

SHADYSIDE

— HIGH SCHOOL —



2026 - 2027

STUDENT HANDBOOK

HOME OF THE TIGERS

3890 LINCOLN AVE. • SHADYSIDE, OH 43947

VISION STATEMENT4

MISSION STATEMENT4

APPLICATION OF THIS HANDBOOK4

LOCKERS4

ACADEMICS4

Academic Honesty:.....4

Grading Scale and Corresponding GPAs:.....4

Final Grading:.....5

Grading Scale and Corresponding GPAs FOR CLASS OF 2029 AND BEYOND:.....5

Incomplete grades:.....6

Junior High Failure Policy:.....6

Eighth Grade Graduation:6

Make-up policy6

Shadyside High School Homework Philosophy:6

Principal’s List, High Honor Roll, Honor Roll:6

Drop a Class/ Add a Class:.....7

Changing Courses:.....7

Progress Reporting:.....7

Textbooks9

ATTENDANCE9

Appointments -Doctors, Dentist, etc.....10

Vacations10

College Visits.....10

Excessive Absences.....10

Methods of Communication with Regards to Attendance Problems.....11

Signing In and/or Signing Out for Attendance.....11

SENIOR FINAL EXAM EXEMPTION POLICY12

Additional Final Exemption.....12

DRESS CODE.....12

Shadyside Local High School Personal Device Policy.....13

CODE OF CONDUCT14

COURSES OF DISCIPLINARY ACTION17

Level 117

Failure to Attend Detention.....17

Level 2.....17

Level 3.....17

Level 4.....18

EXTRACURRICULAR.....18

Athletic Eligibility.....18

Nonathletic Eligibility.....19

Class Officer.....19

Student Council Representatives.....19

National Honor Society.....20

Dance Policy.....20

Dance Dress Code20

HEALTH AND SAFETY POLICY20
Accidents20
Emergency school closing.....20
Fire/Tornado Drills21
Lockdown/Active Intruder Drills21
False Alarms21
Immunization Form.....21
Pregnancy21
HIGH SCHOOL CAFETERIA21
ACCEPTABLE USE AND INTERNET SAFETY POLICY22
Personal Responsibility23
Term of permitted use.....23
Acceptable Uses - Educational Purposes Only23
Netiquette23
Internet Safety24
Privacy.....25
Failure to follow policy25
Warranties/Indemnification25
Updates25
PUBLIC’S RIGHT TO KNOW26

VISION STATEMENT

- The Shadyside Local School District envisions a safe, modern educational environment for all students built upon a foundation of cooperation, collegiality, and community involvement. The educational community will reflect an atmosphere of mutual respect and academic excellence.
- Our students will possess problem-solving, critical-thinking and communication skills with the versatility to adapt to a constantly changing world. As such, they will become productive, responsible citizens of the 21st century.

MISSION STATEMENT

- The mission of Shadyside Local Schools is to insure that students acquire skills to continue as life long learners and productive citizens.
- The mission of Shadyside High School is to create productive citizens for a diverse, global community by providing a safe and positive learning environment.

APPLICATION OF THIS HANDBOOK

This handbook is SLSD Board Approved to be the master guide for rules on attendance, grading, discipline, and other matters in Shadyside High School. This book applies to face-to-face learners and distance learners that are educated virtually through video teaching, should they exist for extenuating reasons.

LOCKERS

Lockers will be assigned during the summer. Also, any new student who enters Shadyside High School will be assigned a locker by the Guidance Department. Students are responsible for all contents in their lockers. **Never leave anything of value in a locker whether locked or unlocked.**

Lockers are property of the Board of Education and when the situation warrants lockers may be searched without student approval. Each student is responsible for his or her locker and must report vandalism immediately. **The switching of lockers is prohibited, unless approved by the office.**

ACADEMICS

Academic Honesty:

- Academic Honesty is an expectation for all students. Cheating is contrary to good education practice and will not be tolerated.
- First offense, student receives a zero grade on the assignment/test and parents/guardian will be notified by phone or letter.
- Second offense in the same class results as a failure in that class for the grading period and for that assignment or test.
- Inappropriate application of artificial intelligence in any aspect is governed by this policy.

Grading Scale and Corresponding GPAs:

The grading scale for classroom assignments and class grading is Board adopted and is calculated against percentage points. It is bracketed as follows:

A = 100% - 90%, B = 89% - 80%, C = 79% - 70%, D = 69% - 60%, F = 59% or below

In most cases, grades are calculated out to hundredths places and rounded at that value.

First semester grades for seniors will be averaged and will be their last class ranking for determining class ranks (top 10, valedictorian, etc.). This is the seven (7) semester average used for rankings.

GPA will be calculated on a 4.0 scale with students being able to earn “add-on points” for taking certain courses. These courses are: Honors English 9, 10, 11, and 12, Honors Government, Advanced Biology, Pre-Calculus, Calculus, Anatomy/Physiology, Honors Physics, Honors Chemistry, Engineering/Scientific Design, Organic Chemistry, Spanish 4 and CCP Courses. The add-ons are: .04-A, .035-B+, .03-B, .025C+, .02-C, .015-D+, .01-D. (This equals a multiple of .01 of the point value of the corresponding grade.)

Final Grading:

The student's final grade for a class will be a result of 9 weeks grades and semester exams. For a full year course, 9 weeks grades count 20% for each 9 weeks and the 2 exams count 10% each. (For a semester course, 9 weeks grades will count 40% each and the exam will be 20%.) The first semester grade is then averaged with the second semester grade to calculate the final grade. Grades with plus-scores (B+, C+, and D+) are possible as a result of this averaging.

Grade Point Scale

Regular Courses: A=4.00, B+=3.50, B=3.00, C+=2.50, C=2.00, D=1.00, F=0

Weighted Courses: A=5.00, B+=4.50, B=4.00, C+=3.50, C=3.00, D+=2.50, D=2.00, F=0

Grading Scale and Corresponding GPAs FOR CLASS OF 2029 AND BEYOND:

LETTER	PERCENT-AGE	GPA	Honors Class GPA	LETTER	PERCENT-AGE	GPA	Honors Class GPA
A	93 and up	4.00	5.00	C	73 - 76	2.00	3.00
A-	90 - 92	3.70	4.70	C-	70 - 72	1.70	2.70
B+	87 - 89	3.30	4.30	D+	67 - 69	1.30	2.30
B	83 - 86	3.00	4.00	D	63 - 66	1.00	2.00
B-	80 - 82	2.70	3.70	D-	60 - 62	0.70	1.70
C+	77 - 79	2.30	3.30	F	59 and below	0.00	0.00

The plus/minus scale that will be phased in with the Class of 2029 aims to reward students that strive for higher level of academic effort. This scale uses plus and minus grade to emphasize a difference between work completed at the higher end of a letter grade bracket versus that at a lower end.

Weighted Courses include:

Calculus, CCP classes and any qualifying university or college, Honors Biology, Honors Chemistry, Honors Engineering I, II, III, and IV, Honors English 9, 10, 11, and 12, Honors Government, Honors Physics, Honors Spanish, and Pre-Calculus.

Class Ranking:

Class ranking is determined by scoring "Val/Sal" points, out of a possible 40 points, in three categories. This will be established at the end of the first semester in each senior class. Category one is the seven (7) semester GPA. Seven (7) semester GPA shall be 50% of this ranking method where students may earn up to 20 points. The student with the highest GPA will earn 20 points, second highest will earn 18 points, third will earn 16 points and so on through the Top 10 GPAs. Any student in the Top 10 GPAs will be considered for Valedictorian and Salutatorian. Category two is the number of completed credits and shall be 25% of this ranking method where students may earn up to 10 points. The student in the Top 10 that completes the most credits will get ten points to this ranking method, second most will get nine points, third will get eight, and so on. The third category will be ACT (or converted SAT) score. Students may take the ACT as many times as they wish and the highest composite score will prevail provided that the test was completed by the end of the seventh semester. Scores must be a total composite score from one test and may not be dissected and reassembled. For example, students may not pick and choose higher subject scores from multiple tests to assemble a composite "theoretical" test score. Pre-tests also do not count to this ranking program, such as PSAT or practice ACT, nor do college placement tests of any kind (CCP placement, post-acceptance placement exams.) The student in the Top 10 with the highest ACT (or converted SAT) will receive 10 points, second highest nine points, third highest eight points, and so on. Points from the three categories will be totaled and the student with the highest total out of a possible

40 points will be considered Valedictorian. The student with the second highest point total will be considered Salutatorian. If there is a tie at any place in any of the above metrics, the contested places will have their points averaged between the students with the even scores.

Repeating a Course:

If a student repeats a course because of a failing grade, the F grade will be averaged in with the students's other grades upon completion of that failed class. If a student repeats a course in an attempt to receive a higher grade, the higher grade will be the one averaged with their other grades and the lower grade will not be counted toward overall GPA. In addition, only 1 credit can be earned per course.

Incomplete grades:

- Incomplete grades will become failures if the required work is not completed before the next grading period ends. The teacher can make an exception to this policy due to an extenuating circumstance. Incomplete grades are considered failures in regard to athletic eligibility until they are made up to passing grade.
- If an incomplete grade is recorded for the final 9 weeks and/or the final exam, no credit will be given in the course until all work is completed to the satisfaction of the teacher.

Junior High Failure Policy:

A seventh grade student must pass every course to be eligible for eighth grade curriculum. Any seventh grader failing a tested course for the year (English, Math, Science) will be scheduled back into that class during their eighth grade year. Should that student fail the course again, or any core class during their eighth grade year, they will be subject to the Eighth Grade Graduation Policy and be required to complete the course(s) via Online instruction during the summer between eighth and ninth grade years. Students failing to complete any and all junior high classes will be required to complete the class in an Online format during the following school year.

Eighth Grade Graduation:

A student must pass every course to be eligible for eighth grade graduation certificate. Any eighth grader failing a core course for the year (English, Math, Science, Social Studies) will be disqualified from participating in the eighth grade graduation ceremony.

Make-up policy

A student has the same amount of days to make-up work as the time they miss. For example if a student misses two days, they have two days to make-up their work (i.e. absent Monday and Tuesday, return Wednesday, make-up day allotment would be Wednesday and Thursday. Work would then be due during the applicable period on Thursday).

Shadyside High School Homework Philosophy:

- Homework presents an opportunity to extend the teaching/learning time beyond that set by the length of a class period. Homework affords the teacher an opportunity to determine if students have a grasp of the subject being taught. It also affords the student an opportunity to test his or her understanding of the material taught.
- Completed homework, when examined and graded, gives each participant in the instructional process (student, teacher and parent) a measure of the results of the process.
- Homework should be viewed as a part of the total educational process. While homework places a time/work burden on teacher and student alike, it is a vital part of the traditional classroom learning methods.
- Students' progress reports can be sent anytime between grading periods to parents of students who are not meeting the standards set by the teacher and/or school. An acknowledgment by phone is appreciated.

Principal's List, High Honor Roll, Honor Roll:

- To qualify for Principal's List a student must have at least a 4.00 GPA for the quarter, only A's and B's, and no more than three (3) unexcused absences
- To qualify for High Honor Roll a student must have at least a 3.75 GPA for the quarter, no failing grades, and no more than three (3) unexcused absences
- To qualify for Honor Roll a student must have at least a 3.50 GPA for the quarter

Drop a Class/ Add a Class:

- Permission to drop a class is difficult to obtain. When you select a course, you are expected to complete it. Dropping a class is done only through the mutual consent of the parent, teacher, and administration and the approval of the guidance counselor.
- Any withdrawal after the sixth (6th) week will result in a failing grade recorded for that class and will appear on your record.
- No withdrawals will be permitted unless a student's schedule can be rearranged to show carrying six (6) subjects. This requires guidance counselor approval. A lab course is considered a study hall.
- Adding a class must be done through mutual consent of the Principal, Guidance Counselor, and the subject teacher. A designated time at the beginning of a semester is established as last day to add a class (usually no later than day 6 of new semester)

Changing Courses:

- Changing a course in a student's schedule should be done prior to the start of the new school year. Changes will be made only at the approval of the counselor and building principal. Parents need to be aware of changes in their child's schedule and parental approval through phone call or written note is also suggested.
- Those junior high students starting in Algebra 1 as eighth graders are required to stay in that course for at least the first nine weeks of school. Students in pre-algebra 7 are also required to remain for at least nine weeks before any changes will be made. Changes before the start of the school year provides smoother transition for both student and teacher. Parental calls are welcome by calling the guidance office at 740.671.6130 for any information regarding course offerings.

Progress Reporting:

In an effort to be more environmentally conscious, Shadyside High School WILL NOT send home hard copy Progress Reports at the mid-term point of grading periods. Please monitor your grades on the school sponsored Progress Book at: <https://pbparent.omeresa.net/district/shs>. If you need help setting a parent or student account, please contact the high school.

Minimum Graduation Requirements Established Locally By SLSD Board of Education- 26 Credits:

Required courses:

- Math - 4 credits, including Algebra II (or accepted equivalent)
- English - 4 credits
- Social Studies - 3 credits (1 American History, 1 Government, and 1 World History)
- Science- 3 credits (1 Physical, 1 Life, and 1 Elective).
- Physical Education & Health - 1 Credit
- Elective of at least one unit, or two half units, from the areas of business/technology, fine arts and/or foreign language.
- No student is permitted to go through graduation exercises unless all requirements set forth by the Board of Education. All students are urged to keep a check of credits earned each year. Students must also satisfy End of Course Exam requirements to qualify for graduation. A transcript check is done yearly for grades 11 and 12 and an assured graduation plan will be in place for each junior and senior moving forward.

Ohio State Tests (End of Course Exams)

In addition to course credits, students will earn points toward graduation on six Ohio State Tests. The courses in which students take an Ohio State Test will be: English II, Algebra I, Geometry, Biology, American History and American Government. Students are only required to score "competency" (score of 684, which equates to about a 2.5 on the scale below) on the Algebra I EOC exam and English II EOC exam to qualify for graduation. Students will be required to take all six EOC exams. Scoring proficient on other exams will earn the student Department of Education "seals" that fulfill other ODE graduation requirements.

Students can earn from 1-5 points for each exam, based on their performance:

5 – Advanced, 4 – Accelerated, 3 – Proficient, 2 – Basic, 1 – Limited

Graduation Seals

As mentioned above, the Ohio Department of Education requires that a student earn at least two seals that signify the completion of a specialized area of study. Seals may be earned through industry credentialing or scoring proficient on the biology exam or the government and history exams. For a full list of the available seals, please consult the student class scheduling guide and graduation success planner.

EOC Exam Retakes

Students that score below proficient on an exam may retake it during the next testing window. The decision to retake an exam will be made through a collaboration between the student, guidance, and administration where applicable. There is no need to retake any exams where a student has already attained proficiency.

ACT Exam

Every junior will have the opportunity to take ACT exam at SHS. Students may opt-out from taking the ACT exam if they choose. Any student that scores a remediation free score on the ACT (or the SAT) may use their national standardized test score as a graduation pathway. Note: The remediation free score is set each year by a committee made of National Standardized Test Representatives, Higher Education Representatives, and Representatives from the Department of Education.

Diploma with Honors

The criteria for receiving an honors diploma are as follows:

The student must meet the same requirements established for the regular diploma plus six of the seven the criteria for honors provide below for the General Honors Diploma.

- earn four units of mathematics which shall include at least the competencies obtained in algebra I, algebra II, and geometry and a 4th higher level math, pre-calculus, calculus, AQR, data science, or college math.
- earn four units of science including one unit of chemistry and one unit of physics, see list of advanced science courses below
- earn four units of social studies
- earn either three units of one foreign language or two units each of two foreign languages
- earn one unit of fine arts
- maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
- obtain a composite score of 27 on the ACT or an equivalent score on the SAT (1240 or Higher).

There are several versions of Honors Diplomas available through ODE. Please visit www.education.ohio.gov and search “honors diplomas” to explore the different types of honors diplomas and requirements.

Advanced Science Courses

All lab science courses will be worth 1.25 credits. If the course is a weighted course, then the credit value will also be weighted. Lab science courses are: Hon. Chemistry(weighted), Hon. Physics(weighted), Hon. Biology(weighted), and CCP Chemistry through Toledo University(weighted).

Credit Flexibility

As part of the Ohio Dept. of Education, public schools have to establish a credit flexibility plan. Students may have received instruction or are involved in instruction that is not a part of Shadyside High School. Depending on the type of instruction, credit may be obtained. Please see the guidance counselor for information.

Physical Education Waiver Policy:

- Physical Education waiver students must meet the two season requirement of athletics, cheerleading or marching band by the end of their sophomore year or they will be placed in physical education their junior year.
- Students will realize that no grade will be given, only credit will appear on transcripts. They must schedule another half credit class in those two years.
- Students must complete the season for it to count. Any student quitting during the season will receive no credit for that season. If a student becomes academically ineligible and unable to complete the season it will not count.

Textbooks

Textbooks are furnished by the school and are issued at the beginning of the year. Students who lose, damage, or misuse a book will be charged according to the following schedule:

New book 100% of price

1 year old book 90% of price

2 year old book 75% of price

3 years or older 50% of price

School Issued Chromebook, 1-to-1 Policy

Chromebooks issued to students remain the property of SLSD. The device may be recalled and searched at any time for any reason. Students are responsible for the care of their device and are expected to bring it to class each day. These devices are part of the curriculum and should be treated as such. Any student found to be in violation of the acceptable use policy on their Chromebook will be subject to the discipline policy. Any student that damages the physical hardware or virtual software of their issued device, either purposely or accidentally, will be expected to finance the repairs of the device, up to and including the individual retail cost of replacing the entire device.

ATTENDANCE

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instructions and classroom participation. Regular and punctual attendance shall be required of all enrolled Shadyside High School students during the hours that the school is in session. When in attendance, students are expected to be present, on time, and participate in all classes and study halls. Daily attendance of students is a matter of great importance as shown by the fact that prospective employers always check attendance. Student attendance and promptness to school is the primary responsibility of the student and his/her parent/guardian. It is also the responsibility of the student and parent/guardian to use discretion when scheduling appointments, planned absences, and early dismissals.

In accordance with state law, the Superintendent or his designee shall require from the parent of each student or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The statement must be on professional letter head from the physician's office.

The Ohio Department of Education (3321.04 RC) and School Board consider the following factors as reasonable excuses for time missed at school and will be considered excused absences:

- A. A personal illness or medical appointment, with an accompanying physician's statement. A doctor's excuse must be on professional letterhead showing the office, address, and attending physician.
- B. Illness in the immediate family that requires the student to stay home as determined by the Principal
- C. Quarantine of the home
- D. Death in the immediate family (maximum 3 days)
- E. Religious observation in which a student is personally involved.
- F. Emergency situation in which a parent can work out no other solution as determined by the Principal or for such good cause as may be acceptable to the Principal
- G. Court appearance for child

Examples of unexcused absences are employment, oversleeping, missing the bus, car trouble of any kind, running non-emergency errands, shopping, vacations of any kind (after 35 hours), and running out-of-school errands.

Upon return to school the student must provide a written excuse to school administration within forty-eight (48) hours to verify the absence. Any absences not verified within the forty-eight (48) hour window will be deemed unexcused regardless of the nature of the absence.

ANY ASSIGNMENT that is missed due to an unexcused absence will be marked a zero grade and no make-up will be permitted. Extended assignments that are partially missed due to an unexcused absence will be reduced in grade by the percentage of unexcused time missed. For instance, given a ten day long project, if a student misses two days unexcused, their grade will be reduced by 20% on that project. It will be the responsibility of the student to receive make-up work from the teacher and to have such returned by the specified date as set by the school. **Teachers have the authority to assign zeros for all work that is not made up by the specified date.** With exception of pre-approved absences, students have the same number of days missed to complete make-up work. For example, if a student misses two days, the make-up work is due on the third day back to school.

When a student is absent, the parent or guardian should call the school between 7-9 a.m. to inform school officials that their child will not attend school that day. As required by law, if the office does not receive a phone call by the completion of attendance a school representative will attempt to contact the home.

Appointments -Doctors, Dentist, etc...

Appointments should be made outside school time. If this is not possible the student should bring a note from home requesting early dismissal. The student will receive a form that grants early dismissal. The form will need to be completed with date and time at the doctor's office. Students must sign out in the main office upon leaving. The Principal may call the doctor's office to verify the appointment. When students return to school they need to provide a slip from their doctor, dentist, therapist, etc. verifying the appointment date and time in addition to the completed early release form. If they return to school the same day they should sign back in. Failure to sign in or out will result in unexcused absence from school.

Vacations

We encourage vacations involving students to be taken during school vacation time. However, vacations during school time will be considered excused up to 35 hours for the purpose of make-up work and attendance reporting. If a parent who wishes his/her child to vacation during school time presents a written request to the Principal prior to the absence and each of his/her teachers sign the request, then the child may make up any missed work at the convenience of the teacher and within the guidelines for make up work. Any vacation hours extending beyond 35 hours and/or vacation hours that were not prior approved through an administrative request will be considered unexcused.

College Visits

Seniors are permitted three approved visits to colleges. Application forms for college visits must be approved three days in advance by the Guidance Office and Principal. Juniors will be permitted two approved college visits. Same rules apply as for seniors. Only under extenuating circumstances will college visits be permitted during the month of May.

Excessive Absences

In Ohio Law (ORC [2151.011]), excessive absenteeism is defined as absence of thirty-eight (38) hours/ month or sixty-five (65) hours/year, EXCUSED OR UNEXCUSED. The parent/guardian and student will be required to take part in the following:

- a. Send letter home to parent/guardian
- b. Truancy Intervention Plan must be developed for student
- c. Parent/guardian and student will be required to attend a Belmont County Court attendance program meeting

Habitual Truancy

In Ohio Law (ORC [2151.011(B)(18)]), habitual truancy is defined as absence of thirty (30) or more school hours consecutively or forty-two (42) hours/month or seventy-two (72) hours/year without legitimate cause. Habitual truancy is a serious case. The parent/guardian and student will be required to take part in the following:

- a. Absence Intervention Team assigned within seven (7) days
- b. Make three (3) good faith attempts to engage parents to determine if Children's Services referral is needed
- c. Within fourteen (14) days of assignment of Absence Intervention Team, an Absence Intervention Plan must be developed
- d. Within seven (7) days of Plan being developed, provide in writing to parents

Parent(s) and/or guardian(s) of any student of the District, which student is truant or habitually absent from school, shall attend the Absence Intervention Team Meeting as scheduled by District Personnel and/or the Parent Intervention Meeting as scheduled by the Truancy Officer of the Belmont County Court of Common Pleas, Juvenile Division.

Failure of Parents/Guardians to adhere to this Policy may result in a referral by the Truancy Officer to the Belmont County Prosecutor's Office for charges pursuant to Ohio Revised Code Section 2919.222, Parental Education Neglect, a Misdemeanor of the 4th Degree, punishable by up to a thirty (30) day jail sentence and/or up to a two hundred and fifty dollar (\$250.00) fine.

If juvenile refuses to participate or fails to make satisfactory progress on a plan, a complaint will be filed with the Juvenile Court no later than sixty-one (61) days after plan implementation.

Students 18 years and older will be subject to the same thresholds as stated in HB410. Attendance intervention plans may be developed for students that are 18 years and older outside of the ramifications of HB410. Failure to meet satisfactory progress in such an attendance plan will disqualify a student of majority age from graduation.

NOTE: Any student that misses more than sixty-five (65) hours/year may be required to complete attendance restitution to make up for missed academic time. Attendance restitution may be completed through detention, Saturday school, or other means justifiable by administration.

Unexcused absences have far reaching consequences beyond attendance tracking. Any unexcused absence will disqualify a student from any accolades list (Principal, High Honor, Honor) and thus disqualify a student from the academic banquet. Assignments missed due to unexcused absences will be marked zero and no make-up will be permitted. Unexcused absences also will disqualify students from participation in incentive assemblies held throughout the school year.

Methods of Communication with Regards to Attendance Problems

1. Teachers will compile daily attendance and report concerns to the High School office.
2. Days absent will be displayed on quarterly report cards.
3. Written correspondence will be sent home when the following thresholds are met:
 - a. A student is absent for thirty-eight (38) school hours
 - b. A student is absent for sixty-five (65) school hours
4. Other informal means of communication such as phone calls may be used as needed

Signing In and/or Signing Out for Attendance

Any student that arrives AFTER 7:45 A.M. (9:45 A.M. on a two hour delay day) or leaves BEFORE 2:40 P.M. (or any time EARLIER than the designated dismissal time for the day) must sign into attendance or out of attendance in the high school main office. The following policy applies to all students regardless of age. This includes students that have reached the majority age of eighteen (18).

Case 1: On time arrival, early dismissal - The student should report to the office immediately upon arrival to school prior to the start of first period. The student should drop off the note that explains the parameters of the early dismissal and receive a form to have signed at their appointment. The student must bring back the signed form within 48 hours or the hours missed will be considered unexcused. When the dismissal time comes, a parent must come into the office and sign-out the student. If the student is of high school age and drives to school, the note or phone call to the high school Secretary shall be sufficient to grant parental permission for leaving school.

Case 2: Late arrival from an early appointment - The student must report to the high school office immediately upon arrival to school. The student must sign-in and report in to the high school secretary. The student must have a signed excuse from their appointment or their absence will be considered unexcused. The student has 48 hours to furnish such documentation.

Case 3: Unexpected early dismissal - There is the possibility that unexpected events could take place that would require the student to leave school abruptly and without prior planning. In this case, when the parent comes to pick up the student, they must come into the office and sign out the student. If the student is of high school age and drives to school, the parent may call the school and request dismissal.

SENIOR FINAL EXAM EXEMPTION POLICY

A senior student may be exempt from their final exams if they meet the following qualifications:

- Applies to year-long courses only and the student must have an A or B average through the 4th grading period
- The average grade will be reflected on the report card as the final exam grade, students may take their exams if they wish
- This is for seniors only (in 12th grade) and will not apply to underclassmen or junior high students
- No more than 60 hours of absences, excused or unexcused, for the year. Please remember three college days are excused and not counted. Field trips, shadow days, practice days or any absence that is arranged through the Principal's Office is not counted. Any school sponsored events requiring a student to be away from school are excused and not counted.
- If a student accumulates 10 or more absences (partial or full, including tardies) during a particular class period, the student will be disqualified from exemption in that class period regardless of total accumulated hours. This includes school tardies to first or sixth period.
- Extended illnesses, excused or unexcused, are considered in the count of absences for this senior privilege
- Exemption shall not be guaranteed to students in CCP classes since those classes are subject to University standards

Additional Final Exemption

The Geometry End of Course exam does not carry any tangible reward, such as a graduation pathway or graduation seal, for students that perform proficiently or higher. As such, Shadyside Local High School will exempt any student that scores a 700, or higher, from their Geometry final exam. A score of 700 or higher will automatically earn the student an 'A' grade on their final exam for Geometry. Students not meeting the 700 score will take the teacher designed final exam.

DRESS CODE

When dress and grooming appear to endanger the safety of the student or interfere with the School's mission to teach discipline, etiquette, and grooming, students will be directed to modify their dress and grooming. The School should be considered a place of business and professional/professional casual dress is always recommended.

Students who violate the dress code will have to change before they are permitted to go to class.

Students that are unable to remedy the dress code violations will be assigned In School Alternate Placement.

Questionable dress and appearance for which there are not guidelines will be ruled on by the principal and the advisory staff. Common sense and good taste will guide this decision.

- Suggestive, profane, tobacco or alcohol logos/advertisements are not permitted on any clothing.
- Any makeshift patches, unusual designs, or inappropriate markings are not permitted. Students are not permitted to wear “colors” or any other “gang identifiers.”
- Students’ shirts/blouses must have shoulder straps that are at least three (3) finger widths wide (spaghetti strap shirts/tanks are not permitted) and be long enough to be tucked in (bare midriffs are not permitted). Shirts and blouses must be buttoned to a suitable non-suggestive length. Shirts and blouses must be snug under the arm (basketball jerseys alone or loose fitting sleeveless shirts are not permitted).
- No see-through garments are to be worn.
- Underwear must not be visible. Pajama pants may not be worn (exceptions may be made for spirit week or promotions.) Leggings require a top, skirt, or dress that covers the front and back.
- Hats, caps, toboggans, or any other head wear are not to be worn or carried in school during the school day.
- Wallet chains, spiked collars, bracelets or heavy chains are not permitted.
- Shorts, skorts, skirts, dresses, and rompers must be longer than the mid-thigh or finger-tip length when standing straight upright
- Hair should be clean and neatly groomed.
- Facial hair must be clean and neatly groomed. Beards that are of excessive length and potentially cause a safety issue are not permitted.
- No protruding facial piercings (hoops, connecting chains, pointed studs, etc.).
- Footwear must be worn. Footwear must have a closed back or secured heel. Different classes with different safety requirements may necessitate the need for additional consideration.
- Body Piercing is not recommended. If it is distracting or a safety concern then it must be removed.

Shadyside Local High School Personal Device Policy

School officials recognize the distraction and safety issues that are present with cell phones in a public building. To remove these distractions and safety concerns, and in conjunction with State legislation on personal devices in public schools, Shadyside Local Schools will enforce the following:

- The only recognized, approved device a student may use during class is the District issued Chromebook without exception
- Students may not have their cell phones out during school hours in the school building for ANY reason. This includes checking notifications, checking the time, or RECEIVING A MESSAGE. Any device that makes a notification noise or vibration will be confiscated. Students are encouraged to leave their devices at home. Students that drive to school should leave their devices in their car.
- Students that bring a cell phone to first period will have it collected. The devices will be locked and secured for the day and returned at the end of the school day. They will not be returned for lunch.
- A student that is suspected to be concealing a disruptive device during the day may be searched. The student will be subject to this policy’s discipline procedure.
- Headphones or ear buds of ANY kind are not permitted to be used at any location at any time within school hours. They will be immediately confiscated and the student will be subject to this policy’s discipline procedure.
- Smartwatches are subject to this policy as well. Any student found to be using a smartwatch in an unapproved manner will have the device confiscated. The student will be subject to this policy’s discipline procedure.
- Refusal to surrender a requested device to any school staff member will result in two violations (this policy and #17, Insubordination), and will carry two discipline obligations.
- The only exception to this policy will be granted by doctor’s orders in the case of medical management software needed to maintain one’s health. A doctor’s prescription must accompany said request.

Personal Device Policy Discipline Scale:

- First offense - Device confiscated and sent to office. Device returned only to parent.
- Second offense - Same as first offense and Saturday school detention.
- Third offense - Same as first offense and Alternative School Placement for one day.
- Fourth offense - Same as first offense and Alternative School Placement for three days.
- Fifth and subsequent offenses - Same as first offense and Alternative School Placement for five days. A referral will be made to Juvenile Court.

CODE OF CONDUCT

1. Book bags/back packs

- Book bags/back packs/gym bags must be stored in a locker upon arrival to school. Students may not carry bags/back packs/gym bags in the halls or into any class. Small handbags, clutch purses, or wristlet purses are excluded from this policy and may be carried by students in the hallway and into classes. Small handbags, clutch purses, or wristlet purses that are brought into the classroom must be stored under the desk during the class period.

2. Breaking and entering

- A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function, or event off school grounds.

3. Dangerous weapons, instruments, and objects

- A student will not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument capable of harming another person (including look alike). This policy includes “toy” weapons such as water guns or Nerf guns. ANY instrument with a trigger mechanism designed to launch a projectile will be considered under this policy.
- SLSD also recognizes the Laser Safety Act which, in summary, states that no student shall knowingly bring or use a device designed to emit a concentrated light beam in a public facility without proper training and/or supervision.
- Any student refusing to submit to a search of their person or refusing to turn over any questionable object revealed during a search will be considered in violation of the dangerous weapon policy and turned over to law enforcement.

4. Unauthorized leave or access of building

- A student entering the building during “lockdown hours” MUST use the front entrance and report to the office to sign-in (see sign-in policy).
- Any student opening a door and allowing an outside person access to the building will be subject to the discipline schedule. This includes opening and propping a door such that it cannot latch closed.
- A student exiting the building for AN APPROVED REASON during school hours (i.e. appointments, illness) must leave through the office after notifying either administration or the high school secretary. Parental consent must be verified and the student must sign-out. **THERE WILL BE NO FREE EXITING AND REENTRY TO THE BUILDING UNLESS IT IS PART OF A LESSON PLAN AND THERE IS TEACHER AND ADMINISTRATION APPROVAL.**

5. Destruction of school or private property

- A student will not cause or attempt to cause willful destruction or defacement of school or private property. This includes District owned transportation. Anyone caught in violation of this policy will AUTOMATICALLY be referred to juvenile court and compensation will be sought.

6. Disruption in school

- A student will not, by use of violence, force, coercion, threat, harassment, insubordination, bullying, or repeated acts of misbehavior cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.

- A student will not knowingly or willingly create a situation whereby an alarm is activated in a building restroom. The detectors are designed to alert school officials of excessive noise, inappropriate or vulgar language, dangerous chemicals, and touching/tampering with the alarm system. Any alarm notification will be investigated and the parties in the facilities at the time of alert will be interviewed. Possible disciplinary actions may follow.

7. Drugs and alcohol

- Students shall not consume, deliver, sell, or have possession of a controlled substance and/or counterfeit drugs, or drug paraphernalia while in school, on school property, or while attending a school activity. Also, no student shall be on school grounds while under the influence of a controlled substance (which means that they have taken some illegal drug within the last 24 hours). Steroids are included in the list of controlled substances. Products that contain CBD oil are included in the list of controlled substances. Vaporizer devices that contain a liquid substance designed to be heated and inhaled will also be considered drug paraphernalia upon confiscation and the contents may be tested for any controlled substance. A student found in violation of this policy will have charges filed in juvenile court.

8. False alarms

- False alarms of any kind will not be tolerated. This includes fire alarms, lockdown commands or alarms, or any loud announcement intended to create an intentional disturbance in the building. Any student student violating this policy will have charges filed in juvenile court.

9. False identification

- A student will not use or attempt to use false identification to mislead school personnel. School personnel includes, but is not limited to, any administrator, teacher, nurse, secretary, test proctor, or any substitute in any of those roles.

10. Fighting, assault, and/or threat

- A student will not physically attack, threaten to attack, or bully any person. Aggressive punches, kicks, shoves, or other physical contact will be considered under this policy and all carry an automatic three day alternative school placement. Fighting is an automatic three day alternative school placement for all involved. Planned or staged fights are also prohibited and carry the same consequences outlined above.

11. Food and drink in the building

- Food should be only consumed before school hours, at lunch time, or after school hours. Students should not have snacks in the classroom. Water or sugar free drinks in a clear container or container with a clear lid (Stainless Steel Tumblers) are permitted. Students must place all waste in the trash and clean up any mess left behind. This includes lunchtime.

12. Forgery

- A student will not falsify, in writing, the name of another person, times, dates, grades, addresses, or other data on school forms, or correspondence directed to or from the school.

13. Social media

- Any derogatory comments posted about a staff member or other student. Given the severity, law enforcement may be involved in the investigation.

14. Gambling

- Gambling on school property is prohibited.

15. Hall pass

- Students are not permitted in the hall without a hall pass during class time.

16. Harassment

- The harassment or bullying by a student towards a staff member or fellow student of this District is strictly forbidden. The Bullying and Harassment policy is posted in the main entrance of the High School

17. Insubordination

- A student's failure to comply with the directions of all authorized school personnel during any period of time the student is properly under the authority of the school. This includes intentionally creating a situation where general safety has been compromised.

18. In-school truancy

- No student is permitted to leave the school building without the permission of their parents/guardians and school officials during the school day.
- Students must attend the classes on their schedule. Students may not attend another class at any time.

19. Multipurpose room

- The multipurpose room is off limits to all students except prior to first period and use during the lunch period.

20. Profanity and/or obscenity

- A student will not use profanity in any form, written, verbal, or gesture. This includes profane statements to teachers or students, either directly or in passing. Derogatory statements of any kind will not be tolerated.

21. Public display of affection

- No public display of affection will be tolerated.

22. Theft

- A student will not take or attempt to take into possession the public property or equipment of the school district or the personal property of another student. Entering another student's locker without permission is prohibited.

23. Tobacco

- Students are not permitted to use tobacco or have tobacco in their possession while on or within 100 feet of school property. This includes ANY vapor products or devices designed to heat an oil/liquid for inhalation and/or any type of oil/liquid designed to be heated and inhaled. Lighters are also prohibited. A student found in violation of this policy will have charges filed in juvenile court.

24. Trespassing or loitering

- A student will not be present in a school building or on school grounds at unauthorized times when his presence may cause disruption of an activity, function, or the educational process.

25. Unauthorized access of student records

- No student shall knowingly access the records of another student under any circumstances. This includes files in the main office or grades/graded assignments in the classroom.

26. Unauthorized video recording

- No student shall record a video or collect a still picture, on any device (personal cell phone/tablet, Chromebook, etc.), of any student or staff member during the school day without permission of that student or staff member. Any student found using a video or photo in a derogatory sense will face increased consequences. This includes posts to social media.

27. Tardy Policy

- A student is considered tardy to school if they arrive after the late bell rings to begin class in the morning or after lunch. Tardies are considered unexcused absences from school.

3rd offense: Letter sent to student, warning

5th offense: Detention

8th offense: Detention

11th offense: Saturday School

15th offense: Saturday School

17th offense: 3 days Alternative School Suspension

20th offense: 5 days Alternative School Suspension

23rd offense and every third tardy following will result in 10 days Alternative School Suspension.

COURSES OF DISCIPLINARY ACTION

Level 1

- Detention is the most common disciplinary action. Detention will be from 2:45 to 4:15 on Wednesday after school. Classroom texts or related materials are to be brought to study. In addition, students will be expected to observe the following:
- Students will not be allowed to put their head down or sleep.
- Students will not be allowed to use the telephone or go to their lockers.
 - No radios, cards, or other recreational materials will be allowed in room.
 - No food or beverages will be consumed during detention.

Failure to Attend Detention

1st offense: Saturday School & Detention rescheduled

2nd offense: 3 days Alternative School Suspension

3rd offense: 5 days Alternative School Suspension

4th offense: Charges will be filed in Juvenile Court.

Level 2

- **Saturday School** - After serving three detentions, on the fourth infraction, a student will be assigned a Saturday School. The fifth infraction will be detention, the sixth will result in Saturday School. Saturday School will be from 7:00 A.M. to 11:00 A.M. (or at a time designated by the Saturday School Proctor) on Saturday. Classroom texts or related materials are to be brought to study. In addition, students will be expected to observe the following:
 - Students will not be allowed to put their head down or sleep.
 - Students will not be allowed to use the telephone or go to their lockers.
 - No radios, cards, or other recreational materials will be allowed in room.
 - No food or beverages will be consumed during Saturday School.
 - Failure to attend Saturday School will result in suspension.

Level 3

- **Alternate School Placement/Internal School Alternate Classroom Placement** - After two Saturday Schools or a serious immediate first offense that endangers staff or other students, a placement at the Alternative Classroom or a placement in the Diversion Program will be necessary. The Alternative Classroom can be made available in lieu of a 3-10 day school suspension. The various Alternative School Programs will be explained in detail to both the student and his/her parent(s) when they have reached this step in the discipline process. Students in an Alternative School Placement will be considered suspended for the purpose of extracurricular activities and may not participate for the duration of their placement. The principal may also choose an Internal School Alternate Placement for less serious offenses. Any Alternative Classroom Placement assigned that is not completed within a reasonable amount of time will result in a recommendation of charges to the county juvenile prosecutor.
- **Home Bound Suspension** - A student may be suspended for three, five or ten days. Once suspended, student will not be permitted to be on schools grounds during and after school hours, and will not participate in any school activities, functions or events on or off schools grounds. The student will be given an opportunity to make up missed school work pursuant to the make-up work policy.
 - For both C-CAP Alternate School Placement and Homebound Suspensions:

- A student will be given an Intention to Suspend form. The form will provide written reasons for considering suspension and the codes of conduct violated from the student handbook. The student will have an opportunity to explain their actions and answer to the written violation(s) in a due process meeting with the principal or designee. After the due process meeting, a decision to suspend or not to suspend (alternatively place) will be made by the principal based on the results of the due process meeting.
- The parent/guardian will be notified of the suspension (alternative placement) within 24 hours of the due process meeting. This notice will include the reasons(s) for the suspension and the right of the student and parent to appeal according to School Board policy.
- A notice of suspension will follow in writing by mail.
- Upon notification of the decision to suspend, the parents/guardians may choose to appeal the decision to:
 - 1st Level Appeal - Superintendent
 - 2nd Level Appeal - Board of Education
- No second appeal at any level will be permitted.
- Any board policies that are not included in this document are accessible through the principal's or superintendent's office.

Level 4

- **Expulsion**
 - Written notice of the intention to seek expulsion will be sent by registered mail to the home of the student and will contain the violation(s) that led to the recommendation of expulsion.
 - A hearing will be scheduled and conducted, in front of the superintendent, where the student and parents/ guardians will have an opportunity to explain the student's actions and speak to the violation(s) presented on the expulsion letter.
 - After hearing both the administration's explanation of the violations and the student's explanations, the superintendent will render a decision, and send in writing by certified mail, within 24 hours of the conclusion of the hearing.
 - Upon receiving the decision via mail, the parents/guardians may choose to appeal the decision to:
 - 1st Level Appeal - Board of Education
 - 2nd Level Appeal - Court System
 - No second appeal at any level will be permitted.
 - Any board policies that are not included in this document are accessible through the principal's or superintendent's office.

Note: Levels on the disciplinary scale are for general guidance only. Levels may be skipped given the severity of each individual situation.

EXTRACURRICULAR

Athletic Eligibility

- Based on each grading period
- Grades 9-12. In order to be eligible in grades 9-12, a student must be currently enrolled. During the preceding grading period the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation. In addition a student must have maintained a 1.25 grade point average. A student enrolled in the first grading period of 9th grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled. There is no make up for failures during summer vacation to permit eligibility for athletics.
- Grades 7-8. In order to be eligible in grades 7-8, a student must be currently enrolled. During the preceding grading period the student must have received passing grades in a minimum of four one-credit courses or the equivalent. In addition a student must have maintained a 1.25 grade point average. A student enrolled in the first grading period of 7th grade must have passed 75% of those subjects carried the preceding grading

period in which the student was enrolled. There is no make up for failures during summer vacation to permit eligibility for athletics.

- **New Scholarship Standards for students in Grades 7-8**

With the passage of the changes to bylaws 4-4-4 and 4-4-5, students who are enrolled in a member 7-8th grade school for the 2010-11 school year will be required to **pass a minimum of five courses of all subjects taken** in the preceding grading period.

Beginning August 1, 2010, which means that the **bylaws become operationally effective at the end of the first grading period of the 2010-11 school year**, the revisions read as follows:

4-4-4- A student enrolled in the first grading period after advancement from the eighth grade must have passed *a minimum of five of all subjects* carried the preceding grading period in which the student was enrolled.

4-4-5 – A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in *a minimum of five* of those subjects in which the student received grades.

- Coaches will maintain and supervise lists of those ineligible as provided by Athletic Director.

Nonathletic Eligibility

- In order to be eligible for a non-athletic extracurricular activity a student must:
- Have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation.
- Must have maintained a minimum of 1.25 grade point average. The GPA required may be set higher by that group, club or organization.

Class Officer.

- Each class shall elect by popular vote a president, vice-president, and secretary-treasurer. All candidates for said offices must maintain a 2.5 grade point average.
- An “F” in any subject for any grading period makes a student ineligible to continue in any office until the deficiency is erased. He or she must resign or be removed by an act of the student council. An “F” grade in any subject will also disqualify an officer from participation in any “extra” event during school hours so they may focus on their academics. This disqualification period will last as long as the failing grade remains.
- To be an eligible candidate, a student must obtain the endorsement of two classroom teachers and 25 student signatures. This must be done before your name is put on the ballot.
- Membership qualifications, dues, meetings, and other regulations will be governed by a club’s constitution and/or by-laws.

Student Council Representatives.

- The Student Council shall consist of eight (8) seniors, seven (7) juniors, six (6) sophomores, five (5) freshman, two (2) eighth graders, and two (2) seventh graders.
- There shall be no term limit and any member in good standing will automatically be considered an incumbent member of student council the next school year. Any member may remove themselves from next year’s student council by petition in writing submitted to the student council advisor by the end of the current school year.
- The student council officers will be elected annually by the student council members. Any ties in voting will be broken by a teaching staff vote. The president must be a senior. The vice president must be a junior.

- The student council members will elect a Secretary, Parliamentarian, Sergeant-at-Arms, and a Treasurer. These positions may be held by any student council member in ninth through twelfth grade. No one student may hold more than one office.
- Student council members must maintain a 3.0 GPA
- An “F” in any subject for any grading period makes a student ineligible to continue in any office until the deficiency is erased. He or she must resign or be removed by an act of the student council.
- Any discipline at Level 3 or higher, including alternative placements or suspensions, will immediately remove the student from Student Council for the remainder of the current school year. Any affected student may run again the next school year.
- To be an eligible candidate, a student must obtain the endorsement of two classroom teachers and 25 student signatures. This must be done before your name is put on the ballot.
- Membership qualifications, dues, meetings, and other regulations will be governed by a club’s constitution and/or by-laws.

National Honor Society

- Any junior or senior having a 3.80 grade point average is eligible to be placed on the candidate list for National Honor Society. National Honor Society Advisor and Advisory Staff establish NHS criteria.
- SOCIAL POLICY: Remember you represent your school. Extend courtesy toward teachers, fellow students and the officials of the school and guests. Have pride in all of your endeavors. Show good sportsmanship by winning with pride and losing with grace.

Dance Policy

- The following school dances are authorized by Shadyside High School:
 - Homecoming
 - Prom
- These authorized school dances are open only to Shadyside students and their perspective dates grades 9-12 unless directed otherwise by the principal.
- Students are not permitted to leave, then reenter except by permission of the supervisor in charge.
- Congregating outside on school grounds while the dance is in progress is prohibited. If this occurs, student must disperse at the request of the official in charge.
- A student on any type of restriction and/or suspension by the school for violation of school policy is prohibited to attend dances.
- A Breathalyzer test is required for entry.
- All other Dances are sponsored by outside organizations and governed by contractual agreement with the School system

Dance Dress Code

- Two-piece dresses must touch at the waist and conceal the midriff.
- All dresses must conceal the waist and midriff area ALL the way around.
- Side slits up the leg must hit the middle of the thigh.
- Backs are allowed to be opened, but cannot go below the small of the back.
- The front part of the dress must fit appropriately.
- Any questions contact the dance advisor.

HEALTH AND SAFETY POLICY

Accidents

- Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event must be reported to the person in charge. An accident report must be on file within 24 hours of the incident.

Emergency school closing

- If school is delayed or closed due to weather, or other emergency reasons, students will be notified by Parent Broadcast automated calling and local radio and/or TV stations. Do not call any school official.

Fire/Tornado Drills

- Each student will exit the building quickly and orderly when the fire alarm sounds by the route outlined by your classroom teachers. When the tornado alarm sounds, all students will go to the areas assigned and follow instructions as outline by your classroom teacher or person in charge.

Lockdown/Active Intruder Drills

- An unfortunate consequence of recent catastrophic events at public locations, such as school buildings, is that we must practice lockdown and intruder situations. Shadyside Local School District believes that today's well rounded education includes safety training for use in real world situations. To this point, Shadyside Local High School will perform, at least once per school year, an intruder scenario whereby there are realistic firearms using blank rounds, simulated casualties and injuries, and police, fire, and EMS response to the high school.

False Alarms

- All alarms are treated as real until proven otherwise. Any student turning in false alarms will be subject to the discipline scale and prosecuted according to the state law.

Immunization Form

- Every student must have a completed Immunization Form on file in the principal's office.

Pregnancy

- If regular class or extracurricular program requires physical activity, the student is not permitted to actively participate for health and safety of mother and child. Students attendance, due to pregnancy or any serious malady, requires doctor's documentation for treatment. Pregnant students will be given educational opportunities to pursue graduation requirements, within reason; however, all requirements must be fulfilled to teacher's satisfaction.

Medication

Whenever possible, medication should be administered at home.

1. Students are not allowed to carry prescription medication on their person at any time. These medications can be confused with illegal drugs.
2. A school staff member must dispense prescription medication. An exception to this would be for prescriptions for emergency medications (i.e. asthma inhalers or epinephrine auto-injectors) or insulin for which the student has submitted written authorization to self carry.
3. Prescription medication must be dropped off/picked-up directly by the parent/guardian or a designated responsible adult. Medication MAY NOT be sent to school in the student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications (i.e., asthma inhalers or epinephrine auto-injections).
4. A student in grades 7-12 may be allowed to possess and self-administer an over-the-counter medication upon the written authorization of the parent. This must be indicated on the Emergency Medical Form. This medication must also be in the original container.

HIGH SCHOOL CAFETERIA

- SHS offers a breakfast and lunch program. Students may also bring their lunch to eat in the cafeteria. Seventh graders, Eighth graders, Freshmen, and Sophomores will be required to attend the cafeteria (Multi-Purpose Room) during lunch. Juniors and Seniors, while encouraged to attend the Cafeteria, will be allowed to leave SHS during lunch as part of our open-lunch program.
- ***The school does not permit parents to bring meals purchased from outside restaurants and/or fast food establishments to the cafeteria for their child to eat during lunch time.***
- Free and reduced lunch forms are available online beginning August 1 of the current school year. They can be accessed using the Shadyside Local School District website. Paper forms are also available in the office; however, the online form is preferred. New forms MUST be completed each year. You will be notified when the form is approved.

- Any student receiving free or reduced lunch must pay FULL PRICE for milk when bringing a packed lunch or when getting an extra milk.

Student Breakfast Prices

Student Lunch Prices

(All trays, breakfast and lunch, include milk)

Full price: \$1.50
 Free: No Charge
 Reduced: No Charge
 Extra Milk: \$0.50

Full price: \$3.50
 Free: No Charge
 Reduced: No Charge
 Extra Milk: \$0.50

Lunch Payment Policy

- A computerized accounting system is used at the schools. Each student has a PIN assigned to them.
- Payments can be made on a daily basis or bulk deposits can be made on students accounts and it will remain on the account until the student buys lunch or breakfast off of their account. When a student goes through the breakfast/lunch line, the appropriate cost will be deducted from their account. Please bring in cash, check (made payable to Shadyside High School,) or call the office to pay over the phone with a card. You are also able to pay lunch balances and add funds to student lunch accounts by accessing PaySchools Central Parent Portal on the Shadyside Local School District website.

Policy on charging breakfast/lunch meals

- Charges are allowed per student. After excessive charges and failure to bring accounts current, students will be served a standard lunch (sandwich, fruit, and a milk) until the account is paid in full. The appropriate cost for the sandwich, fruit, and milk is the standard price of \$3.50 and will be deducted from the child's account.
- If after one week the parent(s)/guardian(s) fail to provide the student with a packed lunch or lunch money, school district personnel may be asked to intercede on behalf of the student. If the parent(s)/guardian(s) continue to fail to provide the student with a packed lunch or lunch money after school district personnel have interceded on behalf of the student(s), the district will file a report with the appropriate agency.
- Lunchbox students may purchase or charge a milk as long as they do not have a negative balance on their account.
- No charging allowed two (2) weeks prior to the end of the school year.
- Students are not permitted to buy extra milk if they owe for any unpaid charges.
- Once the student nears his/her charge limit, the school personnel will provide any of the following reminders in an effort to help the student continue to receive school meals:
 - Student receives a verbal reminder
 - Parent or guardian receives a written note/letter via the student or in the mail.
 - Automated text notification sent to parents.
- The Free and Reduced Meal Applications are available for all families! Please contact the High School Office with any questions in regard to the online or paper Free and Reduced Meal Applications.
- All meal charges must be paid off by the end of the school year.

ACCEPTABLE USE AND INTERNET SAFETY POLICY

- Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.
- The Shadyside Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.
- In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student

use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

- Below is the Acceptable Use and Internet Safety Policy (“Policy”) of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.
- Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student’s access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

Personal Responsibility

- By signing this Handbook, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

Term of permitted use

- A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

Acceptable Uses - Educational Purposes Only

- The School District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

Unacceptable Uses of Network

- Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
- Uses that violate the law or encourage others to violate the law. Don’t transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District’s Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
- Uses that 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 misleads message recipients into believing that someone other than you is communicating or otherwise using his/her 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, networks, or information systems.
- Uses that 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.
- Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

Netiquette

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

- Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

Internet Safety

General Warning; Individual Responsibility of Parents and Users

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

Personal Safety

- Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's 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.

"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 which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

Confidentiality of Student Information

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

Active Restriction Measures

- The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.
- Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.
- The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:
 - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Privacy

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

Failure to follow policy

- The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

Warranties/Indemnification

- The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks 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 his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and 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 School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all 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 School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

Updates

- Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

PUBLIC'S RIGHT TO KNOW

- The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of Districtwide interest is to be coordinated by the Superintendent.
- Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters as are properly discussed in private executive sessions.
- The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the Treasurer's office during the hours when the administration offices are open.
- Records pertaining to individual students and other confidential materials are not released for inspection by the public or any unauthorized persons, either by the Treasurer, Superintendent, or other persons responsible for the custody of confidential files. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.
- Any individual who wants to obtain a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium the Superintendent/designee determines that the record can reasonably be duplicated as an integral part of normal operations.
- The District may ask that the request be put in writing. However, the District must notify the requester that it is not mandatory to do so.
- The District provides an opportunity for a records requester making an ambiguous or overly broad request to revise the request by informing the requester of the manner of which records are maintained.
- If a public records request is denied, the District provides an explanation with legal authority as to the reason for the denial of the request.
- If the person seeking the copy makes a choice under this provision, the District must provide the record in accordance with that choice if available to the District. A fee may be charged for copies. The District may require the fee charged for copies be paid in advance.
- The person making a mail request pays the cost of postage and other supplies in advance. The number of mail requests sent to any one person is limited to 10 a month unless the person certifies in writing that the records, or the information in them, will not be used for commercial purposes.
- The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District.

BOARD ADOPTED: June 27, 2007

UPDATED: June 11, 2026

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g

ORC 121.22
149.43
3319.321

OAC 3301-35-03; 3301-35-04

CROSS REFS.: BDC, Executive Sessions

BDDG, Minutes

GBL, Personnel Records

GBS, Health Insurance Portability and Accountability Act (HIPPA)

IGBA, Programs for Students with Disabilities

JO, Student Records

KA, School-Community Relations Goals

KKA, Recruiters in the Schools

NOTE: *The cross references are to codes in the OSBA coding system where a district's manual may have statements relating to the public's right to see district records.*

SHADYSIDE HIGH SCHOOL
STUDENT HANDBOOK ACKNOWLEDGMENT

SIGN AND RETURN SHEET

I HAVE RECEIVED THE STUDENT HANDBOOK, INCLUDING GENERAL INFORMATION, RULES, AND REGULATIONS. I REALIZE THAT I AM RESPONSIBLE FOR FOLLOWING THE CONTENT FOR THE SAFETY AND WELFARE OF ALL STUDENTS.

STUDENT SIGNATURE: _____

DATE: _____

PARENT SIGNATURE: _____

DATE: _____

THANK YOU FOR YOUR HUGE ROLE IN MAKING SHADYSIDE HIGH SCHOOL THE VERY BEST IT CAN BE!!

PLEASE DETACH AND RETURN SIGNED