

MINERAL RIDGE HIGH SCHOOL

PARENT / STUDENT HANDBOOK 2025-2026



**Mineral Ridge High School
1334 Seaborn St.
Mineral Ridge, OH 44440**

Weathersfield Local School District Phone Numbers
Mineral Ridge High School: 330-652-1451
Seaborn Elementary: 330-652-9695
Superintendent's Office: 330-652-0287
Bus Garage: 330-505-4434



WEATHERSFIELD LOCAL SCHOOLS MISSION STATEMENT

Pursuing “Academic Excellence” for All Students in the Weathersfield Local Schools

WEATHERSFIELD LOCAL SCHOOLS VISION STATEMENT

Weathersfield Local Schools is dedicated to enhancing effective student learning and supports a community of life-long learners.

MINERAL RIDGE HIGH SCHOOL ADMINISTRATION

Mr. Joe Stevens, Principal
Mr. Steve Rohan, Assistant Principal/Athletic Director
Mrs. Tracie Mastrangelo, Student Services Supervisor



MESSAGE FROM THE PRINCIPAL

I would like to take this opportunity to welcome the students, parents, faculty, and staff of Mineral Ridge High School to the 2025-26 school year. This school year promises to be filled with both educational challenges and accomplishments and now is the time to set your academic goals for the year. Whether those goals include getting better grades, trying a new sport, volunteering to serve others or being a positive influence in the community, the faculty and staff of MRHS is here to support you in reaching those goals.

I encourage you to become familiar with this Student and Parent Handbook and use it as a tool for success throughout the school year. This handbook provides you and your parents with the policies, procedures and expectations of our building which will foster the cooperation between home and school and serve as an important piece in the success of this school year. As a member of the MRHS learning community, I ask that you embrace your responsibility and become familiar with the contents of this handbook.

Together, through the combined efforts of all the stakeholders, we can make 2025-26 a great school year and make “Dear Old Ridge High” a place for success. I wish all of you the best of luck in the upcoming academic year!

Go Rams!

Joe Stevens

Mr. Joe Stevens, MRHS Principal

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Weathersfield Local Schools Board of Education

Mr. Sam Caputo, President

Mr. Mark Bodo, Vice President

Mrs. Cheryl Basista, Member

Mr. Josh Garris, Member

Mr. Tim Gleason, Member

District Administrators

Mr. Damon Dohar, Superintendent

Mr. Steve Haynie, Treasurer

Mr. Thomas J. Koniowsky, Jr., Elementary Principal

Mr. Joe Stevens, MRHS Principal

Mr. Steve Rohan, Assistant Principal/Athletic Director

Mrs. Tracie Mastrangelo, Special Services Supervisor

Mrs. Debbie Donkers, Food Services Supervisor

Mr. Louis Cappitti, Buildings & Grounds Supervisor

**Mineral Ridge High School Faculty & Staff**

Miss Peyton Allen	Special Education	Mr. Michael Komlanc	Science
Mr. Sam Amoline	Technology	Ms. Charmaine Learn	Cafeteria
Mr. Andrew Apisa	Mathematics	Mr. Jimmy Mastronarde	Custodian
Mrs. Valentina Babej	English Language Arts	Mr. Scott Merola	Social Studies
Mrs. Nicolina Baker	Special Education	Mr. Ralph Molina	Custodian
Mr. Andrew Barker	Mathematics	Ms. Gina Monaco	Fine Arts
Mr. Stephen Boyle	Special Education	Mr. Andy Morgan	Special Education
Mr. Luke Bottorf	Psychologist	Mr. Chuck Radu	Custodian
Mr. Shawn Brown	Social Studies	Mr. Paul Rees	Science
Ms. Debra Bunch	Special Education	Ms. Deanna Rhodes	English Language Arts
Ms. Ashley Cameron	Nurse	Mrs. Alex Roth	English Language Arts
Ms. Janet Celli	Cafeteria	Mr. Zach Rouan	Tech Specialist
Mr. Matt Cluse	Health/Phys. Ed.	Mrs. Jessica Russell	English Language Arts
Mr. Jonathan Culp	Mathematics	Miss Julia Semple	Band/Chorus
Mrs. Chessie Donini	Spanish	Mrs. Jaclyn Senich	English Language Arts
Mr. Brian Fedyski	Career Education	Mrs. Lisa Spalding	Physical Education
Mrs. Holly Fisher	Mathematics	Mr. Nick Spanos	English Language Arts
Mr. Josh Folkwein	Science	Mrs. Shannon Testa	Secretary
Mrs. Courtney Garland	Special Education	Mr. Ron Toth	Social Studies
Mr. Andy Hake	Social Studies	Mrs. Toni Wallace	Speech Therapist
Mrs. Hannah Harper	Mathematics	Mrs. Judi Weaver	Mathematics
Mr. Michael Klem	Tech Specialist	Mr. Scott Yeagley	Science

**Forward**

This Student/Parent Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Guidance Counselor or Principal who you will find listed in the building administration section of this handbook. This handbook supersedes all prior handbooks and other written material on the same subjects.

Student Planners

The Planners are extremely helpful with organizing your daily activities and are a great academic tool when properly utilized. **YOU ARE RESPONSIBLE FOR YOUR PLANNER AND REPLACEMENTS ARE \$6.00 EACH.**

Equal Education Opportunity

It is the policy of this District to provide an equal opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the school district's Compliance Officer, Mr. Damon Dohar, Superintendent.

The complaint will be investigated and a response, in writing, will be given to the concerned person within ten (10) days. The Compliance Officer can provide additional information concerning access to equal educational opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

**Student Rights and Responsibilities**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior. Parents have the right to know how their child is succeeding in school. When concerns arise, parents will be provided information on a regular basis, and as needed. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. The staff expects students to arrive at school on time and prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

Medication at School

The Weathersfield Local School District encourages, to the greatest extent possible, administration of medication outside of school hours, on the occasion that medication must be taken at school, the Medication Policy and Guidelines (File JHCD) must be followed. The enforcement of this Policy is to provide every student in our district with the utmost safety in receiving medications at school, and to assure safe delivery of the medication to and from the school, while abiding by the laws set forth by the state of Ohio (SB 262; ORC 3313.711, 3313.712, and 3313.713). A summary of the Medication Policy follows:

1. "Medication." includes all prescriptive and over-the-counter drugs (such as Tylenol, cough drops, etc.).
2. Before any medication will be administered, Form 5330 F1 (or 5330 F2) must be completed and signed by the parent and physician.
3. All medication is to be transported (to) and (from) school by the parent.
4. Medication MAY NOT be sent to school (on) or (with) the child, except for emergency medication, such as that which is prescribed for diagnosed conditions of allergies (e.g. epi-pen), respiratory problems (inhaler), diabetes, or other conditions.
5. The medication must be delivered to the school in its ORIGINAL CONTAINER labeled with the date, the name of the student, the route of administration, the frequency and time it is to be given, the physician name, any special



- handling/storage instructions, possible side effects, and the pharmacy name and number.
6. Parents are to immediately notify the school in writing (Form 5330 F1) if there is any change in the use of or discontinuation of (Form 5330 F3) the medication.
 7. Telephone authorization is permissible with written authorization by the next school day; faxing of the form is also permissible.
 8. A new form (5330 F1 or 5330 173) must be submitted at the beginning of each new school year, even if the medication is unchanged from the previous year.
 9. Any unclaimed medication by the parent will be destroyed two (2) school days after its discontinuance.
 10. The parent is responsible to instruct the child to report to the office and to take the medication at the appropriate time; the student is responsible to report to the office and to take the medication.
 11. Students who have form 5330 F2 on file, under instruction of the parents, are required to report the need of the emergency medication to the nearest adult in supervision prior to its use, the student must be in the presence of an adult in supervision while taking the medication, and must report its use to the Board authorized employee immediately after its use.
 12. Each Board authorized employee who administers medication will have documented in-service instruction by the Director of Health/Safety Services.
 13. The District, or any of its personnel, shall not be held responsible for any side effects of the medication nor shall be held liable for administration, improper administration, or failure of administration of medication.

Student Well-being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify a staff person immediately.

State Law requires that all students must have an Emergency Medical Form completed and signed by a parent/guardian. This form must be on file in the high school office. It is the responsibility of the parent/guardian to make sure this form is on file. A student may be denied field trip privileges and/or excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit, by a physician, those needs in writing and with proper documentation to the school office. All medications, prescribed and non-prescribed, are to be delivered to the Principal's Office and taken only with adult supervision.



Injury and Illness

All injuries must be reported to a teacher or the main office. If a minor injury occurs, the student will be treated and may return to class. If medical attention is required, the office will contact the school nurse and emergency procedures will be followed. Students who become ill during the day should request permission from the teacher to go to the office. The office/school nurse will determine whether or not the student should stay in school or go home. **No student will be released from school without proper parental permission by those individuals listed on the students Emergency Medical Form.**

School Day / Daily Schedule

The school doors open at 7:00 a.m. Students walking or being driven to school by a parent should plan on arriving at this time. Parents driving students to school are to use the gym entrance adjacent to the student parking lot for drop-off and pick up. They are to avoid the main entrance area as this is reserved for loading and unloading of school buses. Students entering prior to first period are to report to the cafeteria and remain there until it is time to go to first period. Dismissal time is 2:45 p.m. **Students who are TARDY to school are to report directly to the office upon arrival at school.**

MRHS Bell Schedule

6:50 a.m. - 7:20 a.m.	CBI-12
7:20 a.m.	Entry Bell
7:25 a.m. - 8:14 a.m.	Period 1
8:17 a.m. - 9:06 a.m.	Period 2
9:09 a.m. - 9:58 a.m.	Period 3
10:01 a.m. - 10:50 a.m.	Period 4
10:50 a.m. - 11:20 a.m.	Period 5A Lunch
11:39 a.m. - 12:09 p.m.	Period 5B
12:12 p.m. - 1:01 p.m.	Period 6
1:04 p.m. - 1:53 p.m.	Period 7
1:56 p.m. - 2:45 p.m.	Period 8
3:00 p.m.	Staff Dismissal

**Schedule Note**

During the winter months, in the case of inclement weather, a 2 hour delay schedule may be implemented. Under a 2 hour delay schedule, the high school building will open at 9:00 AM. All class periods will meet on a shortened schedule, and lunch will be served. For a revised schedule of bus route times please contact the bus garage.

Other Schedules

Detentions (Mon – Fri)	6:45 a.m. -7:20 a.m. and 2:50 p.m.-3:30 p.m.
Saturday School	7:45 a.m. - 11:30 a.m. at the High School

General Information***Enrolling in School***

Students are expected to enroll at the attendance district in which they live. Students that are new to Weathersfield Local Schools are required to enroll with their parents or legal guardian. When enrolling, the parents/legal guardian must bring: (1) birth certificate, (2) court papers allocating parental rights and responsibilities, (3) proof of residency (utility bill, driver's license), (4) proof of immunization, (5) A copy of previous high school transcripts/grades, (6) most recent report card. Students enrolling from another accredited school must have an official transcript from the withdrawing school in order to receive credit from our school. Weathersfield Local Schools will assist in obtaining the transcript.

Scheduling and Assignment

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule must be handled through the Guidance Office. It is important to note that some courses may be denied because of available space, or the need to take prerequisites. Students are expected to follow their schedules. Any variation must be approved with a schedule change form from the Guidance Office.



Transfer Out of the District

If a student plans to transfer from Weathersfield Local Schools, the parent must notify the Principal. School records shall be transferred within fourteen days to the new school district. (14 days is required by the missing children's law.) Parents are encouraged to contact the Principal for specific details.

Withdrawal from School

No student under the age of 18 is permitted to withdraw from school without the written consent of his/her parents or guardians. A student who withdraws from school may be reported to the Bureau of Motor Vehicles for suspension of Driver's License if under the age of 18.

visitors

Visitors must report directly to the school's main office for approval. Visitors will be issued a visitors pass which must be displayed throughout the visitors stay in the building. Following the conclusion of the visit, the guest must return the visitor's pass to the office secretary. **Students from other schools should not find it necessary to visit our school during school hours and will not be permitted to attend classes or activities during the school day. Visitors are NOT permitted to observe classes without the direct permission of the Principal.**

Student Records Procedure

1. The custodial parent must provide PROOF OF LEGAL CUSTODY by submitting a copy of the divorce papers, including visiting rights or non-visiting rights, at the time of enrollment. IT IS THE PARENTS RESPONSIBILITY TO NOTIFY THE SCHOOL IF THERE IS ANY CHANGE TO THE CUSTODY OF THEIR CHILDREN! WRITTEN PROOF MUST BE SUBMITTED THROUGH COURT/LEGAL DOCUMENTATION!
2. The school will release students only to the custodial parent. No student will be released to anyone other than the custodial parent unless the custodial parent has given written authorization to do so.
3. Either parent may have access to grades and records unless there is a court order to the contrary.
4. Either parent is entitled to parent-teacher conferences unless there is a court order to the contrary.



Cafeteria Regulations for Students

The school cafeteria is maintained as a vital part of the health program; a well-balanced meal is offered. Students are asked to maintain common courtesy while eating. **NO FOOD OR DRINK IS TO BE TAKEN FROM THE CAFETERIA.** Students may bring their own lunch from home. Sandwiches and extras are also available for purchase. **NO FOOD MAY BE BROUGHT IN FROM OUTSIDE RESTAURANTS AND/OR FAST FOOD RESTAURANTS. CELL PHONES ARE NOT PERMITTED DURING LUNCH**

Cafeteria Procedures

1. Enter and leave the cafeteria in a quiet, orderly manner.
2. Form a single line if purchasing lunch or milk.
3. Walk to your table and sit down.
4. Place empty milk cartons, cans, waste etc., in proper containers. **CLEAN YOUR EATING AREA.**
5. Do not put paper or food on the floor.
6. Leave other student's trays and lunches alone. Don't take items that do not belong to you.
7. Talk quietly to those students at your table. **DO NOT MOVE TABLES FROM THEIR ORIGINAL SPOT.**
8. Always ask permission from the teacher(s) on duty before leaving the area.
9. Walk in the cafeteria
10. Do not play with food or utensils.
11. Stack lunch trays properly, place utensils in proper containers.
12. Leave the cafeteria in an orderly manner, and report to your required class.

Directory Information

Senate Bill 26 requires school districts to release the names and addresses of students in grades 9-12, if requested, to recruiting officers of any branch of the U.S. Armed Services. The information cannot be released if the student's parents/guardian submits to the Weathersfield Local Schools a written request that this information not be released. ORC 3319.321 (B).



Student School Insurance

At the beginning of each school year, brochures from an insurance company approved by the superintendent will be distributed to all students. This insurance, which can be purchased at a nominal fee, provides your son/daughter with coverage while they are at school or participating in extracurricular activities. Various levels are offered by the insurance carrier. Athletic accidents are NOT covered by the school but through your homeowners insurance. Coverage for athletes can also be purchased. NOTE: The Weathersfield Local Schools does not provide school insurance. The school system permits the insurance brochures to be distributed to parents.

Extended Vacation

The principal must know of extended vacations before the student leaves. The student or parent must pick up a vacation form from the office, complete it, and return the form to the Principal at least one (1) week before the beginning of the vacation. FIVE (5) DAYS IS THE MAXIMUM ALLOWED FOR AN EXTENDED VACATION. After permission is granted, the student must see each of his/her teachers to obtain assignments to be done while on vacation; the student must also have the teachers' signatures on the form before returning it to the office. Upon returning from vacation, the student is to turn in all assignments to the teachers.

THE EXTENDED VACATION IS AN EXCUSED ABSENCE, BUT THOSE DAYS MISSED WILL COUNT AGAINST THE STUDENT TOWARD THE SCHOOL'S ATTENDANCE POLICY.

College Visits

Seniors who attend Mineral Ridge High School are permitted two (2) days per year to attend or visit a college/university with their parents. Students must provide documentation of visit upon their return to school. Any additional college visits are excused absences, but those days missed will count against the student toward the school's attendance policy

Off-limit Areas

Off Limit areas are considered to be any area in which students are not assigned or do not have a hall pass. Students are not permitted outside of the school building during the school day without the Principal's permission. Students are not permitted off of the school premises.



Telephone Use

The school office phone is to be used for school related business. Students are not to use the phone unless there is an emergency. The student must ask permission from the office secretary to use the phone in the Nurse's Office. Students will not be called from a class to the phone unless it is an emergency. Students should not need to call home for such reasons as: forgotten books, gym clothes, homework etc. **STUDENTS ARE NOT PERMITTED TO LEAVE CLASS TO USE THE PHONE.**

Emergency Closing of School / 2-Hour Delay

The District Superintendent makes the final decision to close or delay school for emergency purposes. The closing of school during bad weather or a severe emergency will be announced during the morning hours or when warranted on the following television stations:

WFMJ CHANNEL 21

WYTV CHANNEL 33

WKBN CHANNEL 27

After-school Activities

The doors of Mineral Ridge High School open at 7:00 a.m. daily. All students are to leave the building by 2:50 p.m. unless they have after school activities supervised by an employee of the school district. Unsupervised groups/students will not be permitted to use the building. No students/athletes are to be in the locker rooms/building without the supervision of their advisor/coach.

Report Cards

Report cards will be distributed to students at the end of each nine (9) week grading period. Report cards will be held in the school office until all workbook fees and all class fees have been paid. Parents are requested to have all fees paid prior to the end of the first nine (9) week grading period.

Textbooks

All textbooks are furnished by the Weathersfield Local Schools Board of Education. The teachers will distribute texts to the students the first week of school. The students are to place his/her name in the front cover of the books and list the condition of the book: **New, Good, Fair.** Any lost, mutilated or unreasonable wear of a textbook necessitates



replacement by the student or the payment of a fine at the end of the school year. **All books must be covered.**

Course Fees

COURSE FEES: A Schedule of fees for courses will be distributed during the first week of School. **Checks are to be made payable to: Mineral Ridge High School.** Fees may also be paid through PaySchools (<https://www.payschoolscentral.com/>)

Student Lockers

For security reasons, all students are **strongly encouraged** to place a lock on their assigned locker for the school year. MRHS will provide all students with a combination lock to be used on their locker. Students are responsible for lost or damaged textbooks. Money should not be kept in student lockers. Students must give to the building principal a copy of the combination. **School officials reserve the right to search a student locker whenever there are reasonable grounds for a search. A search may be conducted without a warrant or without the permission of the student.** Desks and lockers are the property of the Weathersfield Local Schools Board of Education and will be inspected from time to time to ensure neatness, proper care, and for materials not permitted on school property. Periodically, students should clean their lockers.

Student Valuables

Students are encouraged NOT to bring items of value to school. Items such as: jewelry, expensive clothing, and the like are tempting targets for theft and extortion. The school cannot be responsible for their safety and will not be liable for loss or damage to personal valuables.

Gymnasium Lockers

It is strongly recommended that students use locks for their locker in gym class or for participation on an athletic squad. Proper identification and combinations/keys must be furnished to the gym teacher or the coach in the participating sport. The school cannot be responsible for valuables, clothing, gym shoes etc. stored in a locker and will not be held liable for loss or damage to personal valuables.



Lost and Found

All items are to be turned into the office to facilitate the return of items to the proper owner. Periodically a table with lost and found items will be placed in the cafeteria during the lunch periods to accommodate the return of such items.

Tornado Drills, Fire Drills, and Lockdown Drills

1. All students will be made aware of the proper procedures for a fire, tornado and lockdown drills.
2. During fire and tornado drills, upon sounding of alarm, students will be directed to walk toward the designated areas. **ABSOLUTELY NO TALKING IS PERMITTED.** Students are to listen for instructions regarding their safety and the safety of others.
3. During a lockdown drill, upon the lockdown announcement, all classrooms will be locked with windows covered and blinds drawn. Students are to remain quiet and listen to the instructions of their teachers.
4. All fire, tornado, and lockdown procedures will be posted in all rooms of the school building and teachers will review annually those procedures.

Academics

Plagiarism / Academic Cheating

A student shall not use the ideas, words, phrases or writings of others and pass them off as his/her own. A writer's ideas, words, and the way of expressing them are his/her property, and anyone using them without properly citing and crediting the original source is guilty of plagiarism.

Cheating is the attempt to obtain knowledge, information or material from another person or source of information or to submit such work as the work product of the student. Examples of academic cheating may include: giving or receiving aid during a testing period, lending one's own work or acquiring the work of another for the purpose of submitting all or part thereof as the work product of the student, including the use of AI

- 1st Offense - Grade of Zero (0) on assignment or test/Conference or F in conduct.
- 2nd Offense - Denial of course credit



Add/Drop and Failure Policies

If you fail a required course for the year, the course must be repeated next school year or the course is to be taken in summer school. No classes will be changed after the first five (5) days of school in each semester. A student may add a course or drop the course within the first five (5) days of school in each semester if it is an elective course. REQUIRED COURSES WILL NOT BE DROPPED FOR ANY REASON AT THE BEGINNING OF THE SCHOOL YEAR. If a student does drop or withdraw from a class after the first five (5) days of school in each semester, the student will receive an (F) for the course as a final grade. The (F) will be averaged into the student's G.P.A. If a student is removed from a class due to disciplinary reasons, a grade of (F) will be placed on the report card as a final mark for that course and averaged into the G.P.A.

Grading System

Grades are calculated on the following percentage system:

<u>GRADE</u>	<u>PERCENTAGE SYSTEM</u>
A	90% - 100% (Superior Achievement)
B	80% - 89% (Very Good Achievement)
C	70% - 79% (Average Achievement)
D	60% - 69% (Below Average Achievement)
F	Below 60% (Failing Grade)

Semester Grades / Exams

Semester grades will be determined by averaging the nine (9) weeks percentages. Yearly grades will be the average of the two semester grades and a final exam.

Grading Periods

Students at Mineral Ridge High School will receive a report card at the end of each nine (9) week grade period indicating their grades for each course of study for that portion of the academic term.



Interim Grade Reports

Interim grade reports are made available to parents via the school's website on progress book. Any parent can request a hard copy of the interim report by notifying the office. These reports are issued each (9) week grade period. This report may also indicate that a student is not working to potential, may be experiencing poor study habits or misconduct in the classroom. The report will make possible suggestions or recommendations for corrective action. Parents who receive deficiency reports are encouraged to call the High School Guidance office to make an appointment for a Parent-Teacher Conference regarding the deficiency. These reports will be available online or mailed home at an assigned time during the (9) Week grade period as set by the school calendar during the mid-point of the (9) Week grade period.

Honor Roll Qualifications

The honor roll shall be posted for each nine (9) week grading period. To qualify for the honor roll a student must attain:

1. All A's in all subjects
2. All A's & B's in all subjects
3. All B's in all subjects

NOTE: A grade of (C) or lower will disqualify a student from the honor roll. An average conduct grade of two (2) or a (C) will also disqualify a student from the honor roll.

Grade Point Averages

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of (C) would be $.5 \times 2 = 1$, then add this to the other grades earned for the G.P.A. This can be done by grading period, semester, year or for a series of school years. Class rank is determined by the final yearly average grade listed on the report card. Senior year ranking is based on the 8th semester. (A-4) (B-3) (C-2) (D-1) (F-0).

Incompletes

For various reasons, a student may receive an "Incomplete" or "I" on his/her report card. Usually this mark is given to a student who has been ill for a lengthy period. In such cases, the student must take responsibility to contact his/her teacher(s) to find out what measures can be taken to remove the "I" from the report card.



Parent/Teacher Conferences

Parent/Teacher conferences can be made by contacting the High School office during school hours. Conferences will be scheduled at a time that is mutually convenient for parents and teachers. Conferences at Mineral Ridge High School are scheduled in November and February as assigned by the annual school calendar. Parent/Teacher conferences can be used effectively to discuss any academic difficulties experienced by the student as well as any other related reasons that could be impairing the child's academic progress in school.

Valedictorian/Salutatorian (current)

The following criteria will be used to determine Valedictorian and Salutatorian status at Mineral Ridge High School:

1. The Valedictorian will be the graduating senior having the highest grade point average.
2. The Salutatorian will be the graduating senior having the second highest grade point average.
3. In case of equal Grade Point Averages, co-valedictorians and/or salutatorians will be named.

To qualify for Valedictorian and/or Salutatorian a student must:

1. Be enrolled as a student at Mineral Ridge High School by the first day of their JUNIOR year.
2. Participate and earn credit in the following courses:
 - a. All Honors Courses offered throughout the years that they are in attendance.
 - b. Four Units of Honors English (Honors 9, Honors 10, AP Lit., CCP Writing 1 & 2)
 - c. Four Units of Math (to include Trig/Calc. or Calculus)
 - d. Four Units of Science (to include, Biology, Chemistry and AP Physics)
 - e. Three Units of Social Studies
 - f. Three Units of a Foreign Language
 - g. All other required courses set forth by the Weathersfield Board of Education



Valedictorian/Salutatorian (Class of 2029 and beyond)

The following criteria will be used to determine Valedictorian and Salutatorian status at Mineral Ridge High School:

4. The Valedictorian will be the graduating senior having the highest grade point average.
5. The Salutatorian will be the graduating senior having the second highest grade point average.
6. In case of equal Grade Point Averages, co-aledictorians and/or salutatorians will be named.

To qualify for Valedictorian and/or Salutatorian a student must:

3. Be enrolled as a student at Mineral Ridge High School by the first day of their JUNIOR year.
4. Participate and earn credit in the following courses:
 - a. All Honors Courses offered throughout the years that they are in attendance.
 - b. Four Units of Honors English (Honors 9, Honors 10, AP Lit., CCP Writing 1 & 2)
 - c. Four Units of Math (to include Trig/Calc. or Calculus)
 - d. Four Units of Science (to include AP Biology, Chemistry and AP Physics)
 - e. Four Units of Social Studies (to include AP American History and AP Government)
 - f. Four Units of a Foreign Language
 - g. All other required courses set forth by the Weathersfield Board of Education

Grade Point Averages are determined by assigning a weighted point value to each course grade and divided by the total number of credits. For partial credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be $.5 \times 2 = 1.$, then add this to the other grades earned for the G.P.A. This is calculated at every semester and at the end of the year. **Class rank is determined by the final yearly average listed on the report card. Senior year ranking is tentatively determined at the 7th semester and the FINAL DETERMINATION is completed at the 8th semester.**



Determination of the above will be TENTATIVELY NAMED at the end of the seventh semester of the senior year. At the end of the eighth semester, the final determination of the Valedictorian and Salutatorian will be named.

Governor's Merit Scholarship

Overview:

Under the leadership of Governor DeWine and the Ohio Legislature, Ohio established the Governor's Merit Scholarship (GMS) program, funded at \$20 million. The objectives of the GMS are to:

- Reduce financial barriers preventing Ohio's top high school graduates from pursuing higher education
- Recognize the impressive scholastic achievement of Ohio's top graduates
- Incentivize Ohio's high achieving high school students to attend an institution of higher education (IHE) in Ohio.

The GMS provides up to \$5,000/year in financial assistance to high school seniors who are identified as graduating in the top 5% of their class.

Student Eligibility

Student eligibility requirements are as follows:

- The student is a resident of the State of Ohio, according to Ohio Residency Rule 3333-1-10.
- The student has registered for selective service as required by federal and state law, if applicable.
- The student is enrolled in a public or chartered nonpublic high school and determined to be in the top 5% of their class as described below.
- The student is homeschooled or attends a dropout recovery high school and is determined to be within the top 5% of applicants as described below.
- The student is on track for graduation (as determined by the student's high school) at the point of eligibility determination.
- The student graduates from high school on time (within one year of the point of eligibility determination). Note: Students who face extenuating circumstances may appeal this requirement (e.g.: major illness that delays on-time graduation, etc.).



- The student is enrolling at a qualifying Ohio institution of higher education (IHE), as specified by law.

Determination of Top 5%

Public school districts and participating nonpublic high schools shall determine which students fall within the top 5% of their class. Determination of a student's membership within the top 5% of the class shall be based upon student grade point average (GPA) at the end of their junior year. Each school shall receive only the number of GMS awards communicated by ODHE. In such cases where ranking by GPA results in a tie, the school or district will determine which student(s) receive an offer of GMS.

Weathersfield Local determining factors for the Governor's Scholarship:

- 1. Grade Point Average at the end of junior year**
- 2. Completion of all requirements for Valedictorian or Salutatorian status**
(See student handbook for details)
- 3. Highest ACT composite score by the end of Junior year.**
** Deadline is subject to change based on Governor's deadline for submission of students*
- 4. Willingness to commit to a school in Ohio**
- 5. Extracurricular and community involvement (eligible candidates must submit a list)**
- 6. Leadership positions held during high school (eligible candidates must submit a list)**

Final determination of GMS candidates are at the discretion of the WLS administrative team.

Honors Courses

Students who are in the running for Valedictorian or Salutatorian of their Senior Class must have taken and received Honors Credit from any HONORS COURSES offered throughout their high school career to be eligible for Valedictorian or Salutatorian. Failure to take and receive honors credit for any HONORS COURSES offered will render the student ineligible for the ranking of Valedictorian or Salutatorian.



NOTE: It is the student's responsibility to maintain contact with his/her Guidance Counselor to ensure that his/her graduation requirements are being met!

Honors Diploma

High School students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. The meet honors diploma requirements, students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences. Details on the Honors Diploma can be found in the Mineral Ridge High School Course Guide, located on the Mineral Ridge High School website under Course Guide.

Top Ten Students

Every year at commencement and the Senior Honors Assembly, the ten (10) graduating seniors with the highest grade point averages in the class are announced. These "Top Ten" students are recognized for their outstanding academic accomplishments and may be awarded scholarships from the Mineral Ridge Scholarship Committee. The "Top Ten" students must be enrolled at Mineral Ridge High School by the first day of their JUNIOR year and are determined at the end of the eighth semester.

Graduation Requirements

1. Students of the graduating class of 2023 and beyond are required to meet the following:
 - a. Course Completion: twenty-one (21) credits in the specified courses
 - b. Show competency: by scoring at least a 684 on Algebra I and ELA II State end-of-course exams or any one of three options available for competency.
 - i. CCP in Math or English for the course not passed
 - ii. Career Experience and Technical Skill - Complete two (one must be Foundational)
Foundational
 1. Proficient or higher on three or more WebXams in a single career pathway.



2. Earn a 12-point industry-recognized credential or a group of credentials totaling 12 points in a single field.
3. Complete a pre-apprenticeship in the student's chosen career field or if 18 years old, show proof of acceptance in an apprenticeship program after H.S

Supporting

1. Complete a 250-hour work-based learning experience with evidence of positive evaluations.
 2. Earn a workforce readiness score on WorkKeys.
 3. Earn the OhioMeansJobs - Readiness Seal.
- iii. Military Readiness - Enlist in the military
- iv. Earn remediation-free score in Math and English on the ACT/SAT.

- c. Show readiness: Earn two (2) diploma seals (one must be State defined).

Ohio CORE Graduation Requirements

English/Language Arts	4 Units
Mathematics, including one unit of Algebra II or equivalent	4 Units
Social Studies	3 Units
Science: including one unit of Physical Science and Biology	3 Units
Fine Art	1 Unit
Health	.5 Unit
Physical Education	.5 Unit
Electives	5 Units

High School course credit will NOT be given to any student who takes courses (College credit, tutoring, Night School, etc.) while under an expulsion!

Electives must include $\frac{1}{2}$ unit of Technology instruction and Financial Literacy, and 1 unit of a Fine Art instruction.

Failure to meet all graduation requirements will prevent a student from participating in formal graduation ceremonies & activities related to graduation. If requirements are



not met, the student will NOT participate in graduation activities: (Senior Honors Assembly, Class Day and Commencement).

Conduct Grades

The conduct grades will not have percentages associated with them. The following scale will be used to determine conduct grades: 1 = A; 2 = B; 3 = C; 4 = D; 5 = F

College Credit Plus

College Credit Plus is a program designed for college bound students in grades 7-12 who want to begin University or college course work while in high school. Please notify the Guidance Counselor if you intend to participate in College Credit Plus **by April 1** for the following school year. After April 1, you will need permission from the school district superintendent to participate. You must go through the procedures established by the college/universities to apply to College Credit Plus and to enroll in the course(s). You may have to take a college placement test to make sure you are college ready. Please contact the guidance counselor, Mrs. Baer, for specific enrollment and course pathway information for each participating college/university. The 15 and/or 30 hour course pathways can be obtained in the HS guidance office.

Flexible Credit

In accordance with Ohio Senate Bill 1 (SB 1), the Weathersfield Board of Education has adopted a policy pertaining to credit flexibility. Mineral Ridge High School students can earn units of high school credit based on an individually approved credit flexibility plan. Students may earn credit by:

1. completing traditional coursework;
2. testing out or showing mastery of course content;
3. pursuing an educational option and/or an individually approved option;
4. any combination of the above.

Please contact the office of the Guidance Counselor for flexible credit information.



Student Activities

Extracurricular Activities

All students are encouraged to participate in high school extra-curricular programs. We believe the experience gained through participation in the various programs will provide our young people with excellent learning opportunities. Students who participate must follow the rules and regulations which have been set forth by activity advisors, approved by the building principal, the Board of Education or the Ohio High School Athletic Association. **Membership in an extra-curricular program is a privilege, not a right.** Violation of activity rules/team rules may result in removal from that activity. Students must be in attendance for the entire day to participate in any extra-curricular activity. Exceptions are SCHOOL-EXCUSED reasons only.

Note: Once students have entered the stadium/building to attend an extra-curricular event or an athletic event, students are NOT permitted to leave the building and then return to the building.

Activities - Participation and Academics

In order for a student to participate in any/all school sponsored activities, (Athletics or Clubs as well), during any given grade period, the student must have successfully passed at least **FIVE (5) CREDITS** toward graduation in the nine (9) week grade period immediately preceding the one of participation. (This does not include Prom/Homecoming or non-participation at athletic events). An exception to this rule will be the fourth (4th) nine 9 week grade period which affects the first nine (9) week grade period of the following year. Should a student not successfully complete the minimum requirement the 4th nine (9) week grade period, the student will have the option to increase the number of credits earned during summer school. Thus, students can render themselves eligible to participate in activities in the first grade period of the following school year.

DUE TO THE OHIO HIGH SCHOOL ATHLETIC ASSOCIATION ACADEMIC ELIGIBILITY RULE, THE SUMMER SCHOOL MAKE-UP OPTION SHALL AFFECT ONLY THE SCHOOL SPONSORED ACTIVITIES AND **DOES NOT PERTAIN TO ELIGIBILITY FOR ATHLETICS.**

NOTE: To be eligible, a student-athlete must be currently in a member school and have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period. (Note: Students taking post-secondary options must comply with these standards)

All athletes are required to meet the minimal academic eligibility requirements set forth by the OHSAA and outlined in the Weathersfield Local School District's Policy Manual.



Athletic Code of Conduct

The Weathersfield Local School District firmly believes that the use of chemical substances among athletes will have a negative effect on the performance of the student athlete both in the classroom and in athletics. Not only can the athlete who uses/abuses chemical substances do harm to himself/herself, but to teammates and opponents as well.

As a student-athlete, you represent Mineral Ridge High School both in school and in the community. As your school administrators and coaches, we expect you to learn to be responsible citizens, practice good sportsmanship, respect the rights of others, be chemical free and be a vital part of your school and your community.

Each athlete must abide by the Athletic Code of Conduct agreement stating that you will NOT possess, consume, purchase, attempt to purchase, show evidence of having consumed, transmit, distribute, offer for sale, or be under the influence of chemicals/drugs/intoxicating substances of any kind that is not specifically prescribed for you by a certified physician as outlined in the Athletic Code of Conduct. **This Athletic Code of Conduct is in effect from the time of your first participation in athletics in the Weathersfield Local Schools until the time of your graduation.** Your coach will discuss in detail the Athletic Code of Conduct at the beginning of your sport season.

Weekend Events

Any student wanting to participate in a school sponsored activity that is being held over the weekend, should be in attendance the entire day of school on Friday in order to participate in that activity. The only exceptions are SCHOOL EXCUSED ABSENCES or approval by the building principal.

Homecoming and Prom Court

To be eligible for nomination to homecoming and/or prom court, the student must:

1. Carry a minimum GPA of 2.0 and a minimum conduct average of three (3).
2. Be enrolled as a student at Mineral Ridge High School by the first day of their JUNIOR year.

National Honor Society

The National Honor Society is an organization that recognizes those students who reflect outstanding accomplishments in the areas of SCHOLARSHIP, CHARACTER, LEADERSHIP AND SERVICE. Thousands of schools across the United States, including Mineral Ridge



High School, are chartered by the national organization. College admissions officers often regard National Honor Society membership as a valid indicator that the applicant will succeed at the post-secondary education level. The National Honor Society member has already exhibited academic achievement, leadership, either overtly or silently, honorable and admirable character, as well as service that demonstrates that the member is willing to use talents and skills for the improvement of society. Information on the selection process and criteria for induction into the National Honor Society can be obtained from the NHS Advisor.

Beta Club

To be eligible for Beta Club, a student must be a Junior or Senior who has maintained a 3.0 G.P.A in their major subjects as well as possess good leadership, character traits, be enrolled in the Weathersfield Local School system for a minimum of one (1) year and must have an average of three (3) in conduct the preceding semester.

Criteria for Class Office / Student Council

The following criteria has been established by the Mineral Ridge High School Faculty Advisory Council for those students who want to serve as Student Council members or Class Officers.

1. You must have a minimum G.P.A. of 2.50 in order to run for an office. If elected and your G.P.A. falls below a 2.50 you will be placed on probation for (1) grade period.
2. If your G.P.A. has not improved to at least a 2.50 by the following grade period, you will be removed from office.
3. You must have a conduct average of (3) or better from the previous nine week grading period to be eligible to run for office.
4. If elected, and your behavior leads to a suspension or Saturday School, you will be placed on probation for the remainder of the school year. If your behavior leads to a second suspension or Saturday School, you will be removed from office.
5. If you hold an office and are convicted of any crime by Law Enforcement Officials, you will automatically be removed from office.
6. **As a Class Officer or Student Council member, you represent our school. Any negative behavior on your part reflects badly upon our school and this behavior will not be tolerated. The faculty Advisory Council has the right to place any Class officer or Student Council member on probation or remove them from office for violations of the Code of Conduct.**



Work Permits

The State of Ohio requires all students, who are employed and under the age of 18, to hold a valid Ohio Work Permit issued by their high school. Work permits cannot be issued until you become employed. The Tax I.D. number must be obtained from your employer before a work permit can be issued. The following items must be submitted to the high school in order for a work permit to be issued:

1. Pledge of Employer Card
2. Physical from a Doctor
3. Tax I.D. of Employer

Driver Education Class Reimbursements

Students who are enrolled in a Driver Education Program may no longer obtain reimbursement from the State of Ohio for the Driver Education Course. Under new Ohio Law, the School of Driver's Education is reimbursed directly from the State of Ohio Bureau of Motor Vehicles.

Note: Students will NOT be excused during the school day to take driver training classes. It is the student's responsibility to schedule driving lessons after school hours. Violation of this rule will result in an unexcused absence and will count toward the attendance policy. .

STUDENT ATTENDANCE

The primary mission of the Weathersfield Local Schools is to educate young people and to enable them to become productive, successful citizens. This can only be accomplished if students are in regular attendance. The entire educational process requires a regular continuity of instruction, participation, learning experience, and study in order to reach the optimum educational benefits for each individual student. Regular contact of pupils with one another in the classroom and their participation in well-planned activities which include group discussions, lectures, dialogue with others, quizzes and tests, field trips, guest speakers, and audio-visual media. Regular and punctual attendance is expected of all Mineral Ridge High School students. When in attendance, students are expected to be in all classes and study halls. Attendance and promptness to school is the responsibility of each student and parent/guardian. It is also the responsibility of each student and parent/guardian to use discretion in scheduling planned absences and early dismissals from school. School officials are obligated to assist students in becoming dependable, disciplined citizens and workers.



Establishing good attendance habits is an important aspect of that citizenship development. Therefore, the Board of Education has mandated the following procedures in order to facilitate regular student attendance.

Hourly Attendance

Student absences are now tracked on an hourly basis. A student is considered “habitually truant” if he/she is absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in a school year. Time missed for early dismissal and tardiness to school are counted in a student’s hourly attendance. A student is considered “chronically absent” when exceeding 101 hours of absence, regardless of excused or unexcused absences.

Excused Absences

When a student is absent from school, he/she will report to the office with a written excuse from the parent or legal guardian. This note will be kept in the student's file for one year. The same procedure will be followed for a student who is tardy to school. REMEMBER, for an absence to be excused, the student must have a phone call and note from the parent or legal guardian.

The following are acceptable EXCUSED absences:

1. Personal illness
2. Serious Illness
3. Documented Medical Emergency
4. Absence approved in advance
5. Pre-approved family trip
6. Family emergency.

Excused absences count toward the attendance policy unless they are SCHOOL-EXCUSED absences.

Unexcused Absences

The following are considered unexcused absences from school:

1. Any absence that is not covered under excused absence or that has not had the approval of the building principal.



2. Any absence without a written legal statement and a phone call from a parent or legal guardian is considered an unexcused absence. The student will be given 24 hours or the next morning to bring in a valid excuse and to have a phone call from the parent or legal guardian. If this procedure is not followed, the absence will remain unexcused.
3. Excessive absences will be reported to the Trumbull County Attendance Officer.

Prolonged Absence

If a student is unable to attend school for a lengthy period of time, but is able to study and do work at home, the parents are to notify the High School office to secure class assignments. If a student anticipates absence from school, the student must bring a note and have a call from the parent or legal guardian three (3) days prior to the anticipated absence and must complete a pre-approved absence form which must be obtained from the building principal.

Calling Off School

All absences from school must have a call to the high school office by 8:00 a.m. on the day the absence occurs. High school office number: 330-652-1451.

Reporting to School Following Absence

The student must report to the main office at the start of the school day requesting re-admission to his/her homeroom/classes after being absent the previous day(s). The student must give a written statement to the main office, as well as have a phone call on record from the parent or legal guardian stating the reason for the absence. The main office in turn will issue the proper form to the student permitting them to re-enter the class/classes with the understanding that all classwork is to be made up if the absence is excused. To be counted for a full day of school, a student must be in attendance two (2) or more hours during the morning and two (2) or more hours in the afternoon. If for any reason a student enters school for the morning session, after the tardy bell, the student is marked tardy but is counted as present for the morning session.

Tardy to School

Students who arrive after the first-period tardy bell must report directly to the main office. They will be issued a tardy pass and need to present this pass to the teacher to be admitted to class.



At the high school, athletes must be in attendance for the majority of the day to be eligible to participate in practice or a school-sponsored event.

Every third tardy to school counts as $\frac{1}{3}$ of a day's absence toward the attendance policy. *The Administration reserves the right to suspend driving privileges for chronic tardiness.*

Tardy to School/Class 1st/2nd Offense	Warning
Tardy to School/Class 3rd Offense	3 Detentions
Tardy to School/Class 4th Offense	1 Saturday School
Tardy to School/Class 5th Offense	2 Saturday Schools
Tardy to School/Class 6th Offense	Refer to Juvenile Authorities; (F) in conduct

After the first ten (10) minutes of class, students who enter will be charged with a full absence from that class period.

Sign-Out for Students

In the interest of student safety, no student shall leave the building without permission from the building principal. If it becomes necessary for a student to leave school for medical reasons etc., the parents or legal guardian must be contacted or written notification must be in the office before homeroom of the morning that the student is to be excused. NO STUDENTS WILL BE PERMITTED TO LEAVE THE BUILDING WITHOUT PARENTAL OR LEGAL GUARDIAN NOTIFICATION. ONLY THOSE PERSONS LISTED ON THE STUDENT'S EMERGENCY MEDICAL FORM ARE PERMITTED TO BE CONTACTED. Once permission has been obtained, the student may sign out in the main office.

Medical Appointments

Students who must be out of school to secure medical services must bring a note from their doctor when they return to school after being absent. Parents should make every effort to schedule appointments outside of the school day. Appointments should not be scheduled during exam days. These dates are posted in the annual Weathersfield Local Schools Calendar to the Community and printed by the Superintendent's office.

Truancy

Truancy is defined as an unauthorized absence from school or leaving the school building or the School grounds without authorization/permission. Truancy is considered



a very serious offense. When it is discovered that a student is truant, every effort will be made to contact the parents or legal guardians and to follow the discipline outlined in the code of conduct.

Missing and Absent Children

The Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper authorities. A student, at the time of his/her initial entry to school, shall present the person in charge of registration, copies of his/her birth certificate and records pertaining to the student which were maintained by the previous school. If the student does not present copies of the required documents, the principal shall notify the police department having jurisdiction in the area where the student resides. All students shall be enrolled by the admissions representative along with their parents or legal guardians. The primary responsibility for the supervision of a student rests with his/her parents or legal guardians. The school district staff will provide the assistance it can to the parents or legal guardians. Parents or legal guardians must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedures.

Perfect Attendance

For a student to be eligible for perfect attendance, their record must not show a tardy to school or absence from school. The school office will have the official records in regard to tardiness and attendance.

Student Make-Up Policy

If a student is absent from school for more than three (3) days, the parent or legal guardian is asked to call the school and request assignments for the student. Please give the office 24 hours to obtain all work for the student.

NOTE: Students are given one (1) day to make up homework/assignments etc., for each day of excused absence. For example, if the student has been absent for three (3) days, he/she has three (3) days upon their return to school to make up any work missed.



CODE OF CONDUCT

History and research contend education and learning take place in an orderly and structured environment. Students are citizens of the school. Each citizen has a responsibility to conduct themselves in an appropriate fashion, respecting the rights of their fellow students. It is the responsibility of the school staff to provide a safe and orderly learning environment.

The Board of Education has adopted the following Student Code of Conduct. This Code of Conduct includes types of misconduct that will subject a student to disciplinary action. The Board of Education has also adopted the list of behaviors and the terms contained within the list.

Discipline is within the sound discretion of the Weathersfield Local Schools Staff and Administration. Due process ensures that disciplinary action is imposed only after a review of the facts and/or special circumstances of the situation.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extra-curricular events, or other school activities or programs. In addition, this code of conduct includes

1. Misconduct by a student that occurs off school property but is connected to activities or incidences that have occurred on school district property;
2. Misconduct by a student that, regardless of where it occurs, is directed at a school official or employee or the property of an official or employee.

STUDENTS WHO ATTEND MINERAL RIDGE HIGH SCHOOL ARE TO ALWAYS BE RESPECTFUL TO THE TEACHERS, STAFF, ADMINISTRATORS, AND OTHER STUDENTS AT ALL TIMES.

THE BUILDING PRINCIPAL HAS THE FINAL JURISDICTION OVER THE INTERPRETATION AND IMPLEMENTATION OF THE CODE OF CONDUCT AND THE DRESS CODE.

NOTE: The administration may, at its discretion, use the School Resource Officer in order to promote safety, order, and discipline within the school and on school property before, during, or after school hours. At its discretion, the School Resource Officer may be asked to take an active role in interviewing students in matters of discipline.

It is the student's responsibility to see the building administrator if he/she does not understand the rules/regulations outlined within this handbook.

The following chart provides a list of major areas that could result in disciplinary action. A list of inappropriate behaviors and possible consequences follows. THE ABSENCE OF A BEHAVIOR OR ANY SPECIFIC ACTION FROM THE LIST DOES NOT MEAN THAT SUCH



CONDUCT DOES NOT VIOLATE THE DISCIPLINE CODE OR THAT THE ACTION DEMONSTRATED BY THE STUDENT CANNOT BE DISCIPLINED.

The conduct listed is the minimum corrective action that may be applied as stated in the Ohio Revised Code.

WEATHERSFIELD LOCAL SCHOOLS - CODE OF CONDUCT

<u>Negative Behavior Offense</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Tardiness to class/Study Hall (not in class/SH when bell rings)	Warning	Warning	3rd - 3 Detentions 4th - 1 Sat. School 5th - 2 Sat. Schools
Refusal to complete class assignments	Warning	3 Detentions	2 Sat. Schools
Unprepared for class	Warning	3 Detentions	1 Sat. School
Disregard of instructions or requests	Warning	3 Detentions	1 Sat. School
Head down and/or sleeping in class	Warning	3 Detentions	1 Sat. School
Unauthorized use of electronic devices in school cell phones, smart watches, air pods, laptops, etc.)	Confiscation 3 Detentions	Confiscation / Parent pick-up of device Saturday School	Confiscation/ Parent pick-up of device 3 Day Suspension
Dress Code Violations (dressing or grooming in a manner which is in violation of BOE policy)	Warning and immediate correction (call home/change)	3 Detentions	3 Day Suspension



Public display of affection and/or inappropriate touching	Warning	3 Detentions	1 Sat. School
Verbal harassment, threats, bullying	Warning	3 Detentions	3 Day Suspension
Littering or creating a mess	Clean up mess Detention	Clean up mess 3 Detentions	Clean up mess 2 Sat. School
Student in unauthorized or "off-limits" school area without permission or in hall without signed pass	3 Detentions	1 Sat. School	2 Sat. School
Horseplay, running, pushing, shoving in building	3 Detentions	1 Sat. School	2 Sat. School
Removal from class	3 Detentions	1 Sat. School	3 Day Suspension
Forging or lying	3 Detentions	1 Sat. School	2 Sat. School
Disrespect, and/or insubordination	3 Detentions	1 Sat. School	3 Day Suspension
Disruptive conduct	3 Detentions	2 Sat. School	3 Day Suspension
Unauthorized possession of school/teacher property	3 Detentions	2 Sat. School	3 Day Suspension
Gang activity, insignias, paraphernalia, clothing, etc.	3 Detentions Confiscate	2 Sat. School Notify authorities	3 Day Suspension Notify authorities



Possession of obscene literature/materials or anti-social material	3 Detentions	3 Day Suspension	10 Day Suspension
Inappropriate language, gestures, profanity	3 Detentions	3 Day Suspension	10 Day Suspension
Missing detention; no abiding by detention rules	1 Sat. School	2 Sat. School	3 Day Suspension
Destruction of school property (minor)	2 Sat. School and pay damages	3 Day Suspension and pay damages	5 Day Suspension
Inappropriate use of school computers	2 Sat. School	3 Day Suspension	5-10 Day Suspension
Throwing food or other objects; shooting projectiles	2 Sat. School Confiscate	3 Day Suspension COnciscate	5 Day Suspension Confiscate
Truancy (unauthorized absence); failure to sign in or out of the building; leaving building grounds without permission	2 Sat. School Refer to Authorities	3 Day Suspension Refer to Authorities	5 Day Suspension Refer to Authorities
Gambling	3 Day Suspension	5 Day Suspension	10 Day Suspension
Missing Saturday School	2 Saturday Schools	3 Day Suspension	5-10 Day Suspension
Smoking, possession/use of e-cigarettes; possession/use of tobacco; possession/use of matches, lighters, and/or incendiaries	Sat. School to complete the Vaping, Nicotine and Tobacco Awareness Program	2 Sat. Schools	3 Days Suspension



Tampering with school property or equipment	3 Day Suspension Pay damages	5 Day Suspension Pay damages Refer to Authorities	10 Day Suspension Pay damages Refer to Authorities
Hazing, intimidation, sexual harassment, degrading racial, ethnic, or religious comments	3-10 Day Suspension	5-10 Day Suspension	10 Day Suspension Possible expulsion
Inciting or participating in unauthorized student assembly	3-10 Day Suspension	Expulsion Refer to Juvenile Court	
Inciting panic	3-10 Day Suspension	Expulsion Refer to Juvenile Court	
Engaging in violent or turbulent behavior and/or provoking a fight	5 Day Suspension	10 Day Suspension	Expulsion
Vandalism, theft, or possession of stolen articles	5 Day Suspension Pay Damages Refer to Authorities	10 Day Suspension Pay Damages Refer to Authorities	Expulsion Pay Damages Refer to Authorities
Gross misconduct or gross insubordination	3-5 Day Suspension	10 Day Suspension	Expulsion
Sale, use, possession, distributing, concealing, or under the influence of alcohol, drugs, or mood altering chemicals, including counterfeit or lookalike substances, and or	10 Day Suspension and/or Expulsion hearing; Notify Authorities (5 days may be rescinded in accordance with district drug policy)	Expulsion Notify Authorities Refer to Juvenile Court Court	



possession of drug paraphernalia			
Possessing, handling, transmitting, or using dangerous ordinances, knife, mace, razor, club, chain, or other lookalike or replica objects or projectiles that can be used as a weapon	10 Day Suspension and Expulsion Notify Authorities		
Negative Behavior	1st Offense	2nd Offense	3rd Offense
Possession or use of firecrackers or other explosive devices such as smoke bombs, stink bombs, etc.	10 Day Suspension Notify Authorities	Expulsion Refer to Juveniles Court	
Setting off false fire or AED alarm and/or bomb threat or false report	10 Day Suspension and Expulsion hearing; Notify Authorities, parents, and students	Expulsion Refer to Juvenile Court	
Profanity, verbal assault, threat toward a school employee	10 Day Suspension and Expulsion hearing; Notify Authorities	Expulsion Refer to Juvenile Court	
Physical sexual offenses	10 Day Suspension Notify Authorities	Expulsion Refer to Juvenile court	
Other illegal, inappropriate conduct that disrupts or interferes with the	10 Day Suspension Notify Authorities	Expulsion	



educational process or poses a threat to another person		Refer to Juvenile Court	
Assaulting school employee (physically)	Expulsion Notify Authorities		
Arson or attempt to set fire	Expulsion Notify Authorities		

***The Administration may substitute in-school suspension in place of out-of-school suspension as deemed necessary.**

School officials reserve the right to search a student and his/her locker whenever there are reasonable grounds for a search. A search may be conducted without a warrant or without the permission of the student.

IMPORTANT NOTES:

1. Any student who refuses to accept the discipline outlined in the Board-adopted Student Code of Conduct will be suspended out of school for ten (10) days and referred to the juvenile authorities.
2. Students suspended three (3) times during the year may receive written notification that the next suspendable offense may result in expulsion and referral to the juvenile authorities.
3. Under Ohio Law, suspensions and expulsions can go from one (1) school year to the next. Students may also be required to serve suspension time after school has been dismissed for summer recess.
4. **COMMENCEMENT IS A PRIVILEGE NOT A RIGHT. SENIORS SUSPENDED THE LAST WEEK OF SCHOOL CAN NOT PARTICIPATE IN COMMENCEMENT OR SENIOR ACTIVITIES. THEY CAN PICK UP THEIR DIPLOMAS AT THE END OF THE DAY THAT THEIR SUSPENSION ENDS.**
5. All vocational students who attend the Trumbull Career and Technical Center are subject to the rules and regulations set forth in this handbook.
6. A student may not accumulate more than two (2) Saturday Schools. After two (2) Saturday Schools, the next offense will be a three (3) day out-of-school suspension.



Expulsion for Firearms/Dangerous Weapons

Federal Law requires that any student who brings a firearm onto school property is to be expelled from school for a period of one (1) year. A firearm, under Federal Law is defined as

1. Any weapon (Including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosive.
2. The frame or revolver of any such weapon.
3. Any firearm muffler or firearm silencer; any object that is indistinguishable from a firearm.
4. Any destructive device, not including an antique.
5. If a student brings a firearm or knife onto school property, in a school vehicle, or to a school-sponsored activity, he/she shall be expelled from school for a period of one (1) calendar year.

Detentions

Students who do not observe the rules and regulations of the school and/or classroom may be subject to report to detention as outlined in the Code of Conduct.

ADMINISTRATORS and TEACHERS MAY ISSUE DETENTIONS.

1. Teachers issuing detentions must complete the Student Referral Form and give 24 Hour notice of detention dates. The form should be signed by the student and a copy sent to the office.
2. Detention times are 6:45 a.m. -7:20 a.m. and 2:50 p.m.-3:30 p.m.
3. If a student misses an assigned detention, that student will receive a Saturday School.
4. Work schedules or extra-curricular activities are not valid reasons for missing detention.
5. Detention students must provide their own transportation. Students will not be permitted to ride the school bus while serving the detention.



Saturday School

Students assigned Saturday School are to report to the high school no later than 7:45 a.m. Dismissal time is 11:30 a.m. Students must bring all necessary work to last the entire four hours. If work has not been brought by the student, work will be assigned by the Saturday School teacher. Students are not permitted to sleep, talk, be on their phones or disruptive. If behavior warrants, students will be assigned additional Saturday Schools. **Students who arrive late will not be admitted to Saturday School that day and must be made up the following Saturday. Failure to attend Saturday School may result in an additional punishment of suspension.**

- **Vaping, Nicotine and Tobacco Awareness Program** is a self-paced course broken down into chapters. Each chapter contains questions regarding the material covered. Once all chapters are completed, there will be a final exam of similar questions. **This program is to be completed during Saturday School**

Out-of-School Suspensions

1. Students issued an out-of-school suspension are required to remain in their homes during school hours and are not to be on school property during the terms of the suspension. Any student seen on school property while on suspension will be reported to the police authorities as a trespasser.
2. ALL GRADED ASSIGNMENTS MISSED DUE TO SUSPENSION MUST BE COMPLETED. STUDENTS WHO REFUSE TO MAKE UP THE WORK WILL RECEIVE A GRADE OF ZERO (0).
3. All referrals for disciplinary action shall be accumulative; that is, the disciplinary consequences will increase with each successive offense.
4. Any student who has been suspended three (3) times during the school year may receive written notification that the next suspendable offense may result in an expulsion hearing. The notice will also state the date and time a parent/legal guardian along with the principal will conduct a conference. Students will then be referred to the Juvenile Court as an incorrigible child case.

In-School Suspension

Students assigned to In-School Suspension are to report to the high school no later than 7:35 a.m. Students will remain in ISS for the full day and complete the work assigned by their classroom teachers. Assignments will be monitored by the ISS teacher. Students are not permitted to sleep, talk, or be disruptive. If behavior warrants, students will be



assigned additional days of ISS. Students who arrive late will NOT be admitted to ISS; the ISS must be made up the following day.

Classroom Rules

Students who violate the basic rules of the classroom teacher will receive detentions issued by the teacher or according to the Code of Conduct. **Students are to be respectful at all times to their teachers, support staff, administrators, and fellow students. DISRESPECT AND INSUBORDINATION WILL NOT BE TOLERATED.**

1. Students are to be in their assigned classroom before the bell rings. Talking should stop and attention given to the teacher.
2. Students are to give the teacher their complete attention during the class.
3. Teachers will distribute a course syllabus and class rules at the beginning of the term so that students will understand the purpose and direction of the class as well as what is expected of the student.

School Hallways

1. Three (3) minutes is the time allotted to change classes. Students are to proceed directly from one class to the next. **NO LOITERING IN THE HALLWAYS.**
2. No public display of affection is permitted in the building.
3. Students must have their planner with them and signed by a staff member to be in the halls during classes.
4. Tardy slips to class will be issued by the office. If a student has a legitimate reason for being tardy, the student must obtain a pass from the teacher stating the reason for being late to class.
5. **NO** student is permitted outside the building during class change.
6. Cell phones/earbuds/headphones are not permitted in the hallways.

Study Halls

Study halls are to be used for study/reading/homework. Therefore, the following rules must be followed while in study hall:

1. Students are to be in their assigned seats at the beginning of the period.
2. Students are to bring enough work with them to last the entire period.
3. There is to be **NO TALKING** without permission of the study hall teacher.



4. Students may go to the office, the guidance office, or the restroom after attendance has been taken and proper authorization is received from the study hall teacher.
5. Only one (1) student at a time will be released from study hall to go to the above-mentioned areas.
6. Cell phones/earbuds/headphones are not permitted in study hall.

Care of Property

Students are responsible for the care of their own property. The school will not be responsible for personal property. Damage to or loss of school equipment and facilities wastes taxpayer money and undermines the school program. Therefore, if a student does damage to or loses school property, the student and his/her parents or legal guardians will be responsible to make restitution to the school in the form of replacement or paying for damages sustained to the school by the student.

Permanent Exclusion

When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that he/she may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes on the property of any Ohio School:

1. Any possession or involvement with a deadly weapon
2. Drug trafficking
3. Murder, manslaughter, assault, or aggravated assault
4. Sexual offenses
5. Complicity in any of the above-mentioned items

This process is formal and will usually follow an expulsion and the proper notification of the parent and the authorities. Weathersfield Local Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not applicable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action they should contact the principal.



Anti-Hazing Policy

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employees of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by any individual subjected to hazing does NOT lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately.

All hazing incidents shall be reported immediately to the superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties according to Ohio Law.

Substance Abuse Policy

Viewed from a school perspective, the Board of Education is committed to achieving an environment free of chemical abuse or dependency within our student body, our faculty, and our employees. Efforts to eliminate the use of non-therapeutic drugs, alcohol, and other harmful substances in schools are based upon the beliefs that: (1) Schools have a responsibility to teach about the harmful effects of drugs and alcohol and (2) the use of drugs and alcohol leads to impairment of learning and behavior.

Disciplinary Procedure and Action for Chemical Abuse at Mineral Ridge High School

A student shall not possess, use, transmit, or show evidence of the unauthorized use of any narcotic drug, counterfeit controlled substance, hallucinogenic drugs, amphetamine, barbiturate, marijuana, steroids, alcoholic beverages, "look-alike" drug or intoxicant of any kind:

1. On school grounds;
2. Off the school grounds at a school activity, function, or event;



3. Other than the use of a drug authorized for that student by a medical prescription for a registered physician which has been registered and deposited with the school nurse or at any other time the student is within school district jurisdiction.

First Offense:

1. Immediate ten-day out-of-school suspension, pending a complete professional assessment with a certified addiction counselor/physician or state-licensed agency, conference with parents, Principal, and Guidance Counselor. All assessments shall be at the parent's/guardian's expense. A recommendation for expulsion may result. Follow procedures as outlined in the Code of Conduct.
2. Up to five days of the 10-day out-of-school suspension may be waived upon completion of the professional assessment and the approval of the Principal as well as compliance with the recommendations of the professional assessment.
3. Failure to comply with Step 1 within three (3) school days may result in a recommendation for expulsion.

Second Offense:

1. Immediate ten-day out-of-school suspension with recommendation for expulsion. The student will lose all academic credit for the period of time during which the expulsion takes place. Re-admission into school will be determined by compliance with the recommendations of the agency and continued follow-up programs as prescribed. Follow procedures as outlined in the Code of Conduct.

Harassment, Intimidation, Bullying

The Board of Education recognizes that students have the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile discriminatory, or offensive learning environment disrupts the educational process.

As per ORC 3313.666: "harassment, intimidation, or bullying" means either of the following:

1. Any intentional written, verbal, physical, or electronic act that a student has exhibited toward another particular student more than once and the behavior both:



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

2. Violence within a dating relationship

Note: “Electronic act” means an act committed through the use of a cellular phone, computer, pager, personal communication device or other electronic means

Students violating this policy may be subject to the disciplinary code of conduct established by the Weathersfield Local Schools Board of Education.

Search and Seizure

The Weathersfield Board of Education recognizes that the privacy of students and of their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board of Education and, in accordance with the law, may be the subject of a random search(s). Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. **THE BOARD OF EDUCATION DIRECTS THE BUILDING PRINCIPAL TO CONDUCT A ROUTINE INSPECTION OF ALL SUCH STORAGE SPACES.**

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of the law or of school rules and regulations. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of the building.

The search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of a staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or others is immediately threatened.



The Board of Education also authorizes the use of canines, trained in detecting the presence of illegal drugs, weapons, or chemicals, etc. when the school authorities have reasonable suspicion that illegal drugs, weapons, or chemicals may be present in the school. This means of detection shall be used only to determine the presence of drugs, weapons, or chemicals in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Cell Phone Policy (including Smart Watches)

Cell phones are not permitted during school hours (7:20 a.m - 2:45 p.m). Phones must be kept in lockers at all times.

Exceptions:

A student may use a cell phone for purposes documented on the student's IEP.

A student may use a cell phone to monitor or address a health concern with pre-approval from administration and/or developed in their IEP/504 Plan.

Google Workspace

Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. All students will have access to a Google account unless otherwise specified per request of a parent/guardian

DRESS CODE

The Weathersfield Local School District requires that students are properly groomed. Proper personal hygiene and proper attire will contribute to a positive learning environment. The responsibility primarily rests at home. The Weathersfield Local School Board anticipates that we will have the cooperation of both students and parents in our attempt to ensure a positive learning environment.

The following are the guidelines to be followed by the students. The Weathersfield Local School system is not limited to this list.



- A. The dress code shall be in effect during the school day and for all school-related functions unless specifically altered for a special occasion by the building principal.
- B. Clothing must be clean and orderly, and students must wear appropriate footwear. Students are not permitted to come to school with bare feet. Socks or nylons should be worn at all times.
- C. Students shall avoid extremes in appearance which are disruptive or distracting by which the reactions of other students are beyond normal control.
- D. Appearance which, in the judgment of school officials, jeopardizes the health and safety of an individual or of the other students or which is injurious to school property cannot be tolerated.
- E. In areas of organized activities where students publicly represent the school or one of its organizations, students will be required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Students unwilling to comply with these requirements will disqualify themselves from participation.
- F. Students will be permitted to wear shorts provided the length is extended to the end of the fingertip.
- G. THE FOLLOWING ARE EXAMPLES OF ATTIRE UNFIT FOR SCHOOL FOR MALE AND FEMALE STUDENTS:
 - T-Shirts of the underwear style (NO SLEEVELESS SHIRTS of ANY Style)
 - Any type of sleepwear, i.e. slippers, pajama pants
 - No low-cut tops
 - Bare midriffs or bareback apparel
 - Cut-offs
 - Sunglasses (exception of prescription)
 - Halter Tops
 - Sun Dresses
 - Worn out sweatpants/sweatshirts
 - Football pants
 - Unbuttoned shirts/blouses
 - Pocket/wallet chains
 - Transparent clothing of any type



- Yoga pants may be worn with appropriate finger tip length top
 - Yoga shorts/Spandex shorts, etc.
- H. Any skirt or dress must maintain a good sense of decorum; therefore, any high slits or excessively short or tight skirts or dresses are NOT permitted. Skirts and dresses must be fingertip length.
- I. Clothing with obscene or inappropriate language or graphics and/or with alcohol, tobacco, or drug references is NOT permitted. **CLOTHING REPRESENTING ANY SCHOOL DISTRICT OTHER THAN THE WEATHERSFIELD SCHOOL DISTRICT IS NOT PERMITTED.**
- J. Students are encouraged to wear appropriate dress slacks or jeans. Jeans/pants that drag on the floor/ground and/or expose the buttocks or underwear area are not permitted.
- K. No headgear of any kind will be permitted in the building.
- L. Outdoor coats and jackets are to be stored in the assigned areas. **THEY ARE NOT TO BE WORN TO CLASSES** except in an emergency situation as directed by the building principal.
- M. Students are not to wear excessive, distracting, or otherwise inappropriate jewelry. ***NO VISIBLE BODY, FACIAL OR TONGUE PIERCING IS PERMITTED, WITH THE EXCEPTION OF EARS AND A SINGLE NOSE STUD OR SMALL HOOP. Extreme and/or excessive piercings are prohibited. (The administration reserves the right to the final approval of all piercings.)**
- N. Boys are permitted to wear earrings, provided that they do not extend below the earlobes.
- O. Dress at all school-sponsored events and activities shall be at the discretion of the activity sponsor and/or principal. However, generally, school dress is required when attending all school-related activities.
- P. **No** excessive make-up or hair coloring will be permitted.
- Q. Hair is to be clean and neatly groomed for both boys and girls.
- R. Facial hair is to be neatly groomed.
- S. **No** shirts with cut or altered sleeves are to be worn.
- T. **No** flip/flop, beach/shower sandals, slides, or rubber sandals.
- U. Shoes **must be** worn. Shoes **must have back support**, no slippers.
- V. **No** facial graphics, i.e. stickers, or face painting.



Students should understand that the above code contains the minimum standards for academic-related activities and extra-curricular activities. Any student in non-compliance with the code will be removed from the class/school activity until compliance is met. The period of time that the student is in non-compliance shall be classified as an unexcused absence.

THE BUILDING PRINCIPAL HAS THE FINAL JURISDICTION OVER THE INTERPRETATION AND IMPLEMENTATION OF THE DRESS CODE!

TRANSPORTATION

The Board of Education furnishes transportation in compliance with State law for all Weathersfield Local School District students. The bus schedules and routes are available by contacting the Bus Coordinator at (330) 505-4434.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended bus riding suspension and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

School Bus Regulations for Students

1. The bus driver is in full charge of the bus and must be obeyed at all times.
2. Immediately upon entering the bus, the students are to sit in their assigned seats, if assigned seats are given by the bus driver.
3. No student may stand up or move from seat to seat.
4. Windows are not to be adjusted without first obtaining permission from the bus driver.
5. Students are not to use indecent language at any time.
6. No student is to exit the bus until it has come to a complete stop.
7. Students are to be at their bus stop and standing in a single file line when the bus arrives. This procedure is also followed for afternoon dismissal.
8. Students are permitted to talk quietly to others sitting nearby.



9. Waste paper and rubbish are not to be dropped on the floor of the bus. A waste container is provided in the front of the bus.
10. Students are never to extend their arms or head out of the bus window.
Throwing any object is not permissible.
11. No student is permitted to sit in the bus driver's seat.
12. Smoking, drinking, chewing gum, or eating on the bus is prohibited.
13. No pushing or shoving on the bus.
14. No disrespect shall be shown to other students or the bus driver at any time.

Violations to Bus Regulations

FIRST OFFENSE:

1. Violations shall be reported immediately by the bus driver to the building principal. The student may receive discipline as outlined in the Code of Conduct.
2. Parents will be notified that any further misconduct may result in the student being denied the privilege of riding the bus for a determined length of time.

Repeated or Serious Bus Misconduct

Students will be refused the privilege of riding the bus for a definite length of time. The parents will be notified of such action by the principal.

1. Discipline may exceed denial of bus privileges.
2. Any further misconduct shall be resolved through the Superintendent's office.

PLEASE NOTE:

Students are to ride their assigned bus and be dropped off at their assigned stop. They may ride another bus, or be dropped off at an alternate stop only with a parental note stating the reason for the request. A bus permit pass will be issued by the office for the student when they present the note from a parent/legal guardian. This procedure must be handled in the morning before first period. Students who ride the bus are to board and exit the bus only at Mineral Ridge High School. Students are to exit the bus in the morning and report directly to the high school cafeteria. Students are not to loiter outside the building for any reason.



Student Walkers

If a student resides in the Mineral Ridge area and walks to Mineral Ridge High School the student should keep these points in mind:

1. Route 46 is very busy and students should exercise extreme caution when crossing.
2. Always walk on sidewalks and not the road.
3. Loitering on school property is not permitted. Students are to walk directly home following dismissal. Students who violate this rule will be subject to corrective action outlined in the Code of Conduct.
4. Students may enter the high school by the main entrance and report directly to the cafeteria.
5. Students are prohibited from using the access road to Church Street after school until all buses have passed.

Car Riders

Students who are car riders to Mineral Ridge High School are to be dropped off and picked up at the gym entrance adjacent to the student parking lot. Signs are posted as to the entrance and exit of this parking lot. Extreme caution should be followed when dropping off or picking up students.

Driving to School

Driving to school is a privilege enjoyed by students at Mineral Ridge High School. Please observe the following regulations in order that this privilege may continue. The driving privilege may be revoked at any time.

1. Before driving to school, students must obtain a registration form, fill it out, and have the parent/legal guardian's signature.
2. The registration form and PROOF OF INSURANCE CARD along with a \$20.00 fee for the parking sticker must be brought to the office.
3. Upon return of the above-mentioned items, a student will then be issued a parking permit. A separate permit is not necessary for each vehicle driven to school, however, the registration form must include additional vehicles. All vehicles will need to display the parking sticker in the center rear view mirror of the front window.



4. Safety is our main concern. No excessive speeding or reckless operation on school property will be tolerated. You will automatically lose driving privileges for two (2) weeks for reckless operation or speeding. **Maximum speed on school property is 10 M.P.H.**
5. School buses and pedestrians have the right of way at all times.
6. Park correctly. Do not park sideways or at an angle.
7. Exit your vehicle as soon as you park. NO LOITERING in the parking lot. Upon entering the parking lot, immediately exit your vehicle and enter the building. Enter the building through the front doors by the main office only.
8. During the school day, NO STUDENTS WILL BE PERMITTED TO GO TO THEIR CAR.
9. Bring all your school materials/money etc., with you in the morning.
10. Exit by Seaborn Street only. DO NOT EXIT BEHIND THE HIGH SCHOOL BY THE TEACHER'S PARKING LOT AND DO NOT USE CHURCH STREET. ANY STUDENT WHO VIOLATES THE ABOVE RULES WILL BE SUBJECT TO SUSPENSION OF DRIVING PRIVILEGES.

NOTE: Any vehicle entering school property is subject to search by school authorities and law enforcement personnel working with them. Such searches may be conducted without a warrant for any reasonable purpose. The search of a vehicle includes all compartments and components thereof. Once the search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

Immunization SummaryDepartment
of Health

Ohio Immunization Summary for School Attendance

VACCINES	FALL 2022 Immunizations for School Attendance
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	K-12 Four or more doses of DTaP or DT, or any combination. If all four doses were given <i>before the fourth birthday</i>, a fifth dose is <i>required</i>. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required.* Grades 1-12 Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages 7 years and older with the first dose being Tdap. Minimum spacing of four weeks between doses 1 and 2, and six months between doses 2 and 3. Grade 7 One dose of Tdap vaccine must be administered on or after the 10th birthday. ** All students in grades 8-12 must have one documented Tdap dose.
POLIO	K-12 Three or more doses of IPV. The FINAL dose must be administered on or after the fourth birthday, regardless of the number of previous doses and there must be six months spacing between doses 2 and 3. If a combination of OPV and IPV was received, four doses of either vaccine are required.
MMR Measles, Mumps, Rubella	K-12 Two doses of MMR. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.
HEP B Hepatitis B	K-12 Three doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
VARICELLA (Chickenpox)	K-12 Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.
MCV4 Meningococcal	Grade 7 One dose of meningococcal (serogroup A, C, W, and Y) vaccine <u>must be administered prior to seventh grade entry</u>. All students grades 8-11 must have one documented dose of MCV4. Grade 12 Two doses of MCV4 at age 16 years, with a minimum interval of eight weeks between doses. If the first dose was given on or after the 16th birthday, only one dose is required. ****

NOTES:

- Vaccine should be administered according to the most recent version of the Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger or the Catch-up immunization schedule for persons aged 4 months-18 years who start late or who are more than 1 month behind, as published by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices. Schedules are available for print or download through www.cdc.gov/vaccines/schedules/index.html.
- Vaccine doses administered less than or equal to four days before the minimum interval or age are valid (grace period). Doses administered greater than or equal to five days earlier than the minimum interval or age are not valid doses and should be repeated when age appropriate. If MMR and varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information, please refer to the [Ohio Revised Code 3313.67](#) and [3313.671](#) for school attendance and the [ODH Director's Journal Entry](#) on required vaccines for child care and school. These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at 800-282-0546 or 614-466-4643 with questions or concerns.

* Recommended DTaP or DT minimum intervals for kindergarten students are four weeks between the first and second doses, and the second and third doses; and six months between the third and fourth doses and the fourth and fifth doses. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended but not required.

** Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. Children age 7 years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began at age 7-9 years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional dose is needed at age 11-12 years.

*** The final polio dose in the IPV series must be administered at age 4 years or older with at least six months between the final and previous dose.

**** Recommended MCV4 minimum interval of at least eight weeks between the first and second doses. If the first dose of MCV4 was administered on or after the 16th birthday, a second dose is not required. If a pupil is in 12th grade and is 15 years old or younger, only one dose is required. Currently, there are no school entry requirements for meningococcal B vaccine.



Parent/Guardian and Student Acknowledgement

This handbook is designed to help you and your student understand and follow the rules and regulations of Mineral Ridge High School and any and all extensions of Weathersfield School District, including, but not limited to buses, assemblies, field trips, concerts, plays and sporting events.

By signing this form and returning it to your student's homeroom teacher by the end of the first week of school, you are stating that you understand and will adhere to the contents of this handbook. Furthermore, you also understand that this handbook serves as a guide and is subject to the discretion of the administration and Weathersfield Schools Board of Education.

I have read and understand the contents of the Mineral Ridge High School Student/Parent Handbook.

Student's Name (Please print)

_____ Date _____

Signature of Student

_____ Date _____

Signature of Parent/Guardian

