



ROSS HIGH SCHOOL 2017-2018 Student Handbook

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This agenda belongs to:

NAME _____

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MISSION STATEMENT

The staff of Ross High School is committed to ensuring academic success, social responsibility, and career development for all students through strong partnerships with parents and the Ross community.

ACCIDENT/ILLNESS

Pupils who become ill or are involved in an accident during the school day are to report to the office with a note signed by their teacher. The office will decide what action to take, i.e. rest in office, send home, recommend doctor visit, hospital, or return to class. The student will not be allowed to go home unless parental permission can be secured. **Only those adults listed on a student's emergency medical authorization form (EMA) are permitted to be contacted to remove the student from school. Only those adults appearing on the EMA will be permitted to remove a student from Ross High School.**

AFTER-SCHOOL DETENTION

Students who are absent from school on the date of their scheduled detention must serve their detention on the **first day** they return to school. Pupils who report late (after 2:15 P.M.) will be counted absent and must serve detention the next school day. Multiple late arrivals to detention will result in Friday School, in-school suspension, and/or out-of-school suspension.

Pupils in detention are expected to remain seated and silent throughout the entire detention; pupils are not permitted to sleep; pupils are expected to do meaningful work.

Pupils who fail to show for detention will receive additional consequences. Skipping detention is a serious infraction and will lead to additional detentions, Friday School, in-school suspension, and/or out-of-school suspension.

Pupils will be given 24-hour notice upon receiving a detention to make necessary arrangements for transportation. It is the responsibility of the student to make arrangements for transportation. Students who stay for detention will not be permitted to ride the Middle School buses.

ATTENDANCE POLICY

The State of Ohio requires that all children between the ages of 6 and 18 years of age attend school every day that school is open. All students are, therefore, required to attend school regularly. Students are also expected to be on time for class so that they may receive the maximum benefit from the academic program. Effective July 1, 2017, Ohio law mandated public schools to provide closer supervision and documentation for student attendance (House Bill 410).

Excused Absences Include:

- Personal illness or injury





- Illness or death in the family.
- Funeral of immediate family member or relative
- Quarantine
- Religious holiday
- Court appearances
- Pre-approved absences. Five (5) days per year approved in advance by school administration (outlined in “Vacation Days” on page 26)
- College visits (prior arrangements and approval from guidance office)/Official documentation must be provided to the office upon returning from the college visit

All other absences are unexcused. Students may not be permitted to make up work for any unexcused absences.

If a child accumulates (excused or unexcused) absences equal or exceeding **38 hours per month or 65 hours per year**, Ross Local Schools will provide written notification of these absences at 38 hours per month, 56 hours per year, 65 hours per year, and 72 hours per year.

Students with excessive **unexcused** absences will be deemed “habitual truant” under HB 410. This is defined as students with unexcused absences totaling **30 or more consecutive hours, 42 hours or more per month, or 72 hours or more per year**. Students meeting this threshold will be assigned to the Absence Intervention Team. **Within 14 days** of an assignment to the Absence Intervention Team, an intervention plan will be developed. The district is expected to make reasonable efforts to communicate this plan to the parent/guardian **within 7 days** of the development. If of age, the district will contact the *Registrar of Motor Vehicles* for the suspension of a student’s driver’s license. Truancy will be filed **60 days** after the plan is initiated if the student does not participate or does not make progress.

ATTENDANCE PROCEDURE

Parents must phone the school before **9:00 A.M.** when their child is going to be absent. Upon returning to school after being absent, students are to present an excuse note written and signed by a parent/guardian to the attendance station. This written explanation of absence must be submitted to the attendance station within **two (2) school days** following the student's return to school; otherwise the absence will be unexcused. Students must bring this note from home even though their parent or guardian may have spoken with the attendance office the previous day.

Students may submit a maximum of five (5) parent/guardian notes per semester for absences deemed “excused”. After five (5) parent/guardian notes, **written documentation** from a treating physician, nurse practitioner, or physician assistant stating the day(s) absent and reason for such absences is required.





ATTENDANCE TARDY POLICY

Students are expected to arrive to school before 7:20 A.M. Students that are not in their RAM bell when the bell rings at 7:20 A.M. will be considered tardy to school. A student arriving late to school must report immediately to the attendance station. **A student who has been ill or who has had an emergency doctor or dentist appointment may present a written note from a parent/guardian/physician up to three (3) times in a semester.** Students reporting to school after 9:00 A.M. will earn one half day absence. Reporting to school after 10:30 A.M. considered a full day absence. Time missed will also count toward the new attendance policy established in HB 410.

Unexcused tardies or tardies exceeding three (3) written notes in a semester will result in school consequences.

1st Tardy (of each semester): Warning

2nd Tardy: Office warning and phone call home

3rd Tardy: 1 unexcused absence and after-school detention

4th Tardy: Friday School and 1 week removal of parking privileges

5th Tardy: Friday School and 2 week removal of parking privileges

6th and Subsequent: For every 3 unexcused tardies, students will earn 1 unexcused absence. In addition, students will earn ACE (Alternative Classroom Environment) and loss of parking privileges for the semester/year (Refunds will not be issued). Students will also be referred to the Absence Intervention Team if they accumulate enough hours to be “habitual truant”.

BACKPACKS AND OVERSIZED BAGS

Students are not permitted to carry backpacks or oversized bags at Ross High School due to safety and space concerns. Students are expected to put their backpacks and large bags in their assigned lockers prior to the start of school at 7:20 A.M. **All students may carry a bag smaller or equal to an 8x11 sheet of paper.** School administration is permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is a reason to believe that evidence will be obtained indicating the student’s violation of either the law or school rules. There should be reasonable suspicion to believe that the search will result in obtaining evidence which indicates the student’s violation of the law or school rules.

BOOKS/TEXTBOOKS

1. Students may be required to cover all of their textbooks to help maintain longevity of text use.
2. Students may be issued a textbook from their classroom teachers. Students are responsible for lost or stolen textbooks and will be responsible for the replacement value of their assigned textbook(s).
3. Pupils will be charged for the replacement value of all their textbooks not turned in at the end of the school year or damaged beyond the point of repair.





4. Pupils will be assessed the following fines for damaged textbooks:
 - a. Minor damage of textbooks - \$5.00.
 - b. Damage of textbooks requiring rebinding - the current cost of rebinding the textbooks.

BOOKSTORE

The Bookstore is located in the event hallway adjacent to the cafeteria.

BUS RULES

School transportation is an extension of the school day; therefore, all school rules and policies are to be followed. This includes bus stop areas. In addition, the following rules also apply:

1. Pupils are to be at the bus stops on time; the drivers cannot wait for pupils to walk from their homes to the buses.
2. Pupils will get off buses at their designated stops in an orderly manner and remain in their SAFETY ZONE.
3. Pupils ride only their regularly assigned buses and get off at their regular stops.
4. Pupils who wish to leave a bus at a stop other than their normal one must have written permission from their parents or guardians and these notes must be signed by an administrator.
5. Pupils must sit only in their assigned seats.
6. Pupils must be absolutely quiet at railroad crossings and other places of danger.
7. Pupils will cross the street at least ten feet in front of the buses and upon the signal of the drivers.
8. Large objects and school projects may need to be transported by parents.
9. Pupils are not permitted to eat or litter on a bus.
10. Riding the bus is a privilege that may be suspended by the administration at any time.

CAFETERIA EXPECTATIONS

Student behavior in the cafeteria should be based on courtesy and cleanliness. Students are responsible for cleaning up the area that they occupied while in the cafeteria. Failure to abide by this regulation could result in significant disciplinary action.

Cutting line in front of others is always rude and discourteous and is prohibited. Students are to stay out of all hallways during lunch. All lunches and snacks are to be eaten in the cafeteria. No eating is permitted in classrooms, hallways or lobby. Students may use the restrooms in the cafeteria only. Pupils who finish eating before the one-half hour lunch period is over must spend the remaining time in the cafeteria.





CLASSROOM TARDIES

Teachers will handle cases of occasional tardiness to class in accordance with their classroom management plans. Frequent offenders will be referred to the Dean of Students and/or assistant principal for further disciplinary action.

COMPUTER USE

It is illegal for any student to access another student's computer account. Entering and/or reproducing any information that is not directly related to the instructional assignment is strictly prohibited. Copying of any programs is also in violation of federal law, which could result in prosecution. Students are also forbidden to interfere with any operation of school business. Violation of this policy may result in suspension, expulsion and/or prosecution under existing laws. Students must have an "Acceptable Use Policy" signed and on file in order to be allowed access to the school computer network. Students who violate the Acceptable Use Policy will be in violation of the Student Code of Conduct could have their computer privileges permanently revoked, in addition to receiving the school administered discipline.

DELIVERY OF FLOWERS/GIFTS/FOOD

Students may not receive delivery of flowers or other gift items during the school day for birthdays, holidays, or other special occasions **Any item that is dropped off at the school will remain in the main office until the end of the school day and is subject to search by administration.**

DIRECTORY INFORMATION

State law requires public schools to release to any party that requests directory information within a reasonable period of time. The following items are designated as Directory Information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, awards and honors received, and the student's photograph as published in the school year book. **Any parent or adult student not wanting Directory Information released should contact the Student Services Office.**

EARLY DISMISSAL

If it is necessary for a pupil to be dismissed early, the student must bring a written request from his/her parent or guardian to the office before first block begins. The note should include the reason for the early dismissal, the phone number where the parent or guardian can be reached to confirm the dismissal, the student's first block classroom number, and the parent or guardian signature. Only medical appointments that can be confirmed, funerals, and illness are excused early dismissals. All other early dismissals will be unexcused. Time missed will also count toward the new attendance policy established in HB 410 (refer to "Attendance Policy" on page 3).





E-MAIL ADDRESSES

The Ross Local School District Board of Education, District Administration, Building Administration and Staff emails may be obtained through the Ross High School web page at rhs.rossrams.com.

FEEES

The Board of Education adopts and regulates school fees at Ross High School. Please see the Course Selection Guide for a yearly updated fee schedule. Students who owe fees may be denied participation in co-curricular or extra-curricular activities. All course fees are expected to be paid within the first two weeks of the grading period.

GRADING POLICY

Ross High School uses a 4X4 block schedule. Under this system the school year is divided into 9 week and 18 week courses. Each one-credit course meets for 18 weeks, and 1/2-credit courses meet for 9 weeks. Some courses will meet for one year (36 weeks). At the end of each course a final exam may be given covering all the concepts introduced during that course. Nine week courses may take final exams at the conclusion of the nine week grading period. Students who earn an “A” during both quarters of a semester class or all four quarters of a yearlong class may be exempted from final exams.

A four point letter grade system is used. It is as follows, with quality points used for averaging and numerical equivalents stated also.

A=Excellent4 (90 - 100%)	I=Incomplete 0 points
B=Above Average.....3 (80 - 89.99%)	P=Passed 0 points
C=Average2 (70 - 79.99%)	E=Enrolled 0 points
D=Below Average.....1 (60 - 69.99%)	
F=Failing0 (0 - 59.99%)	

Students must pass two of the following three grades (quarter grades, exam) in order to pass a semester class.

Grade cards will be issued four times a year. Interim reports may be sent home at the middle of each quarter to students who have earned “D’s” and/or “F’s”. Students and parents are invited to access Progress Book in order to check grades on a more regular basis. Contact Ross High School or the individual instructor for student login information for Progressbook.

The Ross Local School District believes that the grading policy and class ranking system should encourage students to achieve at the highest level possible. Encouraging students to take challenging course work can be accomplished through a weighted system of grading.

An additional weight of .05 will be added to the Grade Point Average for each Ross High School credit earned for Advanced Placement courses and College Credit Plus courses provided the student earns a “C” or above in the course. This rank may be used for two purposes: (1) on college and scholarship





applications as required, and (2) in the determination of valedictorian and salutatorian (first and second place in class).

To be eligible for valedictory and salutatory honors, a student must have attended Ross High School for a minimum of 6 semesters, including both semester of their senior year. The principal will select students for these honors on the basis of the cumulative weighted Grade Point Average after the fourth quarter of their senior year.

AP courses that are taken via credit flex, correspondence, or online will not be weighted for G.P.A. or Class Rank purposes. The final determination as to whether a course will be weighted rests with the building principal.

HONOR ROLL

A two-level, honor roll based on an unweighted grade point average will be implemented at Ross High School:

1. High Honor (3.75-4.00 G.P.A.)
2. Honors (3.25-3.749 G.P.A.)

Any student earning an "F" will result in that pupil being ineligible for the honor roll regardless of their grade point average.

LOCKS AND LOCKERS

Lockers are assigned by RAM bell teachers during the first few days of school. Students entering after that time have lockers assigned by the Student Services office as they register. Section 3313.20, Ohio Revised Code, permits the search of any pupil's locker and the contents thereof if the school personnel or administrators reasonably suspect that the locker or its contents contain evidence of a pupil's violation of a criminal statute or of a school rule. The Board of Education has also declared that lockers are the property of the Board and these lockers and the contents thereof are subject to random search at any time by school officials, or in conjunction with local law enforcement agencies, which may include K-9 searches, without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. School personnel or administrators may also search at any time the locker and contents thereof of any pupil if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property.

LOST AND FOUND

All articles that are found should be returned to the main office. Any lost article, except textbooks, should be claimed there. Lost textbooks, when found, will be returned to the teacher's mailbox whose name appears on the label inside the book.





MEDICATION

If it becomes necessary for a student to take any form of medication at school, a signed form issued from the office, with a doctor's signature, must be presented to the office. All medication will be kept in and dispersed through the main office. This includes all over the counter medications.

NATIONAL HONOR SOCIETY

The following criteria will be used for pupil selection into the Ross High School National Honor Society. This list is not all inclusive and additional information regarding the selection criteria and process can be found in the Course Selection Guide.

- Scholarship: Student must have a minimum 3.45 cumulative un-weighted grade point average.
- Leadership: Students must document at least two positions of leadership held during his/her high school years. Positions maybe held within Ross High School or the community.
- Service: Students must have participated in at least two service activities during his/her high school years.
- Character: Students must average at least a "1.5" on a scale of 0 to 2 in assessment of character by the Faculty Council. The entire faculty will be surveyed concerning any situations that may bear upon selection.

ONE-TO-ONE COMPUTING PROGRAM

Each student will be given a chromebook to use during the school year and will be responsible for the care and safekeeping of the chromebook, charger, and case. Students are expected to bring his/her fully charged chromebook in its case to school daily. In order for the chromebook battery to last an entire school day, it is imperative for students to fully charge it every evening. When charging, an orange light will display on the front right corner of the chromebook. The light changes to blue to indicate a full charge. It is also recommended that each student bring headphones/earbuds to help utilize digital tools and resources. **Any costs associated with the repair or replacement of the chromebook, charger, or case due to student abuse or neglect will be the responsibility of the student.** If the chromebook, charger, or case is not working or needs repair the student should bring it to the building media center upon arriving at school. You will be given a loaner device and our technology team will assess the problem and make a determination as to whether the issue is a warranty item or a repair that will need to be covered by the student and parent. Additional information about the 1:1 program can be accessed at www.rossrams.com/1-1 and has been linked to the district and building websites. The web pages contain basic information about the 1:1 initiative, the 1:1 Policy for Students, Frequently Asked Questions, and information on the





care, use, and responsibility of the chromebook, charger and case. Additional learning tutorials and resources can be found on the site as well.

SCHOOL DANCES

All school fees must be paid prior to students purchasing tickets for school sponsored dances. Students not enrolled at RHS must obtain a guest pass from the office prior to attending any dance sponsored by RHS. Individuals who have reached the age of 21 will not be permitted to attend any Ross High School sponsored dances. Students not yet attending high school are not permitted to attend RHS dances.

SCHOOL PUBLICATIONS

Ross High School's official publications (newspaper, yearbook, etc.) are a part of the school's curriculum and editorial control of these publications remains with school authorities.

STUDENT CODE OF CONDUCT

To give students a frame of reference upon which reasonable conduct is based, certain rules are necessary. All students, including those who have reached their 18th birthday, are expected to abide by all rules and regulations. All students should have a complete understanding of expected student behavior as listed in this handbook. The rules set forth in the following Student Code of Conduct are applicable to all school sponsored events and activities on or off school property.

CODE OF REGULATIONS FOR CONDUCT OF PUPILS

This Code of Regulations is adopted by the Board of Education of Ross pursuant to Section 3313.661 and 3313.62, Ohio Revised Code.

Any student engaging in the following types of conduct, either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This Code of Regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school sponsored function or activity or on school owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student conduct is reasonably related to the health, safety and welfare of students or such conduct would unreasonably interrupt the educational processes of the Ross School District.

Pursuant to 3313.664 of the Ohio Revised Code, students may be suspended by the Superintendent or his designee from participating in extracurricular activities for a period of time not to exceed the end of the school year for any violation of the Student Code of Conduct or violations of posted rules and regulations established by individual coaches and sponsors.



**MAJOR CODE OF CONDUCT**

A violation of any of the following rules will result in disciplinary action, including suspension, expulsion, permanent exclusion, removal, probation, Friday School, detention or referral to the criminal court system.

DEPENDING ON THE SEVERITY OF THE INFRACTION, THE ADMINISTRATION MAY IMPOSE ANY LEVEL OF CONSEQUENCE APPROPRIATE TO THE CIRCUMSTANCE. THIS MAY RESULT IN A LEVEL OF CONSEQUENCE DIFFERING FROM OR OTHER THAN THOSE LISTED IN THE CODE OF CONDUCT. PLEASE NOTE THAT "SUSPENSION" CAN REFER TO EITHER IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION AND IS AT THE SOLE DISCRETION OF THE ADMINISTRATION. THE FOLLOWING BEHAVIORS AS DESCRIBED IN RULES #1 - #27 OF THE STUDENT CODE OF CONDUCT ARE PROHIBITED. ANY VIOLATION OF THE BUILDING CODE MAY RESULT IN SUSPENSION OR EXPULSION.

RULE 1: DISRUPTION OF OR INTERFERENCE WITH CURRICULAR OR EXTRA-CURRICULAR ACTIVITIES

A student shall not by the use of violence, force, coercion, threat, demonstration, false alarm, vulgar or obscene language or gestures, vulgar or obscene printed materials, clothes, ignition or possession of firecrackers, fireworks, poppers, smoke bombs, stink bombs or chemicals, ignition of fires, possession of weapon or look-a-like weapons, distribution of printed materials that may incite others to violent or disruptive conduct, wearing of gang colors or other items that, in the opinion of the administration, belittle others, gang clothing, gang tattoos or insignia, use of gang graffiti, gang symbols, gang hand signs, or participating in any activity related to or associated with a gang, or in any other manner cause interference with curricular or extracurricular activities. Statements, oral, written or over any other medium of communication, which causes, results in, may result in or the effect may result in the creation of fear, panic, intimidation, disruption of the learning environment or a threatening atmosphere regardless of whether on or off of school premises or at a school related activity regardless of location are strictly prohibited. This includes electronic acts, which are committed through the use of a cellular phone, computer, personal communication device, or other electronic means.

CONSEQUENCE: Application of consequences will remain at the discretion of the administration, which may include but are not limited to - conference, warning, parent contact, detention, Friday School, ACE (Alternative Classroom Environment) suspension and or expulsion from school.

RULE 2: DAMAGE OF PROPERTY

A student shall not intentionally cause or attempt to cause damage to the school, school property, or private property either on school grounds or during a school sponsored activity. This also includes defacing property. Poor choices that result in unintentional damage is also prohibited. Additionally, damage to property at any time while under school jurisdiction will require full restitution for damages and a possible referral to police. Damage to property as described previously is prohibited.





1st & Subsequent Offense(s): 1 - 10 Days Suspension and possible recommendation for expulsion

RULE 3: ASSAULTS/FIGHTING

Assaults and fights are treated more seriously in the high school because the size and strength of older students increases the risks of serious harm to one or both parties. **Assault** is considered as physical contact that is initiated against another student with the intent of doing harm to that individual. Assault will result in an out of school suspension and possible criminal charges. **Returning an assault** with physical force will be considered fighting and will be treated with an out of school suspension with an option for Friday School. Fighting, hitting, unauthorized touching, threats and disruptions as a result of the above activities are prohibited.

UNAUTHORIZED TOUCHING: (STUDENT TO STUDENT)

CONSEQUENCE: Application of consequences at any level of offense will remain at the discretion of the administration, which may include but are not limited to - conference, warning, parent contact, detention, Friday School, suspension and or expulsion from school.

THREATS: (STUDENT TO STUDENT)

CONSEQUENCE: Application of consequences at any level of offense will remain at the discretion of the administration, which may include but are not limited to - conference, warning, parent contact, detention, Friday School, suspension and or expulsion from school.

PHYSICAL ASSAULT: (STUDENT TO STUDENT)

1st Offense: minimum 3 day Suspension, possible criminal charges and/or referral to court, and possible recommendation for expulsion.

2nd Offense: 10 Days Suspension, recommendation for expulsion, possible criminal charges and/or referral to court.

THREATS AND OR PHYSICAL ASSAULT ON A SCHOOL EMPLOYEE

1st Offense: 10 Days Suspension, recommendation for expulsion, possible criminal charges and/or referral to court.

ASSAULT WITH A WEAPON

1st Offense: 10 Days suspension, recommendation for expulsion, criminal charges filed.

FIGHTING

1st Offense: 3-5 Days Suspension and possible charges filed

2nd Offense: 5 -10 Days Suspension and possible charges filed

3rd Offense: 10 Days Suspension and possible recommendation for expulsion and charges filed.

RULE 4: POSSESSION OF DANGEROUS WEAPONS AND INSTRUMENTS

A student shall not possess or conceal upon his/her person or on school





property or at school functions, an instrument or weapon capable of harming another person. This prohibition includes but is not limited to guns, knives, ice picks, brass knuckles, blackjack, chemical gases, pepper spray, destructive devices, etc. This prohibition would include the use and/or possession of chemicals and gasses, including mace and look-a-like weapons. (Look-a-like weapons include but are not limited to paint ball guns, air sof guns, pellet/BB guns. etc.) **CONCEALMENT, POSSESSION OR USE OF A GUN OR EXPLOSIVE DEVICE WILL RESULT IN REMOVAL FROM SCHOOL.**

1st Offense: Application of consequences at any level of offense will remain at the discretion of the administration, which may include but are not limited to - conference, warning, parent contact, detention, Friday School, suspension and/or expulsion from school and criminal charges filed.

2nd Offense: 10 Days Suspension, recommended expulsion from school, possible recommendation for permanent exclusion from all Ohio public schools.

RULE 5: INSUBORDINATION

A student shall not disregard or refuse to obey a reasonable direction or instructions given by school personnel while the student is properly under the authority of the school. Violations of any minor rule directive or discipline procedure may be considered insubordination. Acts of insubordination are prohibited. Repeated instances of insubordination will result in disciplinary consequences for violation of rule 5 – Disrespect.

1st Offense: 1 – 3 Days of Friday School or Suspension

2nd Offense: 1 – 3 Days Suspension

3rd Offense: 5 - 10 Days Suspension and recommendation for expulsion

RULE 6: DISRESPECT

No student shall at any time show a lack of respect to any teacher, administrator or staff member. This includes but is not limited to making disparaging (degrading) remarks, being outwardly sarcastic, saying things to achieve a derogatory effect, and arguing with school staff in front of others. (Students must make an appointment to privately discuss their disagreement or concern with a staff member in an appropriate manner). In addition, a student shall not use profanity or obscene language either written or oral in communicating with school personnel. Included in this prohibition would be the use of obscene gestures, signs, pictures, notes, publications or pornographic materials. **Referring to school personnel in a disrespectful, profane, or obscene manner is also prohibited.**

1st Offense: 1 - 5 Days Suspension

2nd Offense: 5 - 10 Days Suspension and possible recommendation for expulsion.

RULE 7: VIOLATION OF CIVIL OR CRIMINAL ORDINANCES WHILE UNDER SCHOOL AUTHORITY

A student shall not violate any law or ordinance while under the authority of the school or its personnel (school discipline as appropriate and civil or





criminal charges filed).

CONSEQUENCE: Application of consequences at any level of offense will remain at the discretion of the administration, which may include but are not limited to - conference, warning, parent contact, detention, Friday School, suspension and or expulsion from school.

RULE 8: HARASSMENT, INTIMIDATION, BULLYING, HAZING

No student shall use any gesture, written, verbal, or physical act to degrade, disgrace, or demean another student. This includes topics that will insult, intimidate or place a student in fear of being harmed by another student or group of students either physically or mentally. **Harassment is the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands. Bullying is defined as repeated and systematic harassment and attacks on others.** Bullying can be perpetrated by individuals or groups. Bullying takes many forms, and can include different behaviors, such as: physical violence and attacks, verbal taunts, name-calling and put-downs, threats and intimidation, extortion or stealing of money and possessions, and exclusion from the peer group. (NOTE: Other code of conduct consequences may also apply in addition to those listed below). The list below is intended to give examples of bullying behavior and is not all-inclusive.

Verbal or Written Bullying: Name-calling, such as using sexist, racial, or homophobic slurs; taunting about physical appearance, ability, or socio-economic status, abusive or frightening telephone calls, harmful notes, emails, text messages or contact via social media.

Physical Bullying: Hitting, kicking, pushing, tripping, attacking, throwing objects; unwanted sexual touching, stealing or damaging personal items or property, threatening with a weapon, using a weapon; threatening harm, coercion.

Social Bullying: Fabricating rumors or gossip, excluding, embarrassing, or making fun of someone; publicly sharing personal information, including posting pictures or text information on websites or via social media; using friendship or status to manipulate or coerce or manipulate behavior.

CONSEQUENCE: Application of consequences at any level of offense will remain at the discretion of the administration, which may include but are not limited to - conference, warning, parent contact, detention, Friday School, suspension and or expulsion from school.

RULE 9: SEXUAL HARASSMENT

No student shall engage in any activity that results in unwanted sexual advances or unwanted verbal or physical contact of a sexual nature with another student or staff member. Students who falsely accuse teachers, administrators, and/or students of any type of misconduct will be subjected to the discipline code and could face suspension or expulsion.

CONSEQUENCE: Application of consequences at any level of offense will remain at the discretion of the administration, which may include but are not limited to - conference, warning, parent contact, detention, Friday School, ACE, suspension and or expulsion from school.



**RULE 10: HARASSMENT OR INTIMIDATION RELATED TO RACE, RELIGION, SEXUAL ORIENTATION, SEXUAL IDENTITY, OR ETHNICITY**

No student shall engage in any activity that results in unwanted contact, harassment or intimidation that is related to the race, religion, sexual orientation, sexual identification or ethnic background of the student or faculty victim. Use of racial, religious, sexual, or ethnic slurs either written or oral is included in this prohibition.

1st Offense: Application of consequences at any level of offense will remain at the discretion of the administration, which may include but are not limited to - conference, warning, parent contact, detention, Friday School, suspension and or expulsion from school.

RULE 11: USE OF PROFANITY/OBSCENITY

Students shall not use profanity or obscene language in any form (i.e. written, oral, and electronic) in communication with other students, staff, or visitors. Use of profanity/obscenity includes use or creation of obscene/offensive/pornographic communication, gestures, signs, and pictures. Publication or possession of obscene/offensive/pornographic material in any form (i.e. written, oral, and electronic) is also strictly prohibited.

CONSEQUENCE: Violations of the above shall be referred to the administration, and consequences will range from a warning to out of school suspension.

RULE 12: ATTEMPTED THEFT/THEFT

Includes public property or equipment of the school district or the personal property of another student, teacher, visitor or employee of the district. In all cases, the student must make restitution to the injured party.

1st Offense: 1-5 Days Suspension and possible criminal charges filed.

2nd Offense: 5-10 Days Suspension, possible recommendation for expulsion, possible criminal charges filed.

RULE 13: INAPPROPRIATE DISPLAY OF AFFECTION

No student shall engage in inappropriate affectionate behavior while in school or attending school events.

1st Offense: Warning from Administrator and/or meeting with Counselor

2nd Offense: Discretion of administration

Continued Offenses: Suspension

RULE 14: FAILURE TO SIGN-IN OR SIGN-OUT OF MAIN OFFICE

All students, regardless of age, must sign-in or sign-out in the main office when entering or leaving at irregular times. Signing in or out DOES NOT automatically excuse the student. Students must have permission from the administration or their designee to leave campus. Consequences will be at the discretion of the administration.

RULE 15: SKIPPING OR CUTTING CLASS

Any student who misses or is absent from any assigned period or portion of a period of his/her schedule without permission will be considered skipping.



**THIS WOULD ALSO INCLUDE STUDENTS WHO LEAVE CLASS WITHOUT PERMISSION OF THE TEACHER OR SUPERVISOR.**

Leaving school during school hours without permission of the proper school authority is prohibited.

1st Offense: Friday School (or other consequence as deemed appropriate by administration)

2nd Offense: ACE (or other consequence as deemed appropriate by administration)

3rd Offense: 1-3 Days Suspension

4th Offense: 5-10 Days suspension and charges filed in Juvenile Court.

RULE 16: DRUGS, ALCOHOL, TOBACCO, AND LOOK-A-LIKE DRUGS

It is the intent and philosophy of the Ross Board of Education and Administration to eliminate use or possession of drugs, look-a-like drugs, drug instruments, tobacco, alcohol or inhalants. Students are prohibited from possession, use, selling, concealing, or showing signs of consumption of narcotics, drugs, alcohol or inhalants on school grounds, school buses, or attending school related functions. In addition students are prohibited from possessing or using tobacco, tobacco products, drug-related instruments or paraphernalia, and cigarette lighters or matches. This prohibition is in effect on school grounds, school buses, and while attending any school related functions.

POSSESSION AND/OR CONCEALMENT OF MATCHES OR LIGHTER

1st Offense: 1 Friday School (or other consequence as deemed appropriate by administration)

2nd Offense: 2 Friday Schools (or other consequence as deemed appropriate by administration)

3rd Offense: 1 Day Suspension

POSSESSION, CONCEALMENT OR USE OF TOBACCO/VAPOR OR TOBACCO/VAPOR PRODUCTS, INCLUDING ELECTRONIC/VAPOR CIGARETTES

1st Offense: 1-3 Day(s) Suspension

2nd Offense: 5 Days Suspension

3rd Offense: 10 Days Suspension and possible recommendation for expulsion

POSSESSION OR CONCEALMENT OF DRUG INSTRUMENT OR PARAPHERNALIA OR LOOK-A-LIKE DRUGS

Paraphernalia includes but not limited to hypodermic needles, roach clips and pipes, and look-a-like drugs includes caffeine pills, over the counter pills, misrepresented pills, inhalants or inhalant containers, etc.

1st Offense: 1-5 Days Suspension

2nd Offense: 10 Days Suspension and possible recommendation for expulsion.

POSSESSION, USE OR SHOWING SIGNS OR EVIDENCE OF HAVING USED DRUGS AND/OR ALCOHOL



1st Offense: 10 Days Suspension, recommendation for expulsion, revocation of driver's license and possible criminal charges

SALE, ATTEMPT TO SELL, TRANSFER, OR DISTRIBUTION OF DRUGS, ALCOHOL, LOOK-A-LIKE DRUGS, OR OVER THE COUNTER PILLS

1st Offense: 10 Days Suspension, recommendation for expulsion, revocation of driver's license and possible criminal charges

NOTE: If it becomes necessary for a student to take any form of medication at school, a signed form issued from the office, with a doctor's signature, must be presented to the office. All medication will be kept in and dispersed through the main office. This includes all over the counter medications.

RULE 17: TARDY TO SCHOOL

Students are expected to arrive to school before 7:20 A.M. Students that are not in their RAM bell when the bell rings at 7:20 A.M. will be considered tardy to school. A student arriving late to school must report immediately to the attendance station. **A student who has been ill or who has had an emergency doctor or dentist appointment may present a written note from a parent/guardian/physician up to three (3) times in a semester.** Students reporting to school after 9:00 A.M. will earn one half day absence. Reporting to school after 10:30 A.M. considered a full day absence.

Unexcused tardies or tardies exceeding three (3) written notes in a semester will result in school consequences.

1st Tardy (of each semester): Warning

2nd Tardy: Office warning and phone call home

3rd Tardy: 1 unexcused absence and after-school detention

4th Tardy: Friday School and 1 week removal of parking privileges

5th Tardy: Friday School and 2 week removal of parking privileges

6th and Subsequent: For every 3 unexcused tardies, students will earn 1 unexcused absence. In addition, students will earn ACE (Alternative Classroom Environment) and loss of parking privileges for the semester/year (Refunds will not be issued). Students will also be referred to the Absence Intervention Team if they accumulate enough hours to be "habitual truant".

RULE 18: OTHER CONDUCT

A student shall not engage in any type of conduct not specifically set forth in the Student Code of Conduct which is harmful to the person or property of school personnel or other students or conduct which, in the opinion of administration, is not in compliance with socially accepted standards of behavior.

CONSEQUENCE: Application of consequences at any level of offense will remain at the discretion of the administration, which may include but are not limited to - conference, warning, parent contact, detention, Friday School, ACE, suspension and or expulsion from school.

RULE 19: FAILURE TO SERVE OFFICE/CLASSROOM DETENTION

Students who are assigned an office detention or classroom detention by a





teacher for minor disruptions must meet in the Heritage Room for an office detention or with the teacher at the assigned location and time after being given one-day notice.

Each Occurrence: Consequences according to discretion of the classroom teacher and/or administration.

RULE 20: AIDING AND ABETTING IN THE COMMISSION OF A VIOLATION OF RULES ONE (1) THROUGH TWENTY-SEVEN (27)

All students are prohibited from aiding and abetting another student in the commission of a violation of any Rules 1 – 27. This includes but is not limited to filming or recording or attempting to film or record other individuals violating or attempting to violate any portion of the Student Code of Conduct.

CONSEQUENCE: Application of consequences at any level of offense will remain at the discretion of the administration, which may include but are not limited to - conference, warning, parent contact, detention, Friday School, suspension and or expulsion from school.

RULE 21: LOITERING

Loitering in the school building or on school grounds is prohibited. No student shall loiter in the school building or on school grounds (i.e parking lot) after 2:25 PM unless attending or participating in a school sponsored event or activity or under the direct supervision of a staff member, coach, sponsor or advisor. Students should not arrive to school in the morning prior to 6:30 AM unless they have morning detention or a scheduled appointment with a staff member or administrator. Students must report directly to the cafeteria upon arrival to school and loitering in vehicles before or after school is prohibited.

1st Offense: Warning

2nd Offense: 2 Detentions (or other consequence as deemed appropriate by administration), Parking permit suspended for one week

3rd Offense: 1-2 Friday Schools and parking permit suspended for remainder of semester

4th Offense: 3 Day Suspension and parking permit revoked for remainder of school year

RULE 22: GANG MEMBERSHIP AND/OR ACTIVE DISPLAYS OF GANG RELATED BEHAVIOR IS PROHIBITED

This prohibition includes gang colors, clothing, tattoos, symbols, graffiti, artwork, organizing or recruitment of members, gang hand signs and other activities that are related to or associated with gang membership.

CONSEQUENCE: Application of consequences at any level of offense will remain at the discretion of the administration, which may include but are not limited to - conference, warning, parent contact, detention, Friday School, ACE, suspension and/or expulsion from school.

RULE 23: UNAUTHORIZED AREA

Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of a school administrator or teacher is prohibited.

CONSEQUENCE: Application of consequences at any level of offense will



remain at the discretion of the administration, which may include but are not limited to - conference, warning, parent contact, detention, Friday School, ACE, suspension and/or expulsion from school.

RULE 24: FALSIFYING/WITHHOLDING OF INFORMATION

Falsifying of information given to or withholding of information from school authorities in the legitimate pursuit of their jobs is prohibited. Students who falsely accuse teachers, administrators, staff, and/or students of any type of misconduct will be subject to discipline and could face suspension or expulsion.

1st Offense: 1-10 days suspension and possible recommendation for expulsion

RULE 25: CHEATING OR PLAGIARISM

1st Offense: Handled by the individual classroom teacher with possible loss of credit for the test, quiz, project, or assignment. Notification of counselor, administration, and NHS Faculty Council (if appropriate)

2nd Offense: Handled by classroom teacher with possible loss of credit for semester. Referred to administration/guidance for possible withdrawal/F (W/F) for the semester. Notification of counselor, administration, and NHS Faculty Council (if appropriate)

RULE 26: DRESS CODE FOR HIGH SCHOOL STUDENTS

We are proud of the quality of dress worn by our students and the guidance given by parents. All clothing is expected to be in good taste, neat and clean. Clothing choices should provide for a safe environment for all students. The Ross School District is committed to providing students a quality education in an environment that prepares them for life after graduation while remaining consistent with the standards of our community. These standards of dress have been established to ensure such an environment where learning and preparation for the future are the top priorities.

Students will be permitted to wear apparel considered appropriate, reflecting ideals consistent with and promoting the realities of good education and the standards of our community. The building administrator may exclude any student, when, in his/her judgment, the apparel is not consistent with the standards established below.

DRESS CODE STANDARDS

1. Hats, head coverings, hoods on hoodies, bandanas, sweatbands, and sunglasses are not to be worn inside the building. The aforementioned, with the exception of hoodies, **should not be visible** during the school day. Items found to be on and/or visible will be confiscated and returned to the student at the end of the school day (1st offense). Subsequent violations will result in confiscation of the item only to be released to a parent/guardian and may result in additional disciplinary measures.
2. Appropriate footwear must be worn and provide for safe and sanitary conditions. Examples of unacceptable footwear include slippers and loose fitting footwear that cannot safely and securely remain on the student's feet.





3. Shirts and tops must have high enough necklines to cover all cleavage. Shirtsleeves, sweater sleeves, and vests must not be so loose or decorative as to create a safety hazard. Sleeveless shirts, which completely cover the area from the base of the neck to the top of the arm, do not have oversized armholes or open sides and which do not expose undergarments or skin under the arm are acceptable. Examples of inappropriate apparel include but are not limited to: halters, midriff tops, crop tops, spaghetti strap tops, strapless tops, revealing and/or see through tops without appropriate undergarments, open mesh garments, garments with open sides which expose skin or undergarments, tank tops, muscle tops or any other top with oversized arm holes.
4. Lower garments are to be worn at the appropriate level (top of the hips) and cannot drag the floor. All clothing must properly fit (not too big or too small). Lower garments should not allow any portion of the buttocks or undergarments to be exposed when the student sits, stands, raises his/her hand above their head or bends over. Skirts and shorts must be at least fingertip length when hands are placed at sides. In addition, pajama attire is unacceptable.
5. Clothing with holes, rips, frays, or tears **that expose the skin** above the ends of the fingertips when hands are placed at sides are not permitted.
7. Attire that promotes hate, profanity, vulgarity, violence, negative messages, or that can be considered culturally controversial is prohibited. Anything advertising or related to alcohol, tobacco and drugs, or anything sexually explicit, is not permitted. This also includes reference to weapons or other items which have negative connotations in a school setting.
8. Coats meant for outdoor wear must be kept in school locker or other designated area during the day.
9. Exposed chains, jewelry, dog collars, spikes, piercings, and other articles judged to be potentially harmful to students are not permitted.
10. Face painting is prohibited. Makeup, hairstyles, piercings (including gauges), and other body decoration or apparel that is not consistent with community standards and, in the opinion of the administration, is disruptive to the educational process are prohibited.
11. These guidelines are not to be considered all-inclusive. The administration reserves the right to deal with any appearance-related issue deemed inappropriate for school.
12. Students must maintain socially acceptable standards of personal hygiene.

Exceptions

Exceptions to the above dress code will be considered for special events, religious and/or cultural beliefs and to promote school spirit. Students and/or sponsors must have permission from the administration prior to the activity.

Dress Code infractions are tracked throughout the entire school year. Failure to follow the dress code will result in the following consequences:

1st Offense: Warning, ACE until changed/covered (if the violation is deemed too distracting to the classroom environment by school administration)





2nd Offense: Detention, ACE until changed/covered (if the violation is deemed too distracting to the classroom environment by school administration)

3rd Offense: ACE

4th Offense: Friday School, ACE until changed/covered (if the violation is deemed too distracting to the classroom environment by school administration)

5th Offense: Out of School Suspension

RULE 27: GENERAL POLICIES AND PROCEDURES

1. Consumption of food and drink, with the exception of bottled water, are strictly prohibited outside of the cafeteria. There will be no food or drink, including bottled water, permitted in any art, science, or industrial tech classroom.
2. Students are not permitted in the hallway without a pass issued by RHS personnel.
3. Aides are not permitted in the hallway without badges or a pass.
4. Students shall not engage in any form of gambling. Possession or use of playing cards or dice while school is in session is prohibited.
5. Students are not permitted to sleep in class.
6. Students must use their assigned lockers. Students are not to share their locker or combination with other students.
7. Use of cell phones, smartphones, personal music players (iPods, mp3 players, etc.), hand-held gaming devices, and other electronic devices are strictly prohibited during instructional settings (i.e. class time) or other school related activity taking place during the school day unless otherwise directed by school personnel.

Violations of this policy will be tracked throughout the entire school year and consequences will be as follows:

1st Offense: Confiscation, Warning, and phone returned at the end of the school day

2nd Offense: Confiscation, Parent Notified, parent must pick up device from school

3rd Offense: Confiscation for one week, parent must pick up device from school

4th Offense: Confiscation, student suspended out of school for chronic misbehavior, prohibited from bringing device back on school grounds during school hours

5th Offense: Confiscation (length of time determined by administration), possible recommendation for expulsion for chronic misbehavior

8. Use of cameras during the school day is strictly prohibited unless related to an approved curricular or extracurricular activity. Video taping or taking pictures of students or staff during school hours without their permission will result in disciplinary consequences.





9. Laser pointers, toy guns, water pistols, bean shooters, water balloons, skates, skateboards, Heelys, and other nuisance items are not to be brought to school. Students bringing these items or using them during school hours will be subject to disciplinary measures.
10. The school does not take responsibility for missing or lost nuisance items.
11. School publications (especially those including photos of staff or students) are protected by copyright and the use of such photos without written permission of a school administrator is strictly prohibited.
12. Instances of inappropriate cell phone/electronic device or social media use (cyber-bullying/sexting, inappropriate picture or movie images, etc.) on or off of school property will result in disciplinary action if the actions or the effect of these actions of students results in a disruption of the school day for students or school personnel. Discipline in these instances will be determined by administration and law enforcement will be contacted as appropriate.
13. Any items that, in the sole opinion of the administration, this are belittling to others are not permitted on campus or at any school-related event. These include but are not limited to items that contain messages that are vulgar, offensive, obscene, or libelous; promote intolerance or confrontation, i.e. confederate flag, swastika; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence.

CONSEQUENCES: All violations of the general rules listed above will be referred to the administration, and will result in consequences ranging from a warning to out of school suspension for violations of this rule.

CODE OF CONDUCT – ACTIVITIES

Since attendance is a very important part of any activity, students will be expected to participate in meetings, performances, and practices according to the activity's attendance policy. If it is necessary to be absent at any time, the students will be expected to notify the coach or advisor.

1. Equipment - Students are responsible for all equipment issued to them. Students will be given a two-week period to return all equipment at the conclusion of a season or activity. After two weeks the student may be charged for the cost of the equipment and may be denied participation in future athletics or activities until restitution has been made. Students who have outstanding charges for equipment may not receive awards and may not attend the banquet until all charges have been cleared or the equipment has been returned.
 - a) A student or parent must pay for the replacement of any lost, stolen, or damaged items or equipment according to the CURRENT REPLACEMENT COST.
2. A student shall not engage in any criminal activity or violations of civil law.
 - a) Recognizing the varying degrees of severity of violations (misdemeanors vs. felonies), consequences for involvement may result





in a minor reprimand up to the denial of participation in activities for one calendar year. Consultation with the coach or advisor, the athletic director and the administration will take place before a denial of participation is invoked.

3. All athletes are expected to behave in a manner, which reflects positively on the school and their team. Behavior, which in the opinion of administration is inappropriate, would include but is not limited to the following:
 - a) Repeated truancy from class or school.
 - b) Acts of vandalism or abuse of school property.
 - c) Repeated violations of school rules or chronic incorrigible behavior.
 - d) Abusive language, gestures or profanity.
 - e) Behavior, attitude, or unsportsmanlike conduct at or during an athletic contest, practice or school sponsored event.

The penalties will be determined by the coach/advisor, athletic director, and/or administration.

4. Comply with all additional training rules or other requirements as set forth by the coach or advisor.
5. Once teams have been selected/cut, a student athlete who quits one team cannot join another until that particular season has concluded.

STUDENT DRIVERS

Pupils who are legally licensed to operate an automobile may drive to and from school and may park in their assigned spot in the student section of the school parking lot. Driving to school is a privilege and may be revoked by administration at any point in the school year. Reckless driving, parking in restricted areas, truancy, or excessive tardiness, will result in removal of parking privileges. If privileges are revoked, refunds for a parking pass will not be issued.

All student drivers must have a parking permit. Parking permits will cost \$10.00/quarter. Students will be assigned to a parking spot and will be expected to park in that spot for the duration of their pass. In order to purchase a parking permit, students will need to present a valid driver's license, proof of insurance and registering the license plate number of the vehicle to be driven to school. Students are also required to sign a waiver have their parking pass hanging in their car, visible to school administration and the sistrict school resource officer. Replacement permits for lost parking permits are available in the office for \$13.00.

Students are permitted to decorate their parking spot with sidewalk chalk ONLY. No paint or other permanent materials may be used. Permanent damage to the parking lot will result in forfeiture of parking privileges and restitution on behalf of the student.





Reminder: By state law student drivers ages 16 to 17 are only permitted to have one non-family member in their vehicle at a time. Ross High School Administration will determine acceptable regulations for automobile operation while on Ross Local School District property. Failure to follow these regulations will result in suspension of driving privileges ranging from one week to permanent suspension of driving privileges. Administration, at their discretion, may request to search a student's vehicle. Failure on behalf of the student to consent to a search of their vehicle may result in suspension or revocation of their driving privileges. Items displayed on a vehicle that, in the sole opinion of the administration, belittle others are strictly prohibited (i.e. items that contain messages that are vulgar, offensive, obscene, or libelous; promote intolerance or confrontation, i.e. confederate flag, swastika; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence).

Students' driver's license/or ability to apply for their driver's license, may also be revoked through the Bureau of Motor Vehicles until the age of (18) by the Superintendent of schools in matters that are determined to warrant such action. Violations that could result in a revocation of driving privileges include, but not limited to, dropping out of school, not complying with the plan outlined by the Absence Intervention Team, chronic tardiness to school, chronic misbehavior, possession/use of drugs or alcohol on school grounds, possession of any type of weapon on school grounds.

Students are **not permitted** to go out to their car during the school day (7:20 A.M.-2:10). It is the responsibility of student drivers to bring everything with them when they enter the building at the start of the day. Student drivers must secure an early dismissal and sign-out of the office in order to leave the building during the school day.

STUDENT EXTRA-CURRICULAR ACTIVITIES

Student activities are recognized as part of the total educational experience. All students are encouraged to become involved in school organizations and athletics so that each student can find a place to make his or her contribution. Many of the activities require only a sincere interest in being part of a group while others, such as National Honor Society and Student Government, require scholastic and elective accomplishments. Refer to the student activities packet which can be found in the guidance office.

TELEPHONE

Students are not to use the office phones for personal calls except in emergencies and with staff permission. In the event a student receives a call he/she will be called out of class only in the case of an emergency. Phone calls for students should be handled between classes, during lunchtime, or after school. Telephone calls should never make a student late for class. Parents wanting to contact their student during the school day should contact the office.





Any inappropriate use of a room phone by a student during the school day will be considered a violation of Ross High School's acceptable use policy.

TEST RETAKES

Academic success is a top priority at Ross High School. Students will be given the opportunity to complete a minimum of two (2) test retakes in all classes each quarter. In order to participate in this opportunity, students must communicate their desire to retake a class test with their teacher and follow the requirements set forth by the teacher. Additional test retakes during the quarter are at the discretion of the individual teacher.

TITLE IX DISCLAIMERS

"It is the policy of the Ross School District that educational activities, employment, programs, and services are offered without regard to race, color, national origin, sex, religion, handicap or age."

VACATION DAYS

Students may be taken out of school for trips or vacations a maximum of 5 days per school year. **At least two weeks advanced notice must be given to administration for the absences to be considered excused.** The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. It is the responsibility of the student/parent to notify teachers and to request work. **The two-week time frame must be strictly followed in these cases.**

VISITORS

All visitors must register in the office and receive a visitor's pass in order to be allowed in the building. Student visitors are not permitted and will be allowed only under exceptional circumstances.

