

KENTON RIDGE HIGH SCHOOL

**4444 MIDDLE URBANA ROAD
SPRINGFIELD, OHIO 45503
(937) 390-1274**

STUDENT PLANNER 2009-2010

This School Planner Belongs To:

Name _____

Address _____

City _____ **State** _____ **Zip** _____

Homerom # _____

Dear Students of Kenton Ridge High School:

We welcome you back to Kenton Ridge for the 2009-2010 school year with great anticipation and expectations for a very productive school year. This tenth edition of the Cougar Planner is our welcome back gift for you. It needs to become a very important part of your daily life at KRHS.

This planner has been devised as a guide to help you become aware of the policies and procedures that will be followed during the coming school year. It is not all encompassing, but does give a wealth of information to help in dealing with the most common situations that may arise at Kenton Ridge. Please use it as instructed and take the time to review the important information included in the beginning to help you answer questions regarding KR's policies.

As in any fine school, the students are the most important part; after all, without students, schools would not exist. It is our intent that you have a very enriching and enjoyable experience during your years at "The Ridge." To help you organize better and achieve more, this planner has been designed specifically for you by a committee comprised of parents, teachers, and administrators.

Our expectations for you are high, but not unreasonable or unfair. No matter how difficult you find some of the challenges at Kenton Ridge, the future holds even more difficult ones. If you leave KRHS well prepared, those challenges will be that much easier to meet and overcome. Please let us help you prepare for them by using this planner effectively to improve overall school achievement.

Wishing you a wonderful year,

The Entire Staff at Kenton Ridge High School and
The Administrative Team

The mission of Kenton Ridge High School is to develop active learners who are respectful, responsible, and productive.

Philosophy
Northeastern Local School District

We believe in the dignity and inherent worth of every individual. We accept every child as he/she is when he/she enters our schools. We recognize that each child has different abilities, interests, and needs to which our curriculum must be suited. We shall do our utmost to help each child develop his/her potentialities to the fullest extent so that he/she may become a socially and economically productive member of our democratic society.

We believe in the American way of life which permits an individual to choose his/her own way of life as long as it does not interfere with the rights and property of others. To perpetuate this belief we must guide the child in the development of critical and scientific thinking so that he/she can reach valid decisions concerning our society. We must stimulate in each child a respect and loyalty to our American heritage and a deep conviction of his/her personal responsibility for contributing to it.

We believe that we must guide all school activities toward the following goals:

- * That students will be encouraged to understand and utilize their knowledge rather than merely memorizing facts.
- * That students will develop desirable traits of mental and physical health.
- * That students will develop value systems, including ethical and spiritual values, that are compatible with the values of the culture.
- * That students will be encouraged to develop their natural desire to learn and will be encouraged, through practice, to continue the use of efficient methods of developing skills, values, thought processes, and factual information throughout their lives.

Parents Can Make a Difference
Homework is the Key to Your Child's Success in School

Your children may disagree, but educators do not: homework is the key to your child's success in school. Critics of the American education system point to other countries whose students show a high level of achievement, and attribute that success in large measure to the many hours of homework they are assigned each night.

There are not enough hours in the school day for all of the learning and reinforcement students need to master a subject. That's what homework is for. Unfortunately, many students do not see it that way. They either give their homework assignments little attention or ignore them entirely.

That's where you as parents come in. It's important to keep close tabs on your child's homework assignments. If that means contacting the school regularly, then do it. There are many ways that a parent can ensure that their children get the most out of their homework assignments. Here are some tips offered by experts to help your child to a rewarding homework experience:

- * Homework is best done in the same place each day. Try to limit distractions. Teachers discourage having a television on when a child is working on homework.
- * Keep supplies - dictionary, paper, etc.- in a box or drawer nearby.
- * Be firm about the fact that homework is an extension of the child's job of going to school.
- * Show the child that you are interested in the day's homework. Ask about long-term assignments. Too many times children forget the science project until the night before it is due.
- * Resist doing the child's homework for him/her, though younger children may need more help.
- * Praise your child for the work.

Ask to see the grades on homework assignments. Look at the teacher's comments and contact the teacher if you have any questions about the assignments or grade.

Monitoring your child's homework is one of the best ways parents can work with the school to improve their children's skills. It is our intent that this planner will make that task a bit more manageable for parent and child.

Kenton Ridge Alma Mater

*Hail to thee our alma mater,
Praise the Cougar might.*

*Oh sing the songs of our school days,
Of brown and gold and white.*

*Oh tell of treasured memories
So dear to you and me.*

*Oh hail to thee, Oh Kenton Ridge
We pledge our loyalty.*

“Kenton Ridge Fight Song”

*Go you Cougars, brown and gold,
the pride of Ohio.*

*We'll fight to win, we'll never give in,
we'll conquer every foe.*

*So on we go to victory with spirit
on our side.*

*We're bound to fight with Cougar
Might, and win with Cougar Pride.*

*Across the field with colors high,
we'll gain the victory now.*

*And all will know, wherever we go,
the Cougar's on the prowl.
Tonight we win for Kenton Ridge,
the best from near and far.
Here's to you, our Kenton Ridge
,and the champion that you are.*

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GENERAL INFORMATION

Administrative Office Area

Students sent or called to the Administrative Offices are expected to proceed directly there. If it is necessary that students wait, they are expected to be courteous and quiet. **Students are not to leave until dismissed by school personnel.**

Age of Majority

Students who have attained the age of majority are subject to all local district and school policies regarding their conduct pertaining to the operation of the school campus; **especially school attendance.** The school will remain in contact with parents / guardians of such students.

Announcements

Announcements important to staff and students will be made over the intercom in the morning and the afternoon. Additional announcements will be made when needed or at the beginning of the seventh period. **Students have a responsibility to remain quiet during these announcements. Select announcements will be posted weekly on the website.**

Book Bags/Purses

Due to the increase in enrollment at Kenton Ridge, which creates difficulty passing from class to class, book bags are not permitted to be carried to class during the school day. They may be carried to and from school, but must remain in lockers throughout the school day. Any item that can be used to carry a textbook is considered a book bag. In certain classrooms students may not be permitted to carry large purses. In many classrooms large purses create safety hazards due to the size of the classroom, number of students in the class, or the curriculum being taught. Whether students are permitted to bring large purses to class will be up to the discretion of the teacher. Smaller purses, calculator cases, and pen/pencil bags all about the size of the student planner will be acceptable in these situations.

Boosters

The Kenton Ridge Booster Club would like to invite all parents of Kenton Ridge students to become actively involved in this support organization. The Boosters promote athletic and academic excellence in all programs at Kenton Ridge. Two ways to become an active

participant are to join the Kenton Ridge 200 Club and to attend Boosters meetings. **The Boosters meet the first Monday of every month in the Kenton Ridge Commons at 7:00 PM.** For more information, contact the school or any Boosters Club member. Check the website for Booster updates.

Cars and Parking

Students are afforded the privilege of driving to school. Students failing to abide by the following conditions will risk losing the privilege to drive to school:

- **Each vehicle is registered in the Office during the first two weeks of school, and the parking sticker is properly displayed.**
- Posted speed limits and traffic flow instructions are observed.
- Parking is in designated parking spaces in the student parking lot only.
- Parking lot is exited in an orderly fashion using only exit lanes between parking spaces.
- Careless, reckless, or hazardous driving on school property **will not be tolerated.**
- **Student drivers with excessive tardies may have driving privileges suspended for weekly periods.**

Change of Information

Any changes or corrections of address, telephone number, or guardianship should be reported as soon as possible to the Office. Due to unforeseen circumstances or emergencies which may arise during a school day, accurate records are a top priority.

Closed Campus

Kenton Ridge High School is a closed campus. Students at no time will leave school without signing out in the proper manner. Any student who leaves the school campus without permission will be considered truant and the appropriate consequences will be given. Any student leaving campus without permission by car, either driving or riding, will surrender driving privileges for a specified period of time

College Visitation

Juniors and seniors are encouraged to visit colleges during school holidays, weekends, and scheduled teacher in-service days. Beginning with the second semester of their junior year students **accompanied by a parent/guardian** are permitted to visit college campuses during the school day without being charged with an absence, provided:

- The number of visits per school year does not exceed 3 days.
- The student picks up a parent permission slip from the Guidance Office at least 2 days prior to the visitation date.
- The student returns the completed permission slip to the Guidance Office **the day before the visit.**
- The student provides confirmation of the visit by returning the form signed by an **appropriate college representative.**

Commons and Lunch Rules

Kenton Ridge offers 3 lunch periods throughout the school day, each 30 minutes in length. Students are expected to comply with the following guidelines:

- Trays, dishes, drink containers, and other waste are to be placed in the **proper areas and receptacles.**
- Throwing items is strictly prohibited.
- **No food or drink is permitted outside the Commons.**
- Students are expected to be **courteous** and **considerate** of the cafeteria staff, lunchroom monitors, and each other.
- Students are permitted to use the downstairs restrooms **only** during their lunch periods.
- **No** student shall be in the hallways during his/her lunch period without permission from a lunch monitor.
- **Outside food deliveries must have prior administrative approval.**

Deliveries

It is requested that there be no deliveries of flowers, balloons, etc. to students during school hours. We cannot assume responsibility for assuring that delivery will be made.

Elevators

Students are not permitted to use the elevator without written permission from the Office. Only temporarily or permanently handicapped students and those assisting them will be granted permission to ride the elevator.

Emergency Drills

Regularly scheduled emergency drills (fire and tornado drills) are required by law. Teachers will give specific instructions to each class. Emergency drills are to be carried out as if they were real emergencies. Students and staff are to move **quickly** and **quietly** to the point of

safety. For any other emergency situations, instructions will be given over the public address system. Cooperation of all is expected.

Emergency Medical and County Registration Forms

At the start of each school year, students are issued emergency medical and Clark County registration forms to be completed and returned to school within two weeks. It is essential that these forms be completed accurately so files relating to students can be completed. Emergency situations sometimes arise requiring the staff to contact parents/guardians; without accurate information, this may not be possible.

Field Trips

Field trips scheduled on school time will require permission slips signed by the parent/guardian to be turned in prior to departure. **A telephone call is not sufficient.** The absence will be considered an excused absence with the student responsible for informing his/her teachers of the absence **prior** to the field trip and making up work for the material missed in class the day of the field trip

Good Night Rule

Once students enter a school-sponsored activity such as a dance, athletic event, or other social function, they are not permitted to leave and return. Only in emergency situations will students be readmitted and only with administrative approval.

Hallways

No student is to be in the hallway without an appropriate pass. Students have 15 passes per quarter allocated in their planner to be used at their discretion. It is recommended that students use them discreetly because **once they are gone, they are gone!!!** Students are to travel quietly and directly to and from assigned destinations. Students are not to sit or congregate in the hallways.

Important Telephone Numbers

Main Office	390-1274
Band Office	399-0264
Central Office	325-7615
Transportation	328-6562
Athletic Director.....	390-0012
OWE	390-1276

Northeastern	328-6575
Northridge Middle School	399-2852
Northridge Elementary.....	342-4627
Rolling Hills	399-2250
South Vienna Elementary	568-4038
South Vienna Middle	568-4765
CTC.....	325-7368
Clark County ESC.....	325-7671

Instructional Materials Center

The Instructional Materials Center (IMC) is the school library at KRHS. It is a place for reading, study, reference work, and other research. In the IMC students have access to on-line resources throughout the district as well as traditional printed material. The IMC contains over 7000 books and has subscriptions to over 70 magazines. Books may be signed out for a two-week period. There are no fines levied for overdue materials; however, students are charged for lost or damaged items. Students having an overdue item at the end of a grading period will have their grade cards held until the item is returned. A limited number of students are sent to the IMC from Study Hall each period. Students whose grades are in jeopardy may lose that library privilege for a period of time. Students who misbehave in the IMC will lose their IMC privilege or face other disciplinary action

Littering

We take a great deal of pride in the Kenton Ridge campus - the building, sports facilities, and property. Be respectful of those who work to keep it clean, safe, and attractive. Lead by example. Don't litter.

Lockers

Each student is assigned a hall locker. **To safeguard property, a student may place a combination or key lock on his/her locker to keep personal items secure. The combination locks on the lockers have been removed for various reasons. Lockers remain the property of the school and may be searched at any time. We strongly suggest that students placed a "locked" lock on their lockers.**

Lost and Found

Any article found should be taken to the Office. Lost articles may be claimed in the Office. If you lose something, check with the Office as soon as you discover your loss.

Medication

Any medication to be taken by a student during school hours must be stored and administered in the Office. Before being able to be dispensed, the physician's instructions and parental consent form (available in the Office) must be filed in the Office. All medicines must be supplied in the original container. Distribution of the medication will be logged, and it is the responsibility of the student to report to the Office during his/her lunch period to receive the medication. **Aspirin or any other non-prescription drugs must be supplied and approved by parent / guardian / doctor in writing.**

Parent/Teacher Conferences

Parent/Teacher conferences are held two evenings in October and February. The dates will be announced early in the school year in school publications. At any time, an appointment with a teacher, counselor, or administrator may be made by contacting the Office.

Restrooms

No student is to be in a restroom during class periods without an appropriate pass. Students are afforded restroom passes via their planner each grading period. Students are to use the restroom closest to the classroom from which they are excused. Restrooms are not provided as student lounges or meeting places. **Students feeling ill are to report directly to the Office, not to the restroom.**

School Closings

In the event of inclement weather or other unforeseen emergencies, school closings will be reported on local radio and television stations and posted on the district web site. In addition, **the district's computerized calling system First 2 Know will be activated to alert parents / guardians as soon as such decisions have been made.** To insure the safety of our students, a school closing due to inclement weather automatically cancels all school activities.

School Store

The School Store is operated by the Student Council and is open during the lunch periods. A variety of school supplies are available for students to purchase.

Sportsmanship

Sportsmanship is of paramount importance in all-competitive activities at KRHS. The students, staff, parents, and fans are expected to always demonstrate respect for those involved and to be responsible for establishing and maintaining good sportsmanship policies and traditions at all athletic contests. Each spectator should:

- Respect the rights, privileges, and safety of all spectators.
- Recognize and accept the authority and judgment of coaches, athletic officials, and school officials.
- Applaud both teams as they come on the field of play.
- Commend good plays by either team.
- Cheer an injured player when he/she is removed from a contest.
- Support the cheerleaders.
- Demonstrate self control at all times before, during, and after the game.
- Be modest in victory and gracious in defeat.
- Cheer for **Our Cougars, not against the other team.**

Study Hall

Study hall provides students with a quiet period during the school day to do school work or read. The following guidelines allow students to make the best use of their time:

- Students must be actively engaged in schoolwork or reading; **sleeping is not permitted.**
- A quiet and orderly environment, conducive to study, will be maintained at all times.
- Students are permitted restroom passes and locker passes via the planner each grading period.
- **Passes to be released to another classroom must be obtained before coming to Study Hall.**
- **All student aides must report to Study Hall daily before reporting to their work assignment.**
- Students are not to put their feet on the furniture.
- Passes to the IMC from a teacher are to include an assignment of specific work.
- As in all classrooms, no food, candy, or drink is permitted.
- Freshmen will be assigned to a guided study hall.

Guided Study Hall

Freshmen will be assigned to the Guided Study Hall. Teachers will monitor students' grades, work on organizational and test-taking skills and offer assistance to students whenever possible. Student tutors will be made available whenever possible. **We want all our freshmen to be academically successful, and we believe this, with parental support, is an effective intervention tool. Adult volunteers to help tutor students are always appreciated. Call the main office to volunteer.**

Teacher's Desk and Property

The teacher's desk and property are off limits to students. No item is to be taken from a teacher's desk without permission. **Attendance sheets and grade books are confidential and off limits to students.**

Telephone Usage

Office telephones are for school business and are not to be used by students for personal calls. Students are to keep calls short. **Parents/Guardians should not call students at school unless it is an emergency.** The school cannot guarantee messages will be delivered due to limited clerical help and class disruptions. Only emergency messages will be delivered. **The policy regarding cell phones is explained under the section titled, "Electronic Devices ".**

Valuable Property

Students are encouraged not to bring expensive items to school. The school will not accept responsibility for the loss of personal property. This includes electronic items, cell phones, IPODS, etc..

Visitors

ALL parental and visitors must register in the Office and receive a pass before visiting a student or a teacher during regular school hours. Those who do not register will be asked to leave. Those who refuse to leave will be charged with trespassing. **There will be no student visitors permitted in the building at any time. There will be no student visitors allowed in the building at any time.**

ACADEMICS

Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following:

- Obtaining and/or accepting a copy of tests or scoring devices.
- Copying another student's answers during an exam.
- Providing another student answers or copies of exam questions.
- Representing as one's own work the product of someone else's creativity.
- Using notes or other material not permitted during testing.
- Duplicating another student's project for submission as one's own work.
- Having someone, **other than that student**, prepare the student's homework, project, laboratory report, take-home exam, or computer generated work.
- **Permitting another student to copy the student's homework, project, laboratory report, take-home exam, or computer generated work other than for a teacher approved collaborative effort.**
- Any other actions to receive credit for work not one's own.

No form of academic dishonesty will be tolerated. Any assignment for which dishonesty is evident will receive no **credit**. Furthermore, if the situation warrants, the student allowing his/her work to be copied will also be punished.

The PLAN & PSAT TESTS

The PLAN & PSAT Tests are offered annually in the fall to Kenton Ridge juniors and sophomores. Students may sign up to take these nationally normed tests through the school guidance office when they are announced. The value in taking them is that it is a test that evaluates each student's academic progress and standing compared with all other college bound juniors and sophomores across the United States and **is the entry method to National Merit Scholarship consideration**. It can be a valuable tool in identifying weaknesses and strengths, and assist students in future schedule planning and post high school direction.

Academic Eligibility for Extra Curricular Participation

Consistent with the mission and goals for the Northeastern Local School District, a comprehensive program of student activities is made available to high school students. To insure that the district not lose

sight of the fact that extra curricular participation exists to complement the academic program and not to supplant academics as our primary objective, regulations and procedures were developed to implement a policy establishing a requirement of a **1.67 grade point average** to permit extra curricular activities in grades 7 - 12. Furthermore, high school students (9-12) must pass at least **five (1 credit) courses** or their equivalent during the preceding grading period to be eligible to participate. Freshmen entering high school must pass at least **75% of the 5 major subjects** carried the last quarter of the 8th grade year to be eligible for participation in fall extra curricular activities. Weekly eligibility checks will continue to monitor that students are passing the required number of classes. The Board of Education further directed the superintendent to set up intervention strategies and procedures for all 7-12 students. Students, who have attained Ohio High School Athletic Association (OHSAA) standards, but not the additional Board standards, may request a “probationary” status. The student may continue to participate in extra curricular activities during this probationary grading period if he/she has followed the guidelines established to improve his academic achievement. High school students may apply for probationary status **twice** during their high school careers. This policy applies to all 7 - 12 students who participate in OHSAA sanctioned athletics and other board approved activities, which lead to interscholastic competitions. An exception to this policy would be activities that fall into the definition of co-curricular. A co-curricular activity is defined as an activity that is directly related to enrollment in a specific class which is part of the board approved Course of Study, and the activity makes up a part of the grade for the class.

Class Materials

Students are required to report to classes daily with the necessary materials: pencils, pens, paper, books, homework assignments, etc. Disciplinary action will be taken for failure to be prepared.

Early Graduation

According to Northeastern Local School Board policy, a student may be considered for early graduation provided the following requirements are achieved and with the approval of the building principal: the student is eighteen (18) years old and has completed the 21 units of credit; the student has completed seven (7) semesters of attendance and

has completed the 21 units of credit or; the student has completed 21 units of credit and special circumstances have been appealed in writing to the Superintendent.

Grading Scale

100 = A+	89 - 85 = B	75 - 74 = C-	64 - 0 = F
99 - 94 = A	84 - 83 = B-	73 - 72 = D+	
93 - 92 = A-	82 - 81 = C+	71 - 67 = D	
91 - 90 = B+	80 - 76 = C	66 - 65 = D-	

Graduation Requirements

Twenty-one credits are required to be awarded a diploma. The required courses are:

English.....	4 credits
Social Studies.....	3 credits
Science.....	3 credits
Math.....	3 credits
Business, Fine Arts, or Foreign Language.....	1 credit
Physical Education.....	1/2 credit
Health.....	1/2 credit

In addition, the student must pass all five parts of the Ohio Graduation Test. It should be carefully noted that these are minimum requirements to receive a diploma and do not necessarily meet requirements for college admission or Joint Vocational School acceptance. Freshmen and sophomores and juniors at KR will be governed by OGT guidelines while a few seniors still fall under 9th Grade Proficiency Test Guidelines.

Alternative Conditions for Eligibility for a Diploma

Students currently enrolled at Kenton Ridge have to score proficient or above on the Ohio Graduation Test (OGT) as one graduation requirement. Under Ohio Revised Code 3313.615, students can also graduate by passing four (4) or the five (5) OGT's **if they meet all of the following criteria:**

- 1) On the one OGT which the student failed to attain the designated score, the student missed that score by ten (10) points or less: (This means achieving a scaled score of at 390 on the failed OGT Test).
- 2) Has a 97% school attendance rate in each of the last four school years, excluding any excused absences; (Excused absences are defined by local school district policy).

- 3) Has not been expelled from school in any of the last four school years; (This statute does not address any other student disciplinary outcomes such as suspensions).
- 4) Has a grade point average of at least 2.5 on a 4.0 scale, or its equivalent as designated in rules adopted by the State Board of Education in the subject area of the failed OGT; (The State provides a conversion chart for usage).
- 5) Has completed the high school curriculum requirements set forth by the State of Ohio and the Northeastern Local Board of Education in the subject area of the failed OGT.
- 6) Has taken advantage of any intervention programs provided by the school district or school in the subject area of the failed OGT test, and a 97% attendance rate, excluding excused absences, in any of those programs that are provided at times beyond the normal school day, school week or school year or has received comparable intervention services from a source other than the school district or school; (Students are only subject to this criteria if they were offered intervention. If so, the attendance rate refers to their rate of participation.)
- 7) Holds a letter recommending graduation from each of the student's high school teachers in the subject area of the failed OGT and from the student's high school principal. (If the student's teacher from a specific course is no longer available, a person with sufficient knowledge to make an informed recommendation may substitute.)

Honor Roll

At the conclusion of each grading period, students can be recognized for their academic achievements at KRHS. The Honor Roll is divided into 3 specific categories: High Honor, Honor, and Merit. High Honor status is reserved for those students achieving a 4.0 grade point average. The Honor designation is for those students earning between a 3.5 - 3.99 grade point average. The designation of Merit is to recognize those students accumulating a 3.0 - 3.49 grade point average. No C's or lower may appear on the grade report These students are recognized each term on the Honor Roll Board located in the Commons.

Internet Access and Computer Usage

KRHS offers students access to the school district's computer networks including access to the Internet. The computer and the networks are provided for students to conduct research. In using them students are expected to behave responsibly and maturely just as they would in any

other school activity. Network administrators and other school staff may review files and communications to maintain system integrity, to review student progress, and to insure that the system is being used responsibly. A sheet explaining computer and Internet usage and prohibited “behaviors” is given to students, and an attached form for parent’s/guardian’s permission must be turned in to the Office in order for students to use these resources. Students 18 and older may sign their own forms.

Interim/Progress Reports

At the midpoint of each grading period, **all students will be issued an interim grade report.** This report will be distributed to students to bring home to parents/guardians. The report is to be signed by the parent/guardian and returned to the student's homeroom teacher. For additional reporting information, our online progress book can also provide parents / guardians and students with a progress report upon request. Parents / Guardians may request a username and password to access their child’s account and check progress online. Please contact the main office for more information.

National Honor Society

Selection into the National Honor Society (NHS) is based on four criteria: Scholarship, Leadership, Service, and Character. Only juniors and seniors are eligible for consideration. Students must carry a 3.30 cumulative grade point average in order to be academically eligible for consideration. Eligible students must pick up ,complete and return an application to be considered for membership. A faculty advisory council makes the final selections. All students are given equal consideration.

Physical Education Class Guidelines

To insure students’ safety during participation in Physical Education classes, **no jewelry** is to be worn. Shorts/warm-ups/sweat-pants, T-shirts, white socks, and tennis shoes are required dress. **Only 2** non-dress days each grading period are allowed prior to point deductions from the grade. **If a student is not allowed to participate due to a medical condition, a written doctor’s statement excusing participation is required.** Students whose grades fall below the possibility of passing will be removed from class and assigned to the study hall.

Post-Secondary Enrollment Options

Ohio's Post-Secondary Enrollment Options Program (PSEOP) has been established to permit high school students the opportunity to earn college and high school graduation credit through successful completion of college courses. Complete policy and guidelines are available from the Guidance Office. A PSEOP meeting is held during spring parent/teacher conferences. **Student and parent/guardian must both attend. Courses required as Core Courses for graduation must be taken through the high school. Additional classes taken in these Core Areas may still be taken, but will be recorded as Elective credits toward graduation. Guidance personnel can answer questions regarding a class' acceptability as a requirement.**

Proficiency Testing

The Ohio Department of Education currently requires that all students be given the Ohio Graduation Test at the 10th grade level. The test includes sections on reading, writing, mathematics, citizenship, and science. **All students must pass the 10th grade test to be eligible to receive a diploma.** Each student will have several opportunities to pass the test. Attendance and maximum effort during these testing sessions are of paramount importance.

Schedule Changes

The courses that a student schedules are considered to be final. There will be pre-announced dates and times preceding the start of the school year when students may request schedule changes. Students should not schedule with the intent to drop or reschedule classes at a later date. **In very few circumstances will course changes be made.** Any schedule changes must have the approval of the teacher, principal, guidance counselor, and the parent/guardian. **Any course dropped after the first five weeks of class will be dropped with an F.**

Textbooks

The school furnishes all necessary textbooks. Students are expected to cover all textbooks; covers are available at school. For identification, every book is numbered. Each student is responsible for all textbooks loaned to him/her, and is expected to return each book at the end of participation in the course, or pay for any book lost, destroyed, stolen, or damaged. **No report cards, records, transcripts, or diplomas will be issued until all books are returned and/or fees are paid. If a replacement text is issued it also becomes the responsibility of the student as stated above.**

ATTENDANCE

Regular, punctual attendance is essential if students are to receive maximum benefit from their educational experiences. Certain rules and regulations regarding attendance are necessary. All students are expected to be in attendance every day that school is open for instruction. A series of written notifications and/or telephone contacts will be made with parents to try and circumvent potential attendance problems. **Students who miss more than 12 days may be required to provide a medical excuse for any additional absences to school.**

Perfect Attendance

To clarify the school's policy regarding perfect attendance in regard to eligibility for exam exemptions and recognition at the Evening of Excellence, the following guidelines will apply. Students achieving perfect attendance will have no absences from school, excepting field trips and school-sponsored activities. **In addition a student must not accumulate more than five (5) excused late arrivals or departures during any given semester.**

Family Vacations

Family vacations during the actual school year should be avoided if at all possible. The disruption of the learning sequence makes it difficult for students to achieve their maximum educational potential. **In those unavoidable cases, the Principal should receive a written request as far in advance as possible.** Students will be responsible for collecting assignments **prior to leaving on vacation.** Any work, which can be completed and turned in prior to departure, is a definite plus. **According to the Board of Education policy, vacation absences of 5 days will be considered as 1 day of absence.** In conjunction, the makeup work policy applies accordingly. For example, if a student misses 5 school days for a family vacation, he / she will be charged with only 1 day of excused absence; therefore, having one day plus one to complete makeup assignments upon his / her return to school. Six days absence would result in 2 days of excused absence and 2 days plus one to complete and turn in makeup assignments, etc. If you have questions regarding this policy, call the Principal or Assistant Principal in the Main Office.

Absence Procedures

Parent/Guardian confirmation by telephone the morning of an absence is required. The parent/guardian is requested to contact the Office at 390-1274 between the hours of 7:15 AM and 12:00 PM the day of the absence. **Please state the student's name, grade, reason for the absence, and identity of the caller. Upon the student's return to school, a written note is also required providing : student's name and grade; date(s) of the absence; reason for the absence; and signature of the parent/guardian. This note is to be turned in at the main office within two (2) days of the student's return for the absence to be EXCUSED.**

Early Dismissal

Students wishing to leave school before the end of the school day are to bring a note signed by the parent/guardian to the Office before school begins. The note is to include: student's name, grade, time of dismissal, reason for early dismissal, and the parent's/guardian's signature. When dismissed, the student must sign out in the Office and then upon returning to school must provide a note of verification to the Office. **Faxed notes cannot be accepted for early dismissal due to liability reasons.**

Habitual Absence - Loss of Driving Privileges

When the superintendent of the school district receives information that a student of compulsory school age has been absent without legitimate excuse for more than **10 consecutive days, or a total of at least 15 days in any term or semester**, he/she may institute a process which could result in the temporary suspension of the student's Ohio driving privileges. The entire due process pertaining to this procedure is outlined in the Student Responsibilities Handbook, Section 6523.2.

Leaving School Due To Illness

Any call made to the parent/guardian requesting student release due to illness must be made in the Office. School policy is that ill students must be signed out by the parent/guardian/parental designee. so please carefully select a designee available to perform this task if necessary.

Legal Absences

In accordance with the Ohio Revised Code, Section 3321, the following absences will be considered legal (excused) absences:

- Personal illness
- Critical illness in the family
- Death of a relative
- Quarantine in the home
- Observance of a religious holiday (not instruction)
- Any reason which the principal deems justifiable.

Make-up Work

A student with an excused absence from school shall be granted the opportunity to make-up work missed and receive credit within specified time guidelines. It shall be the **responsibility of the student** to hand in the work missed within the number of days absent plus one day upon his/her return to school. Make-up work not turned in within the make-up period will not be accepted, and the student will receive zeros. **Assignments / tests assigned prior to the student's absence are due upon the student's return to school.**

Requests for Homework Assignments

For absences of more than 3 days, a call may be made to the Office to request assignments from teachers. Since it takes a full day for assignments to be secured, it is important that the call be made as soon as it is determined that the absence may be a lengthy one.

Tardy to School or Class

Students who are late to school must report to the Office for a pink tardy slip to class. **Car trouble, oversleeping, missing a bus or ride, etc. are not valid excuses for tardiness.** A student who is tardy to a class throughout the day will answer to that classroom teacher. An accumulation of **3** unexcused tardies to school or to a given class during a grading period begins the disciplinary process with the assignment of after school detention. **Students not signing in the office when tardy to start the day will receive immediate disciplinary consequences.** Athletes must be here by 9:30 in order to practice or participate in a game, unless the absence is approved by a building administrator or a medical excuse is provided.

Unexcused Absence

A student shall be considered in illegal absence when not attending school for reasons other than those accepted as excusable by the state of Ohio. Unexcused absences will be recorded as either Truancy or Unexcused, and the **student will receive zeros for the work missed that day.**

DISCIPLINE

Bus Conduct

Riding to and from school on a bus provided by the Board of Education is both a convenience and a privilege. The bus driver is responsible for the safety of his/her passengers; therefore, his/her instructions must be followed explicitly. Misconduct will result in a referral to the School Office; an accumulation of 3 referrals will result in a denial of bus privileges and the start of the disciplinary process.

Dangerous Conduct

Students whose conduct may be dangerous to themselves or to others are subject to emergency removal under the due process policy. The principal may also begin suspension procedures for the violation, and may also recommend that the superintendent begin the expulsion process.

- Students shall not intimidate, threaten, degrade, physically assault or exhibit disgraceful acts, including sexual, racial, ethnic, or any other form of harassment or any discrimination, towards any board employee, fellow student, or visitor by written, verbal, or gestural means.
- No student shall be involved in the use of insulting, degrading or ridiculing language toward other persons on school property, or at school functions. Such slurs may be exhibited through the written word, verbal statements, aggressive actions, symbols, or other forms of communication. The school district will protect the rights of all persons regardless of race, religion, sex, economic status, national origin, age, or handicap. A student who feels he/she has been the victim of an intimidating or harassing act should report it to a guidance counselor/staff member immediately.
- **Students shall not be under the influence of, have the odor of, nor have in their possession: alcoholic beverages; unprescribed or illegal drugs; volatile or intoxicating substances; counterfeit**

drugs; deadly or dangerous weapons; fireworks, or any explosive device; smoke bombs.

- **No student shall actively participate in a fight or altercation.**

Detention

Detentions will be scheduled Tuesday and Thursday after school from 3:20-4:05. **Failure to serve an assigned detention results in a doubling of the assignment; a second offense results in a Saturday School Placement. Saturday School will be scheduled twice a month as needed from 8:00 AM until 12:00 PM; failure to attend will result in an out of school suspension.** Arriving late to detention will result in the issuance of the assigned detention on the next available day, in addition to serving the one already assigned. **It is the student's responsibility to obtain dependable transportation.**

Disruptive Conduct

A student whose conduct distracts from or disrupts a positive learning environment is subject to removal from the classroom by the teacher with the principal's permission and/or the student may also be subject to the suspension/expulsion process. Behaviors considered disruptive conduct include but are not limited to :

- **Public Display of Affection**
- **Profane or Unacceptable Language**
- **Repeated Classroom Disruptions and Insubordination**
- **Gambling**
- **Theft**
- **Hazing or Bullying**
- **Forgery**

Dress and Appearance

KRHS believes that proper dress and grooming contribute to, and are a part of, the educational process. **The building administrator may exclude any student when the apparel is inappropriate. What is or is not appropriate is a decision of school administrators that hopefully reflects community feelings, values and attitudes.** All clothing must be neat and in good repair. Clothing that is **torn, ripped, shredded, ragged**, or dirty **is not permitted**. Clothing that has questionable illustrations or inappropriate wording is not permitted. Clothing that advertises or displays tobacco or alcohol products, drugs, profanity, sexual connotations, Satanism, violence, or other antisocial messages is not permitted. **Skirts are to be knee length or lower. Tank and midriff tops or tops exposing a female's cleavage are not permitted.**

Sweat-pants that do not have side pockets are prohibited. **Pajama pants are not permitted to be worn to school. Pants are not to sag below waist level on males or females.** Shoes must be worn at all times. Sunglasses and hats are not permitted. Students are to leave hats and coats in their lockers between 8:24 AM and 3:10 PM. These guidelines may be altered only with prior permission from the administration.

Failure to follow the dress code will result in a referral to the office to correct the problem. If arrangements for proper dress cannot be made, the student will be placed in In School Suspension (ILP) and will be responsible to make up work missed during their classes. Second time offenders will be sent home immediately and receive no credit for that days classes or class work.

Electronic Devices

Students are not permitted to have radios, headsets, IPODS, electronic games, beepers, pagers, cellular telephones, laser pointers, etc. during the school day. These items will be confiscated and given to the administration. On the first offense, the item, along with a scheduled detention, will be returned to the student at the end of the day. The second offense may result in the student being placed in Saturday School, and the item to be returned **ONLY** to THE PARENT /GUARDIAN. A third offense may result in suspension from school and a total banning of that student's privilege to bring such items to school. Cell phones may be used during a student's lunch period in the commons only to make calls outside school for work clarification, parental messages, etc. Use of cell phones at any other times for any other reason throughout the school day is strictly prohibited.

Falsified Notes and Phone Calls

Any student found falsifying notes or phone calls from the parent/guardian will be subject to disciplinary procedures.

Isolated Learning Placement

The purpose of Isolated Learning Placement (ILP) is to provide a disciplinary and educational alternative to an out-of-school suspension. School administrators will assign students to the program. **Students will not have an option of whether or not they will be assigned.** It is the responsibility of each student to complete all assignments missed during the duration of the ILP. Students will receive full credit for the

work completed in ILP. **Failure to comply with the ILP standards of behavior will result in additional days of placement or a conversion to an out-of-school suspension.**

Punishments, Rights, and Due Process

Levels of punishment, students' and school personnel's rights and due process for students are explained in detail in the Student Responsibilities Handbook. All policies are designed and developed to insure a safe, educationally sound environment for all Kenton Ridge students.

Student Conduct Code

The purpose of the student conduct code is to protect the rights of individuals as well as to insure an educationally sound school atmosphere. The rights and responsibilities of both students and staff of our schools are identified within the code. It is impractical to provide an all-inclusive student handbook in a planner of this size. **If a specific behavior or action is not listed, it should not be assumed there is no consequence.** Most behaviors and expectations have been explained in the General Information section of this planner. The following are more serious disruptions which will result in more severe consequences, including removal from school. More complete explanations of policy and due process are available in the Student Responsibilities Handbook. **Disciplinary consequences may also be modified if the teacher and administrator believe an alternative consequence is needed to address a certain behavior.**

Substance Abuse - Loss of Driving Privileges

A student will not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drug, narcotic, or any substance that causes physical or mental change. Whenever a student is suspended or expelled from school for possession of alcohol and/or drugs, in accordance with Ohio Revised Code 3316.66 the superintendent may pursue a process which temporarily suspends driving privileges. The entire due process pertaining to this procedure is outlined in the Student Responsibilities Handbook, Section 6523.3.

Zero Tolerance Policy

The Northeastern Local School Board of Education **will not tolerate any form of violence, disruptive or inappropriate behavior or excessive truancy.** All students have the responsibility to pursue their education at KRHS in a manner which shows respect for other students,

staff, parents, and citizens through abiding by the Student Conduct Code. Students have a responsibility to cooperate with and to assist the staff in the orderly and efficient operation of the school. We recognize that students may, from time to time, display conduct that is unacceptable in a school setting. Students with initial and/or minor violations of school rules may be dealt with at the building level using a variety of appropriate penalties. These may include parent conferences, detentions, work details, Saturday School and isolated learning placements. In addition, the principal may formulate other consequences to deal with inappropriate behavior. Violations of a serious nature will be dealt with as described in the Student Responsibilities Handbook, Policies 6500 - 6583, and penalties may include emergency removal suspensions and expulsions. Applications of the conduct provisions may be exercised against any student enrolled in the school system who violates these rules at school, at school-related functions, or under any circumstances related to the student's relationship to the school district, its teachers and administrators, and /or its students.

Zero Tolerance-Smoking Policy

Any student determined to be smoking or having smoking paraphernalia in his/her possession will be **suspended from school for 3 days for the first offense**. Subsequent offenses will warrant stiffer penalties.

Student's Agreement

Every student, regardless of age, must read and sign below. Then return this signed form, after parents' / guardians' have signed as well, to your homeroom teacher.

I have read and understand the policies as explained in this planner. I am aware of the consequences should I choose not to follow these guidelines established by administration and staff of Kenton Ridge High School and approved by the Northeastern Local Board of Education.

Student's Name (Print clearly) _____ Grade

Student's Signature

Parent's Agreement

I have read and understand the policies as explained in this planner. I have read and understand the Attendance Policy found on pages 22-24. I am aware of the consequences should my son / daughter choose not to follow these guidelines established by administration and staff of Kenton Ridge High School and approved by the Northeastern Local Board of Education.

Parent's Name (Print clearly)

Parent's Signature

Date _____

