreign language teacher. Ultimately, the principal will make a decision as to appropriate placement of that student.

* Students taking courses abroad will be given the opportunity to complete some coursework via the existing stipulations pertinent to Independent Study Options. Prior approval for such arrangements must be made via the principal and respective counselor.

* Students studying abroad under these conditions will be eligible for consideration for academic honors (Valedictorian/Salutatorian) at Commencement.

VISITORS

Rocky River High School welcomes adult visitors but asks they do the following:

All visitors to Rocky River High School **MUST** check in at the principal's office immediately upon entering the building. This includes alumni returning for a visit. Alumni visits are restricted to before and after school hours. Alumni may meet with former teachers during their conference periods provided arrangements have been made ahead of time.

- No visitor may enter a room while a class is in session.
- Permission will not be granted to have a visitor come to school during lunch or to attend classes with you.
- Parents are welcome to visit Rocky River High School at any time, but are requested to check in at the office in order that proper arrangements are made to insure a quality visit.
- Prospective students who wish to visit Rocky River High School must make prior arrangements through the Guidance Department.

Students shall not be permitted to bring student visitors to school during school hours. Special consideration may be given by the Principal.

WORK PERMITS

To obtain a work permit you must pick up the forms in the attendance office. The form is to be filled out by you and signed by a parent. The form must also be filled out by the employer and the second form is to be filled out by your physician. This form can be replaced with a copy of a current physical card. When all forms have been completed, return them with a copy of your birth certificate (this will be returned to you) to the attendance office.

Work permits are good for one year. If renewed within the one year period you will only need to have an employer card filled out. If it is past the one year deadline, all forms have to be completed again. Should you change jobs, you will need a new employer card.

DISTRICT WIDE PRACTICES

ANTI-HAZING STATEMENT

It is the belief of the Rocky River City Schools that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act, including an act of initiation into any student or other organization, that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in the statement.

DRUG AND ALCOHOL USE

The use of illicit drugs and the unlawful possession and use of alcohol is harmful. The unlawful possession, use, or distribution of illicit drugs and/or alcohol on school premises or at any school activity is prohibited. Students who violate this policy will be subject to sanctions under the Discipline Code which may include suspension, expulsion, and prosecution.

Information about drug and alcohol counseling and/or rehabilitation programs is available to all students through the Guidance Office or the Building Principal. This includes lists of available programs both in-patient and outpatient, as well as cost of such programs.

Compliance with the Discipline Code is mandatory and all students and parents are given a copy of the Code.

EMERGENCY SCHOOL CLOSING

We use the AlertNow Notification Service to send telephone or email messages to parents providing important information about emergencies or school events.

In the event of an emergency at school parents will be informed immediately by phone. The email notification service allows us to reduce paper and mailing costs and ensure that necessary information reaches parents.

AlertNow has an online parent portal, called AlertNow Access, which allows parents to choose which contact numbers and e-mail addresses for the system to use.

There is a link to AlertNow Access on the district website.

In addition, emergency school closing because of snow or other calamity is announced on the Cleveland radio and television broadcasts either at 11:00 p.m. the evening before or by 7:00 a.m. the day of school closing. It should be assumed that schools are open unless announced otherwise.

PURCHASES REQUIRED BY STUDENTS

Upon advance approval of the principal, students may be required to buy supplemental books, workbooks, materials, personal instructional or safety equipment, and uniforms or uniform items. These items are not provided by the Rocky River City Schools.

GIFTED/HONORS PROGRAM

The State of Ohio requires students in Grades 1-12 to be reviewed yearly for giftedness in one or more of the following areas: Superior Cognitive Ability, Specific Academic Ability, Creative Thinking Ability, Visual and/or Performing Arts Ability.

Please see Rocky River School District Administrative Directive 86.

SPECIAL EDUCATION

Special education services are provided for students, ages 3-22, who have been identified as having a disability under the Ohio Rules for the Education of Handicapped Children, Rules for the Education of Preschool Children with Disabilities, Individuals with Disabilities Education Act, and Section 504- The Rehabilitation Act of 1973. Information concerning identification, parent rights, programs and services and other special education issues is available through the Division of Learning Resource Services.

SERVICE LEARNING

Service Learning involves students in community activities that complement their classroom studies. Service Learning activities (e.g., Jump Rope for Heart, Harvest for Hunger, Welsh Home visitations, et cetera) show students that what is learned in school can be applied to the real world. Service Learning activities help students to become interested in their communities and show them how they can affect the quality of life in them.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

It is the policy of the Rocky River Board of Education that there will not be any discrimination on the basis of sex, age, marital status, race, color, creed, religion, disability, or national origin in the programs, services, or practices of the school district.

It is also the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature that has the purpose or effect of creating an intimidating, hostile, or offensive environment. This applies to staff harassment of a student, student harassment of another student, and student harassment of staff. An individual's intent does not matter. Everyone has a right to his/her own standards.

If a student is harassed or discriminated against, a student may use the complaint procedure authorized by the Board of Education. The procedures are set forth in Administrative Directive 16 - Complaint Procedures for Alleged Violations of Equal Employment Opportunities, and Harassment Including Sexual Harassment.

INTERNET USER GUIDELINES

A. On-Line Safety

1. Do not give out personal information such as your address, telephone number, or the name and location of your school to other users (unless pre-approved by the classroom teacher.)
2. Do not send other users your picture or any other information that could be used to establish your identity (unless pre-approved by the classroom teacher).
3. Do not agree to get together with someone you “meet” on-line without parent approval.
4. Do not respond to a message that makes you feel uncomfortable.
5. Do discuss your on-line experience with your parents so that they are aware of your on-line activities.

B. General Rules

1. Use of any information obtained via Internet is at one’s own risk.
2. Users are to abide by the generally accepted rules of network etiquette.
3. The Internet (including searching, chatting, email, and bulletin boards) is to be used only in support of education and research consistent with the educational goals of the Rocky River City School District.
4. Network accounts are to be used only by the registered user for the authorized purpose.
5. Copyright laws are not to be violated by Internet users.
6. The Internet is not to be used for computer resources for non-academic activities.
7. Users are not to seek information or passwords of other users or represent other users on the network.
8. No user of the network is to disrupt the use of the network by others.
9. Students are not permitted to by-pass filters.

INTERNET USER GUIDELINES (continued)

C. Prohibited Use

1. Transmission of material, information, or software in violation of any local, state, or federal law is prohibited.
2. Use of the network for commercial or for-profit purposes is prohibited.
3. Use of the network for personal and private business is prohibited.
4. Use of the network for product advertisement or political lobbying is prohibited.
5. Use of the network for harassment to send hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
6. Use of the network to facilitate infiltration of a computer or computer system(s) is prohibited.
7. Use of the network to place computer viruses or harmful programs on any computer system is prohibited.
8. Use of the Internet to access, view, transmit, download or process pornographic, obscene, or other inappropriate material that is otherwise harmful to minors is prohibited.
9. Use of files dangerous to the integrity of the network is prohibited.

D. Review Policy & Consequences

1. Data stored by users on network computers and portable devices (including, but not limited to, flash drives, cell phones, MP3s, and iPods) is subject to review by network administrators and/or school personnel.
2. RRCSD reserves the right to access and monitor communications using Internet access provided by the District.
3. RRCSD will not be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

4. Users assume liability for any unauthorized charges including, but not limited to, long distance charges, per minute surcharges, and/or equipment line costs incurred by the user(s).
5. Any student using Internet access provided by RRCSD without having a signed User Authorization Form on file may be subject to disciplinary action.
6. On-line users violating the guidelines may be subject to disciplinary action.

Use of the Internet through LNOCA is governed both by these Internet User Guidelines and by an Internet User Guidelines and Policy promulgated by LNOCA. The District's Internet User Guidelines substantially incorporate the restrictions contained in the LNOCA Guidelines and Policies. However, users are advised to review a copy of LNOCA policy if they have any concern their use may violate one or both policies. The LNOCA policy is available from school administrators and in the media centers.

PUBLIC & STUDENT RECORDS

Public Records: Information transmitted to and/or from the Rocky River City School District Board of Education and its employees may be a public record and, therefore subject to disclosure. This standard also applies to information transmitted electronically. However, if any communications contain student records or medical information, they shall be maintained as confidential to the fullest extent of the law.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such

as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - *Inspect, upon request and before administration or use –*
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Rocky River City School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The Rocky River City School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Rocky River City School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Rocky River City School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901**

PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available to residents of Ohio for inspection and reproduction.

The Board will utilize the following procedures regarding the availability of public records. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in statute as having been created, generated, sent, communicated, received, or stored by electronic means, created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Public records" do not include medical records, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43.

The public records of this District shall be available during regular business hours, with the exception of published holidays. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time. The District's public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the District to review and redact non-public/confidential information contained in the record.

Each request for public records shall be evaluated for a response at the time of the public records request.

Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s).

The request for records need not be in writing. The requestor shall not be required to provide his/her identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the District promptly following the receipt of the request. If the request for records was in writing, the acknowledgement by the District shall also be in writing.

The Superintendent/designee is authorized to grant or refuse access to the records of this District in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released.

If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

A person may purchase copies of the District's public records upon payment of a fee. A person who chooses to purchase a copy of a public record may request to have said record duplicated on paper, on the same medium on which the District keeps the record, or on any other medium in which the custodian of records determines that said record reasonably can be duplicated as an integral part of normal operations.

A person who chooses to purchase a copy of a public record may also choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as costs for postage and supplies used in the mailing.

Those seeking public records will be charged only the actual cost of making copies.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District. E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule. Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of the District shall retain e-mails that relate to public business and shall copy them to their business e-mail account(s) or to the records custodian. The records custodian shall treat e-mail from private accounts that are used to conduct public business, thus subject to disclosure, as records of the District.

These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting any record of this District, except student records and certain portions of personnel records.

A School District Records Commission shall be established consisting of the Board President, Treasurer, and Superintendent of Schools in accordance with law to judge the advisability of destroying District records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.

The Superintendent/designee shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed to provide guidance to District employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a "legitimate educational interest" (as defined herein) in the information, or to other individuals or organizations as permitted by law. For the purposes of this section, the term "parents" includes legal guardians or other persons standing in loco parentis. The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District, or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

- A. Forward student records, including disciplinary records with respect to any current suspension and expulsion, upon request to a private or public school or school district in which a student of this District seeks or intends to enroll, upon condition that a reasonable attempt is made to notify the student's parents of the transfer, of their right to receive a

copy of the record if desired, and of their right to have a hearing to challenge the content of the record;

B. Provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;

C. Report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

D. Request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" (as defined herein) regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, notwithstanding the preceding sentence, directory information regarding a student may be released without such consent to those

persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such directory information upon written notification to the Board within five (5) days after receipt of the Superintendent's annual public notice.

In accordance with applicable Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an authorized representative of an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student.

The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose directory information on former students without student or parental consent.

The Board shall permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least ten (10) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within five (5) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. College or other postsecondary education recruitment, or military recruitment
- B. Book clubs, magazine, and programs providing access to low-cost literary products
- C. Curriculum and instructional materials used by elementary and secondary schools
- D. Tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. The sale by students of products or services to raise funds for school-related or education-related activities
- F. Student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. Inspect and review the student's educational records;
- B. Request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. Consent to disclosures of personally-identifiable information contained in the student's educational records, except to those disclosures allowed by the law;
- D. Challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. File a complaint with the Department of Education;
- F. Obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. The proper storage and retention of records including a list of the type and location of record;
- B. Informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

E-MAIL AND OTHER ELECTRONIC COMMUNICATION

The Board's email system is to be used as a method of communication among employees and other authorized users for school purposes. User shall mean Board employees, officers, temporary employees, and authorized agents and volunteers who use the Board's email system or who use their personal email for school purposes.

Email and Other Electronic Communication That Qualify as a Public Record

Email and other electronic communications such as text messages that qualify as a public record shall be treated in the same fashion as public records in other formats under Policy 8310 and shall follow the District's retention schedule. Public records in private email accounts may be subject to disclosure if their content relates to public business. All employees or representatives of the District are responsible for retaining emails that meet the definition of public records in accordance with this Policy. Generally, the individual who sent an email message should maintain the message.

The Board's email system is not intended to be a medium in which to permanently store electronic information. Users are required to manage the space in their email boxes appropriately. Users should regularly review their email messages and take timely action as needed. For example, email messages with large attachments should be saved to off-line storage or printed immediately and then deleted from the email box. Email messages should be filed in a way that enhances their accessibility and that facilitates records management tasks. Users shall be responsible for classifying messages they send or receive according to content and the following principles:

- A. On-line storage is defined as storage of email messages, metadata, and attachments in the District's email system. On-line storage maintains the full functionality of the email message, and allows users to recall the message at any time for reference or responding.
- B. Near-line storage is defined as storage of email messages, metadata, and attachments in an electronic record keeping system. This type of storage requires that the message, metadata, and attachments be removed from the on-line email system and stored in an electronic format. For example, a message stored in an on-line email system can be saved to a file on a local hard drive. Near-line storage allows the user to maintain a moderate amount of functionality, in that email messages stored near-line can be retrieved and referenced electronically.
- C. Off-line storage is defined as the storage of email messages, metadata, and attachments outside of an electronic record-keeping environment. The clearest example of this type of storage is to simply print out an email message to paper, with its contextual information and attachments in place, for filing within existing filing systems in the agency. Off-line storage dramatically reduces the functionality, in that email messages are no longer searchable or retrievable in electronic form.

Transient Records

Certain forms of email and other electronic communication have limited administrative value and shall be referred to as transient records. Transient electronic records include telephone and other messages, notes, task items, schedules, scheduling matters, calendars, appointment books, personal notes, drafts and other limited purpose documents which serve to convey information of temporary importance. For example, an email message notifying employees of an upcoming meeting would only have value until the meeting has been attended or the employees receiving the message have marked the date and time in their calendars. Users may dispose of transient records, including transient electronic records in the form of “sent” and “deleted” email and other electronic communication, no sooner than 90 days after their creation.

Email and Other Electronic Communication That Does Not Qualify as a Public Record

Email and other electronic forms of communication such as text messages that do not meet the definition of a public record under Ohio law may be deleted at any time, unless they become part of an official school record as a result of special circumstances.

Any email not received or created in the course of school business may be deleted immediately, because it is not a public record. Publications, promotional material from vendors, and materials that are “publicly available” are not records unless specifically incorporated into other school records. This may include “listserve” messages (other than those you post in your official capacity), unsolicited promotional materials (“spam”), files copied or downloaded from internet sites, and the like. These items may be immediately deleted. In addition, communications of a personal nature are not public records and may be deleted by the user.



PROFESSIONAL LEARNING COMMUNITY
ROCKY RIVER HIGH SCHOOL
WEDNESDAY IRREGULAR SCHEDULE

7:45 – 8:45 AM
TEACHER LEARNING TEAM
MEETING
and
**REQUIRED STUDENT GRADE
LEVEL MEETING PERIOD*

PERIOD 1	8:55 – 9:40	(45 Minutes)
PERIOD 2	9:44 – 10:32	(48 Minutes)
<i>*Daily Announcements</i>		
PERIOD 3	10:36 – 11:21	(45 Minutes)
SEMINAR	11:25 – 11:49	(24 Minutes)
PERIOD 4	11:53 – 12:39	(46 Minutes)
4A	11:53 – 12:14	
4B	12:18 – 12:39	
PERIOD 5	12:43 – 1:29	(46 Minutes)
5A	12:43 – 1:04	
5B	1:08 – 1:29	
PERIOD 6	1:33 – 2:19	(46 Minutes)
PERIOD 7	2:23 – 3:08	(45 Minutes)

Specific grade level meeting dates will be E-mailed via **AlertNow at the beginning of each quarter and will be available on the High School web page.*

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BELL SCHEDULE
2011/2012

TEACHERS REPORT BY: 7:45 AM DAILY

PERIOD 1	7:55 – 8:49 AM	(54 MIN.)
PERIOD 2	8:53 – 9:50 AM	(57 MIN.)
PERIOD 3	9:54 – 10:48 AM	(54 MIN.)
SEMINAR	10:52 – 11:16 AM	(24 MIN.)
PERIOD 4	11:20 – 12:14 PM	(54 MIN.)

Lunch/Study Hall Split for Grades 9 & 10

4A	11:20 – 11:45
4B	11:49 – 12:14

PERIOD 5	12:18 – 1:12 PM	(54 MIN.)
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Lunch/Study Hall Split for Grades 9 & 10

5A	12:18 – 12:43	
5B	12:47 – 1:12	(54 MIN.)

PERIOD 6	1:16 – 2:10 PM	(54 MIN.)
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PERIOD 7	2:14 – 3:08 PM	(54 MIN.)
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TEACHER DAY ENDS AT 3:15 PM