



SHENANDOAH HIGH SCHOOL
49346 Seneca Lake Rd.
Sarahsville, OH 43779
"Home of the Zeps"



Shenandoah High School Contact Information:

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The Shenandoah High School, Alma Mater

Oh Shenandoah, our Alma Mater
Hail to thee, our guide forever
Your memories shall leave us never
We raise our voices in praise to our Alma Mater

Oh Shenandoah, we're bound to leave you
Still our hearts will keep returning
And see your light so brightly burning
To thee, we'll loyal be, our Alma Mater

The Shenandoah High School Fight Song

Fight Shenandoah Zeps
Fight hard boys, and do your best
Go on down the field (floor) and show them
We're out to win, rah, rah, rah

Onward to victory going
Proudly our colors showing
Fight, fight, with all your might
For Shenandoah High

The Noble Local Schools ensures equal employment and equal education opportunities regardless of race, color, creed, national origin, handicap, or sex in compliance with state directives and federal recommendations.

NOBLE LOCAL STAFF LISTING

Mr. Dan Leffingwell Board Members	Superintendent Ed McKee Kevin Stottsberry Constance Fowler Ruth Nau Guy Carpenter	732-2084
Mr. Justin Denius Mrs. Beth Warner Mr. Chuck Perkins	Principal Guidance Counselor Transportation	732-2361
Mrs. Tricia LePage Mrs. Bonnie Flynn Mrs. Danielle Easterling Mr. David Easterling Mrs. Lisa King Mr. Doug Maschue Mrs. Alaina Wells Mrs. Stacey Lori Mrs. Stacey Gaydos Mr. Rob Pachuta Mr. Jesse Wells Mr. Randy Saling Mr. Justin Rich Mr. Craig Sebring Ms. Juli Harper Mrs. Kim Stahl Mr. William Gorrell Mr. Eric VanFleet Mr. Dave Caldwell Mrs. Molly Henthorn Ms. Susan Scott Mrs. Jill Franklin	English / Theatre Art / Publications Science / Student Council Intervention Science Instrumental Music Math (CCP) History English (CCP) Business / Technology (CCP) Physical Education Industrial Arts / Technology (CCP) Intervention Math Consumer Science / FCCLA advisor Spanish / Spanish Club Advisor Vocal Music Vocational Agriculture / FFA Advisor Physical Education / Health History Library / History (CCP) Secretary	

Class Advisors:

Freshman	Mr. Rob Pachuta
Sophomore	Ms. Juli Harper
Junior	Mrs. Stacey Gaydos
Senior	Mrs. Bonnie Flynn

2017-18 School Calendar
NOBLE LOCAL SCHOOL DISTRICT

August 14, 2017 (Monday)	Teacher Professional Development
August 15, 2017 (Tuesday)	Teacher Work Day / Block Party
August 16, 2017 (Wednesday)	Opening Day for Students
August 28 through September 4, 2017 (Monday through Friday)	Fair Week No School
September 4, 2017 (Monday)	Labor Day No School
September 5, 2017 (Tuesday)	Classes Resume
September 21, 2017 (Thursday)	Progress Reports Sent Home (1 st 9 weeks)
November 2, 2017 (Thursday)	Parent/Teacher Conference
November 9, 2017 (Thursday)	Parent/Teacher Conference
November 10, 2017 (Friday)	Veterans Day No School
November 20, 2017 (Monday)	Progress Reports Sent Home (2 nd 9 weeks)
November 23 through and including November 27, 2017 (Thursday through Monday)	Thanksgiving Recess No School
November 28, 2017	Classes Resume
December 21, 2017 (Thursday)	Last Day for Students before Christmas Break
December 22, 2017	Teacher Work Day
December 22, 2017 through and including January 2, 2018 (Friday through Tuesday)	Christmas Recess No School
January 2, 2018 (Tuesday)	Teacher Professional Development No School
January 3, 2018 (Wednesday)	Classes Resume
January 15, 2018 (Monday)	Martin Luther King Day No School
February 8, 2018 (Thursday)	Progress Reports Sent Home (3 rd 9 weeks)
February 15, 2018 (Thursday)	Parent/Teacher Conference
February 19, 2018 (Monday)	President's Day No School
February 22, 2018 (Thursday)	Parent/Teacher Conference
March 14, 2018 (Wednesday)	No School / Teacher Work Day
March 29, through and including April 3, 2018 (Thursday through and including Tuesday)	Easter Break No School
April 18, 2018 (Wednesday)	Progress Reports Sent Home (4 th 9 weeks)
May 19, 2018 (Saturday)	High School Graduation
May 18, 2018 (Friday)	Last Day for Students
May 21, 2018 (Monday)	Last Day for Teachers
Total Days in Calendar * 180 Days	

Should calamity days exceed five (5) in number during the 2017-18 school term, make-up days will be used in the following order as needed : March 29, April 3, May 18 and May 22

Nine Weeks Period

1	August 16.....October 19	41 days
2	October 20.....December 21	41 days
3	January 4.....March 13	48 days
4	March 14.....May 18	43 days

**This calendar is subject to change at or with the mandate of any Noble Local Board of Education, State Department of Education, gubernatorial, or legislative directive. Noble Local Board of Education: March 2017

OT Bell Schedule – 2017/18

Teacher professional Development	7:45 AM
Warning Bell	8:05 AM
Period 1	8:09 – 8:49 AM
Period 2	8:52 – 9:32 AM
Period 3	9:35 – 10:15 AM
Period 4	10:18 – 10:58 AM
Period 5	10:58 – 12:08 AM
LUNCH A	10:58 – 11:28
CLASS	11:28 – 12:08
CLASS	10:58 – 11:38
LUNCH B	11:38 – 12:08
(ON TARGET)	12:08 – 12:49 PM
Period 6	12:52 – 1:32 PM
Period 7	1:35 – 2:15 PM
Period 8	2:18 – 2:58 PM

Bell Schedule – 2017/18

Teacher Professional Development	7:45 AM
Warning Bell	8:05 AM
Period 1	8:09 – 8:56 AM
Period 2	8:59 – 9:43 AM
Period 3	9:46 – 10:30 AM
Period 4	10:33 – 11:17 AM
Period 5	11:20 – 12:37PM
LUNCH A	11:20 – 11:50
CLASS	11:53 – 12:37
LUNCH B	12:07 – 12:37
CLASS	11:20 - 12:04
Period 6	12:40 – 1:24 PM
Period 7	1:27 - 2:11 PM
Period 8	2:14 -2:58 PM
Teacher Dismissal -	3:00 PM

2 – Hour Delay Bell Schedule – 2017/18

Teacher Professional Development	9:45 AM
Warning Bell	10:05 AM
Period 1	10:09 – 10:39 AM
Period 2	10:42 – 11:12 AM
Period 3	11:15 – 11:45 AM
Period 4	11:48 – 12:18 PM
Period 5	12:18 – 1:18 PM
A Lunch	12:18 – 12:48 PM
A Class	12:48 - 1:18 PM
B Lunch	12:48 – 1:18 PM
B Class	12:18 - 12:48 PM
Period 6	1:21 – 1:51 PM
Period 7	1:54 – 2:24 PM
Period 8	2:27 – 2:58 PM
Teachers Dismissal	3:00 PM

Vision

Noble Local, in collaboration with stakeholders, will graduate all students with the knowledge, skills and personal characteristics necessary for success in an ever-changing society.

Mission:

Create a culture of continuous improvement where ALL students are provided opportunities for success.

STUDENT POLICIES GOALS

The Board advocates the following goals:

1. enhance equal educational opportunities for all students;
2. instill in all students the ability to be critical thinkers and to strive for lifelong learning;
3. promote faithful attendance;
4. ensure that the Constitutional rights of all students as citizens in a democracy have practical meaning and application;
5. develop in students a deep sense of personal responsibility for their actions;
6. attend vigorously to matters of students safety, health and welfare;
7. deal justly and constructively with all students in matters of discipline and
8. to help all students feel that they are valued as individual persons in the school environment.

ADULT STUDENTS

Shenandoah High School rules apply equally to all students regardless of age. It is our policy at Shenandoah High School to continue to notify the parents of students who are 18 years of age of pertinent information.

ANNOUNCEMENTS

Announcements will be read over the p.a. system during the designated time period. Announcements should be written neatly by the person wishing them read. Club and organization announcements must be signed by the advisor of that group and given to the office by 8:00 a.m. Announcements, which might be important to JVS students, should be forwarded to the JVS to be read on their morning announcements.

ARRIVAL AT SCHOOL

1. Upon arriving at the school please report to the **cafeteria**.
 - A. Please take care of restroom needs.
 - B. If absent on previous day, turn in your absence note in the office before the tardy bell and pick up absence slip.
 - C. Please eat breakfast & put money on your account before tardy bell. (8:09)
2. WHEN THE FIRST PERIOD BELL RINGS YOU MUST BE IN YOUR ASSIGNED SEATS for attendance and announcements.
3. All pupils are encouraged to stand for the playing of the National Anthem and the reciting of the Pledge of Allegiance.
4. PUPILS SHOULD LEAVE THE BUILDING IMMEDIATELY AT DISMISSAL, UNLESS THEY REMAIN FOR A TEACHER-SUPERVISED ACTIVITY, DETENTION, OR AN APPOINTMENT WITH A SPECIFIC TEACHER.

BOOK BAGS

Students are not permitted to carry book bags/gym bags/ large purses to class or in the hallways during school hours. Book bags/gym bags/ large purses are to be stored in student lockers.

CAFETERIA

BREAKFAST

All students are encouraged to eat a free breakfast each day. Hot breakfast will be served at least 3 days per week. Adults will pay \$1.00 for breakfast. Breakfast will be offered on delayed start days.

LUNCH BOX ACCOUNTS

Payment Schedule – students may make payments to their accounts during breakfast.

*** Students may only charge a Type A lunch / no ala carte items.**

Charges may only accumulate up to \$18.00.

LUNCHROOM

1. Students are not to run in the halls in order to get a better place in line. Do not pass other pupils headed for the cafeteria.
2. Students are to be orderly in line and are to remain in their place.
3. Trays are to be carried to the disposal window by all students.

4. Orderly lines should prevail in the cafeteria at all times.
5. Eating is permissible only in the cafeteria. Take NO food or drink from the cafeteria.
6. Remain seated until you have finished eating.
7. Off limits during lunch hour is the back hall, front hall, and office – unless permission is given by the Teacher on Duty.
8. Individual teachers are not to alter/change the above regulations.
9. The parking lot is off limits during lunch and throughout the school day.

Forms to apply for Free and Reduced lunch are available in the office.

Soda pop machines will be turned off during the school day. Juice, milk and water in vending machines will be available throughout the school day. Good nutrition guidelines will be a part of in-school and after-school activities

CLASSROOM REGULATIONS

1. While in classrooms pupils are to remain quiet in their assigned seats. (NOT ON window ledges, radiators, on top of desks, or doorways) and to obey all classroom rules as explained by the individual teachers.

2. **Class Conduct**

A. According to the courts in the State of Ohio, the teacher has the “Power of the Parent” while the pupil is in school.

B. Disorderly or disrespectful conduct in the classroom will be dealt with according to the student code of conduct:

C. No more than one pupil at a time may leave the classroom, for any reason except in an emergency, and this must be by hall pass. The hall pass will be the student handbook and the student must turn over their cell phone to leave the room.

D. Students are to have textbooks and necessary supplies with them at all times.

E. If for any reason a pupil is asked to leave the classroom or study hall for misconduct he must report to the main office immediately. The student is to remain until excused by the principal. Failure to follow the above instructions may result in suspension by the principal.

F. If a dispute between a teacher and pupil does arise, the pupil must do as he is told at the end of the dispute. Failure to comply will result in punishment and/or suspension from school. (See suspension policy.) The pupil may later make an appointment with the principal to discuss the dispute.

CLASS FEES & DUES

To be able to participate in the prom/graduation, all class fees, dues and lunch charges must be paid. Fees and dues are printed on the student schedules and report cards. This applies to any Freshman or Sophomore student attending as a guest or working as a host/hostess.

Class fees vary by class and are listed on page 32 of the handbook.

Class dues are as follows:

Freshmen - \$20.00; Sophomores - \$15.00; Juniors - \$10.00; Seniors - \$30.00

CLASS PARTIES, PICNICS, ETC.

1. Class parties or picnics are not to be held during the school day, unless the teacher in charge has approved them with the office.

2. Students must have permission from the principal for all school sponsored activities. The school authorities can only be responsible for activities scheduled and approved.

3. Every activity involving use of school facilities must be:

A. Approved by the organization’s advisor and principal

B. Scheduled on the school calendar not less than one week in advance

C. Properly chaperoned and supervised by not less than one certificate school employee.

4. On nights PROCEEDING a school day, all activities MUST BE arranged so that no student will be in the building after 9:00 p.m.

5. See Nutritional Guidelines (District Wellness Policy) for acceptable refreshments.

CLINIC

The clinic is for emergency use only. Students are admitted with a pass from the classroom teacher and permission from the office. Students going to the clinic must leave their phone in the office. Students must enter the clinic through the office area only, checking with the principal or secretary **before** going to the clinic, or leaving the clinic.

DANCE REGULATIONS

1. Dance will end by no later than 11:30 p.m. and possibly at 11:15 p.m. if the sponsoring group and high school principal so desires.
2. Admission to dance will be with ticket, pre-sold in the office. (Exceptions may be made by the high school principal and the advisor of group sponsoring the dance.)
3. Dance will be conducted for - Shenandoah High School students grades 9 through 12, and their guest, ages 13 to 20. Guests must be approved and form signed prior to the dance.
4. Once you leave the building during the dance you do not return.
5. If you bring a guest, you are responsible for his or her conduct.
6. If you violate any of the provision of the Noble Local District Student Suspension, Emergency Removal, and Expulsion Guidelines, you will be prohibited from attending any other dances at Shenandoah for the remainder of the current school year.

DIRECTORY INFORMATION

Shenandoah High School will release directory information to recruiters of the U.S. Armed Services or other qualifying agencies as determined by Federal and State of Ohio law unless the student's parents or a student who is of age expressly forbids the release.

A Denial of Directory Information Form is available in the office and must be returned to the secretary.

Parents should be assured that school officials would remain discreet in their issuance of directory information and release only such data for purposes that are judged to be reasonable and legitimate.

Directory information includes: pupil's name, address, telephone listing, date of birth, and information as allowed by board policy.

Other information other than "directory information" concerning any pupil will not be released without written consent of the custodial parent.

EARLY DISMISSAL

Any student who becomes ill during the day must report to the Principal's office to secure permission to leave. Students who wish early dismissal for any other reason must notify the office prior to 8:05 a.m. The law requires that parents know when their student is leaving the building. Leaving the building without permission constitutes truancy. When a parent/guardian comes to school to pick up a student who is checking out, the parent/guardian must come to the office to sign out the student. The student must wait in the office until he/she is signed out.

USE OF ELECTRONIC DEVICES

Students who bring cell phones and/or devices must have them turned off and out of sight prior to class unless otherwise directed by the teacher. No cell phones in the hallway or bathroom. Students may not take pictures or video without teacher/administrator approval, NO video/pictures are to be taken in restrooms or locker room areas. Failure to follow the above rules will result in a discipline infraction and confiscation of the device for at minimum the day. The device may or may not need to be picked up by a parent. The district is not responsible for the loss, theft, damage or vandalism to any student's electronic device or property. The confiscated device becomes the property of the Noble Local School District and could be turned over to the Noble County Sheriff's Dept.

1st Violation – Collect the device and hold for the remainder of the day. Have student read policy to the administrator. Warn student – Explain the next step.

2nd Violation – Collect the device and student receives a detention.

3rd Violation – Collect the device. . Insubordination –1 Day of ISS

4th Violation – Collect the device. . Insubordination- 2 Days of ISS

5th Violation – Collect the device / 3 days OSS / Report the above issue to the superintendent. Parent/Guardian may pick up the device at the Administrative Building.

1:1 DEVICE GUIDELINES AND PROCEDURES

One (1) Chromebook (hereby known as "device"), one (1) carrying case and one (1) power cord with power adapter will be issued to each student. These items have been provided in good working order and are on loan to the student during the 2017-2018 school year. It is in the student's responsibility to care for the equipment and ensure that it is retained in a safe environment 24 hours a day, 7 days a week throughout the school year. The items are to be returned to the school at the conclusion of the school year in proper working order and in sound condition. In the event this originally assigned device needs repaired and a replacement provided, the student is responsible for the replacement until the originally assigned device is returned or it is determined that

the original cannot be repaired.

The device and the accessories remain the property of Noble Local School District. These items are being loaned to students for educational purposes only and are intended to support the learning objectives of the Noble Local School District.

The use of any School District technology is a privilege and not a right. Consequences of inappropriate use can be any of the following:

- * Revoking the privilege of taking the device off of school property
- * Detention
- * Suspension
- * Expulsion
- * Civil or criminal liability under applicable law

Cost of Repair or Damage

Under Ohio Revised Code 3109.09, parents or guardians having custody and control of students under the age of 18 are responsible for vandalism and damages rendered by their children, up to \$10,000, plus court costs. Students who are 18 years or older are held accountable in their own right.

Students and parents/guardians are responsible for all repairs and/or replacement costs caused by personal negligence. The replacement costs for each assigned items are indicated below:

- * Device – Up to \$400
- * Carrying Case – Up to \$50
- * Power cord/power adapter – Up to \$70

Noble Local School District will provide an optional protection plan through the School District. This protection plan covers any negligent damages that are not intentionally done with no deductible. The protection plan is \$35.00/year per student. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. The \$35.00 payment is non-refundable. The coverage can only be purchased prior to getting the device. **Paper Policy will be sent home with each students at the beginning of the year.**

EMERGENCY CLOSINGS – Emergency closings and/or delays will be put on parent phone notification system and the local radio and TV stations as soon as possible.

EMERGENCY SITUATIONS

Tornado Drills

1. Consult room bulletin boards for directions.
2. Move quickly and quietly to the assigned spot.
3. Assume the appropriate body position
4. Do not leave the building. Remain in the assigned area until dismissed.

Fire Drills

1. Consult the bulletin board in each room for directions on how to leave the building from that room. The teacher will bring this to your attention at the beginning of each semester.
2. Never run. Leave the classroom and school in a quiet and orderly manner.
3. All windows and doors should be closed.
4. All lights should be turned off.

EMERGENCY MEDICAL

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately.

State law requires that all student must have an emergency medical form completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Parent/students need to inform office of any changes to telephone numbers and addresses throughout the year.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

ENROLLMENT REQUIREMENTS

A pupil at the time of his initial entry to Noble Local Schools shall present to the person in charge of admission a copy of his original certificate of birth and any information provided by the school that he most recently attended. The receiving school must initiate contact with the sending school within 24 hours requesting the school's official records. Record must be received within 14 calendar days of the student's admission to the

school. If the sending school, upon contact, indicates no record of the student or after the 14 day waiting period, no records are received, the principal shall notify the Noble County Sheriff's Department.

FEES

Students are required to pay lab fees in courses as listed in the class registration booklet and handbook. All fees are subject to change.

It is the policy of Shenandoah High School not to release transcripts until all fees, fines or other financial obligations have been met. Obligations not met in the current year are carried forward into the next school year.

FIELD TRIPS

Students must remember that they represent the school and should act accordingly. Teacher supervisors have the same authority as in the classroom. All field trips are to be scheduled at least 10 days in advance with final approval given by the high school principal. Field trips shall be completed by the second week of May. All school rules and regulations must be followed. In order to attend, the student must have an emergency medical form on file in the office. Field trips are not counted as a class absence. A student that is not performing well academically or has excessive disciplinary problems or absence may be excluded from any school trip after administrative review.

FIRST AID SUPPLIES/INJURIES

First aid supplies are kept in the high school office, Physical Education offices and the school clinic. Injuries to pupils should be reported in writing to the Principal at once. In case of serious injury, the parents are notified. If that is impossible, the pupil will be placed in the care of the family physician, paramedics, or hospital personnel.

GYM FLOOR

Students are required to remove street shoes or have tennis shoes on their feet before walking upon the gym floor.

HALL PASSES - The Student Handbook is the official hall pass.

Students are not to be in the hallways during class time. If an emergency arises and the student must leave a classroom, the student must be in possession of an authorized pass. There should only be one person out at a time. If student is in the hallway without a pass, he/she may expect to receive consequences. Teachers issuing the hall pass may choose to "charge" a detention for students abusing hall pass privileges by being gone for an excessive amount of time or for using the pass more than an acceptable amount of times during a grading period. Before leaving the classroom, students must leave their cell phone with the teacher.

LIBRARY

The Library at SHS is an extension of the classroom. Its main function is to support and supplement the curriculum. First priority for library use will go to classes doing research. When space is available, the library is open to study hall students for research or computer use ONLY! The computer use policy found in the handbook applies to the computers in the library as well as those in the classrooms/labs.

LOCKERS

1. You will be assigned a locker to use during the school year. A combination lock may be obtained in the office for your use at no charge. There will be a \$5.00 fee assessed for locks if they are not returned at the end of the school year in good condition.
 - A. The combination of each school lock is recorded in the office in case the combination is forgotten.
 - B. If a lock is lost, report it to the office: it may have been returned and since the lock number is recorded we will be able to identify it.
2. Keep no money in your locker if it is unlocked.
3. Keep the door to your locker closed when you are not using it.
4. The school is not responsible if the locker is left unlocked and something is stolen.
5. Lockers are the property of the school and may be searched as deemed necessary by school authorities.

PHYSICAL EDUCATION LOCKERS IN LOCKER ROOMS

1. Only school owned locks may be used.
2. Locks will be available at no cost from the teacher or coach.
3. Failure to turn in your lock will result in a \$5.00 charge.

The school is not responsible if the locker is left unlocked and something is stolen

LOST AND FOUND

A lost and found area is maintained in the office. Lost items should be taken to the secretary. Unclaimed items will be distributed to a charitable organization at various times during the year

MEDICATION

Shenandoah High School as well as others across Ohio, have been required by legislation to change their manner of administering medicines to students. The following steps have been approved by the Noble Local Board of Education and must be followed:

The parent, guardian, or other person having care or charge of the student must provide a written request for the drug to be administered to the student. The physician must fill out a form provided by the school, noting important information. These forms may be forwarded to area physicians or may be obtained in the school office.

The parent, guardian, or other person having care of the student will submit a revised statement signed by a physician if there is a change in the important information.

The medication must be brought to the office in the container supplied by the physician or licensed pharmacist. Non-prescription medication will not be dispensed unless the same procedure as above is followed.

Students who react to bee stings should have Physicians and Parents request form filled out immediately.

In case of self-medication for prescribed drugs, students need to follow the above procedure.

PARKING PERMITS AND TRAFFIC REGULATIONS

A student who wishes to park a car on school property will need to register the vehicle in the high school office and obtain a parking permit no later than the end of the first full week of school. The parking permit must be displayed whenever the car is parked at SHS during the school day. Failure to display the parking permit may result in loss of driving privileges.

Students who use (or allow others to use) the vehicle in violation of school rules may have their parking permit taken away. Cars repeatedly parked in violation of this policy may be towed at the owner's expense.

Students will also be assigned discipline for insubordination for failure to follow school rules in regards to parking. Parking privileges can be revoked by the principal for any driving or parking violations.

Drivers must yield right-of-way to moving school buses on school grounds.

All student cars must be registered and display a parking permit.

Speed limit on school property is ten (10) MILES PER HOUR. Students must drive only on paved areas.

Please drive carefully and courteously. No riding on the outside of vehicles

Students must enter the building immediately after arrival.

Any student who uses his vehicle (or allows it to be used by another student) to aid in the violation of any traffic regulation or school rule (truancy, driving, smoking, etc.) may lose the privilege to operate or park any vehicle on school property. The student may also forfeit his parking permit and any parking fee, which had been paid.

Four and three wheel off the road vehicles are prohibited on school grounds.

Driving to school is a privilege granted by the school and can be revoked for unsatisfactory behavior or academics.

POSTERS, DECORATIONS, ETC.

1. Students are not to post announcements or posters unless specific permission has been given by the high school principal.
2. Posters may be displayed only in designated places; tile part of hall walls.
3. Posters or decorations are not to be suspended on painted walls by means of tape. Use only masking tape when putting up posters. NO SCOTCH TAPE!

STUDY HALL

The study hall teacher will not issue an excuse unless requested from another teacher in person. Those requests must be secured before the period starts and handed to the teacher in charge of the study hall. All classroom rules apply. Students with 1st or 8th period study hall may come in late or leave early without penalty of a

Tardy, as long as they are in good academic standing. This privilege can be revoked by the principal at any time.

TELEPHONE

The office may deliver messages to a student at the end of the school day, but no student will be called out of class for a phone call except in cases of extreme emergency. **PLEASE ASK PERMISSION BEFORE USING THE OFFICE PHONE.**

TEXTBOOKS

1. Textbooks are the property of the Noble Local School District. They are loaned to the students for the school year. CCP student textbooks are also Noble Local Property and should be turned in to the office.
2. Students are responsible for the particular books issued to them by name and number.
3. If a textbook is lost during the year the student must pay the value of the lost book. If it is damaged, the student will pay to have it repaired or replaced.
4. You can arrange the purchase of your text with the Principal or Guidance Counselor.

TRANSPORTATION GUIDELINES AND RULES

Noble Local School District provides transportation to all students and those who require transportation due to a handicapping condition. It is our goal to provide an efficient and safe system for all those who are eligible to ride. Therefore, we have developed the following rules, which reflect state and local regulations regarding the behavior of students and procedures for riding school buses:

Before boarding the bus, students should:

Arrive at the bus stop five minutes before the schedule pick up time.

Wait for the bus in a location clear of traffic and away from the bus stop.

Behave appropriately! When riding the bus, students must:

Go directly to their assigned seat when they board the bus so the bus may safely resume motion. Remain seated keeping aisles and exits clear.

Observe conduct rules as in the classroom and obey the driver promptly and respectfully.

Carry on the bus only objects that can be held on laps.

Follow all rules given verbally or posted by the bus driver.

Parents please remember that Students must get on and off the bus only at assigned bus stops unless they have parental and administrative authorization to do otherwise. Students are not permitted to invite friends or other family members to ride to or from school with them.

The same rules and discipline policies and procedures set out in the Code of Conduct will be in effect on the bus.

VIDEO CAMERAS

Video cameras are in use inside and outside our school building and on our school busses. The cameras are for the purpose of protecting you and your property. The video images may be viewed by school officials, law enforcement officials or any other person school officials deem appropriate to assist in identifying those persons or acts which are in violation of school rules or state law.

VISITORS

All visitors to the school must register in the office and receive permission from the principal to visit during school hours. Students who wish to bring a visitor to SHS **must get permission in advance** and register them in the office upon arriving at SHS.

WITHDRAWAL

A student withdrawing from Shenandoah or transferring to another school must return textbooks/technology and materials issued to him.

Transfer of credits and references will not be given until all accounts are in order and all money is paid in full.

WORK PERMITS

Work permit applications are available in the SHS office. When application is completed, please take it to the Administrative Office where the work permit will be issued.

ACADEMICS

REQUIRED BASIC UNITS OF STUDY FOR GRADUATION FROM SHENANDOAH HIGH SCHOOL

A minimum of 21 units of academic credit is currently required for graduation. These credits must be earned in grades 9 through 12 with the exception of Physical Education / Algebra credit that may be earned at the Junior High School. The following is a breakdown by disciplines of the number of units needed.

(For the graduating classes of 2014 and beyond)

English	4 units
Mathematics	4 units
Health	½ unit
Physical Education	½ unit
Science	3 units
Social Studies	3 units
Financial Management (exemption for career center students)	½ unit
Fine Arts (exemption for career center students)	1 unit
Health	

PE Waiver Information: Noble Local Schools affords students the opportunity to waive their PE credit / requirements. Please stop in the High School Office to obtain PE waiver information and forms.

CAREER CENTER REQUIREMENTS

Before a student applies to one of the Career Centers, he/she should have accumulated a minimum of 10 credits which include those course requirements needed for graduation by the end of the Sophomore year (English, 2 cr.; S Studies, 2 cr.; Science, 2 cr.; Math, 2 cr.; Phys. Ed/Health; elective). Attendance and behavior will effect consideration for Career Center acceptance.

ACADEMIC DIPLOMA WITH HONORS

Students need to fulfill only 7 of the following 8 criteria

A. English	4 units
B. Mathematics	4 units
(including Alg. I, Geometry, Alg. II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content)	
C. Science (including physics and chemistry)	4 units
D. Social Studies	4 units
E. Foreign Language	3 units
(at least 2 units in each language studied)	
F. Fine Arts (music/art/drama)	1 unit
G. Career-technical (not counted toward requirements)	
H. Electives (not counted toward requirements)	
I. Maintain an overall GPA of at least 3.5 on a 4.0 scale.	
J. ACT/SAT Score	27 ACT / 1210 SAT
(excluding scores from the writing sections)	
K. Additional Assessment	none

CAREER-TECHNICAL DIPLOMA WITH HONORS

Students need to fulfill only 7 of the following 8 criteria

A. English	4 units
B. Mathematics	4 units
(including Alg. I, Geometry, Alg. II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content)	
C. Science (including physics and chemistry)	4 units
D. Social Studies	4 units
E. Foreign Language	not counted toward requirements
F. Fine Arts	not counted toward requirements
G. Career-technical	now counted in Electives
H. Electives	4 units
(of Career-Technical minimum. Program must lead to	

an industry recognized credential, apprenticeship or be part of an articulated career pathway which can lead to post-secondary credit.

I. Maintain an overall GPA of at least 3.5 on a 4.0 scale.

J. ACT/SAT Score **27 ACT / 1210 SAT**

(excluding scores from the writing sections)

K. Additional Assessment - Achieve the proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent.

GRADE PLACEMENT

Homeroom grade placement will be based on this credit-earned system. For example, a student may have attended high school for four years, but have earned just thirteen (13) credits. He/she would remain in a junior homeroom until required credits are earned. If the required number of credits for senior status is reached during the year, students can be moved to a senior homeroom at mid-year. No other grade level will make homeroom changes during the year.

Sophomores – 5 credits
Juniors – 10 credits
Seniors – 15 credits

It is to the student's advantage to work toward as many credits as possible. A full transcript impresses employers and college recruiters. It may also provide room on your schedule, as a senior, to take advantage of college coursework.

WEIGHTED GPA (Grade Point Average)

Weighted GPA refers to the practice of adding point values to high school courses whose content is more demanding, requires more analytical thought and conceptual thinking, prerequisite knowledge, extensive knowledge research and overall expectations of excellence.

Beginning with the Class of 2007 any student who takes a weighted class will receive the following values added to their GPA for a final grade of:

A= +.04 B= +.03 C= +.02

The following courses are weighted credit courses:

Foreign Language – Spanish III & Spanish IV
Math – College Algebra and Pre-Calculus
Science – Physics, Chemistry, Anatomy and Physiology
Language Arts – CP Eng. 9, CP Eng. 10 / CCP English Courses 11 & 12
History- Political Science

Post-Secondary Classes – No post-secondary course, other than those listed above, or the equivalent, will receive weighted credit or value. CCP law will supersede NLSB handbook.

The weighted value as well as regular grades will be used to figure grade point averages and in the selection of honor students, such as, but not limited to: Valedictorian, Salutatorian, Honor Roll, Top Ten and High Honors. The Valedictorian, Salutatorian and Top Ten will be selected based upon the cumulative grade point average at the end of the 3rd nine-weeks utilizing the weighted GPA scale and the regular grading scale.

CLASS RANKING

Any senior, Class of 2011 and beyond, wishing to be considered for Valedictorian, Salutatorian, "Top 10" or "High Honors" of the senior class must have completed 16 of the 21 courses of the "safe college prep curriculum" as listed below.

When determining the class rank for Valedictorian and Salutatorian, the student(s) with the highest cumulative grade point average(s) (GPA) as determined at the end of the 7th Semester will be ranked Valedictorian and Salutatorians respectively. If there is a tie for first place, those students involved in the tie will be Co-Valedictorians. When Co-Valedictorians are declared, there will also be a Salutatorian(s) named.

Only the final average grades earned in all courses are used to determine final cumulative GPA. The final cumulative GPA is carried out three decimal places

Students having the highest and second highest cumulative GPAs during their 9th, 10th, and 11th grade years will receive recognition as determined by the cumulative GPA, at the end of the 1st semester of their current year.

The “Top Ten” or “High Honors” from the senior class is determined by the 7 semester GPA.

* Beginning with the Class of 2007, the value added points will affect the determination of the above awards.

SAFE COLLEGE PREP CURRICULUM

Only one course qualifying as creative/performing arts will be counted as one of the 16 needed courses. These are as follows:

* Denotes the minimum courses necessary.

4 credits of English

3 credits of Mathematics

*Algebra I

*Algebra II

*Plane Geometry

Pre-Calculus

College Algebra

3 credits of Science

*Biology

Anatomy/Physiology

Physics

*Chemistry

3 credits of Social Studies

*American History

*Government

*World History

Sociology/Psychology

2 credits of Foreign Language

*Spanish I

*Spanish II

1 credit of the Arts

Band

Art I

Chorus

Guitar

1 credit of Business Tech

When GPAs are needed to meet qualifications for scholarships, National Honor Society eligibility, etc., the rule regarding computing averages for such programs is used. They may vary from the rule set for final grade point averages used at Shenandoah High School.

A – 4.0; B – 3.0; C- 2.0; D – 1.0

NATIONAL HONOR SOCIETY REQUIREMENTS

1. Junior or Senior
2. 3.5 GPA (acum) or higher
3. Application completed – including all sections
4. Members are chosen based on: application, teacher survey and possible interview.
5. 4 letters of recommendation

STUDENT ACTIVITIES/ATHLETICS ELIGIBILITY

It is the policy of the Noble Local Board of Education and OHSAA that in order to be eligible to participate in a sport, a student must have maintained at least a 1.5 grade point average for the grading period prior to the grading period in which she/he wishes to participate (subject to change). All students, grades 9-12, also must have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period.

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. Exception: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season. For the purposes of this bylaw, “school day” includes faculty in-service days, calamity days and regular school attendance days, but not holidays or school breaks.

AREAS OF EVALUATION

Teachers are urged to use as many areas of evaluation as possible for arriving at 9-weeks grades. Examples are: tests, quizzes, homework, oral or written reports, notebooks, lab work, etc.

Chart for arriving at letter grades

using percentages:

A = 90 - 100

B = 80 – 89.99

C = 70 – 79.99

D = 60 – 69.99

F = 59.99 and below

* We have a 50% floor on summative assessments with no option for retakes...i.e. 9 week test, midterm and final exams.

* Dual enrollment courses have no floor.

GRADE COMPUTATION (is percentage based)

$(4A + 4B + 2E) / 10 = \text{Final Grade}$

$(4C + 4D + 2F) / 10 = \text{Final Grade}$

A = 1st nine week grade 40%

B = 2nd nine week grade 40%

E = Semester/Final exam grade 20%

C = 3rd nine week grade 40%

D = 4th nine week grade 40%

F = Semester/Final exam grade 20%

Students must have a passing grade each semester to receive course credit.

HONOR ROLL

Honor Roll: Principal ----- 4.0

High Honors-----3.5 – 3.99

Honors-----3.20-3.49

ACADEMIC LETTER

Sponsored by: Zeps Academic Boosters

Based on accumulative points every 9 weeks grading period

Total: 30 points = Letter

60 points = First Lamp

90 points = Second Lamp

120 points = Third Lamp

GPA: Principal list (4.0) = 7.5 points

High honors (3.5 and up) = 6 points

Honors (3.2 and up) = 4.5 pts

The student must receive 30 pts. to earn a letter. For every 30 more points the student accumulates, he/she will earn a lamp. The student obtains points by being on the Principal list, High honors and Honor roll.

STUDENT OF THE GRADING PERIOD, GOOD CHARACTER, AND MOST GROWTH

Nominated by teacher for any “extras” such as:

- improved grades
- improved attitude
- helping tutor another student
- best report card
- nicest project turned in
- highest grade
- student growth

EXAMINATIONS

Semester exams and final exams each count for 20% of the final grade.

Any senior who has an “A” average for either a one-semester course or a full year course may be excused from taking the semester or final yearly exam, provided said student has not missed more than 5 days of school for a semester course, or 10 days for a yearly course. Students may, however, elect to take such exam if they so desire and said exam shall become a part of the student’s record.

COURSE CREDIT

Each high school course shall be assigned a credit value of either 1/4, 1/2, 1 or 1.25 as prescribed by the Ohio High School Minimum Standards.

All classes are semester classes.

Such credit value shall not be subdivided; thus, requiring a student who registers for a course to complete the entire course before any credit is granted.

Students transferring in from other schools may not enter a full credit course at mid-year for one-half credit unless they were currently enrolled in said course at the previous school.

INCOMPLETES

Students will have 5 school days to complete make-up or incompletes at the end of a nine week period. Incompletes not made up will result in loss of course credit for the year. Conditions beyond a student's control such as extended illness, tragedies, vocational course work, etc., will be taken into consideration. (Exceptions may be made by the high school principal.)

Year-end incompletes must be made-up within 5 working days or the loss of credit stands.

Exceptions apply as above.

FORGIVENESS

Students who earn a grade of a D or F in a given course may repeat the course one time. A student who elects this option would receive credit for the course only one time and would receive the higher of the two grades. Both class attempts will be reported on the student's transcript, but the lesser attempt would receive no grade and **would not be** included in the GPA. Students who are taking a given course for the first time will be given priority over students wanting to repeat the course.

WITHHELD GRADE/TRANSCRIPTS

Credit or transcripts will be withheld for failure to meet normal financial obligations to the school. Examples are: non-payment of fees, non-payment of library fines, lunch charges, damaged books or school property; loss of school property, equipment, etc. The student's file will be tagged to indicate the above obligation. Any student who has not fulfilled all financial obligations prior to graduation will not be granted a high school diploma.

PROGRESS REPORTS / GRADE CARDS

Progress reports will be given to each student on a 4 ½ week schedule (i.e. school calendar). Students are responsible for obtaining a parent signature and returning the reports. Grade cards will be issued at the end of each 9 week grade period.

See pg. 3 – Noble Local Calendar - for dates.

GRADUATION EXERCISES

Any student having successfully completed all requirements for graduation is eligible to participate in the graduation exercises conducted by the Shenandoah High School. Students participating in the ceremony and receiving a diploma must meet the following requirements.

1. Students must have successfully completed all requirements contained in the Ohio Revised Code and set by the State of Ohio Department of Education and Noble Local Board of Education.
2. Students graduating early must have filed the required application papers.
3. All financial obligations to the high school or Board of Education must be paid.
4. All disciplinary obligations must be satisfactorily completed.
5. Participation in graduation rehearsal is required for participation in the graduation ceremonies.
6. Students participating in the ceremony must wear the prescribed cap and gown.
7. Students eligible to participate in the graduation ceremony will exhibit decorum that will not be disruptive nor bring undue attention to themselves.

**Students whose decorum is disruptive or brings undue attention to themselves will not be awarded their diplomas at the Commencement exercises. They will be required to attend school for the duration of the regular school year. Should their attendance be acceptable, they shall receive their diplomas at the close of the last day of the regular school year.

GUIDANCE

Guidance services include a wide variety of testing programs and interpretation of results to students, parents and staff. These programs assist students in developing good study habits and personal direction which is in keeping with the principles of human dignity and equality.

The guidance department is responsible for assisting with implementation of the testing component of the standards-based education program. The guidance department further assists the instructional staff and administration in developing and implementing intervention programs to assist students to realize academic improvement.

COLLEGE SCHOLARSHIPS

Students interested in working towards college scholarships are advised that these are usually given on the basis of the following factors:

1. Scholastic record in high school
2. Leadership characteristics as noted through school/community participation
3. Financial need

Some scholarships are awarded on the basis of competitive examinations. Information will be posted from time to time in the guidance office. Keep informed by reading notices and listening to the daily announcements over the public address system. The OCIS program is available in the Guidance Office. The Library can also assist students in this area. In addition, college videos, catalogs, and descriptive materials are available in the Media Center. A College Night and Financial Aid Workshop are held annually to assist students and their parents.

CLASS SCHEDULING REGULATIONS

1. All students must register for seven class periods each day each semester. Study halls and lunch are not included in these seven periods.
2. Students will be advised by the guidance counselors and through teacher recommendations regarding the appropriate classes the student should take..
3. All students scheduling will be completed prior to the end of the school year. Schedule changes permitted after scheduling is completed will be kept to a minimum and will take place only with teacher and counselor agreement.
4. Only those scheduled changes which are due to conflicts or errors will be permitted during the first week of a semester.
Additional; courses may be added at this time of the requested class is not full. The following rules apply in changing classes:
 - A. Unless you are adding a class in place of a study hall, you must remain in a class for three days before requesting a schedule change. After this initial period you will have two days to request a change.
 - B. Students with one study hall on their schedule may drop a class only if they select another course to take its place. Dropping a class to take a second study hall is not permitted.
 - C. Students may not withdraw from a required or college preparatory course without parents approval.
 - D. Only the following will be acceptable reasons for dropping a class:
 1. Dropping study hall to add a class
 2. Change in college requirements
 3. Error in scheduling
 4. Teacher request
 5. Failure to attain the prerequisite

NOTE: Dropping a class because of dislike for the class or teacher is not acceptable.

- E. A “withdraw failing” mark will be recorded for all courses dropped. Follow withdraw dates from the University. The F will be for the entire course and will be computed in the student’s GPA.

VIRTUAL LEARNING

A student may be allowed to take Virtual Learning classes (Internet Courses) for the following reasons:

1. Enrichment classes not offered at Shenandoah High School.
2. Medical reasons that will not allow the student to attend SHS.
3. Home school student that wishes to become enrolled with SHS.
4. Students who did not graduate with their class and need 5 or less credits to fulfill diploma requirements.

Home School students who wish to take Virtual Learning must be enrolled as a student of Shenandoah High School.

CREDIT FLEXIBILITY

The credit flexibility initiative is part of a statewide effort to increase learning and engagement and help students graduate ready for success in college and careers.

In addition to earning credit by successfully completing traditional courses, the credit flexibility program provides new options for students including:

- * Earning credit by demonstrating mastery of the essential content of a traditional course by “testing out,” presenting a portfolio documenting mastery, or a combination of these.
- Successfully completing a mentorship, internship, educational travel, or service learning program aligned to the academic curriculum.
- Successfully completing an online course or academic summer or after-school program aligned to the school curriculum.
- Successfully completing a “hybrid” learning experience that may combine any of the options above as well as units of traditional courses.

Credit flexibility is another example of how our district is working to prepare students for the 21st Century by striving to address their unique needs and talents.

Submission Dates:

Proposals need to be submitted no later than October 15th or April 15th of the school term previous to the term in which students will be pursuing their credit flexibility option.

HOMEWORK

The assignment of homework can be expected. Homework is part of the student's preparation for the Summative and State Assessments.

Homework will not be used for disciplinary reasons, but only to enhance the student's learning. Suspended students are to make up all work and can receive full credit.

HOMEWORK REQUEST AND MAKE-UP POLICY

Students who are excusably absent from school shall be given the opportunity to make-up work that has been missed. The student or parent should contact the teacher as soon as possible to obtain assignments.

Students will be given 2 days to make-up the work missed for every day absent.

TESTING

Exam Schedule

* All students are required to take semester and final exams or their equivalent.

* The principal will develop the exam schedule in conjunction with staff.

Ohio State Tests – AIR

Classes of 2018 and beyond will take end-of-course tests in English Language Arts 9 and 10, Algebra I (or Integrated Mathematics I), Geometry (or Integrated Mathematics II), Biology or Physical Science (class of 2018 only), American History and American Government.

Class of 2017 will take end-of-course exams in American History and American Government.

Graduation points will be awarded based on the scores of end-of-course exams. (see Graduation Requirements).

2017-2018 dates (dates are subject to change)

Fall Administration: December 4, 2017 – January 12, 2018

Spring Administration: March 26, 2018 – May 11, 2018

Accuplacer

The ACCUPLACER test is a test given by Zane State College which measures college readiness in reading, writing, math, and algebra to determine eligibility for College Credit Plus courses. Test is given at SHS in the spring of each year. A \$10.00 fee will apply on a student's second attempt during a school year.

Scholastic Aptitude Test (SAT)

The SAT measures verbal and mathematical abilities for college-bound students. Registration and test preparation materials are available in the guidance office and the high school media center.

American College Testing (ACT) * One time free to Juniors @ SHS

The ACT is a three-hour examination given to college-bound students at designated testing centers. (Meadowbrook High School is a test center for this test.) Students are tested in the areas of English, reading, mathematics and science reasoning. Results of this test will be used for college admissions, placement in college courses, and scholarship selection. Registration and test preparation materials are available in the guidance office and the media center.

COLLEGE VISITATIONS

Juniors and Seniors who maintain an overall minimum GPA of 2.00 and are seriously considering attending college can request a college visitation application in the guidance office. The application must be completed and returned at least five school days prior to the scheduled trip. A summary sheet, upon returning to school, must be filled out and turned in to the attendance office. An excused absence will then be issued.

Seniors are limited to a maximum of 3 days, while juniors are permitted to 2 days of visitation.

Athletes must avoid visits on game days.

SENIOR EARLY DISMISSAL

Seniors will be permitted to leave after 5th period if they meet the following criteria:
Prior to enrollment in this program, student must have at least a 2.8 cumulative G.P.A.

at the end of his/her junior year.

Student must maintain a 2.8 G.P.A.

Student may have no F's on his/her report card during senior year including exams.

If a 2.8 isn't maintained during the first semester his/her senior year, student would return full time the second semester.

Student must adhere to current school/class policy on attendance.

A contract will be given at the beginning of the new school year, which must be signed by the student and parent/guardian. The contract must be notarized.

Participation in the program is at the discretion of the principal. Each case will be dealt with on an individual basis.

Student must be enrolled in five (5) classes at all times (no study halls) counting towards at least 5 credits for the school year.

Exceptions can be made by the H.S. Principal on a case by case basis.

College Credit Plus

Each post-secondary institution has their own requirements and fees. A mandatory meeting is held at SHS each year prior to March 1st. Information is given or mailed to all eligible students. After March 30th failure to notify the school district will make the student ineligible to participate.

* Should a student fail a course, that course cost is the responsibility of the student.

ADMISSION OF STUDENTS FROM NON-CHARTERED SCHOOLS OR HOME SCHOOLING

District adopted policy and guidelines will address credits, etc. at the time of admission to the district.

STUDENT ATTENDANCE – NLSD BOARD OF EDUCATION POLICY

Noble Local School District Attendance Policy shall be established according to the guidelines set forth in the Ohio Handbook of Pupil Attendance and the Ohio Revised Code.

All students shall be taken on a full-time basis (all day). Any exceptions shall be at the approval of the building principal.

Attendance must be taken in every class every day and officially recorded in the teacher's grade book or room register. The classroom teacher's attendance is the official attendance record for the student.

Anytime a student is absent from school, regardless of the reason, this absence shall be a matter of record.

Exception: Absence due to student participation in curricular or extra-curricular activities or absences due to school transportation failure shall not be recorded in the permanent record as an absence

ABSENCES

Parents are required to call the school on the day of a student's absence. The call should be made prior to 9:00 a.m. Due to Ohio Administrative Code, parents/guardians have a legal responsibility to inform the school that their child(ren) will not be in attendance EACH DAY the child(ren) is absent. The parent or guardian must provide an explanation for the absence which shall be recorded by the approving authority of the school and shall include the date and time of the absence (OAC 330169-02(B)(1)). Please phone the school in the morning by 9:00 to report your child(ren) absent for the day. If the school is not notified, an attempt will be made to contact the parents to inform them that their child is not in attendance that day.

Students may have a total of six (6) days of absences per semester classes. After six (6) days, credit for courses missed will be denied if excessive absences are not made up by attending Saturday School.

Students may have days excused from their twelve (12) total for the following reasons:

1. Days absent due to illness or injury which are covered by a note from a medical doctor.
2. Participation due to a school-sponsored activity.
3. An emergency or set of circumstances which, in the judgement of the principal and the superintendent of schools, constitutes a good and sufficient cause for absence from school. Such occurrences should be rare. The school must be notified and consulted prior to the intended absence.
4. College visitations set up by the guidance department.
5. Death in the immediate family.
6. In the case that any absence is contested by parents or school personnel, a review board will be formed to hear the arguments of both parties.

A student will be considered excused and allowed to make up classwork provided a written note is brought from

home or a phone call stating the reason for the absence up to the allowable twelve (12) days, (six (6) per semester).

Attendance letters will be mailed at 3, 5, 10 and 15.

Saturday School will run from 8:00 am to 12:00 pm on days selected by the principal.

CRITERIA USED FOR DETERMINING EXCUSED OR UNEXCUSED ABSENCE:

Upon returning to school following an absence, the student must present a written excuse from the parent or guardian or a telephone call from the same, stating the reason why the student was absent from school on days so specified. Students eighteen (18) years of age or older and who are living alone and self-supporting, must provide their own excuse. Eighteen year olds residing at home must have an excuse from parent or guardian. No excuses of any kind will be accepted after 2 school days upon returning to school.

The building principal shall determine an absence as being either excused or unexcused using the guidelines of this policy, and in the absence of guidelines, the principal shall make the decision based upon information available.

Noble Local school will no longer provide hunting or vacation forms to students for special absence. Parents must simply inform the school of the absence and those days will count toward your six (6) parental excused days per semester.

TARDIES TO CLASS:

Students who come in by 9:32 or leave at 1:35 or after will be classified as tardy. All tardies will be determined by the office as to whether they are excused or unexcused. Notes are necessary! Three unexcused tardies constitute ½ day unexcused absence. Tardies to class will be considered excused only if a student is detained by a teacher or other school personal and if the student brings to class a pass signed by that person. The office will write only tardy passes for:

1. Students who come in late to school.
2. Students late from the cafeteria.
3. Students from the clinic when the nurse is not on duty.

All other late entries to class will be considered unexcused.

Should a student need to use the restroom or go to his locker, he is expected to check into class and the teacher in charge may excuse the student for the above or other reasons that are valid.

HALF-DAY ABSENCES:

Half-day absences shall be handled as follows: Students arriving after 9:32 am or leaving before 1:35 p.m. will be counted absent 1/2 day.

Students must be present one-half day to participate in the co or extra-curricular activities of that day. Exceptions may be made by the building principal. One-half day shall mean three and one-half (3 1/2) consecutive hours of school attendance. No personal business, working at home, job interviews, college days or job shadowing will be allowed on the days that students have extra or co-curricular events in which they are participating.

LEAVING SCHOOL PROPERTY DURING THE SCHOOL DAY:

Students will not be permitted to leave the school property during the school day except according to the absence provisions, and with a signed parental permission slip, stating the reason for leaving. Exceptions may be made by the building principal. Leaving school grounds without permission will result in a suspension.

DROPOUTS

Whenever a superintendent of a county, exempted village, or city school district receives information that a student of compulsory school age has withdrawn from school, the superintendent must within two weeks after the withdrawal, notify the registrar and the juvenile judge of the county in which the school district is located.

For the purpose of this law, "Withdraw from school" means withdrawing for some reason other than a change of residence. If a school district determines that a student has dropped out because of a change of residence, notification to the registrar is not required. Notification to the registrar also is not required when a student withdraws from school and is enrolled in and attending, in accordance with school policy and an approved program to obtain a diploma or its equivalent.

A. Student Habitually Absent Without Legitimate Excuse

If a student of compulsory school age has been absent without legitimate excuse for more than ten consecutive days, or a total of at least fifteen days, in any term or semester, then after the proper due process procedures, as outlined in the law, have been followed, the superintendent is to notify the registrar of Motor Vehicles.

B. Student Expelled or Suspended for Use of Possession of Alcohol or Drugs

Whenever a student is expelled or suspended from school in accordance with ORC 3313.66 for the use of possession of alcohol or drugs, the superintendent is to notify the registrar and the county juvenile judge of the expulsion of suspension.

SHENANDOAH HIGH SCHOOL CODE OF CONDUCT

The code of Conduct, which pertains to all school activities and school property, confirms that students come to school for an education, and that the school should provide a wholesome atmosphere for a good educational experience.

The Student Code of Conduct is an attempt to list some of the main violations and the penalty for each, but other acts not listed could be disciplined if the act is disruptive to the education process, hinders other students learning, or is deemed inappropriate for a school setting.

Disciplinary action will escalate in severity depending on the offense and the frequency of disciplinary action taken against a student.

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, in-school suspension, community service, emergency removal, referral to law enforcement agencies, suspension or expulsion.

The Mid-East Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Shenandoah High School and/or the Mid-East Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

SCOPE OF JURISDICTION

The Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited, to the school bus and property under control of school authorities, and while at interscholastic competitions, extracurricular events and other school activities and programs.

In addition, this code of Conduct includes: 1. Misconduct by a student that occurs off school district property but is connected to activities and 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 or employee or the property of an official or employee.

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

OUT OF SCHOOL SUSPENSION AND EXPULSION

Governed by ORC 3313.66

The principal (or assistant principal) may suspend a student from school for a period of up to ten (10) days for violation(s) of the Code of Conduct.

The superintendent may expel a student from school for up to eighty (80) days and in some cases for an entire year.

Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

Expulsion may result in the loss of credit for courses being taken at school, at the Mid-East Career Center, or at any college or university, whether under the CCP Option and at the students own expense.

STUDENT DUE PROCESS RIGHTS

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The Ohio and Federal Rules of Evidence do not apply.

Students have clearly established means by which administrative due process is available for the protection of his/her rights.

Due process procedures are:

1. applied equally to all and
2. enforced in a manner which involves:
 - a. adequate and timely notice and opportunity to prepare a defense;
 - b. an opportunity to be heard at a reasonable time and in a meaningful manner and
 - c. the right to a speedy and impartial hearing on the merits of the case

In case of student suspension or expulsion, the specific due process procedures set by the Board's policy are followed.

DETENTION

Detention will be scheduled weekly from 3:00 – 4:00 on Thursdays in a supervised setting. Other week day evenings may be considered if Thursday is not available to you. Students who cannot serve detention may discuss other options with the principal.

- * Students in detention must do one of the following:
Read - Study - Perform school-related writing tasks
- * Any disturbance or abuse reported by the supervisor will mean the student will not receive credit for the detention and other disciplinary action may be taken.
- * It is the student's responsibility to keep track of his own detentions. Such excuses as "forgetting", "I have no way home", etc. are not acceptable.
- * Refusing to serve a detention (whether by the office or a teacher) is considered a very serious offense, and could result in suspension.

IN SCHOOL SUSPENSION

If a student receives ISS they will remain in the ISS area for the entire school day(s). Class work will be provided and returned to the teacher for full credit.

SCHOOL MAJOR MISCONDUCT VIOLATION

Violation of the following regulations may result in disciplinary action including, but not limited to, suspension or expulsion from school. Past records and conduct will have a bearing on the severity of the disciplinary action.

1. Accessory to Violation – Students aiding or abetting another student in the commission of any violation of school rules may receive a penalty equal to the penalty imposed for the actual violation.
2. Cheating – Cheating includes any intentional act of academic dishonesty through which a student attempts to gain an unfair advantage through dishonest means. Some but not limited to examples of cheating are plagiarism, forgery, unauthorized copying or sharing of information, lying, using an unauthorized electronic device or info on that device.
3. Chemicals – Students may not use or possess chemicals, which are potentially disruptive. Example includes tear gas, mace, stick bombs, firecrackers, poppers, etc. Students in violation may be suspended for up to a ten (10) day period and recommended for expulsion.
4. Computer misuse – Students shall not abuse the school district's computer hardware or software in any manner. Such abuse could include, but is not limited to unauthorized access to, installation of, or tampering with, computer programs or data files. Using equipment to make unauthorized or illegal copies of computer software. Damaging or destroying computer hardware or software. Using the

computer or computer facilities at Shenandoah High School for any purpose unrelated to the instructional program of Noble Local Schools without first having been granted written permission by a school official. Violation of this regulation may result in up to a ten (10) day suspension or expulsion. In addition, students who violate the district's Acceptable Use Policy (AUP) for using the network system may lose computer privileges for the remainder of the school year.
(exception if needed for a class)

Noble Local School District One to One Policy

Device Guidelines and Procedures

One (1) Chromebook (hereby known as Device), one (1) carrying case and one (1) power cord with power adapter will be issued to students after a full agreement form is signed and returned to the High School office. These items have been provided in good working order and are on loan to the student during 2017-2018 school year. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment 24 hours a day, 7 days a week throughout the school year. The items are to be returned to the school at the conclusion of the school year in proper working order and in sound condition. In the event this originally assigned Device needs repaired and a replacement is provided, the student is responsible for the replacement until the originally assigned Device is returned or it is determined that the original cannot be repaired.

Identification labels have been placed on the Device. These labels are not to be removed or modified. If identification labels become damaged, the technology support staff should be contacted immediately for replacements.

The Device that has been issued to this student is, and at all times, remains the property of Noble Local School District and is being loaned to the student for educational purposes only for the school year. The Device must be used in accordance with the guidelines and procedures contained herein, the Student Handbook, the Noble Local School District Computer Network/Internet Management and Use Policy, and any applicable laws.

The computer and accessories are provided for educational purposes only, and are intended to support the learning objectives of the Noble Local School District.

5. **Damaged Property** – A student shall show reasonable regard for the property of the school, its staff, and other students. We realize that the possibility exists of accidental damage occurring. The building principal will determine charges if any due to the result of accidental damage. However, when vandalism is intentional, the student will pay damages and may be suspended up to ten (10) days along with a recommendation for expulsion.
6. **Disrespect (Verbal/Emotional Harassment)** – A student shall not be involved in a physical or verbal act of disrespect to a school employee, student, or other person on the school grounds, while in the custody and control of the school, or in the course of a school related activity. A student involved in a physical assault of a school employee may be suspended with a recommendation for expulsion, in addition, legal authorities may be contacted and the student may be prosecuted in court. Any threat may be treated in the same way.
7. **Drugs, alcohol, prescription or over the counter medication** – Students shall not attempt to buy, possess, use, transmit, conceal, sell, offer to sell, be under the influence or act if under the influence of narcotics, alcoholic beverages, other dangerous drugs, accompanying paraphernalia, or any counterfeit controlled substance.

- A student may be considered to be “under the influence” if he exhibits any of the following characteristics:
- An odor of alcohol or drugs on the breath.
- An absence of the coordination which would be considered normal for the individual student.
- Abnormally slurred speech
- Any other transgression from normal behavior or appearance which would cause a reasonable and prudent person to believe that a person had been using drugs or alcohol.

A counterfeit controlled substance is defined as:

1. Any drug that bears or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it.
3. Any substance that is represented to be a controlled substance or is a different controlled substance.
4. 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.

First offense for use or possession of drugs or paraphernalia or counterfeit controlled substance: may be up to ten (10) day suspension and a possible request for expulsion. Consideration will be given if a student enrolls in a drug treatment program.

If a student is found to be selling or transmitting drugs or a counterfeit controlled substance: ten (10) day suspension and a recommendation for expulsion.

First offense for use or possession of alcohol or alcoholic beverages: ten (10) day suspension and a possible request for expulsion. Consideration will be given to students who seek assessment and follow-up counseling sessions at an approved agency.

Students using or under the influence of alcohol are prohibited from attending or participating in school activities and are subject to the normal discipline sanctions used during the regular school day.

8. Extortion – Students shall show respect for fellow students by not asking another student for money or items of value to that student under threat of verbal or physical harassment. Asking another student for money or items of value is viewed as extortion and is very serious. Extortion may result in a ten (10) day suspension with a recommendation for expulsion.
9. False Statement – Students shall not disrupt the normal education process, create safety hazards by making, or causing to be made, any false fire alarm, bomb threat or false 911 calls. Violations for any false report may result in a ten (10) day suspension with a recommendation for expulsion in addition to possible legal charges.
10. Fighting – Students are not to be involved in fighting of any type or for any reason. It is considered a fight when two or more people are exchanging blows or exerting physical abuse or punishment. When one person is the aggressor and the other person does not fight back, this will be considered an assault and will be treated accordingly (see # 22). Any fighting at a school activity or on a school bus will be dealt with the same as fighting at school.
The student is liable for suspension on the first offense and eventual expulsion for continued violations. Students should make every effort to solve their differences without fighting. All principals, counselors, and teachers are available to act as impartial judges to help students solve differences.
Disciplinary action may result in up to a ten (10) day suspension and recommendation for expulsion.
11. Forgery – Students are not to forge the name of their parents, guardians, or school employees on passes, notes or other school related materials. Forging documents or names may result in up to a ten (10) day suspension or expulsion.
12. Hazing – Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Violating this rule may lead to suspension, a recommendation for expulsion, and/or legal action as contained in Sec. 2307.44 of the Ohio Revised Code.
13. Insubordination – Students shall respect the authority of a teacher and obey any reasonable direction or command given by school personnel. When a student is asked to do something reasonable, the directive is expected to be carried out. Failure to do so may result in a suspension of up to ten (10) days and a recommendation for expulsion.
14. Leaving without permission – Students may not leave the building during the school day unless they have been given permission to do so and have signed out in the office. Failure to follow this guideline may result in a suspension of up to ten (10) days and a recommendation for expulsion. Students who leave the classroom without permission of a teacher must report directly to the principal's office and explain the situation. Failure to do so will result in discipline for insubordination.
15. Profane or Disrespectful Language – Students shall not use profanity or inappropriate language. Furthermore, students shall show respect for fellow students and the school setting by not directing any abusive, profane or otherwise disrespectful language toward another student or school employee in school, on school property, on busses. Profanity directed toward a school employee or fellow student is considered a very serious act and may result in suspension of the (10) days and a recommendation for expulsion.
16. Repeated Violations – A student shall not be involved in repeated violations of the major or minor misconduct codes. Records are accurately kept of each student's violations of school rules. When it is found that a student continues to misbehave, the repeated violations will be dealt with accordingly. In addition, any student who causes himself/herself to be suspended more than three (3) times during the school year may be suspended for ten (10) days with a recommendation for expulsion. Upon returning

- from an expulsion, any additional suspensions may result in a recommendation for a second expulsion.
17. Verbal, Emotional or Sexual Harassment – Students and adults are not to be involved in any type of harassment. Ohio and Federal Laws define sexual harassment as unwanted sexual advances; or unwanted visual, verbal, or physical conduct of a sexual nature. Sexual harassment may result in up to a ten (10) day suspension or expulsion. Acts of Sexual Harassment must be reported to any building administrator or counselor so that proper steps to stopping the problem may be taken. Parents of students involved will be notified regarding any claims of sexual harassment.
 18. Tobacco & Lighters – Students shall not possess tobacco products, lighters, matches, etc., on their person, in a purse or locker, and shall not smoke or use tobacco on school property at any time. Use or possession of tobacco or tobacco paraphernalia on school property or at school activities may result in suspension up to ten (10) days and a recommendation for expulsion.
 19. Truancy – Students are not to be involved in skipping school, truancy from classes, repeated tardiness, or any other actions that constitute truancy. Students shall not leave the school building or grounds without permission. Violation of this rule may result in a ten (10) day suspension and request for expulsion. In addition, court charges will be filed for repeated acts of truancy. Three unexcused tardies to a class will result in at minimum detention for the student.
 20. Unauthorized Possession of Items – Students shall show reasonable regard for property and not remove or take items from another student, school employee, school building, or grounds any item or object without permission of that person or the school staff. A student is not to take any article that is not theirs. Picking up an article except to turn it in to the office will be considered theft. The same understanding will apply if a student knowingly accepts stolen property at school.
 21. Unauthorized Use of Fire – Students shall show a reasonable regard for property by not committing any act using unauthorized fire. Intentionally starting a fire in a school building or on school grounds will be viewed as a violation of this rule resulting in up to a ten (10) day suspension and a possible recommendation for expulsion. In addition, the fire marshal will be contacted and appropriate legal action will be considered.
 22. Unlawful acts – Infractions that are violations of local, state, or federal code will be reviewed and charges may be filed with the proper authorities. This would be in addition to any school discipline for said acts.
 23. Weapons – Students shall not possess, handle, transmit, or conceal any object commonly classified as a deadly weapon or dangerous ordinance including a knife while on any property owned by or controlled by or to any activity held under the auspices of the school.
 24. Students who possess, handle, transmit or conceal any other object, which is commonly considered a weapon, are subject to having that weapon confiscated and turned over to the police. In addition, they may face suspension for a one (1) to ten (10) day period and/or expulsion. Fireworks and chemicals such as mace are considered to be weapons as they can be very dangerous. Students who use or threaten a person with any weapon may be expelled.
 25. Use of Electronic Devices – Students who bring cell phones and/or tape/CD players/MP3players/Ipods/cameras/portable gaming devices must have them turned off and out of sight prior to class. Students are not to use these devices during school hours except during lunch time. Students may not take pictures or video at school or at school events without prior approval of a teacher. Students who are in violation of this policy will have their cell phones etc. confiscated. The confiscated device becomes the property of the Noble Local School District. Repeated violations may result in ISS or suspension. (See page 7)
 26. Inappropriate Behavior – Personal behavior that is not acceptable which is disruptive, disrespectful, violent, sexual, or threatening or otherwise interferes with school function.

SCHOOL MINOR MISCONDUCT VIOLATION

The following informational items constitute areas of violation that fall under the Minor Misconduct Code. Violations will be dealt with based on the nature of the offense.

Repeated violations of these guidelines will be referred to that part of the Major Misconduct Code, which deals with such offenses and could result in suspension.

Minor School Violations are as follows but not limited to:

Endangering, Excessive noise, Food/Drink, Littering, Public Display of Affection, Running, Sleeping, Horseplay, Card playing and tardy to class...3 tardies to class equal 1 detention.

Dress Code – The school is a business setting and our business is education. Our dress code is designed around moderation and allows choices to be made by the individual student. Just like in the world of work, certain dress requirements must be met, and certain minimums must be met in the area of dress while at school. School dress should not threaten the health, welfare and safety of the members of the student body and should enhance a positive image of the students and the District. Any form of dress or grooming which attracts undue attention, prompting a disruption of the learning environment or violating the previous statement, is unacceptable.

- A student shall not wear coats or any type of hats, bandanas, or head covering during the school day. These items should be placed in student's locker before first period and removed at the end of the school day.
- Students may not wear sunglasses during the school day.
- A student shall not wear a top that is too revealing. All tops must cover the shoulders, torso and have a modest neckline. Tops that reveal any midriff, tops with scooped necklines, and tops with thin straps are not permitted. Tank tops, homemade tank tops, halters, and tube tops are some examples of inappropriate tops. Sundresses must also meet these minimums.
- A student shall not wear clothing items with drug, tobacco or alcoholic beverage logos or which displays offensive or suggestive language and/or pictures. Explicit advocating of violence is not allowed in any form.
- Skirts, dresses, and shorts must be at least mid-thigh length. Mid-thigh is defined as the point on the leg beyond the fingertip with the arms and fingers fully extended at the sides.
- Waistbands must be worn at or above the hips. Underwear should not be visible to others.
- Heavy chains and excessively spiked jewelry may not be worn.
- Excessive jewelry that brings attention to you and distracts the learning environment will not be allowed. Jewelry that could bring harm to oneself or others will not be permitted. Clear spacers are recommended.

CODE OF CONDUCT

1. Accessory to a Violation
Receive the same penalty as if the violation was actually committed by the student.
2. Cheating
 - 1st offense – Redo assignment / Letter sent to parent(guardian)
 - 2nd offense – 3-day suspension
 - 3rd offense – 5 -day suspension
3. Chemicals
 - 1st offense – 3 day suspension
 - 2nd offense – 5 day suspension
 - 3rd offense – 10 day suspension
4. Computer Misuse
 - 1st offense – Loss of computer privilege for 10 days
 - 2nd offense – Loss of computer privilege for the remainder of the grading period
 - 3rd offense – Loss of computer privilege for remainder of school year
5. Damage Property
 - 1st offense – Restitution and ISS
 - 2nd offense – Restitution and 3 days OSS
 - 3rd offense – Restitution and 5 days OSS
6. Disrespect/Failure to cooperate
 - 1st offense – Detention
 - 2nd offense – 2 detentions
 - 3rd offense – ISS
7. Drug and/or Alcohol
 - 1st offense – 10 days Suspension with possible recommendation for expulsion
 - 2nd offense – Recommended expulsion
8. Extortion
 - 1st offense – Written/verbal warning – detention
 - 2nd offense – ISS
 - 3rd offense – 5 days Suspension
9. False Statement
 - 1st offense – 3-10 days OSS & Legal referral

10. Fighting
 - 1st offense – 3 days OSS
 - 2nd offense – 5 days OSS
 - 3rd offense – 10 days OSS and recommendation for expulsion
11. Forgery
 - 1st offense – Detention
 - 2nd offense – ISS
 - 3rd offense – 3 days Suspension
12. Hazing - (depending on the severity, may be punishable beginning with the 3rd offense)
 - 1st offense – 3 days Suspension
 - 2nd offense – 5 days Suspension
 - 3rd offense – 10 days Suspension with recommendation for expulsion
13. Insubordination/Disrespect of Staff/Students
 - 1st offense – ISS
 - 2nd offense – 3 days Suspension
 - 3rd offense – 5 days Suspension
14. Leaving the Building/Grounds without Permission
 - 1st offense – 3 day suspension
 - 2nd offense – 5 days suspension
 - 3rd offense – 10 days suspension
15. Profane or Disruptive Language (depending on the severity, may be punishable beginning with the 3rd offense)
 - 1st offense – Detention
 - 2nd offense – 2 detentions
 - 3rd offense – ISS
 - 4th offense – OSS
16. Repeated Violations and Insubordination
 - 1 to 10 days of OSS and recommendation for expulsion
17. Harassment/ Bullying – Verbal, Physical or Sexual (depending on the severity, may be punishable beginning with the 3rd offense report made)
 - 1st offense – 3 days Suspension
 - 2nd offense – 5 days Suspension
 - 3rd offense – 10 days OSS with recommendation for expulsion
18. Use/Possession of tobacco and/or lighters, or other incendiary materials
 - 1st offense – 3 days Suspension
 - 2nd offense – 5 days Suspension
 - 3rd offense – 10 days Suspension
19. Truancy
 - 1st offense – 3 day suspension
 - 2nd offense – 5 days suspension
 - 3rd offense – 10 day suspension
20. Unauthorized Possession of Property
 - 1st offense – ISS
 - 2nd offense – 3 days Suspension
 - 3rd offense – 5 days OSS
21. Unauthorized Use of Fire
 - 1st offense – 10 days OSS and report made to proper authorities
22. Unlawful Acts – Assault
 - 1st offense – 5 days OSS and charges may be filed

2nd offense – 10 days OSS, charges filed and recommendation for expulsion

23.& 24. Weapons

1st offense – 1 to 10 days OSS with recommendation for expulsion and authorities notified

25. Improper use of Electronic Devices

(See page 7 for disciplinary steps)

26. Inappropriate Behavior – Administrative Discretion

Most Minor Misconduct will be punishable by detentions or ISS, however, repeated violations of these minor misconducts may result in a harsher penalty. For definitions of these Major and Minor Misconducts refer to pgs. 22– 25 of the Shenandoah High School Student Handbook.

HAZING AND BULLYING

(Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semi-annual written report of all verified incidents of hazing and/or bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by

this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

[Re-adoption date: April 19, 2012]

NOBLE LOCAL SCHOOL DISTRICT EXTRACURRICULAR CODE OF CONDUCT

PHILOSOPHY

The most important goal of the Noble Local School District Extracurricular Program is to provide every participant the opportunity to grow mentally, morally, physically and emotionally. To assure that the program can provide these opportunities, a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations concerning personal behavior.

Noble Local School District believes that extracurricular participants have a strong influence on members of the student body as well as the community due to their high visibility. The students conduct, while representing the school, traveling to or from an event, as well as in the community, is seen as a direct reflection upon the standards of the school district.

It must also be remembered that participation in extracurricular activities is not a right, but a privilege that may be regulated. Therefore, all students who participate in interscholastic athletics or other extracurricular activities at any time must meet the following regulations from date of enrollment or date of participation, whichever comes first. Pupils have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable and responsible behavior from its students. The School District Student Handbook and this Extracurricular Code specify the school's expectations.

The Extracurricular Code applies to all students in grades 7-12 of the Noble Local School District. It must be adhered to by the students at all times, including summers, while enrolled as students in grades 7 through 12 at Noble Local School District. Consequences may extend beyond the school year into a new school year.

GENERAL REGULATIONS

1. Comply with all eligibility requirements of Noble Local School District and any governing agency, such as the Ohio High School Athletic Association, including, but not exclusive to those requirements pertaining to age, scholarship, residency, and attendance.
2. Do not engage in criminal activity or violations of civil law.
3. Do not use and/or possess tobacco/alcohol in any form, at any time.
4. Do not sell, distribute, use, and/or possess drugs at any time.
5. Comply with all additional training rules or other requirements set by the coach/advisor or the activity
6. An athletic team member who quits one sport may not participate in another interscholastic sport until the current season of the sport which he quit comes to the end, unless this is mutually agreed upon by the coaches of the respective sports.
7. Financial obligations resulting from equipment fees, replacement of lost or stolen equipment, and/or unpaid balances from sales projects, must be paid prior to participation in any present or future extracurricular activity.
8. All student handbook rules apply.
9. Penalties not completed during the regular season shall be carried over to the next sport/activity using the same percentages. Past season sports/activities also count in the suspensions served.
10. Each offense accumulates progressively. For example: 1st offense-criminal activity
2nd offense-drugs
3rd offense-tobacco

DISCIPLINARY PROCEDURE

1. When a student is in suspected violation of any rules listed in the NLSLD Extracurricular Code of Conduct, the principal and coach/advisor shall be notified.
2. The hearing committee will meet to investigate the violation.
3. If the hearing committee feels action is warranted, the principal shall give a parent/guardian and the student written notice of the suspected violation, and of time and place for a hearing, which shall be scheduled within 72 hours of the notification.

Hearing Committee: Consists of five (5) people and the high school principal acting as the non-voting chairman.

Enforcement of the policy shall be the responsibility of the Disciplinary Council. The council shall consist of

- five people: one coach, one high school staff member, on Jr. high staff member, one co-curricular advisor, and one member from the community (as selected by the other four members of the council).
4. At the hearing, the student will have an opportunity to discuss the circumstances concerning the incident and present his/her version of the incident.
 5. The hearing committee shall make its recommendation for penalty assessment to the building Principal. The building Principal will notify the parent and student in writing of the decision.
 6. The Principal's decision may be appealed to the Superintendent or his designee. Any appeal must be sent in writing by certified mail within five calendar days of the decision notification. The appeal should state the exact reason the decision is being appealed.
 7. NLS D is committed to the prevention and intervention of the use of tobacco, drugs, alcohol, and involvement in criminal activity. If a student is found in violation of the regulations concerning such, the hearing committee recommendations for penalty assessment shall follow the guidelines as listed below.

CRIMINAL ACTIVITY

In accordance with General Regulation 2 of the Extracurricular Code of Conduct of NLS D, criminal activity or violations of civil law is a violation of the code and will result in the following consequences:

FIRST AND SUBSEQUENT VIOLATIONS:

1. Recognizing the varying degrees of severity of violations (misdemeanors vs. felonies), consequences for involvement may result in minor reprimands to the denial of participation for a calendar year, depending upon the nature of the offense.

POSSESSION OF AND OR USE OF TOBACCO AND OR ALCOHOL

In accordance with General Regulation 3 of the Extracurricular Code of Conduct of the NLS D, possession or use of tobacco and alcohol in any form is a violation of the code and will result in the following consequences:

FIRST VIOLATION:

1. A student found in violation for the first time shall be prohibited from participation for 30% of the extracurricular events, based on the regular season of the activity. If the student agrees to participate in a tobacco/alcohol education program approved by the school administration, the penalty shall be reduced to 10% of the extracurricular event. Refusal or failure to complete the tobacco/alcohol education program shall result in application of the full 30% penalty. The student must practice with his/her activity group and all training rules and regulations of the activity
2. Self-Referral Policy: If a student seeks assistance for dealing with a tobacco/alcohol problem by self-referral to their coach/advisor and/or school administrator, and he/she agrees to participate in a tobacco/alcohol education program approved by the school administration, there shall be NO prohibition from extracurricular activities. Refusal or failure to complete the tobacco/alcohol education program will result in the full 30% penalty. Self-referrals which result in no prohibition from participation are still considered first violations.
3. Counseling can be handled within the Noble Local School system or outside of the Noble Local School system as approved by the school.

SECOND VIOLATION:

1. A student found in violation for the second time shall be prohibited from participation of 50% of the extracurricular events, based on the regular season of the activity. If the student agrees to participate in a tobacco/alcohol education program approved by the school administration, the penalty shall be reduced to 30% of the extracurricular events. Failure to take or complete the program will result in the full 50% penalty.
2. Self-Referral Policy: If a student seeks assistance for dealing with a tobacco/alcohol problem by self-referral to their coach/advisor and/or school administrator, after having a first violation on his/her record, it is considered a second violation. If he/she agrees to participate in a tobacco/alcohol education program outside of NLS D approved by the school administration, the prohibition from participation in extracurricular activities shall be reduced to 10% of the activity season. Failure to take or complete the tobacco/alcohol education program will result in full 50% penalty.

THIRD VIOLATION:

1. A student found to be in violation for the third time will be immediately prohibited from participation in extracurricular activities for a minimum of one calendar year from the date of violation. Any additional violations will be treated the same as third violations.
2. Six months from the date of the third violation have passed, the student may petition the hearing committee to once again participate in extra-curricular activities. The student shall have the opportunity to present to the hearing committee any evidence (such as participation in tobacco/alcohol education programs) that he/she has that may indicate a continued successful effort to cope with his/her tobacco/alcohol problem. The application for re-entry into extracurricular activities shall be reviewed by the hearing committee, taking into consideration

the student's age, maturity, and history of appropriate behavior since the last violation. A recommendation of approval or disapproval of the petition shall be made to the Superintendent of the school by the hearing committee. The Superintendent shall inform the student and his/her parent/guardian in writing of the decision.

3. All costs for assessment, treatment, rehabilitation, or counseling for a tobacco/alcohol related problem shall be the responsibility of the student.

DRUGS

POSSESSION/USE/SALE OR DISTRIBUTION OF DRUGS:

In accordance with General Regulation 4 of the Extracurricular Code of Conduct for NLSD, a student under the influence, buying, using or possessing, or selling drugs at any time is in violation of the code and subject to the following action. (Exception: Supervised, Doctor Prescribed Medications) at any time is a violation of the code and is subject to the following consequences:

FIRST VIOLATION:

1. If a student is found to be in violation, the student will be prohibited from participation in extracurricular activities for 6 months from the date of violation.
2. If a student in violation agrees to go through a professional drug assessment approved by the school administration, and to follow the assessment recommendations, the penalty may be reduced to 20% penalty from the extracurricular events based on the regular season of the activity.
Participation in practice may be allowed at the discretion of the hearing committee/coach/director/advisor. All training rules and requirements of the activity must be followed by the participant.
Refusal or failure to take assessment or to follow the assessment recommendations will result in the 6 months penalty.
3. Self-Referral Policy: If a student seeks assistance for a drug use problem by self-referral to his/her coach/advisor and/or school administrator, agrees to participate in a drug assessment recommendation, there shall be a 10% penalty from extracurricular activities. Refusal or failure to follow through with the assessment or the assessment recommendations will result in a six months denial from participation. Self-referrals which result in 10% penalty from participation are still considered first violations.

SECOND VIOLATION:

1. A student found in violation for the second time shall be indefinitely prohibited from participation in extracurricular activities. After an initial 12 month period after the second violation with no participation in extracurricular activities, the student may petition the hearing committee of the school to once again participate in extracurricular activities. The student shall have the opportunity to present to the hearing committee any evidence that a drug assessment approved by the school administration has been successfully completed or that the student is in a continued successful rehabilitation and/or counseling program. The application for re-entry into extracurricular activities shall be reviewed by the hearing committee, taking into consideration the student's age, maturity, and history of appropriate behavior since the last violation. A recommendation of approval or disapproval of the petition shall be made to the Superintendent of the school by the hearing committee. The superintendent shall inform the student and his/her parent/guardian in writing of the decision.
2. All costs for assessment, treatment of drug problem rehabilitation, etc., shall be the responsibility of the student.

THIRD VIOLATION:

1. A student found in violation for the third time shall be permanently prohibited from participation in extracurricular activities.

SCALE FOR DETERMINING SUSPENSIONS

Football	10 Events/Games
Volleyball	22 Events/Games Tournaments
Marching Band	18 Events/Competitions
Concert Band	2 Events/Competitions
Vocal Music	10 Events/Competitions
Vo. Ag./FFA	20 Events/Judging
Boys Basketball	22 Games/Tournaments
Girls Basketball	22 Games/Tournaments
9 th Grade Basketball	16 Games/Tournaments
Wrestling	20 Matches/Tournaments
Softball	27 Games/Tournaments
Baseball	27 Games/Tournaments
Boys Track	16 Meets/Tournaments
Girls Track	16 Meets/Tournaments
Cheerleaders	10 Football
Cheerleaders	22 Basketball/Tournaments

*Above scale will change if the number of events are changed.

For clarification, a game consists of the number of quarters/innings that a student athlete is allowed to play against an opponent.

2016-2017 SHENANDOAH HIGH SCHOOL LAB FEES

<u>ACT Prep -</u>	ACT Prep Class	\$20.00
<u>ART -</u>	All Art Classes are 8.00 per semester	8.00
<u>BUSINESS -</u>	Consumer Education	12.00
	Business Foundations	10.00
	Accounting I / II	35.00
	Business Math	25.00
<u>FAMILY CONSUMER SCIENCE -</u>	Food & Nutrition I	30.00
	Food & Nutrition II	30.00
<u>INDUSTRIAL TECH -</u>	Manufacturing & Construction	20.00
	Industrial Tech II	25.00
	Advanced Woods	25.00
<u>MUSIC -</u>	Music Theory (Guitar) I	20.00
<u>SCIENCE -</u>	Physical Science	12.00
	Biological Science	12.00
	Earth Science	12.00
	Anatomy and Physiology	15.00
	Chemistry	15.00
	Physics	15.00
<u>SPANISH -</u>	Spanish I, II, III	15.00
<u>VOCATIONAL AGRICULTURE -</u>	All Agricultural class (each)	12.00
	FFA dues per student	18.00
<u>MISCELLANEOUS -</u>	Consumables Fee (per year)	5.00
<u>CLASS DUES -</u>	Senior	30.00
	Junior	10.00
	Sophomore	15.00
	Freshmen	20.00
<u>HANDBOOK FEE</u>	All Students	5.00
<u>1:1 INSURANCE FEE</u>	Per school year	35.00

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