

SHRODER PAIDEIA ACADEMY
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Vision Statement

Our vision at Shroder Paideia Academy is to provide exceptional learning opportunities and the necessary support systems to promote high academic achievement by implementing the principles of the Paideia philosophy within a positive, safe and respectful environment.

Mission Statement

Shroder Paideia Academy is dedicated to being a community of lifelong learners and conscientious citizens. We are a partnership of parents, students, community, and staff that promotes a quality education which exceeds all defined standards.

We foster a student centered learning environment to best serve the needs of each student.

INTRODUCTION

Welcome to the 2006-07 school year at Shroder Paideia Academy, the best school in Cincinnati! Our school has earned local and national recognition for its outstanding educational program.

Shroder Paideia Academy is dedicated to the belief that “the clearer and higher the expectations, the better the response.” This applies to students, parents, and staff alike.

Shroder Paideia Academy is proud of its reputation. Every member of the school community has contributed to providing a learning environment in which all children can flourish. As we begin another school year, each student, parent, and staff member is challenged to rededicate himself/herself to our continued success.

In order to maintain a safe and orderly learning environment, it is essential that all members of the Shroder Paideia community recognize their respective responsibilities:

- Students are expected to attend school daily, to participate in school and class activities, to complete all assignments, and to behave appropriately at all times.
- Parents are expected to monitor their child’s attendance, academic performance, schoolwork, and behavior, and to support the school’s efforts in these areas.
- Staff members are expected to provide each student with quality daily learning activities and to help each child develop intellectually, emotionally, socially, and physically.

These high expectations can be achieved with hard work, a clear understanding of responsibilities, and mutual respect. The quality of each student’s education at Shroder Paideia Academy will be determined by the efforts of the child, parents, and teachers.

While learning can be fun, exciting, and meaningful, it must be pursued with a seriousness of purpose. A commitment of one's full energy to the learning process is necessary. We hope that all students take advantage of the learning opportunities available to them in the classroom and in extracurricular activities at Shroder Paideia Academy.

We remain convinced that high expectations combined with hard work will produce outstanding results. Together we can achieve educational excellence. We look forward to another successful school year.

Much of this information is also included in the front of the Student Assignment Book.

Please read and review this document with your child. When you have done so, both you and your child should sign the last page and return it to your child's homeroom teacher.

OPPORTUNITIES FOR PARENT, COMMUNITY AND STAFF INVOLVEMENT.

Local Shared Decision Making Committee (LSDMC)
Instructional Leadership Team (ILT)
Local School Discipline Committee (LSDC)
Parent-Teacher-Student Organization (Friends of Shroder) (FOS)
If you would like to participate in any of the above committees, please contact the principal.

SUDENT RESPONSIBILITIES

The student's responsibility is to make school their top priority. They are expected to:

1. Attend school daily.
2. Arrive at school and at each class on time.
3. Bring books, paper, pens and pencils, and all other required supplies to class.
4. Conform to all class, team, school, and district rules.
5. Actively participate in class.
6. Follow all class, team, school, and district rules.
7. Dress and conduct themselves appropriately for school.
8. Show respect for themselves and all members of the school community.
9. Honor commitments to extracurricular activities.
10. Carry the Student Assignment Book to all classes and to/from school daily.
11. Make sure all home/school information is delivered promptly to the appropriate person.
12. Read and periodically review the school and team handbooks.

The staff of Shroder Paideia Academy is here to help students. We encourage students to work with their teachers to take full advantage of this educational opportunity.

PARENT RESPONSIBILITIES

The parents' responsibility is to make their child's education a top priority and to help their child do his/her best. They are expected to:

1. Send their child to school each day on time and ready to learn.
2. Insure that their child is well rested, properly nourished, and appropriately dressed.
3. Provide their child with needed school supplies.
4. Monitor their child's completion of all school assignments.

5. Monitor their child's academic progress.
6. Encourage their child to perform to the best of his/her ability.
7. Visit the school on a regular basis.
8. Communicate with their child's teachers regularly.
9. Attend scheduled parent-teacher conferences.
10. Attend school activities, functions, and events.
11. Be active members in the Shroder Paideia Academy FOS.
12. Support the school's efforts to educate their child.
13. Instill in their child a respect for self, others and their property, and for school and class rules.
14. Sign the Student Assignment book daily if your child is in 7/8 grade.
15. Request make-up work for students who have been suspended or expelled for less than 10 days. (Please refer to page 12 under 'Make-up Work' and to the student's team.)
16. Read and periodically review the school and team handbooks with their child.

STAFF RESPONSIBILITIES

The staff members' responsibility is to make each student's education a top priority and to help each student do his/her best. They are expected to:

1. Provide a clean, safe, and orderly learning environment.
2. Consistently and fairly enforce district, school, team, and class rules.
3. Provide meaningful learning activities for all students.
4. Monitor student academic progress and behavior.
5. Communicate regularly with parents.
6. Provide encouragement and positive reinforcement for all students.
7. Encourage and provide opportunities for parent involvement.
8. Be active members in the Shroder Paideia Academy FOS.
9. Support each parent's efforts to educate his/her child.
10. Instill in their students a respect for others and their property, and for school and class rules.
11. Provide parents with positive feedback regarding their child's school performance.
12. Read and periodically review the school and team handbooks with the students.
13. Monitor the Student Assignment Book.

ATTENDANCE

Daily school attendance is critical to academic success. Students should make every effort to attend school daily.

ABSENCE - Students are required by state law to attend school daily unless absent due to religious holiday, illness, death in immediate family, or other reason approved by the school administration.

When a student is absent, the parent must do two things:

1. **Notify the school between 8:30 a.m. and 10:00 a.m. each day their child is absent.** If notification is not received, the Attendance Office will contact a parent at home or at work to verify the legitimacy of the absence.

Note: The school's number is 363-6900.

2. **Write a note explaining the absence.** The student should give the excuse to the homeroom teacher upon his/her return to school.

TARDINESS - Students are expected to report to school by 8:50 a.m. and to be in homeroom prior to the ringing of the tardy bell at 9:00 a.m. **Students who arrive late to school or do not report to homeroom before the tardy bell must report to their designated attendance station and secure a pass.** Students are also expected to report to class before the tardy bell for that class rings. Excessive tardiness to class and/or school will result in a behavior intervention referral.

TRUANCY - Any student absent from school without permission from school administration is truant. Consequences will be assigned to students who are truant. A student may be cited to court for chronic truancy.

UNAUTHORIZED ABSENCES FROM CLASS - (CUTTING/SKIPPING CLASS)

It is our philosophy that students must present in class to get the most out of their education. Students that choose to be absent from a teacher's class will receive mandatory intervention. Students that are found to be chronic in this type of behavior will receive a behavior intervention referral.

EARLY DISMISSAL - Students requesting an early dismissal must have a note from a parent or guardian. Students must present the note to the homeroom teacher and must sign out in the Main Office before leaving the premises. **The note must contain a telephone number where a parent can be contacted.** If there is no note or verification, the child will not be released.

ILLNESS DURING THE SCHOOL DAY - Students becoming seriously ill during the school day should report to the office **with a note from their teacher.** Staff will contact the student's parents.

MEDICATION

School personnel are prohibited from dispensing any medication (including aspirin) unless the 'Administration of Medication' form, completed and signed by the parent, is on file in the Main Office. If medication is prescribed by a physician, authorization signed by the physician must be on file in the Main Office. Students with prescribed medication or medication authorized by a parent should bring it to the Main Office for storage and safekeeping. Students may then return at prescribed intervals to receive the appropriate dosage.

MEDICAL CONDITIONS - Parents of students with special medical conditions (ie. epilepsy, asthma, diabetes, hemophilia, etc.) should notify their child's team in writing. The team will notify the necessary personnel.

PHYSICAL CONDITIONS - Parents of students with physical conditions (poor bladder control, for example) that require special access to restroom facilities must provide their child's homeroom teacher with a physician's statement.

SUPPLIES

Supply lists will be sent home by individual teachers and grade-level teams.

TEXTBOOKS - Students are issued textbooks for some classes. Students must cover their textbooks and properly care for their books, including paperbacks and library books. It is also the student's responsibility to return their books at the end of the school year in the same condition as when issued. **Students will be fined for damaged and lost books.**

STUDENT INSTRUCTIONAL FEES - Each school year, parents are assessed a fee to offset the school's cost for consumable instructional materials and supplies. Prompt payment of this fee is appreciated. Failure to pay these fees will result in the student's final report card being withheld. **Students will not be permitted to attend field trips or year-end activities if these fees are not paid.**

NO PERSONAL CHECKS' POLICY - Board Policy prohibits schools from accepting personal checks. Cash, money orders, and cashiers checks are acceptable.

STUDENT ASSIGNMENT BOOK (SAB)

Every student is required to purchase the school's Student Assignment Book (SAB) for recording assignments and other important information. **The SAB is the primary means for daily school-home communication.** It should be checked by parents every day for homework assignments, disciplinary action, and other school-related messages.

The SAB must be carried at all times except lunch. Homework assignments and designated messages must be recorded in the SAB. It will be reviewed for accuracy and then stamped or signed by the homeroom teacher. **The SAB must be taken home each day for parental review. A parent's signature is required daily for students in grades 7/8.** The parent's signature indicates that all recorded information has been reviewed. Parents can communicate with teachers through the SAB.

The SAB is dated for the entire school year. Students are not to deface the SAB in any manner, including ripping out pages, crossing out entries, whiting out entries, changing dates, folding pages, and drawing/writing on the cover. Students are not to use the SAB to carry papers normally kept in a binder. **Students who fail to carry the SAB will be subject to disciplinary action. Any attempt to alter home/school communication is subject to disciplinary action.**

ACADEMICS

PAIDEIA PHILOSOPHY - The Paideia philosophy emphasizes a liberal arts course of study with active student learning, mastery of skills, and conceptual understanding. Each student is challenged to perform to the best of his/her ability.

PAIDEIA PROGRAM - The Paideia program requires all students to take the same academic course of study. Three types of teaching/learning are utilized: didactic, coaching, and seminar.

CURRICULUM - Consistent with the Paideia philosophy, students at Shroder are expected to complete a college preparatory course of study that meets the district's requirements for promotion/graduation. Furthermore, students are expected to complete 25 credits successfully to qualify for the Paideia Diploma.

SERVICE LEARNING - As a Paideia school, Shroder Paideia Academy is dedicated to the idea that our school should help educate students to be good citizens in a democracy. Service Learning provides our students the opportunity to demonstrate good citizenship by being active members of the community. Students are required to complete 50 hours of service within their high school experience. Along with this service, a reflection component is required. Service Learning constitutes acts of service that benefit the community and can be incorporated into the classroom. Service is to be performed at an agency on an approved list or at the discretion of the Service Learning coordinator.

Service Learning Requirement through the Class of 2006 - Students should complete 50 hours of service by the end of their senior year. Students who complete 50 hours will earn .5 credit and those who complete 100 hours will earn 1 credit.

Service Learning Requirement beginning with the Class of 2007 - Students are required to acquire 50 hours of service by the end of their senior year in order for them to walk in the graduation ceremony. Students will follow these service learning steps.
Freshmen Year - Minimum 10 total hours completed.
Sophomore Year - Minimum 20 total hours completed.
Junior Year - Minimum 30 total hours completed.
Senior Year - Minimum 50 total hours completed.

Students who complete 50 hours of service learning will earn .5 credits while those who complete 100 hours will earn 1 credit.

CLASSWORK/HOMEWORK - Students are expected to complete class and homework assignments on time. Students should spend **a minimum of two hours nightly** to complete homework assignments, review class work, study, and read. Homework assignments may be obtained from the teacher's voice mail extension. Parents should contact the student's team via the Student Assignment Book regarding a lack of homework assignments.

All daily homework assignments must be recorded in the Student Assignment Book. **Students must carry the Student Assignment Book to each class and then home nightly for parental review.** Parents of 7/8 grade students will sign the SAB daily. Parents of high school students will sign the SAB weekly. *Students will not be permitted to leave the building without their assignment book and textbooks needed to complete assignments.*

It is strongly recommended that parents establish a designated daily study time and location for students to complete homework assignments. Parents should review homework assignments to insure that they are complete, neat, and accurate. Completed work should be checked against the assignments recorded in the Student Assignment Book.

MAKE-UP WORK - Students must make up any work missed due to absence. It is the **student's responsibility** to secure missing assignments from teachers immediately upon returning to school and make before or after school arrangements as necessary.

EXTENDED ABSENCE - Parents of students who are (or expect to be) absent from school for an extended period of time (3 or more consecutive days) should contact their child's homeroom teacher to request make-up work.

TUTORING/HELP SESSIONS - Many students need extra help outside class time. These students should make arrangements with their teachers to receive assistance before or after school. Teachers and National Honor Society members are available to assist students at this time. Parent notification and transportation arrangements are the responsibility of the student.

ACADEMIC REPORTS/PARENT CONFERENCES

MID-TERM REPORTS are issued to students halfway through each term to advise parents of their child's current academic status. Dates may change; please check your child's SAB for accurate information.

Please contact the school immediately if the Mid-Term Report is not received by the date indicated on the school activity calendar.

PARENT CONFERENCES will be scheduled between 5:30 p.m. and 8:30 p.m. Any parent who wishes to meet briefly with any or all of their child's teachers is welcome to attend. Please check your child's SAB for further information about conferences.

REPORT CARDS OR PROGRESS REPORTS are issued to students no more than two weeks after the end of each term (approximately 10 weeks). Dates may change; please check your child's SAB.

Please contact the school immediately if the Report Card is not received by the date indicated on the school activity calendar.

*Report Cards will be held at the end of the year if a student has any outstanding obligations, including instructional fees.

ELIGIBILITY REQUIREMENTS FOR SCHOOL-SPONSORED EXTRACURRICULAR ACTIVITIES - The Academic Eligibility Policy outlined below applies to all students participating in *any* school-sponsored athletic or non-athletic extracurricular activity.

Eligibility for each school-sponsored extracurricular activity in grades 7-12 is determined by grades received during the *preceding* grading period. **Semester, final, rubric or summer school grades have no effect on eligibility.**

Grades 9-12: Students who wish to participate in extracurricular activities in Grades 9-12 must be currently enrolled and must have been enrolled in school during the immediately preceding grading period. The student must have received passing grades in a minimum of five (5) one credit courses or the equivalent which count toward graduation. Each student must also maintain a minimum Grade Point Average (G.P.A.) of no less than 1.0. (All courses will be counted in the cumulative average and quarterly eligibility is independent of the eligibility status of previous quarters.)

Note: In grades 9-12 academic ineligibility will now result in only one of three ways: a) failure to pass a minimum of five (5) subjects that count towards graduation, b) carrying a G.P.A. of less than 1.0, or c) failure to participate in the school's academic intervention program, if required to do so.

**There is no longer any provision for mid-term eligibility or Academic Probation as under the previous policy. Eligibility is established on a quarterly basis with no exceptions.

C.P.S. Grade Point Average Requirement - Students in Grades 9-12 in the Cincinnati Public Schools who wish to participate in extracurricular activities must maintain a 2.0 Grade Point average on a 4.0 scale. Any student eligible by State standards with a cumulative G.P.A. of less than 2.0 during the immediately preceding grading period may participate provided they actively participate in identified academic intervention programs as formally established by his or her school. These intervention measures may include weekly eligibility checks, tutoring sessions, study tables, etc. Failure to participate in such intervention programs will result in ineligibility until the conclusion of the quarterly grading period.

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period at which time the grades from the immediately preceding grading period become effective. Exception: Eligibility or ineligibility for the first grading period commences with the start of the Fall season.

Grade 7 - Students entering the seventh grade for the first time may participate in extracurricular activities for the first quarter of the school year regardless of past academic performance. After the first quarter, participation is based on meeting the following requirements:

- a) Students must receive a passing grade in at least 75% of core subjects attempted.
- b) Core subjects are those that meet every day and are used to determine promotion or retention.
- c) Eligibility is determined by grades received during the immediately preceding grading period.
- d) Since grading methods differ so much throughout the school district, there is **no** minimum G.P.A. requirement for students in Grades 7 & 8.

Grade 8 - Students in the eighth grade must meet the following requirements.

- a) Students entering the eighth grade for the first time will have eligibility determined on grades received during the fourth quarter of their seventh grade year until grades are issued at the end of the first quarter of the new school year.
- b) Eligibility is based on the same formula used for seventh graders outlined above.

Eligibility and ineligibility is now determined on a quarterly basis. There is **no** provision for mid-term eligibility or academic probation as in the previous “no-pass, no-play” policy.

Students should be advised not to change their course schedule or drop a course without first consulting their coach, counselor, athletic administrator or principal to determine whether such a change would affect their eligibility.

GUIDANCE & COUNSELING

PROJECT PASS - Shroder Paideia will host Talbert House Project PASS once again this school year. This program is available for students and parents. The program offers counseling for personal, behavioral, and emotional concerns. Group services, with specialized topics, are a component of this program. Referral services are available to link students and families with community resources. Peer Mediation is offered for students in conflict. This is a student led process with a goal of establishing win/win solutions.

The PASS office is located next to the principal’s office. Students wishing to utilize PASS services must have a written pass by a teacher or a PASS member. For on-going services, parents and guardians will be contacted and an authorization will be sent home.

At Shroder, we recognize the difficulty of the transition from elementary to middle school, therefore we offer a Peer Support program. In this program, four upper classmen will be assigned to each homeroom to be a positive role model.

GUIDANCE COUNSELING - Counseling services are available to discuss academic concerns. All academic issues are to be referred to the student’s mentor teacher.

STUDENT DEPARTMENT

Local School Discipline Plan

Cincinnati Board of Education Policy 5143 states, in pertinent part:

Cincinnati Public Schools uses as its guiding philosophy the concept of progressive discipline. Discipline is properly seen as an instructional process involving skills of self-discipline and appropriate school work habits. It is also recognized that some disciplinary infractions call for consistent consequences in order to be effective in producing a good learning environment. All students have the right to learn, and no student has the right to disrupt the learning activities of others. Student discipline is guided by the Districtwide Code of Behavior...(which) includes the Code of Suspension, Expulsion, and removal as required by the Ohio revised code. In addition to the Districtwide Code of Behavior, effective discipline requires the development of a school level code of behavior. School level behavior codes are developed by the Local School Discipline Committee.

The 2006-07 Student, Parent & Staff Handbook was developed by our Local School Discipline Committee. It is supplemented by a team information packet. The Districtwide Code of Behavior, the Student, Parent, & Staff Handbook, and your child's team information packet constitute the Shroder Paideia Academy Local School Discipline Plan (local-level code of behavior). This plan specifies appropriate/inappropriate student behaviors and a broad range of progressive disciplinary options (including pre-suspension options) designed to develop appropriate conduct and self-discipline.

Each team will develop lessons to teach students a thorough understanding of the Local School Discipline Plan and the District Code of Behavior at the beginning of and throughout the school year. Each team also will develop plans to encourage and reinforce appropriate student behavior. The school, through the various parent organizations, will provide opportunities for parent and community in-service regarding the Local School Discipline Plan and district policies.

PARENT RIGHTS

Parents are viewed as our partners in the development of appropriate student behavior in school. Parents were involved in the development of the Local School Discipline Plan and serve as members of the Local School Discipline Committee. Each parent has the right and responsibility to monitor their child's behavior at school, to support school/team/teacher measures to check misbehavior, and to encourage proper behavior. In addition to frequent review of the Student Assignment Book, parents are encouraged to exercise their right to visit school and observe classes, to communicate regularly by telephone and by note with their child's teachers, and to attend scheduled conferences. Teams/teachers will make every effort to keep parents informed and involved in their child's development of appropriate school behavior.

If a parent disputes a disciplinary action, the initial effort for resolution should be directed at the appropriate level (teacher, team, or administrator). Disputes that are not resolved may be appealed to the school principal. The principal's decision may be appealed to the Office of Student Discipline.

The Local School Discipline Committee will meet periodically to monitor, support, and assess procedures to insure that the Local School Discipline Plan is being implemented effectively and consistent with district policy. Parents are encouraged to submit issues, concerns, and suggestions regarding the Local School Discipline Plan to the school principal for review and consideration by the Local School Discipline Committee.

PAIDEIA PHILOSOPHY

Shroder Paideia Academy's high expectations extend to student behavior. Mortimer Adler states:

Laxity in student deportment can be completely destructive of learning...Students must be required to behave in class and in school in a manner that is conducive to learning.

The moral sense develops under the discipline and examples that define desirable behavior. This must be supported by stern measures to check or prevent misconduct.

The principal should enforce standards of conduct -- that measure of decorum and good behavior on the part of the student body is indispensable to learning and teaching...it is also necessary for parents to recognize the principal's authority in enforcing rules of conduct that make the school community a safe and sane place for learning.

A high priority is placed upon appropriate student conduct. No student at Shroder Paideia Academy is permitted to disrupt the educational process and thereby infringe upon another student's right to learn or the teacher's right to teach. Behavior which disrupts or obstructs instruction is not tolerated.

In order to maintain a learning environment, policies and procedures have been established. Students are expected to follow these rules and regulations. Students can expect consistent enforcement of school policies and fair administration of consequences for failure to follow rules.

POSITIVE BEHAVIOR - According to Shroder Paideia Academy's vision statement and the Paideia philosophy, we strive to have a positive, safe and respectful environment to support students' learning opportunities. There are four overarching behavioral expectations our stakeholders have chosen for our school: **Be Respectful, Be Responsible, Be Safe and Be An Academic Achiever.**

SCOPE OF BEHAVIOR - The policies of this handbook and the district wide Code of Behavior are in force before, during, and after school, in school buildings, on school premises, at other locations while attending school-sponsored activities, or while engaged in school-related conduct, including going to or from school. Conduct is school-related if it involves other school students, property or personnel, or if, at the discretion of the principal, the student's continued presence in school will disrupt the educational process or threaten the welfare of the school community. The rules in this handbook and the district wide Code of Behavior also pertains to behavior on Metro buses and/or yellow buses/vans which convey students to or from school. You may view the district wide Code of Behaviors at the following internet address:

<http://www.cps-k12.org/general/discipline/Codes/CodeConduct.html>

GENERAL SCHOOL POLICIES AND PROCEDURES

1. Students may **NOT** disrupt the educational process.
2. **Hallway Behavior**
 - Horseplaying in the hall will not be tolerated.
 - No public displays of affection or touching.
 - Students are expected to be in their classroom when the bell rings.
 - Students are not to go to their lockers except before homeroom, lunch, and at the end of the day.
3. Students must report **directly** to their assigned destination. Loitering or unnecessary movement creates congestion and noise.

4. A **hall pass** is required whenever a student is in the hallway at any time. Students in the hall without a pass are trespassing.

NOTE: Shroder Paideia Academy students are expected to be in class at all times to avoid unnecessary loss of instructional time.

5. Students may not possess or chew gum or candy in the school building, on school grounds, or on the bus at any time. Gum and candy will be confiscated and discarded without reimbursement. (Exception: Students who pack a lunch may include a few pieces of candy, but not gum, for dessert. This must be consumed in the cafeteria during lunch.)
6. Food may not be consumed anytime anywhere in the school building or on school grounds except in the cafeteria during lunch. Food must be stored in the student's locker until lunch or it will be confiscated and discarded without reimbursement.
7. Students are not permitted to sell any item on school grounds. Items and any monies involved become school property. Students may sell items related to school fund raisers, however, they may not disrupt the educational process.
8. The following items are not permitted and will be confiscated:
 - pacifiers, stuffed animals, oversized purses (i.e. backpack purses, purses large enough to hold books), dolls, toys, virtual pets, or games
 - markers
 - keys, locks, and chains worn as ornaments
 - laser pointers
 - tobacco products/lighters
 - electronic devices including radios
tape recorders
cassette and/or CD players (except at lunch)
 - Cellular phones are permitted at school, but may not be used between the hours of 9:00 AM and 3:30 PM. Students should place their phones in a secure location and keep them put away during these times. Any phone that is seen out during these times will be confiscated and will only be returned to a parent or guardian. Multiple cellular phone confiscations may result in disciplinary action.
9. Students may not leave school grounds during the school day. Students may not return to school after leaving the grounds at dismissal, unless participating in a school sponsored function.
10. Students may not throw any objects (including snowballs) on the school premise or en route to and from school.
11. Students will follow the directives of all school personnel. Failure to follow a directive of any school personnel will result in a minimum of 1 Day ISS.
12. Students must serve all assigned detentions. **Students may be assigned detention or recommended for disciplinary action by any staff member.** Failure to serve assigned detention will result in 1 Day of ISS.
13. Students may not loiter in the school building, on school grounds, or en route to and from school. Students may not wander in the building nor should they be in any part of the building where they are not under teacher/coach/administrator supervision.

14. Students may not wear hairstyles, clothing, hats, or accessories that contain depictions that are drug/gang/alcohol related, obscene/profane, or sexual in nature.
15. Students will treat others with respect through their words, tone of voice, and actions. This includes not using profanity. Students using profanity in any fashion will be subject to disciplinary actions ranging from Saturday Detention to referral for Alternative Placement.
16. Students may not wear or display any clothing, jewelry, colors, or insignia which identifies the student as a member of a gang or otherwise symbolizes support of a gang. Students may not use any word, phrase, written symbol, or gesture which is gang related. Students may not gather for purposes of engaging in activity or discussing promotion of gangs. Students may not recruit others for gangs. Behaviors that emulate gangs will be interpreted as gang related.
17. Students are **NOT** permitted to enter staff only areas including the teachers' restrooms, lunch area, offices or workrooms.
18. Students may not have food to be delivered to school.
19. The use of teacher or office phones is limited to emergency use only.

CONSEQUENCES - Students are expected to conduct themselves in an appropriate manner at all times. Students must always respect the rights of all members of the school community, especially each student's right to an education. We use a progressive behavior intervention support ladder system to handle unruly/disruptive students. Students will receive multiple interventions at the classroom level before receiving a behavior intervention referral. Classroom level interventions may include:

- Phone Call to Parent or Guardian
- Reminder/Warning
- Written Action Plan
- Behavior Conference
- Detention/Demerit
- Removal/Exclusion from Extracurricular Activities
- Time-Out
- Change of Seat
- PASS Referral
- Individual Conference
- Relationship Building

Students that still fail to meet our behavior expectations after receiving interventions will receive a behavior intervention referral. There are five rungs on the behavior intervention ladder, with multiple consequences at each level. The last level is a referral to the district's Alternative to Suspension Program.

Students may receive immediate removals from school or Alternative to Suspension placements for more severe behavior violations, i.e. fighting, profanity to staff, possession of drugs, etc.

Please see appendix B for the full list behavior intervention referral consequences.

PARENTAL INVOLVEMENT - We believe that student behavior is the shared responsibility of home and school. Teachers and administrators will contact the parents when a student's behavior becomes disruptive to the educational process. Students will be given written notice in their Student Assignment Book for a detention or other disciplinary action. **Parental notification of detention is the student's responsibility.** Parent notification must take place whenever a student's misbehavior requires disciplinary action.

PRE-REFERRAL STRATEGIES

Teacher-Assigned or Team-Assigned Detentions - Detentions assigned by individual teachers or teams are conducted according to procedures established by each team. Students will be given prior written notice before serving an assigned detention.. All students with morning detentions must report to the lobby by the assigned time. Teachers will report to the lobby and escort students to their detention sites. All students with after-school detentions must report to the auditorium by 3:35 p.m. Students should enter the auditorium quietly and be seated. Teachers will report to the auditorium and escort students to their detention sites. **Failure to serve detention will result in further disciplinary action.**

Friday Detention - Friday Detention is held on Saturday from 3:45 to 5:45 p.m. Students are required to do schoolwork during this time. **Students must report with assignments, books, paper, SAB, and pen or pencil.** Students will not have access to their lockers on Saturday. Students who report late, report without supplies, dress inappropriately, do not work or do not sit quietly will not receive credit for serving their Saturday detention. **Failure to serve an assigned Friday Detention will result in 1 day of ISS.** Any student receiving 2 Friday Detentions for the same date will serve 1 Day ISS in lieu of the Saturday Detentions.

SUSPENSION CATEGORIES

In-School Suspension (ISS) - Students who chronically disrupt class or violate school rules despite the genuine efforts of the school and teachers to help the student recognize and change behaviors, will be assigned to In-School suspension. Failure to comply with the ISS rules may result in a removal from school. The student may then be required to complete his/her ISS assignment when he/she returns to school.

REMOVAL – At the discretion of the Principal or their designee; students may be removed from school for up to 72 hours and/or not be permitted to return until a parent conference has taken place.

***ALTERNATIVE TO SUSPENSION**

The Alternative to Suspension (A2S) program addresses the needs of students who exhibit chronic disruptive behavior that interferes with classroom instruction. These students are not a danger to themselves or others. However, decisions they have made violate the district's Code of Conduct and require removing the students from regular schools for a brief period of time.

The removal period will range from 5 to 15 days, depending on what was done and the student's progress within the A2S program.

After finishing the A2S program, students should demonstrate better skills in communication, decision-making and problem-solving. These skills will help students create positive relationships with their peers and adults. Students also should better understand the connection between their own behavior and the positive or negative consequences.

Entering the Program

A panel of teachers and administrators reviews recommendations from principals seeking to assign students to A2S. The panel considers whether school staff has exhausted its own resources to address a student's academic, social and behavioral needs before the assignment to A2S.

Education

Certified teachers provide classroom instruction in mathematics, language arts and the fine arts in curriculum aligned with state content standards at the student's instructional level.

Students with Individual Education Plans (IEPs) are supported to complete assignments that are consistent with IEP goals.

Teachers, counselors and other staff meet with students to help them reflect on their behavior and to discuss ways to deal with future conflicts. Student also receive social-skills instruction individually and as a group.

Attendance

Students must attend the A2S program every school day, with no more than one time tardy. Students must participate in classroom activities.

Category I: Suspension and/or Expulsion - A student may be assigned to in-school or out-of-school suspension or be removed for committing, attempting to commit, aiding or abetting the commission of, conspiring to commit, or participating in any manner, even though unaccomplished, in the commission of any of the offenses designated in this section. Students may be recommended for expulsion for chronic and/or aggravated offenses of Category I behaviors.

- | | |
|-----------------------|--------------------------------|
| 1. Unruly Conduct | 6. Electronic/Comm. Devices |
| 2. Gambling | 7. Fraud/ False Identification |
| 3. Disorderly Conduct | 8. Cheating/Plagiarism |
| 4. Improper Driving | 9. Trespass |
| 5. Tobacco | |

A complete description of Category I offenses is supplied to each home by the district.

Category II: Mandatory Suspension/Possible Expulsion - Students who commit any of the following offenses must be suspended by the principal. Expulsion also is authorized and can be considered for committing, attempting to commit, aiding or abetting the commission of, conspiring to commit, or participating in any manner, even though unaccomplished, in the commission of any of the offenses designated in this section. Students may be recommended for expulsion for chronic and/or aggravated offenses of Category II behaviors.

- | | |
|---|---|
| 1. Fighting | 6. Stealing/Possession of Stolen Property |
| 2. Gang Activity | 7. Sexual Misconduct |
| 3. Profanity and/or Obscenity towards Staff | 8. Harassment/Intimidation |
| 4. Damaging/Destruction of Property | 9. Violent Disorderly Conduct |
| 5. Breaking and Entering | |

A complete description of Category II offenses is supplied to each home by the district.

NOTE: The actual length of each suspension and the number of suspensions prior to a recommendation for expulsion are subject to administrative/team discretion based upon the severity of the offense and the individual student's pattern of misbehavior.

Category III: Mandatory Expulsion - The principal is required by Board Policy to submit a recommendation to the superintendent that a student be expelled from school for a period not to exceed 80 days (firearms and knives violations must be expelled for one calendar year) for finding a student has committed, attempted to commit, aided or abetted in the commission of, conspired to commit, or participated in any manner, even though unaccomplished, in the commission of any of the following offenses:

- | | |
|------------------------------|---------------------|
| 1. Alcohol and Drugs | 7. Firearms |
| 2. False Fire Alarms | 8. Robbery |
| 3. Physical Assault | 9. Knife |
| 4. Tampering with Fire Alarm | 10. Extortion |
| 5. Dangerous Weapons | 11. Starting a fire |
| 6. Sexual Assault | 12. Fireworks |

EXCEPTIONS: An offense involving firearms requires a mandatory one calendar year expulsion. An offense involving a knife may result in an expulsion for a period up to one calendar year.

A complete description of Category III offenses is supplied to each home by the district.

CHRONIC DISRUPTIVE BEHAVIORS

Students who are found to be chronically disruptive to the educational process will be placed on removal pending a parent conference. A student may be placed on removal for up to 72 hours or 3 school days.

EXTRACURRICULAR PARTICIPATION - Students who are assigned to ISS, or who are suspended/expelled from school, are not eligible to participate in any extracurricular activity for the duration of the ISS assignment, suspension, or expulsion.

ACADEMIC CREDIT - Students who are assigned to Saturday Detention, ISS, or who are suspended from school, must complete **all** work provided by their teachers. Students are entitled to receive appropriate academic credit for that portion of the work that is regular class work if it is completed and submitted by the day they return to regular classes/school. At the discretion of the teachers, additional make-up work may be required to be completed upon the students return to regular classes/school.

SCHOOL VISITS/CONFERENCES

As a visitor to our school, we request you observe our policies. Our school prohibits students from wearing hats and having chewing gum in the building. Thank you for helping by setting an example.

PARENT/GUARDIAN VISITS - Parents are encouraged to visit the school and to observe classes. The courtesy of a phone call prior to a visit is requested. **Upon arrival at school, all visitors must report to the Main Office and secure a Visitor's Pass.**

VISITS BY OTHERS - Other visitors, including non-custodial parents must be approved by the school administration prior to the visit and a visitor's pass must be secured from the office.

PARENT CONFERENCES - Parent conferences may be requested by individual teachers, teams, or administrators. Parents who wish to confer with any member(s) of the faculty are asked to call and schedule an appointment prior to reporting to school.

TELEPHONE MESSAGES - When leaving a message for a staff member, parents are asked to provide the following information: name (first and last), student's name, telephone numbers (home and work), and the best times to call.

ARRIVAL & DISMISSAL

ARRIVAL - Students must arrive by 8:50 a.m. and report to homeroom by 9:00 a.m. There is **NO** supervision for the students until 8:30. Students should report directly to their assigned areas, either the cafeteria or auditorium. No student should be anywhere else on school premises unless accompanied by a teacher or is in possession of a pass. Students may not leave school grounds in the morning after they have departed from buses or cars, or after arriving on school grounds on foot.

DISMISSAL – Upon leaving the building students should board buses, continue walking, catch rides or report to the auditorium promptly. **Loitering is not permitted.** Students must use sidewalks at all times.

TRANSPORTATION

CONDUCT - The rules appearing in the district wide Code of Behavior and this Handbook also pertain to behavior on Metro buses and/or yellow buses/vans which convey students to or from school. Bus conduct will be discussed at the beginning of the year. Students are responsible for reading the district wide Code of Behavior and this handbook and for conducting themselves accordingly while riding the bus. Bus misbehavior subjects the student to disciplinary action by the school. Bus transportation is a privilege which can be suspended or revoked if a student fails to follow established rules, regulations, and procedures.

NOTE: Queen City Metro and/or the Office of Student Transportation may initiate the suspension of bus cards for serious infractions or chronic unruliness.

NOTE: Infractions subject to suspension/expulsion will be treated in accordance with the Local School Discipline Plan (see STUDENT DEPARTMENT section of the HANDBOOK).

BUS PROBLEMS - Transportation-related questions and problems should be directed to the Main Office, 621-4455 Office of Student Transportation/Education Center, or Queen City Metro.

LOST BUS CARDS - A lost or stolen pass may be replaced by the Pupil Transportation Branch at a minimal cost. Pupil Transportation is located on 2315 Iowa Avenue. The hours are 8:30 a.m. until 4:15 p.m., Monday through Friday. Students are permitted to purchase replacement passes only before or after school. Parents or guardians may come in anytime. Replacement cost is \$1.00 each week of the balance of the pass period.

AFTER-SCHOOL/WEEKEND ACTIVITIES - Transportation home from any after-school activity is the responsibility of the student/parent. Transportation to/from any weekend activity also is the responsibility of the student/parent.

EXTENDED DAY ACTIVITIES - Failure of a parent to provide his/her child with transportation home from an activity that extends beyond the school day within fifteen minutes of that activity's conclusion will result in that student's exclusion from the next activity.

DRIVING PRIVILEGES - In order to drive to school, students must register the vehicle with the administration.

OFFICE

The office is the business center of the school. No student should enter the office without permission from school personnel, tap on office windows, or attempt to attract the attention of other students in the office. Upon entering the office, the student should wait quietly until assisted by office personnel.

MESSAGES - Only telephone messages of an **urgent nature** will be delivered to students. Parents are requested not to ask office personnel to deliver messages to students unless it is absolutely necessary. Students will not receive calls while in class.

STUDENT DRESS

Philosophy

Neatness, modesty, and propriety are key components to a classical Paideia Education. The purpose of the dress code at Shroder High School, is to encourage the development of these virtues. It is recognized that there are varied opinions as to what constitutes neatness, modesty, and propriety. When we look the part, we tend to do the job better. We recognize aesthetically, that student dress is distracting and can be counterproductive to success. We request the cooperation of both students and parents in maintaining the school's dress code. It is also our desire to clarify any questions about the dress code long before they become an issue. Below are some specific guidelines.

OBJECTIVE

To create, within the Shroder Paideia High School community, an environment that enables a student to gain the respect and confidence of others through his/her outward appearance.

General Guidelines

1. All clothing should be in good repair and fitted properly. Clothing should not be too tight fitting or too loose. Pants should be worn at the waistline and shirts should not be more than two sizes larger than the student wears.
2. All students will wear red or gold "polo" type shirts. These shirts with school logos will be sold by the school for \$18. Students may wear shirts that are red and gold "polo" type that do not have the school logo; these shirts can be purchased at a store of your choosing.
3. All students will wear black or khaki pants or shorts. These pants/shorts will not be sold by the school; you may get these at the store of your choice. Students may wear shorts or skirts at any time. It is left to the judgment of the parents'.
4. Clothing should not be adorned with logos, pictures, patches, buttons, drawings, or sayings (stated or implied) which refer to drugs, alcohol, violence, sex, athletics or the music industry.

5. Athletic attire is appropriate during school hours only when in gym class; there is also a uniform requirement for Physical Education.
6. Hats, bandannas, gloves and any other head gear are not permitted.
7. This dress code is in effect every day, on school grounds, at school-related activities, and on the way to or from school.
8. In all cases, the administration has the authority to determine compliance.
9. Violations of this dress code will result in consequences stated in the student, parent, and teacher handbook.

Specific Guidelines for Student Dress

LONG PANTS:

- _ Black or Khaki Tan
- _ “Docker” Style
- _ Cotton/Cotton Blend/Corduroy
- _ Flat or Pleated Fronts – back patch pockets permitted (pockets stitched to the outside of the pants)
- _ Regular fit (no wide legs or bell bottoms)
- _ Proper length – no frayed bottoms or intentional bunching
- _ No elastic cuffs
- _ No cargo pants
- _ Must fit properly at the waist

SHORTS AND SKORTS:

- _ Same requirements as pants except length
- _ Must be as long as your arms. Hem line should be at the tips of your fingers if they are at rest

CAPRI PANTS:

- _ Same requirements as pants except length

SKIRTS:

- _ Same colors and materials as pants
- _ Modest fit
- _ No slits above knees
- _ Length – Hem line should be at the tips of your fingers if they are at rest
- _ No pants showing below skirt

JUMPER (DRESS):

- _ Same colors and materials as pants
- _ Length – Hem line should be at the tips of your fingers if they are at rest
- _ Definition of Jumper – one piece, sleeveless with top straps being about 1-2 inches wide that are fastened at all times when you are in school.
- _ Must be worn with a collared or turtleneck shirt

BELTS:

- _ All pants/shorts/skort/skirts must be worn with a belt if there are belt loops
- _ Must be properly sized
- _ Studded belts are not permitted

SHIRTS:

- _ Shirts must be long enough to remain tucked in
- _ Polo style (shirt must have 2 or more buttons with collar), or
- _ Collared shirt – Buttons down the front (cotton/cotton blend)
- _ Solid gold or red

- _ Short or long sleeved
- _ Can wear a gold or red t-shirt or turtleneck only, underneath. No writing on t-shirts. No camisoles, scooped necks, etc.
- _ Cannot have colored stripe or colored piping on collar
- _ May have a pocket
- _ Must fit properly and modestly
- _ Buttons are to be appropriately buttoned

SWEATSHIRTS

- _ Solid red or gold with school logo or plain
- _ No other logos or words permitted
- _ Sweatshirts may not be worn inside out
- _ Hoodies are permitted
- _ No coats or jackets can be worn in class or around the waist

SWEATERS

- _ Solid red or gold

SHOES:

- _ Athletic shoes allowed
- _ No higher than 2 inch heels
- _ Tied/laces/Velcro/buckles/slip-on/loafers
- _ Must have back strap
- _ Feet must be in the shoes
- _ No roller shoes
- _ Boys who wear sandals must wear socks
- _ No house slippers are permitted

SCHOOL EVENTS OR FIELD TRIPS:

On all school outings, we must remember that we represent the school to the world; therefore, participants are expected to be in dress code. This applies to any SPA organization, athletic team, clubs, etc. that represents SPA. The teacher/coach decides appropriate wear for the outing as follows:

- _ Must wear approved attire
- _ Athletic teams are expected to be in dress code to and from sporting events unless in uniform.
- _ On special event days the classes or groups may wear their t-shirts made especially for that day.

DANCE POLICY

At Shroder Paideia High School, Cincinnati, Ohio, prior to each school dance, all students and parents must agree, in a memo of understanding, that the students will not engage in "lewd dancing" in all its forms and names.

- School administrators will review policy with students, on the day prior to the dance.
- School will only allow the pre-sale of tickets.
- Chaperones will be assigned to specific duties and locations at the dance, including back entrances of the school building. Chaperones will meet school personnel, a week prior to the dance.
- Police and School Security must be on duty.
- A student engaging in unruly conduct or lewd dancing will be immediately removed from the dance.

- A student will not receive a refund for any dance ticket, if he/she is removed from the dance, for violation of the Dance Policy.
- The dance may be terminated early for improper or indecent behavior, if the school administration decides to take such action

LOCKERS

A locker is assigned to each student by his/her homeroom teacher. This locker must be secured with a **combination lock** purchased by the student. The lock's combination must be registered with the homeroom teacher. Students should not give their combination to other students. Students are expected to use their lockers to store coats, lunch, extra supplies, etc. Students may not share lockers.

Lockers are school property. The school possesses the legal right to search a student's locker. The school is not responsible for lost or stolen items. The student is responsible for maintaining a clean, neat, and orderly locker. Students are expected to use appropriate hallway behaviors when using their lockers. (See page 32 for appropriate hallway behavior.)

GYM LOCKERS - Students are *required* to store personal belongings in a gym locker secured with a combination lock during physical education class.

VALUABLES/MONEY - Students should not bring valuables or large amounts of money to school.

RESTROOMS

Students are expected to remain in class for the entire instructional period. Students may use the restrooms before school, during the first twenty minutes of their lunch period, and at other times designated by their team. Students are expected to exhibit proper restroom etiquette.

NOTE: If a medical problem requires more frequent access to restroom facilities, a physician's statement must be presented each year to the student's homeroom teacher.

CAFETERIA

All students are expected to report directly to the lunchroom at the beginning of their lunch period unless directed or given written permission by a staff member to do otherwise.

Students are expected to follow these procedures in the lunchroom:

1. Wait in a single-file line to purchase items. (NOTE: Students may go through the line once only.)
2. Always use a tray (whether lunch is bought or brought).
3. Only one plate lunch may be purchased at the plate-lunch price. Additional plate lunches may be purchased at a la carte prices.
4. Keep all food and drink in the lunchroom.
5. Remain seated while eating and drinking.
6. Talk in a quiet voice. (No shouting, yelling, or loud talking.)

7. Dispose of litter in designated containers.
8. Return trays, dishes, and utensils to designated stations. (NOTE: All items must be returned at least ten minutes prior to the end of the lunch period.)
9. The restroom is open during the first 20 minutes of the lunch period.
10. Stay in the lunchroom area. Students must have permission and a written pass to leave this area. Students must secure a note **before** going to lunch in order to leave the lunchroom to see a teacher or go to the library during the lunch period.
11. Students are not to have food delivered to school. Food that is delivered without permission will be confiscated and no refund will be given.

FREE/REDUCED LUNCH PROGRAM - Students eligible for the federal free/reduced lunch program must submit a **new** completed application each school year.

BREAKFAST PROGRAM - Students may participate in the school's breakfast program by reporting to the cafeteria in lieu of the auditorium before school. Breakfast students will be dismissed from the cafeteria at 8:55 a.m. Any student who reports to the cafeteria under false pretenses will be removed from the Breakfast Program for the balance of the school year.

Appendix A

POSITIVE BEHAVIORS

HALLWAY

Respect

- Respect each other's space
- Use appropriate language
- Follow all adult directions

Responsibility

- Know expectations before entering the hall
- Move quickly towards your destination
- Use your own locker responsibly

Academic Achievement

- Stay quiet while classes are in session
- Be on time for class

Safety

- Go with the flow and stay to the right
- Use inside voices to hear directions
- Leave food at home or in the cafeteria
- Keep hallway clear of obstructions

AUDITORIUM

Respect

- Enter and exit in an orderly fashion
- Stay in your seat
- Talk quietly
- Fill in every seat
- Keep inappropriate comments to yourself

Responsibility

- Leave materials in the classroom
- Leave your lunch in your book bag in the morning
- Obtain permission before getting out of your seat
- Wait to be dismissed

Academic Achievement

- Respect your neighbor by giving the performer or speaker your undivided attention
- Applaud politely when the performance is over

Safety

- Keep aisles and doorways clear
- Exit and enter in an orderly fashion and stay to the right
- Stay with your class

CAFETERIA

Respect

- Take turns in line
- Treat cafeteria personnel with respect
- Use indoor voices

Responsibility

- Clean up after yourself and dispose of food in receptacles
- Sit and stay in designated areas

Safety

- Keep distance between yourself and other students
- Keep hands and feet to yourself

RESTROOM

Respect

- Respect each other's space
- Use indoor voices
- Use appropriate language

Responsibility

- Use trash cans
- Clean up after yourself
- Leave stalls, walls, sinks, and mirrors clean

Safety

- Knock on stall door before entering
- Report maintenance/safety issues to a teacher

Appendix B

BEHAVIOR INTERVENTION LADDER

STEP FIVE: OFFICE REFERRAL FOR A2S OR A2E

STEP FOUR: REMOVAL FROM SCHOOL UNTIL A PARENT/GUARDIAN CONFERENCE IS HELD (1 REMOVAL UP TO THREE DAYS)

STEP THREE: IN SCHOOL SUSPENSION (FOUR ASSIGNMENTS FOR 1, 2, 3, THEN 4 DAYS)

STEP TWO: REMOVAL FROM SCHOOL FOR THE FOLLOWING DAY UNLESS A PARENT/GUARDAIN CONFERENCE IS HELD (ONE REMOVAL FOR 1 DAY)

STEP ONE: TWO FRIDAY SCHOOLS

The classroom teacher should utilize the pre-referral intervention strategies found on page 12 before moving to step One on the Behavior Intervention Ladder, with the exception of automatic consequences for Category II and III Code of Conduct violations, i.e. fighting, profanity to staff, possession of drugs, etc. which will result in immediate removal or an Alternative to Suspension Referral.