ST. CLAIRSVILLE HIGH SCHOOL

2026-2027 STUDENT/PARENT HANDBOOK

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St. Clairsville Alma Mater

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

Adrianne Carroll
Doris Hagedorn

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

BILL OF RESPONSIBILITIES

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

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

VISITORS TO THE BUILDING

All visitors to the school must utilize the Raptor System before entering the building. Visitors must scan their Photo ID, print the badge, and proceed to the main office. No one is permitted to enter any classroom without prior written permission from the office to prevent classroom interruptions.

2026-2027 SCHOOL CALENDAR

AUGUST 2026

10 Junior & Senior Orientation 9:00
12 Freshmen Orientation 9:00
12 Sophomore Orientation 11:00
17 New Hire In-Service Day
18-19 Teacher/Staff Work Days
20-21 Professional Development Days
24 **First Day for Students**

SEPTEMBER

7 NO SCHOOL - Labor Day

OCTOBER

12 NO SCHOOL - Columbus Day
16 End of 1st Nine Weeks

NOVEMBER

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

DECEMBER

18 End of 2nd Nine Weeks
21-31 NO SCHOOL - Christmas Break

JANUARY 2027

1 NO SCHOOL - Christmas Break
4 School Resumes
18 NO SCHOOL - Martin Luther King Day

FEBRUARY

15 NO SCHOOL - Presidents' Day/Official Conference Day

MARCH

12 End of 3rd Nine Weeks
22-25 NO SCHOOL - Calamity Make-up Days, if needed
26 NO SCHOOL - Good Friday

APRIL

MAY

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

TIME SCHEDULES

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

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

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

FEES

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

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

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

In the event a check is returned due to insufficient funds, a service charge of $30.00 will be assessed.

ACCEPTABLE USE POLICY - INTERNET AND COMPUTERS

The St. Clairsville-Richland City School District ("District") provides students with access to interconnected computer systems within our schools and to the Internet, the worldwide network that offers various means of accessing significant educational materials and opportunities.

For the District to continue making its computer network and Internet access available, all students must take responsibility for the appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize all students' ability to enjoy such access. While the District's teachers and staff will make reasonable efforts to supervise students' use of the network and Internet access, they must have students' cooperation to exercise and promote responsible use of this access.

Upon reviewing this handbook and signing the Handbook Verification Form, each student will be allowed to use the Internet at school and agrees to follow this policy. If a student is under 18 years of age, they must have their parents or guardians read and sign the Handbook Verification Form. The District cannot provide access to any student who, if 18 or older, fails to sign the Handbook Verification Form, or, if under 18, does not return the form as directed, with the student's signature (as appropriate) and the signatures of parents/guardians.

1. **Personal Responsibility**
   By signing the Handbook Verification Form, the student agrees not only to follow the rules of this policy but also to report any misuse of the network to the teacher, aide, guidance counselor, principal, or technology director. Misuse means any violation of this policy or any other use that is not included in the policy, but has the effect of harming another or their own property.
2. **Term of the Permitted Use**
   A student who submits to the school, as directed, a properly signed Handbook Verification Form and follows the policy to which they have agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Handbook Verification Form each year while they are students at the school, before they are given an access account.
3. **Acceptable Uses**
   a. Educational Purposes Only
      The District is providing access to its computer network and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the District to help you decide if a use is appropriate.
   b. Unacceptable Uses of Network - Among the uses that are considered unacceptable and constitute a violation of this policy are the following:
      i. Users should not violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use of any substance the possession or use of which is prohibited by the District's discipline policy; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the network or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the network are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission to use them.
      ii. Users should not cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that mislead message

recipients into believing that someone other than you is communicating or otherwise using their access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, network, or information systems.

iii. Users should not jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

iv. Users should not make commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not share private information about yourself or others, including credit card numbers and Social Security numbers.

v. Users are responsible for the computer they are working on and will report any incidents of vandalism or theft to the teacher. These might include writing on the computer, unplugging or changing hardware components, removing or loosening keyboard keys, removing mouse balls or the mouse itself, etc.

vi. Users will respect the privacy of information in other people's files, and will not copy, destroy, or use it.

vii. Users will understand that there will be no playing of unauthorized games, nor any games commercially prepared or prepared by students brought into the District. The production of chain letters is also prohibited. No commercially prepared programs are to be brought into the District.

viii. Users will not attempt to install unauthorized software on the system or onto any computer, nor will they attempt to make a copy of copyrighted software. Users will only use software provided by the teacher.

ix. Users will not enter the operating system or control panels unless it is part of the course material.

c. Netiquette - All users must abide by the rules of network etiquette, which include the following:

i. Be polite. Use appropriate language: no swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

ii. Avoid language and uses that may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

iii. Don't assume that a sender of email is giving their permission for you to forward or redistribute the message to third parties or to give their email address to third parties.

iv. Be considerate when sending attachments to the recipient's system and ensure they are in a format that the recipient can open.

4. Internet Safety

a. General Warning: Individual Responsibility of Parents and Users

All users and their parents/guardians are advised that access to the electronic network may include exposure to materials inappropriate for school-aged pupils. Every user must take responsibility for their use of the computer network and the Internet, and avoid these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, they should report such use to a teacher, aide, guidance counselor, principal, or technology director.

b. Personal Safety

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

c. "Hacking" and Other Illegal Activities

It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use that violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or that violates any other applicable law or municipal ordinance, is strictly prohibited.

d. Confidentiality of Student Information

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

e. Active Restriction Measures

The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The District will also monitor students' online activities through direct supervision and/or technological means to ensure that students do not access depictions or other material inappropriate for minors.

Internet filtering software or other technology-based protection systems may be turned off by a supervising teacher or school administrator, as necessary, for bona fide research or other educational projects conducted by students 17 or older.

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

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

5. Privacy

Network and Internet access are provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any usage of the computer network and Internet access and any information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy regarding such materials.

6. **Warranties/Indemnification**

   The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer network and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered directly or indirectly, by any user or their parent(s) or guardian(s) arising out of the user's use of its computer network or the Internet under this policy. By signing the Handbook Verification Form, users are taking full responsibility for their use. The user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the District and all of their administrators, teachers, and staff harmless from any loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the District in the event of the District's initiating an investigation of a user's use of their access to its computer network and the Internet, whether that use is on a District computer or on another computer outside of the District's network.

7. **Updates**

   Users, and if appropriate, the user's parent(s) or guardian(s), may be asked from time to time to provide new or additional registration and account information or to sign a new Handbook Verification Form, for example, to reflect developments in the law or technology. Such information must be provided by the user or their parent(s) or guardian(s), or a new Handbook Verification Form must be signed if the user wishes to continue receiving service. If, after you have provided your account information, some or all of the information changes, you must notify the person designated by the District to receive such information.

8. **Acceptance of Terms and Conditions**

   All terms and conditions stated in this policy apply to the St. Clairsville-Richland City School District. These terms and conditions constitute the entire agreement between the parties and supersede all prior oral or written agreements and understandings. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Ohio and the United States of America.

ASSEMBLIES

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

ATTENDANCE AND ABSENCES

A. Attendance

Regular school attendance is essential to academic success. Consistent attendance promotes student achievement, responsibility, classroom participation, and positive school engagement. Because classroom instruction, discussion, collaboration, assessments, and learning experiences cannot always be fully recreated, absences from school — whether excused or unexcused — may negatively impact student learning.

In accordance with Ohio law, all students enrolled in the District are expected to attend school regularly during the days and hours school is in session unless excused for a reason permitted by law or Board policy.

Attendance and punctuality are shared responsibilities between students and parents/guardians. Families are encouraged to schedule appointments, vacations, and other non-emergency activities outside the school day whenever possible.

A student absent for the observance of a bona fide religious holiday or religious expression day shall be excused in accordance with Ohio law.

B. Excused Absences

Students may be excused from school for reasons including, but not limited to:

1. Personal illness or injury
2. Illness in the immediate family requiring the student's presence
3. Quarantine or contagious disease
4. Medical, dental, behavioral health, or counseling appointments
5. Death in the family
6. Religious observances or religious expression days permitted by law
7. Court appearances or legal obligations
8. Approved college or post-secondary visits
9. Military-related absences permitted by law
10. Foster care placement changes or related court proceedings
11. Homelessness-related absences
12. Approved educational enrichment or extracurricular activities
13. Driver education instruction permitted by law
14. Emergencies or circumstances approved by the Superintendent or designee
15. Needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time (students over 14 years of age only) when approved in advance by the Superintendent

The District reserves the right to require documentation or verification for any absence.

C. Reporting Absences

Parents/guardians are responsible for notifying the school of a student's absence and the reason for the absence between 7:00 a.m. and 8:30 a.m. on the day of the absence. The High School office may be contacted at (740) 695-1584. A written excuse signed by a parent/guardian is required upon the student's return to school. Notes should include the student's name, date(s) of absence, reason for absence, and parent/guardian signature. Students must submit absence documentation within seventy-two (72) hours of returning to school unless otherwise approved by the administration. Failure to do so may result in an unexcused absence, and no credit will be issued for the work missed.

In accordance with Ohio law, the school will attempt to contact the parent/guardian of any student absent without prior notification. Parents/guardians are responsible for maintaining current home, work, and emergency contact information within Final Forms.

Students arriving late to school or returning after leaving during the school day must report to the office and sign in before returning to class.

Students who are 18 years old and living at home are still required to provide parent/guardian verification for absences unless otherwise approved by administration.

D. Documentation Requirements

Parent/guardian notes may be accepted for absences totaling up to seventy-five (75) school hours during the school year.

After seventy-five (75) hours of absence, the District may require official documentation for additional absences, including: physician notes, court documentation, counseling appointment verification, or other approved professional documentation. Absences without acceptable documentation after the 75-hour threshold may be considered unexcused.

E. Make-up Work

Students who are absent for excused reasons are responsible for contacting their teachers promptly upon returning to school to arrange for make-up work, assignments, and assessments.

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

Students serving in-school or out-of-school suspension will be permitted to make up missed assignments in accordance with District procedures. Make-up work related to religious expression days will be handled in accordance with Ohio law and Board policy.

F. Attendance and Extracurricular Activities

Students must attend at least **four class periods** during the school day in order to participate in or attend athletic contests, practices, performances, or other school-sponsored extracurricular activities on that day. Exceptions to this requirement must be approved by the principal or assistant principal.

G. College and Post-Secondary Visitations

Juniors and seniors are encouraged to explore postsecondary educational opportunities through visits to colleges, universities, technical schools, and career training programs.

Students may be granted up to three (3) approved post-secondary visitation days per school year in accordance with Board policy and Ohio law. To qualify for an excused college or post-secondary visitation absence:

1. A completed pre-approved absence form with all required signatures must be submitted to the office at least two (2) school days prior to the scheduled visit.
2. Verification of the visit from a college or post-secondary institution official must be submitted upon the student's return.

Failure to follow these procedures may result in the absence being considered unexcused. Students are responsible for completing all missed assignments and coursework in accordance with the school's make-up work procedures.

H. Pre-Approved Absences

Students anticipating an absence for vacations, family emergencies, hunting, college visits, or other planned events must complete a pre-approved absence form. Forms must be submitted at least three (3) school days prior to the absence.

Pre-approved absences:

- Count toward total attendance hours unless otherwise exempted by Board policy
- May not be approved during semester exams, final exams, or state testing windows
- Require students to arrange make-up work with teachers before the absence whenever possible

Students are responsible for completing all missed assignments and assessments within the timeframe established by their teachers.

Pre-approved absences may be denied due to excessive attendance concerns or other administrative considerations. The Board discourages vacations and other non-emergency trips during the school year, as classroom instruction and participation cannot be fully replaced through make-up work.

I. Permitted Leaves and Early Dismissals

Students needing to leave school before the end of the day must provide a written note or a parent/guardian phone call to the attendance office prior to the start of the school day. **Text messages will not be accepted.**

Students leaving school early:

- Must sign out through the office
- Must provide official documentation for medical, legal, counseling, or college visitation appointments when applicable
- Must sign back in if returning to school the same day

Failure to follow sign-out procedures may result in disciplinary consequences.

Students, including those age 18 or older, may not leave school during the day without parent/guardian permission unless approved by administration.

J. Student Illness During the School Day

Students who become ill during the school day must report to a teacher, school nurse, or office staff member. Students may not leave class or school without permission. The school will contact a parent/guardian before a student is permitted to leave school due to illness.

K. Physical Education Excuses

Students requesting an exemption from Physical Education must provide physician documentation specifying the medical condition, activity limitations, and the length of the exemption.

Students medically excused from Physical Education may not participate in athletics until cleared to return to Physical Education class.

L. Off-Campus Instruction and College Credit Plus (CCP)

Students participating in off-campus instructional programs, including College Credit Plus (CCP), remain responsible for attending all St. Clairsville-Richland City School District classes in which they are enrolled unless an approved scheduling conflict exists. Scheduling conflicts between college coursework and high school coursework must be reviewed and approved by the school administration.

Students enrolled in off-campus programs are expected to attend their St. Clairsville-Richland City School District classes during weather-related delays, cancellations, or emergency schedule changes unless otherwise excused by school officials.

CCP students leaving campus during the school day must have an approved transportation agreement on file and must follow all sign-out procedures.

M. Excessive Absences and Chronic Absenteeism

Student absences from school for any reason, whether excused or unexcused, take away from instructional time and have an adverse effect on student learning. The District is committed to working collaboratively with students and families to improve attendance and reduce barriers to school participation. A student is considered “chronically absent” when they miss 10% or more of the school year for any reason, under O.R.C. §3313.48. In accordance with Ohio law, students may not be suspended, expelled, or otherwise excluded from school solely due to absences.

N. Attendance Intervention Process

The District utilizes a tiered attendance intervention process designed to provide increasingly intensive support as absences accumulate.

Tier One Intervention	
25 hours of absence	● A written attendance notification will be sent to the parent/guardian.
Tier Two Intervention	
50 hours of absence	● A written attendance notification will be sent to the parent/guardian. ● An Absence Intervention Team may begin working with the student and family to improve attendance. Parents/guardians may be invited to participate in developing an Attendance Intervention Plan. ● The District may connect families with school or community resources and supports.
Tier Three Intervention	
75 hours of absence	● A written attendance notification will be sent to the parent/guardian. ● The Absence Intervention Team may reconvene to review and revise the Attendance Intervention Plan. ● Additional attendance supports and interventions may be implemented. ● Parents/guardians may be asked to participate in attendance-related support programs or meetings. ● If required by law, the District may pursue additional truancy actions or referrals.

O. Attendance Supports and Interventions

The District may implement a variety of strategies and supports to improve attendance, including:

- Positive parent/guardian communication
- Student mentoring or check-in/check-out systems
- Counseling services
- Tutoring or academic support
- Attendance recognition and incentives
- Student success planning
- Before- or after-school activities
- Connections to school and community mental health resources
- Alternative scheduling when appropriate
- Positive Behavioral Interventions and Supports (PBIS)

Interventions will be individualized based on student needs and circumstances.

P. Unexcused Absences and Truancy

An unexcused absence (truancy) is any absence not permitted under State law or District policy. Examples of unexcused absences include:

- Oversleeping
- Missing the bus
- Unapproved personal appointments
- Leaving school without permission
- Unapproved trips or vacations
- Tardiness

O.R.C. §2151.011 defines "habitual truant" as any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for:

- 30 consecutive hours,
- 42 hours in one school month, or
- 72 hours in one school year.

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

Duration of Truancy	Consequence
30 Unexcused Hours (Consecutive)	● School Administration will assign discipline/attendance restitution, which may include three (3) days Alternative School (CCAP) ● Possible Juvenile Court Referral
42 Unexcused Hours (One Month)	● School Administration will assign discipline/attendance restitution, which may include five (5) days Alternative School (CCAP) ● Possible Juvenile Court Referral
72 Unexcused Hours (One Year)	● Juvenile Court Referral
Additional Truancy	● School Administration will assign discipline/attendance restitution on a case-by-case basis ● Juvenile Court Referral

Failure to attend assigned disciplinary consequences or attendance restitution may result in additional disciplinary action.

Students who skip individual class periods may also be assigned disciplinary consequences or attendance restitution. Students will be given three (3) tardies to class per semester. The teacher will notify the office of every tardy thereafter.

Students are expected to arrive at school and class on time each day. Students arriving after the tardy bell (7:39 AM) are considered tardy. Students arriving late to first period or returning during the school day must sign in through the office.

Progressive consequences for excessive tardiness include:

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

School Administration may assign varying degrees of discipline based on the duration/frequency of tardies.

BULLYING POLICY

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

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

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

CAFETERIA, HALLS, AND GYM LOBBY

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

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

CELL PHONE AND ELECTRONIC DEVICE POLICY

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

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

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

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

Consequences:

- First offense – the device will be held in the school office until the end of the school day. The student may pick up the device after school.
- Second offense – the device will be held in the school office until the end of the school day. The student may pick up the device after school. Three lunch detentions will be assigned.
- Third offense - the device will be held in the school office until the end of the school day and must be picked up by a parent or guardian. Devices that are not picked up will be securely stored on campus until arrangements can be made. Three zero or eight period detentions will be assigned.
- Fourth offense - See third offense. Five zero/eight period detentions will be assigned.
- Fifth offense - See third offense. One Saturday School will be assigned.
- Additional offenses - See third offense. Additional discipline will be assigned at the discretion of administration.

Upon being assigned discipline, students may be required to surrender their cell phone to the office for the remainder of the day.

Contents of electronic devices may be searched if there exists a reasonable suspicion that they may have been used in an activity prohibited by the Code of Conduct.

COLLEGE CREDIT PLUS

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

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

CODE OF STUDENT CONDUCT

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

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

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

1. **Activity that changes or alters any student or staff records** (L3)
   Any activity that changes or alters any student or staff records, both written and electronic.

2. **Alcoholic beverages or mind-altering substances** (L3 - L4)
   The use of, possession of, selling, buying, transmitting, or being under the influence of alcoholic beverages or mind-altering substances.

3. **Bullying** (L2 - L4)
   An intentional written, verbal, or physical act directed toward another student; the behavior causes mental, physical, or emotional harm to the other student; prohibited activities include but are not limited to those engaged in via computer and/or electronic communications devices.

4. **Bus Misconduct** (L1 – L2)

5. **Cell Phones** See cell phone policy

6. **Cheating** (L1 - L3)
   Unauthorized use of any information from any source to improve academic performance (plagiarism, cheating, Internet sources/access, falsifying or modifying documents/information). Students who receive or give information with the intention to cheat are held equally responsible for the infraction. When an incident occurs, a letter will be sent home to the concerned parties, and a copy of the letter will be placed in the student's file(s). Possible disciplinary action may be taken. *Intellectual honesty is vital to an academic community and for fair evaluation of student work. All work submitted to St. Clairsville staff must be the student's own, completed in accordance with the* ***school's academic regulations.*** *Students may not engage in unauthorized collaboration or make use of ChatGPT or other AI composition software unless explicitly directed and permitted by a staff member for a given assignment. Teachers have the ability and right to run all submitted materials through AI/ChatGPT detecting software and utilize all methods available to verify the originality of student work.*

7. **Cyber-Bullying** (L2 – L4)
   Abusive behavior, including but not limited to taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetuated with computers, cellular phones, internet websites, and/or any other electronic device.

8. **Damage, Destruction, Defacement, or Vandalism** (L2 – L4)
   Damage, destruction, defacement, or vandalism of school property or private property on school premises, including buses, or at any school – any damage to school property, even if accidental, may require the student to reimburse the district for damages.

9. **Dangerous Ordinance** (L4)
   Violation of Dangerous Ordinance policy and any other policies prohibiting certain conduct.

10. **Detrimental Behavior** (L1 – L2)
    Any form of behavior that is detrimental to a proper school and/or school activity atmosphere, as prescribed by the Administration or as outlined in the student/parent handbook for the building in which the student is enrolled; this includes persistent misbehavior.

11. **Disrespect** (L1-L4)
    A student shall not use undesirable, lewd, or vulgar language toward ANY school employee, nor shall a student intimidate, threaten in any manner, or show disrespect toward ANY school employee at ANY location while that employee is serving in their official capacity.

12. **Disruption of School/School Environment** (L1 – L2)
    Disruption of school by the use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This includes the use of the previously listed items to incite others toward acts of disruption. This may also include events that happen outside the school day that disrupt the normal school environment.

13. **Dress Code** (L1 - L2, See policy)
    Violations of school policies pertaining to dress and appearance.

14. **Driving and Parking** (L1 – L2)
    Driving in an unsafe manner on school grounds. Parking in staff, visitors, or assigned parking spaces. May result in loss of driving or parking privileges.

15. **Emergency Medical Authorization** (L1)
    Each student must sign the Emergency Medical Authorization form in FinalForms as required by the state of Ohio.

16. **Extortion or Attempted Extortion** (L3 – L4)
    The act of extortion from any person.

17. **Failure to Pay Fees** (L1)
    Failure to pay fees or other approved charges.

18. **False Alarms** (L3 – L4)
    False alarms include fire, bomb threats, active shooter threats, and other threats that induce panic.

19. **Falsely Reporting Incidents** (L2 – L4)
    The act of falsely reporting incidents, making accusations, or giving testimony to school personnel. This includes any action in which the student intentionally obstructs a school investigation.

20. **Falsifying** (L2 – L4)
    Falsifying, in writing or verbally, the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.

21. **Fighting** (L3 – L4)
    This may also include inciting and/or encouraging others to fight. Using any device to record a fight constitutes a technology violation and may result in confiscation and/or discipline.

22. **Firearm** (L4)
    The possession of a firearm and other acts regarding firearms are prohibited by Board Policy. Firearms has the same meaning as provided pursuant to the "Guns-Free Schools Act of 1994." At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including starter's guns) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include; an antique firearm, a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed nor redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety, or like device, surplus ordinance, sold, loaned or given by the secretary of the Army or Class C common fireworks. If the definition of a firearm as provided by the "Guns-Free School Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it. A firearm may also be anything that is indistinguishable from a firearm. Concealed weapon permit holders may not bring firearms on school property, per Ohio law.

23. **Fireworks, Explosives, Matches, Lighters, or Other Such Instruments** (L2 – L4)
    The possession, use, or threatened use of fireworks, explosives, matches, lighters, or other such instruments capable of inflicting bodily injury or disrupting the operation of the schools.

24. **Gambling** (L2 – L4)
    Gambling for money, valuables, or gain on school property, including buses, or at any school-sponsored activity.

25. **Graduation Ceremonies**

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

26. **Hall Traffic** (L1)

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

27. **Harassment** (L2 – L4)

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

28. **Hazing, Intimidation, and Threats** (L3 – L4)

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

29. **Insubordination or Disobedience** (L1 – L3)

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

30. **Internet Use**

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

31. **Knife** (L3 – L4)

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

32. **Leaving School Property** (L1 – L2)

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

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

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

34. **Lunch** (L1-L2)

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

35. **Misuse of School Property** (L1 – L4)
    To use equipment, materials, or supplies, classrooms, or facilities without permission or in a manner for which the item was not intended. Please be advised that students will be held responsible for all costs associated with repairing or replacing a school-owned technology device (e.g., Chromebooks) that they have damaged.

36. **Misconduct Toward a District Official or Employee** (L3 – L4)
    Misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee or the property of such official or employee.

37. **Narcotic Drugs or Other Controlled Substances** (L4)
    Use, possession, concealment, buying, selling, transmitting, or being under the influence of any narcotic drug or other controlled substance, including but not limited to marijuana, THC, THC variants, regardless of legal status, as well as counterfeit or "look-alike" controlled substances or any prescription drug or medication which is not in its original container and prescribed for the student. This includes drug paraphernalia, including e-cigarettes, vaping devices, and other over-the-counter drugs used in a malicious or inappropriate way.

38. **Pornographic Material** (L2 – L4)
    Students shall not possess, distribute, or display any pornographic material of any type.

39. **Property of School** (L1)
    Students will not skateboard, rollerblade, bicycle, or ride a scooter on school property. Students are expected to use designated crosswalks when coming to and leaving school grounds.

40. **Profane, Indecent, or Obscene Language, Acts or Messages** (L1-L2)
    Use of profane, indecent, or obscene language or messages directed toward school personnel or students. This includes the use of obscene gestures, pictures, or signs, or any act of indecent exposure. (L1 – L2)

41. **Public Displays of Affection** (L1-L2)
    Including but not limited to kissing, hand holding, etc.

42. **Repeated Offenses or Flagrant Violations** (L2 – L4)
    Repeated offenses or flagrant violations of any school rules or accepted standards of school behavior.

43. **Restrooms** (L2-L3)
    The restrooms are for the purpose of using the toilet and washing only. Only one student is allowed in a stall at any time. If multiple students are found in the same stall, they will be subject to discipline. Students are to use the nearest available restroom rather than restrooms that are farther away.

44. **Safety Violations** (L1 - L4)
    Any action that deliberately puts students, staff, or school buildings at risk (e.g., propping a locked door open without permission).

45. **Sexual Harassment** (L3 – L4)
    Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature, when made by a member of the school staff or a third party to a student or when made by any student to another student, constitute sexual harassment.

46. **Solicitation of Non-School Sanctioned Material** (L1 – L2)
    Students may not post or distribute the material without prior permission from the principal.

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

48. **Tardiness**
    Repeated tardiness to class or school. (See Policy)

49. **Theft** (L3 – L4)
    Theft of school property or equipment, personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities. This includes receiving stolen property.

50. **Threats** (L1-L4)
    Verbal, written, or other types of threats against students, staff, or the school will not be tolerated, and consequences will be assigned accordingly. This could include, but is not limited to, bomb threats, shooting threats, or threats of violence of any type. This policy includes specific and general threats. In addition, court referrals could result.

51. **Throwing of an Object** (L2)
    Unauthorized throwing of any object, including, but not limited to, snowballs, water balloons, etc.

52. **Tobacco** (L1-L4)
    A student shall not possess, use, transmit, or conceal any tobacco products on school premises, during school activities, or at events off school grounds. Tobacco products are defined as, but not limited to, cigarettes, chewing tobacco, cigars, and electronic nicotine devices such as e-cigarettes, e-cigars, or other vaping devices. This policy also prohibits the use or possession of any type of nicotine pouch or look-alike pouches.

53. **Truancy** (L1 - L4)
    Truancy from school includes missed study hall, class, or any other assigned activity for class, all of a day, without school authorization. Truancy from class will result in the students needing to make up all missed time, and students may receive zeros for assignments that are missed as a result of unexcused absences/truancy.

54. **Unauthorized Bodily Contact** (L1 – L4)
    Unauthorized or inappropriate bodily contact, including but not limited to hitting, grabbing, pushing, pinching, punching, kicking, tackling, hair-pulling, and restraining (i.e., zip ties, handcuffs), etc.

55. **Unauthorized Use of Fire** (L4)
    Unauthorized use of fire and related incidents.

56. **Vehicles** (L1 – L2)
    Students shall not visit, use, or sit in a vehicle during school hours (including lunch).

57. **Violation of Student Code of Conduct** (L1-L4)
    Administrators have full discretion to assign consequences for any code of conduct violation listed in this section of the student handbook. The consequences table listed below will be used as a guide for these decisions.

58. **Violation of Federal or State Statutes**
    On school premises or involving school activities.

59. **Violation of Terms of Suspension, Expulsion, or Other Forms of Discipline**
    Administrators have full discretion to assign consequences for any code of conduct violation listed in this section of the student handbook. The consequences table listed below will be used as a guide for these decisions.

60. **Violation of State Student Mandates**
    Including but not limited to required immunizations.

61. **Weapons** (L4)
    Possession, use, or threatened use of weapons or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.

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

CONSEQUENCES

Level One Violations	**Consequences for Violations**
1st offense	1-3 lunch detentions
2nd offense	1-5 0/8 period detentions
3rd offense	Saturday School
4th offense	CCAP/ISS
Level Two Violations	**Consequences for Violations**
1st offense	1-5 0/8 period detentions
2nd offense	Saturday School
3rd offense	CCAP/ISS
Level Three Violations	**Consequences for Violations**
1st offense	3-10 days CCAP/ISS
2nd offense	5-10 days CCAP/ISS
3rd offense	5-10 days O.S.S./CCAP + Court Referral + Possible recommendation for expulsion
Level Four Violations	**Consequences for Violations**
1st offense	10 days O.S.S./CCAP + Court Referral + Possible recommendation for expulsion

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

DISCIPLINARY PROCEDURES

A. Lunchtime Detention

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

B. 0 Period or 8th Period Detention

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

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

C. Emergency Removal

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

D. No-Contact Orders

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

E. Saturday School

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

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

1. It is the responsibility of the parent/student to arrange transportation for drop-off (if needed) and pick-up.
2. Students are to be present at the main entrance doors (lobby area) prior to 8:00 a.m. Students arriving late will not be permitted to attend and will be counted as absent. At 8:00 a.m., the Saturday School monitor will direct the students to the Saturday School room, which will vary depending upon other activities at the high school.

3. Students must bring work. Only schoolwork and/or appropriate recreational reading is permitted. Students are not permitted to go to their lockers. Students must arrive at Saturday School with all the needed materials.
4. If it is determined by the monitor that a student is disruptive or has failed to follow Saturday School guidelines, the student will be dismissed and counted as absent.
5. Students are not permitted to talk, sleep, or pass notes in Saturday School.
6. Students are not permitted to eat or drink in Saturday School; this includes gum and candy.
7. There are no drinking fountain privileges. Restroom privileges are conducted on an emergency basis only. The monitor will conduct a five-minute break.
8. Saturday School is an alternative to suspension. Failure to attend, late arrival, or dismissal from Saturday School may result in a suspension.
9. Absence due to illness or extreme emergency requires a note from the parent detailing the reason for the absence. A second consecutive miss requires a doctor's statement in order to excuse the miss. Any note to excuse a Saturday School absence should be given directly to the principal upon return to school.

F. <u>C-CAP Diversion Program</u>

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

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

G. <u>Suspension</u>

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

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

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

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

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

H. Expulsion

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

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

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

2. Appeal of Expulsion to the Board or its designee (Superintendent): A student who is eighteen (18) or older, or a student's parent(s) or guardian(s), may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.
3. A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent, or guardian. The procedure to pursue such an appeal will be in accordance with regulations approved by the Superintendent. Notice of intent to appeal must be filed within ten (10) school days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office. While a hearing before the Board may occur in executive session, the Board must act in public.

I. Referral to Local Police Authorities

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

J. Denial of Privilege (Extracurricular Activities)

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

K. <u>Removals</u>

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

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

DANCE REGULATIONS

1. After a person leaves the dance, they **will not be readmitted.**
2. No shoes, tennis or otherwise, will be allowed on the gym floor.
3. All high school dances are closed to the public; i.e., high school students from other schools will not be admitted unless accompanied by a student from our high school, and **only by registering with the head chaperone prior to the dance.**
4. High School students are not to attend Junior High dances, and Junior High students are not to attend High School dances. This restriction also applies to the Prom and Homecoming Dances.
5. The Dance Behavior Policies, as listed in this handbook, are in effect during all dances. Disciplinary action will be taken according to the Student Handbook policy for violations. Chaperones are authorized to call the police at any time to verify the status of any student(s) in regard to drugs and alcohol. (740-695-0123).

6. Students who bring, consume, or evidence consumption of any alcoholic beverage or other drugs will be suspended from school and not be permitted to attend any other school dance, including Prom and Homecoming, for one year after the incident.
7. Students may not bring outside food or drink into a school dance.
8. A reasonable effort will be made to contact parents in the event a student is ejected from a school dance. Students must leave school property upon ejection.
9. Students who have exceeded any of the state truancy thresholds may not be permitted to attend St. Clairsville High School Dances.
10. Any students who have been suspended for more than three days during the school year will not be permitted to attend any dances that occur after the suspension takes place.

St. Clairsville Dance Behavior Policies

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

DRESS CODE

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

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

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

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

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

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

1. Hair must be clean and well-groomed.
2. Blouses or shirts that expose the midriff or that have an inappropriate neckline will not be permitted.
3. Windpants and sweatpants are permitted if worn in an appropriate manner—above the waistline and with ankle zips zipped so far as not to allow the pants to drag the floor.
4. Sheer clothing must have proper outer or under clothing so as not to expose undergarments. At no time should undergarments be visible.
5. Short shorts, bicycle shorts, cutoffs, shorts manufactured to look like cutoffs, and boxer shorts are not permitted. Shorts should be no shorter than mid-thigh length and fit properly. When a student's arms are held down, shorts should be no shorter than fingertip length.
6. All pants and shorts should be worn at the appropriate height and fastened to stay over the waistline and not be oversized or have the appearance of being oversized; the length of which, when unrolled, does not permit the pants to touch the floor. Sagging pants are inappropriate. Pants are considered sagging if the pants drop when the belt is unbuckled, the pants are two sizes larger than the waist, and/or the crotch is lower than fingertip length as the arms and fingers are extended down. T-shirts, shirts, sweatshirts, coats, and jackets are not to be oversized or have the appearance of being oversized.
7. Dresses, skirts, skorts, etc., must be no shorter than mid-thigh length and fit properly. When a student's arms are held down, skirts and dresses should be no shorter than fingertip length. Sheer panels in exercise or yoga pants cannot be above fingertip length.
8. Bare backs, bare midriffs, and low-cut tops are not permitted. There should be no exposed skin between the top of the pants and the bottom of the shirt.
9. Sunglasses, hats, head coverings, or bandanas may not be worn inside the high school building.
10. Proper footwear is required at all times.
11. Jewelry, clothing, clothing bearing patches, tattoos, drawings, or sayings (stated or implied) that refer to drugs, violence, alcohol, sex, gangs, or hate will not be permitted to be worn. Obscenities (stated or implied) will not be permitted. Pierced jewelry will be limited to nose posts and the ears only during regular school hours. Jewelry must be modest and conservative.
12. Any clothing, jewelry, insignias, etc., relating to gangs or disruptive groups or determined by the administration as a potential weapon is prohibited.
13. Jewelry, wallet chains, or any chains that are perceived by the administration as a potential weapon will not be permitted.
14. Clothing that has inappropriate or excessive tears, cuts, or holes, or that is not clean, is not permitted.
15. Students must be clean and well-groomed.
16. Coats and jackets are not permitted in the classrooms.
17. Special programs, extra-curricular activities, co-curricular activities, athletics, band, work-study programs, vocational programs, etc., may establish dress and grooming requirements that are more stringent. Such requirements are in the interest of efficient performance and a uniform appearance before the public.
18. Heavy or excessive makeup will not be permitted. Students are not permitted to use cosmetics in classes, lunchrooms, or study halls.
19. Backpacks, book bags, satchels, and/or purses are not permitted in the hallways, cafeteria, lobby, or classrooms. All backpacks and purses must be stored in the student's locker and used only for carrying books and supplies to and from school.
20. All shirts must have shoulder straps. Homemade cut-off shirts and undergarment shirts are not permitted. Cut-off areas of cut-off shirts must not extend down the side of the body.
21. If a shirt has a hood, the hood may not be worn over the head during school hours or during any class.

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

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

ELIGIBILITY – EXTRACURRICULAR AND ATHLETICS

The requirements are as follows:

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

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

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

The following is taken from the NCAA Eligibility Center website. Please refer to the website for the complete listing of Division I and Division II requirements.

NCAA DIVISION I – ACADEMIC REQUIREMENTS

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

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

Full Qualifier

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

Academic Redshirt

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

NCAA DIVISION II – ACADEMIC REQUIREMENTS

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

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

Full Qualifier

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

Partial Qualifier

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

EMERGENCY DRILLS

A. Fire Drills

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

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

B. Tornado Drill

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

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

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

EXTRACURRICULAR ACTIVITIES

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

Academic Organizations

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

Art & Literary Organizations

Band
St. C. Singers
Indoor Drumline
Indoor Guard

Athletic Organizations

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

Service Organizations

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

GRADE POLICY

A. Grade of I

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

B. Grade Changes

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

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

C. Honors Point Eligible Courses

Advanced English I	Probability & Statistics	Advanced American History	Chemistry I & II	French III & IV
Advanced English Language Arts II	Trigonometry	Advanced World History	Advanced Biology	Spanish III & IV
Advanced English Language Arts III	Calculus	Advanced Government	Biology II	Art IV & V
Advanced English Language Arts IV	*Advanced Algebra II	Psychology	Physics	Construction Technologies I & IV
**The Art of Persuasion: Rhetoric and Debate		**The Civil War: Was Ohio Essential?	Anatomy	Video Broadcast
**World Literature: Voices Across the Globe		**History of U.S. Expansionism (Territory Acquisition)	Advanced Physics	4th & 5th Year Band
**Introduction to Literary Theory		**Abnormal Psychology	**Conservation Science	4th, 5th & 6th Year Choir, including Chamber/Sweet Harmony
**Creative Nonfiction		**Sociology	**STEM in Action: Engineering, Design and Innovation	Musical Engineering
**Fantasy & Science Fictions		**Forensic Psychology	**Robotics: Design and Automation	Strategic Entrepreneurship
**Greek Mythology		**History of Piracy	**Topics in Modern Science & Society	3-D Techniques
**The Art of Storytelling in Songwriting		**Influence of Music on Society		Video Production
		**The Cold War		Audio Broadcast
		**Politics, Protests, and the People		Animation
		**Military History and Strategy		Web Design
		**History of Science and Technology		Design Techniques

*Beginning with the Class of 2029, Advanced Algebra II will receive an Honors Point, and Probability & Statistics will no longer receive Honors Points.

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

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

Transfer credits from homeschool transcripts are not eligible for Honors Point.

Denotes an elective that is eligible for an optional half or full Honors Point. To earn half an Honors Point for a semester-length course or a full Honors Point for a year-long course, students must earn a final grade of B- or higher and demonstrate advanced academic skills through additional assignments, readings, and a culminating honors project. All work must follow the Honors Point Late Work Policy and reflect higher-level analysis, research, and presentation skills. **Teachers will provide information at the start of the course for students who wish to opt into the honors point option.

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

D. Academic Letter

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

Freshmen	4.0
Sophomore	3.85
Junior	3.75
Senior	3.67

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

E. Honors Diploma Options

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

F. Honor Roll

To be considered for the Honor Roll, a student must be enrolled in at least three (3) high school courses. CCP courses are not taken into consideration for honor roll eligibility.
Grade Point Average will be used, but a student receiving a (D) or (F) in any subject will not be considered for the Honor Roll.

Principal's List	4.0 or higher

First Honors	3.5 to 3.99
Second Honors	3.0 to 3.49

G. Work Release

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

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

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

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

H. Class Rank

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

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

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

I. Graduation Recognition Events

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

eighth-semester rank will supersede this list if these events take place after graduation is complete.

J. Graduation Speaker

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

GRADUATION REQUIREMENTS AND SCHEDULING

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

A. Belmont Career Center

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

B. Participation in Graduation Ceremony

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

C. Early Graduation

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

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

D. Married Students

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

E. Transcripts

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

F. Accelerated Policy

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

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

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

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

MEDICATIONS

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

A. General Medications

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

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

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

1. The board, or a person designated by the board, receives a written request, signed by the parent, guardian, or other person having care or charge of the student, that the drug is administered to the student.
2. The board, or a person designated by the board, receives a statement, signed by the prescriber, which includes all of the following information:
3. The name and address of the student;
4. The school and the class in which the student is enrolled;
5. The name of the drug and the dosage to be administered;
6. The times or intervals at which each dosage of the drug is to be administered;
7. The date the administration of the drug is to begin;
8. The date the administration of the drug is to cease;
9. Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency;
   Special instructions for administration of the drug, including sterile conditions and storage.
10. The parent, guardian, or other person having care or charge of the student must agree to submit a revised statement signed by the prescriber to the board or a person designated by the board if any of the information provided by the prescriber changes.

11. The person authorized by the board must receive a copy of the required statements and revisions of the statements.
12. The drug is to be received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
13. New request forms must be submitted each school year and, as necessary, for changes in the medication order throughout the school year.
14. It is advised that the medication and the signed permission forms be brought to the school by the parent/guardian.
15. The school nurse is responsible for the monitoring of medications administered by school personnel.
16. Accurate records of the medication given must be kept in the student's record.
17. The board is required to retain copies of the parents' written requests and the prescriber statements and shall ensure that by the next school day following receipt of any such statement, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received.
18. The board, or a person designated by the board, shall establish a location in each school building for the storage of drugs to be administered under this section and federal law. All such drugs shall be stored in that location in a locked storage place, except that drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.
19. In the case of self-administered medication, all procedures in this policy shall be followed. (Refer to Inhaler/Epinephrine)
20. No authorized employee who administers a prescribed drug under the conditions of this policy will be liable in civil damages for administering or failing to administer the drug unless they act in a manner that would constitute "gross negligence or wanton or reckless misconduct."
21. No employee shall be required to administer a prescribed drug to a student if the employee objects to administering the drug on the basis of religious convictions.
22. Nothing in this policy affects the application of ORC §§2305.23, 2305.231, or 3313.712 to the administration of emergency care or treatment to a student.
23. All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of the local health district, and/or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy.

B. Asthma Inhalers

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

1. The prescriber needs to indicate where the inhaler will be kept (office/student's possession). If the student possesses one, it is recommended that a backup inhaler be kept in the office.

2. Written instructions that outline procedures school personnel should follow if the medication does not produce the expected relief.
3. Any severe adverse reactions that may occur to another child, for whom the inhaler is not prescribed, should such a child receive a dose of the medication.
4. At least one emergency phone number each for contacting the parent/guardian and prescriber in an emergency.

C. Epinerphrine Autoinjectors (Epipens/Aubi-Q)

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

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

NATIONAL HONOR SOCIETY SELECTION

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

PARKING

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

PHOTO RELEASE/STUDENT WEB PAGE RELEASE

A. Photo Release

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

B. Web Page Release

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

C. Distance Learning

"Distance Learning" technology provides students with unique opportunities to receive instruction and participate in educational programs that would otherwise be unavailable to them

due to distance or cost. Therefore, to participate in any distance learning offered by St. Clairsville-Richland School District, each student and their parent/guardian is required to sign a permission form.

POSTERS

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

RESPECT FOR PRIVATE PROPERTY

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

SCHOOL PROPERTY SEARCH

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

SECURITY CAMERAS

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

SEXUAL HARASSMENT POLICY

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

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

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

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

SPECIAL SERVICES

A. School Counselors

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

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

B. Learning Disabilities (LD*)*

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

C. Developmentally Handicapped (DH)

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

D. First Aid

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

STUDENT LOCKERS - LOST OR STOLEN ARTICLES

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

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

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

Loss or theft of personal possessions

1. Do not leave valuables unattended or in a hall locker at any time.
2. Students are responsible for all items in their lockers, e.g., personal belongings, textbooks, notebooks, gym clothing, etc.
3. Students must remove everything from their lockers before leaving school at the end of the school year or when withdrawing.

4. Lockers are subject to being checked by the principal at any time.
5. If a personal padlock is used on the locker, a duplicate key or combination must be on file with the assistant principal.

STUDENT RECORDS

A. Parents'/Guardians' Access

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

B. Non-Custodial Parent

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

C. Child Custody

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

D. Parent/Guardian Conferences

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

E. Student Address and Phone Number

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

F. Student Rights and Directory Information (Notice of Rights)

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

1. The right to inspect and review the student's education records within five days of the District's receipt of a request for access. Parents or students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or student of the time and place where the records may be inspected.
2. The right to request amendment of the student's education records that the parent or adult student believes are inaccurate or misleading. Parents or adult students may ask the St. Clairsville-Richland City School District (the "District") to amend a record that

they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or adult student, the District will notify the parent or adult student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or adult student when notified of the right to a hearing.

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

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

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

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

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

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

TESTING DATES

State Testing:	Fall (3rd Grade): October 19 - November 6, 2026 Fall (EOC): November 30, 2026 - January 15, 2027 Spring (ELA): March 29 - April 30, 2027 Spring (Math/Science/Social Studies): April 5 - May 14, 2027
PSAT/NMSQT Date:	October 1-30, 2026
ACT Dates:	February 23, 2027 March 9, 2027 March 23, 2027
SAT Dates:	March 1 - April 30, 2027

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

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

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

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

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

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

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

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

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

The Children's Internet Protection Act (CIPA) is a federal law that mandates Internet filtering, acceptable use policy, and teacher-to-student monitoring, among other things. CIPA compliance is a requirement for E-Rate program participation for eligible services other than telecommunication. Internet filtering is

in effect to reduce inappropriate or harmful material, electronic mail, chat rooms, unauthorized hacking, etc.

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

ST. CLAIRSVILLE HIGH SCHOOL

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

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

STUDENT HANDBOOK VERIFICATION FORM

Your signature indicates the following:

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

_____ _____

Student Name (Print) Grade

_____ _____

Student Signature Date

_____ _____

Parent/Guardian Signature Date