



ST. CLAIRSVILLE HIGH SCHOOL

2025-2026 STUDENT/PARENT HANDBOOK

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St. Clairsville Alma Mater

From rolling hills and plains
To heav'nly azure skies,
Loudly echo swelling strains
In our hearts, the praises rise.
Hail to our Alma Mater
For which we'd gladly die.
To these, we sing our praise,
Dear St. C. High

Adrianne Carroll

Doris Hagedorn

Welcome to St. Clairsville High School. We hope your year will be pleasant and productive. This handbook has been prepared by the staff to inform and answer questions about the operations and procedures of the school. If you have any questions, ask a teacher, guidance counselor, principal, or staff member. We urge you to become familiar with this booklet. There is a wealth of information here. We hope that you will take advantage of the many opportunities offered by the school's curriculum and extra-curricular activities to challenge yourself to grow and to strive toward your goals. Students are considered equally for course enrollment without regard to race, color, religion, sex, national origin, marital status, parents' status, or non-related medical condition or handicap. Best wishes to you from the Board of Education, teachers, and staff of St. Clairsville High School.

BILL OF RESPONSIBILITIES

We often hear of our rights, but we must realize that the freedom, which guarantees those rights, is not possible unless we all meet certain responsibilities. Among these are:

1. To be fully responsible for our own actions and the consequences of those actions.
2. To respect the rights and beliefs of others.
3. To do our best to meet our own obligations.
4. To strive to understand others, to deal honestly with them, and when possible to give help and sympathy.
5. To respect and obey just laws and reasonable rules of behavior.
6. To respect the property of others, both private and public.
7. To prepare ourselves to be productive members of our community and not a burden to our parents and our country.
8. To prepare ourselves to participate constructively in the political life of our nation.
9. To help freedom survive by assuming personal responsibility for its defense.
10. To treat the earth and its environment with care so that others, including those yet unborn, have a clean world in which to live.

VISITORS TO THE BUILDING

All visitors to the school must utilize the Raptor System before entering the building. Visitors must scan their Photo ID, print the badge, and proceed to the main office. No one is permitted to enter any classroom unless receiving written permission from the office first to prevent classroom interruption.

2025-2026 SCHOOL CALENDAR

AUGUST 2025

4 Junior & Senior Orientation
 7 Freshmen Orientation
 7 Sophomore Orientation
 11 New Hire In-Service Day
 12-13 Teacher/Staff Work Days
 14-15 Professional Development Days
 18 **First Day for Students**

SEPTEMBER

1 NO SCHOOL - Labor Day

OCTOBER

13 NO SCHOOL - Columbus Day
 17 End of 1st Nine Weeks

NOVEMBER

26 NO SCHOOL - Official Conference Day
 27 NO SCHOOL - Thanksgiving
 28 NO SCHOOL

DECEMBER

19 End of 2nd Nine Weeks
 22-31 NO SCHOOL - Christmas Break

JANUARY 2026

1-2 NO SCHOOL - Christmas Break
 5 School Resumes
 19 NO SCHOOL - Martin Luther King Day

FEBRUARY

16 NO SCHOOL - Presidents' Day/Official Conference Day

MARCH

13 End of 3rd Nine Weeks
 30-31 NO SCHOOL - Calamity Make-up Days, if needed

APRIL

1-2 NO SCHOOL - Calamity Make-up Days, if needed
 3 NO SCHOOL

MAY

23 Last Day for Students/End of 4th Nine Weeks
 23 Graduation Practice 8:30 a.m.
 23 Graduation 7:00 p.m.

TIME SCHEDULES

Regular Schedule	
Tardy Bell	7:39 AM
1st Pd.	7:39 - 8:32
2nd Pd.	8:36 - 9:23
3rd Pd.	9:27 - 10:14
4th Pd.	10:18 - 11:05
5th Pd.	11:09 - 11:56
Lunch	11:56 - 12:26
6th Pd.	12:32 - 1:19
7th Pd.	1:23 - 2:10

Activity Period Schedule	
Tardy Bell	7:39 AM
Activity Pd.	7:39 - 8:15
1st Pd.	8:18 - 8:58
2nd Pd.	9:02 - 9:42
3rd Pd.	9:46 - 10:26
4th Pd.	10:30 - 11:10
5th Pd.	11:14 - 11:56
Lunch	11:56 - 12:26
6th Pd.	12:32 - 1:19
7th Pd.	1:23 - 2:10

2-Hour Delay Schedule	
Tardy Bell	9:39 AM
1st Pd.	9:39 - 10:14
2nd Pd.	10:18 - 10:47
3rd Pd.	10:51 - 11:20
4th Pd.	11:24 - 11:56
Lunch	11:56 - 12:26
5th Pd.	12:32 - 1:01
6th Pd.	1:05 - 1:34
7th Pd.	1:38 - 2:10

FEES

Fees are assessed in the following courses to provide special materials, and/or workbooks for the use of each student enrolled in the course.

All fees are to be paid in the high school office by check or money order. Fees are subject to change.

2025-2026			
GENERAL FEES			
		Senior Fee	\$50.00
		Student Parking Fee	\$10.00
100 - ENGLISH			
	133	English Language Arts III (Workbook)	\$19.00
	134	ADV American Literature (Workbook)	\$19.00
	143	ADV English Literature	\$9.00
200 - SOCIAL STUDIES			
	221	American History (Workbook)	\$15.00
	223	ADV American History (Workbook)	\$15.00
	241	American Government (Workbook)	\$15.00
	242	ADV American Government (Workbook)	\$15.00
300 - SCIENCE			
	311	Physical Science	\$15.00
	312	ADV Physical Science	\$15.00
	321	Biology	\$25.00
	322	ADV Biology	\$25.00
	324	Biology II	\$15.00
	328	ADV Environmental Science	\$10.00
	331	Chemistry I	\$13.00
	334	Chemistry II	\$13.00
	335	Anatomy	\$20.00
	335	Anatomy (Workbook)	\$30.00
	341	Physics	\$15.00
400 – MATHEMATICS			
	435	Math, Modeling and Reasoning	\$5.00
	421	ADV Algebra I	\$5.00
	422	Algebra I	\$5.00
	427	ADV Geometry	\$5.00
	428	Geometry	\$5.00
500 – FOREIGN LANGUAGE			
	561	Spanish I (Workbook)	\$28.00
	563	Spanish III (Workbook)	\$28.00
800 – PHYSICAL EDUCATION			
	811	Physical Education I	\$5.00
	821	Physical Education II	\$5.00
900 – FINE ARTS			
	951	Art I	\$30.00
	952	Art II	\$30.00
	953	Art III	\$30.00
	954	Art IV	\$30.00

****In the event a check comes back due to insufficient funds, a service charge of \$30.00 will be assessed.***

ATTENDANCE

The Board of Education requires that the students enrolled in the schools of this District attend school regularly in accordance with the laws of the State. The Educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned unless it is shown to the satisfaction of the Superintendent that the mental condition of the student is such that he/she cannot benefit from instruction or that the bodily condition of the student is such as to prevent attendance at school or that he/she is receiving instruction at home (i.e., PEAK) from a person qualified to teach the branches of education in which instruction is required.

A student absent for observation or celebration of a bona fide religious holiday shall be excused from attendance on that holiday.

In accordance with statute, the Superintendent shall require from the parent of each student or from an adult student who has been absent from school or from class for any reason a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each.

The Board may report to appropriate authorities any infractions of the law regarding the attendance of students below the age of 18. Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the regular school program.

ABSENCES AND ATTENDANCE

Absences and Attendance

The entire educational process requires a regular continuity of instruction, classroom participation, learning experience, and study in order to reach the optimum educational benefits for each individual student. Regular contact of pupils with one another in the classroom and their participation in well-planned activities include group discussions, lectures, dialogue with others, quizzes and tests, field trips, guest speakers, and audio-visual media. Regular attendance is essential to success in school since discussions and work done in class can never be fully recovered. Regular and punctual attendance is expected of all St. Clairsville High School students. When in attendance, students are expected to be in all classes and study halls. Attendance and promptness to school are the responsibility of each student and their parent/guardian. It is also the responsibility of each student and parent/guardian to use discretion in scheduling planned absences and early dismissals from school. School officials are obligated to assist students in becoming dependable, disciplined citizens and workers. Establishing good attendance habits is an important aspect of citizenship development.

The Ohio Department of Education and Workforce has a definitely stated policy regarding absences from school (3321.04 RC). In brief, the policy is as follows:

Absences from school for any reason other than those listed below and recommended by the State Department of Education are not acceptable and will carry disadvantages to the student. Those reasons acceptable by the State of Ohio and St. Clairsville High School are:

1. Personal illness (may require a doctor's signature)
2. Illness in the immediate family (requiring doctor's orders or parent need that the student remain at home)
3. Medical, Dental, or Legal appointments (requires verification note on the provider's stationery upon return to school). Notes not on stationery may be verified prior to excusing the absence.
4. Death of a relative
5. Religious holidays (a student may be excused for the purpose of observing a religious holiday, provided it is required by his religion. If observance of such holiday requires only attendance at a religious service, the student should attend such service before or after school, if possible)
6. Other emergencies or circumstances that constitute good and sufficient cause as determined by the school administration. (Examples of unexcused absences are employment, oversleeping, missing the bus, car trouble of any kind, running non-emergency errands, shopping, and out-of-school suspension)

Absence and After-School Activities

Students must attend school four periods in a school day in order to practice or participate in any athletic contest or school-affiliated extracurricular event. The principal or assistant principal must approve absence for any part of the day beyond this rule.

Absentee Reporting

Parents are responsible for informing the school of their child's absence and the reason for the absence between 7:00 a.m. and 8:30 a.m. on the day of the absence. The office phone number is 740-695-1584. A written excuse is still required when the student returns to school. Notes from home must include the dates missed, the reason for the absence, and a parent signature are required to excuse an absence.

Upon receiving the absence list for the day, the office will telephone all parents who have not notified the school of their child's absence; therefore, parents/guardians shall provide the school with their current home and/or work telephone numbers as well as emergency telephone numbers. By law (Missing Child Bill), the primary purpose of this contact is to ensure that the parent is aware of the student's absence from school.

After being absent for part of a school day or if a student arrives late, they must report to the office before reporting to class to sign-in on the attendance sheet. Students not providing a note to verify an absence within seventy-two (72) hours will have the absence deemed unexcused, and no credit will be issued for the work missed. Eighteen-year-old students living at home are required to have a note from a parent.

With the exception of Pre-Approved Absences, students will have the same number of days missed to complete assignments due to an absence. Example: If a student misses 2 school days, the student must complete all missing work on the third school day back to school. Students returning from an absence must be prepared to participate in previously announced tests/quizzes/assignments immediately upon return to school unless other arrangements have been made with the teacher prior to an excused planned absence or extended illness. **It is the student's responsibility to meet with all their teachers to secure missing assignments and reschedule missed quizzes and tests. Teachers have the authority to assign zeros for all work that is not made up within that time frame.**

Arrival to School After the Start of First Class

1. Students must check into the office immediately upon entering the building.
2. A pass with time noted is given to the student for admittance to class.
3. Failure to check into the office upon arrival will result in appropriate discipline.
4. Repeatedly failing to check into the office upon arrival to school will be handled by an administrator.
5. If a student brings a written excuse from their parent/guardian and presents it to the office as the student signs in, a determination will be made on the same guidelines as attendance as to whether the tardy is excused or unexcused.
6. Any student arriving late to school regardless of the time will be considered tardy. Students sent to the office for failing to have an admit slip will be considered tardy.
7. Students who are persistently tardy to school may be required to present a medical excuse on the provider's stationery to excuse the tardiness.

College Visitations

Students who are interested in visiting colleges are encouraged to do so on Saturdays and during vacation. Since this is sometimes impossible:

1. Juniors and Senior students will be granted 2 college visits per school year to a college campus or technical school.
2. A pre-approved absence form with all required signatures must be submitted to the office two days prior to the scheduled college visit.
3. A college official must verify on that college's stationery that a college visit has been successfully completed.

Failure to comply with the above rules may result in an unexcused absence.

18-Year-Old Students

Any student 18 or over can be withdrawn from school for poor attendance.

Off-Campus Instruction

All students receiving instruction at locations other than the St. Clairsville-Richland City School District campus, such as through the College Credit Plus Program, have the responsibility to attend all St. Clairsville-Richland City School District courses in which they are enrolled unless there is a direct scheduling conflict with their college schedule as determined by school officials. Students enrolled in off-campus programs must also attend St. Clairsville-Richland City District coursework regardless of weather-related or emergency delays that otherwise may exclude them from attendance.

Excessive Absences

There is a positive correlation between a child's attendance and achievement. Class attendance is important because it is not possible to make up totally that which is missed. Each classroom experience is an important part of the child's education.

The primary responsibility for school attendance is placed with the parents. The parent is responsible for permitting only those absences that can be excused under the recommendations of the State Department of Education and the regulations of St. Clairsville High School. Ohio Law (ORC 2151.011) sets the following policies for handling excessive student absence.

Definition

Habitual Truant [2151.011 (B)(18)] – Definition of habitual truant [absent 30 or more school hours consecutive or 42 hours/month or 72 hours/year without legitimate excuse]

Policy

1. First hours threshold [38 school hours/month or 65 school hours/year] for excused or unexcused absences is met:
 - a. Send initial letter.
 - b. Truancy Intervention Plan must be developed for student.
2. Second hours threshold [30 or more consecutive or 42/month or 72/year] unexcused is met:
 - a. Absence Intervention Team assigned within 7 days.
 - b. Make 3 good-faith attempts to engage parents/determine if Children's Services referral is needed.
 - c. Within 14 days of assignment of Absence Intervention Team, Absence Intervention Plan must be developed.
 - d. Within 7 days of the Plan being developed, provide in writing to the parent.
3. If the juvenile refuses to participate or fails to make satisfactory progress on the plan, a complaint will be filed with the Juvenile Court no later than the 61st day after plan implementation.

The following exceptions may apply at the discretion of the building principal:

1. Hospitalization for an extended period of time.
2. Epidemic-quarantine called for by a physician.
3. School-related activities, trips, testing, or college days pre-approved by the School Administration. ***College Days are limited to junior and senior students only, with a maximum of 2 days per year. A pre-approved absence form must be completed and returned to the office.*** If both of these criteria are met, the day will be recorded as a field trip rather than an absence. A college official must verify on the college's stationery that an official visit took place.
4. Any situation or emergency as declared by the school administration.
5. Medical/Legal-Court/Counseling appointments documented on the provider's stationery.

It is extremely important that students and parents realize and understand that absences mentioned in the attendance policy are not to be considered as "approved days" for absence.

General Guidelines

Absences: What constitutes an excused absence?

- A. Absences may include the reasons cited earlier under "Those reasons acceptable by the State of Ohio and St. Clairsville High School."
- B. After sixty-five (65) school hours of excused absences, a written note from home will no longer be accepted, and the absence may be considered unexcused as deemed appropriate by an administrator. Absences after this cut-off must be accompanied by a signed verification note from the applicable provider (Examples include a doctor's note or verification of court appearance)
- C. Students must be in class for more than half a period or they will be considered absent for the period. The teacher will keep the official record in the classroom.
- D. Pre-approved absences are considered absent days when determining the total number of hours absent from class for any period of time, with the exception of those listed in this policy.
- E. Late arrivals (to school) and permitted leaves are considered absent periods/days when determining the total number of periods/hours absent from class, with the exception of those listed in this policy. (Students, including those 18 or over, will not be given permission to leave during the school day without parents' or guardians' consent.)

- F. School-related activities or functions are not counted as an absence from class. Examples might include calls to the office, assemblies, field trips, academic testing, sporting events, etc., that are scheduled during school hours.

Number of Absences	Consequence
1-65 School Hours	Parent note required and accepted. No Discipline assigned.
65 School Hours	Official documentation required in addition to parent note. If official documentation is not received within 72 hours, attendance restitution may be required, and further discipline may be assigned. School Administration will review attendance on a case-by-case basis per ORC 3321.04.
Absences past 65 School Hours without documentation	Absences will be treated as unexcused (SEE “Unexcused Absence (Truancy)” policy (p.13))

NOTE: Students who miss more than sixty-five (65) school hours, both excused or unexcused, may be required to participate in attendance restitution in order to make up for missing academic time. This restitution will be completed through the use of detentions, Saturday Schools, or other methods deemed appropriate by school officials. Credit may be withheld for coursework if attendance restitution is not completed.

Notifications of Attendance Problems

1. Teachers will note attendance concerns on daily attendance and will notify the High School office.
2. Days absent will be noted on quarterly grade cards.
3. A letter will be mailed home once the following thresholds are met:
 - a. A student has been absent for thirty-eight (38) School Hours
 - b. A student has been absent for sixty-five (65) School Hours
4. Other informal means (e.g., phone calls to parents) may be used as needed.

Teacher Responsibilities

1. Keep accurate daily class attendance.
2. Explain attendance procedures to students during the first week of classes.
3. Notify students accordingly when they are in danger of being considered truant.

Permitted Leave Requests

Students who need to leave school before the end of the day will present a written note or parent/guardian phone call to the attendance secretary prior to the start of the first period. Text messages **will not** be accepted in place of written notes/phones calls. The student's name will appear on the morning absence report under "Early Dismissals." Upon return prior to the end of the school day, the student will sign in at the office and provide official documentation of the scheduled appointment. If the student does not return until the following day, the student should present the official documentation on the provider's stationery to the attendance secretary upon return. Permitted leaves will count toward an absence if it is for a reason other than those outlined in the absence-excessive area of this policy. Official documentation is required for medical, legal, and college visitation absences. Any student who leaves school early for any reason must sign out in the office.

Physical Education

Excuses from Physical Education must be from a physician explaining the medical condition, limitations, and length of the exemption from PE. If a student is out of physical education class for any medical reason, he/she cannot participate in school athletics until after he/she has been released to return to physical education class.

P.M. Absence

Students not returning to school in the afternoon are required to have a parent/guardian inform the school that they are not returning for the remainder of the day. Students failing to notify the school will be assigned appropriate discipline.

Pre-Approved Absence

Students who anticipate being out of school because of a family emergency, family trip or vacation, hunting (2 days total), or college visitations must secure a “pre-approved absence” form from the Office. The form must be secured three days prior to the scheduled absence. Care should be given when planning a vacation during the school year because a student’s grades/credit may be adversely affected. This absence is also counted toward the total number of days that a student can be absent, with the exception of college visitation. Students with poor attendance or who plan a trip with someone other than a parent, grandparent, or court-appointed legal guardian will not receive approval and will be counted as unexcused.

The following criteria apply to all requests for Pre-approved Absences

1. Pre-approved absences are not to be requested during those days established for semester exams, or final examinations, or state-wide testing.
2. It will be the student’s responsibility to make arrangements for make-up work and/or tests missed prior to leaving school. Teachers will not be expected to tutor individual students. All work is expected upon return to school.
3. All work and/or tests are expected to be made up in the prescribed period of time. Failure to do so will result in “0” credit to be computed in the student’s current grading period average.
4. A college official must verify on that college’s stationery that a college visit has been successfully completed.

Signing Out

Students must sign out in the office if they are leaving school other than for lunch (juniors and seniors only). Students are not to leave school without checking out through the office. Students in the CCP Program are required to complete a transportation agreement form in order to leave campus in between CCP classes. CCP students are required to report to all on campus classes per the attendance policies outlined in this handbook.

Students Who Become Ill During School

Students who are ill are to notify a teacher, counselor, school nurse, or a member of the office staff, but they are not to remain out of class without permission. The school nurse or office will notify parents of the illness.

Trips

Absences for trips are to be discouraged. Where trips are unavoidable, the student should fill out a pre-approved absence form and obtain assignments that will be missed. Vacations do count toward the total number of days that a student can be absent. Only family trips with parents, grandparents, or court-approved legal guardians will be approved. Students with poor attendance or who plan a trip with someone other than an immediate family member will not receive approval and will be counted as unexcused.

Unexcused Absence (Truancy)

Results in a zero (0) entered for all graded materials in each subject for the class period(s), day, days, or partial day of non-attendance without the opportunity to make up the missed work. **An unexcused absence may also be an absence by consent of a parent or with a parent's knowledge for a reason not acceptable to the school. Examples may include music lessons, hair appointments, car trouble, oversleeping, out-of-town, etc.** The consequences for Unexcused Absences (Truancy) are as follows:

Duration of Truancy	Consequence
30 Unexcused Hours	Three (3) days Alternative School (CCAP)
42 Unexcused Hours	Five (5) days Alternative School (CCAP)
72 Unexcused Hours	School Administration will assign discipline/attendance restitution on a case by case basis per ORC 3321.04.
Additional Truancy	Alternative School (CCAP)/Attendance Restitution Absence Intervention Team initiated Possible Juvenile Court Referral (SEE "Excessive Absences")

Students who skip a class period will be required to make that time up through attendance restitution.

Tardiness

A student who arrives to any class after the tardy bell (7:39 AM) is considered "Tardy." Students who are not in class prior to the tardy bell for the first or sixth period must sign-in in the high school office. The administration will make every attempt to provide written warnings to students upon reaching 3 tardies; however, a lack of warning does not exempt students from discipline. Parent notes do not negate tardiness. The consequences for excessive tardies are as follows:

Number of Tardies	Consequence
Three (3)	Warning
Four (4)	Three (3) Lunch Detentions
Five (5)	Two (2) 0/8 Periods
Six (6)	Three (3) 0/8 Periods
Seven (7)	Five (5) 0/8 Periods
Eight (8)	Saturday School
Nine (9) and above	Additional Saturday Schools and attendance restitution will be required for each additional tardy. Failure to attend the assigned restitution may result in assignment to the CCAP in-school suspension program.

NOTES

- School Administration may assign varying degrees of discipline based on the duration/frequency of tardies.
- Students will be given three (3) tardies to class per semester. The teacher will notify the office of every tardy thereafter.

DRESS CODE

Philosophy: *In a society where clothing styles are more a reflection of fashion than individuality, it is important that the District establish a set of standards for dress that can assist students as they prepare to take greater responsibility for themselves and their future years when dress code can be an important consideration.*

Since our community residents, school board members, staff, and students take pride in the District's image, it is essential that a student dress and grooming code enhance the educational process and foster a positive attitude toward learning and behavior as well as provide for a healthy and safe atmosphere devoid of distractions.

We feel there is a relationship between appearance and the attitude with which a student approaches learning. Therefore, a personal dress code built on mere fashion will become outmoded within a few years. A code, which places emphasis on individual responsibility for general good grooming and dress, should remain in effect.

It is important that one's mode of dress be conducive to maintaining an atmosphere that will enable the school to achieve its educational objectives. Anything that is a deterrent to learning is, obviously, not appropriate nor in good taste.

The interpretation and judgment relative to the student dress and grooming code rests solely with school officials and is final. *The code will be reviewed periodically by the Board of Education.*

Important note for St. Clairsville students attending Belmont Career Center: This dress code applies whenever you are participating in St. Clairsville High School activities, i.e., classroom, assemblies, prom, graduation rehearsal, graduation, banquets, etc.

1. Hair must be clean and well-groomed.
2. Blouses or shirts that expose the midriff or that have an inappropriate neckline will not be permitted.
3. Windpants and sweatpants are permitted if worn in an appropriate manner—above the waistline and with ankle zips zipped so far as to not allow the pants to drag the floor.
4. Sheer clothing must have proper outer or under clothing so as not to expose undergarments. At no time should undergarments be visible.
5. Short shorts, bicycle shorts, cutoffs, shorts manufactured to look like cutoffs, and boxer shorts are not permitted. Shorts should be no shorter than mid-thigh length and fit properly. When a student's arms are held down, shorts should be no shorter than fingertip length.
6. All pants and shorts should be worn at the appropriate height and fastened to stay over the waistline and not be oversized or have the appearance of being oversized, the length of which unrolled does not permit the pant to touch the floor. Sagging pants are inappropriate. Pants are considered sagging if the pants drop when the belt is unbuckled, the pants are two sizes larger than the waist, and/or the crotch is lower than fingertip length as the arms and fingers are extended down. T-shirts, shirts, sweatshirts, coats, and jackets are not to be oversized or have the appearance of being oversized.
7. Dresses, skirts, skorts, etc., must be no shorter than mid-thigh length and fit properly. When a student's arms are held down, skirts and dresses should be no shorter than fingertip length. Sheer panels in exercise or yoga pants cannot be above fingertip length.

8. Bare backs, bare midriffs, and low-cut tops are not permitted. There should be no exposed skin between the top of the pants and the bottom of the shirt.
9. Sunglasses, hats, head coverings, or bandanas may not be worn inside the high school building.
10. Proper footwear is required at all times.
11. Jewelry, clothing, clothing bearing patches, tattoos, drawings, or sayings (stated or implied) that refer to drugs, violence, alcohol, sex, gangs, or hate will not be permitted to be worn. Obscenities (stated or implied) will not be permitted. Pierced jewelry will be limited to nose posts and the ears only during regular school hours. Jewelry must be modest and conservative.
12. Any clothing, jewelry, insignias, etc., relating to gangs or disruptive groups or determined by the administration as a potential weapon is prohibited.
13. Jewelry, wallet chains, or any chains which are perceived by the administration as a potential weapon will not be permitted.
14. Clothing that has inappropriate or excessive tears, cuts or holes, or that is not clean is not permitted.
15. Students must be clean and well-groomed.
16. Coats and jackets are not permitted in the classrooms.
17. Special programs, extra-curricular activities, co-curricular activities, athletics, band, work-study programs, vocational programs, etc., may establish dress and grooming requirements that are more stringent. Such requirements are in the interest of efficient performance and a uniform appearance before the public.
18. Heavy or excess makeup will not be permitted. Students are not permitted to use cosmetics in classes, lunchrooms, or study halls.
19. Backpacks, book bags, satchels, and/or purses are not permitted in the hallways, cafeteria, lobby, or classrooms. All backpacks and purses must be stored in the student's locker and used only for carrying books and supplies to and from school.
20. All shirts must have shoulder straps. Homemade cut-off shirts and undergarment shirts are not permitted. Cut-off areas of cut-off shirts must not extend down the side of the body.
21. If a shirt has a hood, the hood may not be worn over the head during school hours or during any class.

Unusual or extreme cases will be at the discretion of the principal and Dean of Students. **In all dress code matters, the decision of school officials is final.**

Any school time missed as a result of a dress code violation—being sent home to change clothes, time out of class, etc. will be considered unexcused. Other disciplinary consequences may also apply. Students in violation of the dress code will be asked to call home for a change of clothes, may be sent home for a change of clothes upon parent's contact, or may be remanded to the office for the remainder of the day. The code of conduct will be followed.

CODE OF STUDENT CONDUCT

The items in this Code are applicable to misconduct by a student that occurs off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District and misconduct by a pupil that, regardless of where it occurs, is directed at a school district official or employee or the property of such official or employee and all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this code shall apply to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of schools. This code applies to areas surrounding the school as outlined in the “Good Neighbor” policy.

This code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, and referral to legal authorities, emergency removal, in-school suspension, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

Activity that changes or alters any student or staff records (L3)

Any activity that changes or alters any student or staff records, both written and electronic.

Alcoholic beverages or mind-altering substances (L3-L4)

The use of, possession of, selling, buying, transmitting, or being under the influence of alcoholic beverages or mind-altering substances.

Bullying (L2-L4)

An intentional written, verbal, or physical act directed toward another student; the behavior causes mental, physical, or emotional harm to the other student; prohibited activities include but are not limited to those engaged in via computer and/or electronic communications devices.

Bus Misconduct (L1 – L2)

Cell Phones See cell phone policy

Cheating (L1 - L3)

Unauthorized use of any information from any source to improve academic performance (plagiarism, cheating, Internet sources/access, falsifying or modifying documents/information). Students who receive or give information with the intention to cheat are held equally responsible for the infraction. When an incident occurs, a letter will be sent home to the concerned parties, and a copy of the letter will be placed in the student’s file(s). Possible disciplinary action may be taken. *Intellectual honesty is vital to an academic community and for fair evaluation of student work. All work submitted to St. Clairsville staff must be the student’s own, completed in accordance with the **school’s academic regulations**. Students may not engage in unauthorized collaboration or make use of ChatGPT or other AI composition software unless explicitly directed and permitted by a staff member for a given assignment. Teachers have the ability and right to run all submitted materials through AI/ChatGPT detecting software and utilize all methods available to verify the originality of student work.*

Cyber-Bullying (L2 – L4)

Abusive behavior including but not limited to taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetuated with computers, cellular phones, internet websites, and/or any other electronic device.

Damage, Destruction, Defacement, or Vandalism (L2 – L4)

Damage, destruction, defacement, or vandalism of school property or private property on school premises, including buses or at any school – any damage to school property, even if accidental, may require the student to reimburse the district for damages.

Dangerous Ordinance (L4)

Violation of Dangerous Ordinance policy and any other policies prohibiting certain conduct.

Detrimental Behavior (L1 – L2)

Any form of behavior that is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration or as outlined in the student/parent handbook for the building in which the student is enrolled; this includes persistent misbehavior.

Disrespect (L1-L4)

A student shall not use undesirable, lewd, or vulgar language toward ANY school employee, nor shall a student intimidate, threaten in any manner or show disrespect toward ANY school employee at ANY location while that employee is serving in their official capacity.

Disruption of School/School Environment (L1 – L2)

Disruption of school by the use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This includes the use of the previously listed items to incite others toward acts of disruption. This may also include events that happen outside the school day that disrupt the normal school environment.

Dress Code (L1 - L2, See policy)

Violations of school policies pertaining to dress and appearance.

Driving and Parking (L1 – L2)

Driving in an unsafe manner on school grounds. Parking in staff, visitors, or assigned parking spaces. May result in loss of driving or parking privileges.

Emergency Medical Authorization (L1)

Each student must sign the Emergency Medical Authorization form in FinalForms as required by the state of Ohio.

Extortion or Attempted Extortion (L3 – L4)

The act of extortion from any person.

Failure to Pay Fees (L1)

Failure to pay fees or other approved charges.

False Alarms (L3 – L4)

False alarms include fire, bomb, active shooting, or other threats that induce panic.

Falsely Reporting Incidents (L2 – L4)

The act of falsely reporting incidents, making accusations or giving testimony to school personnel. This includes any action in which the student intentionally obstructs a school investigation.

Falsifying (L2 – L4)

Falsifying, in writing or verbally, the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.

Fighting (L3 – L4)

This may also include inciting and/or encouraging others to fight. Using any device to record a fight constitutes a technology violation and may result in confiscation and/or discipline.

Firearm (L4)

The possession of a firearm and other acts regarding firearms prohibited by Board Policy. Firearm has the same meaning as provided pursuant to the “Guns-Free Schools Act of 1994.” At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including starter’s guns) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include; an antique firearm, a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed nor redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety, or like device, surplus ordinance, sold, loaned or given by the secretary of the Army or Class C common fireworks. If the definition of a firearm as provided by the “Guns-Free School Act of 1994” changes, then the definition set forth in this policy shall automatically change to conform to it. A firearm may also be anything that is indistinguishable from a firearm. Concealed weapon permit holders may not bring firearms on school property, per Ohio law.

Fireworks, Explosives, Matches, Lighters, or Other Such Instruments (L2 – L4)

The possession, use, or threatened use of fireworks, explosives, matches, lighters, or other such instruments capable of inflicting bodily injury or disrupting the operation of the schools.

Gambling (L2 – L4)

Gambling for money, valuables, or gain on school property, including buses or at any school-sponsored activity.

Graduation Ceremonies

The Superintendent or principal may prohibit a student from attending and/or participating in the District’s graduation ceremonies for disciplinary reasons.

Hall Traffic (L1)

A student shall not be out of the classroom during class time without an official hall pass. Students are not permitted in the building before the entry bell or in the hallways at lunchtime without written permission from a staff member.

Harassment (L2 – L4)

Making explicit or implicit remarks to individuals, including but not limited to comments referencing gender, race, sexual orientation, or religion.

Hazing, intimidation, and Threats (L3 – L4)

Subjecting others to pranks, harassment, humiliation, threatening language and/or behavior causing substantial risk of mental or physical harm; which includes initiations; prohibited activities include but are not limited to those engaged in via computer and/or electronic communications devices.

Insubordination or Disobedience (L1 – L3)

Insubordination and/or disobedience in refusing to comply with directions or reasonable instructions of school personnel. This includes but is not limited to preventing administrators or other school officials from investigating an incident.

Internet Use

Violation of policies governing Internet usage. (See policy.)

Knife (L3 – L4)

Possession of a knife and other acts regarding knives prohibited by Board Policy. Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge. Knife does not include scissors, wire cutters, or other similar tools determined by the Superintendent to be necessary in the school setting at a particular building or grade level if used only for their necessary purpose.

Leaving School Property (L1 – L2)

Leaving school property or assigned area prior to specified dismissal time without official permission. This includes contributing to students leaving campus who are not permitted to leave.

Loitering, Littering, or Causing a Disturbance (L1 – L2)

Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.

Lunch (L1-L2)

9th and 10th-grade students are not permitted to leave campus during lunch. Open lunch is for juniors and seniors only. Administration may restrict a student's off campus privileges due to discipline, attendance, tardiness to school or to class, or other reasons administration sees necessary. NO Door-Dash, Uber Eats, or other food delivery services are permitted. The CCP Transportation Form does not permit students to sign out for lunch.

Misuse of School Property (L1 – L4)

To use equipment, materials, or supplies, classrooms, or facilities without permission or in a manner for which the item was not intended. Please be advised that students will be held responsible for all costs associated with repairing or replacing a school-owned technology device (e.g., Chromebooks) that they have damaged.

Misconduct Toward a District Official or Employee (L3 – L4)

Misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee or the property of such official or employee.

Narcotic Drugs or Other Controlled Substances (L4)

Use, possession, concealment, buying, selling, transmitting, or being under the influence of any narcotic drug or other controlled substance including but not limited to marijuana, THC, THC variants, regardless of legal status, as well as counterfeit or “look-alike” controlled substances or any prescription drug or medication which is not in its original container and prescribed for the student. This includes drug paraphernalia, including e-cigarettes, vaping devices, and other over-the-counter drugs used in a malicious or inappropriate way

Pornographic Material (L2 – L4)

Students shall not possess, distribute, or display any pornographic material of any type.

Property of School (L1)

Students will not skateboard, rollerblade, bicycle, or ride a scooter on school property. Students are expected to use designated crosswalks when coming to and leaving school grounds.

Profane, indecent, or obscene language, acts or messages: use of profane, indecent or obscene language or messages directed toward school personnel or students. This includes the use of obscene gestures, pictures, or signs or any act of indecent exposure. (L1 – L2)

Public Displays of Affection (L1-L2)

Including but not limited to kissing, hand holding, etc.

Repeated Offenses or Flagrant Violations (L2 – L4)

Repeated offenses or flagrant violations of any school rules or accepted standards of school behavior.

Restrooms (L2-L3)

The restrooms are for the purpose of using the toilet and washing only. Only one student is allowed in a stall at any time. If multiple students are found in the same stall, they will be subject to discipline. Students are to use the nearest available restroom rather than restrooms that are farther away.

Safety Violations (L1 - L4)

Any action that deliberately puts students, staff, or school buildings at risk (e.g., propping a locked door open without permission).

Sexual Harassment (L3 – L4)

Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature, when made by a member of the school staff or a third party to a student or when made by any student to another student, constitutes sexual harassment.

Solicitation of Non-School Sanctioned Material (L1 – L2)

Students may not post or distribute the material without prior permission from the principal.

Stealing/Trespassing

A student shall not take property belonging to another. Nor shall they enter another student's locker without that student's permission nor enter a room or area of the school without authorization. Discipline will be imposed, and the student will be required to pay restitution.

Tardiness

Repeated tardiness to class or school. (See Policy)

Theft (L3 – L4)

Theft of school property or equipment, personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities. This includes receiving stolen property.

Threats (L1-L4)

Verbal, written, or other types of threats against students, staff or the school will not be tolerated and consequences will be assigned accordingly. This could include but is not limited to bomb threats, shooting threats, or threats of violence of any type. This policy includes specific and general threats. In addition, court referrals could result.

Throwing of an Object (L2)

Unauthorized throwing of any object including, but not limited to, snowballs, water balloons, etc.

Tobacco (L1-L4)

A student shall not possess, use, transmit or conceal any tobacco products on school premises, during school activities, or events off school grounds. Tobacco products are defined as, but not limited to, cigarettes, chewing tobacco, cigars, and electronic nicotine devices such as e-cigarettes, e-cigars, or other vaping devices. This policy also prohibits use or possession of any type of nicotine pouch or look-a-like pouches.

Truancy (L1 - L4)

Truancy from school includes missed study hall, class, or any other assigned activity for class, all of a day, without school authorization. Truancy from class will result in the students needing to make up all missed time and students may receive zeros for assignments that are missed as a result of unexcused absences/truancy.

Unauthorized Bodily Contact (L1 – L4)

Unauthorized or inappropriate bodily contact including but not limited to hitting, grabbing, pushing, pinching, punching, kicking, tackling, hair-pulling, and restraining (i.e. zip ties, handcuffs) etc.

Unauthorized Use of Fire (L4)

Unauthorized use of fire and related incidents.

Vehicles (L1 – L2)

Students shall not visit, use, or sit in a vehicle during school hours (including lunch).

Violation of Student Code of Conduct (L1-L4)

Administrators have full discretion to assign consequences for any code of conduct violation listed in this section of the student handbook. The consequences table listed below will be used as a guide for these decisions.

Violation of Federal or State Statutes

On school premises or involving school activities.

Violation of Terms of Suspension, Expulsion, or Other Forms of Discipline**Violation of State Student Mandates**

Including but not limited to required immunizations.

Weapons (L4)

Possession, use, or threatened use of weapons or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.

The Belmont-Harrison 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 St. Clairsville High School and/or the Belmont-Harrison 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.

CONSEQUENCES

Level One Violations	Consequences for Violations
1st offense	1-3 lunch detentions
2nd offense	1-5 0/8 period detentions
3rd offense	Saturday School
4th offense	CCAP/ISS

Level Two Violations	Consequences for Violations
1st offense	1-5 0/8 period detentions
2nd offense	Saturday School
3rd offense	CCAP/ISS

Level Three Violations	Consequences for Violations
1st offense	3-10 days CCAP/ISS
2nd offense	5-10 days CCAP/ISS
3rd offense	5-10 days O.S.S./CCAP + Court Referral + Possible recommendation for expulsion

Level Four Violations	Consequences for Violations
1st offense	10 days O.S.S./CCAP + Court Referral + Possible recommendation for expulsion

*Note that all final disciplinary decisions are at the discretion of school administrators

DISCIPLINARY PROCEDURES

Lunchtime Detention

Lunch detentions are issued to students for level 1 infractions or as needed. Lunch detentions are for the student's entire lunch period. Students are expected to report to designated areas no later than 12:05. Students are permitted to bring in a lunch from home or purchase a school lunch. Any student missing detention due to an excused absence from school is expected to make up that detention on the day they return to school. Failure to report to detention will result in further discipline. If the administration finds it necessary, students may lose their off-campus privileges for up to the entire school year.

0 Period or 8th Period Detention

(0 Period is from 7:00 a.m. -7:30 a.m., and 8th Period detention is from 2:15 p.m. - 2:45 p.m.)

1. Students must be in their assigned area by the starting time in order to receive credit for their attendance.
2. Students are required to bring materials to work on during detention.
3. Students are not permitted to talk or sleep or pass notes.
4. There are no drinking fountain privileges. Restroom privileges are conducted on an emergency basis only.
5. If the monitor determines that a student is disruptive or has failed to follow guidelines, or is tardy to detention, the student will be dismissed and counted as absent.

Emergency Removal

If a student's presence poses an ongoing threat to the academic process either within a classroom or elsewhere on the school premises, then he/she may be removed immediately. The student will complete an "Emergency Removal" form in the office. The result of this type of behavior may also result in additional discipline.

No-Contact Orders

Administrators have the authority to issue "No Contact Orders" between students. A "No-Contact Order" means that the students listed on the order may not provoke, message, or contact each other in any way whatsoever. An issued "No Contact Order" remains in effect for the entire school year unless otherwise voided by the school administration. Violation of a "No Contact Order" is an L2-L4 offense in accordance with the student handbook.

Saturday School

Students who violate the standards of conduct of the St. Clairsville City Schools are subject to a variety of disciplinary actions. In cases deemed appropriate, an assignment to Saturday School can be made and will only be assigned by the principal, assistant principal, dean of students, or designee. Saturday school will begin at 8:00 a.m. and end at 12:00 p.m. Students should report to the main entrance of the High School before 8:00 a.m. The doors will be locked at 8:00 a.m. It is the student's responsibility to get a list of assignments from their teachers. These assignments, given at the discretion of the teacher(s), may consist of make-up work, intervention materials, or content review assignments.

The rules governing Saturday School will be consistent with the rules in the high school's Student Code of Conduct. In addition, students will be expected to observe the following:

1. It is the responsibility of the parent/student to arrange transportation for drop-off (if needed) and pick-up.
2. Students are to be present at the main entrance doors (lobby area) prior to 8:00 a.m. Students arriving late will not be permitted to attend and will be counted as absent. At 8:00 a.m., the Saturday School monitor will direct the students to the Saturday School room, which will vary depending upon other activities at the high school.
3. Students must bring work. Only schoolwork and/or appropriate recreational reading is permitted. Students are not permitted to go to their lockers. Students must arrive at Saturday School with all needed material.
4. If it is determined by the monitor that a student is disruptive or has failed to follow Saturday School guidelines, the student will be dismissed and counted as absent.
5. Students are not permitted to talk or sleep or pass notes in Saturday School.
6. Students are not permitted to eat or drink in Saturday School; this includes gum and candy.
7. There are no drinking fountain privileges. Restroom privileges are conducted on an emergency basis only. The monitor will conduct a five-minute break.
8. Saturday School is an alternative to suspension. Failure to attend, late arrival, or dismissal from Saturday School may result in a suspension.
9. Absence due to illness or extreme emergency requires a note from the parent detailing the reason for the miss. A second consecutive miss requires a doctor's statement in order to excuse the miss. Any note to excuse a Saturday School absence should be given directly to the principal upon return to school.

C-CAP Diversion Program

The C-CAP Diversion program is a concentrated conduct adjustment program designed for boys and girls, ages 12 to 18. It is a program of discipline designed on a model of boot camp, where students meet for 6 consecutive Saturdays for a total of 42 hours of C-CAP discipline. To effect changes for expected conduct, the student will undergo physical, intellectual, and emotional challenges for these 42 hours. The C-CAP Diversion program is a consequence for students who continually demonstrate inappropriate or unruly behavior. It should be considered a final course of action before expulsion from school is recommended. The goals of C-CAP Diversion Program are:

1. To change the manner in which a student acts at school;
2. To develop self-esteem and discipline for the student;
3. To teach acceptance of consequences for behavior that is unacceptable and disruptive in the school or on school property.

Suspension

The Principal or designee may assign Out-of-School or In-School suspension to a student. Before being suspended, the Principal or designee will give the student and their parent or guardian written notice of the intended suspension. This notice is to include reasons for the intended suspension. Upon request, the student and parent or representative will have an opportunity to appear before the Principal or designee to challenge the proposed action or to otherwise explain the student's actions.

Within one (1) school day of the suspension, the Principal or designee will notify the parents, guardians, or custodians of the student and Treasurer of the Board. This notice will include the reason(s) for the suspension; a statement of the right of the student and parent/guardian to appeal to the Board of Education or designee, to be represented at the appeal, and to request a hearing be held in executive session before the Board.

Appeal of Suspension to the Board or its designee (Superintendent): A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the suspension by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

Prior to the start of an out-of-school suspension, students are responsible for collecting all work that will be missed throughout the duration of the suspension. Students are encouraged to use their school email account to communicate with teachers about work that will be missed. All completed work will be due on the day a student returns from suspension.

Note: A student will only be assigned to a maximum of ten (10) days of Out-of-School Suspension during the course of the school year. Additional violations will result in a recommendation for expulsion for repeated violations.

Expulsion

The Superintendent may expel a student from school. Before being expelled, the Superintendent will give the student and their parent or guardian written notice of the intended expulsion. This notice is to include reasons for the intended expulsion. Upon request, the student and parent or representative will have an opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions.

The written notice of intended expulsion by the Superintendent will state the time and place to appear for the hearing. Said hearing must not be fewer than three school days nor more than five school days after the notice is given unless the Superintendent grants an extension upon request of the student or parent.

Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. This notice will include the reason(s) for the expulsion; a statement of the right of the student and parent/guardian to appeal to the Board of Education or designee, to be represented at the appeal, and to request a hearing be held in executive session if before the Board.

Appeal of Expulsion to the Board or its designee (Superintendent): A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent, or guardian. The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of intent to appeal must be filed within ten (10) school days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office. While a hearing before the Board may occur in executive session, the Board must act in public.

Referral to Local Police Authorities

Students who violate criminal law may be referred to local police authorities in addition to any action which may be taken by the school administration.

Denial of Privilege (Extracurricular Activities)

Attendance at extracurricular activities, whether as a participant or spectator, is considered a privilege. Students may be denied this privilege for violations of the Student Code of Conduct, the Extracurricular Drug/Alcohol and General Offense Policy, or violations of any rules of the particular extracurricular activities in which the student is participating.

Guidelines for Implementing Amended Substitute House Bill 421

Removals

1. If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then:
 - a. The superintendent, principal, assistant principal, or dean of students may remove the student from the premises, curricular or extracurricular activity.
 - b. A teacher may remove the student from curricular or extracurricular activities under their supervision but not from the premises. If a teacher makes an emergency removal, their reasons must be submitted to the administration in writing (form available in the office) as soon after the removal as possible.
2. A due process hearing must be held within three school days after removal is
 - a. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as practical prior to the hearing. The pupil must have the opportunity to appear at the informal hearing before the principal, assistant principal, dean of students, superintendent, or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain their actions.
 - b. The person who ordered or requested the removal must be at the hearing.
 - c. Within twenty-four (24) hours of the decision to suspend, the parent, guardian, or custodian of the pupil and the St. Clairsville Board of Education must be notified of the suspension. The notice must include the reasons for the suspension and the right of the pupil and/or parent to appeal to the Board of Education or its designee, the right to request the hearing or appeal to be held in executive session.
3. If the superintendent, principal, or dean of students reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given written reasons for the reinstatement.
4. In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extracurricular activity for less than twenty-four (24) hours and is not subject to further suspension or expulsion, the due process requirements of House Bill 421 do not apply.

In an emergency removal, a pupil can be kept from class until the matter of their misconduct is disposed of either by reinstatement, suspension, or expulsion. The Constitutional right of the student includes their Civil right in a Court of Law. The student has the right to a prior hearing and the right to be told what the charges are against them. The student has the right to civil protection under the Law, but the student also has commensurate responsibility, which means that they can be tried by the same Civil or Criminal Court. The school may file a charge where the matter is of a Criminal or Civil nature.

CAFETERIA, HALLS, AND GYM LOBBY

Students are permitted to eat only in the lunchroom or other designated areas monitored by staff. Students should not be in the main building during lunch unless accompanied by a staff member.

1. All trays, food, and paper are to be removed from tables when you finish eating.
2. Only food and drink purchased in the cafeteria or brought from home are permitted to be eaten in the cafeteria.
3. Cutting in line will not be permitted. Lines are to be single file.
4. Any inappropriate behavior in the cafeteria will result in removal from the cafeteria.
5. Students are to place all school material in their locker prior to arriving at the cafeteria. Backpacks are not to be brought to the cafeteria. Backpacks must be stored in lockers during lunch.
6. Freshmen and sophomore students will remain on campus during lunch.
7. Students arriving late or returning to campus from appointments, CCP classes, or other excused absences are not permitted to bring outside food into the classroom for themselves or others.

PARKING

School Administration has the final authority in determining parking layout, traffic patterns, and parking area rules. Students are to follow the parking policy set forth by the administration.

SCHOOL PROPERTY SEARCH

The principal, assistant principal, dean of students, or designee reserves the right to search students, their backpacks, their lockers, their desks, their vehicles on school property and electronic devices when necessary for the maintenance of the educational process or to protect the health, safety, and welfare of other students and school personnel. The school, lockers, school grounds, and surrounding area will be randomly searched with the assistance of police and police search dogs.

SECURITY CAMERAS

Be advised that the St. Clairsville School District may utilize a security camera system for the purposes of maintaining a safe school environment. All security camera footage falls under FERPA regulations.

SEXUAL HARASSMENT POLICY

St. Clairsville City Schools is committed to eliminating and preventing sexual harassment. Sexual harassment is improper, immoral, illegal, and will not be tolerated. Ohio and Federal Laws define sexual harassment as unwanted sexual advances or unwanted visual, verbal, or physical contact of a sexual nature. Such offensive behavior includes but is not limited to the following:

- A. Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature, when made by a member of the school staff or a third party to a student or when made by any student to another student, constitutes sexual harassment when:
 - a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's education.
 - b. Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting that student.
 - c. The conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an education program or activity or creates an intimidating, hostile, or offensive academic environment.
- B. Sexual harassment, as defined above, may include, but is not limited to, the following:
 - a. Verbal harassment or abuse
 - b. Pressure for sexual activity

- c. Repeated remarks to a person with sexual or demeaning implications
- d. Unwelcome touching.
- e. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades.

C. Unwelcome Conduct is if the student did not request it and regarded the conduct as undesirable or offensive.

If a student is subjected to behavior that they consider to be being harassment of any type from any person(s), they should promptly notify a school counselor, teacher, or administrator. The student should put their complaint in writing, and an investigation will immediately be made into the matter. The administrator investigating the matter will report back to the student making the charge.

BULLYING POLICY

St. Clairsville City Schools is committed to minimizing and preventing bullying. Bullying is defined as an intentional written, verbal, or physical act directed toward another student; the behavior causes mental, physical, or emotional harm to the other student. Another example of bullying is Cyber-Bullying which is abusive behavior including but not limited to taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetuated with computers, cellular phones, internet websites, and/or any other electronic device.

If a student is subjected to behavior that they consider bullying of any type from any person(s), they should promptly notify a school counselor, teacher, or administrator. The student should put their complaint in writing, and an investigation will immediately be made into the matter. In addition, the district offers an anonymous call line which can be contacted at any time to report. Calls or texts to 844-SaferOH (844-723-3764) are answered by analysts within Ohio Homeland Security and allows students, parents, staff, and community members to **anonymously** report potential threats of violence, bullying, gang activity, drug use, sexual harassment, or any other potential issue concerning students in the school district. The administrator investigating the matter will report back to the student making the charge. The findings of the investigation will be documented in writing, and the appropriate parent/guardian will be notified of the results.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in ORC. 3313.666 and the State Board of Education's Anti-harassment and Anti-intimidation Model Policy.

RESPECT FOR PRIVATE PROPERTY

In order to maintain St. Clairsville High School's "Good Neighbor Policy," students are asked to respect our surrounding neighborhood and businesses.

ADMINISTRATION OF MEDICATIONS BY SCHOOL PERSONNEL

The school encourages parents and physicians to adjust medication (prescription or over-the-counter) schedules to avoid the administration of medicines during school hours. However, when it is absolutely necessary, trained school personnel will administer medications in accordance with the following policy as outlined in the ORC 3313.713:

GENERAL MEDICATIONS

Except as otherwise required by federal law, no person employed by the board shall, in the course of such employment, administer any drug prescribed to any student enrolled in the schools of the district.

Designated persons employed by the board are authorized to administer to a student a drug prescribed for the student. Only employees of the board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the board may administer to a student a drug prescribed for the student. Except as otherwise provided by federal law, the board's policy may provide that certain drugs or types of drugs shall not be administered or that no employee shall use certain procedures, such as an injection, to administer a drug to a student.

No drug prescribed for a student shall be administered until the following occurs:

1. The board, or a person designated by the board, receives a written request, signed by the parent, guardian, or other person having care or charge of the student, that the drug is administered to the student.
2. The board, or a person designated by the board, receives a statement, signed by the prescriber, which includes all of the following information:
 - a. The name and address of the student;
 - b. The school and the class in which the student is enrolled;
 - c. The name of the drug and the dosage to be administered;
 - d. The times or intervals at which each dosage of the drug is to be administered;
 - e. The date the administration of the drug is to begin;
 - f. The date the administration of the drug is to cease;
 - g. Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency;
 - h. Special instructions for administration of the drug, including sterile conditions and storage.
3. The parent, guardian, or other person having care or charge of the student must agree to submit a revised statement signed by the prescriber to the board or a person designated by the board if any of the information provided by the prescriber changes.
4. The person authorized by the board must receive a copy of the required statements and revisions of the statements.
5. The drug is to be received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
6. New request forms must be submitted each school year and as necessary for changes in the medication order throughout the school year.
7. It is advised that the medication and the signed permission forms be brought to the school by the parent/guardian.
8. The school nurse is responsible for the monitoring of medications administered by school personnel.
9. Accurate records of the medication given must be kept in the student's record.

10. The board is required to retain copies of the parent's written requests and the prescriber statements and shall ensure that by the next school day following receipt of any such statement, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received.
11. The board, or a person designated by the board, shall establish a location in each school building for the storage of drugs to be administered under this section and federal law. All such drugs shall be stored in that location in a locked storage place, except that drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.
12. In the case of self-administered medication, all procedures in this policy shall be followed. (Refer to Inhaler/Epinephrine)
13. No authorized employee who administers a prescribed drug under the conditions of this policy will be liable in civil damages for administering or failing to administer the drug unless they act in a manner that would constitute "gross negligence or wanton or reckless misconduct."
14. No employee shall be required to administer a prescribed drug to a student if the employee objects to administering the drug on the basis of religious convictions.
15. Nothing in this policy affects the application of ORC §§2305.23, 2305.231, or 3313.712 to the administration of emergency care or treatment to a student.
16. All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of the local health district, and/or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy.

ASTHMA INHALERS

A student may possess and use a metered-dose inhaler or a dry powder inhaler at school or any activity, event, or program sponsored by or in which the student's school is a participant to alleviate asthmatic symptoms or before exercise to prevent the onset of symptoms as long as written approval from both the prescriber and parent/guardian is provided. Written approval must be on file with the school nurse or principal indicating the same information that is required for other general medications in addition to the following information:

1. The prescriber needs to indicate where the inhaler will be kept (office/student's possession). If the student possesses, it is recommended that a backup inhaler be kept in the office.
2. Written instructions that outline procedures school personnel should follow if the medication does not produce the expected relief.
3. Any severe adverse reactions that may occur to another child, for whom the inhaler is not prescribed, should such a child receive a dose of the medication.
4. At least one emergency phone number each for contacting the parent/guardian and prescriber in an emergency.

EPINEPHRINE AUTOINJECTORS (Epipens/Auvi-Q)

A student may possess and use an Epinephrine autoinjector at school or any activity, event, or program sponsored by or in which the student's school is a participant to treat anaphylaxis until medical help is summoned as long as written approval from both the prescriber and parent/guardian is provided. Written approval must be on file with the school nurse or principal, indicating the same information that is required for general medications received. Whenever a student is administered an Epinephrine autoinjector in school, a school employee shall immediately request emergency assistance from a medical service provider as well as call the parent/guardian.

1. The prescriber needs to indicate where the autoinjector will be kept (office/student possession). The parent is required to provide a backup dose.
2. Written instructions that outline procedures school personnel should follow in the event that the student is unable to administer the anaphylaxis medication or the medication does not produce the expected relief.
3. Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of medication.
4. At least one emergency phone number each for contacting the parent/guardian and prescriber in an emergency.

GRADE POLICY

Grade of I

Incomplete - work not completed but can be made up. A student will complete work necessary within two (2) weeks after distribution of the report card. If the required work is not completed within this time frame, the grade reverts to an F or an R, unless extenuating circumstances exist, as determined by the principal. College Credit Plus incompletes will revert to an F until final documentation of a grade is received from the college or university.

Grade Changes

Grade changes are initiated by staff members through the guidance office. If a grade is submitted for a student, the grade cannot be changed unless permission is granted by the administration.

Letter Grade	Percent	Grade Point Value
A	94-100	4.00
A-	91-93	3.67
B+	88-90	3.33
B	84-87	3.00
B-	81-83	2.67
C+	78-80	2.33
C	74-77	2.00
C-	71-73	1.67
D+	68-70	1.33
D	64-67	1.00
D-	61-63	0.67
F	0-60	0.00
I	0	0.00

Honors Point Eligible Courses

ADV English I & II	Prob & Stats	ADV American History	Chemistry I & II	French IV
ADV American Lit	Trigonometry	ADV World History	Biology II	Spanish IV
ADV English Lit or AP English	Calculus or AP Calculus AB	ADV Government	Advanced Physics	Art IV
Journalism& Media Studies*		Psychology	Anatomy	Construction Technologies IV
Graphic Novel*		Personality Traits*	ADV Biology	Audio/Video Broadcast
ADV Shakespeare*		Politics, Protest, and the People*	Intro to Physics	4 th and 5th Year Band
Dark Futures*		Policy Debate*		4 th , 5th, and 6th Year Choir including Chamber/Sweet Harmony
Film Appreciation*				
Creative Writing*				
Poetry*				

* Courses indicated with an asterisk are offered on a rotating basis and eligible for an honors point after completion of staff directed requirements.

These courses are eligible for an additional Honors Point Value based on the following grades:

A	0.025
A-	0.023
B+	0.021
B	0.019
B-	0.017

College Credit Plus courses may also earn Honors Points if the course at the college level is determined to be in the same discipline as a High School Honors Point Course, and the student earns an A or B, just as in the high school level course.

Academic Letter

Academic Letters will be awarded to students who meet the academic GPA requirements outlined below:

Freshmen	4.0
Sophomore	3.85
Junior	3.75
Senior	3.67

GPA averages will be calculated on a yearly, cumulative base GPA . Awards are not based on career accumulated GPAs. Students will be awarded letters for their first award and academic bars for each consecutive award. Students do not have to win an award the previous year in order to qualify for an award in the present year of attendance.

Honors Diploma Options

Please see the STCHS Scheduling Handbook for a full description of all Honors Diploma options available to students. Please note that any honors diploma that requires field experience (STEM, Arts, Social Science) must be declared by November 15th of a student's senior year.

AP Exam

Students taking AP courses are required to take the AP exam at the end of the school year. Students will be responsible for all associated AP exam fees.

Honor Roll

To be considered for the Honor Roll, a student must be enrolled in at least three (3) high school courses. CCP courses are not taken into consideration for honor roll eligibility.

Grade Point Average will be used, but a student receiving a (D) or (F) in any subject will not be considered for the Honor Roll.

Principal's List	4.0 or higher
First Honors	3.5 to 3.99
Second Honors	3.0 to 3.49

Work Release

Work release may be granted on a conditional basis should a student meet the following conditions:

Fall Semester: Work Release applications must be submitted by the first interim.

Spring Semester: Work Release applications must be submitted within the first two weeks of the semester.

1. Earned a minimum of 16 credits by the end of their junior year. These credits must represent courses required for graduation.
2. A clear disciplinary and attendance record.
3. Complete the work release form and parent permission form.
4. Complete a written reflection no longer than 300 words describing how the work release experience will impact the student's future life and plans.
5. Meet the following stipulations:
 - a. Evaluation of plan by school administrator or designee
 - b. Completion of all paperwork
 - c. Submitted work schedule signed by manager to school administrator or designee on a biweekly basis
6. Understand the credit may or may not be awarded if coursework is dropped to pursue work release. Decisions will be made by a school administrator.
7. Student is responsible for rearranging their work schedule to attend required school events, such as state testing or disciplinary assignments.

Class Rank

Beginning with the Class of 2023, class rank will be determined by a base GPA plus accrued honors points. For example, Student A and B both have a base GPA. However, Student A receives an A- in an honors point course, and Student B receives a B+ in an honors point course. Student A would receive her base GPA plus the honors point (0.023). Student B would receive his base GPA plus the honors point (0.021 for a B+). Honors points would continue to accrue, and students would be ranked accordingly. The final class rank will be determined in the 8th semester. It is important to note that both the 7th semester rankings and 8th semester rankings are both consequential to students. The 7th semester rank is primarily used by students to finalize scholarship and college opportunities. The 7th semester may also be used to determine student inclusion in some promotional opportunities in April and May. The 8th semester is what is used to determine final transcript rank and top ten students.

NOTE: If any member of the senior class is participating in the College Credit Plus program, the final ranking will not be announced until grades from the spring semester are averaged in. The top ten students will be recognized at the graduation ceremony. Those 10 students will be determined by class rank after the 8th semester. Tiebreakers are as follows:

- Highest GPA
- Highest number of credits
- Best attendance
- Best discipline record

Graduation Recognition Events

For all graduation recognition events hosted by third parties (i.e. news events, Top of the Valley, Class of the Valley) that occur before rank is finalized at the eighth semester, the seventh semester rank will be used to determine the top academic students. The eighth semester rank will supersede this list if these events take place after graduation is complete.

Graduation Speaker

The commencement speech will be given by the Class President. However, if any designated speaker has not demonstrated good attendance, discipline, and high academic standards, the administration will replace that speaker. Should the president be unable to give the commencement speech, the speech will be given by the next student on the hierarchy of student council leadership.

GRADUATION REQUIREMENTS AND SCHEDULING

For graduation requirements by graduating class, please refer to the district's board-approved scheduling handbook.

Belmont Career Center

While learning a lifelong skill, St. Clairsville High School students attending Belmont Career Center will be earning 7.5 credits per year. Students attending the Career Center and their parents assume the responsibility of obtaining required graduation credits in all areas. Belmont Career Center students must meet the same core and number requirements (as specified in the St. Clairsville High School Scheduling Handbook) as any student who wishes to obtain a St. Clairsville High School diploma.

Participation in Graduation Ceremony

To participate in the formal graduation Ceremony, all credits must be completed and verified by the last regular senior day of classes, including all State-mandated assessments. In order to be considered as a graduate in a given year, all requirements must be completed by the first day of August. Any student who accumulates **72 hours** of unauthorized absences during their senior year may be ineligible to participate in the graduation ceremony, even if they have met all other requirements. Administrators may also require attendance restitution or other consequences in order to permit participation in graduation ceremonies.

Early Graduation

Early graduation may be considered under the following circumstances and conditions:

1. Juniors must declare their intention to graduate early by October 15th.
2. Seniors will only be considered for early graduation under special circumstances, and decisions will be made in concert with guidance, school administration, and families.
3. Students will only be permitted to walk once all graduation and state testing requirements are met, regardless of grade level. Students will only be permitted to walk once. If you walk a cohort ahead of your graduating class, you will not be permitted to walk at graduation with your cohort class.

Married Students

The School administration will confer with married students concerning the completion of their education.

Transcripts

Five transcripts for undergraduates will be sent without charge. A fee of \$2.00 will be charged for additional transcripts. Graduates will be charged \$2.00 per transcript.

Accelerated Policy

In accordance with the belief that all children are entitled to an education commensurate with their particular needs, students who can exceed the grade-level indicators and benchmarks set forth in the standards must be afforded the opportunity and be encouraged to do so.

The St. Clairsville-Richland Board of Education believes that such students often require access to an advanced curriculum in order to realize their potential contribution to themselves and society.

This policy describes the process that shall be used for evaluating students for possible accelerated placement and identifying students who should be granted early admission to kindergarten, accelerated in one or more individual subject areas, promoted to a higher grade level than their same-age peers, and granted early graduation from high school.

A copy of the full acceleration policy can be accessed in the high school office or at the administration building.

TESTING DATES

State Testing: Fall (3rd Grade): October 13 - October 31, 2025
 Fall (EOC): December 1, 2025 - January 16, 2026
 Spring (ELA): March 23 - April 24, 2026
 Spring (Math/Science/Social Studies): March 30 - May 8, 2026

PSAT/NMSQT Date: October 1-31, 2025

ACT Dates: February 24, 2026
 March 10, 2026
 March 24, 2026

SAT Dates: March 2 - April 30, 2026

COLLEGE CREDIT PLUS

Ohio's new College Credit Plus can help you earn college and high school credits at the same time by taking college courses from colleges and/or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students.

If you are a student in grades 7-12, you can apply for College Credit Plus admission to a public or participating private college. The college will admit you based on your college-readiness in one or more subject areas. Your school counselor can help you understand your options, deadlines, and how to proceed. You may not participate in the College Credit Plus program beyond your anticipated High School graduation date. Please see the CCP Handbook for more information.

ASSEMBLIES

Some of our assemblies are held under difficult circumstances. When we meet in the Junior High Auditorium while Junior High classes are in session, it is important that high school students report to the assembly quietly. The number of assemblies held throughout the year will depend upon the quality of programs available and the behavior at the assemblies.

EXTRACURRICULAR ACTIVITIES

A faculty member or an appointed adult must supervise all activities.

Academic Organizations

Chess Club Close-Up
Culture Club French Club
History Club Quiz Team
Science Club Spanish Club
Schi-Schan (Yearbook)

Art & Literary Organizations

Band St. C. Singers
Indoor Drumline Indoor Guard

Athletic Organizations

Baseball	Football	Swimming	Wrestling
Basketball	Golf	Track	
Cheerleading	Soccer	Tennis	
Cross Country	Softball	Volleyball (Girls)	

Service Organizations

National Honor Society	Student Action Committee	Student Council
Gardening Club	Recycling Club	

ELIGIBILITY – EXTRACURRICULAR AND ATHLETICS

The requirements are as follows:

1. Each athlete or student participating in an extracurricular activity must have passed a minimum of five classes that each total one full credit per nine-week period to be eligible to participate during the next nine-week period. For example, If during a school year, a student took six full-credit courses and passed all of them during the first three nine weeks, but then failed two of the courses in the fourth nine-week period, that student would be ineligible for participation in the first nine-week period of the following school year. In addition, they must maintain a 1.50 GPA and attend mandatory study sessions if the student/athlete's GPA is below 1.5.
2. Each athlete will receive, once a year, a physical for interscholastic competition.
3. Physicals for athletic participation must be given before the start of the season.
4. All athletes are required to give the Athletic Director a signed parental insurance waiver.
5. Students must be in school for 4 periods.

*Participation in extracurricular activities is a privilege, not a right.

FOR THE COMPLETE NCAA ELIGIBILITY GUIDE, GO TO: NCAA.ORG

The following is taken from the NCAA Eligibility Center website.

***Please refer to the website for the complete listing of
Division I and Division II requirements.***

NCAA DIVISION I – ACADEMIC REQUIREMENTS

Core-Course Requirement – Complete 16 core courses in the following areas:

- **English** - 4 Years
- **Math** (Algebra or higher) - 3 years
- **Natural/Physical Science** (one year of lab, if offered) - 1 year
- **Additional English, Math or Natural/Physical Science** - 1 Year
- **Social Science** - 2 Years
- **Additional Courses** (Any area listed above, foreign language or comparative religion/philosophy) - 4 Years

Full Qualifier

- Complete 16 core courses
 - Ten of the 16 core courses must be completed before the 7th semester (senior year) of high school
 - Seven of the 10 core courses must be in English, math, or science
- Earn a core-course GPA of at least 2.300
- Earn the ACT/SAT score matching your core-course GPA on the Division I sliding scale (see NCAA website)
- Graduate High School

Academic Redshirt

- Complete 16 core courses
- Earn a core-course GPA of at least 2.000
- Earn the ACT/SAT score matching your core-course GPA on the Division I sliding scale (see NCAA website)
- Graduate High School

NCAA DIVISION II – ACADEMIC REQUIREMENTS

Core-Course Requirement – Complete 16 core courses in the following areas:

- **English** - 3 Years
- **Math** (Algebra or higher) - 2 years
- **Natural/Physical Science** (one year of lab, if offered) - 2 years
- **Additional English, Math or Natural/Physical Science** - 3 Years
- **Social Science** - 2 Years
- **Additional Courses** (Any area listed above, foreign language or comparative religion/philosophy) - 4 Years

Full Qualifier

- Complete 16 core courses
- Earn a core-course GPA of at least 2.000
- Earn an SAT combined score of at least 820 or an ACT score of at least 68
- Graduate High School

Partial Qualifier

- Complete 16 core courses
- Earn a core-course GPA of at least 2.000
- Earn an SAT combined score of at least 820 or an ACT score of at least 68
- Graduate High School

DANCE REGULATIONS

1. After a person leaves the dance, they **will not be readmitted**.
2. No shoes, tennis or otherwise, will be allowed on the gym floor.
3. All high school dances are closed to the public; i.e., high school students from other schools will not be admitted unless accompanied by a student from our high school and **only by registering with the head chaperone prior to the dance**.
4. High School students are not to attend Junior High dances, and Junior High students are not to attend High School dances. This restriction also applies to the Prom and Homecoming Dances.
5. The Dance Behavior Policies as listed in this handbook are in effect during all dances. Disciplinary action will be taken according to the Student Handbook policy for violations. Chaperones are authorized to call the police at any time to verify the status of any student(s) in regard to drugs and alcohol. (740-695-0123).
6. Students who bring, consume, or evidence consumption of any alcoholic beverage or other drugs will be suspended from school and not be permitted to attend any other school dance, including Prom and Homecoming, for one year after the incident.
7. Students may not bring outside food or drink into a school dance.
8. A reasonable effort will be made to contact parents in the event a student is ejected from a school dance. Students must leave school property upon ejection.
9. Students that have exceeded any of the state truancy thresholds may not be permitted to attend St. Clairsville High School Dances.
10. Any students who have been suspended for more than three days during the school year will not be permitted to attend any dances that occur after the suspension takes place.

St. Clairsville Dance Behavior Policies

1. The following apply during **ALL** St. Clairsville High School dances:
 - a. Dancing must be school-appropriate and in good taste.
 - b. Dancers must dance face to face, leaving space between individuals.
 - c. Inappropriate dancing of a sexual nature, including “bumping,” “grinding,” or any other inappropriate behavior is prohibited.
 - d. Any inappropriate touching is prohibited.
 - e. Removing clothing or breaking other school dress code policies is prohibited.
 - f. Crowd-surfing, lifting dancers into the air, or other dangerous acts are prohibited.
2. Consequences for Behavior Policy Violations
 - a. If a student commits a violation of the Dance Behavior policy, he/she may be dismissed from the remainder of that dance with no refund, and parents may be contacted.
 - b. Violations may result in possible school disciplinary action. (L1-L3)

EMERGENCY DRILLS

A. Fire Drills

All rooms have instructions posted over the door indicating the route from a classroom to the outside.

1. Walk rapidly, stay in line, and remain quiet.
2. The first two students to leave the building will hold the doors open until the last people leave the building.
3. Close all doors and windows.
4. Move away from the building to allow space.
5. Keep the center mall/driveway clear for fire-fighting equipment.
6. State law requires that teachers take attendance once everyone is outside the building.

B. Tornado Drill

The designated area for each class is posted above the fire drill procedure instructions. In case of a tornado warning, which means that a tornado has been sighted in the area, instructions will be given over the public address system directing students to these areas.

If a tornado warning is issued at lunchtime, students will report to the shelter area designated for the fifth (5th) period class - thus, students should memorize their fifth-period shelter area. If unable to reach that area because a tornado appears, students should assume a prone position with hands over the head. If in the building, the proper position is to be on elbows and knees with hands over the head. All are to assume this position on command of any staff member.

The **only safe area in the gym building** is the basement hallway in which the industrial arts, physical education, food lab, and band classes will be utilized.

NATIONAL HONOR SOCIETY SELECTION

Each year, junior and senior students are considered for induction into the National Honor Society. The selection process includes input from the entire faculty on four areas of student development: scholarship, leadership, service, and character. To be considered, a student must have attained a 3.75-grade point average. A faculty council consisting of five members considers each eligible student and makes the final selection of new members as mandated by the National Honor Society charter. Members must maintain the high standards upon which they were selected in order to maintain their membership in the Society.

POSTERS

The bulletin boards on each floor are designated for displaying posters. Posters may advertise only activities sponsored by the high school, school district, or community organizations. Use masking tape only for posters.

SPECIAL SERVICES

School Counselors

Counselors are available to help with student concerns. These concerns could include but are not limited to school problems, individual problems, or family problems. Academic and career planning is an integral part of counseling services.

Students' mental health is paramount at St. Clairsville-Richland City Schools. Should your child ever have suicidal thoughts or ideations, please immediately contact our office (740-695-1584), contracted mental health services, or 988 Suicide and Crisis Lifeline.

Learning Disabilities (LD)

A class and tutoring are provided for students who have identified learning problems in mathematical calculation, mathematical reasoning, reading, reading comprehension, oral expression, written expression, or listening comprehension. Parents/guardians may request an evaluation of their child by contacting a guidance counselor or the building principal.

Developmentally Handicapped (DH)

Classes in basic education are provided for students who are determined to be eligible for this program following a multidisciplinary evaluation. During the first two years, students are taught basic life skills, and during the last two years, they are placed in jobs that will give them experience using those basic skills for the future. Parents/guardians may request an evaluation of their child by contacting a guidance counselor or the building principal.

First Aid

Any injury should be reported to the office at once. If the injury is serious enough, parents/guardians will be notified.

STUDENT LOCKERS - LOST OR STOLEN ARTICLES

Though lockers are provided for student use, the school retains the right of access to the lockers. Therefore, the lockers and the contents of all lockers are subject to a random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

On the first day of school, each student will be assigned a locker. Lockers have combination locks built into the locker door. The combination locks are bolted into the lockers and are to remain attached and intact. They are not to be removed for any reason. If a problem exists with the locker, see the assistant principal.

Locker numbers on the first (basement) floor end with the letter B, lockers on the second (main) floor end with the letter C, and lockers on the top floor end with the letter D.

Loss or theft of personal possessions

1. Do not leave valuables unattended or in a hall locker at any time.
2. Students are responsible for all items in their lockers, e.g., personal belongings, textbooks, notebooks, gym clothing, etc.
3. Students must remove everything from their lockers before leaving school at the end of the school year or when withdrawing.
4. Lockers are subject to being checked by the principal at any time.
5. If a personal padlock is used on the locker, a duplicate key or combination must be on file with the assistant principal.

STUDENT RECORDS

Parent's/Guardian's Access

1. Parents/guardians requesting access to their child's records must be granted access within five days of the request.
2. Parents/guardians have the right to receive copies of their child's records. The school may charge the actual cost of duplicating the records.
3. Parents/guardians have the right to a response from school officials to reasonable requests for explanations and interpretations of those records.
4. Parents/guardians have the right to an opportunity for a hearing to challenge the contents of those records.

Non-Custodial Parent

1. A divorce or change in custody does not change the rights of a natural parent to their child's records.
2. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.
3. Stepparents have no rights to records, reports, or conferences unless the custodial parent confers these rights on them.

Child Custody

1. **Parents/guardians and students** have an obligation to inform the school anytime the custody of the child changes.
2. The school officials will need to see and copy court orders pertaining to a child's custody.

Parent/Guardian Conferences

Parent/guardian/teacher conferences are always welcome. Parents/guardians should call ahead for an appointment to be sure the teacher will be available. See the School calendar for the exact date of regularly scheduled parent/guardian/ teacher conferences.

Student Address and Phone Number

Parents/guardians and students have an obligation to keep the school informed anytime that the home address is changed or anytime the home phone or other phone numbers where the parents/guardians may be reached changes. This is very important for emergency medical reasons.

Student Rights and Directory Information (Notice of Rights)

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

The right to inspect and review the student's education records within five days of the District's receipt of a request for access. Parents or students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or student of the time and place where the records may be inspected.

The right to request amendment of the student's education records that the parent or adult student believes is inaccurate or misleading. Parents or adult students may ask the St. Clairsville-Richland City School District (the "District") to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or adult student, the District will notify the parent or adult student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or adult student when notified of the right to a hearing.

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District's Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks to enroll. This parent or adult student has the right to review a copy of the Board's policy governing records by contacting the office.

ST. CLAIRSVILLE INTERNET USE POLICY

St. Clairsville School District Student Computer Network and Internet Acceptable Use Policy

This document constitutes the School District's Computer Network and Internet Acceptable Use Policy ("Policy") and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

1. **Definitions.** For purposes of this Policy,

- the term "Network" shall mean the District's group of interconnected via cable and/or wireless computers and peripherals, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers are considered to be part of the "Network" and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or the Internet.
- the term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that passes through District equipment, wiring, wireless networks, or storage devices regardless of any other factors such as the passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.

2. **Purpose and Use**

The St. Clairsville School District is providing Users access to its Network to support and enhance the educational experience of students. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes improper use of system computers or the Network and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with the Technology Coordinator to be informed whether or not a use is appropriate.

3. **Users Bound by Policy in Accepting Access**

The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether or not a copy was received and/or signed for by the User.

4. **Personal Responsibility**

Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted, and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform the Technology Coordinator immediately. Any improper use of your account, even if you are not the User, is your responsibility. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take disciplinary action in such circumstances.

5. **Reporting Misuse of the Network**

Users must report any misuse of the Network to the Technology Coordinator. “Misuse” means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person’s property.

6. **Violating Policy with Personal Equipment**

The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational activities is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search related to the violation and seizure for a period of up to thirty (30) days.

7. **Discipline for Violation of Policy**

Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement, or up to termination and referral to law enforcement for employees. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of these policies.

8. **Waiver of Privacy**

By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging of all forms and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.

9. **Confidentiality and Student Information**

Users are responsible for maintaining the security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by email, stored on a flash drive, portable device, or laptop, copied by handwriting, or by any or all other devices, forms of storage, or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm.

10. **District-Owned Equipment**

Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage, or loss involving such equipment must be reported to the Technology Coordinator. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the Technology Coordinator. You may be held financially responsible for the expense of any equipment repair or replacement.

11. **Acceptable Uses of the Network**

All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of acceptable uses include:

- **EDUCATIONAL PURPOSES ONLY**

The St. Clairsville School District provides access to its computer networks and the Internet for *only* educational purposes. If you have any questions regarding if the activity is educational, you may consult with the Technology Coordinator or Building Administrator to help you decide if a use is appropriate.

12. **Unacceptable Uses of the Network**

All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:

- **Offensive or Harrassing Acts**

Creating, copying, viewing, transmitting, downloading, uploading, or seeking sexually explicit, obscene, or pornographic materials. Using language inappropriate to the school environment, including swearing, vulgarities, or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening, making, distributing, or redistributing images, jokes, stories, or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive, unwanted communication or using the Internet in support of such activities.

- **Violations of Privacy**

Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude into the folders, files, data, work, networks, passwords, or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.

- **Creating Technical Problems**

Knowingly performing actions that cause technical difficulties to the system, other users, or the Internet. Attempting to bypass school Internet filters or to "hack" into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the Technology Coordinator... Moving, "repairing," reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers, or systems without the permission of the Technology Coordinator. Removing, altering, or copying District software for personal use or for the use of others.

- **Use of Outside Services**

All email, document storage, blogs, or any and all other services must be provided by the School District on its Network. The use of other providers of such functionality or storage (such as Google or Yahoo) through the Network is prohibited. Outside email systems for personal email are prohibited. Outside document storage, such as Google Docs, and other services, such as blog hosting, may be used with the permission of the Technology Coordinator, subject to an evaluation of student privacy.

- **Violation Law**

Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.

- **Violating Copyright**

Uploading, downloading, copying, redistributing, or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.

- **Personal Use**

Personal shopping, buying or selling items, solicitation or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal websites or other social networking sites or tools that are not part of an educational or work project, receiving or posting messages to websites or other social networking or blog sites not part of an educational or work project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time or designated work time.

- **Political Use**

Creating, transmitting, or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue and soliciting political contributions through the Network or conducting any type of official campaign business.

- **General Misconduct**

Using the Network in a manner inconsistent with the expectations of the St. Clairsville School District for the conduct of students in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier.

13. **Internet Safety**

- **General Warning; Individual Responsibility of Parents and Users**

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

- **Personal Safety**

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parents' permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or a private setting.

- **Confidentiality of Student Information**

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

- **Education**

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues. Students will be educated no less than two times a year.

- **Active Restriction Measures**

The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students through direct observation and/or technological means to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students under the age of 18 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

14. **Specific Limits on Communication Over the District Network**

Expressing Opinion: The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions or to support private or public causes or external organizations.

15. **System Security and Integrity**

The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any websites, email addresses, servers, or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students to sexually explicit or otherwise inappropriate content or which exposes the system to undue risk of compromise from the standpoint of security or functionality.

16. **No Warranties Created**

By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either expressed or implied, in connection with the provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages, or costs (including attorneys’ fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that User’s use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

17. **Updates to Account Information**

You must provide new or additional registration and account information or sign a new Policy in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify the Technology Coordinator or other person designated by the School District to receive this information.

18. **Records Retention and Production**

Users must comply with all District directions regarding the retention and management of e-mail or documents. **Instant messaging or text messaging is prohibited.** The District retains the right to receive a copy of a record from a private computer if, for some reason, it exists only on that computer.

19. **Web Sites**

Web sites created through the Network and/or linked with the School District's official website must relate specifically to District-sanctioned activities, programs, or events. Web sites created using the Network or the School District's equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District in perpetuity without any ownership rights existing in the page creator(s). The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed for any reason or no reason, in the sole judgment of the Technology Coordinator. The School District does not intend to open web pages for the expression of opinion and specifically does not intend for its web pages to be a public forum or limited public forum for students, staff, or citizens. Web pages exist solely in support of the School District functions and mission as determined by the Board.

Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 3319.321

Children's Internet Protection Act of 2000, 47 USC § 254 (h), (l)

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g

Revised: 05/12/2010

CELL PHONE AND ELECTRONIC DEVICE POLICY

In order to respect the important work of the classroom and the teaching and learning environment, this section is provided to clarify the cell phone/electronic devices policy for the St. Clairsville-Richland City School District.

Cell phones and electronic devices can only be used before the morning bell rings and during lunchtimes. Before the beginning of first and sixth period, cell phones and other similar electronic devices (headphones, smartwatches and other communication devices) must be secured in student lockers. A phone is available in the office for student use in the event of an emergency.

If a cell phone or electronic device rings, vibrates, is used for any reason, or is visible anytime during class time, or a student is caught using it outside the established timeframes above, the student will be required to surrender their device. Cell phones are not permitted to be used in restrooms for privacy reasons.

Refusal to surrender your device when asked is insubordination. Insubordination can result in disciplinary action. School staff members and administrators have express authority to collect cell phones and other devices in accordance with this policy.

Consequences:

- First offense – the device will be held in the school office until the end of the school day. The student may pick up the device after school.
 - Second offense – the device will be held in the school office until the end of the school day. The student may pick up the device after school. Three lunch detentions will be assigned.
 - Third offense - the device will be held in the school office until the end of the school day and must be picked up by a parent or guardian. Devices that are not picked up will be securely stored on campus until arrangements can be made. Three zero or eight period detentions will be assigned.
 - Fourth offense - See third offense. Five zero/eight period detentions will be assigned.
 - Fifth offense - See third offense. One Saturday School will be assigned.
 - Additional offenses - See third offense. Additional discipline will be assigned at the discretion of administration.
1. Upon being assigned discipline, students may be required to surrender their cell phone to the office for the remainder of the day.
 2. Contents of electronic devices may be searched if there exists a reasonable suspicion that they may have been used in an activity prohibited by the Code of Conduct.

PHOTO RELEASE/STUDENT WEB PAGE RELEASE

Photo Release

Photographs will be used within the classroom, as well as the school. The media may also use them for articles concerning school functions. These photographs may state the student's name and/or classroom.

Web Page Release

From time to time, the school may wish to publish examples of student projects, photographs of students, and other work on the internet.

Distance Learning

"Distance Learning" technology provides students with unique opportunities to receive instruction and to participate in educational programs which would otherwise be unavailable to them due to the distance or cost involved. Therefore, to participate in any distance learning offered by St. Clairsville-Richland School District, each student, and his or her parent/guardian is required to sign for permission.

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

The St. Clairsville-Richland City School District ("District") has designated certain information contained in the education records of its adult education students as directory information for purposes of the Family Education Rights and Privacy Act (FERPA).

The following information regarding adult education students is considered directory information: name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities; dates of attendance at the District; date of graduation; most previous educational agency or institution attended; degrees, honors, and awards received; e-mail address; or any other information which would not generally be considered harmful or an invasion of privacy if discussed.

Directory information may be disclosed by the District for any lawful purpose in its discretion, without the consent of a parent of a student or an adult education student, i.e., for release of such information to current or prospective employers; publication of information in the local newspaper; including such information in a student directory; or displaying such information on the District's website.

Parents of students and adult students have the right, however, to refuse to permit the disclosure of any or all of the above information to third parties. Therefore, if you sign and return the Refusal to Release Directory Information form, the District is not permitted to give out the directory information listed above, except where the school system is permitted by law to do so. This means that the District cannot give information, without your written, dated, and signed consent, to any of the following or place information regarding the student on or in any of the following*:

Yearbook	Class t-shirts	School Website	Parents' Night
Awards Class Picture		Newspaper	Employers
Honor Roll Lists		Graduation Programs	Prospective Employers
Perfect Attendance		Scholarship Information	Building Student Directories
Student Recommendation Letters		Student Awards (month, subject area)	
Class Lists on Doors		Student Projects on Display in Buildings	
Birthdays Posted with Student Names			

*Please note that the above list cites examples and is not all-inclusive

Any parent or adult student refusing to have any or all of the designated directory information disclosed must provide written notification to this effect by completing the form and filing it with the Central Office located at 108 Woodrow Avenue, St. Clairsville, OH 43950, Attention: Superintendent, within 20 days after receipt of this notice. This form is located on our website (stcschools.com) under the "Forms and Links" tab.

In the event a refusal is not filed, the District will deem that neither the parent of a student nor an adult student objects to the release of the directory information designated.

The Children's Internet Protection Act (CIPA) is a federal law that mandates Internet filtering, acceptable use policy, and teacher-to-student monitoring, among other things. CIPA compliance is a requirement for E-Rate program participation for eligible services other than telecommunication. Internet filtering is in effect to reduce inappropriate or harmful material, electronic mail, chat rooms, unauthorized hacking, etc.

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FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement on the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR & 99.31):
 1. School officials with legitimate educational interest;
 2. Other schools to which a student is transferring;
 3. Specified officials for audit or evaluation purposes;
 4. Appropriate parties in connection with financial aid to a student;
 5. Organizations conducting certain studies for or on behalf of the school;
 6. Accrediting organizations;
 7. To comply with a judicial order or lawfully issued subpoena;
 8. Appropriate officials in cases of health and safety emergencies;
 9. State and local authorities within a juvenile justice system, pursuant to specific State law.

Schools may disclose without consent "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address.

Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW
Washington, D.C. 20202-59

This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District's website.



ST. CLAIRSVILLE HIGH SCHOOL

102 Woodrow Avenue
St. Clairsville, OH 43950
Phone: 740-695-1584
Fax: 740-695-2513

Mr. Justin Sleutz, Principal
Mrs. Cassi Hynes, Assistant Principal

STUDENT HANDBOOK VERIFICATION FORM

Your signature indicates the following:

- You have read and understood the contents of the St. Clairsville High School Student Handbook.
- You agree to abide by all rules and regulations communicated in the handbook, both stated and implied.
- You understand that the School has the right to amend rules and regulations as necessary during the school year. In this case, a notice of amendment may be sent to all students' families and take effect upon announcement.
- You are committed to fulfilling the obligations according to the requirements of the handbook as a condition of enrollment.

Student Name (Print)

Grade

Date

Student Signature

Date

Parent/Guardian Signature

Date