

# **SHRODER HIGH SCHOOL**

**A PAIDEIA LEARNING COMMUNITY**

**2018-2019**

## **PARENT/STUDENT HANDBOOK**



### **OUR VISION**

Producing Lifelong Learners through High Standards  
and a Supportive Environment

### **OUR MISSION**

Support a culture of lifelong learning  
Promote the physical and emotional well-being of all community members  
Effective Paideia instruction used to develop critical thinking skills  
Help students to meet and exceed high academic standards

**5030 Duck Creek Road  
Cincinnati, Ohio 45227  
513-363-6900**

# Frequently Asked Questions

## PLEASE POST IN AN ACCESSIBLE LOCATION

### 1. What are the school hours?

- *Students are expected to report to school by 8:30 a.m. and to be in first bell prior to the ringing of the tardy bell at 8:45 a.m.*
- *Students will be dismissed at 3:45 p.m.*

### 2. What is the uniform policy for my child?

- *Students should arrive to school in uniform and remain in uniform throughout the entire school day.*
- *All students will wear the official Shroder shirt in red, gold, or black with crest. Shirts can be purchased on a pre-order basis from the main office until July 14<sup>th</sup> for \$10.00. Shirts purchased before July 14<sup>th</sup> will be available for pick up in the Main Office from August 9<sup>th</sup> through August 11<sup>th</sup>. After the July 14<sup>th</sup> date, shirts must be purchased from Speedy Signs and Apparel in Sharonville for \$15.00*

*\*\*Please note: the only acceptable shirt and hoodie is the **OFFICIAL SHRODER SHIRT and HOODIE with crest.***

- *All students will wear solid black or khaki bottoms, NO DENIM. Pant legs should not be adorned with colors or designs. Jeggins, leggings, and tights, are not acceptable bottoms unless worn under a skort, skirt, or shorts. Pajama bottoms should not be worn to school. Students may wear shorts or skorts at any time. Keeping in mind skirts, skorts, and shorts MUST be no more than 4" above the knee. Any student in violation of this policy will be asked to change immediately, if proper clothing is not available parents will be contacted and a consequence will be issued. Tights worn under shorts, skirts, and skorts do not count toward the length of those items. The fingertip length rule is sufficient.*
- *Athletic attire (sweat and/or jogging pants) is not appropriate during school hours only when in gym class; there is also a uniform requirement for physical education.*
- *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.*
- *Students may wear authentic Shroder athletic shirts, warm up jackets, spirit shirts, and class shirts on **Fridays only beginning Friday, September 14th.***
- *Athletic jogging pants and jackets issued by the athletic department may only be worn on game days.*
- *In cases of cold weather students may wear undershirts with sleeves but they must be solid red, gold, white, or black.*
- *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.*
- *Hats, bandanas, gloves, scarves, do rags, skull caps, bonnets, and other head gear are not permitted.*
- *Flip flops, house shoes, or open toe shoes are prohibited*
- *This dress code is in effect every day, on school grounds, at school-related activities, and on the way to or from school.*
- *In all cases, the administration has the authority to determine compliance.*
- *Students who are found to be out of dress code are subject to disciplinary actions.*

3. **How early can my child arrive to school and how late can they stay?**
  - *8:30 a.m. Students can only stay after school if they are involved in an extra-curricular activity or attending a help session.*
4. **How much time will my child get for lunch and what does it cost?**
  - *Middle School and High School students will get a total of 30 minutes. Shroder High School students receive free lunch and breakfast.*
5. **What happens if my child misses the bus?**
  - *They can take a regular Metro bus or they need to be brought to school.*
6. **Who do I call when my child is ill?**
  - *Telephone the attendance office at 363-6969. This is a message line, please leave your child's name, grade level, and reason for absence or tardiness.*
  - *When your child returns to school, please send a note explaining the absence and have your child give the note to Ms. Monroe in the main office.*
7. **How does my child make up work due to an extended absence?**
  - *It is the student's responsibility to secure missing assignments from teachers immediately upon returning to school. Parents should contact their child's grade level team leader to request make-up work for students who are expected to be absent for more than 3 consecutive days.*
8. **Who should I call if my child needs a tutor?**
  - *All teachers have designated help sessions after school. Please make transportation arrangements prior to the help session.*
9. **When do I pay my child's school fees?**
  - *All school fees need to be paid immediately. Cash, money orders, and cashier's checks, are accepted in the main office. Please have the exact amount as we cannot provide change. Fees can be paid using a credit or debit card online at [www.payforit.com](http://www.payforit.com) There is a \$1.95 per transaction fee. Failure to pay fees will result in a student's final report card being withheld. **Students will not be permitted to attend field trips, year-end activities, prom or participate in graduation if these fees are not paid.***
10. **Can my child bring a cell phone to school?**
  - *Cell phones are permitted at school but may not be used between the hours of 8:40 a.m. and 3:45 p.m. Cell phones should be turned off and out of sight upon entering the building and throughout the entire school day. Students should place their phones in a secure location. **Shroder High School is not responsible for any lost or stolen electronic device.***
11. **Can my child bring valuables to school?**
  - **SHRODER HIGH SCHOOL IS NOT RESPONSIBLE FOR LOST / STOLEN VALUABLES, I.E. MONEY, SHOES, CLOTHING, CELL PHONES, ELECTRONIC DEVICES OF ANY KIND.**
12. **Can my child use the office or classroom phones to contact me?**
  - *The use of teacher or office phones is limited to emergency use only.*
  - *Parents are asked to secure transportation and permission for after school activities before your student comes to school. Students will not be permitted to use school phones to ask permission to stay for after school activities(i.e. detentions, sports, and clubs)*

**13. Can I call the school to leave a message for my child?**

- *Parents are requested not to ask office personnel to interrupt classroom instruction to deliver any messages.*

**14. Who do I call if I notice a change in my child's emotional or behavioral stability?**

- *Project PASS (Partnerships for Academic Success in Schools) offers counseling for student's personal, behavioral and emotional concerns. The PASS office is located in room 117. Concerned parents can call the PASS office at 363-6971.*

**15. Who do I call if I notice that my child needs support in working through a conflict with another student or teacher?**

- *Notify the PASS office to schedule a consultation. The PASS office can offer a one-on-one meeting with student, a peer or an adult led mediation.*

**16. Can my child wear shorts to school?**

- *Yes, as long as they are the uniforms colors of black and khaki. Shorts and skirts (including slits in skirts) must be no higher than 4 inches above the knee.*

**17. What if my child becomes ill during the school day or needs to be dismissed early.**

- *Your child will be sent to the office. The office staff will contact parents via emergency number you have supplied.*
- *You must come into the office and sign your child out. Students will only be released to parents, legal guardians, or those listed as an emergency contact.*

**18. What if my child has to take medication during the school day?**

- *All medications prescribed by a physician or approved over the counter medication will be kept in the main office for storage and safe keeping. Students may then return to main office at the prescribed intervals to receive the appropriate dosage.*
- *If medication is prescribed by a physician, an authorization form must be signed by the physician and be on file in the main office.*
- *If students are taking over the counter medication an authorized over the medication from and the medicine in the original unopened packaging must be on file in the main office.*
- *All authorization forms can be picked up from main office.*

**19. Where can my child obtain a work permit?**

- *Students need to request an application for a work permit form from Mrs. Fuller or Mrs. Monroe in the main office.*
- *Completed work permit applications should be turned into the main office at the beginning of the day. Students can return at the end of the day to pick up and sign completed work permits.*

**20. Can my child drive to school?**

- *Students must register the vehicle with school administration.*

**21. Who do I talk to if my child is involved in sports?**

- *The first person to talk to is your child's coach. If you have other questions or concerns, contact Mr. Pope, the Athletic Director, at 363-6908.*

**22. Where does my child go for after school activities or sports?**

- *Students should report immediately to their assigned location (i.e. coach's office or classroom). Students may not return to school after leaving the grounds at dismissal, unless participating in a school sponsored function.*

**23. How can I monitor my child's progress?**

- *Contact the main office to register for PowerSchool. PowerSchool will allow parents to check their child's attendance, grades, and discipline in real time.*

**24. How will my child receive a locker assignment?**

- *Students will be issued a locker and combination lock on the first day of school in advisory bell*
- *Every student is required to use/rent the official Shroder lock assigned by the teacher.*
- *The cost for the lock is \$7.00 and will be added to each student's school fees.*
- *Students are responsible for keeping their lockers neat & orderly.*
- *Sharing lockers is prohibited.*
- *Sharing your locker combination is STRONGLY discouraged!*

**25. What is an SAB and how does my child receive one?**

- *Every student is required to purchase the official Shroder Student Assignment Book (SAB) for recording assignments and other important information.*
- *Each student will be given an SAB at the start of the school year. The cost of the SAB (\$5.00) will be added to the each student's school fees and handled as such unless paid immediately.*
- *The SAB is the primary means for daily school-home communication. It should be checked by parents every day for homework assignments, disciplinary action, hall passes, and other school-related messages.*

**26. Can my child bring treats for birthday celebrations to school?**

- ***Birthday celebrations during the school day are prohibited.** This includes bringing balloons, cakes, flowers, and outside food even during an assigned lunch period.*

**27. Can I bring lunch to my student during the school day?**

- *Shroder follows the federal healthy lunch program and asks that parents **do not** bring outside restaurant food to students during the school day.*

## **INTRODUCTION**

Welcome to the 2018-2019 school year at Shroder High School, the only CPS Paideia middle and high school educational program. Our school strives to produce lifelong learners through high standards in a supportive environment.

Shroder High School 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 him/herself to our continued success.

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

- 1) **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.
- 2) **Parents** are expected to monitor their child's attendance, academic performance, schoolwork, behavior, and to support the school's efforts in these areas.
- 3) **Staff** is expected to provide each student with quality learning activities daily and to help students develop intellectually, emotionally, socially, and physically.

These high expectations can be achieved through our Jaguar ROAR—Respect others, accept responsibilities, and mutual respect. The quality of each student's education at Shroder High School 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 High School.

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.

## **OPPORTUNITIES FOR PARENT, COMMUNITY, AND STAFF INVOLVEMENT**

Local Shared Decision Making Committee (LSDMC)

Instructional Leadership Team (ILT)

Local School Discipline Committee (LSDC)

Parents as Partners

If you would like to participate in any of the above committees, please contact the principal.

## **STUDENT RESPONSIBILITIES**

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

- 1) Attend school daily.
- 2) Arrive at school and in each class on time.
- 3) Arrive each day dressed in the Shroder uniform.
- 4) Bring books, paper, pens, and pencils, and all other required supplies to class.

- 5) Actively participate in class.
- 6) Follow all class, team, school, and district rules.
- 7) Show respect for themselves and all members of the school community.
- 8) Honor commitments to extracurricular activities.
- 9) Carry the Student Assignment Book to all classes and to/from school daily.
- 10) Deliver all home/school information promptly to the appropriate person.
- 11) Read and periodically review the school and team handbooks.

The staff of Shroder High School 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' responsibilities 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) Ensure that their child is well-rested, properly nourished, and dressed in the Shroder uniform.
- 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) Support the school's efforts to educate their child.
- 12) Instill in their child a respect for self, others and their property, and for school and class rules.
- 13) Sign the Student Assignment book daily if your child is in 7<sup>th</sup> or 8<sup>th</sup> grade.
- 14) 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) Support each parent's efforts to educate his/her child.
- 9) Instill in students a respect for others and their property and for school and class rules.
- 10) Provide parents with positive feedback regarding their child's performance.
- 11) Read and periodically review the school and team handbooks with the students.
- 12) Monitor the Student Assignment Book.

# 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 complete 21 credits successfully to qualify for the Paideia Diploma.

## Required Courses

The following courses are required for all Shroder High School students and must be completed along with elective courses taken in grades 9-12 to meet CPS graduation requirements:

- |                     |                   |   |             |
|---------------------|-------------------|---|-------------|
| *English 9          | *English 10       | *English 11                                     | *English 12 |
| *Biology            | *Physical Science | *Chemistry                                      |             |
| *Modern History     | *American History | *Government                                     | *Economics  |
| *Algebra I          | *Geometry         | *Algebra II                                     | *Calculus   |
| *Physical Education | *Health           | *Fine Art – Music / Art / Computer Applications |             |

## Service Learning

As a Paideia community, Shroder High School 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 by the end of their senior year in order for them to walk in the graduation ceremony. Students will follow these service learning steps:

- \*Freshman 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

## 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.

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.



### **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 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**

Midterms are issued to students halfway through each term to advise parents of their child's current academic status. Dates may change; please check the district and Shroder web sites 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 Conference**

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**

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.

## **ARRIVAL AND DISMISSAL**

### **Arrival**

There is NO supervision for the students until 8:30. Students should report directly to the cafetorium for breakfast. Students must arrive by 8:30 am and report to 1st bell by 8:45 am. 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 the 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 their extracurricular activity promptly. There will be no reentry into the building or academic area once you a student has left the building. **Loitering is not permitted.** Students must use sidewalks at all times.

### **MAIN 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 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 message to students unless it is absolutely necessary. **Students will not receive calls while in class.**

## **STUDENT DRESS**

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

## **BOARD POLICY 5511 Dress and Grooming**

The board authorizes the school to establish a reasonable dress code of a school uniform. The dress code or requirements for school uniforms shall be incorporated into the Student Handbook and Discipline Plan. Shroder's uniform policy is mandatory. There is no opting out.

## **GENERAL GUIDELINES**

- 1) Students should arrive to school in uniform and remain in uniform throughout the entire school day.
- 2) All students will wear the official Shroder shirt in red, gold, or black with crest. Shirts can be purchased on a pre-order basis from the main office until July 14<sup>th</sup> for \$10.00. Shirts purchased before July 14<sup>th</sup> will be available for pick up in the Main Office August 9<sup>th</sup> through August 11<sup>th</sup>. After the July 14<sup>th</sup> date, shirts must be purchased from Speedy Signs and Apparel in Sharonville for \$15.00  
\*\*Please note: the only acceptable shirt or hoodie is the **OFFICIAL SHRODER SHIRT and HOODIE with crest.**
- 3) All students will wear solid black or khaki bottoms, NO DENIM. Pant legs should not be adorned with colors or designs. Jeggins, leggings, tights, are not acceptable bottoms unless worn under a skort, skirt, or shorts. Pajama bottoms should not be worn to school. Students may wear shorts or skorts at any time. Keeping in mind skirts, skorts, and shorts MUST be no more than 4" above the knee. Any student in violation of this policy will be asked to change immediately, if proper clothing is not available parents will be contacted and a consequence will be issued. Tights worn under shorts, skirts, and skorts do not count toward the length of those items. The fingertip length rule is sufficient.
- 4) Athletic attire (sweat and/or jogging pants) is not appropriate during school hours only when in gym class; there is also a uniform requirement for physical education.
- 5) 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.
- 6) Students may wear authentic Shroder athletic shirts or warm up tops, spirit shirts, and class shirts on **Fridays only beginning Friday, September 14th.**
- 7) Athletic jogging pants and jackets issued by the athletic department may only be worn on game days.
- 8) In cases of cold weather students may wear undershirts with sleeves but they must be solid red, gold, white, or black.
- 9) 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.

- 10) Hats, bandanas, gloves, scarves, do rags, skull caps, bonnets and other head gear are not permitted.
- 11) Flip flops, house shoes, or open toe shoes are prohibited
- 12) This dress code is in effect every day, on school grounds, at school-related activities, and on the way to or from school.
- 13) No purses or chains worn as adornments allowed in classrooms.
- 14) In all cases, the administration has the authority to determine compliance.
- 15) Students who are found to be out of dress code are subject to disciplinary actions.

## **ATTENDANCE**

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

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.

### **Absence**

When a student is absent the parent must do the following:

- 1) **Notify the school by phone (363-6969) between 8:30 am and 10:00 am each day the child is absent.** If notification is not received, the Attendance Office will contact a parent at home or work to verify the validity of the absence.
- 2) **Write a note explaining the absence.** The student should give the excuse to the main office upon his/her return to school.

### **Tardiness**

Students are expected to report to school by 8:30 am and to be in their first bell class bell prior to the ringing of the tardy bell at 8:45 am. Students are also expected to report to class before the tardy bell for each class rings. Excessive tardiness to class and/or school will result in a behavior intervention referral. (Ex. school and class tardies can result in after school DT's, and/or ISS, and/or Removal)

### **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. (This is handled by our School social worker)

### **Unauthorized Absence from Class (Cutting / Skipping Class)**

It is our philosophy that students must be 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 legal guardian. Students must present the note to the Main Office and must be signed out by a parent, legal guardian, or emergency contact, 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. Students will only be released when signed out (in person with identification) in the main office by a parent, legal guardian, or emergency contact.

### **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.

### **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 grade level team leader to request make-up work.

## **STUDENT HEALTH**

### **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 for storage and safekeeping. Students may then return at prescribed intervals to receive the appropriate dosage. Students are not allowed to carry and medication with them except for inhalers and epi-pens.

### **Medical Conditions**

Parents of students with special medical conditions (ie: epilepsy, asthma, diabetes, hemophilia, etc.) should notify the School Nurse 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 mentor bell 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.

## **STUDENT ASSIGNMENT BOOK (SAB)**

Every student is required to purchase the official Shroder Student Assignment Book (SAB) for recording assignments and other important information. Each student will be given an SAB at the start of the school year. The cost of the SAB (\$5.00) will be added to the each student's school fees and handled as such unless paid immediately. 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 by students in grades 7 through 12 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 mentor bell teacher. The SAB must be taken home each day parental review. A parent's signature is required daily for students in grades 7 and 8.** The parent's signature indicates that all recorded information has been reviewed. Parents can communicate with teachers through the SAB.

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.**

## **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 District wide Code of Behavior... (which) includes the Code of Suspension, Expulsion, and removal as required by the Ohio revised code. In addition to the District wide 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 2018-2019 Student, Parent & Staff Handbook was developed by our Positive School Culture Committee. It is supplemented by a team information packet. The District wide Code of Behavior, the Student, Parent, & Staff Handbook, and your child's team information packet constitute the Shroder High School Positive School Culture 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 Positive School Culture 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 Positive School Culture Plan and district policies.

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

### **Paideia Philosophy**

Our high expectations at Shroder High School 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 a manner that is conducive to learning.

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

The principal should enforce standards of conduct – that measures 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 High School 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 High School's vision statement and to the Paideia philosophy, we strive to have a positive, safe and respectful environment to support students' learning opportunities. These are four overarching behavioral expectations our stakeholders have chosen for our school:

- \* Be Respectful
- \* Be Safe
- \* Be Responsible
- \* 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 and 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
  - ❖ Horse playing in the hall will not be tolerated.
  - ❖ No public displays of affection or touching
  - ❖ Students are expected to be in their classrooms when the bell rings.
- 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 during the school day. Students in the hall without a pass are trespassing.
- 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 school sponsored breakfast in the first bell classroom and 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 order food from restaurant delivery services. We ask that following the federal healthy lunch program that parents do not deliver outside restaurant food to students during the school day.
- 8) Birthday celebrations during the school day are prohibited. This includes bringing balloons, cakes, flowers, and outside food even during an assigned lunch period.
- 9) 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.
- 10) 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/video games
  - ❖ markers
  - ❖ keys, locks, and chains worn as ornaments
  - ❖ laser pointers
  - ❖ tobacco products/lighters
  - ❖ balloons
  - ❖ flowers
- 11) 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.
- 12) Students may not throw any objects (including snowballs) on the school premise or en route to and from school.
- 13) Students will follow the directives of **ALL** school personnel.
- 14) Students must serve **ALL** assigned detentions. Students may be assigned detention or recommended for disciplinary action by **ANY** staff member.
- 15) 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.
- 16) Students may not wear hairstyles, clothing, hats, or accessories that contain depictions that are drug/gang/alcohol related, obscene/profane, or sexual in nature.
- 17) Students will treat others with respect through their words, tone of voice, and actions. This includes not using profanity.
- 18) 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.

- 19) Students may not use any word, phrase, written phrase, 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.
- 20) Students are NOT permitted to enter staff only areas including the teacher's restroom, lunch area, offices or workrooms.
- 21) The use of teacher or office phones is limited to emergency use only.
- 22) Students may not bring purses or book bags into the classroom.

### **Consequences**

Students are expected to conduct themselves in an appropriate manner at all times. Students must always respect the right 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. Classroom level interventions may include:

- Phone call to parent or guardian
- Reminder/Warning
- Written action plan
- Behavior conference
- Detention/Demerit
- Removal/Expulsion 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 demerits. The demerits correspond to the intervention support ladder. The more demerits students earn, the more severe their consequences become. Please reference the intervention support ladder located at the end of the handbook. 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.

### **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 notice before serving an assigned detention. All students with after-school detentions must report to cafetorium by 3:45 pm. Students should enter the cafetorium quietly and be seated.

**Failure to serve detention will result in further disciplinary action.**

### **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. The expectations for students in ISS are extremely high. A very important and clear message that will be conveyed to parents and students is that ISS was not designed to be a fun place to socialize with friends; instead it was designed to be an alternative for students to come to a quiet working environment instead of being sent home. While in ISS students will receive work daily from all teachers. This way students stay caught up on all assignments.

Students are responsible for turning in all assignments at the end of the day. Anyone not working will receive an extra day. Students have 6 ½ hours to complete work.



There are rules that every student assigned to ISS must follow. If any student chooses not to follow the rules they will be placed on removal up to (but not limited) to 3 days removal. This consequence will be strictly enforced.

Students need to be in class not ISS. Once a student has been assigned to ISS three times a conference will be scheduled between the parent, student, ISS instructor, and grade level team leader.

- 1) All handbook rules apply.
- 2) All students need to come prepared – bring all books and supplies (pens, pencils, crayons, paper)
- 3) No electronic devices of any kind.
- 4) All students work silently.
- 5) There will be no locker passes or security escorts.
- 6) **No** sleeping or heads down.
- 7) No book bags or backpacks.
- 8) Raise hands to get out of seat or for questions.
- 9) All work is independent and needs to be in by 3:30.

Steps:

- 1) Warned
- 2) Possible DT (continued behavior, removal)
- 3) Removal (1 – 3 days)

### **Emergency 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 behavior needs before the assignment to A2S.

### **Education at A2S**

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

Students with Individual Education Plans (IEP) 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. Students also receive social-skills instruction individually and as a group.

### **Attendance at A2S**

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

### **Suspension Categories**

**Category I: Corrective Action** – In most instance, Category 1 infractions will be corrected by the teacher or supervising adult in the setting where the misbehavior occurs. A student may be assigned to detention, in-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 alternative to suspension for chronic and/or aggravated offenses of Category I behaviors.

- |                                 |                                     |
|---------------------------------|-------------------------------------|
| 1. Disobedience                 | 6. Trespassing                      |
| 2. Disruptive Behavior          | 7. Gambling                         |
| 3. Inappropriate Communication  | 8. Electronic Communication Devices |
| 4. Tobacco / Smoking            | 9. Cheating                         |
| 5. Fraud / False Identification |                                     |

**Category II: Possible Suspension** – Students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner even if not completed in the commission of any of the offenses designated in this section will be required to participate in activities designed to prevent repetition of the offense. Teachers or supervising adults may choose corrective strategies for Category II infractions including, but not limited to in school suspension, referral to school administrators for removal or alternative program placement. Students may be recommended for alternative program placement for chronic and/or aggravated offenses of Category II behaviors.

- |  |                                      |
|--|--------------------------------------|
| 1. Fighting                                  | 7. Damaging/Destruction of Property  |
| 2. Profanity or Obscenity                    | 8. Fireworks                         |
| 3. Stealing or Possession of Stolen Property | 9. Sexual Misconduct                 |
| 4. Gang Activity                             | 10. Harassment/Intimidation/Bullying |
| 5. Violent Disorderly Conduct                | 11. Depictions of Prohibited Conduct |
| 6. Counterfeit Currency                      |                                      |

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 II Offense could be upgraded to Category III Offense, depending on the circumstances.

**Category III: Mandatory Suspension/Possible Expulsion** – A limited number of offenses constitute the basis for referral of a student to the Alternative to Expulsion (A2E) program. The

principal, finding a student has committed, attempted to commit, aided or abetted the commission of, conspired to commit, or participated in any manner even if not completed in the commission of any of the following offenses will submit a recommendation to the Superintendent that the student be referred to the Alternative to Expulsion program. The principal will immediately notify CPS security when a criminal offense in this category is committed.

1. Alcohol and Drugs
2. Physical Assault
3. Serious Bodily Injury
4. Dangerous Weapons
5. Firearms
6. Robbery
7. Starting a Fire
8. Firearm Look-Alikes
9. False Fire Alarms or Bomb Reports / Tampering with Fire Alarm System
10. Sexual Assault
11. Sexting
12. Extortion
13. Breaking and Entering

### **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, alternative to suspension or alternative to expulsion are not eligible to participate in any extracurricular activity for the duration of the ISS term, A2S or A2E.

### **Academic Credit**

Students who are assigned to Detention, ISS, or Alternative to Suspension, 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.

### **Parental Notification**

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 notice for a detention or other disciplinary action or teachers may contact parents directly via phone or email. Parental notification of detention is the student's responsibility. Parent notification must take place whenever a student's misbehavior requires disciplinary action.

### **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 administration). Disputes that are not resolved may be appealed to the school principal. The principal's decision may be appealed with the Office of Student Affairs.

Board Policy 5517.01

### **Bullying and Other Forms of Aggressive Summary**

Bullying behavior by any student or school personnel, on school property or at a school sponsored event, including harassment, intimidation or violence within a dating relationship is strictly prohibited, and such conduct may result in disciplinary action.

### **Bullying, harassment, intimidation or violence within a dating relationship shall be referred to as "bullying."**

Bullying means any intentional written or electronically transmitted, verbal, graphic, or physical act that a student or group of students exhibit toward other particular student more than once and the behavior both:

- a. Causes mental or physical harm to the other student; and,
- b. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Students, parents/guardians, and school personnel may report conduct they consider to be bullying by reporting to a teacher, school administrator, or staff member. These complaints must be reasonably specific including persons involved, targeted student, names of witnesses, location, date and time.

Teachers and other staff members who witness or suspect acts of bullying shall promptly notify the school administrator and provide a complete written report on the incident.

The school administrator shall be notified promptly of any formal or informal complaint of suspected bullying. All complaints must be investigated promptly under the leadership of the school administrator. Verified acts shall result with an intervention by the school administrator to ensure the behavior ceases. When verified acts are identified early, a disciplinary counseling session may be used. In and out-of-school suspensions may be imposed on students who have participated in verified incidents only after the students have had the opportunity to respond. Parents/guardians of any student involved shall be notified of the reported incident.

The District Board shall receive a written summary of all reported incidents semiannually. This summary will be posted on the District's website. This policy prohibiting bullying shall be included in any student handbooks and in any District publications including employee training materials that state the standards of conduct for students. Any District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy if the report was made in good faith and in compliance with the specified procedures in this policy.

O.R.C. 117.53

### **Expanded Policy**

Harassment, intimidation, or bullying behavior by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

### **Bullying And Other Forms Of Aggressive Behavior**

"Harassment, intimidation, or bullying, in accordance with House Bill 276, mean any intentional acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students to the intent to harass, intimidate, injure, threaten, ridicule or humiliate.

Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

### **Definition of Terms**

1. "Harassment, intimidation or bullying," means any intentional written or electronically transmitted, verbal, graphic, or physical act that a student or group of students exhibited toward other particular student more than once and the behavior both

### **Cell Phones and Personal Articles Policy**

Cellular phones, electronics, and other personal articles at school are the student's responsibility. Cellular devices/electronics **SHOULD NOT** be turned on or in sight upon entering the building. If students bring these articles to school they should contain them in a safe place. **Parents and Students** need to understand these items are the sole responsibility of that individual student. ***SHRODER HIGH SCHOOL IS NOT RESPONSIBLE*** for any lost, stolen or damaged items/articles of any kind (i.e.: phones, shoes, clothing, coats, electronics, eye glasses, etc.) Students who bring these items need to understand they are taking a risk of losing and/or possibly having the items stolen. Students are not permitted to use cell phones or any other personal devices during the school day. **All personal electronic devices must be turned off and out of sight.** Students who fail to adhere to the rules and regulations can and will receive a consequence (i.e. detentions, ISS, removal) from **ANY** staff member for failure to follow the electronic device policy. Shroder staff reserves the right to use electronic devices for educational purposes with the approval of the building Principal.

### **PARENT CONFERENCES/SCHOOL VISITS**

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 to show ID 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 administration. 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.

### **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 transport 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 privilege which can be suspended or revoked if a student fails to follow established rules, regulations, and procedures.

NOTE: Cincinnati 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/expulsions 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 Shroder Main Office, Office of Student Transportation/Education Center (363-0330), or Cincinnati Metro (632-7528).

### **LOST BUS CARDS**

A lost or stolen pass may be replaced in the main office at a minimal cost. Students are permitted to purchase replacement passes only during lunch or after school. Parents or guardians may come in anytime. Replacement cost is \$10.00.

### **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. All students must be picked up NO LATER than 15 minutes after the conclusion of any scheduled activity, i.e. help session, sports, clubs, etc. Failure to follow this procedure may result in the student be dismissed from the activity.

### **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 15 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.

### **GUIDANCE & COUNSELING**

## **PROJECT PASS –**

Shroder High School will be hosting Project PASS (Partnerships for Academic Success in Schools) again this year. This program is a collaborative project between Talbert House and schools throughout Hamilton County available for students and parents. The program offers counseling for personal, behavioral, and emotional concerns. Services offered include:

- Group Services (anger management, anxiety, classroom survival skills, depression, grief, health and nutrition, problem solving and self-esteem).
- Individual consultation
- Peer support program to assist students in making a successful transition from elementary school to middle school
- Peer Mediation for students in conflict
- Referral to link students to the Project PASS school based therapy services
- Referral to link families to community resource services

Parents are encouraged to inquire about the services Project PASS can offer their children to be successful in school. The PASS Office is located in room 117. Students wishing to utilize PASS services must have a written pass from a teacher or a PASS member. Project PASS will notify parents when they meet with their children to make them aware of any incident and how the student resolved the incident. Parent authorization will be requested for ongoing services.

## **GUIDANCE COUNSELOR –**

The primary roles of the counselor are to be a teacher, a mentor, and a coach in order to assist each student to reach their full potential.

Counseling services are available to provide each student with the opportunity to acquire the academic, civic, and social skills essential to graduating from high school and becoming productive citizens. In addition to working with students, the counselor is part of an educational team which includes parents, teachers, administrators, and advisors. This team works in partnership assisting students in meeting the graduation requirements and in planning post-secondary options. The following are services that are provide by the counselor:

- Course selection and credit review
- Academic counseling
- Monitoring student academic progress
- Consultations with teachers, administrators, parents and students
- Individual counseling and small group counseling
- Post-secondary counseling
- Communications between school and home
- Orientation programs
- Parent information programs
- Testing coordination and administration (Explore, Plan, Act administration)

Our mission is to voice the importance of education and to encourage all students to participate in the learning process in order to increase their opportunities for success.

## **COLLEGE ACCESS**

The College & Career Guidance Department works with teacher teams (grades 7-12) to assist students in connecting their educational experience with their academic and career goals. At Shroder all staff members are engaged in developing highly sought after students who are prepared to reach their goals. Through our daily mentor bells, teachers help students stay on track by reminding them of their plan and reviewing their academic standing regularly.

Through **career exploration** and **college and career fairs**, students become aware of their options. Students then begin to identify the academic and social skills required to meet their goals for life after high school. Through one-on-one conferences, the counselor and advisors in the College & Career Guidance Department help students develop and implement a plan to make their goals a reality.

**Students' Plan would include the following components:**

- **Post-Secondary Education Search**
- **Post-Secondary Education Selection**
- **Post-Secondary Education Application Process**
- **Test Preparation & Registration** (PSAT, PLAN, ACT , SAT, Compass)
- **Financial Aid Application Process**
- **Scholarship Application**

Once accepted into the programs of their choice, students will receive assistance with the enrollment process including understanding award letters, budgeting expenses and selecting housing.

### **IMPORTANT INFORMATION ABOUT SPORTS ELIGIBILITY**

Students entering Grade 7 or 8 in the Cincinnati Public Schools should be aware of the following requirements in order to be eligible to participate in athletics. These are requirements of the Cincinnati Public Schools and cannot be waived. Parent(s) or guardian(s) should make sure that they are aware of these rules. Please call the District Athletic Office if you have any questions.

Each student in Grades 7 or 8 who wishes to participate in a sport must have the proper forms on file prior to being allowed to participate in any athletic programs offered by the Cincinnati Public Schools. These forms consist of:

- 1. Parental Medical Authorization to Participate Form/Physical:** It must be completed and signed by the student's parent(s)/guardian(s) prior to participation.
- 2. Physical Examination Form:** We strongly recommend and encourage students to get an annual pre-participation physical examination. However, they are no longer *mandatory* for students in Grades 7 & 8 provided the parents complete and sign the Parental Medical Authorization to Participate Form.
- 3. Parental Release of Liability/Assumption of Risk Waiver:** This form signed by both the student and his/her parent/guardian and must be on file for each team member.

**These forms are available from your coach, from the office at your school or online at [www.cps-k12.org](http://www.cps-k12.org) under General Information- Athletics. Make sure that you have this information completed prior to the start of practice.**

Note: The school district has purchased insurance coverage for those who participate in our athletic programs. Medical expenses for accidental bodily injuries incurred during our supervised school athletic programs are considered. The insurance policy does not cover illnesses or



conditions unrelated to an accidental injury. Our coverage is “excess only” coverage meaning that benefits are paid only after any insurance carried by the family has reached its maximum levels. If no medical insurance is currently available for your family, our policy will consider medical bills up to the limits of the policy.

**Academic Eligibility Policy:** A student entering Grade 7 for the first time will be eligible during the first grading period of the 2018-2019 school year regardless of previous academic achievement. To be eligible throughout the rest of the 7<sup>th</sup> grade year and as an 8<sup>th</sup> grader, students must be currently enrolled and receive a passing grade in at least five subjects in which students received grades during **the immediately preceding grading period.** **Note: There is no provision for academic probation for students who do not meet the minimum requirement during their 7<sup>th</sup> & 8<sup>th</sup> grade years.** Student eligibility will be established for each of the four quarterly grading periods during the school year. Note: Summer school grades cannot be used to determine eligibility. **Eligibility for the first quarter of the school year for 8<sup>th</sup> graders is based on quarterly grades received during the fourth quarter of their 7<sup>th</sup> grade school year.** Please contact your coach or school Principal for more information.

**Age Limitations:** Students who turn 15 years of age or older prior to August 1, 2017 are **ineligible** for the 2018-2019 school year in Grades 7 & 8.

**Residence:** Provided the parent(s)/legal guardian(s) reside within the boundaries of the Cincinnati Public School District, a student is eligible at a CPS school which has allowed them to enroll assuming all other eligibility standards are met. Where there has been a change of legal custody, a student must live in the same school district with the legal guardian.

### **INCOMING HIGH SCHOOL STUDENTS: IMPORTANT INFORMATION ABOUT SPORTS ELIGIBILITY**

Each student in grades 9-12 who wishes to participate in a sport must be aware of the following requirements in order to be eligible to participate. These rules are requirements of the Ohio High School Athletic Association and cannot be waived. Each student in grades 9-12 who wishes to participate in a sport must have the proper forms on file prior to the beginning of conditioning or practice of any sport. These forms consist of:

**1. Athletic Medical History/Consent & Physical Examination Form:** Each student in grades 9-12 must have a Physical Examination Form signed by a physician that provides proof of your individual physical fitness to participate. This physical is valid for **one year** from the date it is given.

**2. Athletic Release of Liability, the Emergency Information Form & the OHSAA Consent Form:** These forms must be on file for each team member. Parent(s)/Guardian(s) will be asked for information on what to do in case of injury or if your child ever needs to be taken to a hospital. Students and parents must also acknowledge the risks associated with athletic participation.

\*These forms are available from your coach, from the office at the high school or online at [www.cps-k12.org](http://www.cps-k12.org) under General Information- Athletics. Make sure that you have this information completed prior to the start of practice.

Note: The school district has purchased insurance coverage for those who participate in our extracurricular programs. Medical expenses for accidental bodily injuries incurred during our supervised school extracurricular programs are considered. The insurance policy does not cover illnesses or conditions unrelated to an accidental injury. Our coverage is “in excess only”

coverage which means that benefits are paid only after any insurance carried by your family has reached its maximum levels. If no medical insurance is currently available to your family, our policy will consider medical bills up to the limits of the policy.

**Academic Eligibility Policy:** Eligibility is established on a quarterly basis and is determined by grades received during the **preceding** quarterly grading period. **Semester, final grades and rubric scores are NOT used to determine eligibility. Summer school grades may NOT be used to substitute for failing grades from the previous grading period or for lack of enough subjects taken during the previous grading period.**

**Grades 10-12:** Students in grades 9-12 must be currently enrolled and enrolled in school during the immediately preceding grading period. To be eligible by OHSAA standards, students must receive a passing grade in a minimum of five (5) one credit courses or the equivalent, which count toward graduation. Student-Athletes in Grades 9-12 must maintain a 2.0 Grade Point Average, or higher, on a 4.0 scale. **Any student eligible by O.H.S.A.A. standards with a cumulative G.P.A. of less than 2.0 during the immediately preceding grading period will remain eligible provided they actively participate in identified academic intervention programs as formally established by his or her school. In order to be eligible, each student must maintain a minimum grade point average (G.P.A.) of no less than 1.0.** These intervention measures may include weekly eligibility checks, tutoring sessions, study tables, etc. Failure to participate in these intervention programs will result in ineligibility until the conclusion of the quarterly grading period. (All courses are to be counted in the cumulative average and quarterly eligibility is independent of the eligibility status of previous quarters).

**Grade 9: Important note for students starting Grade 9:** Students entering the ninth grade for the first time may participate in extracurricular activities for the first quarter of the school year provided they received passing grades in a minimum of five subjects in which they received a grade during the fourth quarter of eighth grade. After the first quarter, continued eligibility will be determined by the criteria outlined above pertaining to all other high school students. This is a new rule regarding initial freshman eligibility so please make note of it. Semester, final, rubric or summer school grades have no effect on establishing eligibility.

Note: Home schooled students wishing to participate in our athletic programs must be enrolled in at least one official course at their school of choice in order to establish their eligibility.

**Age Limitations:** If you turn 19 years of age or older prior to August 1, 2017, you are **ineligible** for the 2018-2019 school year.

## **DANCE POLICY**

At Shroder High School, 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.

- Administrators will review the dance 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 decided to take such action.

Students must be present no later than one hour and a half after the designated start time (doors will be locked and no entry will be permitted). **ALL STUDENTS MUST BE PICKED UP NO LATER THAN 11:45pm**, or they will not be permitted to attend any other school dances or functions. **NO RE-ENTRY** will be allowed. Seniors **will not** be permitted to purchase a prom ticket(s) if the student obligations have not been paid. All student fees must be paid prior to purchase of prom ticket(s). All ticket sales are FINAL. **NO EXCEPTIONS** will be made regardless of reason. Any student attending a Shroder High School dance as a date of a Shroder student **MUST** be under 20 years of age (14-19). Students (from Shroder) may only purchase **one** guest ticket. Henceforth, if a student is suspected of being under the influence of any substance, he or she will **NOT** be permitted to enter the event. These are school related functions, therefore the student will be recommended for expulsion if he or she does not abide by these rules.

### **SEMI-FORMAL EVENT DRESS CODE**

Homecoming is a semi-formal event. The following dress code will be strictly enforced.

#### **Ladies**

- No visible cleavage
- No jeggins or low rise pants
- No bare midriff or backless tops
- No see-through material
- No spaghetti straps, halter tops, strapless tops, or bustiers
- No suggestive or provocative attire
- Dress shoes must be worn while in any public building

#### **Men**

- No “Beater-Style” tank tops
- Tennis shoes, Timberland type boots, and athletic shoes are unacceptable.
- Dress shoes must be worn while in any public building

#### **Not Permitted**

- Gym shoes and/or Flip Flops
- Torn clothing
- Jeans or denim of any kind
- Sweats or sweats suits
- Dickie jumpsuits

### **FORMAL EVENT DRESS CODE**

Prom is a formal event. The following dress code **will be strictly enforced**.

#### **Ladies**

- Dresses may not be cut below the bust line.
- Dresses may be backless as long as they are not cut below the navel.
- Midriffs will not be exposed, this includes both front and sides.
- Dresses may not be shorter than or have a slit that exceeds mid-thigh as determined by the standard fingertip rule.
- No cover ups (coats, shawls, sweaters) will be allowed over dresses that do not meet dress code.

- Dress shoes must be worn while in any public building

### **Men**

- Formal attire may be classified as a tuxedo or dress suit including a bow tie, tie, a turtleneck, a shirt which may include a vest or cummerbund.
- Shirts are to be worn at all times.
- Dress shoes or boots must be worn while in any public building.
- Tennis shoes, Timberland type boots, and athletic shoes are unacceptable.

### **Not Permitted**

- Gym shoes and/or Flip Flops
- Torn clothing
- Jeans or denim of any kind
- Sweats or sweats suits
- Velour suits
- Dickie jumpsuits

Anyone who does not adhere to these guidelines will not be allowed to participate and **will not be given a refund**. (This includes guest (dates) as well)

### **HALLWAY LOCKERS**

A locker is assigned to each student by his/her mentor bell teacher. This locker must be secured with a combination lock issued by the mentor bell teacher. Every student is required to use the official Shroder assigned by the teacher. The cost of the lock is \$7.00 and will be added to each student's school fees. Students should not give their combination to other students. Students are expected to use their lockers to store coats, purses, book bags, lunch, extra supplies, etc. **Students may NOT share lockers. Shroder is not responsible for lost or stolen property.**

### **GYM LOCKERS**

Students are required to store personal belongings in a gym locker secured with a combination lock during physical education class. **Students may NOT share lockers.**

### **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 mentor bell teacher.

### **BREAKFAST PROGRAM**

Students may participate in the school's breakfast program by reporting to the cafetorium. Upon arrival students wishing to eat breakfast should report immediately to the cafetorium and then go to class. There is no reentry into the cafetorium once a student has left. Students are permitted to take their breakfast to first bell. All trash should be placed in the garbage cans.

## Shroder High School Student Handbook: Middle School

### Uniform Policy

- Students must adhere to the Shroder dress code, there is no opting out.
- All students will wear the official Shroder shirt in red gold or black. Students may wear different colored tops only if they are authentic Shroder spirit wear on **Fridays only beginning Friday, September 14<sup>th</sup>**.
- In cases of cold weather students may wear undershirts with sleeves but they must also be solid red, gold, black or white.
- All students will wear the official Shroder shirt in red gold or black. Shirts can be purchased on a pre-order basis from the main office until July 15<sup>th</sup> for \$10.00. Shirts purchased before July 15<sup>th</sup> will be available for pick up at each grade level orientation. After the July 15<sup>th</sup> date, shirts must be purchased from Speedy Signs and Apparel in Sharonville for \$15.00 \*\*Please note: the only acceptable shirt and hoodie is the **OFFICIAL SHRODER SHIRT and HOODIE with the crest**. All students will wear solid black or khaki bottoms – NO DENIM (JEANS) Pant legs should not be adorned with colors or designs. Jeggins, leggings, and tights are not acceptable bottoms unless worn under a skort, skirt, or shorts. Students may wear shorts or skorts at any time. Keeping in mind skirts, skorts, and shorts MUST be no more than 4” above the knee. Any student in violation of this policy will be asked to change immediately, if proper clothing is not available parents will be contacted and a consequence will be issued. Tights or leggings worn under shorts, skirts, and skorts do not count toward the length of those items.
- No over-sized shirts or pants
- 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.
- Athletic attire is appropriate during school hours only when in gym class, there is also a uniform requirement for physical education.
- Hats, bandanas, gloves, scarves, skull caps, bonnets and other head gear are not permitted.
- Flip flops, house shoes, or open toed shoes are not permitted.
- Cleavage and sagging pants are NOT appropriate for a school setting and will not be tolerated.
- No purses of any kind or chains worn as adornments allowed in classrooms.
- This dress code is in effect every day, on school grounds, at school-related activities, and on the way to and from school.
- In all cases, the administration has the authority to determine compliance.

Students who are found to be out of dress code are subject to disciplinary actions

### Lockers

A locker is assigned to each student by his/her Advisory bell teacher. This locker must be secured with a combination lock rented by the student. Each student will automatically have a \$7.00 locker fee placed on the student fee account. The lock's combination must be registered with the Advisory bell teacher. Students should not give their combination to other students. Students are expected to use their hall lockers to store coats, purses, book bags, lunch, extra supplies, etc. Students participating in physical education will be assigned a gym lock to be used during the semester. An additional fee will be assessed if the lock is not returned. **Students may NOT share lockers. Shroder is not responsible for lost or stolen property.**

## Cell Phone Policy

- Cell phones are permitted at school, but must be turned off and out of sight upon entering the building.
- Students should place their phones in a secure location. **Shroder High School is not responsible for any lost or stolen electronic device.**
- Students can and will receive a consequence (i.e. detentions, ISS, removal) from **ANY** staff member for failure to follow the electronic device policy.

## Student Assignment Book (SAB)

Every student is required to purchase the official Shroder Student Assignment Book (SAB) for recording assignments and other important information. Each student will be given an SAB at the start of the school year. The cost of the SAB (\$5.00) will be added to the each student's school fees account. 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 (grades 7 and 8 must be carried at all times except lunch).** Students should record homework assignments daily in the SAB. Teachers may also use the SAB to record designated messages. **\*\*It will be reviewed for accuracy. The SAB must be taken home each day for parental review.** Parents can communicate with teachers through the SAB.

Students are not to damage 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.**

## General Policy

- 1.) Students may NOT disrupt the educational process.
- 2.) Hallway Behavior
  - ❖ Horse playing in the hall will not be tolerated.
  - ❖ No public displays of affection or touching
  - ❖ Students are expected to be in their classrooms when the bell rings.
  - ❖ Students are not to go to their lockers except before first bell, before and after lunch, and at the end of the day.
- 3.) Students must report directly to their assigned destination.
- 4.) A hall pass is required whenever a student is in the hallway at any time during the school day.
- 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 the school sponsored breakfast in the mentor bell classroom and 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.

## Discipline Action and 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. Classroom level interventions may include:

- Phone call to parent or guardian
- Reminder/Warning
- Behavior conference
- Detention/Demerit
- Removal/Expulsion from extracurricular activities
- Time-out
- Change of seat
- PASS referral
- Individual student conference

Once a student has exhausted the classroom interventions he/she will enter the School Wide Discipline Ladder.

### **Promotion to the next Grade**

- Students must pass **3** of the **4** quarters to pass a class
- All classes must be passed to be promoted to the next grade

### **Athletics:**

#### **IMPORTANT INFORMATION ABOUT SPORTS ELIGIBILITY**

Students entering Grade 7 or 8 in the Cincinnati Public Schools should be aware of the following requirements in order to be eligible to participate in athletics. These are requirements of the Cincinnati Public Schools and cannot be waived. Parent(s) or guardian(s) should make sure that they are aware of these rules. Please call the District Athletic Office if you have any questions.

Each student in Grades 7 or 8 who wishes to participate in a sport must have the proper forms on file prior to being allowed to participate in any athletic programs offered by the Cincinnati Public Schools. These forms consist of:

**1. Parental Medical Authorization to Participate Form/Physical:** It must be completed and signed by the student's parent(s)/guardian(s) prior to participation.

**2. Physical Examination Form:** We strongly recommend and encourage students to get an annual pre-participation physical examination. However, they are no longer *mandatory* for students in Grades 7 & 8 provided the parents complete and sign the Parental Medical Authorization to Participate Form.

**3. Parental Release of Liability/Assumption of Risk Waiver:** This form signed by both the student and his/her parent/guardian and must be on file for each team member.

**Make sure that you have this information completed prior to the start of practice.**

Note: The school district has purchased insurance coverage for those who participate in our athletic programs. Medical expenses for accidental bodily injuries incurred during our supervised school athletic programs are considered. The insurance policy does not cover illnesses or conditions unrelated to an accidental injury. Our coverage is "excess only" coverage meaning that benefits are paid only after any insurance carried by the family has reached its maximum levels. If no medical insurance is currently available for your family, our policy will consider medical bills up to the limits of the policy.

### **Academic Eligibility Policy:**

- A student entering Grade 7 for the first time will be eligible during the first grading period of the 2017-2018 school year regardless of previous academic achievement.
- To be eligible throughout the rest of the 7<sup>th</sup> grade year and as an 8<sup>th</sup> grader, students must be currently enrolled and receive a passing grade in at least 75% of the core subjects attempted during the immediately preceding grading period. Core subjects are defined as math, language arts, science, and social studies.
- Note: There is no provision for academic probation for students who do not meet the 75% minimum requirement during their 7<sup>th</sup> & 8<sup>th</sup> grade years.
- Student eligibility will be established for each of the four quarterly grading periods during the school year. Note: Summer school grades cannot be used to determine eligibility.
- Eligibility for the first quarter of the school year for 8<sup>th</sup> graders is based on quarterly grades received during the fourth quarter of their 7<sup>th</sup> grade school year.

### **Age Limitations:**

Students who turn 15 years of age or older prior to August 1, 2018 are **ineligible** for the 2018-2019 school year in Grades 7 & 8.

### **Summer Practice Schedules:**

Football questions contact PJ Pope at 513-363-6908.

Volleyball questions contact PJ Pope at 513-363-6908.

Basketball questions contact Will Johnson at 513-207-8927

Cheerleading questions contact Donnitta Thomas at 513-363-6903

## **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 cafetorium
- ❖ Keep hallways clear of obstructions

## **CAFETORIUM**

### 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 distances 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, floors, and mirrors clean

### Safety

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