

# High School Student Handbook



## Rootstown Local Schools Rootstown High School

4190 State Route 44  
Rootstown, Ohio 44272  
[www.roversk12.org](http://www.roversk12.org)  
[@Rtown\\_Rovers](https://twitter.com/Rtown_Rovers)



2026 - 2027

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**STANDARD BELL SCHEDULE**

| PERIOD                | TIME                |
|-----------------------|---------------------|
| Period 1              | 7:25 - 8:13 AM      |
| Period 2              | 8:16 - 9:02 AM      |
| Period 3              | 9:05 - 9:51 AM      |
| Period 4              | 9:54 - 10:40 AM     |
| Period 5 (Study Hall) | 10:43 - 11:13 AM    |
| Period 6A             | 11:16 AM - 12:02 PM |
| Lunch A               | 11:13 - 11:43 AM    |
| Period 6B             | 11:46 - 12:32 PM    |
| Lunch B               | 12:02 - 12:32 PM    |
| Period 7              | 12:35 - 1:21 PM     |
| Period 8              | 1:24 - 2:10 PM      |

**AFTERNOON ASSEMBLY**

| PERIOD    | TIME             |
|-----------|------------------|
| Period 1  | 7:25 - 8:13 AM   |
| Period 2  | 8:16 - 9:02 AM   |
| Period 3  | 9:05 - 9:51 AM   |
| Period 4  | 9:54 - 10:40 AM  |
| Period 6A | 10:43 - 11:29 AM |
| Lunch A   | 10:40 - 11:10 AM |
| Period 6B | 11:13 - 11:59 AM |
| Lunch B   | 11:29 - 11:59 AM |
| Period 7  | 12:02 - 12:48 PM |
| Period 8  | 12:51 - 1:37 PM  |
| Assembly  | 1:40 - 2:10 PM   |

**GENERAL INFORMATION****High School:** 330-325-7911**Counseling:** Ext. 1012**Attendance:** Ext. 1011**Athletics:** Ext. 8007**Fax:** 330-325-8506**Website:** www.roversk12.org**Safe School Helpline:**

800-418-6423 Ext. 359

**Board of Education****President:** Tom Siciliano**Vice President:** Amanda Waesch**Legislative Liaison:** Doug Saltsman**Student Achievement Liaison:** Matt Collins**Student Achievement Liaison:** Lisa Kinter**Administration****Principal:** Dave McMahon**Athletic Director:** Keith Waesch**School Counselor:** Emily Ganzhorn**Secretaries:** Debra Paolucci and Heather Radar**Mascot:** Rover Ship**Colors:** Navy Blue & White**Hours:**

6:00am Students may enter Main Lobby

7:15am Students excused from Main Lobby

7:22am Warning Bell

7:25am Tardy Bell/Classes begin

2:10pm Students dismissed for day

2:30pm Students limited to 1st floor

**Alma Mater:**

Hail, all hail to Rootstown High School!

Hold her banner high!

Our hearts beat with proud devotion.

Hail to Rootstown High!

Bravely flow her colors o'er us,

Purest white and blue.

Proudly stand her sons and daughters,

Loyal, firm, and true.

Author: Dearie Kibler

**Fight Song**Here we are from Rootstown High School,  
The best in all the land.See our colors blue and white,  
All for which we stand.When the schools all get together,  
See our colors fly!There's no school that's any better...  
Than good old Rootstown High!

**PURPOSE:** Rootstown High School believes in the importance of setting forth high expectations for all community members. The code of conduct is designed to support the mission and vision of our school district to provide a positive environment with a focus on our learning goals aligned with communication, empirical reasoning, social reasoning, quantitative reasoning, personal development, and character development.

Please note that this handbook is a living document and will be amended and adapted as we learn and grow as a school community. The following outlines a detailed description of our PBIS and Restorative Practices approach. Additionally, it includes specific information regarding school policies and disciplinary consequences.

**DISTRICT MISSION STATEMENT:** Rootstown Schools, in collaboration with the community, will provide a quality education in a safe environment for students to become productive, lifelong learners.

**ROOTSTOWN HIGH SCHOOL MISSION STATEMENT:** The mission of Rootstown High School is to engage our students through the discovery and development of their unique interests; to empower students to develop self-confidence and create their own success through a positive learning environment; and, with the support of the staff, graduate as confident and capable young adults, prepared to make their mark on the world.

**VISION:** To provide each student with:

- A rigorous learning experience
- A guiding partnership among students, parents, staff, and the community
- Learning experiences and hands-on projects that guide learning across all content areas and support depth over breadth
- A vibrant, flexible learning environment that provides equal access to all students by customizing instruction to address unique student learning styles, abilities, and interests
- Graduation with a high school diploma, a post-high school plan, and the skills needed for success throughout college and in real-world careers

**SCOPE:** The policies of the student handbook are in effect whenever students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities and while at interscholastic competitions, extracurricular events, or other school activities or programs on or off the Rootstown Schools grounds.

In addition, the policies herein include:

1. Misconduct by a student that occurs off school district property, but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official/employee or the property of an official/employee.

**Positive Behavior Interventions Supports (PBIS):** Rootstown High School's code of conduct aligns with the Ohio Department of Education's philosophies of Positive Behavioral Interventions & Supports (PBIS) and the correlating policies. The principle of PBIS is to reinforce positive and expected behaviors in an effort to diminish negative or problem behaviors. We believe that all Rover students should exemplify being a Responsible, Respectful, Role Model in all aspects of our building. Below you will find our matrix of expected behavior in three major locations in our building.

| Location             | Responsible                                                                                       | Respectful                                                                                                                              | Role Model                                                  |
|----------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <b>Hallway/Lobby</b> | -Leave the hallway the same/better than I found it                                                | -Be respectful of others' personal space and belongings<br>-Use hallway time efficiently<br>-Only go where I have been given permission | -Help others in need<br>-Speak up for those who can't/won't |
| <b>Restroom</b>      | -Leave the restroom the same/better than I found it<br>-Only use facilities for intended purpose. | -Use restroom time efficiently<br>-Respect others privacy                                                                               | -Speak up about inappropriate behaviors                     |
| <b>Cafeteria</b>     | -Leave the cafeteria the same/better than I found it<br>-Bring your lunch/money to cafeteria      | -Be respectful of others' time, space, and belongings<br>-Use lunch time efficiently<br>-Enjoy your lunch in a respectful manner        | -Speak up for those who can't/won't                         |

## GUIDELINES FOR BEHAVIOR

All students are expected to behave in a manner that will reflect favorably on the school, not only during school hours, but also at any out-of-school activities connected with the school, including but not limited to school functions, field trips, and athletic events. Behavior at any such activities will be part of the student's record and misbehavior will be dealt with accordingly by school officials.

The following guidelines are expected to govern and characterize student behavior.

- **Attendance:** Students are expected to attend school on a regular basis, as required by state law, and to come to school on time. *See Appendix A*
- **Safety:** Students are expected to behave in ways that are safe for themselves and others. Students, parents, faculty and staff are expected to follow the rules that Rootstown Local Schools has adopted to ensure the safety of all in the school. Likewise, all persons involved with the school are expected to respect other people's property. Every attempt will be made to allow students to become equal partners in decision making in regards to school rules and policies.
- **Cooperation:** Students are expected to cooperate fully with teachers, staff, administrators, and other adults in the school, not only when they are in the classroom, but also when they are in the cafeteria, hallways, stairways and other common areas. Students are expected to always be polite and helpful when dealing with others.
- **Orderly movement:** Students are expected to move between classes and other activities in common areas, inside or outside of the school, in an orderly and timely manner.
- **Entering the building:** When entering the building, students should remove hats and headwear and keep their voices low. An adult-type behavior should prevail. Students should not run, wrestle, push, or shove. All backpacks and coats must be put in assigned lockers upon entering the building.
- **Electronic Devices:** Technology provides valuable opportunities for learning, communication, collaboration, and creativity. Students are expected to use all technology resources responsibly, safely, and in accordance with school expectations. The use of technology at Rootstown High School is a privilege, not a right. Students who misuse technology may lose technology privileges and/or face disciplinary consequences. Rootstown High School operates under a "No Cell Bell to Bell" expectation. The purpose of this expectation is to maximize instructional time, reduce distractions, and encourage student engagement throughout the school day. *See Appendix B*
- **Illegal drugs and alcohol:** Illegal drugs and alcohol are strictly forbidden at all times. *See Appendix C*  
If a student is taking medication for health reasons, he or she should notify the school nurse of the need for medication use.
- **Dress Code:** Students and staff strive for excellence at Rootstown High School and the dress code reflects this. With this in mind, guidelines have been adopted. *See Appendix D*
- **Bullying:** Rootstown High School recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. Our school strives to provide safe learning environments for all students and all employees. All incidents of bullying, cyber bullying, and hazing are strictly prohibited. *See Appendix E*

## STUDENT RIGHTS AND RESPONSIBILITIES

The principal has the responsibility and authority for maintaining an orderly educational process. The school guarantees students' rights as allowed by state and federal laws.

### Counseling:

**Philosophical Basis:** Personal needs or concerns can seriously threaten and interfere with the educational development of students. Schools have the responsibility to provide counseling services for students and to inform students of services provided by other agencies.

**Responsibilities:** Students have the responsibility:

1. To identify and/or report personal or school related problems, concerns or issues to appropriate staff, counselors, or teachers
2. To use counseling services for their educational/personal development, where appropriate
3. To schedule appointments in advance unless the problems or concerns are of an emergency nature
4. To provide information (along with their parents/guardians) that may be useful in making intelligent educational decisions
5. To use counselors' services for personal or school related problems, concerns or issues

**Rights:** Students have the right:

1. To be accurately informed as to the nature, kind, or type of counseling services available in their school and community
2. To receive/be referred to appropriate counseling for personal and educational problems within a reasonable amount of time
3. To have access to counselors/advisors on the staff or through Children's Advantage
4. To have information communicated in counseling sessions kept confidential unless there is imminent danger present to the student or another individual, the student is at risk of committing suicide, the student is threatening another, and/or there is any abuse reported. At these times the appropriate parties will be contacted. These contacts may include any or all of the following: Parents, Job & Family Services, police, administration, or any other party affected or potentially affected.

### Curriculum:

**Philosophical Basis:** Highly qualified professionals collaborate to produce curricula that are consistent with established standards and best practices in a given subject area. Textbooks and online resources are selected based on the extent to which they support an established curriculum.

**Rights:** Students have the right:

1. To have access to clear and precise course descriptions
2. To participate in courses and programs appropriate to their individual needs at all grade levels

### Evaluation and Grading Policy:

**Philosophical Basis:** A grade is a measure of student achievement relative to curricular goals and objectives. Grades serve to inform students, parents, teachers, and administrators of the degree in which mastery has been attained, and to help teachers adjust instruction to meet the individual needs of all students. It shall be the responsibility of the Board to establish a process to develop, monitor and revise as needed, a fair, comprehensive procedure for teachers to follow when grading students.

**Responsibilities:** Students have the responsibility:

1. To ask for an explanation of the grading system which they do not understand
2. To attain standards of academic performance according to their ability
3. To share all information regarding their grades/progress with their parents/guardians and to make every effort to improve their performance
4. To present assignments when due or within allowed make-up time
5. To monitor their own progress using the online grading program utilized by the school

**Rights:** Students have the right:

1. To receive an academic grade that is based on the school's standardized record keeping system and reflects the student's academic achievement
2. To have grades used positively and not as a disciplinary tool
3. To be given appropriate notice of assignment due dates

**Expression:**

**Philosophical Basis:** Students have the right to express themselves through direct and symbolic means as long as such expression does not mock, demean, or ridicule other persons/groups; interfere with school activities or disrupt the educational process; contain obscene, vulgar, inflammatory statements; or is in any way detrimental to the welfare of other students.

**Responsibilities:** Students have the responsibility:

1. To act in a quiet, dignified manner during patriotic activities OR to be excused from any patriotic act that is against their religious beliefs or deeply held personal convictions
2. To inform the school in writing of activities/policies which are in conflict with their religious beliefs and request alternative accommodations

**Rights:** Students have the right:

1. To respectfully express their own opinions on issues
2. To assemble peaceably on school property at a time and place designated by the principal (This right will be denied if it endangers the health or safety of others, damages property, or disrupts the activities of others.)

**Property:**

**Philosophical Basis:** Students have the right to privacy in their person and property. When school authorities have reasonable suspicion to believe that a student possesses an illegal item or an item determined to threaten safety and security, the school administration may search a student and his/her property. A student's cell phone is subject to a search if there is reasonable suspicion to believe it is being used in connection with a violation of the Student Handbook. Student lockers, desks, etc. are the property of the school and may be searched at any time. The school shall not be responsible for lost or stolen personal property that is brought to school. Returning to school after leaving without permission may be considered reasonable suspicion to conduct a search.

**Responsibilities:** Students have the responsibility:

1. To refrain from possessing or concealing any substance or objects which are prohibited or which may disrupt the educational process and/or school sponsored activities/events
2. To monitor and control access to their lockers, purses, book bags, or similar containers and to regularly check their contents

**Rights:** Students have the right to privacy in their personal possessions unless the principal or designee has reasonable suspicion to believe that prohibited substances/objects are possessed or being concealed by the student.

**Safety:**

**Philosophical Basis:** All students who attend the school have the right to attend school in a safe environment.

**Responsibilities:** Students have the responsibility:

1. To show respect for other people's ideas, values, and heritage
2. To resolve conflicts in an appropriate manner
3. To notify school personnel if they have knowledge of any weapon(s) on school property

**Rights:** Students have the right to learn in an environment free from the threat/act of psychological or physical violence.

**Student Records:**

**Philosophical Basis:** Student records are records that directly relate to a student, and are maintained by the school and its employees. Student records do not include records kept in the sole possession of an employee, used only as a personal memory aid, and not shared with any other person except a substitute. Care must be exercised by the staff to make sure that student records are treated confidentially and that the information contained therein is accurate and appropriate.

**Responsibilities:** Students have the responsibility:

1. To give school personnel ample notice that they want to inspect and review their records  
(Eligible students and parents/guardians have the responsibility to meet their financial obligations for school fees or fines. Transcripts and records may not be released until all student financial obligations are met.)
2. To release information to those individuals or agencies who are working in a positive manner for the benefit of the student (The permission to release must be in writing.)

**Rights:** Students have the right:

1. To release, inspect, review, and challenge the information contained in their school records within the school guidelines and legal age requirements
2. To be protected from the release of personally identifiable information to unauthorized persons

## STUDENT BEHAVIOR PROCEDURES & EXPECTATIONS

All students are expected to be familiar with these procedures and expectations and to adhere to them.

**Computer Usage:** Students must adhere to the school's Educational Technology Acceptable Use Agreement, which incorporates the State policy, before they may make use of school technology, including Internet access. *See Acceptable Use Policy sent home with students at the beginning of the school year.*

### **Cafeteria:**

- A. **Food:** Students may purchase or bring their own lunch to school to be eaten in the school's cafeteria. Guests are not permitted for lunch, **nor is outside food allowed to be delivered.** The school also participates in the National School Lunch Program; applications for the school's Free and Reduced- Price Meal Program are distributed to all students.
- B. **Location:** Students must stay in the school building during lunch, and students will remain in the cafeteria until the lunch period is over. Permission to use the first floor restroom will be granted by the school staff member monitoring lunch. Students with senior standing will be allowed the privilege to spend lunch period on the patio area off of the main lobby area, weather permitting.
- C. **Behavior:** Students are expected to show respect for themselves, their peers, school staff, and school property while in the cafeteria. This includes cleaning up their area and disposing of all waste before leaving.

**Library:** The high school library is a materials and technology center for students and staff. In order that it may serve as a successful part of the total school program by supporting and enhancing the curriculum, the following procedures will be followed:

1. The teacher or staff member in charge will grant admission to the library from study halls after attendance is taken. Students choosing to come to the library are expected to remain the entire period.
2. Quietness, courteousness, mutual respect, and appropriate use of the library for reading, research, homework, and studying must prevail at all times. Students unable to comply with these guidelines will lose their privileges to use the library.
3. General Circulation:
  - Books, periodicals and vertical file materials may be borrowed for two weeks.
  - Damaged barcode labels on materials will be charged at the rate of \$5.00 each.
  - The library may be unavailable on occasion.

**Illness/Injury:** When a student becomes ill or injured, they should report to the office. Permission to release students from school will be allowed by office personnel after parents or their designees have been notified by the office. The school is not allowed to dispense medicine (forms must be signed by doctor if children need medicine during the day); first aid will be given as needed. The school nurse or other designee will conduct the dispensing of medication in accordance with the signed documentation by the doctor and parent or guardian.

**Bus Privileges:** The school provides bus transportation for all students who live farther than one mile from school. The bus schedule and route is available by contacting the transportation supervisor at 330-325-0189.

The Student Handbook will apply to all violations to and from school, at the bus stop, and while boarding, riding, or exiting buses. Violation of these rules may result in the suspension of bus riding privileges. Students must follow bus safety regulations as follows:

1. Students must obey the driver promptly and be courteous to him/her and to other students. The driver is in full charge of the bus and students and has the authority of a classroom teacher.
2. Students are permitted to talk quietly on the bus and classroom conduct is to be observed. Students should help to keep the bus clean, sanitary, and orderly. They must not damage or abuse the equipment.

All students must ride the bus they are assigned to. If there is an emergency that requires a student to ride another bus, a note signed by the parent must be presented to the office, and a bus pass will be issued to the student to be given to the bus driver before they will be allowed to board the bus.

**Driving and Parking:** Driving to school is a privilege. Seniors and juniors will be given priority for a parking permit. Each student accepts the responsibility to drive safely and to observe the rules and regulations of the school. **Excessive tardiness or reckless driving will result in a suspension of your driving privilege.**

Students must register all vehicles with the office. A valid Ohio driver's license, proof of insurance, and a Parking Pass Request sheet *signed by a parent* are needed to purchase a permit at a cost of \$1.00. Students will be issued hang tags and must display those tags at all times while parking on Rootstown Local Schools' property.

Students are expected to park only in assigned student parking spots. Students are to drive with extreme care when leaving or entering the parking lot. Pupils who drive to school must then enter the school immediately after parking. **Please Buckle-up!**

**Falsification of Signatures:** A student shall not engage in or take part in the falsification of signatures (parent, school official, or any other person) on any correspondence directed to the school or within the school operation. This includes any falsification of data, grades, address on school forms, excuses, dates, etc.

## **SCHOOL OPERATING PROCEDURES**

All students are expected to be familiar with these procedures and expectations and to adhere to them. Restorative Practices will be utilized to resolve any issues with students who do not adhere.

**Unauthorized Presence:** No student shall be permitted in the school building or on school grounds without authorized permission from school authorities. Students staying after school for practices or activities must remain in the commons area of the lobby until the activity begins. Following extra-curricular activities and athletic practices, students are permitted to be in the lobby area of the high school only. The following areas are unavailable to students: staff rooms, staff restrooms, lockers after activities, unsupervised classrooms, and the teacher's lounge.

**Visitors:** All visitors must check in at the main office and sign in before proceeding to any part of the building.

**Lost and Found:** The lost and found box is located in the High School office.

**Telephones:** Students are required to use the student phone in the main office to contact parents/guardians. Students receiving calls in the office will be given messages at the end of the school day, unless in the case of an emergency. Phones in the office are to be used only with permission.

**Books:** The Board of Education approves textbooks and furnishes them to all students. It is required that the books be given good care and returned to the teacher at the end of the school year or upon withdrawal from the class. If a textbook or library book is lost or abused beyond normal wear, a fine or replacement cost of the book will be assessed against the student.

**Cancellation of School:** If the school must be closed because of inclement weather or other conditions, the district will notify parents through the Alert Now system, Twitter, Facebook and through the following television stations: 3, 5, 8, and 19. In the event of school closing, all activities will be canceled unless authorized by the superintendent.

**School fees:** Each grade level will be charged a standard fee of \$45.00 each school year.

**Food Service:** The goal of the Rootstown High School to provide students with healthy meals each day. However, unpaid charges place a financial burden on the Food Service Department. It is the responsibility of the parents/ guardians to see that students have money in their meal account to purchase meals for that day or that they bring food from home. There is a POS (point of sale) system in each of the cafeterias that work as a debit account. This means money can be deposited in a student's account in advance of purchases directly at the school cafeteria in the form of cash or check, or for your convenience, online. Online payments may be made by setting up an account at [www.rootstown.sparcc.org](http://www.rootstown.sparcc.org). Under Food Service go to PaySchools Central where you can make deposits using a credit/debit card or online check; a mobile app is also available. You will need your student's account ID number to use in setting up the account. Keep in mind there is a nominal fee for utilizing this service. Even if you choose not to make online deposits, setting up an account will allow parents/guardians to monitor a student's spending or check account balances.

While the food service department discourages negative lunch charges, we understand that an occasional emergency may make it necessary. The following guidelines have been developed to help parents/guardians and staff understand the charge policy so that uncomfortable situations may be avoided.

**Full Pay Students:**

- **Middle and High School (grades 6-12):** If a student has a negative balance, a maximum of 2 days meals will be allowed. If no money has been deposited after charges have incurred an alternative meal of a PB&J grahamwich and milk will be provided at a cost of \$.75 charged to their account. Should a student's account balance reach a negative balance of \$6.25 all charges will be stopped. The cashier always informs students when their account is getting low. In addition, no negative charging will be allowed in grades 6-12 the last two weeks of school.

**Reduced Price Students:**

- Lunch is \$.40 for elementary, middle and high school students.
- If a student must charge, a maximum of 10 days will be allowed. If a financial hardship exists, parents/guardians are encouraged to notify the food service department so an arrangement can be made.

**A la carte items:** A la carte items are sold in each of the buildings. Students with a negative balance owed to the food service department will not be permitted to purchase a la carte items even with cash until their negative balance has been resolved.

**Balances:** All student account balances, negative or positive, will be carried over to the next school year.

**Financial Hardship:** Should your family incur financial hardship or change of income, you may apply for the free/reduced meal program at any time throughout the school year. You must qualify according to government standards to receive free/reduced meals. In addition, ***your application must be completed every school year*** to qualify and remain in the free/reduced meal program. Many students accrue a negative account balance due to the fact parents/guardians fail to reapply every school year. Should this occur you, the parents/guardians, are responsible for the negative balance until the application is received and approved for qualification.

It is our hope that providing parents/guardians with this charge policy will enable them to assist the food service department in providing all students with a positive cafeteria experience. Thank you for your cooperation in these matters. Any questions or concerns may be brought to the attention of Peggy Shewell at 330-325-4139 or shewell@roversk12.org.

**Class Activities and Class Finances:** Each academic class will have an advisor. Class activities must have the approval of the advisor and the principal, and must be adequately chaperoned.

**Use of Surveillance Equipment for Safety and Security:** To help assure the safety and security of the students and staff of the school, cameras/audio devices may be used to monitor public areas or access to restricted areas in schools or on school property. Recordings from devices installed for safety and security may be used as the basis of disciplinary actions, or, if appropriate, criminal prosecutions against persons committing violations on school property. This section does not preclude the installation of recording or monitoring devices as part of a criminal or administrative investigation in compliance with pertinent authorities, laws, and procedures for the conduct of such investigations. Notice of the presence of surveillance equipment will be posted to the extent required by law. The use of video cameras is subject to pre-approval by the Board.

**Disclosure of Certain Student Information:** The school may disclose certain information, known as directory information, in its discretion without consent. Parents/guardians may refuse to permit the release of any or all directory information. If a parent/guardian or does not want directory information released, he or she must send written notice annually to the principal. Such notice must be received within 30 days of student receipt of this Student Handbook. The following student information is directory information: name, address, telephone number, date and place of birth, grade level, dates of attendance, the most recent previous school attended by the student, and photographs of students in school or at school activities provided the photographs do not reveal information concerning academic placement.

**Wellness:** Rootstown High School aligns with the NEOLA policies regarding wellness in schools. These policies can be found at <http://www.neola.com/rootstown-oh/>

**FERPA Rights:** The Family Education Rights and Privacy Act (FERPA) affords parents/ guardians, and students over 18 years of age, the following rights:

**Inspection and Review:** Parents/guardians may submit to the principal a written request identifying records they wish to inspect. The school leader will notify them of the time and place at which records may be inspected. Access shall be provided within 45 days of the receipt of the request.

**Amendment of Records:** Parents/guardians may ask the school to amend a record they believe is inaccurate by submitting to the school leader a written request identifying the part of the record they want changed and specifying why it is inaccurate. If the school denies the request, the school will notify them of the decision, advise of the right to a hearing, and provide the hearing procedures.

**Disclosure without Consent:** Disclosure of personally identifiable information contained in students' education records requires parent/guardian consent with the following exceptions:

1. Such records may be disclosed to school officials with legitimate educational interests. School officials include employees; Board of Education members; a person or company retained by the school to perform a special task (for example, an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.
2. Upon request, the school discloses education records without consent to officials of another school or district in which a student seeks or intends to enroll.

**Complaint:** Parents/guardians may file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA by submitting a complaint to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**Equal Opportunity:** The Rootstown High School is an equal opportunity provider and employer.

## STUDENT DISCIPLINE

### Introduction

The Rootstown Local School District Board of Education recognizes that effective discipline is essential if all students are to attain a quality education. Therefore, the District shall have a zero tolerance for violent, disruptive, or inappropriate behavior, including excessive truancy. In carrying out this zero tolerance policy, the District shall use strategies ranging from prevention to intervention to address violent, disruptive, or inappropriate behavior. The Rootstown Local School District Board of Education delegates to school officials and administrators the discretion to determine, on a case by case basis, what strategy shall be employed to address a student's violent, disruptive or otherwise inappropriate behavior. The Board further authorizes school officials and administrators the authority to take the additional steps necessary to implement these strategies and generally to enforce District policies/regulations and school rules governing student conduct.

A complete statement governing or describing all of the relationships and processes involved in student discipline would be impractical. However, the District believes the most important ingredient in maintaining a positive climate for student discipline is the relationship of the teacher and the principal in discipline situations. Teachers must feel free to consult and work closely with the building principal in any situation in which they may need guidance. This working relationship is one key to desirable discipline and to maintain a quality instructional atmosphere.

The Board also believes that the teacher-student relationship in the classroom, halls, and on school property is important and should always be one of mutual respect. The teacher will be recognized as the person in authority at all times in the classroom, halls, buildings, on school grounds, and at school-related events.

Each case of unsatisfactory behavior by a student will be handled individually. The classroom teacher may take the steps he/she feels are justified in each case. If the student does not respond to these measures, or the severity of the behavior so requires, the teacher will then refer the student to the principal.

In discipline matters, the Board expects that whenever a problem appears to extend beyond the classroom, the teacher will discuss the problem with the principal. The teacher, or teachers, and the principal will work together in attempting to control or correct the situation.

The Board of Education considers school discipline as the controlled behavior of an individual whereby responsibility is assumed for one's actions in accordance with socially accepted conduct and the District's rules, regulations, and school policies. Student conduct must be within the bounds of law and order and must respect the rights of others as individuals.

Good discipline is systematic, ordered learning. In the school setting, good discipline helps to promote self-discipline as a habitual way of behaving. Good discipline is not a matter of punishment but rather involves the development of a structure, which provides the best opportunities for the child to learn, achieve, and develop emotional social maturity on his/her own.

Discipline permits children, their peers, and faculty to live together in harmony in a social unit without sacrificing individual independence. The end result of proper discipline during the formative years will be an individual who can live and work with others, and who is fully able to assume the responsibility for mature self-discipline.

Parents or guardians have the primary responsibility of establishing and maintaining positive discipline with their children. While students are in school, however, teachers and administrators must act in the place of parents (in loco parentis) to maintain discipline.

Teachers, bus drivers, and other members of the various school staff are responsible for the care of students and the day-to-day operation of the school. They are expected to make every effort to correct and effectively resolve disciplinary problems that occur within their range of responsibilities; therefore, they shall have the authority necessary to maintain a proper learning climate, including but not limited to the use of reasonable force to prevent and stop any act which interferes with the scholarly, disciplined atmosphere of the school. Teachers are also expected to employ sound, preventative measures and to avoid provoking negative behaviors. They may call upon other school personnel to help in discharging their responsibilities and may refer students to the building administrator who shall be responsible for determining the necessity, and the nature of, any additional discipline.

Since the school and the home share responsibility for the education and discipline of students, it is important that they work closely together. Each school staff has an obligation to be fair, honest, reasonable, and consistent in its dealings with students. Parents have an obligation to be cooperative, reasonable, and honest in working with school personnel. Only by developing mutual trust and respect can the school and the home work effectively together toward the best interest of the child.

Teachers and administrators are assured of the prompt and decisive support of the Board of Education in cases involving incorrigible conduct. Likewise, the Board of Education expects the support of the professional staff in maintaining an orderly educational climate for learning.

Students are subject to school disciplinary action up to and including emergency removal, suspension, and expulsion for any and all action(s), which directly affect the good order, efficiency, morale, management, and welfare of the school. Although primary emphasis will be directed to activities taking place in the school or activities taking place on or near the school grounds, any student action on or off school property, which directly affects the school will be subject to disciplinary action. Areas of disciplinary control shall include:

1. while in school, on school grounds, or in sight of school premises during, immediately before or immediately after school hours (including schools where the student is not in attendance);
2. while on school owned, leased, or operated buses or vehicles;
3. while waiting at school bus stops, walking to and from school bus stops, or walking to and from school;
4. while engaged in or attending school-related activities, whether on or off school grounds;
5. while on school grounds, at any time when school premises are being used by the school or by school-related groups; and
6. while engaging in any conduct which directly affects the good order, morale, management, and welfare of the school.

***\*\* Disciplinary Action Statement: The high school principal retains the authority to determine and implement disciplinary actions in accordance with the student handbook and school policies.***

**EMERGENCY REMOVAL:** Removal from class for disciplinary reasons is a serious matter. Students dismissed from class are to report immediately to the office with an appropriate explanation from the teacher. Each removal will be judged independently.

Under certain circumstances, a student may be placed on immediate probation or receive disciplinary action ranging from detention to expulsion. In cases of suspension or expulsion, law enforcement agencies may be notified. Students who are removed from class will not receive credit for work missed.

**DETENTION:** All certified staff members may assign detention to students for failure to comply with any of the rules and regulations at Rootstown High School. Students will be given 24 hours notice of any after-school detention. Students will be given no credit for the detention if arriving after 2:20 p.m. Students assigned to detention are expected to bring paper and pencil and have assignments to complete. Students without work to do will be given an assignment by the detention teacher. Students may not sleep, eat, or talk in detention. Failure to serve an after school detention will result in a Saturday detention. Because students receive detentions for inappropriate behavior, Rootstown High School is not responsible for transportation after school hours. As a result, it is the responsibility of the parents to provide transportation when their child is assigned an after-school detention.

**SATURDAY DETENTION:** Saturday Detention is a disciplinary action given in certain situations when a student does not comply with the board approved discipline code. The student is required to report to the assigned area from 8:00 AM to 11:00 AM on the date(s) assigned. Students should bring assignments or will use the time as assigned by the Saturday Detention supervisor. Students are responsible for finding their own transportation to and from Saturday Detention. Students should wear normal school attire.

**IN-SCHOOL SUSPENSION:** The ISS will provide an alternative form of discipline before a student is asked to receive an out-of-school suspension. It allows an opportunity for students to continue their academic work during their disciplinary placement. Its intent is to allow qualified personnel to effect a favorable change in the behavior of the student.

Students placed in ISS are to report at 7:25am and remain there until dismissal at the end of the school day. Students are required to bring all textbooks, school materials, pencil/pen, and paper. Students are to get assignments prior to ISS. Counselors and teachers may also be available for the student during their time in ISS. Specific guidelines for ISS will be given to the students when the discipline is assigned.

**OUT OF SCHOOL SUSPENSION & EXPULSION:** (also referred to as “taking a break from the community” and “exclusion”) Consequences for behavior beyond the assignment of ISS or Saturday Detention are serious situations that shall follow School Board policy and the State law that applies. Students may be asked to take a break for one to ten days, depending on the severity of the offense(s). Students may also be required to complete mandatory counseling. This can be completed in school or at an outside agency, as determined by the counselor and principal. Exclusions/expulsions may be for the remainder of a semester or for an entire school year, depending on the terms.

**PERMANENT EXPULSION:** Under Ohio law, a student may be permanently excluded from attending any of the public schools of this state if the student is convicted of, or adjudicated a delinquent child for committing, when he/she was sixteen (16) years of age or older, a specific act that would be a criminal offense if committed by an adult.

**MANDATED COUNSELING or COMMUNITY SERVICE:** The principal and counselor may mandate any student to participate in counseling /community service dependent upon the nature of his or her behavior in school or toward a member of the school community. The counseling /community service obligation may be fulfilled at the high school or referred agency agreed upon by the principal and counselor.

## STUDENT ACTIVITIES

The following activities are available and student participation is highly encouraged:

|                         |                             |                      |
|-------------------------|-----------------------------|----------------------|
| Art Club                | National Honor Society      | Student Council      |
| Band (Concert/Marching) | Office Aides                | Yearbook             |
| Cheerleading            | Quiz Bowl                   | Youth Safety Council |
| Game Club               | Rootstown Anglers (Fishing) | Leo's Club           |
| Choir (Concert/Show)    | Ski Club                    | RHS Book Club        |

## STUDENT ATHLETICS

The following sports are available and student participation is highly encouraged:

| <u>Male</u>   | <u>Female</u> |
|---------------|---------------|
| Baseball      | Cheerleading  |
| Basketball    | Basketball    |
| Golf          | Cross Country |
| Cross Country | Softball      |
| Soccer        | Soccer        |
| Track         | Track         |
| Football      | Volleyball    |
| Wrestling     | Bowling       |
| Bowling       | Golf          |
|               | Wrestling     |

### Athletic Checklist:

Prior to any conditioning/practice an athlete must have the following on file in the athletic office:

- Completed OHSAA Physical Form
- Emergency Medical Form
- Signed OHSAA eligibility form
- Signed Team Rules Form

**Academic Eligibility:** To be academically eligible for competition in co-extracurricular activities, a student must receive a passing grade in a minimum of five one-credit courses or the equivalent the preceding grading period. The student must also maintain a 1.5 grade point average.

**Athletic Events:** Rootstown Local School students are expected to demonstrate good sportsmanship and excellent conduct while attending athletic events. Students are expected to stand, be quiet, and take off hats during the playing of the National Anthem. The Chagrin Valley Conference provides rules/guidelines regarding crowd control and sportsmanship.

Athletic schedules are available online at [www.highschoolsports.net](http://www.highschoolsports.net) or [www.rootstown.sparcc.org](http://www.rootstown.sparcc.org).

## NATIONAL HONOR SOCIETY

Members are selected by a five member Faculty Council. The NHS advisor acts as a sixth non-voting member. To be eligible to be considered for selection a student must be a junior or senior with a cumulative GPA of 3.5 or higher. Membership is based on excellence in four areas: scholarship, service, leadership, and character. Each category is judged independently. A majority vote of the faculty council is required to be selected as a member of the NHS. All NHS rules will follow the official NHS handbook.

**Scholarship:** The scholarship requirement set by the National Council is based on a student's cumulative grade point average. The phrase "cumulative grade point average" refers to the total academic performance as demonstrated by the grades received by the student while in attendance at the school where the chapter is found. For example, in a high school containing grades 9 through 12, even when students are selected during their junior year, grades from the ninth grade on should be used to compute the scholastic average. Obtaining grades from a student's middle school would be inappropriate and only complicate the selection process, as well

as present a problem of verification for the Faculty Council. Wherever possible, chapters are encouraged to utilize the same standard for computing GPA that is currently used within the school, since that is the system most easily recognized and understood by the students and their parents. Utilizing a non-traditional cumulative GPA calculation or scholarship average requires both additional time for the adviser or Faculty Council to complete the calculations, and additional explanation to be added to the written description of the selection process.

- The minimum grade point average allowable is 85 percent, B, 3.0, or the equivalent standard of excellence. The Faculty Council may raise the required cumulative grade point average. The Faculty Council may also specify a prerequisite number of academic courses or weight grades in recognition of the varying degrees of difficulty of courses of study. In such cases, the Faculty Council must provide to the administration, students, and parents of the school the professional rationale for these guidelines or procedures.
- If a Faculty Council decides to weight grades in recognition of the varying degrees of difficulty of courses of study, this weighting should be accomplished prior to the determination of the cumulative GPA in order, once again, to identify all students who have met the scholastic criteria prior to consideration of their leadership, service, and character.
- Rules such as “no grade below “B” are not acceptable.
- A failing grade is not an acceptable reason to automatically eliminate a student’s candidacy.

**Leadership:** The Leadership criterion is considered highly important for membership selection. Some Faculty Councils may wish to interpret leadership in terms of the number of offices a student has held in school or community organizations, although it is important to recognize that leadership also exists outside elected positions including effective participation in other co-curricular activities offered on campus. Other Faculty Councils may define leadership in less objective terms. Leadership roles in both the school and community may be considered, provided they can be verified.

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude.

**Service:** Service is generally considered to be those actions undertaken by the students which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions this candidate has made to school, classmates, and community, as well as the student’s attitude toward service can be reviewed.

The student who serves:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students

**Character:** Character is probably the most difficult criterion to define. The Faculty Council should consider the positive as well as the negative aspects of character. All judgments in this and other selection criteria should be free of speculation and rumor.

The National Honor Society is a member of the Character Counts! Coalition. Through this activity, the society supports and recommends the use of a multifaceted definition of character known as the “Six Pillars of Character.” A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. Schools are encouraged to take this model, modify it to meet their local needs, and utilize it frequently in the work of their chapter.

In Addition, it can also be said that the student of character:

- Take criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperate by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect, for others
- Observes instructions and rules, is punctual and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment

### **Student Activity Information Forms**

In order to ascertain the degree to which a student candidate meets the selection criteria, it is recommended that local Faculty Councils utilize a Student Activity Information Form. Such forms are generally used to obtain information directly from the student regarding leadership and service activities and to elaborate on the student’s perspectives concerning the honor society and its values. These forms should not be considered under any circumstances as “applications” for membership. The form exists to support the student’s candidacy by providing relevant information for use by the Faculty Council. It is recommended that local forms include a parental/guardian signature affirming that they have reviewed the data and verified its accuracy. Other adult signatures may also be requested to verify participation in leadership or service activities. These forms are for use by the Faculty Council as working documents to be used during the selection process in support of the student’s candidacy

### **Faculty Evaluation Forms**

Selection for membership to the chapter is always to be by a majority vote of the Faculty Council. However, the local council members may wish to obtain additional information to assist them in making their decision.

Faculty evaluations may be used to supplement the Student Activity Information Forms gathered from each candidate. Once the students who possess the prerequisite GPA have been identified, they can submit a Student Activity Information Form detailing their service, leadership, and character. The faculty evaluation may be used to support the strength of a student’s candidacy in the areas of service, leadership, and character. In the event of a low rating on one of the evaluations, it is always important to verify the reasons for such a rating, avoiding the “speculation and rumor” concepts described elsewhere in this handbook.

Evaluations bring to the attention of the Faculty Council information that may not otherwise be represented on the information forms. Upon reviewing the evaluation and verifying their accuracy, the Faculty Council is still required to undertake a vote on each candidate, selecting each student who receives a majority vote.

To avoid questionable entries on faculty evaluations, chapters should request that all evaluations be signed and that each evaluator be prepared to support any below average rating with substantiating data based on sound professional judgment and action. Anonymous faculty evaluation forms should not be used. The local adviser serves as the link between the Faculty Council and the evaluators, and may conduct informal interviews with those teachers who provide the below average ratings.

## ACADEMIC INFORMATION FOR STUDENTS

### Grading Scale

*Weighted grades will only be given to students completing an entire AP/CCP and/or Honors course. Weighted grades will not be given for grades below a C.*

| PERCENTAGE | GRADE | REGULAR | HONORS | AP / CCP |
|------------|-------|---------|--------|----------|
| 93-100     | A     | 4.0     | 4.5    | 5.0      |
| 90-92      | A-    | 3.7     | 4.2    | 4.7      |
| 87-89      | B+    | 3.3     | 3.8    | 4.3      |
| 83-86      | B     | 3.0     | 3.5    | 4.0      |
| 80-82      | B-    | 2.7     | 3.2    | 3.7      |
| 77-79      | C+    | 2.3     | 2.8    | 3.3      |
| 73-76      | C     | 2.0     | 2.5    | 3.0      |
| 70-72      | C-    | 1.7     | 1.7    | 1.7      |
| 67-69      | D+    | 1.3     | 1.3    | 1.3      |
| 63-66      | D     | 1.0     | 1.0    | 1.0      |
| 60-62      | D-    | 0.7     | 0.7    | 0.7      |
| 59 & below | F     | 0       | 0      | 0        |

*\*All grades will round to the nearest grade letter if they are between the percentage range*

### Grading and Reporting

**50% Minimum:** The lowest percentage a student can earn at the end of each nine-week grading period is 50%.

**Grade Calculation:** Student grades are determined by an 80–20 formula. Tests, projects, papers, or any work that demonstrate mastery of the standards will count toward 80% of a class grade. Work classified as practice, such as quizzes, homework, or bell work will count toward 20% of a class grade.

**Mastery of Content:** Students will have the opportunity to retake assessments of which they would like to show a greater level of mastery than they achieved on the initial assessment. The table below defines what can be made up and the timeline of when it must be completed.

#### **PRACTICE WORK (20% of overall grade)**

|                  |                                                                                                                                                                                                                                                 |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Classwork</b> | <ul style="list-style-type: none"> <li>• Lessons, activities, and work completed/assigned in class <u>ONLY</u></li> <li>• <u>Not</u> accepted for late credit</li> </ul>                                                                        |
| <b>Homework</b>  | <ul style="list-style-type: none"> <li>• Lessons, activities, and work completed/assigned to be completed outside of class time</li> <li>• Late work accepted for up to full credit until the Monday following the week work was due</li> </ul> |

#### **ASSESSMENT WORK (80% of overall grade)**

- To measure progress, tests will be administered in accordance with state standards and district policy. These include, but are not limited to, group tests, classroom tests, quizzes, projects, writing assessments, labs, vocational and interest surveys. Students will have the opportunity to correct classroom assessments of which they would like to show a greater level of mastery than they achieved on the initial assessment. Corrections must be completed within one week after the original assessment is returned to students and a common form must be utilized to submit all corrections. Teachers will provide students with common correction forms. Students may earn up to fifty percent credit, for points originally missed, back from the original assessment. A maximum of two assessments per quarter may be submitted for corrections.

- If necessary, intelligence tests, speech and language evaluations, individually administered achievement assessments and other special testing services are available to students needing these services.
- Depending on the type of testing, specific information and/or parent consent may need to be obtained. Rootstown High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

**Report Cards:** Reports cards are issued once every nine weeks. Grades are computed in the following manner:

- A. Grades are based on percentages, which are converted to letter grades, using the grading scale noted above.
- B. All semester grades are calculated by averaging the nine weeks letter grades and a semester exam. Each nine-week letter grade is valued at 45% and the semester exam 10%.
- C. Report cards are mailed home. If school fines or fees are owed, the report cards are not issued.

**Promotions & Credits:** Every student must take a minimum of six periods of class during the school day. Credit is given for passing grades each semester even if the course requires a year for completion. If a student fails a semester of a required course, he or she is required only to repeat that needed semester. Students who fail a class need to schedule a conference with the counselor to make sure their credits are correct for graduation. The earned letter grade is part of the student's GPA.

**Scholastic Achievement Recognition:** Exemplary scholastic achievement is encouraged and recognized at Rootstown High School. In an effort to achieve this goal, eligible pupils are named to the honor roll each grading period. Graduating seniors can achieve one of the three tiers of Honors: Summa Cum Laude 4.1+, Magna Cum Laude 3.8-4.09, and Cum Laude 3.5-3.79.

**Honor Roll:** The Honor Roll will include those eligible from Rootstown High School. Students attending Maplewood must meet the criteria established by Maplewood. Honor roll will be a three tiered Summa Cum Laude Honor Roll 4.1+, Magna Cum Laude Honor Roll 3.8-4.09, and Cum Laude Honor Roll 3.5-3.79. Merit Roll will be recognized for any student earning 3.0-3.49.

**Release of Information:** The "Armed Forces Recruiter Access to Student and Student Recruiting Information Act" requires that schools make student names, addresses, and telephone numbers available to military recruiters and institutions of higher education. An opt-out form can be found on your child's Final Forms portal.

**Transcripts:** Most colleges and many employers request official school transcripts. Attendance, semester grades, and test scores make up that record. The date of graduation, class rank, and GPA are listed for graduates. Transcripts may be mailed directly to colleges from the high school. Requests for transcripts should be made two weeks prior to any deadline.

**Parent/Teacher Conferences:** Parents are encouraged to meet with teachers to discuss their child's progress. Parents may call an individual teacher to arrange a conference or go through the counselor to set up a meeting with a group of teachers. Formal parent conference nights are scheduled for October and February/March.

**COLLEGE CREDIT PLUS AT ROOTSTOWN HIGH SCHOOL (CCP):** College Credit Plus (CCP) at Rootstown High School allows students to earn both Rootstown High School credit and college credit for courses taken at local universities or at Rootstown High School. As part of the CCP program, students are required to follow all application procedures and meet the standards set forth by the college or university for enrollment. Students must adhere to deadlines and instructions with their application and book purchase/return. Students cannot go over 30 total credit hours per year including summer sessions. *See the school counseling department for an informational packet. Strict deadlines apply.*

- If a student fails a course and /or withdrawals at the point they would receive a "W", the school district may bill the family for the cost of attendance. Students who withdraw from a college course should consult with both their college academic advisor and their school counselor before doing so.
- CCP students will be in classes with other college students from a variety of ages and backgrounds and may be required to interact with classmates on group work and projects inside and outside of the classroom.

- The subject matter of the course(s) may include mature adult themes and materials and will not be modified based upon College Credit Plus students participation regardless of where the course instruction occurs (ie, online, on college campus, at high school location).
- If the student has a documented disability, it is the student's responsibility to request necessary accommodations through the University's Student Accessibility Services (SAS) office in order to receive services deemed appropriate. Priority registration is not provided for CCP students registered with SAS. CCP students will register for classes after matriculating.
- Students may not register for more hours than indicated by the school/counselor/principal in alignment with state regulations. If the student registers for more than the allotted hours, they may be charged for the full cost of the course tuition, fees and books for the course(s) that cause them to exceed their allotted hours.
- Students who enroll in CCP courses at a local university are required to maintain a minimum of 2 classes per semester at Rootstown High School.

**Scheduling Procedures/Policies:** When a student makes his or her course selections, it is understood that they wish to take those classes selected. The school will do everything possible to get individual students their course requests; however, each time an adjustment is made to our schedule other students are affected. Please plan your future carefully and choose your courses wisely. Students who wish to participate in college athletics are responsible for consulting with the NCAA and following their procedures and guidelines.

Student schedule changes after the last day of school will not be considered unless a unique circumstance arises for such a consideration. These include:

- A. **Academic Hardship:** A student is determined to lack adequate requirements of the class at the time. The request is initiated through the teacher, and requires a parent meeting that includes the student and school counselor.
- B. **Physical Disability:** A student has been medically excused or has an extended illness might require a review of their schedule in order to reduce their credit load to salvage required course credits.
- C. **Impaired Mental/Emotional Status:** If a student is experiencing an atypical situation, communication between the principal, school counselor, and school psychologist will be necessary in order to investigate the severity of the situation in relation to his/her schedule. It may be in the student's best interest to revise his/her schedule.
- D. **Scheduling Opportunity:** If an original selection that was closed in spring becomes available in the fall or at the semester break, a student may drop a requested course to secure the original selection.
- E. **Failing a Required Class:** If a student fails a course that is required for graduation, the student may drop an elective class in order to have time to retake the required course he/she failed.
- F. **Other:** In any other situation, only the principal may grant a class drop. If a request is not approved by the principal, but is granted, a withdrawal "F" will result. A student has 2 weeks to decide if they wish to add a class. After 4 ½ weeks any class drops/withdraws will result in a failing grade for the semester.

**Ohio State Assessments:** End-of-course tests are required for graduation in English II, Algebra I, Geometry, Biology, American History and American Government.

### **Diploma Policy:**

As a student entering ninth grade on or after July 1, 2019, Ohio's new high school graduation requirements give you more flexibility to choose a graduation pathway that builds on your strengths and passions- One ensures you are ready for your next steps and excited about the future.

### ***First, Cover the basics:***

\*A minimum of 22.5 units of credit are required for graduation in addition to the above mentioned. Eighth grade students will receive high school credit for any high school course taken at the middle school when earning a C or better. This grade will be calculated into the student's high school GPA.

Required subjects are:

| SUBJECT AREA          | CRITERIA  |
|-----------------------|-----------|
| English Language Arts | 4 credits |
| Science               | 3 credits |
| Health                | ½ credit  |
| Fine Art              | 1 credit  |
| Electives             | 6 credits |

| SUBJECT AREA       | CRITERIA                            |
|--------------------|-------------------------------------|
| Mathematics        | 4 credits                           |
| Social Studies     | 3 credits                           |
| Physical Education | ½ credit                            |
| Financial Literacy | ½ credit (class of 2026 and beyond) |

To satisfy the science requirement, students must have one credit of life science, one credit of a physical science, and one additional unit.

### Second, show competency:

Earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. If a student is not able to earn a passing score on the tests listed above they are given three additional ways to show competency. These three options are the following: Demonstrate two career focused activities, enlist in the military, or complete college coursework.

### Third, show readiness:

Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

### State System of Diploma Seals:

|                                     |                                                 |
|-------------------------------------|-------------------------------------------------|
| OhioMeansJobs Readiness Seal        | Honors Diploma Seal                             |
| State Seal of Biliteracy            | Technology Seal                                 |
| Industry-Recognized Credential Seal | Citizenship Seal                                |
| College-Ready Seal                  | Fine and Performing Arts Seal (locally defined) |
| Military Enlistment Seal            | Student Engagement Seal (locally defined)       |
| Science Seal                        | Community Service Seal (locally defined)        |

| HIGH SCHOOL ACADEMIC DIPLOMA WITH HONORS                      |                                                                                                                                                                                |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Students need to fulfill all but one of the criteria.         |                                                                                                                                                                                |
| Class of 2026 and beyond                                      |                                                                                                                                                                                |
| AREA                                                          | CRITERIA                                                                                                                                                                       |
| 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 or higher content |
| Social Studies                                                | 4 units                                                                                                                                                                        |
| Science                                                       | 4 units, including 2 credits of Advanced Science                                                                                                                               |
| Foreign Language                                              | 3 units of world languages (must include no less than two units for which credit is sought), i.e., three units of one world language or two units of two different languages   |
| Unweighted Grade Point Average                                | 3.5 on a 4.0 scale                                                                                                                                                             |
| ACT/SAT SCORE<br>(Excluding scores from the writing sections) | 27 ACT / 1280 SAT                                                                                                                                                              |
| Seal Requirement                                              | Earn two additional diploma seals, not including Honors                                                                                                                        |

| <b>HIGH SCHOOL ACADEMIC DIPLOMA WITH HONORS</b><br>Students need to fulfill all but one of the criteria.<br><i>Class of 2026 and beyond</i> |                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
|                                                                                                                                             | Diploma Seal                                                                      |
| <b>Experiential Learning</b>                                                                                                                | Field Experience, OhioMeansJobs Readiness Seal*, Portfolio or Work-Based Learning |

*\*Students can use OMJ Readiness Seal in 2 additional seal requirements if it is not used in Experiential Learning.*

For graduation, students will be able to earn recognition based on the following three tiers:

- Summa Cum Laude      4.1+
- Magna Cum Laude      3.8-4.09
- Cum Laude              3.5-3.79

**President's Award for Excellence:** Rootstown High School seeks to recognize students who have achieved through the most challenging courses and through results of college admission tests. Students must earn a 3.5 GPA and a score of 26 or higher on the ACT.

**Cheating, Academic Dishonesty, and Plagiarism:** All instances of cheating and/or plagiarism will be reported to the principal immediately. Telephone, mailings, or both may be used to notify parents and a conference may be held with the student, parent, teacher and/or the principal. The student who provided information used to cheat may be subject to the same academic discipline as the student who uses the information.

If a student cheats on a paper, quiz or test, his or her grade for the quiz or test will be a zero. If a student plagiarizes any material, he or she will receive a zero for the assignment. A second offense of cheating or plagiarism will result in failure of the class for the semester. The principal may also impose additional consequences after completing their investigation.

## APPENDIX A: Attendance

**A. The School Day:** The Ohio Revised Code (Section 3313.48) mandates the official school day. For a full time student in a senior high school organized on the semester plan, the day must consist of not less than five (5) hours of scheduled classes and other educational options, including a half hour lunch. Rootstown Local Schools defines a full time student as one who participates in regularly scheduled classes for the duration of the school day and is enrolled in a minimum of six periods of classes. The Principal and the Superintendent, in accordance with the state minimum standards, may approve other educational options.

Students must be present for at least 4 periods to be considered a half-day absence. Students present less than 4 periods will be considered a full day absence.

**B. Attendance (Eligibility):** Students must be in attendance for at least one-half of the school day in order to participate in extracurricular activities, athletics, practices, performances, or any other school-sponsored after-school event. For Rootstown High School, 10:30 a.m. is considered one-half of the instructional day. If a behavior of tardiness becomes an issue, a meeting will be held with the student, parent, Athletic Director, and Principal. Students arriving late must have a medical/dental/legal excuse or an acceptable parent excuse.

Students will be allowed no more than 4 parent excuses per semester for the purpose of participating in or watching extracurricular activities. Students going home sick before the end of the school day may not return for an event any time that day. If a student is absent (unexcused) on a Friday, he/she may not participate in Saturday activities; however, the administration may excuse students for extenuating circumstances.

These eligibility rules apply to all school events, on or off campus. These rules supersede any other existing attendance policies.

**C. Tardy to School:** Students arriving any time after 7:25am will be considered tardy and required to sign in with the attendance officer. Students arriving late to school will be expected to make up the missed time through After School Detention or Saturday Detention. Seniors will lose their senior privilege and be expected to stay for any day they are tardy.

**D. Early Dismissal from School:** Any student who must leave school early (before 2:10pm) for appointments must bring a written request signed by parent/guardian to the attendance officer prior to the start of school on the day early dismissal is needed. This request should state the reason, time of desired dismissal, tentative time of return, and phone number where the parent may be reached. The student must have an appointment verification form filled out and it should be presented to the attendance officer upon return to school.

**E. Early Release:** The principal must approve an early release request. Any student who receives the early release privilege must have transportation home and must leave school property at the designated time. A student who obtains the early release may not come back to school to ride the bus.

**F. Calling Off from School:** Whenever a child is absent, the parents should notify the attendance office between 7:00am and 9:30am each day of the absence by calling (330) 325-7911. The attendance office routinely calls parents/guardians to verify absence in order to comply with the Missing Children's Act. Without parent contact, a student will be presumed unexcused.

**G. Excused Absences:** The guidelines for absences follow the rules set by the Ohio Revised Code (section 3321) and by the Rootstown Local Schools.

Students who are absent from school must bring a note to the attendance office before 7:20am. The excuse should be dated, include the student's full name, reason for the absence, dates of absence, and must be signed by the parent/guardian. Excuses turned in more than 2 days after the absence will not be accepted, and the absence will be considered unexcused. Only 10 notes or phone calls from home can be accepted as excused absences. The principal will pay & deliver three free pizzas to the 1st person who found this line of text! Be sure to see the principal immediately to claim your prize! You can only win this once during your high school career. Congrats for reading your handbook thoroughly!

The State of Ohio will only allow schools to issue excused absence for the following reasons:

1. Personal illness
2. Illness in the immediate family
3. Death in the immediate family
4. Quarantine
5. Religious holiday
6. To assist a parent in an emergency situation

Students must bring a doctor's excuse for any illness that causes them to miss 3 or more consecutive days.

Personal/Needed-at-Home excuses will not be accepted unless the specific reason is approved by the principal. These absences will be marked unexcused if they have not been approved.

**H. Unexcused Absences:** All other reasons for absence will be considered unexcused. Some examples of unexcused absences are work, oversleeping, car/transportation problems, running errands, job interviews, and appointments other than medical or legal.

**I. Prearranged Absence:** A prearranged absence is a student's absence from school for one or more days to visit a college or university or for other educational activities approved by the principal. The absence should be pre arranged by writing the principal, giving the full particulars of the absence. Approval for such absences should be sought, where practicable, at least 2 weeks prior to the date on which the absence is to occur. Upon the development of a plan by student and teacher for making up the assignments to be missed, the principal may then define the absence as excused. Pre-arranged absences will not be approved during state-mandated testing of any kind.

**J. Vacations during the school year:** Vacations during school days are strongly discouraged. Students may be excused for family vacations during the school year provided that prior written notice has been given at least 5 school days ahead and has been approved by the principal. Students must make arrangements with their teachers concerning assignments before leaving for vacation. Students who miss tests/exams due to a vacation must take exams at the teacher's discretion. Students have a day for each day out to make-up work and exams.

**K. Deployment Related Absences:** Students will be granted up to 5 days excused absences for military-connected students whose immediate family member is experiencing a deployment. The conditions under which the school may approve excused absences are: (1) the absence is pre approved; (2) the student is in good standing; (3) the student has a prior record of good attendance; (4) missed work is completed and turned in within the allotted time period; and (5) the absence is not during standardized testing dates.

**L. Make-up Work/Homework Policy for Absences:** It is the responsibility of each student with an absence to immediately upon return to school make arrangements with his/her teacher(s) to make up for missed work. A student will be given 1 day to make-up work for each day missed. Scheduling of make-up work is at the teacher's discretion.

**M. Excessive Absences and Truancy HB 410:** Unexcused absence from school (truancy) is not acceptable. A student will be considered habitually truant if the student is absent without legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one month, or for seventy-two (72) or more hours in one school year. If a student is habitually truant and the student's parent fails to correct the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200

## APPENDIX B: Electronic Devices

### 2026-2027 Cell Phone Policy

Technology provides valuable opportunities for learning, communication, collaboration, and creativity. Students are expected to use all technology resources responsibly, safely, and in accordance with school expectations. The use of technology at Rootstown High School is a privilege, not a right. Students who misuse technology may lose technology privileges and/or face disciplinary consequences.

**No Cell Bell to Bell**

Rootstown High School operates under a "No Cell Bell to Bell" expectation. The purpose of this expectation is to maximize instructional time, reduce distractions, and encourage student engagement throughout the school day.

Students may use personal electronic devices:

- Before 7:25 a.m.
- After 2:10 p.m.
- When specifically directed by a staff member for an educational purpose

Students may not use personal electronic devices:

- During class periods
- While traveling to or from classes
- In hallways during instructional time
- In restrooms
- In locker rooms
- In classrooms between 7:25 a.m. and 2:10 p.m. unless directed by a staff member

Students are expected to store cell phones and personal electronic devices in their lockers during the instructional day.

**Cell Phone Discipline**

Violations of the No Cell Bell to Bell expectation may result in the following consequences:

- 1st Offense: One detention
- 2nd Offense: One detention
- 3rd Offense: Two detentions
- 4th Offense: Two detentions and phone stored in the office until a parent picks it up
- 5th Offense: Saturday detention
- 6th Offense: Saturday detention and phone stored in the office until a parent picks it up
- 7th Offense and Beyond: Saturday detention and phone stored in the office daily

School administration reserves the right to adjust consequences based upon individual circumstances.

**Headphones, Earbuds, and Smart Devices**

Headphones, earbuds, smart watches, and similar electronic devices are subject to the same expectations as cell phones unless specifically authorized by a staff member for instructional purposes.

Students should not use these devices during instructional time without staff permission.

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

**APPENDIX C: Illegal Drugs and Alcohol**

**Narcotics, Drugs/Unknown Substances, Alcohol:** A student may not make, possess, use, be under the influence of, transmit, conceal, buy, offer to buy, or sell any known narcotic drug, unknown substance represented as a drug or narcotic, drug paraphernalia, or alcoholic beverage while at school or at any school activity. This includes over-the-counter medication not legally dispensed from the main office.

Students who fail to comply with school rules concerning possession, use, and/or sales of drugs, or any unknown substance represented as a drug, will be given a 10 day out-of-school suspension with a recommendation for expulsion, plus any possible court action related to the specific offense. Other consequences may also be assigned as part of the restorative discipline process.

The exclusion/expulsion may be waived upon presentation of evidence to the principal or superintendent that the following procedures have been followed:

- A. The student and his parent/guardian agree for the student to be evaluated, at their expense, by a trained chemical dependency counselor or a licensed physician trained in chemical dependency for a professional opinion concerning the degree of use/misuse/addiction. Rootstown High School will provide a list of acceptable agencies and/or physicians available to the parent.
- B. The contracted agency or office will notify the principal that the student has made contact and is willing to comply with the appropriate treatment process.
- C. The student and parent must enter into and complete a behavioral contract with the principal, who will place additional behavior expectations on the student during the course of their suspension.
- D. If at any time during the period of their suspension the student is not in compliance with the action required in the steps outlined above, the expulsion will be reinstated.

Alternate placement and/or possible court action may result from unlawful use/possession. If a second offense occurs, there will be immediate exclusion from school, plus any possible court action related to the specific offense. The student may also be banned from extracurricular and co-curricular activities for the remainder of the school year.

**Possession of Illicit Drugs at Extracurricular Events:** Possession, use, and/or sale of drugs or any unknown substance represented as a drug or alcoholic beverage while at an extracurricular or co-curricular event will result in a minimum 45-day denial of all extra-curricular and co-curricular activities. Possible court action along with possible recommendation for expulsion and a referral for a formal assessment may be included with the denial of activities.

**Drug and Look-Alike Drugs:** Students should be aware that the use, possession, and sale of illicit drugs and alcohol or counterfeit drugs and alcohol is illegal and harmful. This includes over-the-counter medication not dispensed from the main office.

A controlled substance is defined as a drug, compound mixture, or substance included in Sections I, II, III, IV or V of the Ohio Administrative Code. Included in these schedules are narcotics such as amphetamines, depressants, and hallucinogens, as well as many other types of drugs. Counterfeit controlled substance is defined as:

- A. Any drug or drug container or label that bears a trademark, trade name, or other identifying mark used without the owner's authorization of the rights to such trademark.
- B. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person with legal rights to manufacture, process, pack, or distribute it.
- C. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

## APPENDIX D: Dress Code

### Definitions:

- A. **Attire:** Clothing, including outerwear, headwear, accessories such as scarves or jewelry, and shoes
- B. **Grooming:** Makeup, tattoos, and hair style
- C. **Dress Code:** A set of parameters determined by the district that describes standards for student attire and grooming

**Minimum Safe Attire:** Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

- A. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (dresses, leggings, shorts, etc.) and shoes.
- B. Shirts and dresses must have fabric that covers in the front, back, on the sides (under the arms), and over the shoulders.
- C. Clothing must completely cover undergarments.
- D. Fabric, especially covering breasts, genitals, and buttocks, must be non-transparent.

- E. Hats and other headwear should be removed upon entering the building. Exceptions will be made for religious headwear and ethnic hair wraps.
- F. Clothing must be suitable for all scheduled classroom activities, including but not limited to: physical education, science labs, and other activities where unique hazards exist.
- G. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

**Safe and Inclusive Community Guidelines:** Attire or grooming depicting, advocating, or alluding to violence, criminal activity, use of alcohol or drugs, pornography, or hate speech are prohibited. All students are expected to comply with the requirements of this policy. Specifically:

- A. Clothing may not depict, advertise, allude to, or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- B. Clothing may not depict, advertise, allude to, or advocate pornography, nudity or sexual acts.
- C. Clothing may not use, depict, advertise, allude to, or advocate hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- D. Clothing must not pose a threat to the physical, mental, or emotional health or safety of any other student or staff member.
- E. Enforcement must accommodate clothing worn by students as an expression of sincerely held religious beliefs (head scarves, for example) and worn by students with disabilities (protective helmets, for example).

**Parent/Guardian Responsibility:** The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents/guardians. Parents/guardians are responsible for ensuring student compliance with the school dress code.

**Student Responsibility:** All students are responsible for complying with the dress code during school hours.

**Staff Responsibility:**

- A. To equitably enforce the dress code, teachers, administrators, and all school staff must be notified of the policy at the beginning of the school year with a refresher in the spring before Spring Break in regards to its purpose and spirit, and how to enforce it without shaming students or disproportionately impacting certain student groups.
- B. Staff should be guided by the dress code policy and follow the letter and spirit of the dress code.

**Enforcement:**

- A. When a teacher, school staff member, or school administrator discusses an attire/grooming violation with a student, it is recommended that another adult should be present and at least one of the two adults should be the same sex as the student. Unless there is an immediate concern, a student should not be spoken to about a dress code violation in front of other students.
- B. A student's attire/grooming should not be grounds for exclusion from his or her participation in school classes, programs, or school-related activities. If, however, the attire/grooming of a student poses a threat to the health or safety of any other person, the appropriate solution will be followed.
- C. School-directed changes to a student's attire/grooming should be the least restrictive and disruptive to the student's school day. Any school dress code enforcement actions should minimize the potential loss of educational time.
- D. Teachers or staff discussing a dress or grooming violation with a student should present options for obtaining appropriate clothing (e.g. school clothing closet). Where possible, students should not be required to wear school-owned replacement garments and should never be required to wear specific garments as a disciplinary measure.
- E. Discipline for attire/grooming violations should be consistent with the discipline policies for comparable violations. Administration and enforcement of the dress code shall also be gender neutral, consistent, and equitable.

**Staff Dress Code Policy:** School leaders, teachers, and staff at Rootstown High School serve as important role models for students in many important ways, including the manner of dress. It is important that students are taught to understand how dress/attire plays an important role in adult life, especially since different environments require different manners of dress.

A teacher's role, along with other adult role models in the school, involves helping students to distinguish between appropriate and inappropriate attire – and through guided practice – to make suitable clothing selections that fit the occasion. Therefore, teachers are expected to model this for their students on a regular basis, and to incorporate instruction related to appropriate dress into each student's learning.

## APPENDIX E: Bullying

A student shall not harass other students or school personnel at any time. The following list gives examples of harassment and bullying: sexual, physical, verbal, psychosocial, and cyber. Discipline may range from detention to exclusion as decided upon by the principal.

This list should be used by way of example only, and is by no means exhaustive. These actions become bullying if they meet the definition with regard to intent and reasonably foreseeable effect. This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the education environment. Similar behaviors that do not rise to the level of bullying may still be prohibited by other school policies or building, classroom, or program rules.

**Sexual Harassment:** Sexual harassment is illegal because it violates federal and state laws. Sexual harassment is a kind of discrimination. It means that someone is treated differently because of his/her sex. It is behavior or words that:

- Are directed at a person because of his/her sex
- Are uninvited, unwanted, and unwelcome
- Cause a person to feel uncomfortable or offended
- Create an environment that makes learning difficult

The legal definition of sexual harassment is: unwanted sexual advances, which may be verbal, nonverbal, or physical. Remember, if sexual remarks or behavior are UNINVITED, UNWELCOME, OR UNPLEASANT TO THE OTHER PERSON, that's sexual harassment. It's unfair, disrespectful, and has no place in school. If you are being sexually harassed, report it immediately to the school counselor or to a school administrator. Any person who engages in sexual harassment will be subject to disciplinary action.

**Bullying:** Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying includes, but is not limited to physical, verbal (oral or written), electronically transmitted, psychological (e.g. emotional abuse), through attacks on the property of another, or a combination of any of these.

Some examples of bullying are:

- **Physical:** hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings, extorting money, blocking or impeding student movement, unwelcome physical contact
- **Verbal:** taunting, malicious teasing, insulting, name calling, making threats
- **Psychological:** spreading rumors, manipulating social relationships, coercion, engaging in social exclusion/ shunning, extortion, intimidation

**Cyberbullying:** Cyberbullying is the use of information and communication technologies such as email, cell phone and text messages, instant messaging (IM), electronic applications, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. (Bill Belsey – <http://www.cyberbullying.ca>)

Cyberbullying includes, but is not limited to the following:

- Posting slurs, rumors, or other disparaging remarks about a student or staff member online
- Sending email or instant messages that are mean or threatening
- Using a camera phone to take and/or send embarrassing photographs of students or staff members
- Posting misleading or fake photographs of students or staff members on websites or social media.