

**Sebring Junior/Senior High School
Student and Parent Handbook
2017-2018
School Year**

NAME OF STUDENT

**Joe Krumpak
Principal**

**Toni Viscounte
Superintendent**

**Susan Harris
Guidance Counselor**

Student Name: _____ TARDY TO SCHOOL/CLASS

1st Semester

Date Tardy/Time	Outcome	Outcome complete
1.	Warning	
2.	Warning	
3.	Warning	
4.	3 Detentions	
5.	1 Saturday School/Parent Meeting	
6.	2 Saturday Schools	
7.	Community Service 3 hours	
8.	Extra-Curricular Suspension (if applicable)	
9.	Outside Counseling	
10.	Refer to Juvenile Authorities	

2nd Semester

Date Tardy/Time	Outcome	Outcome complete
1.	Warning	
2.	Warning	
3.	Warning	
4.	3 Detentions	
5.	1 Saturday School/Parent Meeting	
6.	2 Saturday Schools	
7.	Community Service 3 hours	
8.	Extra-Curricular Suspension (if applicable)	
9.	Outside Counseling	
10.	Refer to Juvenile Authorities	

BELL SCHEDULE

7:10	Building Opens
7:10 - 7:30	Breakfast
7:30	Breakfast ends/Students to Homeroom
7:35	TARDY BELL
7:35 - 7:40	Homeroom
7:43 - 8:24	1 st period
8:24 - 8:28	Second Chance Breakfast
8:28 - 9:09	2 nd period
9:12 - 9:53	3 rd period
9:56 - 10:37	4 th period
10:40 - 11:21	5 th period
11:24 - 11:54	6A HS Lunch/MS Sebring Strong
11:54 - 12:24	6B MS Lunch/HS Sebring Strong
12:24 - 12:54	6C Extension
12:57 - 1:38	7 th period
1:41 - 2:25	8 th period

“Lost time is never found again.” – Benjamin Franklin

A message from your Principal

Welcome students, faculty, staff and families to the 2017-2018 school year at Sebring Junior/Senior High School. We are committed to educational excellence while balancing academic goals with strong extra-curricular goals to meet the needs of our students.

This Student and Parent Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Guidance Counselor or Principal who you will find listed in the staff directory section of this handbook. This handbook supersedes all prior handbooks and other written material on the same subjects.

Every student must have his/her planner with them at all times. The planners are extremely helpful with organizing your daily activities and are a great academic tool when properly utilized. Students are not permitted to leave the classroom or office without first obtaining a staff members signature in their planner. Failure to abide by this rule will deem the student in an unauthorized area and subject to the appropriate penalties as written in the Code of Conduct. **YOU ARE RESPONSIBLE FOR YOUR PLANNER AND REPLACEMENTS ARE \$5.00 EACH.**

Your behavior, as well as your attitude toward school and toward others is a reflection of your commitment to pursue high standards of success that not only reflect you and your family, but also your school. Accept the challenge to make Sebring Junior/Senior High School a better place! Accept the challenge to do the right thing even though it may not be the popular thing to do.

Best of Luck and may everyone have a GREAT school year! **GO TROJANS!!**

Joe Krumpak
Principal

Mission Statement

Please view our mission statement on our web page at:

<http://www.sebring.k12.oh.us>

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SEBRING JR/SR HIGH SCHOOL STAFF

Mrs. Toni Viscounte	Superintendent
Mr. Joe Krumpak	Principal
Mrs. Susan Harris	Guidance Counselor
Ms. Ginger Tolson	School Secretary
Mrs. Nicole Mathias	English Language Arts
Miss Kathryn Merolla	English Language Arts
Mrs. Chondi Schaffer	English Language Arts
Mrs. Malynda Linko	Mathematics
Mrs. Nicole Rummel	Mathematics
Mrs. Debbie Weibush	Mathematics
Mr. Brad Kirkland	Science
Mrs. Lisalynn Segretario	Science
Mrs. Amy Yankle	Science
Mr. Brian Clark	Social Studies
Mr. Brian Palmer	Social Studies/Computer Tech
Mr. Ty Schaffer	Social Studies
Mrs. Amy Thagard	Spanish
Mr. Greg Hall	Health/Physical Education
Mrs. Lori DeHoff	Special Education
Mrs. Precious Greco	Special Education
Mrs. Carolyn Hollback	Special Education
Mrs. Alison Thompson	Special Education
Ms. Brandy Silverwood-Shatzer	Gifted
Mrs. Sarah Backus	Speech Therapist
Ms. Samantha Luca	Fine Arts
Mr. Jonathan Linko	Instrumental Music/Choir
Mr. Chris Corbi	Director of Sebring Online School
Mrs. LenAnn Everhart	Aide
Ms. Tina May	Study Hall Monitor
Mr. Rob Clunen	Director of Special Education
Mr. Fred Schriener	Technology Coordinator
Mrs. Vickie Tibbs	District Nurse
Mr. David Yaggi	Custodian
Mr. Jim Hollingsworth	Custodian
Mr. Dave Papic	Custodian
Mrs. Sue Hughes	Food Service Director
Mrs. Lynne Bradt	Cafeteria
Mrs. Jill Puhl	Cafeteria
Mrs. JoLane Rockwell	Cafeteria
OFFICE HOURS	7:30 A.M. – 3:00 P.M.
OFFICE PHONE	330-938-2963
OFFICE FAX	330-938-4702
INTERNET ADDRESS	www.sebring.k12.oh.us

**SCHOOL CALENDAR
2017-2018**

August

21 First Day of Classes

September

1 No School

4 Labor Day – No School

October

5 Conferences

6 No School

13 Teacher In-Service - No School

27 End 1st Grade Period – 46 Days

November

6 Waiver Day

22-24 Thanksgiving Break

December

15 Last Day of Classes/Christmas Break

2018

January

2 Classes Resume

15 MLK Day-No School

18 End 2nd Grade Period-43 Days

19 No School

February

15 Conferences

16 No School

19 President’s Day – No School

March

12 No School

23 End 3rd Grade Period-42 Days

29 Last Day of Classes before Easter Break

April

4 Classes Resume

May

25 Graduation

28 Memorial Day-No School

30 Students Last Day/End 4th Grade Period- 44 Days

31 Teacher Check-Out Day

June

9 Report Cards (Mail)

ATTENDANCE POLICY

1. All absences (excused and unexcused) will be charged against the student for purposes of this procedure and will count toward the student's yearly attendance total, excluding school sponsored activities.
2. Parent/guardian is to notify the school by telephone before 8:00 a.m. each day if a child is absent. See call-off procedures on next page.
3. The student must bring a note written by the parent/guardian stating the definite date(s) and the reason for the absence. Acceptable excuses are: 1) personal illness, 2) illness in the family, 3) death of a relative, 4) observance of religious holidays, and 5) a family emergency (must be an acceptable reason in the judgment of the office). **WHEN A STUDENT RETURNS FROM A DOCTOR'S APPOINTMENT, HE/SHE MUST WITHIN 48 HOURS, BRING A DOCTOR'S EXCUSE TO BE PLACED IN THEIR FILE. A MEDICALLY EXCUSED DAY WILL STILL COUNT IN THE STUDENT'S YEARLY ATTENDANCE TOTAL.**
4. Parent/guardian must advise the school of prolonged illness or hospitalization and a doctor's excuse should be presented to the principal when this occurs.
5. A vacation form (pink) must be obtained from the office by the student at least five (5) school days prior to vacation. Parents must sign the form and then the student is to secure the signatures of his/her teachers and return the form to the office. Absences due to family vacation (**up to a maximum of four (4) days per school year**) will be honored if the student has not already exceeded the 15 days yearly limit for absence without medical verification. See make-up work policy.
6. It is not permissible for students to attend to private business on school time. For example, the scheduling of senior pictures on school time is not permitted.
7. ANY STUDENT ABSENT more than 15 DAYS during the school year must present a written doctor's note for all absences classified as illness or must obtain written doctor's certification of a chronic medical problem necessitating unusual absence. These excuses must be presented at the time of each occurrence. Juvenile Court will not accept any medical excuses at a hearing.
8. Any student who is absent more than twenty (20) days of class in a yearlong course, or more than ten (10) days in a semester course, will receive no credit for the course in which he/she was enrolled during that year, unless the absences are due to prolonged illness or hospitalization and a medical excuse is presented to the Principal verifying such. Acceptable extensions to this are listed under "school absences". When a student reaches 8 days a warning letter will be mailed to the parents. When a student exceeds the maximum number of absences "extra time" at school may be assigned which could include Saturday School(s) and/or other discipline may occur.
9. Students with excessive tardies and/or absences will be cited into family court. If conditions do not improve, parents/guardians will be cited for contributing to the delinquency of a minor.
10. When a student is required to represent Sebring McKinley High School in an approved activity, his/her absence shall not be charged against his/her record. It is the student's obligation to make arrangements with his/her teachers to make up work missed.
11. When a student has an unexcused tardy, skips a class, or is declared truant, he/she may not be permitted to make up work or may receive a lesser amount of credit.
12. PERFECT ATTENDANCE will be recognized/awarded. School sponsored events will not count against perfect attendance and one tardy is permitted to achieve perfect attendance.

If for any reason you are gone from school for more than one hour, you will be charged one-half day's absence unless it is a school sponsored activity.

Students who sign **IN** late for school the following will apply:

- 7:36a.m. - 8:00 a.m. = tardy
- 8:01 a.m. - 1:00 pm = ½ day absence
- 1:01 p.m. - 2:25 p.m. = full day absence

Students who sign **OUT** between 8:01 a.m. and 1:00 p.m. will be considered absent 1/2 day.

Students must attend five full periods out of any day, not leaving earlier than 11:18 a.m. to play a sport or participate in any school activity (medical/dental reasons will be considered).

HABITUAL TRUANCY

To be identified as “Habitual Truant” ORC 2151.001(B)(18) a student must be absent one of the following:

- 30 or more consecutive hours (5 consecutive days)
- 42 or more hours in a month (7 days in a month)
- 72 or more hours in the school year (12 days in a year)

Please note that truancy is NOT defined by excused or unexcused absences. It is defined as loss of time from school.

Excused absences are important because they are considered when hours/days are accumulating and referral to Juvenile Court or Child Protective Services is being considered.

WRITTEN NOTICE HABITUAL TRUANCY

Once a student is identified habitually or truant, the schools must send written notice to parent/guardian notifying of excessive absence status, with or without excuses of 38+ hours in a month or 65+ hours in a year, in written form within 7 days of the absence that triggered the notice. Once identified of habitual truancy, an absence intervention team must be established. The school is also required to notify ODE of each Habitual Truancy designation.

ABSENCE INTERVENTION TEAMS

After notification of habitual truancy, the school must initiate an Absence Intervention Team. Team members MUST include district/school representative, another district/representative that knows the student, student’s parent/guardian. The school is required to make at least 3 family engagement attempts to secure parent/guardian participation. Failure of a parent/guardian to respond to the family engagement attempts may trigger mandatory Child Protective Services (CPS) reporting. The school may invite other professionals to join teams. The Absence Intervention Team is required to write an Absence Intervention Plan.

TIMELINE FOR ABSENCE INTERVENTION TEAMS

Triggering event – habitual truancy threshold

Within 7 days of Triggering Event – select members of team and attempt to secure parent participation on the team

Within 10 days of Triggering Event – assign student to the team

Within 10 days of Assigning Student to Team – develop Absence Intervention Plan

Within 5 days of Developing the Absence Plan – district notifies parent of the plan and ODE.

ABSENCE INTERVENTION PLANS

All plans MUST notify the student that a court complaint will be filed within 61 days after the implementation of the plan if student refuses to participate or satisfactory progress is not made. The school is also required to notify ODE of each Absence Intervention Plan implemented.

CALL-OFF PROCEDURES

When a student is going to be out of school the parent or guardian must call the high school office at 938-2963, ext. 12501 **before 8:00 a.m.** Students will then be required to present a written excuse to the office upon their return. If a call is not made to the school by the next day and/or the student fails to bring a note, the student will be considered truant and appropriate disciplinary action will result. If a student is absent and visits the doctor, he/she must, within 48 hours, bring back a doctor’s excuse to be placed in their file.

PERMISSION TO LEAVE SCHOOL DURING SCHOOL HOURS

A note from home, signed by one of the student’s parents is necessary in order for you to leave school. The note must state the time the student is to leave and the reason. **Notes to leave school must be given to the office prior to the beginning of school for approval.** If approved, the student’s name will appear on the daily absence list notifying teachers of their early dismissal and the student will report to the main office at the designated dismissal time and sign-out. Students may not leave school because they have study hall the last period of the day. Lunch is not excusable.

MAKE-UP WORK POLICY

1. Student’s Responsibility: **It is the student’s responsibility to initiate the make-up work that must be done.**
2. Each student must be given the opportunity to make up any work missed while absent, providing the absence was excused. Work can be obtained if a student will be missing more than 1 day of school, by requesting it when calling off BEFORE 8:00 a.m.
3. Vacations: Students who take vacations during school times (**up to a maximum of four (4) days per school year**) are required to circulate a vacation form for each teacher’s signature. This should be done one week prior to being absent from school. Homework should be completed prior to being absent if possible. In any case, all homework and tests missed must be completed and turned in for credit no later than three days after returning from vacation, unless other arrangements have been determined by the teachers and agreed to by the office. Students who fail to meet this deadline will receive no credit for work missed and forfeit all make-up privileges.

4. Absence Due to Illness, Death in the Family, Religious Holidays, etc.: All assignments made prior to a student's absence are due the first day the student returns to school. For assignments made during the time the student was absent, the student shall have the number of days he was absent, plus one day to complete all the make-up work. For extended absences such as long term hospitalization or other circumstances beyond a student's control, the teacher may arrange a make-up schedule to best meet the student's needs. This includes school sponsored activities.

TARDY TO SCHOOL/CLASS POLICY

Students are **ONLY** permitted to be tardy to school/class three (3) times each semester without penalty. The penalties for tardiness in excess of three (3) and **NOT** medically excused are listed in the chart on the following page.

A student not in his/her **SEAT** in homeroom when the bell rings will be considered tardy. A student arriving after 7:35 must first report to the office **AND HAVE HIS/HER HANDBOOK SIGNED**. **Any student who fails to sign in will be considered truant.** Students arriving on a late bus should also report to the office. Parents can locate tardies in their students' handbook.

TARDY TO SCHOOL/CLASS POLICY

Per Semester

Tardy To Class/Study Hall

Date Tardy	Outcome	Outcome complete
1.	Warning	
2.	Warning	
3.	Warning	
4.	3 Detentions	
5.	1 Saturday School/Parent Meeting	
6.	2 Saturday Schools	
7.	Community Service 3 hours	
8.	Extra-Curricular Suspension (if applicable)	
9.	Outside Counseling	
10.	Refer to Juvenile Authorities	

STUDENT MAJOR CODE OF CONDUCT

The primary goal of the Sebring Local School system is to provide the best possible teaching/learning environment for students. Please follow school rules and be **RESPECTFUL** to all students and staff. Positive Behavior Interventions & Supports (PBIS) will be followed by staff to assist with discipline issues as needed. **A violation of any rule listed below may result in disciplinary action including removal, suspension or recommendation for expulsion.**

***Those infractions/violations noted with an (*) indicate the following may occur depending upon the severity of the incident:**

*** SUSPENSION**

**** SUSPENSION AND CONTACT LAW ENFORCEMENT**

***** SUSPENSION, CONTACT LAW ENFORCEMENT AND RECOMMENDATION FOR EXPULSION**

All other violations will have the following combinations of consequences as needed unless otherwise noted:

- 1st offense - Detention
- 2nd offense - Saturday School
- 3rd offense - Community Service
- 4th offense - Out of School Suspension

Please be aware that Sebring Local Schools may have unannounced locker searches (including utilizing drug dogs) and drug testing at school dances, athletic events, and any other school functions as needed. Students must follow all safety and security drills which include fire, tornado and lockdown.

The following infractions will be considered a violation of the student code of conduct:

1. **UNEXCUSED ABSENCE FROM SCHOOL:** A student will comply with the Compulsory School Attendance Laws. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes absences from study halls, class or any other properly assigned activity.
2. **UNEXCUSED ABSENCE FROM A REGULARLY SCHEDULED ACTIVITY:** A student shall not be absent from any regularly scheduled activity (curricular or extracurricular) unless said absence has been properly excused.
3. **UNEXCUSED TARDINESS TO SCHOOL AND/OR CLASS (TRUANCY):** A student will comply with the Compulsory School Attendance Laws. When a student is tardy to school without a legal excuse, it constitutes truancy or tardiness. This includes tardiness due to study halls, class or any other properly assigned activity. Repeated tardiness is considered a serious offense.
4. **VIOLATION OF AUTOMOBILE DRIVING OR SCHOOL BUS TRANSPORTATION REGULATIONS** A student shall not violate any rules governing conduct relating to transportation.
5. ****SMOKING, DISTRIBUTION AND/OR POSSESSION OF TOBACCO, TOBACCO PRODUCTS OR TOBACCO PARAPHERNALIA** A student shall not use, possess or distribute tobacco products or “look alike” at school or at any school sponsored activity.
6. *****UNDER THE INFLUENCE, USE, POSSESSION OR DISTRIBUTION OF MIND ALTERING CHEMICALS/ SUBSTANCES OR ANY OTHER CHEMICAL/ SUBSTANCE WHICH RESEMBLES SAME (LOOK ALIKE)** A student shall not possess, use, transmit, conceal, sell, smell of, or have alcohol, drugs or tobacco on his/her breath. This includes narcotics, mood modifiers, counterfeit controlled substances (look alike), toxic inhalants, poisonous plants, drug/alcohol related paraphernalia and any other dangerous chemicals not note
7. *****USE, POSSESSION OR DISTRIBUTION OF MIND ALTERING PARAPHERNALIA** A student shall not use, possess or distribute any materials which are considered to be mind altering, including chemical substances- “look-alikes”.
8. *****POSSESSION OF DANGEROUS WEAPONS/DESTRUCTIVE DEVICES, KNIVES, OR LOOK ALIKE WEAPONS.** A student will be expelled for 1 year for violation of the Dangerous Weapons policy. The following definitions of dangerous weapons include:
 - * Firearms: Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon, any firearm/muffler or silencer or any destructive device.
 - * Destructive Device: Any explosive, incendiary or poison gas: bomb, grenade, rocket, mine or similar device.
 - * Knife (knives): Includes, but not limited to, a cutting instrument consisting of a sharp blade fastened to a handle; metal knuckles, straight razors. A student shall not possess, knowingly convey, attempt to convey, handle, transmit or conceal any dangerous weapons, destructive devices or knives (instruments) or “look alike”.
9. *****FIGHTING/ASSAULT/BULLYING** A student shall not assault, fight or behave in such a way as could create a hostile, intimidating or offensive learning environment or cause physical injury to a school employee, student or other person on the school premises while in the custody and control of the school or related activity.
10. *****PHYSICAL REACTION TO A TEACHER AND/OR OTHER SCHOOL EMPLOYEE** A student shall not strike, slap, kick, push or threaten or attempt same any teacher or school employee, includes use of fists and/or weapons.
11. ***VERBAL DISRESPECT, OBSCENITY, THREATENING A TEACHER, SCHOOL EMPLOYEE OR STUDENT** A student shall not act as to intimidate, insult or otherwise abuse, orally or in writing or gestures, any member of the school staff or student body. This includes disrespectful or obscene acts toward school employees during school or non-school time.
12. *****THEFT OR DAMAGE TO SCHOOL OR PRIVATE PROPERTY** A student shall not take or attempt to take into possession or damage/destroy public property or equipment or the personal property of another. Student will be expected to make restitution for the damage.
13. **DRESS CODE VIOLATION/PERSONAL APPEARANCE**
A student shall not dress or appear in a fashion that conflicts with the current posted dress code guidelines. See page 13 for disciplinary action.
14. *** MISSING ASSIGNED DISCIPLINARY ACTIONS** A student shall comply and serve all assigned discipline, which may include detention, Saturday schools, community service, counseling and/or suspensions.
15. ***GAMBLING/GAMBLING PARAPHERNALIA** A student shall not engage in, nor promote activities involving placing bets or risk anything of value. Gambling paraphernalia /devices, playing cards, etc. are not permitted at school.

16. **PUBLICATION, DISTRIBUTION AND/OR POSSESSION OF ANY MATERIAL NOT APPROVED BY THE ADMIN.**
A student shall not publish, distribute and/or possess any material not authorized by the school administration. This includes, but is not limited to, messages on clothing, ribbons, posters or signs.
17. **OBSTRUCTION OF JUSTICE** A student shall cooperate with any school official in the course of properly conducted investigations. This includes failure to tell the truth.
18. *** HARASSMENT/INTOLERANCE OF OTHERS** A student shall not engage in the harassment or otherwise be intolerant of any school employee or student based on race, religion, sex, national origin and/or handicap.
19. ***HAZING OR INITIATION OF STUDENTS** A student shall not conspire, engage in or intend to engage in an act that injures, frightens, degrades, or disgraces a fellow student no matter how willing the participant may be.
20. **FAILURE TO COMPLY WITH THE RULES AND REGULATIONS OF ANY SCHOOL SPONSORED EVENTS** A student shall comply with specific extracurricular activity/athletic team guidelines in order to participate. This includes assemblies and extracurricular activities.
21. **PUBLIC DISPLAY OF AFFECTION** A student shall not engage in kissing, embracing, hand holding or displays not appropriate to the educational environment.
22. ***OUTSIDE OF SCHOOL BUILDING/OFF SCHOOL PROPERTY UNAUTHORIZED** A student shall not be outside of the school building or off school property without approval of administration, unless involved in a school directed activity.
23. **PLAGIARISM/CHEATING/THE APPEARANCE OF CHEATING** A student shall not falsify, in writing, the name of another person or times, dates, grades, addresses or other data on assignments, class work, school forms or correspondence directed to school.

CHEATING

1. Students caught copying another student's homework, quiz, or test will receive a zero. If caught a second time, the student will receive a zero and additional discipline.
 2. When cheating or plagiarizing has been accurately identified, the teacher should inform the principal of the incident. All incidents of cheating will be handled in a confidential manner.
 3. Parents will be notified.
 4. If student is a member of the National Honor Society, the student will be recommended to the National Honor Society Selection Committee for possible exclusion.
24. ***PROFANITY** A student shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate language or use profane, vulgar or other improper or inappropriate gestures or signs or engage in profane vulgar, or other improper or inappropriate actions. **(Including social media).**
25. *** PERSISTENT AND/OR EXPANDED MISBEHAVIOR** A student shall not repeatedly violate school rules or regulations and/or fail to comply with directions of school personnel during any period of time when the student is properly under the authority of school personnel. This includes refusal to accept disciplinary measures.
26. **GENERAL MISCONDUCT** A student shall comply and abide with reasonable rules and regulations. This includes other rules and regulations that may be established from time to time by the Board of Education, Superintendent or the Principal.
27. **FAILURE TO COMPLY WITH THE RULES OF THE CAFETERIA, HALLWAYS, CLASS CHANGES, ETC.**
A student shall comply with the rules and regulations that govern student behavior/procedures within the cafeteria hallways, class changes, etc.
28. ***** INDUCING PANIC/FALSE REPORTING/FALSE ALARM** A student shall not induce panic, cause the evacuation of any school building or cause serious public inconvenience or alarm. A student shall not use violence, force, coercion, threat, or other serious act of misconduct not covered in this handbook, cause disruption, or interfere with curricular or extracurricular activities. A student shall not report a false alarm, bomb threat or call 911.
29. ***SEXUAL HARASSMENT** Any type of sexual harassment will not be tolerated or permitted. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome including but not limited to: unwanted touching, patting, verbal comments of a sexual nature, name calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact.
30. ***INSUBORDINATION/DISRESPECT** A student will comply with directions of authorized school personnel during any period of time the student is properly under the authority of the school
31. *** EXTORTION** A student will not obtain or attempt to obtain another person's property either by implied or expressed threat.
32. ***TRESPASSING OR LOITERING** A student will not be present in a school building or on school grounds at unauthorized times when his/her presence may cause disruption of an activity, function or the educational process.
33. **FALSE I.D.** A student will not use or attempt to use false identification to mislead school personnel.

34. ****BREAKING AND ENTERING** A student will not break and enter, or attempt to break and enter school or private property either on school grounds or at any school function or event off school grounds.
35. ****EXPLOSIVES** A student shall not handle, transmit, sell, conceal or bring upon school grounds or activity; any fireworks, explosives or munitions. Nor shall students purposely set fire, ignite, explode or detonate or attempt to ignite, explode or detonate fireworks or munitions. This includes lighters and matches.
36. **ELECTRONIC DEVICES** (the school is not responsible for lost or stolen items). Students must fill out the proper forms for technology use at our school. Improper use of any electronic device including taking pictures, snapshots, or videos is prohibited. "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography.
37. **CELL PHONES** Cell phones may be used during breakfast and must be out of sight when the bell rings at 7:30 for the remainder of the school day. Please follow the mobile device policy listed in this handbook. Violation of this rule will result in disciplinary action and confiscation of the cell phone. A confiscated cell phone will be returned to the owner of the phone at the conclusion of the day provided there are not concerns with the contents of the phone. On a second violation, the cell phone will be confiscated and kept by the administration until the student's parent claims it from the office. Third violation (and each violation thereafter) results in a Saturday School and parent notification. Contents of cell phones may be searched if there is reason to believe that it may have been used in an activity prohibited by the Code of Conduct.
38. ***VIOLATION OR MISUSE OF SCHOOL TECHNOLOGY** A student shall abide by all school technology rules and regulations.
39. **FAILURE TO BE IN ASSIGNED AREA** A student shall not be within or without any area of the building unless he/she is authorized to be in that area.
40. ***BULLYING** Bullying and other forms of aggressive behavior will not be tolerated. Board policy on bullying will be followed.
41. **COLLUSION** A student that assists or participates with another student in violating rules, or is aware of another student's intent to violate rules and neglects to inform staff, will be disciplined in connection to the violation(s).
42. **INSTIGATING/PROVOKING** A student shall not instigate, watch or participate in a fight. No threats, No intimidation, No watching, No promoting, No fighting. Students who fight will be disciplined. Students who encourage or incite a fight i.e. taping (camera, cell phone), teasing, harassing, name calling, inappropriate comments (verbal or written), threatening, staring, intimidation, etc. will be disciplined.
- Note:** It is to be understood any infraction/violation (listed or not) will be left solely to the discretion of the administration as to how the students' behavior will be corrected within the guidelines of district/building policies and regulations.

TRANSPORTATION STUDENT CODE OF CONDUCT

Eligible students will be assigned to a bus and will follow the transportation rules and regulations under the school bus driver's authority and responsibility to ensure the safety and welfare of all school bus passengers.

BEHAVIOR - Expected behavior of all students while riding a school bus is as follows:

1. Students shall arrive at the bus stop before the scheduled time.
2. Students must leave or board the bus at assigned locations unless parental and administrative authorization to do otherwise.
3. Students must go directly to an available or **assigned seat**.
4. Students must remain seated, keeping aisles and exits clear.
5. Students are not to put head or arms out of the bus windows while the bus is still or while moving.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students **must not** use profane or vulgar language.
8. Students must refrain from eating, chewing gum and drinking on the bus except as required for medical reasons. This includes pop.
9. Students must not use, possess or distribute tobacco or tobacco products, lighters, alcohol, drugs, weapons or firearms, etc. on the bus.
10. Students must not throw or pass objects on, from, or into the bus.
11. Students must not litter on the bus.
12. Students are to use a reasonable conversation level on the bus and must be silent when bus approaches and crosses railroad tracks.
13. Students must not act inappropriately by making sexual advances or public displays of affection.

CAFETERIA STUDENT CODE OF CONDUCT

The school breakfast/lunch program is designed to provide a balanced meal and is planned from the aspect of nutrition. Since we have a cafeteria at Sebring McKinley, fast foods are not permitted to be brought or delivered to the cafeteria unless permission is given by the office. An alternative lunch will be provided to students as needed due to not having funds to pay for lunch that day. Free or reduced lunch forms must be completed each school year and are available in the office.

1. Students must report to the cafeteria on time and must have permission to leave early.
2. Students must remain quiet while going through the serving line unless ordering.
3. Students are responsible for all items on their tray; if a food or drink item will not be used the student may turn in the items to a designated area.
4. Noise in the cafeteria is to be kept to a minimum.
5. Students must remain in their seat unless cleaning their area before the end of the periods.
6. Students must get quiet when asked to do so.
7. Students will receive discipline if items are thrown or area is not cleaned.
8. Cafeteria rules concerning nutrition and behavior must be followed.
9. Please use restrooms and wash hands as needed during your lunch period.

STUDY HALL STUDENT CODE OF CONDUCT

All students in study hall must be seated, studying, and quiet. This time should be used to do homework, read and study for tests or assignments. Teachers may excuse a student from study hall if a valid pass is given.

ATHLETIC EVENTS AND OTHER ACTIVITIES

STUDENTS ARE NOT PERMITTED TO ATTEND EXTRACURRICULAR ACTIVITIES IF THEY WERE NOT IN ATTENDANCE ON THE DAY OF THE EVENT UNLESS APPROVED BY THE PRINCIPAL PRIOR TO THE EVENT. School advisors have total authority and responsibility over all students attending their activity. This is to include building, parking lot, school grounds, and school activities off of school grounds. In order for all who attend these activities to enjoy themselves the school code of conduct is in effect.

DANCES

Dresses for informal and formal occasions are expected to be in good taste. The principal or his designee has the right to deny admittance to anyone he/she deems dressed inappropriately.

Upon entering the school building, the student remains until he/she desires to leave. Once a student has left the building or field area, he/she is not to return and must leave school grounds.

Students are to be in the area of the building where the activity takes place. All other areas are off limits. **Special guest permission forms must be obtained from the high school office and returned at least five school days prior to the dance in order for the guest to attend.** Individuals who have GRADUATED from a high school MUST NOT BE MORE THAN TWENTY (20) YEARS OF AGE to attend school dances. Violations of the above will mean removal from the activity and possible denial of future activities.

DRESS CODE

The following is our dress code listed from head to toe. The expectation is that clothing must be neat, clean, and in good taste. Please remember that what is appropriate dress outside of school may not be appropriate dress at school. The dress code policy shall be in effect during the regular school year and during summer educational programming. The administration has the final say as to what is acceptable.

Accessories

- hats/hoods/head coverings are not to be worn in the building at any time. The only exception to this rule will be on special designated days. This includes, but is not limited to, caps, hats, hoods, bandanas, wave caps, sweatbands, skull caps, sunglasses, headsets, or any other head covering.
- Except for pierced ears, students may **NOT** display piercings on the face, tongue or other visible areas of the body. A small stud is acceptable in the nostril). Gauges in the ears are not permitted.

Hair

- Hair must be neat, clean and of natural color. Hair color, including highlights, must be within the spectrum of color that hair grows naturally such as shades of blonde, black, auburn/red and brunette. Unusual colors and extreme hairstyles are not permitted.
- Facial hair: Students may have facial hair as long as it remains neatly groomed.

Attire

- Attire may not bear obscene language or connotation, advertisement for alcoholic beverages, illegal drugs, tobacco, or other detrimental health items. No pictures or sayings (stated or implied), which refer to sex, cults, or violence.
- Tank tops and muscle shirts, spaghetti straps or halter-tops are not allowed. Beachwear, swimsuits, full camouflage outfits, see-through clothing and plunging necklines where cleavage is visible is not permitted. Students are not to wear clothing that leaves the midriff, sides, back, or shoulder area exposed. Undergarments should not be visible at any time.
- Pants must be worn appropriately at waist height with no under- garments or skin exposed. Sagging of shorts or pants below the waistline is not permitted even if concealed by a long shirt worn over the pants. **EXCESSIVELY TIGHT pants are NOT ALLOWED – Leggings, yoga pants, etc. are not permitted unless worn with a top that is fingertip in length.** Pajama bottoms are NOT to be worn. Jeans should fit appropriately. Small holes, frayed or fashionably ripped jeans are allowed **as long as skin is not visible.**
- Shorts, skirts, and dresses should not be excessively tight and must be no shorter than fingertip length. Words written or printed on the buttocks are not permitted.
- Students are not to wear coats, outside vests, jackets (including Varsity “S” jackets) or carry book bags in the classroom or in the hallway unless entering and exiting the building. Coats and book bags must be put in a locker and not carried around. Lightweight hoodies are permitted, **BUT if the hood is worn on the head during school hours a warning will be issued; 2nd violation will ban the student from wearing any hoodie for the remainder of the nine week period.**
- Proper footwear should be worn. Slippers, socks, and bare feet are not permitted.
- **Perfumes or colognes are not to be brought to school as some staff/students are highly allergic.**

Dress Code Violation

- Students in violation of the dress code will be required to promptly change into alternative acceptable clothes to correct the violation. Students who cannot promptly correct the dress code violation or who refuse to do so will be subject to disciplinary action. Enforcement of the dress code will be consistent. What may be appropriate at home may not be appropriate at school. **The principal will decide if a student’s attire is appropriate.**

1st Offense: Warning, phone call home, and correct the violation

2nd Offense: Warning, phone call home, correct violation, 2 detentions

3rd Offense: Saturday school

GRADING SCALE AND HONOR/MERIT ROLL

The final grade for each semester is based upon grades for the three nine-weeks grading periods and the semester exam. Semester exams will count 20% of the semester average.

The grading scale for Sebring McKinley High School is as follows:

A = 90 - 100	3.50 - 4.00
B = 80 - 89.99	2.50 - 3.49
C = 70 - 79.99	1.50 - 2.49
D = 60 - 69.99	.50 - 1.49
F = 0 - 59.99	0 - 0.49

Honor Roll = 3.50-4.00 GPA; Merit Roll = 3.00-3.49 GPA

HONOR ROLL AND MERIT ROLL WILL EXCLUDE ANY STUDENT WITH AN F, WD, OR INCOMPLETE.

GRADE CLASSIFICATION

7th and 8th graders must pass 3 of the 4 core subjects (summer school can be utilized as needed)

Promotion to the tenth grade	- 5 units of credit
Promotion to the eleventh grade	- 10 units of credit
Promotion to the twelfth	- 15 units of credit
Graduation Requirement is at least	- 20 units of credit

Students may be prohibited from participating in grade related events, activities, seating and locker assignments if the required units of credit are not met.

GRADUATION REQUIREMENTS

Please be aware credit will be issued BY SEMESTER and all students including Seniors must pass both semesters to receive credit. **FINAL EXAMS WILL BE DETERMINED BY THE TEACHER AND WILL BE INCLUDED WITHIN THE COURSE GRADE.**

Sebring McKinley High School Graduation Requirements

Credit will be issued by SEMESTER. Students must pass each semester to earn 1 full credit. Sebring Local Schools requires a minimum of 20 credits for graduation. The units shall be distributed as follows:

English Language Arts	4 credits
Math 1	4 credits , which must include one unit of Algebra II or the Equivalent
Science 3	3 credits , which must include Physical Science, Biology, and advanced study in chemistry, physics, biology, astronomy, or another earth or space science.
Social Studies 4	3 credits , which shall include one-half unit of American History and one-half unit of American Government.
Health	.5 credit
Physical Education 2	.5 credit (2 semesters)
Fine Arts	1 credit
Electives	4 credits

Each school shall integrate the content of economics and financial literacy in a social studies or other course so that all students receive this instruction. Sebring High School integrates economics into the American Government class. One sequence or any combination of foreign language, fine arts, business, career-technical education, family and consumer science, technology, agricultural education, or English language arts, mathematics, science, or social studies courses not otherwise required, for a total of five units. Students shall not count more than two credits of performing music toward graduation. However, all credits taken are included for purposes of total credits and cumulative grade point average.

Ohio Department of Education Graduation Requirements

The graduation requirements for the classes of 2018 and beyond include Sebring curriculum requirements listed above and three options to show readiness for next steps in college and careers.

1. **Ohio's State Tests**

Students **earn a cumulative passing score of 18 points**, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

End-of-course exams are:

- Algebra I and Geometry or Integrated Math I and II
- Biology
- American History and American Government
- English I and English II

Students may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

2. **Industry credential and workforce readiness**

Students earn 12 points through a State Board of Education-approved, **industry-recognized credential or group of credentials** in a single career field and achieve a **workforce readiness score** on the **WorkKeys** assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

3. **College admission test**

Students earn "remediation-free" scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take the exam free of charge.

NATIONAL HONOR SOCIETY SELECTION

1. NHS selection will take place during the second nine weeks grading period, in November.
2. Those students who are eligible for membership by virtue of a 3.0 accumulative grade point average will receive a student activity information form to list school and community activities. Each activity, office held, and honor will receive a point value. Upon completion of the form, the NHS advisor will tabulate each student's points. The student with the greatest number of activity points will receive one point for being first among those eligible. The student earning the least number of points will receive a number corresponding to the number of students eligible for that year.
3. Each eligible student's grade point average will be checked. The student with the highest accumulative GPA will receive one point; the student with the lowest (minimum 3.0) will receive the number corresponding to the number of students eligible for that year.
4. Each faculty member will receive a list of all students eligible for NHS. The faculty will vote for those students that they feel worthy to be in NHS based on the society's four principles: scholarship, leadership, service, and character. The student with the highest number of faculty votes will receive one point; the student with the lowest will receive a number corresponding to the number of students eligible for that year.
5. After the activity, academic, and faculty points have been tabulated, a committee consisting of five faculty members, appointed by the principal and called the Faculty Council, shall meet with the NHS advisor and the principal to review the list of students eligible. The Council will consider the tabulated points for each student, noting that the lowest score will indicate the student rated highest. The Faculty Council will also review the activity forms and comments from the faculty concerning the students. The Faculty Council will then vote on each individual student by indicating "yes" or "no" on an official ballot. The decision of the Faculty Council is final.
6. The students will be inducted at the NHS Induction Ceremony which will be held in March. Students will be received into the society alphabetically, and not in any order corresponding to the votes they have received.
7. According to the National constitution, only those students who have attended the school for the equivalent of one semester may be considered for membership.

QUALIFICATIONS FOR HONORS DIPLOMA

High School Academic Diploma with Honors Students need to fulfill only 7 of the following 8 criteria		Career-Technical Diploma with Honors Students need to fulfill only 7 of the following 8 criteria	
Subject	Criteria	Subject	Criteria
English	4 units	English	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including physics and chemistry	Science	4 units, including physics and chemistry
Social Studies	4 units	Social Studies	4 units
Foreign Language	3 units, including at least 2 units in each language studied	Foreign Language	Not counted toward requirements
Fine Arts	1 unit	Fine Arts	Not counted toward requirements
Career-Technical	Not counted toward requirements and may not be used to meet requirements	Career-Technical	Now counted in Electives
Electives	Not counted toward requirements	Electives	4 units of Career-Technical minimum. Program just lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to Post Secondary credit.
Grade Point Average	3.5 on a 4.0 scale	Grade Point Average	3.5 on a 4.0 scale
ACT/SAT Score (excluding scores from the writing sections)	27 ACT/1210 SAT	ACT/SAT Score (excluding scores from the writing sections)	27 ACT/1210 SAT
Additional Assessment	None	Additional Assessment	Achieve the proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent

VALEDICTORIAN/SALUTATORIAN SELECTION POLICY

The valedictorian and salutatorian of the senior class will be determined at the end of the first semester of the senior year. The seven-semester grade point average will be calculated and the student with the highest grade point average who meets curricular requirements will be named valedictorian. The student with the second highest grade point average, who meets curricular requirements, will be named salutatorian. In the case of a tie for either position, the honor will be shared among the students. To be eligible for valedictory or salutatory honors, the student must have attended Sebring McKinley High School for five full semesters in grades 10-12, taken all core curriculum classes (beginning with the class of 2014), and must have worked at grade level competency. **ALL CANDIDATES MUST MEET THE HONORS DIPLOMA REQUIREMENTS AS SET FORTH BY THE STATE OF OHIO.**

Curricular requirements are as follows:

- Four units of English, including English 12 OR CCP classes – must include two semesters during senior year
- Four units of Math, one of which must be Algebra 2
- Three units of a Foreign Language
- Four units of Science which must include Chemistry and Physics
- Four units of Social Studies
- One unit of fine arts

The principal reserves the right to rescind the honor for reasons including but not limited to: significant drop in second semester grades, lack of participation in class work, or unsatisfactory academic progress.

CLASS RANK (TOP TEN)

Top ten seniors will be selected on the basis of their accumulative grade point average (at the end of the first semester of their senior year). Each student must have attended Sebring McKinley High School for five full semesters in grades 10-12 and must have worked at grade level competency and successfully passed all standard state graduation points or requirements. The principal reserves the right to rescind the honor for reasons including, but not limited to: significant drop in second semester grades, lack of participation in class work, or unsatisfactory academic progress.

JUNIOR MARSHAL SELECTION POLICY

Juniors selected as junior marshals for commencement will be selected on the basis of their five-semester grade point average at grade level competency and must have met, at that time, all requirements for graduation determined by the State of Ohio. The four juniors with the highest grade point average, at grade level competency, by the end of the first semester of their junior year will be named junior marshals. In the case of any one of the top four declining the honor, the student with the next highest grade point average will be eligible.

The student must have attended three full semesters at Sebring McKinley High School to be eligible for selection for junior marshal.

The principal reserves the right to rescind the honor for reasons including, but not limited to: significant drop in second semester grades, lack of participation in class work, or unsatisfactory academic progress.

CREDIT POLICY

Semester credit will be given for each (1) full credit course. Students must pass both semesters to receive a full credit. Final exams will be determined by each individual teacher and will be included in the semester grade.

Make-up work for an incomplete must be completed within five week days following the conclusion of the course.

The principal may grant an extension for completing make-up work if extenuating circumstances exist. Failure to meet the above conditions will result in a failing grade for the course and not receiving credit.

CREDIT FLEXIBILITY

Sebring Local Schools recognizes that an effective educational program is one that provides opportunities for all students to customize aspects of their learning around their particular needs and interests. Credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject, and allow tailoring of learning time and/or conditions. It is intended to motivate and increase student learning by allowing:

- Access to more learning resources, especially real-world experiences
- Customization around individual student needs
- Use of multiple measures of learning, especially those where students demonstrate what they know and can do, apply the learning, or document performance

The District Credit Flexibility Plan offers options to high school students to earn high school credit by:

- Completion of courses
- Testing out or otherwise demonstrating mastery of course content or pursuit of educational options, including distance learning, educational travel, independent study, internship, music, arts, after school program, community service or engagement projects, or sports, or any combination of the above.

SENIOR CREDIT DEFICIENCIES

Credit recovery courses to satisfy credit deficiencies must show evidence of successful completion and earning of credit at least two weeks prior to the date of graduation in order to participate in the regular graduation ceremony.

EARLY GRADUATION POLICY

1. Early graduation is defined as the completion of requirements set forth by the State of Ohio and the Sebring Local Board of Education, in a period of time less than the normal four calendar years required to complete grades nine through twelve.
2. Students who desire to graduate early must have at least a 3.0 cumulative average and declare their intent in writing no later than the second semester of their sophomore year.
3. This letter of intent, written and signed by the student and the student's parents, must be submitted to the high school principal prior to registration for the junior year.
4. After receiving the letter of intent, but before the end of the sophomore year, the principal will conduct a conference with the student's parents and a counselor. This conference shall include the following:
 - a) The principal shall discuss with the student and his/her parents the program for early graduation.
 - b) A student opting to graduate early will not be considered for valedictorian / salutatorian honors
 - c) The counselor will work with the student and his parents to develop a course of study that is in compliance with standards set forth by the State of Ohio and the Sebring Board of Education. The requirements include:
 1. Number of credits needed
 2. Majors and minors
 3. Courses to be taken in regular school year
 4. Courses to be taken in summer school
 5. An agreement signed by the student, parents, and a counselor, indicating the specific conditions for early graduation shall be completed at this conference and included in the student's permanent record.

COLLEGE VISITATION

Students, during their junior and/or senior year will have the opportunity to use the total of two college visitation days (i.e., one day junior and one day senior year or two days senior year). Prior to making the visit, a college visitation form must be completed. The form must be validated with the signature of a college official and their phone number. The form must be returned to the attendance office following the visit. Failure to do so will result in a charged absence. The assigned work policy will apply to your absence resulting from the visitation. All college visits must take place before May 15, unless otherwise granted by the principal.

COURSE WITHDRAWAL POLICY

If or when it may become necessary to withdraw from an elective course already in progress, approval must be given to do so. Reasons for withdrawal must be accompanied by specific conditions.

1. **CREDIT BY SEMESTER WILL BE UTILIZED.** A student may withdraw from an elective course without penalty of an "F", up to ten days: (a) provided that the minimum student load is maintained on the schedule. Students are not to have more than two study halls per grading period without the approval of the principal. (b) if written approval is received from the parents, subject teacher, counselor, and principal.
2. A student may be withdrawn from a course without penalty of a failing grade at the principal's discretion and after consulting with the parents, the counselor, and the teacher. Such a request is usually precipitated by extreme academic difficulty or reasons of health.
3. No class may be added to the student's schedule after the tenth day of school for any course.
4. A student who has failed a required course prior to the end of the school year should contact the counselor immediately to determine what course of action should be taken.
5. A student may not request a change from one teacher to another for the same course. If the schedule permits, a student may change teachers only if he is repeating a required course with the same teacher whose class he failed the previous year.
6. Any student requesting withdrawal from any course for any reason must obtain a course withdrawal form from the guidance office. The form must be properly signed by the subject teacher, parent, counselor, and principal.

WITHDRAWING FROM SCHOOL PROCEDURE

Prior to withdrawing a student from school, a written note must be submitted from the parent/guardian (if student is under 18 years of age) and a withdrawal form secured from the main office. Student records will not be processed until this procedure is complete

A student under the age of 18 may only withdraw from school if: (1) they are at least 16 years of age (2) they are employed at least 32 hours a week and (3) have a work permit. Students 18 years or older may withdraw at any time.

Students under 18 years of age may have their temporary driving permit or driver's license suspended. (O.R.C. 3321.13)

COLLEGE CREDIT PLUS (CCP)

Recent legislation through Senate Bill 140 has revised the CCP for students in grades 7 - 12 in Ohio public schools. CCP enrollment allows high school students to earn college credits while still in Jr/Sr High School. Students interested in this program have two options:

Option A: A student may choose to receive college credit only for the courses taken. Under this option the student must pay tuition and fees as established by the college or university and must pay for textbooks and materials.

Option B: A student may choose to receive both high school and college credit for the courses taken. Under this option, the school district will pay tuition, textbooks, materials, and course fees. College credits earned while in high school will be accepted by most universities. **Failure to complete courses under option B will result in any financial obligations for the course defaulting to the student and their parents.**

Eligibility: Students entering grades 9 - 12 are eligible to participate in this program.
Each interested student must be accepted by the college or post-secondary school.

BENEFITS OF POST-SECONDARY ENROLLMENT OPTIONS PROGRAM:

- * Option B credits may count for both high school and college credit.
- * Post-secondary enrollment provides for greater expansion of Sebring's curriculum opportunities, and provides in-depth study in areas of special interest.
- * A student may experience college level work while in high school.

RISKS AND CONSEQUENCES FOR STUDENTS:

- * Increased responsibilities are placed upon the student for learning at a higher and more demanding pace.
- * Scheduling conflicts and resolutions are the student's responsibility.
- * Transportation to and from post-secondary sites are the responsibility of the student and his/her family.
- * Increased travel time and study time may reduce the opportunities for courses at Sebring High School.
- * Increased travel time and study time may reduce the opportunities for co-curricular activities and athletics.

- * College courses taken for high school credit will count in the student's grade point average and affect class rank and standing.
- * A student may experience social discomfort at a large university
- * A student will compete academically with older and more experienced students.
- * A student will have to contend with different time schedules, deadlines of completion or graduation requirements, the beginning and end of the academic year, and vacation schedules of two different institutions.
- * A student who chooses to withdraw from the Post-secondary Options program in the early part of September may not be able to obtain specific courses at Sebring High School.
- * A student may delay their planned high school graduation if college courses are not properly approved and completed within an established timeline.

BOOK BAGS

Because of the number of students who walk to school, the administration will allow students to bring book bags into the building—to their lockers. Book bags or any oversized bags will be left in their lockers, **and will NOT be allowed in the classrooms.**

BOOKS

Textbooks need to be covered and returned in good condition at the end of the school year. Students are reminded they are accountable for their books even if stolen and/or damaged due to reasons beyond their control.

BUILDING HOURS OF OPERATION

The auditorium doors officially open for breakfast at 7:10 a.m. (TARDY BELL 7:35 a.m.) All students arriving before 7:30 a.m. must report to the cafeteria and remain there until dismissed for class. Students are required to leave the building at the end of the regular school day unless they are under the direct supervision of a teacher, adviser, or coach. Those students in extracurricular activities are to stay in their designated area of the building.

TECHNOLOGY
Computer Network and Internet Access
Policy and Agreement
Introduction

Sebring Local School District (SLSD) has established an Internet connection for use by students, teachers, administrators, and staff. The purpose of this Internet access is to promote our educational program in the following ways:

1. Students and faculty can use the Internet for research.
2. Individuals and classes can communicate locally and around the world using electronic mail.
3. The school can establish a presence on the World Wide Web. Pages that are published on our web server will:
 - inform our audience about the school and its people
 - exhibit or publish work that relates to our curriculum and projects
 - provide connections to simplify research or to enhance communications for educational purposes
4. Students will be prepared to use the Internet more effectively in college.

An Internet connection will give the school the ability to access current information as well as archived materials from a variety of institutions, to participate in global collaborative projects with other schools, and to take virtual field trips to international Internet sites like NASA's "Live from the Stratosphere" and art and science museums around the world.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access.

While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

System Security

Students and faculty who have their own computer account at SLSD must guard their password, which is like a signature. Someone who logs in using another person's name and password can access his or her private files and can "blame" any actions on that person. Therefore, it is important that passwords are kept private. No one should try to discover another person's password or try to log in as someone else.

Security on the school's computer system is a major issue. In the past the system has been fairly secure and reliable, but we have not had the additional threat of global access. Any student who identifies or knows about a security problem on the SLSD system is responsible to convey the details of that problem to the computer coordinator without discussing it with other students.

Below are the Computer Network and Internet Acceptable Use Policy and Agreement ("Policy and Agreement") of SLSD and the Data Acquisition Site that provides Internet access to SLSD. Upon reviewing, signing, and returning this policy and agreement as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the Policy. SLSD cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to SLSD as directed or, if under 18, does not return the Policy and Agreement as directed with the signatures of the student and his/her parent/guardian.

Computer Network and Internet Access Policy

Listed below are the provisions of your agreement regarding computer network and Internet use. If any user violates this Policy and Agreement, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action.

1. Personal Responsibility

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are agreeing to report any misuse of the network to the person designated by SLSD for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another, or his/her property.

2. Term of the Permitted Use

A student who submits to SLSD, as directed a properly signed Policy and Agreement and follows the Policy to which he/she has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy and Agreement each year they are students in SLSD before they are given an access account.

3. Purpose and Use

SLSD is providing access to its computer network and the Internet for *only* educational purposes. If you have any doubt about whether an activity is educational, you must consult with the person(s) designated by SLSD to help you decide if the use is appropriate.

4. **Acceptable Use**

Some examples of acceptable uses of the Internet include searching for current research being done, on a specific topic, visiting virtual art museums, using an on-line C++ programming tutorial, sending e-mail to the President, gathering stock market data or company profiles, searching for books on penguins in the Library of Congress, checking on weather data, and enhancing the school's web page with new artwork. Keep in mind that the purpose of the acceptable use is as important as the use itself. The uses listed above are most acceptable when they directly support the educational program of the school. Some exploration of the Web is natural, inevitable, and probably beneficial. This kind of Internet use, though acceptable, will not be allowed whenever it infringes on other, more serious demands for the school's limited computer resources.

5. **Unacceptable Use**

Examples of unacceptable uses of the school's Internet access include using abusive or suggestive language, visiting web pages that offer pornographic or exploitative images, participating in the alternate sex news groups, damaging or modifying files that are the property of others without permission, making illegal copies of copyrighted material, using the Internet for commercial gain, or hampering the ability of others to use their computer systems. Students must not let their curiosity lead them to inappropriate material. If there is any clue that a web link may lead to unacceptable information, students are responsible for avoiding that location. If anyone accidentally comes across something unacceptable on the Internet, it is his/her responsibility to stop the connection and tell the faculty supervisor about it immediately. Any questions about the acceptability of a proposed Internet use should be directed to the faculty supervisor.

6. **Promoting Acceptable Use**

To encourage students to use the Internet in productive, educational ways, Internet access will be restricted to students with a valid educational purpose. Students will generally use the school's Internet facilities under the supervision of a faculty member, thus minimizing the potential for misuse. Our Internet connection will continually monitor Internet sites visited by keeping a log of every page accessed. Through this log, inappropriate use can be traced back to an individual at the school whose use will then be investigated.

7. **Consequences for Unacceptable Use**

There are several definite consequences for a student involved in unacceptable Internet use at SLSD. For minor instances of unacceptable use, a student's Internet access privileges may be revoked. A more substantial case of unacceptable use will be handled by the principal.

8. **Failure to Follow Policy and Breach of Agreement**

The user's use of the computer network and Internet is a privilege, not a right. Violations of this policy will result in severe discipline action. A user breaches his/her Agreement not only by violating the above Policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he/she permits another to use his/her account or password to access the computer network and Internet.

Netiquette

All users must abide by rules of network etiquette, which include:

1. Be polite. Use appropriate language. No profanity, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet.

Among uses that are considered unacceptable and constitute a violation of this Policy and Agreement are:

Uses that are offensive to others

Don't use access to make ethnic, sexual preference or gender-related slurs or jokes.

Uses that violate the law or encourage others to violate the law

Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by SLSD Student Conduct Code; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

Uses that cause harm to others or damage to their property

For example: don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, trojans, time bombs, or other harmful programming or vandalism.

Uses that jeopardize the security of student access and the computer network or other networks on the Internet

For example, don't disclose or share your password with others, or impersonate another.

Uses that access controversial or offensive materials

All users and their parent/guardian are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the person designated by the school.

Uses that are commercial transactions

Students may not sell or buy anything over the Internet. You should not give others private information about yourself or others, including credit card numbers and social security numbers.

9. Privacy

Network and Internet access is provided as a tool for your education. SLSD reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of SLSD and no user shall have any expectation of privacy regarding such materials.

10. Warranties/Identification

SLSD makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer network and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent/guardian arising out of the user's use of its computer network, or the Internet under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility for his/her use. In the case of a user under 18, the parent/guardian is agreeing to indemnify and hold SLSD, the Data Acquisition Site that provides the computer and Internet access opportunity to SLSD and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent/guardian agrees to cooperate with SLSD in the event of SLSD initiating an investigation of a user's use of his/her access to its computer or on another's outside SLSD network.

11. Updates

Users, and if appropriate, the user's parent/guardian, may be asked from time-to-time to provide new or additional registration and account information or to sign a new Policy and Agreement, for example, to reflect developments in the law or technology. Such information must be provided by the user or his/her parent/guardian or such new Policy and Agreement must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by SLSD to receive such information

BRING YOUR OWN DEVICE POLICY (BYOD)

The Sebring Local School District supports the use of computers, the Internet, and other network devices in the instructional program to facilitate learning through interpersonal communications and access to information, research and collaboration. Student possession of personal electronic devices designed to communicate, create or store information is permitted by the district at the discretion of the teacher. Students who choose to connect to the district network agree to the requirements of the Acceptable Use Policy and Agreement for Internet and School District Computer Network and should consider his/her personal devices subject to the same level of monitoring and access as any district-owned technology device. The district reserves the right to monitor internet and network use of personal devices on all district networks.

The Sebring Local School District does not require students to bring their personal devices into school. Those who do bring devices assume all risks of damage, theft loss or misuse of such devices. The use of personal mobile devices is with the understanding that the student has the permission of his/her parent(s)/guardian(s) to bring the devices onto school property. **The district holds no responsibility for damage or loss of personal devices.** It is suggested that students provide device name and serial number on the acceptable use form.

Use of personal mobile devices that disrupt the instructional day or include possession, viewing, sending or sharing picture, video information which has sexual, violent or threatening content on school grounds, school buses or at school events is prohibited and will result in disciplinary action and/or confiscation of the personal device.

The district recognizes that students have the ability to use personal devices to access sites that would otherwise be restricted if they were using district-owned equipment or were connected to the district network. The district is not responsible for such content being accessed or posted. However, the district may take action if it is in violation of an existing policy.

EIGHTEEN (18) YEAR-OLD STATUS

Eighteen year olds will be treated the same as all other students and be expected to conform to all school rules and regulations including previously stated attendance procedure.

FEES

Fees are subject to change. The following fees have been designated for the 2017-2018 school year:

Anatomy & Physiology \$35
Art HS \$17
Chemistry \$15
Math courses may have a fee to purchase calculators
Jr. High Expressive Arts \$7

Notice of fees due for each student will be mailed out to the parent/guardian.

We ask that they be paid by check or money order made payable to **Sebring Local Schools**

NOTE: Returned checks will result in a \$30 fee paid to Sebring Local Schools.

*Please note that charges for lost or damaged books are totally independent of fees.

HANDBOOKS

Handbooks are needed to go to any point in the building. **Students must have their handbook signed prior to being in the hallway during class time.** Students who do not have their handbook with their signed hall pass inside will be issued a detention. There will be a charge of \$5 for lost/damaged handbooks.

INSURANCE PROTECTION

Each student has the opportunity of purchasing Student Accident Insurance for each school year. Brochures are distributed in homeroom at the beginning of the school year. All correspondence is handled with the insurance company. The school is not involved except to distribute the literature and make the policy available to those interested. The school district does NOT carry school insurance on students. Student athletes are encouraged to purchase this protection.

LOCKER USE

All students will be assigned a locker at the beginning of the school year. The lockers have built-in locks. Students will be given their combination by an administrator during the first week of classes. Combinations are not to be shared with anyone (each year the combinations will be changed). It is highly recommended that each student keep his/her locker locked at all times. **Lockers are the property of the school therefore they and their contents may be searched at any time.** Do not store valuables in a locker. Anything stolen is the sole responsibility of the student. There is no decorating of lockers unless approved by an administrator. Damage done to a locker will be considered vandalism and dealt with accordingly as outlined in the Code of Conduct.

MEDICATION

No form of medication, prescribed or over-the-counter, will be administered during the school day unless parents have followed the specific guidelines adopted by the Sebring Local Board of Education. Before school personnel can administer medication, a signed form from the doctor must be on file in the high school office. If possible, students are encouraged to take medication before or after school hours. Medication release forms are available in the office.

District policy prohibits the school from administering anything but prescription medicine.

All prescription medications must be accompanied with an official Prescription Medication Administered At School Form, signed by your doctor. Prescriptions must be in the original container, labeled with the child's name, name of drug, dosage, time to be given, physician and parents' name.

PARKING

Students who drive to school are to park in the student parking lot in front of the school. Students with their license **MUST** purchase a parking permit for \$5.00 by filling out a permission form **BEFORE** driving to school. Students have two weeks to purchase their parking permit – the original permit may be re-used from year to year. Replacement cost will be \$5.00. Cars should be parked in an orderly fashion without blocking other students in or out. Cars should not be parked in driveways or on the grass.

Students who go to the Mahoning County Career and Technical Center (MCCTC) must also purchase a parking permit if they wish to park on school grounds. Students who violate the above policy and those listed on the permit application will lose driving privileges. Failure to purchase a parking pass will result in loss of parking privileges and/or a \$10 charge to purchase a permit. Parking spots may be numbered and assigned by administration.

PHONE USE

If a student needs to call a parent or work place, they may do so **ONLY** from the high school office. Students are **NOT** to use classroom phones or cell phones.

1st offense: phone will be confiscated and returned to the student at the end of the day.

2nd offense: phone will be confiscated and parent/guardian must pick up the phone from the office.

3rd offense: phone will be confiscated and parent/guardian and student must meet with the principal.

PUBLICATIONS

Official student publications (newspapers, yearbooks, etc.) are a part of the school curriculum and that editorial control remains with the school administration.

Underground publications that cause or would cause material and substantial disruption of the school or invade the rights of others are prohibited. Distribution of such on school property is prohibited.

SIGNS/POSTERS

Signs and/or posters are not permitted in the building by any organization unless there is prior approval by the principal.

STUDY HALL PROCEDURES

Study halls must be used to **study**. Please bring schoolwork and utilize this time appropriately. No student is to have a permanent pass out of study hall without the written permission of the principal.

SURVEILLANCE CAMERAS

Numerous cameras have been added to the campus to provide additional security. Students may be disciplined on the basis of the video.

TRANSPORTATION

Any time a student is being transported by a school vehicle (including sports, field trips, etc.), the student's behavior must reflect that which is acceptable in the classroom. The bus driver will fill out a discipline referral as needed.

VISITORS

Sebring Local Schools has a closed-campus policy.

1. Parents desiring to visit the school are welcome. They should contact the principal's office in advance and arrangements will be made for visitations.
2. Visitors **MUST** check in at the office upon arrival.
3. Student visitors to the school must seek approval by the administration prior to the visit.

WORK PERMITS

A work permit may be obtained by any student who is under eighteen years of age and employed regular hours from the office secretary. The State of Ohio requires such a working permit and it may be obtained at any time through the office. It is necessary for the student to have a different permit for each job. The office reserves the right to verify student employment throughout the year.

SEBRING LOCAL SCHOOLS ATHLETIC CODE OF CONDUCT

SPORTSMANSHIP When we entertain visiting teams or go to other schools to see games, we and our school are judged by the manner in which we conduct ourselves.

1. Remember that a student spectator represents his/her school as the athlete does.
2. Cooperate with the cheerleaders and band in supporting our team.
3. Respect the decisions of the officials.
4. Congratulate our teams in victory or defeat.
5. Show visiting teams, fans and officials every courtesy.
6. No cheers that could be considered derogatory or demeaning to opposing teams or players are allowed.

PARTICIPATING PHILOSOPHY Competitive athletics are an integral part of the total education program. We believe interscholastic athletics:

- * Promote growth and development
- * Teach social and recreational skills
- * Develop skills and qualities that support and complement the skills and qualities taught in the regular classroom.

PRE-PARTICIPATION REQUIREMENTS Student participation should be actively supported and encouraged. However, participation is considered a privilege not a right for a student.

It is important to win, but not at the expense of the many other valuable lessons and skills which students will learn as a result of their participation.

Participants will be required to have the following forms on file in the athletic director's office before participation begins:

1. Signed sports physical
2. Emergency medical authorization form (kept by head coach)

PHYSICALS An official OHSAA student participation, parental approval and physical examination form (properly signed by a physician or medically certified physician's assistant as specified by the OHSAA), the participant, and by the parent or guardian must be on file in the athletic director's office prior to participating in a practice session.

EMERGENCY MEDICAL AUTHORIZATION FORM Before an athlete may participate in a practice session, the parent or guardian shall complete and EMA form. The completed EMA form is kept by the head coach at all practices and contests and is used in the event of an injury requiring doctor and/or hospital attention when the parent or guardian is unavailable.

EXTRA CURRICULAR ACTIVITIES AND ATHLETIC TEAM CODE OF CONDUCT REQUIREMENTS

STUDENT ACTIVITIES AND ATTENDANCE A student must be in attendance at school for the day of his/her activity (when school is in session) if he/she wishes to participate in an extracurricular school activity. **A student must be in school at least 5 full periods to play sports.** This applies to athletics, instrumental or vocal music practice or programs, dances or other social activities.

Students who receive advance permission to miss will be permitted to participate. If a student arrives late (due to illness) or signs out of school because he/she is ill, that student would not be permitted to participate in extracurricular activities after school that day unless approved by an administrator.

The administrator shall have sole discretion in determining whether any extenuating circumstances involving student absences or sign out exists and whether an allowance should be made for the given situation on a one time basis.

Responsibilities: Students are expected to abide by the rules and guidelines outlined in the Code of Conduct found in the Student Handbook and all other regulations adopted by the Sebring Local Board of Education.

Each activity/team may have additional guidelines that must be followed. These additional guidelines will be clearly communicated to the participants and be on file with the Athletic Director. Please take the time to become familiar with them.

Code: A violation of any of the following rules may result in denial of participation from athletics or extracurricular activities for the semester or the duration of the season.

1. All school rules apply as stated in the Student Handbook. Suspension or expulsion from school includes same for extracurricular activities/athletics.
2. Athletes who fail to attend school regularly during their season may be denied participation by their principal and/or coach.
3. Students must remain in good standing in their organizations, such as fulfilling officer duties and/or member obligations.
4. Students must conduct themselves with respect toward others.
5. Athletes must follow training rules and regulations.
6. Students must attend required meetings and practices unless the coach or advisor grants prior permission.
7. Students must meet all eligibility requirements listed on the following pages.
8. All OHSAA rules must be followed.
9. An athletic team member who quits a sport shall be ineligible for participation in any other sport activity during that season
10. Denial of participation from a sport shall cause a student to become ineligible in other sports during that season*.
11. Any violation of the student code of conduct by a participant in any extracurricular activities for the following infractions during their season, **ON OR OFF OF SCHOOL PROPERTY** will result in denial of participation from the athletic sport or extracurricular activity or in other sport activities for the duration of that season. Season dates are determined by the OHSAA in the Sports Regulation Handbook.
 - * Smoking, distributing and/or possession of tobacco products, and/or paraphernalia;
 - * Under the influence, use, possession or distribution of mind altering chemicals/ substances, or any chemical/ substance which resembles the same (“look alike”)
 - * Use, possession or distribution of mind-altering paraphernalia
 - * Possession of dangerous, destructive devices, knives or “look alike” weapons.

DISMISSALS After a dismissal period of at least two weeks, an athlete may be considered for reinstatement on his/her team provided that the athlete has made substantial progress in an appropriate cessation or behavioral management program AND if the head coach, athletic administrator and high school principal ALL agree that it is in the best interest of the player and the team for that athlete to be reinstated. All dismissal information must be in writing.

GUIDELINES FOR 7TH/8TH/ JUNIOR VARSITY LEVELS

- * The coaches will make every effort to play team members who have demonstrated commitment, regular attendance, “coachability” and skill improvement.
- * The maximum number of athletes will be established by the athletic director and the particular coaches involved.
- * The maximum number of team members will be communicated to the players and the parents in a timely fashion before the first regularly scheduled contest.

GUIDELINES FOR VARSITY LEVEL

- * The coach will play athletes according to his or her judgment.
- * The coach will determine the maximum number of team members.

ATHLETIC ELIGIBILITY REQUIREMENTS

The rules and regulations of the Ohio High School Athletic Association and the Sebring Board of Education shall govern the academic eligibility of the athlete to participate in interscholastic athletics at the high school or the middle school.

JUNIOR HIGH / HIGH SCHOOL (7-12) ELIGIBILITY REQUIREMENTS

A student enrolled in grades 9-12 must pass a minimum of five (5) one credit courses or the equivalent. The Sebring Local Board of Education has added the following: in the immediate, preceding grading period, students must maintain at least a ” C” average. Eligibility will be checked on the exact date of the end of the nine week period. Students who fail to meet this requirement shall be ineligible for OHSAA events until they meet the requirements at the end of a nine-week grading period. Students cannot regain their eligibility in the middle of a grading period. It is recommended that student athletes attempt at least 6 credits per year. Students entering ninth grade must have met the junior high eligibility requirements in the last quarter of eighth grade.

SUPERVISION OF ATHLETES

The coach will provide supervision of all athletes after a contest or practice until all athletes have departed. Parents should arrange for their athletes to be picked up in a timely manner.

EQUIPMENT AND UNIFORMS

Equipment and uniforms that are the property of the athletic department, once issued to an athlete, are the sole responsibility of that athlete. If the equipment and/or uniform is lost or damaged, replacement must be made at the athlete's expense. All equipment and/or uniforms are not to be used as personal apparel and should only be used during practice or contests. The exception to this is the wearing of jerseys on game days with permission from the coach.

VARSITY LETTER REQUIREMENTS

- * Cross Country: time must be used in scoring results for half of the meets
- * Football: play (appear) in half the varsity quarters (20).
- * Golf: score must be used in scoring results for half of the matches
- * Volleyball: play in half the games.
- * Basketball: play in 44 quarters
- * Baseball/Softball: play in half of the total innings played in the regular season, or play as a starting pitcher or a relief pitcher in a role as a closer.
- * Band/Choir: one (1) full year of participation and zero (0) missed concerts
- * AN ATHLETE WHO HAS EXTENUATING CIRCUMSTANCES WHICH LIMIT PARTICIPATION MAY RECEIVE A VARSITY LETTER UPON RECOMMENDATION BY THE HEAD COACH.
- * MANAGERS MAY BE GRANTED AN AWARD UPON RECOMMENDATION BY THE HEAD COACH

PROTOCOL FOR ATHLETIC CONCERNS

If you and/or your parent/guardian have an athletic concern, please contact the coach to schedule an appointment to discuss your concern. This should never be done at or during a contest. Consulting the athletic director is the next step in the process followed by the principal if needed.

Good luck and GO TROJANS!