

STOW-MUNROE FALLS HIGH SCHOOL

3227 Graham Road, Stow, Ohio 44224

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STUDENT HANDBOOK

2018-2019

Version 2.0



WELCOME!

Dear Parents:

This handbook has been designed for the benefit of both parents and students of the Stow-Munroe Falls High School. It is our hope that the reader will be able to better understand the philosophy of our district and high school and will be better prepared to take advantage of the curricular and extra-curricular programs and activities we offer. Our student handbook also contains rules and regulations of the school, awards, honors, activities, and other information that will help acquaint you with our high school. It is essential that both parent and child invest the necessary time to read and understand the information presented throughout this handbook.

Stow-Munroe Falls High School has a history of high achievement. We count among our alumni successful citizens in almost every field of the public and private sector. Our current students continue our tradition of excellence through their performance on state assessments, the ACT, and Advanced Placement (AP) Exams. US News and World Report, Newsweek, and the College Board consistently rank SMFHS as one of the top -tier high school in Ohio.

We anticipate another great year! With cooperation and communication on the part of all parents, students, faculty, support staff, and administration, 2017-2018 should be a rewarding year for all of us as a school community.

Sincerely,

Dr. Jeffrey Hartmann
Principal

Mrs. Amanda Murray
Assistant Principal

Mr. Mark Treen
Assistant Principal

Mrs. Evelyn Haught
Assistant Principal

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PART 1 – GENERAL INFORMATION

SCHOOL ENVIRONMENT & PHILOSOPHY

In creating an atmosphere for effective learning, as well as establishing an environment in which can achieve to the best of their ability, it is important to recognize that all segments of the school community (students, teachers, parents, non-certified staff and administration) have definite rights as well as definite responsibilities. As such, students have the following rights and responsibilities:

Rights

- To a public education.
- To learn.
- To be safe at school.
- To a clean school building.
- To get help from counselors, teachers, and administrators.
- To try to solve problems in a reasonable manner.
- To be respected by others.
- To a set of rules that is applied in a fair and consistent manner.

Responsibilities

- To come to school regularly and on time.
- Not to interfere with other students right to learn.
- To act in ways which do not threaten, scare or injure others. Not to litter in the building.
- To ask for help in a polite manner and at a time that does not deny others a fair chance to get help.
- To bring ideas and problems to the right people. To respect each other and all staff.
- To obey rules and use proper means for telling staff members about rules they believe to be unfair.

SCHOOL SAFETY & BUILDING ACCESS

Keeping our students safe in the school setting is of utmost importance. This is reflected in school rules regarding visitors and emergencies and the student conduct code. The administration has the right to employ accepted methods of school observation and inspection necessary to maintain a safe and secure environment. This may include, but is not limited to, the use of video recording devices, security officers, police dogs, adjustment in daily routines when necessary and restricted access to school property.

All students should enter through the commons doors prior to 7:30.

After 7:30, all students should enter and exit the building through the main office doors, which also includes students who have early dismissal. At no time should students exit through lower level doors.

All students are to remain in the commons during lunch and cannot leave the building at any time. Students must have both school and parental permission prior to signing out of the building. This includes receiving parental permission via text when ill. Do not leave the building without signing out in main office

ALMA MATER

Our faith looks up to thee
With thoughts of loyalty,
And so we sing.
Deep in our hearts we know
That we'll be true to Stow.
Foll'wing where e'er they go
Our praises ring!

HISTORY OF SMFHS

Schools have been a part of Stow since 1806 when one of the township's earliest settlers, William Walker, turned his log cabin over to a young male teacher who began teaching 15 pupils in the one room school house. According to early records the first real school house was built in 1810, another in 1816, and by the year 1825 there were ten school houses scattered throughout the area. There was much overcrowding and changing of boundaries in these sub district schools. The wooden buildings had to be constantly remodeled or others built, and by 1897 there were 254 students in the eight sub districts.

In 1906 voters went to the polls and passed a bond issue to build a new centralized school that would include grades 1-11 and cost \$12,000. Three acres of ground were purchased for \$600, but when plans for the building were completed, there was not enough money to build the school. In April, 1907, voters were again asked to pass a bond issue that would make \$16,000 available for a new building. The issue was approved by a narrow margin [sic]. The new school was completed the next year, and in 1908, all the other school buildings were sold, and all the Stow students moved into the new building which contained four rooms and housed 11 grades. The building was almost immediately overcrowded, and in 1909, an addition was built.

As Stow's population continued to grow, a basement classroom was added, and in March, 1914, the School Board again went to the voters. Passage of the bond issue allowed the school district to add again to the Stow Centralized School. In 1916 the Munroe Falls School district dissolved and became part of the Stow School system and the next year a twelfth grade was added. As the school population continued to grow, a two, room portable classroom was added to the site at the corner of Graham and Darrow roads. Facing the need for more space, the School Board placed another issue on the ballot to build a new high school for the district.

Construction began on the new school, and in 1924, the present Workman Building opened and, at that time, was thought to be the only additional school that the district would ever need. By 1925, more classrooms and a gymnasium were added to the high school building, and the following year Silver Lake merged with the Stow School system and remained as part of the district until the mid-sixties, adding more students to the growing school system.

As Stow's population grew and as the original school building was becoming older and unsafe for school use, it became necessary to provide a new facility. The School Board purchased 16 acres of land on Graham Road with the aid of a government grant. The grant paid 45 per cent of the cost of the first ten acres. Total cost for the 16-acre parcel was \$3,600. The total cost of the new grade school building and the land was \$145,453. A government grant furnished \$65,453 of the total. The new Stow Grade School, as it was known for many years until other elementary buildings were added, was a model for its day. It had stairways at each end of the building as well as a central stairway, allowing for quick exit in case of fire. It had the first public address system in a Stow school building and lights in the classrooms with photo, electric controls that adjusted to the amount of light coming in the windows.

The new grade school (now Highland School) opened its doors in 1939 and served as the only elementary building, housing children in grades one through six until 1955. Then, due to rapid increases in the number of school age children, two additional grade schools were constructed.

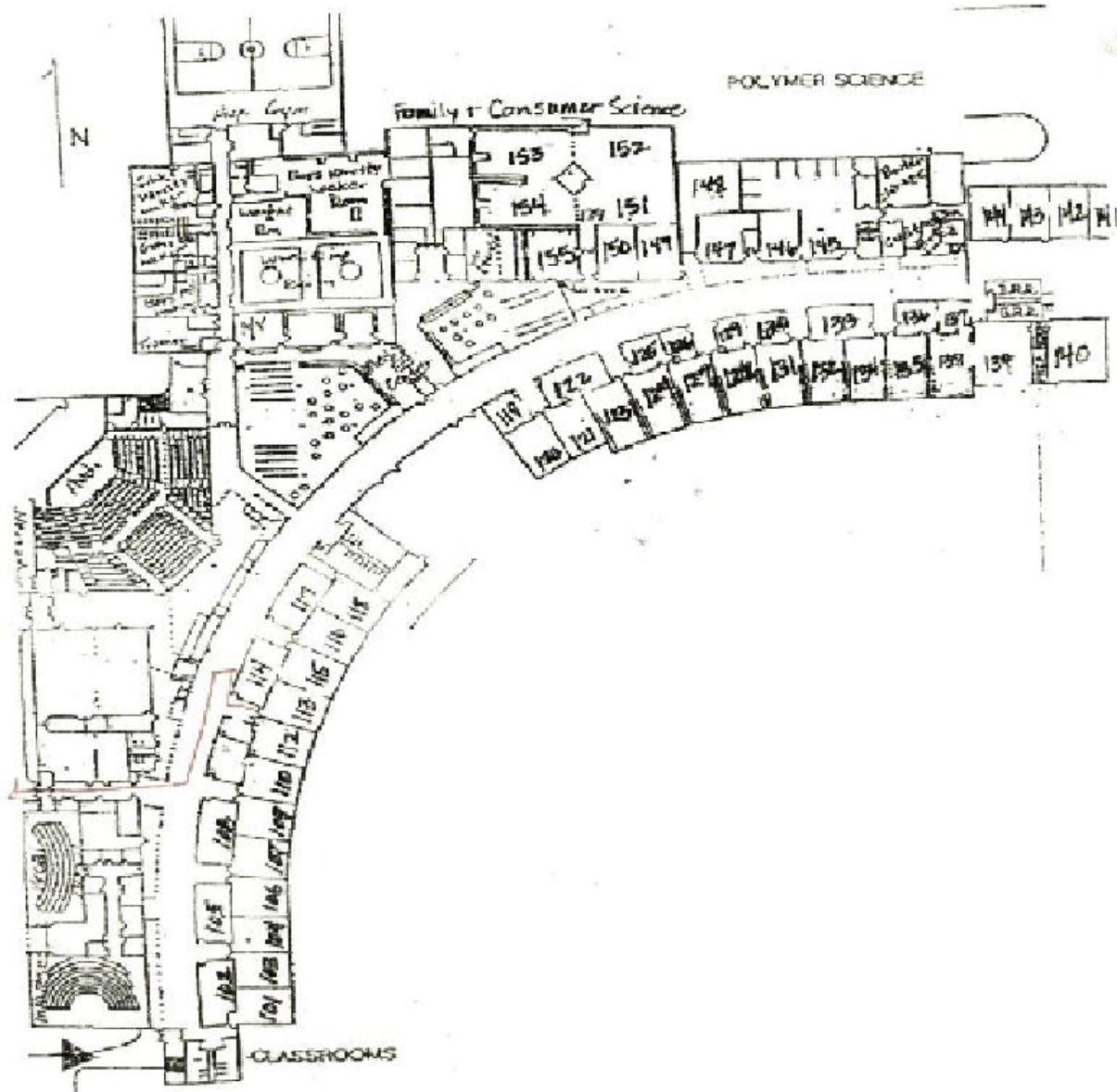
In the forties, the "war babies" were beginning to make an impact on school districts all over the country. By 1947 classes at Stow Grade School were housing as many as 45 students. The high school building was again remodeled with 20 new classrooms added. These additions did not solve the problem of the population explosion in the community. A supportive electorate provided funds for construction and in 1955, two new elementary buildings, Woodland and Riverview, opened in the district. Two years later 11 additional classrooms were added to both schools. The Lakeview Building, originally planned as a school for seventh and eighth graders, was started in 1960. Before the building was finished, it was evident that it would be needed as a high school building. By the time it opened in 1965, two more grade schools, Fish creek (1961) and Echo Hills (1964), were built. By 1968, enrollment in Stow Schools was 5,300, 500 more people than the entire population of Stow in 1940. By 1969 another elementary building, Indian Trail, was opened, and the following year Kempton Jr. High School in Munroe Falls began to serve seventh and eighth graders in the school district.

And now, in 1987, a new school building is ready for occupancy. A new four-year comprehensive high school is nearing completion on a 91, acre site on East Graham Road. Complete with a modern auditorium, two gymnasiums, a spacious library, adequate space for a variety of vocational programs and enough room for future expansion, the building is a dream come true for the present school board, past boards, and a community that has shown support for adequate educational facilities for its children.

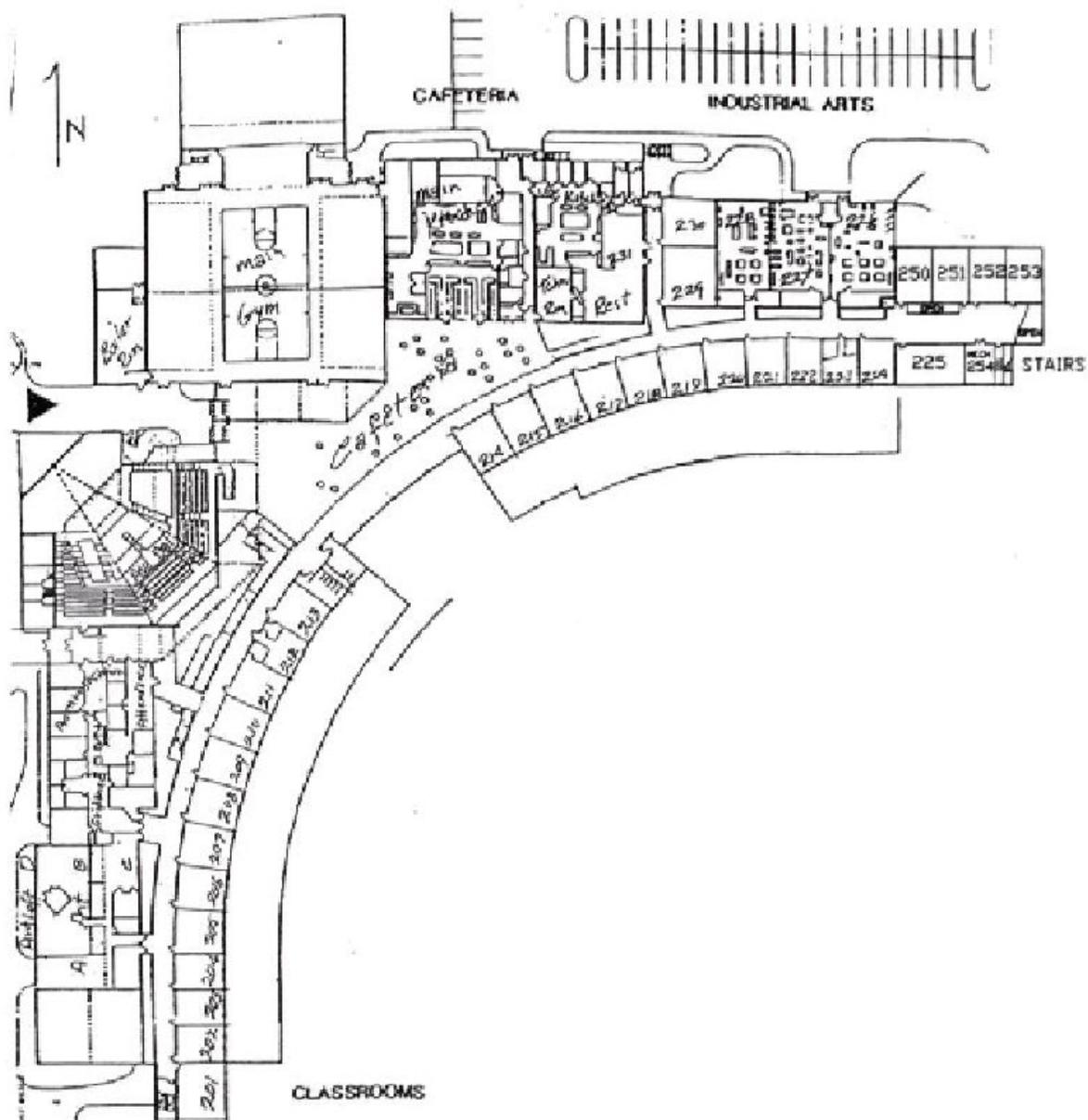
Hanson, R. (1987). History of Stow Schools. A Dream Come True, 5-8.

SCHOOL MAP

First Floor



Second Floor



SCHOOL CLOSINGS

In the event of school closings or delayed starts due to inclement weather or any other emergency, the announcement will be made by the local radio and TV stations, and/or the school website. It is important to keep the telephone lines open in an emergency.

If an emergency causes an early dismissal, it is recommended that students have a prearranged place to go should parents/guardians not be at home.

BELL SCHEDULE

[Click here for the most recent bell schedule.](#)

PART 1 - ACADEMICS

ACCESS TO GRADES

ProgressBook (<https://parentaccess.neonet.org>) is an online grade book that allows parents and students to monitor progress in all classes. Teacher grade books and attendance information may be viewed online, and an email notification system may be enabled. To access Progress Book an account is required. The information for setting up these accounts will be mailed home at the beginning of the school year to the parents of all new students. Passwords for current students remain the same from year to year.

ACT

SMFHS will provide a free ACT to all juniors annually. Students participating in the National School Lunch program should see their school counselor for a fee waiver. The American College Test (ACT) is a test used for admission and placement by all colleges and universities. For test dates and registration information go to: www.actstudent.org.

ADVANCED PLACEMENT TESTS

The Advanced Placement (AP) Tests are offered annually by the College Entrance Examination Board to give high school students the opportunity to demonstrate college-level achievement and to obtain credit hours in college courses. These tests are administered in May. All students enrolled in an Advanced Placement course are required to take the Advanced Placement test. The AP fee is determined each fall by the College Board and will be included in the student's yearly fees. The AP fee for the current year is \$94 per test.

BULLDOG ONLINE ACADEMY (BOA)

The Bulldog Online Academy is a flexible program that allows students to learn in many ways. By enrolling in BOA, students can

- Participate in extracurricular activities such as athletics, clubs, fieldtrips, and/or dances
- Earn a diploma from Stow-Munroe Falls High School
- Take part in a live graduation ceremony in or close to your hometown
- Take state mandated tests at a Stow-Munroe Falls City Schools building, limiting travel out of town
- Be provided practice for state mandated tests at a Stow-Munroe Falls City Schools building or online.
- Have access to highly qualified teachers who work at Stow-Munroe Falls City Schools via email, phone, or in person if needed.
- Customize their curriculum by scheduling classes in the building and online.
- Complete their online courses at home or in our Options After-School Program (9-12th grade only) in the high school computer lab. This program is supervised by highly qualified teachers each day.
 - The Options Program is designed to facilitate after school learning opportunities for students enrolled in either EA online courses in the Stow-Munroe Falls Schools or the Bulldog Online Academy (BOA). The program will be staffed by Stow-Munroe Falls High School teachers in each of the four core disciplines as well as a Special Education-certified staff member. Please see the School Counseling Department for more information.

CREDIT FLEX

Credit Flex enables students to earn units of high school credit based on demonstrating subject area competency instead of (or in combination with) completing hours of classroom instruction. Credit Flex is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a subject, and allow tailoring of learning time and/or conditions. These are ways in which aspects of learning can be customized around more of students' interests and needs. Students will be able to earn credits by:

- Testing out of or demonstrating mastery of course content; or
- Pursuing one or more “educational options” (e.g. distance learning, educational travel, independent study, an internship, music, arts, after school/tutorial program, community service or other engagement projects and sports).
- Credit flexibility is intended to motivate and increase student learning by allowing:
 - Access to more learning resources, especially real-world experiences
 - Customization around individual student needs
 - Use of multiple measures of learning, especially those where students demonstrate what they know and can do, apply the learning, or document performance.
- Credit flexibility program details the application process and downloadable forms, which are available on our high school website under the School Counseling Department link. Detailed information is also available on the ODEs website.

CLASS RANK

Class rank is determined by the final grade given in each class as well as the semester average for year-long courses. Class rank is often utilized by colleges and universities to determine acceptance, scholarships, and awards.

COLLEGE CREDIT PLUS (CCP)

The College Credit Plus (CCP) program allows qualified students to take college courses on a full-time or part-time basis. Courses taken and credits earned through the CCP program will most likely transfer to any Ohio public university but students should check with the specific university for details. If a student is planning on attending a private or out-of-state college or university, they will need to check with the school concerning their credit transfer policy. Visit ODE website for more information. Students should check with prospective colleges/universities for further information. Please note: students and parents may incur financial responsibility for failing grades or lack of attendance. To be eligible to participate a student must:

- Attend the CCP informational meeting hosted annually by the high school counselors. This meeting covers essential information, potential risks and rewards including, but not limited to, credits, course loads, financial obligations, GPA, college admissions, credit transfers, transportation. Because of these topics, both students and parent must attend.
- Register and take either the ACT or SAT by February of the preceding year of participation.
- Interested students and parents are required to declare their intent to participate in the program for the following year by signing the CCP Intent Form by March 30th. If a student decides to participate after the March 30th deadline they will need to seek administrative approval. This criterion has been established by ODE
- Apply to the college of choice by the deadline for CCP admission set by that university.

Impact of CCP on Athletic Eligibility

CCP students who attend college on a full-time basis must carry the minimum number of hours established by the college as attending full-time. Please note that for purposes of high school athletic eligibility, students must consult with the appropriate school officials. Student athletes are also required to obtain evidence from their professors that they are passing at the end of each high school grading period. Senior students who attend college part-time must carry a combination of five (5) academic classes at the college and the high school. All others must carry a minimum of six (6) classes per term.

E-ACADEMICS CREDIT

The District provides opportunities so that educational credit may be awarded for online education programs. This type of credit may be approved if all the following essential situations are in place:

- District policies are followed.
- All e-Academics courses must be approved by a high school administrator.
- Placement into the Bulldog Online Academy (BOA)

The high school offers a credit recovery program for students who are deficient in credits toward their high school graduation requirements. The e-Academics program is initiated through approved school personnel

GPA & CLASS RANK

Class rank is determined by the final grade given in each class as well as the semester average for year-long courses. Class rank is often utilized by colleges and universities to determine acceptance, scholarships, and awards.

GPA CALCULATION – NINE WEEK

Nine Week GPA Formula:

$$\frac{\text{Accumulated quality points}}{\text{Accumulated credit value at the end of the quarter}}$$

Quality Points		Credit Value	
Numerical Equivalent	Corresponding Quality Point Value	Numerical Equivalent	Length of Course
A = 4	1	.25	Yearlong or semester course
B = 3	.75	.125	Physical education course
C = 2	.50		
D = 1	.25		
F = 0	0		

Sample Schedule	Grade	Credit Value	Quality Points	Example Formula Calculation
Math	A	.25	1	4 x .25 x 1
English	B	.25	.75	3 x .25 = .75
Science	C	.25	.50	2 x .25 = .50
History	A	.25	1	4 x .25 = 1
Phys. Ed.	A	.125	1	4 x .125 = 1 (rounded up)
Health	B	.25	.75	3 x .25 = .75
		1.375	5.0	
		$\frac{5.0}{1.375}$		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>Sample Nine Week GPA of:</i> 3.636 </div>

GPA CALCULATION – CUMULATIVE

Exams weigh 20% of the course grade; therefore, all students are expected to take exams. For year-long courses, the first semester exam and second semester exam will each count as 10% of the final grade			
Final grades are calculated as follows:	Grading Period 1	20%	The point values for each term grade and exam grade are added together and divided by 5 (Exam grades are averaged together).
	Grading Period 2	20%	
	Grading Period 3	20%	
	Grading Period 4	20%	
	Exam Grades (10% x 2)	20%	

GRADING PROCEDURES

The following statements describe grading procedures in use at SMFHS:

Grading Scale	Traditional Scale	Weighted Scale for Honors Courses	Weighted Scale for AP Courses	Final Grade Calculation
A = 90 - 100	A = 4.00	A = 4.5	A = 5.00	A = 3.6 - 4.00
B = 80 - 89	B = 3.00	B = 3.5	B = 4.00	B = 2.6 - 3.59
C = 70 - 79	C = 2.00	C = 2.0	C = 2.00	C = 1.6 - 2.59
D = 60 - 69	D = 1.00	D = 1.0	D = 1.00	D = 0.6 - 1.59
F = 55 - 59	F = 0.00	F = 0.0	F = 0.00	F = 0.0 - 0.59

1. Teachers know to contact parents/guardians should grades be at or near 60%.
2. Incomplete or “I” grades will be issued if students do not complete the course requirements as outlined by teachers.
3. “I” grades must be completed within ten (10) calendar days after report cards are issued. Special arrangements can be made with the written approval of the teacher.

HOMEWORK REQUESTS

Students are responsible for gathering their homework from their teachers if they are absent. Access to Progress Book online is the preferred process for homework information. Students’ parents are encouraged to email or call teachers directly. Email addresses and phone numbers are listed on the high school webpage.

HONOR ROLL

Merit Roll
A GPA of 3.0 to 3.499

Honor Roll
A GPA of 3.5 to 3.99

Excellence Roll
A GPA of 4.0 and above

INSTRUCTIONAL FEES & STUDENT INVOICES

“School fees” or “Instructional fees” mean any monetary charge collected by the District from a student or parent/guardian. Charges shall not exceed the cost of materials to the District. Acceptable forms of payment are cash, check, money order and online charge at the District’s webstore. Checks should be made out to SMFHS. Fees will be assessed and invoiced each September. A second invoice will be sent home in February and a final adjusted invoice will be mailed home in June.

- A. School fees include, but are not limited to, the following:
 - 1. Course workbooks
 - 2. Instructional materials and consumables
 - 3. Class dues. Nominal charge each year to defray the cost of class activities. The incoming Freshman class will have a student activity account set up that will follow them through their senior year. These funds will be used for class activities that include the Junior class play and the Senior class play. Profits from these productions stay with the class. Senior dues may include the cost of the cap and gown.
- B. Adjustments to student accounts include, but are not limited to, the following:
 - 1. Replacement cost for lost, misused or damaged textbooks, library books or any loaned property of the school district
 - 2. Unpaid/overdue charges for field trips, banquets, entrance fees
 - 3. Unpaid/overdue charges for uniforms or equipment not returned after the season related to sports, fine arts programs or clubs.
 - 4. Any uncollected fundraising money
 - 5. Repayment of post-secondary tuition for unsatisfactory performance
 - 6. Participation fees

Failure to pay fees will result in the withholding of grades, course credit, official transcripts and diplomas. Please note NSF check charges and bank charges because of non-sufficient funds, closed bank accounts, etc. will be charged back to the student’s account.

MID-TERM & FINAL EXAM PROCEDURES

Please note that SMFHS uses an “open campus” examination procedure for mid-term and final exams. This means that students arrive for their specified exam occurring during the published exam schedule. Bus schedules run at their regular times. Students needing to use bus transportation will be housed in a location in the high school until the school day ends.

OPEN ENROLLMENT

Please visit the [Enrollment](#) page on the district website for further information and procedures.

PRELIMINARY SAT (PSAT)

The PSAT/NMSQT will be administered to all interested sophomores and juniors each year on the national test date in the month of October.

The PSAT serves two purposes: to provide practice for the SAT and to enable juniors to compete for scholastic recognition and financial awards through the scholarship program administered by the National Merit Scholarship Corporation. Students register in the fall for the PSAT through the Counseling Office. For more information, go to: www.collegeboard.com.

RETAKES

Students will have the opportunity to retake a class for grade improvement. The highest grade and credit will be reflected in the cumulative GPA. Both the previously attempted and retaken course name and grade will be listed on the official transcript. All considerations for a course retake must be facilitated through the school counselor.

REPORT CARDS

Grades are officially recorded and can be access through ProgressBook. Report cards can be accessed at the end of every marking period. Report cards will include:

- Grades for each current subject
- Attendance
- Comments made by teachers

Parents/guardians are urged to study these reports carefully. Please call or email the specific teacher or the School Counseling Office if you have questions.

SAT

SAT Reasoning Test and SAT II: Subject Tests. The SAT is used by many colleges for admission. All colleges in Ohio accept these tests for admission and placement. A student must be sure to check the testing requirement for each college or university he/she is considering. For test dates and registration information go to: www.collegeboard.com.

SCHOLARSHIPS

SMFHS is proud to offer various awards and scholarships to students. Local scholarship applications are available online through the Counseling Office website each spring.

SUMMER SCHOOL

SMFHS offers summer school each summer in both online and in-person formats. Typically, the courses we offer include:

- English 9, 10, 11, 12
- Math I, Math II, Math III
- American History, World History, American Government
- Physical Science, Biology, Chemistry
- Health
- Intro to Physical Education (not online), Lifetime Sports (not online)
- Financial Literacy
- Other classes offered per request

The costs associated with summer school fluctuate each year. Interested parents and students can call 330-689-5309 or visit the [high school summer school page](#) for more information.

TOP TEN

The top ten are the top ten ranked students in the senior class with the highest GPA at the end of the senior year. Students must have completed four (4) consecutive semesters of classes at SMFHS to be eligible for top ten. Top Ten students will be calculated at the end of the 4th Marking Period. Notice of Top Ten membership will be given once GPAs have been calculated.

TRANSFER STUDENT GRADES & CREDITS

The records of transfer students are evaluated individually using the grades and credits granted by the previous school. All courses and grades will be transferred as well as the credit earned; however, religion classes will appear on the transcript with no credit issued and will not be calculated in the student's grade point average. All home-schooled transfer student records will be evaluated by an administrator for grades and credit approval.

ACTIVITIES

See the high school website for clubs and activities.

DISTRICT-SPONSORED CLUBS & ACTIVITIES

Excerpts from Policy 2430

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the Superintendent.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

In order to be eligible for any co-curricular, interscholastic and non-interscholastic extra-curricular activity, a student meet the district's eligibility requirements in Policy 2431.

Whenever a student becomes a member of a District-established student group or national organization such as National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or organization.

ELIGIBILITY

Excerpts from Policy 2431

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event.

No student may practice or compete in interscholastic athletics until the student submits a form signed by his/her parent or guardian, or by a person having care or charge of the student, affirming that each has received a concussion and head injury information sheet as prepared by the Ohio Department of Health.

In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity, a student must have maintained at least a 1.5 grade-point average.

- A. Students in grades 7, 8 and 9 must have a 1.5.
- B. Students in grades 10 must have a 1.75.
- C. Students in grades 11 and 12 must have a 2.0.

If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period.

These same eligibility standards shall apply to all other co-curricular and extra-curricular activities sponsored by the District.

No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics.

The Board further directs that only those students may participate in the program of interscholastic athletics who have:

- A. maintained a satisfactory academic record;
- B. attended school regularly;
- C. demonstrated good citizenship and responsibility;
- D. returned all school and athletic equipment;
- E. refrained from participation in a contest on a non-interscholastic team, or as an individual in the same sport during the school's season.

CCP & ATHLETIC ELIGIBILITY

College Credit Plus students who attend college on a full-time basis must carry the minimum number of hours established by the college as attending full-time. Please note that for purposes of high school athletic eligibility, students must consult with the appropriate school officials. Student athletes are also required to obtain evidence from their professors that they are passing at the end of each high school grading period.

EXTRACURRICULAR CODE OF CONDUCT

Excerpts from Policy 5500.01

Rules promote order and safety, and assist participants in reaching maximum performance potential. Every participant should adhere to the rules of the school and conduct himself/herself as a "good citizen" of that school and the community at all times. Dedication and personal sacrifice by each participant promotes a sense of group unity and common goals.

It must be remembered that participation in extracurricular activities **is not a right but a privilege that may be regulated.**

Duration of Policy:

This policy shall be in effect twenty-four (24) hours a day, seven (7) days a week, for the entire year. It will be in effect for activities related to an extracurricular and/or co-curricular program that commence before the beginning of the school year or extend beyond the school year when students are representing the school.

Consequences:

The consequences listed below for violations of this policy are **in addition** to any consequence(s), which will be applied for offenses, which also violate the Stow-Munroe Falls High School Code of Conduct.

Consequences for students involved in athletics will be in effect for the sport in which the student is currently participating. The consequences will carry over to the next sport a student participates in if at the time of the violation, the student is not involved in a sport. Also, any consequence, which cannot be fully served due to the end of the current' sport's season, will have the remainder of the consequence carried over and served during the next sport's season in which the student participates.

Attendance:

A member must be in attendance in school a minimum of the **last half of the school day** and meet half the academic requirements in order to participate or play in a game that afternoon or evening. The building principal may waive this if extenuating circumstances exist.

Chemical Use/Abuse:

Students involved in extracurricular/co-curricular activities will not at any time possess, use, sell, offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse including but not limited to alcoholic beverages, inhalants or any drugs of abuse and any counterfeit drugs of abuse. Counterfeit drugs of abuse include any substance that is directly or indirectly represented to be a drug of abuse. Use of drugs authorized by a medical prescription from a licensed physician will not be considered in violation of this rule. Participants will not possess, use, sell, offer to sell, deliver, or conceal any instruments or paraphernalia for use with drugs or abuse. The local police department will be notified of all violations of this provision.

A. Use/Possession

First Violation

A first offense will result in an immediate twenty percent (20%) denial of participation from all scheduled events or contests in each activity in which a student is currently participating or it carries over to the next extracurricular activity. Registration and completion of an appropriate program is mandatory. A full season of participation in the sport with the twenty percent (20%) denial is required for the penalty to be counted. An immediate referral will also be made to the appropriate unit principal by the coach.

Second Violation

A second offense will result in an immediate denial of participation from all activities in which a student participates for up to twelve (12) months. A recommendation will be made that the student seek appropriate help. An immediate referral will also be made to the appropriate unit principal by the coach.

Third Violation

A third offense will result in an immediate denial of participation from all activities in which a student participates for the duration of his/her enrollment at SMFHS. A recommendation will be made that the student seek appropriate help. An immediate referral will also be made to the appropriate unit principal by the coach.

B. Selling, Offering to Sell, or Delivering Illegal Drugs, Counterfeit drugs, etc.

First Violation

A first offense will result in an immediate denial of participation from all activities in which a student participates for up to twelve (12) months. A recommendation will be made that the student seek appropriate help. An immediate referral will also be made to the appropriate unit principal by the coach.

Second Offense

A second offense will result in an immediate denial of participation from all activities in which a student participates for the duration of his/her enrollment at SMFHS. A recommendation will be made that the student seek appropriate help. An immediate referral will also be made to the appropriate unit principal by the coach.

Use/Possession of Tobacco Products

A. First Violation

A first offense will result in an immediate twenty (20) percent denial of participation from all scheduled events or contests in each activity in which the student is currently participating or it carries over to the next extracurricular activity. A recommendation will be made that the student attend a smoking education program. An immediate referral will also be made to the appropriate unit principal by the coach.

B. Second Violation

A second offense will result in an immediate denial of participation from all scheduled events or contests for the remainder of the season in each activity in which the student participates, with a possible carryover to the next season. A recommendation will be made that the student attend a smoking education program. An immediate referral will also be made to the appropriate unit principal by the coach.

C. Third Violation

A third offense will result in an immediate denial of participation from all activities in which the student participates for twelve (12) months. A recommendation will be made that the student attend a smoking education program. An immediate referral will also be made to the appropriate unit principal by the coach.

Self-Referral Policy

If a student seeks assistance for dealing with a drug, alcohol, or tobacco problem by self-referral and prior to any violations either at school or in the community, s/he should see a school administrator or the athletic director and appropriate direction and help will be given. The student will not be penalized from participation in extra-curricular activities by seeking assistance.

Actions Unbecoming of a SMFHS Student

Other actions unbecoming of a SMFHS student will be brought to the attention of a principal, advisor and athletic administrator/head coach. This group will determine a course of action, which may include anything from a verbal warning to permanent denial of participation depending upon the offense.

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A SMFHS student must uphold the following guidelines:

- A. A member will behave in an exemplary manner and actions such as improper language, fighting, making obscene gestures, destroying property and insubordination will result in disciplinary action.
- B. A member found stealing will receive disciplinary action from school authorities and this could also result in an arrest from the police.
- C. A member will attend all practices and games. Excessive unexcused absences, determined by team/club rules, will result in disciplinary action.
- D. Individual coaches/advisors may establish curfews for the respective sports/clubs, and failure of a team member to adhere to curfew will result in disciplinary action.
- E. A team/club member placed on out-of-school suspension will not be permitted to participate or play the duration of the suspension.
- F. A team member must remain scholastically eligible as prescribed by the Ohio High School Athletic Association and/or the Stow-Munroe Falls Board of Education.
- G. Individual coaches/advisors may establish standards of dress and grooming for their respective sport/club. Failure to follow prescribed dress or grooming standards will result in disciplinary action. (Such rules on grooming/dress must fall within the school code or special rules of the sport/club.)
- H. Participants must travel to and from contests in transportation provided by the coach/advisor. Exception to this rule will be made only when a written request to travel with a parent is made prior to the trip.

NATIONAL HONOR SOCIETY (NHS)

Membership in this chapter shall be based upon **scholarship, service, leadership, and character**. A candidate shall have spent at least one (1) semester in SMFHS and be a member of the junior or senior class. Candidates and members must demonstrate excellence in each of the four pillars of NHS – **scholarship, services, leadership, and character**. Candidates having excellence in anything less than the four pillars of NHS will not be considered for membership.

All students to be considered for candidacy shall have maintained the required curriculum. Credits earned in summer sessions will be included in determining the average required to meet the SMFHS Honor Society.

To be considered, candidates must:

- Exhibit positive school citizenship and self-responsibility
- Involvement in multiple school and community activities that demonstrate leadership and service.
- Have an untarnished character by not cheating, plagiarizing or committing any offense that results in OSS.
- Have a cumulative high school GPA of 3.6. This is different than in years past where there was a strict decision to not round the GPA average.

Candidates will complete a waiver in which they understand their requirements as a National Honor Society candidate or member.

Members may be dismissed from NHS for:

- Being assigned OSS
- Committing cheating or plagiarism
- Committing any offense that results in civil/criminal offense that results in any legal action

Once a member is dismissed from membership, he/she is not eligible again for membership. Dismissed members **MUST RETURN** all membership designations (certificate, membership card and pin). Failure to turn in membership designations will result in an obligation and could result in holding diplomas.

An active member of the NHS who transfers to this school will automatically be accepted for membership in this chapter. This transfer member must maintain the membership requirements for this chapter to retain his/her membership.

Members wishing to wear NHS cords are commencement must fulfill their 30 hours of service. These 30 hours include 20 hours of NHS service (tutoring, etc.) and 10 hours of personal service (service in the community, etc.).

NCAA ATHLETIC ELIGIBILITY

It is the responsibility of parents and students to meet with school counselors to determine a course of study that meets NCAA Eligibility Center requirements. As NCAA standards continually change, please discuss course of study annually.

NCAA ELIGIBILITY CENTER & SCHOLARSHIPS

The NCAA Eligibility Center is the organization that determines whether prospective college athletes are eligible to play sports at NCAA Division I or Division II institutions. It does this by reviewing the student athlete's academic record, SAT or ACT scores, and amateur status to ensure conformity with NCAA rules.

The NCAA recommends that student athletes register with the clearinghouse at the **beginning of their junior year** in high school, but many students register after their junior year. There is no registration deadline, but students must be cleared by the NCAA Eligibility Center before they receive athletic scholarships or compete at a Division I or Division II institution.

REGISTERING WITH THE ELIGIBILITY CENTER.

Students can register online at the NCAA Eligibility Center website. They will have to enter personal information, answer questions about their athletic participation, and pay a registration fee. The website will then prompt them to have their high school transcript and ACT or SAT scores sent to the clearinghouse.

NCAA ELIGIBILITY REQUIREMENTS

To play sports at an NCAA Division I or Division II institution, the student must:

- Complete a certain number of high school core courses.
- Earn a minimum grade point average in these core courses
- Earn a minimum score on the SAT or ACT (for Division I, this is scaled per the student's core-course GPA)
- Graduate from high school

For more information, see the NCAA's Guide for the College-Bound Student-Athlete, available at www.eligibilitycenter.org

PHYSICAL EXAMINATION & PARTICIPATION FORMS

Athletic participation and physical examination forms must be properly signed by a physician, the participant, and a parent or guardian and must be on file in the Athletic Department before any candidate for a team may participate in a practice. These forms necessitate the physician's certification of the individual's fitness to participate no less than once a year.

INSURANCE COVERAGE

All students participating in athletics must be covered by insurance in case of injury. Students without insurance coverage will not be allowed to participate.

PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES

Excerpts from Policy 5610.05

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.

RECOGNITION OF STUDENT GROUPS

Excerpt from Policy 5840

It is the policy of the Board of Education that student groups be recognized as authorized school organizations only if they are approved by the school administration, sponsored by school-approved personnel, composed of members of the current student body, hold the majority of their meetings at school, and have established aims which are educational in nature.

Membership or participation in the organization or operation of any fraternity, sorority, or other secret group as described by law is prohibited throughout the School District. In particular, the Board shall not tolerate any type of gang or gang-related activity to occur on District property or while students are under the auspices of the Board.

STUDENT ATTENDANCE AT ACTIVITIES & EVENTS

Excerpt from Policy 5855

The Board of Education encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending as nonparticipants are properly safe-guarded, the Board recommends that all elementary and pre-high school students be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration. The Board will not be responsible for students if they attend without an adult chaperone.

STUDENT RECOGNITION

Student recognition at SMFHS follows our larger Positive Behavior Intervention System (PBIS). PBIS is a method by which we recognize and reward students for acting as a positive role model and good school citizen. Our PBIS framework focus on respect, responsibility, and safety. Our PBIS is a continuation of the K-8 Bulldog Way program found elsewhere in the district. SMFHS provides many opportunities to recognize a variety of student activities within our school community:

- Compliment Cards
- Make a Difference
- Bulldog Bravos

STUDENT TRANSFERS

Excerpts from Policy 5131

The Board of Education recognizes the value to a student to participate in the interscholastic athletic program providing it does not interfere with his/her academic program and s/he meets all of the requirements of the Ohio High School Athletic Association.

The Board will send the necessary release to the Commissioner of the OHSAA for a student who has transferred to another district but resides in this District, providing the student meets all other eligibility requirements

SPORTSMANSHIP

Excerpts from Administrative Guidelines 2431b

In keeping with Board policy and the guidelines of the High School Athletic Association, the following behaviors are expected of each group as that group fulfills its role in providing for an athletic program that is based on exemplary sportsmanship.

EACH STUDENT-ATHLETE is expected to:

- A. Accept and understand the seriousness of his/her responsibility, and the privilege of representing the school, District, and community.
- B. Live up to the standards of sportsmanship established by the school administration and the coaching staff.
- C. Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students, and elementary students. This will assist the student and others to achieve a better understanding and appreciation of the game.
- D. Treat opponents the way the student would like to be treated, as a guest or friend. Who better than the participating athlete can understand all the hard work and team effort that is required of the sport?
- E. Refrain from taunting, trash talking, and making any kind of derogatory remarks to opponents during the game, especially comments of ethnic, racial, or sexual nature.
- F. Refrain from intimidating behavior.
- G. Wish opponents good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- H. Respect the integrity and judgment of game officials.

- I. Win with humility; lose with grace. Do both with dignity. Avoid excessive celebrating after a play or end of a game.

EACH CHEERLEADER is expected to:

- A. Understand the seriousness and responsibility of his/her role, and the privilege of representing the school, District, and community.
- B. Treat opposing cheerleaders the way the student would like to be treated, as a guest or friend.

- C. Wish opposing cheerleaders good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- D. Establish standards of desirable behavior for the squad and attempt in a cheerful manner to transfer that to the school's spectators.
- E. Select positive cheers which praise the school's team without antagonizing the opponents.
- F. Encourage a positive crowd alternative when booing or an inappropriate chant begins by starting a popular cheer.
- G. Use discretion in selecting the times to cheer. Give the opposing school the same amount of time the school's squad would want in performing cheers, and treat opposing players like the school's team is treated.
- H. Give encouragement to injured players and recognition to outstanding performances for both teams.
- I. Respect the integrity and judgment of game officials.

MEMBERS OF OTHER STUDENT GROUPS (PEP CLUB, BAND) are expected to:

- A. Establish themselves as leaders in conduct before, during, and after contests and events. Always provide positive support for the school's team, rather than intimidating or ridiculing the other team.
- B. Assist cheerleaders with yells, chants, etc., and be a working part of pep assemblies, with preparation, organization, and involvement.
- C. Treat opposing players, coaches, spectators, and support groups with respect and enthusiasm.
- D. Refrain from taunting or making any kind of derogatory remarks to opponents during the game, especially comments of ethnic, racial, or sexual nature.
- E. Conduct themselves in an exemplary manner, remembering they represent the school both home and away.
- F. Respect the integrity and judgment of game officials.

- G. Be exemplary role models by positively supporting teams in every manner possible, including content of cheers and signs.

EACH SPECTATOR is expected to:

- A. Remember that s/he is at a contest to support and yell for the team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
- B. Remember that school athletics are learning experiences for students and that mistakes are sometimes made. Praise student athletes in their attempt to improve themselves as students, as athletes, and as people as you would praise a student working in the classroom.
- C. Remember that a ticket to a school athletic event is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
- D. Learn the rules of the game, so that s/he may understand and appreciate why certain situations take place.
- E. Show respect for the opposing players, coaches, spectators, and support groups. Treat them as one would treat a guest in his/her own home.
- F. Refrain from taunting or making any kind of derogatory remarks to the opponents during the game, especially comments of ethnic, racial, or sexual nature.
- G. Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
- H. Recognize and show appreciation for an outstanding play by either team.
- I. Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games, and afterwards on or near the site of the event (i.e. tailgating).
- J. Use only those cheers that support and uplift the teams involved.
- K. Recognize and compliment the efforts of school and league administrators in emphasizing the benefits of educational athletics and the role of good sportsmanship to that end.
- L. Be a positive behavior role model through his/her own actions and by censuring those close by whose behavior is unbecoming.

CONCUSSIONS & HEAD INJURIES

Excerpts from Administrative Guidelines 2431c

The Athletic Director shall require, on an annual basis, that each coach and coaching volunteer receives and affirms receipt of a copy of the Ohio Department of Health’s concussion information sheet. On an annual basis, physical education teachers shall review the Ohio Department of Health’s concussion information sheet.

The Athletic Director shall require that each student athlete submits Form 2431 F1 and Form 2431 F2 signed by the student and his/her parent or guardian, or by a person having care or charge of the student, affirming that each has received the Ohio Department of Health’s concussion and head injury information sheet. The forms shall be signed and submitted on an annual basis. No student may practice or compete in interscholastic athletics until Form 2431 F1 and Form 2431 F2 are received by the Athletic Director.

Any student practicing for or competing in an intramural or interscholastic event who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall be removed from the practice or competition by the student’s coach (and/or the referee serving during the practice or competition). Physical Education teachers shall remove from P.E. class participation any student who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury. The Athletic Director, Principal, P.E. teacher, and/or coach shall notify parents or guardians about the possible concussion or head injury.

Any student who has been removed from P.E. class, practice, or competition by a P.E. teacher, coach, or referee because he/she has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any P.E. class, practice, or competition for which the P.E. teacher, coach, or referee is responsible until both of the following occur:

- A. The student’s condition is assessed by a physician or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student.
- B. The student receives written clearance that it is safe to return to P.E. class, or athletic practice or competition from a physician or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to grant a such a clearance.

INTERSCHOLASTIC ATHLETIC TEAMS

Please visit [this link](#) for more information on teams, tickets, and procedures.

SPORT & CLUB FEES

The Board of Education adopted a resolution to implement a participation fee for all sports and selected clubs at Stow-Munroe Falls High School and Kimpton Middle School.

1. Fees will be collected on the day of uniform distribution for band and athletics.
2. A student who attends 3 club meetings will be considered a member and will be charged a participation fee.
3. Payment and enrollment forms will also be accepted Monday-Friday in the Activities Office.
4. There will be no refunds of participation fees under any circumstances.
5. Participation fees are \$150.00 per sport and \$100.00 per club or band.
6. There is a family cap of \$450.00 per year.
7. Families that qualify for the Free/Reduced lunch program, please call Athletics at 330-689-4204 or Activities at 330-689-5211 for further information.
8. Please make checks payable to SMFHS. Payments may be made by cash, check, money order or charged online at the S-MF Webstore. Payments may be mailed to the High School at 3227 E. Graham Road, Stow, OH 44224.

WEDNESDAY EMBEDDED PROFESSIONAL DEVELOPMENT FOR TEACHERS

This embedded professional development time will take place each Wednesday morning, from 7:30-9:30 and impacts the high school only. The daily schedule will be abbreviated each Wednesday thereafter, just like two hour delays for inclement weather. Morning bus schedules will be unaffected and students who need bus transportation will have a supported study hall from 7:30-9:30. These weekly two hour delays are also an optimum time for student medical appointments and follow ups which further improve teacher-student contact time.

Students who ride buses will go the auditorium for a supported study hall. Students must arrange work schedules to account for when their day ends due to school starting two hours later on these days. CCP students and CTE student will work with their teachers when they need to leave earlier than normal or arriva later than normal on Wednesdays.

PART 3 – STUDENT SERVICES

COMMONS

The food service program is a vital part of wellness promotion at SMFHS. To encourage good nutrition, well-balanced breakfast and lunch programs are offered daily at reasonable prices. Students who carry their lunches may purchase milk, 100% fruit juice, water, and other nutritious extras.

Parents will be able to check their child’s cafeteria account balance and activity on-line as well as make electronic cafeteria account payments. Instructions can be found on the school district website under “Parents” and click on “Web Store.” Students may also pay any of the cashiers, at breakfast or lunch, with cash or check. Credit cards cannot be accepted.

Students who were on free or reduced lunches last year will be automatically included on the same program for their first 30 days of attendance each new school year. This will allow time to process the necessary paperwork for the new school year. **IMPORTANT:** New paperwork for free and reduced lunch must be completed each year. Be sure to return these forms to school within the first few days of the new school year if you need this program. Students are highly encouraged to participate in both the breakfast and lunch programs and to take all components offered. Please contact the Food Service Office at 330/689-5226 or 330/689-5241 for further information.

It is recommended, although not mandatory, that students learn their 6-digit student identification numbers. ID numbers are assigned to each student at the time of their enrollment at SMF Schools. The students must enter their ID number, on the POS pin pad at each cashier station, when purchasing an item for the cafeteria.

One (1) lunch may be charged if necessary. Ala carte items and beverage purchases may not be charged. We encourage parents/guardians to communicate regularly with their students about their cafeteria balance and purchasing habits.

Detailed menus are posted in the High School Commons as well as online at www.smfschools.org

Breakfast consists of: 2 – Grain Equivalents or 1-Grain Equivalent and 1-Protein, 1-Fruit/Veggie, and 1-Milk. Because SMFCS are an “Offer vs. Serve” District, students may take 3 or 4 components. Lunch consists of: 2-Meat/Meat Alternative Equivalents, 2-Grain, 1-Fruit, 1-Veggie and 1-Milk. Students may take 5, 4 or 3 components.

Cafeteria Rules:

1. Enter the serving lines quietly - walk always.
2. Only those purchasing food will be in line. Food should not be eaten in line.
3. Progress in a single-file line in a calm, orderly manner speaking quietly only to the person in front of or behind you (orderly means no cutting in line or saving places).
4. Speak clearly and respectfully to cafeteria staff, faculty, peers, and all other adults.
5. Students may use their accounts only.
6. Each student will be responsible for trash disposal and table clean up.
7. No sitting on tables.

LOCKERS

Students are assigned their own locker. It is for the convenient storage of clothing and books. These lockers remain the property of the school district and shall under no condition be considered private property. **Lockers shall be subject to regular, random search.**

- Please close the locker door completely
- Please do not share the combination with anyone else
- Please do not leave food or drink in the lockers for extended periods of time

If students have something that they do not want to place in the locker, please give it to the office.

We cannot be held responsible for any theft which occurs from district owned lockers.

HEALTH SERVICES (NURSE)

The facilities of the school's health suite are in the Attendance Office. If students feel the need to use these facilities, they should have a valid pass.

The school nurse is available for students and parents/guardians. Immediate attention and first aid will be given for illness and injury. Parents/guardians will be notified if further care is needed or if it is necessary for students to leave school. Transportation is the responsibility of parents/guardians unless in the case of an emergency.

MEDICATION

We do not encourage the dispensing of medication at school. If possible, please arrange for medications to be given at home. When medications **MUST** be given at school, the following requirements must be met:

8. **FOR PRESCRIPTION MEDICATIONS:** All prescriptions must have a physician's order and be signed by a parent/guardian. The medication must be given to the nurse in the original container from the pharmacy. Forms for prescription medications may be obtained in the High School Clinic.
9. **FOR OVER THE COUNTER MEDICATIONS:** All over the counter medications require parent/guardian signature only. The medication must be given to the nurse in its original container. No medications will be accepted in plastic bags or unmarked containers. Forms for over the counter (non-prescription) medications may be obtained in the High School Clinic.
10. Parents/guardians must bring the medicine to the school. Students are not to bring the medication.
11. If a prescription medication is discontinued or the dose is changed, a physician's order is required.
12. The **FIRST** dose of a prescription medication must be given at home.

OHIO MANDATED SCREENINGS

Hearing and vision screenings are required for all 9th grade students. These will be completed by the High School nurse during the 9th grade year.

PART 4 – SCHOOL COUNSELING SERVICES

The Counseling Office is committed to providing guidance and counseling services to each student in the high school. These services facilitate emotional, social, and educational growth and assist students to achieve their full potential as lifelong learners and citizens of the world. Guidance may be defined as the presentation of information related to career, educational, and social development, and when combined with counseling is effective to help students become self-directed. Counseling is a close working relationship between a skilled professional counselor and an individual or group, where important developmental issues may be explored. SMFHS counseling services are designed to complement the comprehensive academic programs of the high school, preparing students to be responsible for the direction of their lives after high school. School counselors meet periodically with all students and parents through scheduled individual conferences, classroom presentations, and evening group presentations, providing guidance and counseling regarding educational, college, and career planning.

Last Names A-E:	Ms. Wendy Paul	st_paul@smfcsd.org
Last Names F-K:	Mr. Tom Martinelli	st_martinell@smfcsd.org
Last Names L-Ri:	Mrs. Tina Burdette	st_tburdette@smfcsd.org
Last Names Ro-Z:	Mr. Jason LePard	st_lepard@smfcsd.org
School-Based Therapist:	Mrs. Sally Dean	st_sdean@smfcsd.org
School Psychologist:	Mrs. Diane Peters	st_dpeters@smfcsd.org
Counseling Secretary:	Ms. Sherri Leonardi	st_leonardi@smfcsd.org

NAVIANCE & TRANSCRIPTS

The SMFHS Counseling Department utilizes Naviance Family Connection, an online program used by students to compare colleges, explore and match careers to personal strengths and to search for scholarships during the senior year. The Naviance Family Connection simplifies the college application process by allowing SMFHS to send all student documentation to colleges electronically. To utilize this feature all students will be issued their login information necessary to create their account at www.connection.naviance.com/smfhs. Students must also complete and return a Parent Consent for Transcript Release form authorizing SMFHS to process and send all transcripts as requested through their Naviance Family Connection account. Because of the volume of transcripts processed in the Counseling Office, all transcript requests should be submitted at least one week prior to any deadline.

The School Counseling Secretary can assist in determining and/or resetting usernames and passwords.

CTE PROGRAMS

SMFHS provides Career and Technical Education (CTE) via the Six District Educational Compact. Students may enroll in the Compact programs at SMFHS though we strongly recommend that students consider all education opportunities available.

OHIO MEANS JOBS

OhioMeansJobs.com is Ohio’s free, virtual employment and career center. This online hub serves all Ohioans and it has a special section just for students in grades K-12. For Students, the journey begins by going to OhioMeansJobs.com and clicking on the K-12 icon-the cardinal in a graduation cap. From there, they can register for an OhioMeansJobsK-12 account.

OhioMeansJobs K-12 can help young students find careers that match their interests. They can learn what it takes to find a job they love, get help with their resume and learn about internships and part-time jobs. Best of all, OhioMeansJobs highlights Ohio’s in-demand careers with a thumbs-up icon. In-demand careers pay well and have a promising future.

Students can store all their important information in an online backpack such as their budget plans, career plan, information about education and training programs, resumes, and job search results. They can even take free college entrance or career preparation practice tests.

SCHEDULING GUIDELINES

Students should carefully consider the courses they select when planning a schedule for the following year. Teachers, parents, and counselors are quite helpful in advising students on their course selections. All students must adhere to the following policies:

- Students in grades 9-11 must be enrolled in at least six (6) classes per term.
- All seniors must be enrolled in at least five (5) classes per term excluding PE.

Before the current school year ends, every student will receive an unofficial copy of his/her schedule. At this time, students may request any necessary adjustments with written parental permission. Once the school year begins, no schedules will be adjusted, except for academic misplacement. All students will receive their official schedule in homeroom on the first day of school. When academic misplacement occurs, **THE TEACHER WILL INITIATE THE PROCESS TO WITHDRAW THE STUDENT FROM THE COURSE.**

Level Changes: A student may move from one course to a more or less difficult one within a discipline through teacher recommendation only. The teacher may initiate a level change at any time if the teacher determines the change is appropriate. After the change is made, the grades earned by the student will be transferred to the new teacher.

WITHDRAWAL FROM SCHOOL

If a student is withdrawing from school to transfer to another school, then the student and/or the parent must see the School Counseling Office secretary to complete the necessary paperwork. A student wishing to withdraw must be officially enrolled in another educational program. The student is given a withdrawal form, which must be signed by each teacher. The teacher will give the student a grade for work up to the date of withdrawal. Students wishing to withdraw for GED purposes, please visit the ODE website for further guidelines.

WORK PERMIT

The following procedure should be followed if students wish to obtain a work permit:

1. Secure a Work Permit form from the office or School Counseling Office or the Receptionist's Desk.
2. Parents/guardians complete section "A." This requires the signature of a parent/guardian and his/her address.
3. Have a prospective employer complete and sign section "B."
4. Have section "C" of the form completed by a physician.
5. When all the steps outlined above have been completed, return the completed Work Permit form, along with some proof of age, such as a birth certificate, to the office or School Counseling Office. Staff will complete the online state filing and issue the actual employment certificate.

The law requires students to get an employment certificate before they begin full or part-time work. This is true until students are 18 years of age, whether they are a high school graduate or not. To get a general employment certificate for full-time work, students must be at least 14 years old and have a job. A new work permit must be issued for each job.

The library/media center is a service to students, faculty and staff, whether it is for pleasure reading, fulfilling class assignments, conducting research, communicating and collaborating. To best serve student's cooperation is needed. It is essential that the library procedures be followed.

We ask that students obtain a pass to be admitted to the library during the regular school day. Study hall teachers and monitors may request that admittance for students by issuing a pass if there is a need to complete a special project.

Students can check out all materials and students are responsible for costs associated with lost books or risk having their diploma withheld.

Procedures:

1. All students must present a group pass at the circulation desk upon entering the library/media center.
2. No one is permitted to leave the library before the bell rings or without a pass.
3. Students creating a disturbance in the library/media center or abusing library privileges will lose library/media center time.
4. Students must report to study hall **first** before coming to the library/media center.

Activities in the Library/Media Center:

- Book Club in collaboration with the Stow-Munroe Falls Public Library
- Writing contests
- Presentations
- Many other clubs!

PART 6 – ATTENDANCE POLICIES

All students are expected to be in all classes and study halls. Daily attendance is a required component of student achievement. Parents/guardians are responsible for seeing that students attend daily.

Frequent absences of students from the learning experience during the year disrupt the continuity of the instructional process. As a result, the benefit of regular classroom instruction is lost and cannot be entirely regained, even by make-up work. Many students who miss school frequently experience great difficulty in achieving the maximum benefit of schooling.

AUTHORIZED ABSENCES

Per Ohio Revised Code, the following are authorized absences:

1. **Personal Illness.** The approving authority may require the certificate of a physician if deemed advisable.
2. **Illness in the family.** The absence under this condition shall not apply to children under fourteen years of age.
3. **Quarantine of the home.** The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
4. **Death of a relative.** The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
5. **Necessary work at home due to absence or incapacity of parent(s)/guardian(s).** Any absence arising because of this condition shall not extend for a period longer than that for which the parents(s)/guardian(s) were absent from the home or incapacitated.

For attendance reporting procedure, arrival to school after 9:06 will be reported as a ½ day absence. If a student arrives after noon, it will be reported as a day's absence. Absence because of school sponsored activity will not count as absence.

School administration will determine if absences are legal for reporting purposes.

ATTENDANCE PROCEDURES

Students' absences are verified daily by parent/guardian's phone report to the Attendance Office. The report is required for an excused absence from school. Parental phone contact with the school must be made within 24 hours (1 school day) to have the absences excused. After ten (10) absences per year, medical documentation must be provided for an absence to be excused.

Students who find it necessary to leave the building **must report to the Attendance Office**. Students who do not follow this procedure will be considered truant.

Students who must leave school for a doctor's appointment must **have a parent/guardian call the Attendance Office** before 8:00AM. **Students are then given a "Special Excuse to Leave" which must be signed by the doctor for the student to receive an excused pass upon their return to school.**

ABSENCES & MAKE UP WORK

Students receiving EXCUSED absence via phone contact from parent/guardian are responsible to meet with each instructor for makeup assignments. Students have an equal number of days for makeup work as the number of **EXCUSED** days of absence.

The process for make-up work for unexcused absences is the collaborative decision of the teacher and grade level administrator. All situations will be considered on an individual basis.

PLANNED ABSENCES FROM SCHOOL

Planned absences include family vacations, college visitation, and non-school sponsored educational activities. The provision for attendance flexibility is not intended to condone or encourage unnecessary absences on days in which school is in session. Board policy, in compliance with state law, discourages any unnecessary absence for any reason.

Parents, legal guardians, and students shall assume full responsibility for implementation of this provision for excused absence. This responsibility includes:

- A. Serious consideration of the effects that such absence may have upon a student’s academic progress.
- B. Proper completion of the Planned Absence Request form.
- C. Completion of all assignments and makeup work (including tests) as prescribed in the provision.

TO BECOME AN EXCUSED ABSENCE, A PLANNED ABSENCE MUST MEET THE FOLLOWING GUIDELINES:

- 1. The student must, in fact, have been absent for the reason stated on the Planned Absence Request form. In the case of family vacation, the student, regardless of age, must have been accompanied by, and under the supervision of the parent(s) or legal guardian(s). In the case of college visitation, the absence is limited to the date of the visitation and one day, preceding or following, for travel; in special and specific circumstances the principal may approve an additional day(s).
- 2. This provision is applicable for not more than five (5) school days; however, upon request and for good and reasonable cause, this number may be extended.
- 3. This provision may be effected only if the Planned Absence Request form is properly completed prior to the period of absence.
- 4. The excused absence resulting from the exercise of this provision provides for makeup of assignments, quizzes, and tests under these conditions:
 - A. Assignments may be secured from each teacher in advance. Teachers will endeavor to provide students with the school work for the period of planned absence; however, teaching responsibilities may not permit the preparation of the school work assignments in advance.
 - B. Assignments are due to the teacher at the first meeting of the class following the vacation period.
 - C. Tests and quizzes missed must be arranged to be made up with each individual teacher.

FAILURE TO COMPLY WITH THESE GUIDELINES WILL RESULT IN AN UNEXCUSED ABSENCE.

TRUANCY

SMFHS is in compliance with HB 410. All absences must be reported to the Attendance Office. Administration can file truancy with the Summit County Courts.

TARDINESS

Students entering the building after 7:30 am (9:30am on Wednesdays) will be required to sign in at the Attendance Office. All students must enter through the Commons entrance. Students will not be permitted to enter through the back door after 7:30. Tardies will be administratively monitored and handled on a quarterly basis.

On your 5th tardy, per quarter, you will be referred to your grade level administrator for appropriate discipline.

Administrators will be utilizing two hour Friday Schools for tardy infractions. Friday Schools are in room 231 from 2:35-4:35.

PART 7 – STUDENT CONDUCT

STUDENT CODE OF CONDUCT

NOTE: School administrators reserve the right to modify discipline procedures during the school year should the need be warranted and appropriate.

The items in the Student Code of Conduct are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Stow-Munroe Falls Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools. The Code also applies to any student misconduct, regardless of where it occurs, directed at a district official or employee or on the private property of that official or employee.

Students and parents will annually receive at the opening of the school year, or upon entering during the year, written information on the rules and regulations to which students are subject while in school or participating in any school-sponsored activity or event. The information will include the types of conduct that will make students liable to suspension or expulsion from school or other forms of disciplinary action. Parents will receive a copy of the student code with the written mandate that compliance is required for all students. Parents will also be informed of the conduct expected of students.

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

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

The full text of the Student Code of Conduct can be found [here](#) or on the district website under www.smfcsd.org > Students > Code of Conduct.

BACKPACKS

Students are permitted to carry backpacks with them throughout the day; however, students are encouraged to use their assigned locker as much as possible however.

BUS CONDUCT

All school rules apply on the bus.

- Please be at the bus stop ten (10) minutes before the designated time and be ready to board with the least possible delay.
- Look for traffic in both directions before crossing the street and use cross walk areas and where crossing guards are posted.
- Do not stand in the street while waiting for the bus.
- Do not bring animals or any unlawful items onto the bus.
- Ride only the bus to which students are regularly assigned.
- Bus aisles must remain free at all times.
- Do not use or dispense perfume or body spray on busses.
- Do not block the aisle or emergency door with lunch boxes, books or other possessions.
- Do not extend arms or heads out of the bus windows at any time.
- Remain seated while the bus is in motion, or if the bus is delayed on the road.
- Do not operate the bus door or tamper with the emergency door.
- Do not eat, drink and/or smoke on the bus.
- Do not damage or deface any part of the bus and/or litter on the bus.
- Students may be assigned seats on the bus by the driver or an administrator.
- Do not depart the bus in the morning before it arrives at the designated school.
- Do not depart the bus in the afternoon except at designated bus stops.
- Cross the street after exiting the bus ten (10) feet in front of the bus while the eight-way lighting system is flashing.
- Do not stand on the highway or street.

BUS RIDING EXCEPTIONS

Because of insurance concerns and to prevent overcrowding, it is necessary that students ride only the bus to which they are assigned.

If students wish to ride a different bus to a friend's home, he/she must bring a written request to the office from a parent/guardian before first period. Each request will be considered on an individual basis and will be initialed by an administrator or designee for the bus driver. Requests will not be approved on a regular basis.

If students do not regularly ride a school bus they must also bring in a written request to ride a bus to a friend's house. Again, these requests will not be approved on a regular basis. Parents/guardians will be called for approval.

TYPES OF SCHOOL DISCIPLINE

Detention: Afternoon Detention takes place from 2:35-3:00 in Room 231

Lunch Detention: Lunch Detention takes place during periods 5, 7, and 9. Students must report to the assigned room within five minutes of the tardy bell.

Administrative Detention: Administrative detention takes place in room 231 from 2:35-3:35 on Tuesdays and Thursdays.

Tardy School: Students who are referred to the administrators for tardiness and punctuality will be assigned 2 hour detentions on Friday from 2:35-4:35.

Saturday School: Students should arrive prior to 8:00 a.m. and enter the building through the exterior door in room 231 near the Athletic Office. Failure to arrive in a timely manner may result in additional discipline. Students are expected to work on academics and behave appropriately. Students who do not attend on the assigned date may result in out of school suspension. Transportation to and from Saturday School is the responsibility of the student.

Suspension: When students are suspended, they are not permitted on school premises nor are they permitted to attend extra-curricular activities. Students risk arrest for trespassing should they violate these rules.

DANCES

Students are expected to dress formally for these events. No jeans, shorts, or t-shirts will be permitted.

To make these dances a positive experience for all students, the following guidelines will be communicated:

1. All school rules are in effect, whether the dance is on school property or not.
2. Once a student leaves the dance he/she is not allowed to return. No money will be refunded.
3. Students are expected to follow the directives from chaperones, security officers, and other school personnel.
4. Students' behavior should be such as not to endanger or trouble other students.
5. Attendees shall be in ninth grade or higher.
6. **Students should come with the expectation of being checked with a breathalyzer upon entrance to the function.**

Those who don't adhere to these expectations or who violate the Code of Conduct will be removed from the dance (without refund) and may be subject to further disciplinary action. All students should provide school identification upon request. Guests from outside our high school must be approved in advance by completing and submitting the appropriate Dance Affidavit form.

Administrators are authorized to arrange for the use of a breath-test instrument for determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

DRESS CODE - SCHOOL DAY

Students dress should be appropriate for school. Short shorts, tank tops (if worn must have a two [2] finger length width), see through leggings/tights, and midriff shirts are not permitted. Shirts should cover the front and back of the torso. If a student is sent to the office due to a dress code violation, they will be required to change before going back to class and/or subject to administrative discipline.

BYOT POLICY

Students are permitted to use electronic devices in the hallways and commons. Devices can be seen, but not heard. Earbud volume should be at a level where a student can hear, especially in the event of an emergency.

It is the student's responsibility to meet the BYOT expectation of the teacher as they will differ. If a student fails to adhere to the teacher's policy, student devices will be confiscated and referred to the grade level administrator, which will result in administrative discipline.

HALL PASSES

Students must have a valid hall pass if they are outside their assigned classroom. Please remember, the responsibility for having a pass rests with the student.

INTERNET & NETWORK POLICY

The use of the school's Internet and Network is a privilege, not a right. While using the Internet and Network, students agree not to explore any topics of the Internet which would be inappropriate per current standards and school rules. It is understood that this agreement is in effect even when not being directly supervised. Furthermore, it is also understood that if this agreement is broken, all further Internet and Network privileges may be lost and he/she may face disciplinary action if deemed necessary.

LEAVING THE BUILDING OR GROUNDS

Students are not permitted to leave the building while school is in session without permission. Upon receiving permission from an administrator, the student must sign out in the office. Should students return to school from an early dismissal, they must sign in at the office immediately upon their return.

Students who leave the supervised areas (classes holding session outside, etc.) will be considered “cutting” class and disciplined appropriately.

SMFHS does not have an “open lunch” and students are not permitted to leave the campus for lunch.

LOST & FOUND

Any found article should be taken immediately to the receptionist. Inquiries should be made at the office for lost articles.

PLEDGE OF ALLEGIANCE

SMFHS believes it is the responsibility of all citizens to show proper respect for our country and its flag and requires that the Pledge of Allegiance and Flag Salute be conducted in school daily. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag but must remain respectfully silent and NOT become disruptive.

PUBLIC DISPLAY OF AFFECTION

Public display of affection (PDA) within the educational environment is unacceptable. It is the goal of SMFHS is to establish proper modes of behavior for students throughout the school. Chronic offenders will be subject to disciplinary action. Keep in mind that this policy is designed to maintain a comfortable environment and to reinforce proper decorum throughout the school campus.

STUDENT DROP OFF

Students being dropped off by their parents should use the front parking lot, dropping students off past the Student Crosswalk or in the alternate student drop off area in the new parking lot. Students can enter the school using the Commons doors until 7:30 a.m. After 7:30 a.m., students can use the main entrance under the “Welcome” sign in the front of the building. Students being dropped off prior to 6:00 a.m. must use the Commons doors. The Back Entrance is not for student drop off or pickup.

STUDENT PARKING

Any student who holds a valid driver’s license are permitted to park on campus in designated areas. Parking is on a first-come, first-served basis. Students must complete a parking registration form, pay \$50.00 (non-refundable), and display a parking pass on their rear-view mirror always. Students may not park in any faculty/staff designated areas and are subject to school discipline and towing if any violations occur.