

**GENERAL INFORMATION**  
**WELCOME TO TWINSBURG HIGH SCHOOL**  
**2023-2024**  
**THS REGULAR BELL SCHEDULE**

8:05 - 9:35	BLOCK 1
9:40 - 11:15	BLOCK 2
11:20 - 1:20	BLOCK 3
11:20 – 11:50	Lunch A
11:50 – 12:20	Lunch B
12:20 – 12:50	Lunch C
12:50 – 1:20	Lunch D
1:25 – 2:55	BLOCK 4

**TWINSBURG BOARD OF EDUCATION**

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Director of Curriculum: Mrs. Jennifer Farthing – 330.486.2015

Director of Pupil Services: Mr. Ryan Bandiera – 330.486.2093

Director of Human Resources: Mrs. Belinda McKinney – 330.486.2016

# **TWINSBURG HIGH SCHOOL**

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@theTwinsburgHS

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TCS Safe Schools Tip Line 330.486.2255

Attendance 330.486.2407

Emily Williamson-Hunt, Principal

Ryan Looman, Assistant Principal

Michelle Lowden, Assistant Principal

Michael Silverthorn, Assistant Principal

Brian Fantone, Athletic Director/Coordinator of K-12 Student Activities

## **TWINSBURG HIGH SCHOOL**

### **MISSION STATEMENT**

The mission of the Twinsburg High School is to serve the community by providing opportunities, which will promote lifelong learning. Our aim is to prepare all individuals with the knowledge, skills, and attitudes that will enable productive, creative and responsible participation in an ever-changing world.

### **FOREWORD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June, 2022. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

## **STUDENT RESPONSIBILITIES**

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from Guidance or Administrative staff. Adult students (age 18 or older) must follow school rules. If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the school via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **VISION STATEMENT**

Twinsburg High School is a school where...

- All groups work together to prepare students who are positive productive members of society, life-long learners, and able to access, process, interpret and utilize information.
- It is recognized, and believed, that all students can learn more, and there is an acceptance that style, and rate of learning will vary.
- All groups work to engage and excite students about integrated learning.
- All groups combine their resources to ensure each student the support needed to be educationally successful.
- All groups collaborate to ensure that each student develops a positive self-esteem.
- All educators commit to continuous professional growth and improvement.

## **RELEASE OF DIRECTORY INFORMATION**

Our board policy does not permit the release of directory information to any organization other than the military. The Twinsburg School District will release athletic/school news and recognitions. If you do not want your student recognized, please understand that: Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within twenty (20) days after the receipt of the Superintendent's annual public notice.

# **2023-2024 TWINSBURG CITY SCHOOL CALENDAR**

## **August**

- 15 Teacher Work Day, ½ Records ½ Staff Meetings
- 16, 17 Soft Reopening for Students
- 18 First Day for All Students, Grades 9-12
- 21 School begins, All Students report
- 25 No school for Students, staff reports

## **September**

- 04 Labor Day, NO SCHOOL
- 25 Data Day, (No school for students)

## **October**

- 11 National Assessment Day at THS
- 13 NEOEA DAY, No School
- 20 End of 1st quarter

## **November**

- 07 Staff report, No school for students. (Election Day)
- 25-29 Thanksgiving Holiday, NO SCHOOL

## **December**

- 22 End of 2nd Quarter
- 25-29 Winter Break—NO SCHOOL

## **January**

- 01-04 Winter Break - No School
- 05 ½ Teacher Work Day, ½ Professional Meetings (No School)
- 08 School Resumes
- 15 Martin Luther King. Jr. Day, NO SCHOOL

## **February**

- 12 NO SCHOOL
- 19 Presidents' Day, NO SCHOOL

## **March**

- 15 End of 3rd Quarter
- 25-29 Spring Break

## **April**

- 01 Spring Break
- 02 School Resumes

## **May**

- 27 Last Day for Students
- 29 End of 4th quarter
- 30 Teacher Work/Records Day

# **ACADEMIC EXCELLENCE**

**Achievement and Recognition** – Twinsburg High School believes that it is important to recognize students for outstanding academic achievement. The following programs exist to reinforce students who achieve in the classroom.

**Academic Recognition Rolls are published each nine weeks grading period.**

- \* Principal's Roll 4.00 + G.P.A.
- \* Honor Roll – 3.50 –3.99 G.P.A.
- \* Merit Roll – 3.0-3.49 G.P.A.
- \* No grade lower than C- to qualify for any roll.

**Academic Awards** – As credit towards graduation and class rank is based on semester grades, different types of awards are given to students who achieve Honor Roll status based on his/her first, third, fifth, and seventh semester cumulative grade average.

**First Year Award** – A Tiger Pride pin and an Academic Twinsburg letter are awarded to all students regardless of grade level, receiving a 3.5 cumulative G.P.A for the first time at THS.

**Second Year Award** – A Tiger Pride pin and a Lamp of Learning Pin are given to all students regardless of grade level, who earn a 3.5 cumulative G.P.A. for the second time at THS.

**Third Year Award** – A Tiger Pride pin and an Academic medallion are given to all students regardless of grade level, who have maintained a 3.5 cumulative G.P.A. for the third time at THS.

**Fourth Year Award** – A Tiger Pride pin and Academic plaque are given to all students who maintain a 3.5 cumulative G.P.A. for all four years at THS.

**Commendation Pins** – Each department awards one medallion to outstanding students in each department.

**National Honor Society** – Junior and senior students who earn and maintain a 3.5 G.P.A. are eligible and may be selected on the basis of leadership, service and character. Graduates wear gold cords representing each year of membership at the Commencement program.

**National Merit Scholar** – Students may participate in the National Merit Scholarship Corporation Competition by taking the PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) during their junior year. After completion of the SAT test to verify scores,

the students may be eligible for Scholarships, provided scores are competitive with other students nationally. A permanent plaque, listing the students, is also displayed in the THS Lobby area.

Suburban League Scholar-Athlete Award—Athletes with a 3.5 G.P.A. are eligible for this award.

**Senior Academic Dessert Ceremony** – Seniors are recognized who have earned Academic Honors and/or a Scholarship Award during the senior year.

## **ACADEMIC INTEGRITY**

Cheating/Plagiarism – Aristotle may have said it best, “Dignity does not consist in possessing honors, but in deserving them.” When students cheat they only cheat themselves. Cheating keeps the students from learning at a critical point: When the material is challenging and time consuming. By cheating, the student is denied the opportunity to learn the material, to be challenged with an assignment or concept, and to master it.

The education of each student is important to teachers, parents and the community. It should also be important to you, the student! Cheating, plagiarism, or copying homework all stand in the way of your obtaining the education you need and deserve. Your teachers are glad to help.

When you do not understand the material, or are having difficulty mastering it. Please consult them before you consider cheating or copying another student’s work.

It is your education. You are the one who must master the concepts and learn the material. Mastery cannot be accomplished if you cheat.

At Twinsburg High School cheating and plagiarism are two of the most serious offenses against the educational goals of our students. Therefore, the following policy has been adopted. To help you the student, understand what cheating is and how it is defined, the subsequent definition is presented.

**Definition of Cheating and Plagiarism** – Cheating and plagiarizing involves any of the following actions:

1. Using another person’s work as your own.
2. Copying another’s homework, test, examination, theme, book report, term paper or downloading material from the Internet.
3. Preparing to cheat in advance of a quiz, exam, or in-class writing with such things as:
  - a. Having in your possession a copy of the test to be given by the teacher
  - b. Using unauthorized notes, references, or devices during the test, exam, or written essay.
  - c. Talking or communicating in any way while taking quizzes, tests, or examinations.
  - d. Failing to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raise hand to ask questions, or any instructions given by the teacher).
4. Plagiarizing means to use as your own any other person’s idea, expression, or words without giving the original author credit.
5. If you are caught cheating or plagiarizing, the following will occur:

- a. The first offense will result in failure of the quiz, test, or homework, and the score of zero will be recorded. The teacher will notify Parents/Guardians. The incident will be reported to the assistant principal, and recorded in your discipline file. The second offense within a quarter can result in failure of the quarter.
- c. If cheating continues in class, failure of the semester can result.
- d. There may be times when further action, by the administration, may be required.
- e. Repeated acts of cheating and plagiarizing may deny the student access to any and all academic honors and awards (NHS, Academic Banquet, etc...).

## **ANNOUNCEMENTS**

School news via closed circuit TV and/or the High School website may be available for broadcasting. Those wishing to have their announcements read must have it clearly written, signed by the activity advisor, and placed in the P.A. box at least one day in advance. Posted announcements must be pre-approved by an administrator, posted in an approved location. These must be stamped "PUBLICITY APPROVED" by the administration.

## **ARRIVAL AND DISMISSAL**

**Arrival/Pick Up** - THS opens at 7:45 a.m. When students arrive at school, students will proceed to their first period classes.

### **Dismissal**

1. School is dismissed at 2:55 p.m. Students are not to be in the hallway until the dismissal bell rings.
2. Students are not to remain after school unless they are participating in a supervised school activity. If a student is staying for an activity, they must report directly to that activity.

## **ASSEMBLIES**

Assemblies are presented periodically for the purpose of encouraging school spirit, presenting speakers, or recognizing special achievements. Students are expected to be quiet, attentive, and cooperative. Students causing a disturbance will be removed from the assembly and referred to the office for discipline. Their attendance at future assemblies may be denied. All students must report to classes before regularly scheduled assemblies unless otherwise notified by the administration. Seating in the auditorium and/or gym will be by assigned seats unless announced differently. Students are required to attend all assemblies unless prior arrangements are made with an administrator. Cutting an assembly will be treated as a class cut.

## **ATHLETICS - INTERSCHOLASTIC SPORTS**

Twinsburg High School offers a wide variety of teams so that students may develop athletic skills while learning responsibility and good sportsmanship. Fall sports include: boys' football, girls'

volleyball, girl's tennis, cross-country, golf, soccer and cheerleading. Winter sports include: basketball, wrestling, hockey, gymnastics, swimming/diving, bowling, and cheerleading. Spring sports include: boys' baseball, girls' softball, boy's tennis and track.

A physical exam and an Emergency Medical Authorization Form are required for all participants. Coaches will provide additional information concerning academic eligibility, team rules, and conduct guidelines.

Good sportsmanship is expected at all times. Students represent Twinsburg City Schools when competing so conduct on and off the field is important.

## **ATTENDANCE**

OHIO LAW REQUIRES STUDENTS TO BE IN ATTENDANCE EACH DAY THAT SCHOOL IS IN SESSION.

Regular school attendance by all students is very important. Too often irregular attendance is the major reason for poor academic performance. Therefore, all students are urged to make dental, doctor, drivers license appointments, do personal errands, shop, etc. on Saturdays, school holidays or after-school hours.

## **HOUSE BILL 410 REQUIREMENTS**

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra support and services, districts can target supports to get students to school every day.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Schools can no longer suspend or expel students for missing too much school. Instead, districts will amend or adopt policies that outline the district's interventions and plan for students who are excessively absent or truant from school.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absence to parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and



- Referral for truancy if applicable.

Late arrivals, early departures and absences will be recorded as follows:

Tardy - Students arriving to school between 8:05 – 8:35 am will be marked “tardy.”

Partial Absence- Students arriving to school after 8:36 am will be marked “partial absence”

Full-Day Absence - Students arriving to school after 12:20 p.m. or leaving school before 11:15 a.m. will be marked “full day absent”.

Any full day or ½ day absences that are unexcused will be recorded as truancy from school. (See UNEXCUSED ABSENCES section for disciplinary consequences).

\*Students that are participating in Extra Curricular or other school related activities must be in attendance for at least half of the school day. Special circumstances will be considered by the administration.

## **ABSENCE PROCEDURES**

Students are expected to be in attendance each school day unless his or her absence is excused pursuant to Ohio law (See EXCUSED ABSENCES section for legally acceptable reasons for absences). If a student is absent, a parent/guardian must call the Attendance Office at 330.486.2407 to report the absence. Voicemail messages can be left on the Attendance line 24 hours a day, 7 days a week.

All calls to the attendance office must be received by 9:00 a.m. the day of the absence. In the case of a prolonged absence due to serious illness, prior arrangements are to be made by providing medical documentation from a licensed medical provider or facility.

If no parental call is received on the day of the absence, a reminder phone message will be sent to the student's primary contact phone number via the Blackboard Connect Rapid Notification System (See Blackboard Connect section). The student will be listed as unexcused and forfeit the right to make up the missed work unless a parent/guardian phone call or note is received within 24 hours of the absence. The unexcused absence will be recorded as truant, and the student will receive a disciplinary consequence in accordance with the discipline policy. (See TRUANCY section). Note: Medical documentation must be received within two (2) weeks of a student's return to school after an illness or extended medical leave.

**EXCUSED ABSENCES** - It is highly recommended that documentation to substantiate absences be submitted.

A. **Pursuant to Ohio Law**, reasons for which absences may be excused include:

1. Personal Illness
2. Serious illness in the immediate family
3. Quarantine for contagious disease
4. Death in the family
5. Religious holiday

6. Superintendent / administrative judgment

B. Pursuant to Twinsburg School District policy, reasons for which absences may be excused include:

1. Medical appointments or medically-related absences (i.e., doctor's appt., medical testing, oral surgery, etc.).
2. Mandatory court appearance
3. Hospitalizations / surgeries
4. Lock-ups or detention facility placement
5. Military appointments
6. Approved religious events
7. Other absences must be excused by school administration (on a limited basis).

\*A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of doctor's note within five (5) school days of the absence or a parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. For **2023-2024 school year**, medically excused absences will be accepted through this process for students participating both in-person and remotely. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to the recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

**NON-ABSENCES** – Non-absences are not counted as absences from school.

The following types of absences will be marked as non-absences:

1. School Sponsored Field Trips (including Cuyahoga Valley Career Center)
2. School Sponsored Sporting Events
3. School Sponsored Testing
4. **Pre-Authorized** College Visits (Student must submit Pre-Arranged Absence Form to Attendance Office at least one week prior to the date of absence and verification of the visit, i.e. confirmation letter or email from college that includes student's name and date of visit).
5. **Pre-Authorized** Job Interviews (Student must submit verification from the employer noting the date and time of interview, as well as employer's name and contact number).

**UNEXCUSED ABSENCES** - Students who are marked with an unexcused absence from school will receive a Lunch Detention, After School Detention, or ALE at the discretion of the administrator. Students forfeit the right to make up any missed assignments, etc. for the unexcused day(s).

The following types of absences will be marked as unexcused absences:

1. No Parent/Guardian phone call or note to report absence (must be received within 24 hours, or

provide medical documentation, following an unexcused absence in order for absence to be changed to excused).

2. Oversleeping
3. Car trouble, traffic conditions, etc.
4. Missing the bus draw
6. Personal days
7. Non-school sponsored sporting events (unless participating with administrator prior approval)
8. School skip days (i.e. senior skip days)
9. Truancy / refusal to attend school
10. Non-school approved calamity days
11. Hair / nail appointments

Habitually truant is defined as by HB 410 as missing 30 or more consecutive hours, 42 or more cumulative hours in a month, or 72 or more cumulative hours in a year that are unexcused. Even excused absences will be reported within 7 days if a student misses more than 38 hours in a month or 65 hours in a year. (See Student Conduct Code Rule 8). An intervention plan will be developed for students who are excessively absent from school.

**UNEXCUSED AUTHORIZED ABSENCES** - Unexcused Authorized absences are counted as unexcused absences but students have the ability to make up missed assignments. Unexcused authorized absences require the use of a Pre-Arranged Absence Form. The following types of absences will be marked as unexcused authorized absences:

1. Vacations
2. Out-of- town trips
3. College visits without preauthorization
4. Ohio Bureau of Motor Vehicle appointments without preauthorization
5. Senior picture appointments without preauthorization
6. Family emergencies (not related to illness in the immediate family)
7. Prom related appointments on the day of THS Prom with parental discretion

**EXCESSIVE ABSENCES FROM SCHOOL** - Students, who are excessively absent, both excused and unexcused, may forfeit academic credit, per individual class, for the semester. School- related absences, absences excused by a medical provider, and absences related to disciplinary action (i.e. O.S.S., A.L.E., and T.A.P placement do not count toward this total).

**ATTENDANCE PROBATION** -Twinsburg High School has established a maximum of fifteen (15) days of accumulative absences per school year for Attendance Probation. Included in the totals are excused absences without medical documentation, unexcused absences, unexcused authorized absences, truancies, and full and partial (1/2 day) absences. The only exemptions are absences

relative to medically documented leaves of absences, family deaths, military, religious, disciplinary-related absences, and other non-absences, such as school-sponsored field trips, etc.

Once a student accumulates fifteen (15) days of absences during the school year, the student is placed on Attendance Probation and only a medical provider's written documentation (for each occurrence) will be accepted to excuse an absence. The student's absence will be marked unexcused until medical documentation is received, and the student will forfeit the right to make up missed assignments, tests, etc.; medical documentation must be received within 24 hours.

A student placed on Attendance Probation will have driving privileges revoked, and no refunds for permits will be issued. Attendance Probation, without medical documentation, will lead to the development of a required intervention plan to address the excessive absences from school.

Note: In limited extenuating circumstances, with evidence of hardship, may be appealed to the student's Assistant Principal for consideration of meeting attendance requirements through alternative educational pathways. The following actions are designed to assist a student with attendance problems, and to prevent negative consequences that result from the student's failure to attend school/class in the following 3 steps:

(1.) Unexcused absences: Attendance report mailed home to parent/guardian. (2.) Excused or unexcused absences: Attendance report mailed home to parent/guardian with a warning of attendance probation and conference. (3.) Written notification to parent/guardian of student's placement on attendance probation (for the rest of the school year unless medical documentation is received) and an attendance conference will be held.

Habitually truant is defined as by HB 410 as missing 30 or more consecutive hours, 42 or more cumulative hours in a month, or 72 or more cumulative hours in a year that are unexcused. Even excused absences will be reported within 7 days if a student misses more than 38 hours in a month or 65 hours in a year. (See Student Conduct Code Rule 8).

**PRE-ARRANGED ABSENCES** - Students who are absent due to vacation, out-of-town trips, college visits, or extended medical leaves, must submit a completed Pre-Arranged Absence Form at least one week prior to the first day of absence. This google form can be obtained from the Twinsburg City School District website, [www.twinsburg.k12.oh.us](http://www.twinsburg.k12.oh.us) and select "Schools," select "Twinsburg High," select "Forms and Documents," and then select the "Pre-Arranged Absence Form" link to access. The form must be submitted by an authorized parent/guardian. With the exception of extended medical leaves, students are responsible for making arrangements with their teachers for any work missed within the approved time period.

**MAKE- UP WORK** - Students who are absent due to vacations, out-of-town trips, or college visits are responsible for making prior arrangements with their teachers to make up missed work. The best way is for students to contact teachers directly through email on the district website:

[www.twinsburg.k12.oh.us](http://www.twinsburg.k12.oh.us) select "Schools," select "Twinsburg High," select "THS Directory," and then click on the first letter of the teacher's last name and send an email.

Students who are excused absent for at least three (3) consecutive days, or students who are on an extended medical leave of absence with documentation, may, upon request by a parent/guardian, have work collected by the Guidance Office 330.486.2406 for pick up after 24 hours' notice.

**INCOMPLETE WORK** - It is the responsibility of the student to be sure that all assigned work is completed on time. If the student's absence is marked excused or unexcused authorized, the student shall receive an "I" for incomplete for missed work. Incompletes which are not made up within the same number of days that the student has missed plus one will automatically revert to an "F." Daily work missed due to minor illness, needs to be completed by the next school day, unless the teacher approves an extension. Long-term assignments, given prior to short-term absences, are due on time. If a student does not take a scheduled semester exam and has not been excused, an "F" will be recorded and the semester failed.

**ATTENDANCE WAIVER** - A conference may be requested by a parent/guardian with the Attendance Coordinator, Attendance Secretary and/or Assistant Principal to examine specific cases pertaining to medical and emergency situations, parents/legal guardians will be required to provide proper documentation in order to qualify for a waiver.

**EARLY DISMISSAL/PICK UP** -Parent pick-up of students will require a written notification to the office via the Early Release Google Form. Emails are not sufficient notice as the secretary may be absent and the email will not be accessed. This is to ensure your child's safety. We encourage advanced notification due to the large number of parent pick-ups. During the day pick-up is in the welcome center. Photo identification is required every time for parent pick-up. If someone other than a parent will be picking up your child, please be sure they appear on your child's emergency card.

**TARDY TO SCHOOL** - Punctuality is a trait expected of everyone. Whether the student's going to work, an appointment, or school, it's essential that the student recognize the importance of being punctual. Classes begin at 8:05 a.m.; students not in class after 8:05 am must sign in tardy. Failure to sign in will result in disciplinary action. Students arriving to school "tardy" due to a medical appointment or medical illness/condition, such as asthma, allergies, migraines, etc., must provide medical documentation, as well as have an authorized parent/guardian report their tardiness to the Attendance Office in order for the tardy to be excused. All other tardies, including non-school related transportation problems, will be counted as unexcused. Students are allowed two (2) excused tardies to school each semester without penalty. After two unexcused tardies the following penalties apply: **Per teacher discretion, students found truant will forfeit the right to make up missed assignments**

### **Consequences:**

For every 5 tardies , consequences under 1 of Rule 34 will be followed  
16 or more unexcused tardies- Administrative discretion

Excessive tardiness will be considered truancy and will be reported to the Attendance/Residency Officer. Afternoon detentions are held from 2:15 pm to 3:15 pm and are scheduled on the Tuesday, Wednesday, or Thursday following the day of the tardy violation. (Scheduled days are subject to change).

Parent/Guardians are notified of scheduled detentions via the Blackboard Connect system or a

phone call from the Attendance Office.

**TARDY TO CLASS/LUNCH** – All students are expected to be in their assigned area by the tardy bell. Although students will be admitted to class when arriving late, tardiness will result in teacher assigned detentions, and, eventually, disciplinary office referrals. **Per teacher discretion, students found truant will forfeit the right to make up missed assignments**

**Consequences:**

1 tardy	Teacher Discretion
2 tardies	Teacher Discretion
3 tardies	Phone call to parent
5 tardies	Phone call to parent
6/or more	Administrative discretion

**Any period absence longer than 5 minutes, without a legitimate excuse, is considered a class cut.**

## **AWARDS**

Students may be recognized for special achievements in many ways including: commendations, perfect attendance certificates, and academic excellence plaques/awards.

## **BLACKBOARD CONNECT**

**Blackboard Connect** - Keeping you informed is a top priority at the Twinsburg City School District. That's why we have adopted the Blackboard Connect Notification Service which will allow us to send telephone messages to parents/guardians about school emergencies or events, school delays or cancellations due to inclement weather. Parents/Guardians may also be called to verify absences. The Blackboard Connect email notification will also provide information about school events.

What you need to know about receiving calls sent through Blackboard Connect:

- Your Caller ID will display the school's main phone number when general messages or attendance calls are delivered. Only the student's primary contact person will get these type of calls.
- Your Caller ID will display 411.000.0000 if the message is an emergency. Up to four people designated as emergency contacts will get this type of call.
- Blackboard Connect will leave a message on any answering machine unless it has a privacy manager.

Blackboard Connect will leave a message using direct dial numbers only - no extensions.

- Please keep your contact phone numbers up to date and notify your building secretary with any changes.

## **BUILDING SECURITY**

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

## **BULLYING PREVENTION**

The staff in the Twinsburg City School District makes anti-bullying education a priority. Through our on-going character education program, classroom guidance, small group and individual guidance, positive behavior procedures, Character Word of the Week, and assemblies students are taught about bullying and what to do if they are bullied or witness someone else being bullied. Please support this effort at home by reminding your child to tell an adult right away if they see someone bullying another student. Please also refer to the Code of Conduct RULE 22: Harassment/Bullying at the end of this handbook and Board of Education Policy 5517.01.

## **CAFETERIA**

### **LUNCH/BREAKFAST PROGRAMS AND PROCEDURES**

Student breakfast and lunch programs are designed to provide every student with balanced meals that are both nutritious and tasty. For the 2023-2024 school year, school lunches will cost \$3.25 at Wilcox and Bissell, \$3.50 (Dodge, RBC, and THS). For students who want to purchase milk only for packed lunches, the cost is \$.50. Breakfast is \$2.00 (Costs are subject to change). Meals may be paid for in advance. The preferred method of prepayment for meals and extras is using our new online option, MySchoolBucks. This new online option will enable parents to view student purchases and transfer funds between siblings. Payments can be made by check or cash, but should be done on Monday or the first day of the school week only. PLEASE NOTE THAT CASH WILL BE ACCEPTED AT ALL SCHOOLS, BUT ONLY FOR PREPAYMENTS, AS WE WILL NOT HAVE THE ABILITY TO MAKE CHANGE FOR STUDENTS OR PARENTS. If parents at Wilcox or Bissell would like to have the option to have to prepay for milk for their child, please contact Mark Bindus at [mbindus@twinsburgcsd.org](mailto:mbindus@twinsburgcsd.org) so that this a la carte option can be enabled for your child in our Point of Sale computer system. Each students' account must be enabled to allow for such purchases. Parents can also utilize our deposit drop boxes in our Welcome Centers of each school to drop off checks (made payable to Twinsburg Food Services).

For more information about our Food Services Program, please contact our Food Services Supervisor/District Dietician Mr. Mark Bindus at [mbindus@twinsburgcsd.org](mailto:mbindus@twinsburgcsd.org).

## **CALAMITY DAYS**

There will be no practices, meetings, contests, or other related activities on a day when school is canceled by the superintendent due to inclement weather. Any special events to occur will do so at the discretion of the superintendent. In the event of severe weather or other calamity necessitating the closing of school, a phone call will be made to the student's primary contact person's phone

number and announcements will also be made on the district's website, local television and radio stations.

## CLASS RANKS

Please know that beginning with the freshman class of 2020 and beyond, Twinsburg High School students' class rankings will no longer be publically reported. As such, the rank will no longer be printed on individual report cards or transcripts. Students' GPAs will be recognized through academic honors awarded similar to the college honor system:

- Summa Cum Laude: 4.0 and above
- Magna Cum Laude: 3.75 to 3.99
- Cum Laude: 3.5 to 3.74

An Honors Diploma is awarded to seniors achieving prescribed criteria set by the Ohio State Department of Education. Students should see their counselor for specific criteria.

## CLINIC AND MEDICAL INFORMATION

Injury or illnesses occurring during the school day should be reported immediately to the supervising teacher.

The teacher will issue an excuse admitting the student to the clinic. No student who is ill is to call his parents from the school phone and leave the building without permission. It should be understood by parents and students that clinic and office personnel are forbidden to diagnose ailments or **dispense medication without a medical authorization form, including aspirin**. Students who are too ill to attend class are generally too ill to remain in school (the health department states that any student with an elevation in temperature of 100 degrees or over should not remain in school.) Parents will be notified to arrange for transportation when necessary. The child should remain home for 24 hours fever free without fever reducing medication before returning to school. Students should remain home for 24 hours after the last episode of vomiting. The nurse will investigate reasons for an unusual number of clinic visits and parents will be notified. Parents must provide each student with the name of some relative, neighbor, or doctor who the school will contact if they are unable to reach the parents in case of emergency. A student emergency card is on file in the office for this purpose.

### All communicable diseases should be reported to the school nurse.

Medication policy: should it be necessary for a student to take medication at school, parents must adhere to the board of education procedure 5330. See the information and form included in student folder. Forms are available in the school office.

Use of medications: students, who must take prescribed medication during the school day, must comply with the following guidelines:

\*Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.

\*The appropriate form must be filed with the respective building principal and/or clinic before the student will be allowed to begin taking any medication during school hours or to use an inhaler to



self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

\*All medications must be registered with the clinic and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.

\*Medication that is brought to the clinic will be properly secured. Except as noted below, medication must be delivered to the school nurse by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent and physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

\*Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.

\*If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

\*Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

\*The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

\*The school nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

\*Non-prescribed (over-the-counter) medications - no staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent and physician authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the principal's office. Physician authorization is also required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the school's code of conduct and will be disciplined in accordance with the drug-use provision of the code. A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's

school is a participant if the appropriate form is completed and on file in the clinic. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **MMUNIZATIONS:**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES:**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

### **Vision and Hearing Screening**

The purpose of vision and hearing screening is to aid in the detection of school-age children who have or are at risk for developing a vision/hearing disorder. These screenings are required by the Ohio Department of Health on an annual basis and will be administered during the school year to the following students:

- All new students (with no previously documented screenings)
- All students in grades K, 1, 3, 5, 7 (vision only), 9 and 11
- All students with undocumented follow-up from the previous school year

## **COLLEGE TESTING**

ACT and SAT national college exam information is available from guidance counselors. THS's school code is #365125.

## **CONDUCT AT SCHOOL EVENTS**

Students planning to attend events must leave the school grounds and return when the event begins. ***No student is to stay after unless permission from a principal has been given. Failure to adhere to this policy may result in denial of access to after school programs.***

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

## **COUNSELING**

The guidance department of Twinsburg High School subscribes to the belief that "guidance is for everyone." They exist to serve students and their parents. The guidance department is prepared to assist in dealing with academic needs, occupational planning, social-emotional, and personal concerns of students. All problems and concerns shared with counselors will be held in strict confidence unless prohibited by law.

Appointments can be made through the guidance department secretary. Unless it is an emergency, appointments should be made at least one (1) day in advance. If a student needs to see a counselor without an appointment due to an immediate problem, tell the guidance secretary immediately upon arrival so that your classroom teacher can be notified, non-emergency visits to the counseling offices require a pass from your classroom teacher. Guidance counselors are located in the main office. Each student is assigned a primary counselor according to the student's last name. Students may switch primary counselors only with administrative approval. Each guidance counselor specializes in different areas of guidance in addition to general guidance. Students may need to spend time with other counselors to gain additional information. Administrative approval, and/or approval of the primary counselor is required for changes in a student's program/schedule.

## **COURSE CHANGES**

Students and parents complete course request forms during the scheduling process in February and March for the next school year. However, there is no guarantee that courses selected will be offered due to enrollment, staffing, etc. Students receive a course verification form in the mail to allow for adjustments to be made prior to the beginning of classes. Students are expected to attend the classes that they have pre-selected.

## **CREDIT FLEX OPTIONS**

Please make an appointment to meet with your assigned guidance counselor.

## **CUSTODY**

Students must reside within the Twinsburg City School District with his/her legal custodian to attend the Twinsburg City Schools. A copy of the legal document giving a parent custody (in case of a separation or divorce) is required when students are enrolled. For the protection of the student, when a custody change occurs for a student already enrolled in school, a copy of the court order giving custodial rights should be given to the school to place in the student's file.

## **DANCES**

Various clubs or student groups sponsor dances throughout the year. These dances are for Twinsburg High students only. Any non-students wishing to attend any dances need to have approval from an administrator prior to attending. No guest over the age of 20 will be permitted to attend Twinsburg High School dances.

## **DEBTS**

Various scheduled fees are due. Parents/guardians have the responsibility of paying all financial obligations before the end of the school year. Report of grades and copies of records will be withheld on a nine-week basis for fees, fines, athletic equipment, or damaged property, and charges that have not been paid. Contact the principal if you have any problems with meeting the deadlines. Please note that students with fees not paid, will not be able to attend functions such as Homecoming, Prom, Commencement, and other school related activities; until fees are paid.

## **DIRECTORY INFORMATION AND FERPA**

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; or awards received. Please also refer to Board of Education Policy 8330 regarding Student Records.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within twenty (20) days after receipt of the Superintendent's annual public notice.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or the student's parents;

- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or the student's parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the school to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one (1) or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

[www.ed.gov/offices/OM/fpcO](http://www.ed.gov/offices/OM/fpcO)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov .

## **DRESS GUIDELINES**

All students are expected to be clean, decently attired, well groomed, and dressed in a manner that does not cause undue attention or disruption. \*Dress code also includes facial coverings/masks, see Rule #38 in Code of Conduct.

1. Clothing with pictures or sayings which are in poor taste is not allowed. (Including anything chemical, alcohol, or sexual related.)
2. A-Shirts (undershirt) are not permitted.
3. See-through clothing is not permitted.
4. Bare midriff, low cut or braless outfits are not permitted.
5. Bare feet are not permitted.
6. Shorts and skirts are permitted no less than fingertip length. No exposed skin (holes) is permitted above fingertip length.
7. Hats, head wear, gloves and sunglasses are to be taken off when students enter the building and kept in the locker.
8. Glitter, face paint, stickers, and colored hair spray and excessive makeup are prohibited. Drooping or sagging pants are not permitted. Dog chains around the neck or pants or accessories with studs are prohibited.
- 9.. With the exception of clear backpacks, all backpacks and book bags must be kept in the student's locker or secured in the locker room.

***The guidelines listed above are presented as examples and are not a comprehensive list. A student may be asked to change out of any article that, in the judgment of the principal, is considered to be in violation. The student's parents may be called if a change of clothing is needed. Repeated violations may result in further discipline. \*Students will be placed in A.L.E. for the day or until proper clothing is provided from home.***

## **DROPPING COURSE**

If a student drops a course during the first two weeks of the semester, the course will not be recorded on the student's permanent record. After this time period, a dropped course will revert to "WF" if the course is being failed. If the grade is passing, a "WP" (withdrawn) will be placed on the records and no credit will be given. Courses may be dropped only with the approval of the counselor, parent(s)/guardian(s), teacher and instructional leader. A "WF" will be computed into the G.P.A. A "WP" will not be computed into the G.P.A.

## **DUE PROCESS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

There are two facets to due process: substantive and procedural. Substantive due process provides for fair and reasonable treatment under the law in satisfying a person's due process rights; a student can expect to receive written notice of intent to suspend or expel and the reason(s) for such action. The student will be given the opportunity to explain his/her actions or challenge the reasons. Within twenty-four (24) hours after the time of a student's suspension, written notice of suspension will be sent to the parent(s)/Guardian(s). The notice will specify the duration of the suspension and the reason(s) for the suspension, as well as the right and procedure to appeal.

Prior to expulsion, the Superintendent will give the student and his/her Parent(s)/Guardian(s) written notice and provide an opportunity to appear to explain the student's actions or challenge the reason(s). The notice will include reason(s) for the possible expulsion and the time and place of the appeal hearing. Within twenty-four (24) hours after the time of an expulsion, the Superintendent will send written notice to the student and his/her parent(s)/guardian(s). The notice shall specify the duration of the expulsion and reason(s) for the expulsion. It shall also include notification of the right to appeal.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

For further information, refer to Board of Education Policy 5611.

## **EARLY GRADUATION**

A student may complete graduation requirements before a student's class is scheduled for graduation. Students desiring early graduation are to notify the counselor during the second semester of their sophomore year. After the parental/guardian consent is given the principal will act upon all requests for early graduation. This is intended for academically accelerated students.

## **EARLY RELEASE**

THS seniors please see your assigned guidance counselor if you are interested in applying for Early Release, which must be approved by a THS administrator.

## **EIGHTEEN YEARS OLD OR OLDER**

All rules, regulations and policies apply to eighteen year old and older students in the same manner as they do all students. All students must have notes or telephone calls from parent(s)/guardian(s) excusing their absence from school, granting permission to leave school, or to change a schedule.

## EMERGENCY CLOSING

In the event of severe weather or other calamity necessitating the closing of school, a phone call will be made to the student's primary contact person's phone number, and announcements will also be made on the District's website, local television and radio stations.

## EMERGENCY MEDICAL AUTHORIZATION

It is a school requirement that each student must have an emergency medical form filled out, signed by parents and on file in the school office. If there is any change in information during the year, please notify the school office immediately. Failure to comply may lead to disciplinary action.

## EMERGENCY PARENT NOTIFICATION

It is imperative that the school be able to contact parents during the school day. Should school have to be dismissed early due to an emergency, we will attempt to contact all parents. Parents are encouraged to include a neighbor's name and phone number for "early dismissal" purposes online in the ~~PowerSchool~~ Enrollment-section to be completed at the beginning of each year. All children should be directed to report to a neighbor's home in case of an emergency. Parents should keep the school office informed of telephone number changes that should be made on the emergency cards during the school year. It is also a good idea to leave email information for your child's teachers.

## ENTERTAINMENT EQUIPMENT

Electronic equipment which may disrupt your education is not to be brought to school. Failure to comply may result in disciplinary action that could include, but not be limited to the confiscation of aforementioned items until the end of the school year. ***All confiscated items may be released to the parent/guardian of the student during school hours the next school day.***

## EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer:

Director of Pupil Services

330.486.2400

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.



## EXAM POLICY

Written exams will be given at the end of each year in all classes.

Students deliberately not taking final exams will have the grade handled in the following manner:

1. Final exam becomes an F.

## EXTRACURRICULAR ACTIVITIES

There are numerous activities and organizations available. In most cases, a student must meet the Ohio High School Athletic Association academic eligibility requirements in order to participate.

### EXTRACURRICULAR ACTIVITIES

**Academic Challenge** – Twinsburg fields a team as seen on television. Experience is important to success, so get involved early.

**Athletics and Sports** – Freshman, Junior Varsity, and Varsity teams are fielded for boys and girls. Twinsburg is a member of the Suburban League and Ohio High School Athletic Association (OHSAA.)

**Bands** – Concert, Marching,– Instruction and camaraderie afford a student musical skill and friendships.

**Class Officers** – Student elections are generally held in the spring. Four officers represent the class, coordinate class projects, and provide leadership for their classmates. Class activities are done with the supervision of class advisors.

**Drama** – Students demonstrate their skills through plays and productions.

**Drama Tech Crew** – The two primary objectives of this group are: (1) to learn about the technological part of theater, and (2) to help people in and around the community with the technical aspects of a state-of-the-art auditorium. After training on the equipment, the students run all technical parts of the auditorium for school and community groups who would use the facility.

**Ensembles** – Swing Choir, Girls' Ensemble, Boys' Ensemble and Barbershop Quartet practices and rehearses generally once or twice a week. Performances are given for the student body, evening performances for the community, and competitive performances are held locally and regionally.

**Foreign Exchange Club** – Learn more about foreign countries and cultures first hand by acquainting yourself with a foreign exchange student.

**Language Club** – This is the opportunity to learn more about foreign languages through films, speakers, and cultural experiences.

**Majorette and Drill Team** – These groups perform with the band during football season.

**National Honor Society** – This is a national organization, which recognizes and promotes scholarship, character, leadership and service.

Members are chosen through the following process:

1. All students in grades 11-12 with a 3.5 cumulative grade point average and above are eligible

for consideration for membership in National Honor Society. However, a high G.P.A. does not insure membership. Extracurricular participation, community service and leadership roles play a role in the selection process.

2. Officers of N.H.S. will distribute information forms to candidates, with a deadline for handing them in. Students who do not turn in their forms on time will not be considered for membership. This form asks students to list extracurricular activities, community activities, leadership positions and work experiences, awards and recognition. The student must list a minimum of two on-going activities in each category to be eligible for membership. By ongoing, it is intended that the activity listed be a commitment over a range of time. For example, a student may be active in scouting, including a single event such as organizing a special program. Less weight would be given to an experience such as "participated in community clean-up day" because it involves less time than other on-going experiences.
3. After forms are received, the advisor compiles a ballot for the faculty to consider. Faculty members are asked to rate students they know on character, leadership, service, and scholarship, on a five point scale, (five being "highly recommended," one being "cannot recommend."
4. Faculty ballots are compiled and an overall average is determined. For final consideration, a student's score should be above average in each area. Scores and individual's information remains confidential and material is purged after selections are determined.
5. The Faculty Selection Council (five members, appointed by the principal) then meets to consider which students will become members of N.H.S. The chapter advisor acts as ex officio (non-voting) member of the council. A vote is taken on candidates with careful consideration given to their scholarship, service, character, and leadership. Student information forms and the teacher survey are used to help determine membership.
6. Students will be informed of their selection for membership by letter. Once a student becomes a member, it is expected that they will maintain at least a 3.5 G.P.A. and continue to be highly involved in school and community activities as members and leaders.

**Student Government** – Student representatives present ideas, concerns and insights for the governance of the school. Project organization and coordination demonstrates student leadership.

Upon request to the superintendent's secretary, the District shall make reasonable accommodations for a disabled person to be able to participate in these activities.

## CLUBS/GROUPS 2023-2024

### Activity:

Academic Challenge

Yearbook

Drama Club

Foreign Language Club

PAW

Pep Club

National Honor Society

Science/Environmental Club

Foreign Language National Honor Society	Show Choir
Jazz Band	TV Club (Interactive Media)
Economics	Chess
HOSA	Youth 2 Youth
Fellowship of Christian Athletes	F.R.E.S.H. (Black History)
LaunchXEntrepreneurship	MakerSpace
Key	Art
Computer	GSA
Fashion	Math
Spoken Word/Poetry	Creative Writing
Computational Linguistics	Teen Book Club
Happiness	Art Appreciation
Film	Minority Student Union
The Academy	National Organization of Women

*\*Note, there could be additions or subtractions to this list yearly depending on student involvement*

**FACILITY USE** –Use of the school facility must be cleared with the appropriate supervisor/coordinator/director, who will in turn arrange with the building principal for any activity held in a school during the evening, over weekends, and/or during vacations. Arrangements must be made for access to the school when it is expected that the group will be returning to the school at a late hour.

## **FEES**

The Twinsburg City School District will charge the following Student Academic Fees for the 2023-2024 school year: \$75 for the Integrated Preschool Program (IPP), \$85 for the Kindergarten Preparatory Program (KPP), \$80 for Kindergarten, \$90 for Grades 1-3, \$105 for Grades 4-6, \$95 for Grades 7 & 8, \$50 for Grade 9, \$50 for Grades 10-11, and \$55 for Grade 12. This fee covers part of the District's expense for testing and consumable items like workbooks. All students are expected to pay this fee. However, those with a financial hardship who are part of the free lunch program will have their student fee waived. For those receiving reduced price lunches, the academic fee will be reduced by 50%. Course fees and co-curricular fees may also apply and are also eligible for a fee waiver/reduction depending on free or reduced price lunch status. In addition, fees will be assessed to students participating in extracurricular activities. Extracurricular activity fees, including those charged for participation in athletics and club activities are eligible for a fee reduction. Please refer to the Board approved Student Fee Schedule which can be obtained through your child's school office or found on the District website at [www.twinsburgcsd.org](http://www.twinsburgcsd.org).

## **FIELD TRIPS**

The following policies govern all school trips:

- A. Teachers must have permission slips, with emergency telephone numbers, signed by parents/guardians, in order for students to participate in field trips.
- B. All school rules must be followed.
- C. Faculty members are in complete charge of all students.
- D. Medications normally administered at school will be administered while on field trips.
- E. Any student with inappropriate behavior or poor scholastic achievement may be denied the privilege of future trips, or other appropriate action will be taken.
- F. At times it may be NECESSARY TO CHARGE a fee for the trip.

## **FIRE, TORNADO, AND SAFETY DRILLS**

Fire drills are held from time to time without warning. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills (ALICE Drills) will be conducted during the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

Students will be trained on all drill procedures throughout the school year.

Information concerning fire exits is posted in each room. When the signal is heard, all students are requested to walk quickly and quietly out of the building and remain out of the building until told to return. THS complies with all fire safety laws and will conduct a fire, tornado, and grade-level appropriate ALICE school safety drills in accordance with state law.

**Tornado Alert Drills** will also be held throughout the school year. Such drills are necessary and serious. Students must cooperate fully by listening to directions carefully and not talking, running, or otherwise fooling around.

In the event of a "Tornado Warning" (which means that a tornado has been sighted or indicated on radar), the students will do the following:

- 1. Total silence is to be maintained. Listen carefully to all instructions.
- 2. Follow your teacher in a single file line from your room to the designated areas within the school. Move in a slow, orderly manner.
- 3. If directed to do so, kneel down, place your heads between your knees, and cover your heads.
- 4. The sounding of a continuous bell will signal the end of the alert.

## FOOD AND BEVERAGES

All food and beverages shall be confined to the cafeteria and consumed during the lunch period only. Please cooperate with teachers by conforming to the individual teacher's rules. In the event of a special occasion in a classroom, food could be permitted by the teacher.

## GRADING SYSTEM

### Interpretation of Grades

A = (90-100%)

B = Above Average (80-89%)

C = Average (70-79%)

D = Below Average (60-69%)

F = Failing (0-59%)

**Grading Procedures** – Twinsburg High School recognizes that a system of grading student achievement should help students, parents and teachers to better assess a student's progress toward personal educational goals. Our system of measuring, grading, and recording, a student's progress enables all persons involved in the student's education to gain a firm understanding of his/her progress. Educational plans and interventions can then be developed from this information.

**Grading Periods** – Twinsburg uses a nine-week grading format with progress reports available on "Parent Access" on-line with security password. Final nine-week grades are an accumulation of various forms of evaluations such as tests, quizzes, homework, projects, labs, class participation, expressions of thought and observations.

### Grade Point Average Calculation –

Please make an appointment to see your assigned counselor if you have questions regarding G.P.A. calculation.

**Grading Scale** – The Twinsburg City Schools use the following grading scale to determine the letter grades earned:

Grade	Numeric Scale	Grade	Numeric Scale
A+	100 – 97	C	76 – 73
A	96 – 93	C-	72 – 70
A-	92 – 90	D+	69 – 67
B+	89 – 87	D	66 – 63
B	86 – 83	D-	62 – 60
B-	82 – 80	F	Below 60
C+	79 – 77		

A+/- grading system will be utilized for 9wk and exam grades only and will be distributed and explained to all students during the first week of school. Final semester grades will not utilize the +/- system.

Transfer students entering the Twinsburg City School District with weighted grades will have the grades converted to a 4.0 scale to compute the final grade point average. Beginning with the class of 2006 weighted grades from AP Courses will be used in the G.P.A. calculation.

The school year is divided into four grading periods of approximately nine weeks each. Quarter grades will be assigned at the end of each nine-week period. The first two nine-weeks constitutes the Fall semester. The third and fourth nine-weeks constitutes the Spring semester. A final grade will be recorded on the report card at the conclusion of the semester.

**Graduation Requirements/Earning Credits** – Grade placement in grades 9 – 12 is based on the student earning Carnegie units of credit. The Carnegie units of credit are defined in the State of Ohio Department of Education Minimum Standards 3301-35 02. For additional graduation requirements including OST test requirements, graduation seals, etc. See your School Counselor.

Grade placement at Twinsburg High School is based on the following credit accumulation.

**Graduate** – A student graduating from Twinsburg High School must have earned a minimum of 22 credits, or 22 credits if completing a career and technical (CVCC) pathway, in the following areas:

	<b>Grad. THS</b>	<b>CVCC - Students</b>
English	4	4
Science	3	3
Math	4	4
Social Studies	4	3
Freshman Success Course	0.5	0.5
Academic Elective (Eng., Sci., Math, Soc. St. or For. Lang.)	1	0
Health	0.5	0.5
Physical Education	0.5	0.5
Fine Arts	1	1
Electives	3.5	5.5
Community Service Hours*	40	40
Total Required Credits	22	22

Class of 2018 and beyond must pass OST (Ohio State Tests) requirements and 40 hours of community service.

#### **\*COMMUNITY SERVICE HOURS**

(Twinsburg High School has the right to verify any information submitted) Per Twinsburg City School District policy, students must complete a minimum of ten (10) community service hours for each year enrolled at Twinsburg High School in order to fulfill graduation requirements. Students should submit at least the minimum number of hours at the end of each year. It is recommended that senior students have their total amount of required community service hours for graduation submitted at the end of Semester 1 of their senior year. Students not fulfilling this requirement will not receive a diploma.

Community service work shall be voluntary with no payment rendered for service and must be completed outside of normal school hours. Service credit will only be accepted from non-profit organizations and/or for individuals that are not capable of performing the work themselves due to being elderly or disabled. No service credit will be granted for work completed for students' immediate family (parents, siblings, aunts/uncles, grandparents, cousins, etc.)

Community Service Verification Forms can be picked up in the High School office or downloaded on the district website, [www.twinsburg.k12.oh.us](http://www.twinsburg.k12.oh.us) under the High School Guidance Office link. Forms should be completely filled out and signed by the individual or non-profit organization, making sure to include a contact phone number for verification purposes. Students are urged to turn in completed forms into the Guidance Office upon the conclusion of each service activity.

### **\*GRADE CALCULATION SCALE**

**1<sup>st</sup> Quarter: 20%**

**2<sup>nd</sup> Quarter: 20%**

**Midterm: 10%**

**3<sup>rd</sup> Quarter: 20%**

**4<sup>th</sup> Quarter: 20%**

**Final Exam: 10%**

**Total: 100%**

**\*Exemption from final exam would divide by 95.**

### **Exams**

All students at THS are required to take mid-term and final exams as scheduled.

### **Grade Reporting**

Grades will be available for electronic viewing throughout the year. Parents that do not have access should call the THS office at 330.486.2400. The grading periods and the dates report cards are sent home are located on the school calendar. **Parent-teacher communication is encouraged.**

### **Incompletes**

Students should be aware that failure to complete class requirements may merit a failing grade. "Incompletes" may be assigned in the case of excused absence when the remaining time of the grading period does not equal the time missed by the students.

### **MAKE-UP WORK DUE TO ABSENCE**

An excused absence gives a student the privilege of making up work that has been missed. It is the responsibility of the student to consult with the teachers to make up this work as soon as possible at the convenience of the teacher. A student has the same number of days to make up work as the student was absent from school.

### **MAKE-UP WORK DUE TO TRAVEL**

The Twinsburg City Board of Education does not believe that students should be excused from

school for non-emergency trips out of the district. Students who are taken out of school for trips or vacations will not be given permission to do so by the school. The responsibility for this will rest with the parents, and they must not expect any work missed by their child to be taught again by the teacher. However, if the school is notified in advance of such a trip by the parents (legal guardian), a form will be given to the student to take to all teachers in order to procure assignments. Parents are to contact the office, in writing, at least a week prior to leaving. Teachers are not obligated to permit make-up work if proper arrangements have not been made prior to departure. Assignments are due on the day of return to school.

### **Nine Week Grades**

The teacher expectations will be presented to every student in every class by the teacher during the first week of school and will include the information regarding each teacher's grading system. Tests, quizzes, projects, and homework will be averaged toward the nine-week grade. Class participation can also be a part of a grade average.

## **GUIDANCE DEPARTMENT**

Guidance counselors are available to help all students in adjusting to school and assist any students that have school, personal or vocational questions. Students wishing to see a counselor should make an appointment through the main office during study hall, lunch, or before or after school.

Parents are encouraged to contact the counselors for information or assistance whenever necessary by calling 330-486-2406.

## **HALL PASSES**

During class time a student may not be out of the classroom without a pass from the teacher. These physical passes will be issued within the classroom and students will carry it with them until they return.

## **HOMEBOUND INSTRUCTION**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the Guidance Office.

## **HOMEWORK**

In accordance with School Board Policy, your teachers are encouraged to extend your education beyond the regular school day by assigning meaningful homework assignments.

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.



The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504 and State law.

Contact:

Guidance Office or THS School Psychologist.

## **POWERSCHOOL ENROLLMENT**

The Twinsburg City School District will be using PowerSchool Enrollment to replace Student Emergency Cards for the 2023-2024 school year. All students must have necessary information completed in PowerSchool Enrollment prior to the beginning of the school year. Students will need two (2) contacts other than parents and identify the persons that the child may be released to in the event of illness, emergency or for transport. All registration information will be entered online instead of on paper. If you do not have internet access, please contact the main office for assistance.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the clinic. An appropriate adult in the clinic will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## **INTERNET/NETWORK USER POLICY**

To obtain a computer account that will allow access to the network, internet, or electronic mail resources, all students and their parents/guardians must read and sign their school's handbook or agenda containing the Acceptable Use Policy. All students are bound and required to adhere to all Network/Internet bylaws and policies established by Administration and the Board of Education. Approved accounts will be created for students in grades 2-12.

When you obtain a Twinsburg City School District (TCSD) network account, it is understood the account is to be used for class work or individual school related research. You are responsible for your account's use or misuse. The school code of conduct applies.

TCSD may also provide students with Google Apps for Education (GAFE) accounts. Google Apps for Education run on an Internet domain purchased and owned by the school and is intended for educational use. GAFE is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of GAFE when students are at school. Parents are responsible for monitoring their child's use of GAFE when accessing programs from home.

Students are responsible for their own behavior at all times. Students should take all reasonable precautions to prevent others from being able to use their account. Passwords must be constructed so that they are not obvious or easily determinable. Under no conditions should a student provide his or her password to another person.

Your accounts (TCSD and GAFE) and the files on them are school property, not your private property. School personnel reserve the right to inspect its property. Students should have no expectation of privacy

Access to the TCSD network and GAFE is considered a privilege. TCSD maintains the right to immediately withdraw the access when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred for further investigation and account restoration, suspension, or termination.

The use of personal communication devices (hereafter referred to as "PCDs") on campus is a privilege which the District grants to any student who is willing to assume the responsibility of abiding by the guidelines set forth in Policy 5136 & 5136.01. PCDs include computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers", e.g., Kindles and similar devices), cell phones, smartphones, iPods, and/or other web-enabled devices of any type. All policies set in place in the AUP continue to apply when the student uses his/her PCD on campus. In addition, cell phone watches are also considered PCD's and fall under the guidelines set forth in Policy 5136 and 5136.01.

Students may connect to the TCSD wireless network from a PCD (and only wirelessly) with their network username and password for educational purposes only. However, they may not do so in a classroom without explicit teacher approval.

The District reserves the right to inspect a student's PCD if there is reason to believe that the student has violated any School Board policies, administrative procedures, school rules or has engaged in

other misconduct while using their personal device. Students must surrender their PCD to district personnel upon request. See policy 5136 – Personal Communication Devices.

Avoid illegal activities. These include tampering with computer hardware or software, unauthorized entry into computer files, or vandalism or destruction of computer files. Obey all copyright laws applying to software and its use. We are governed by the U.S. Copyright Code, PL 94-553 and PL 96-517 Section 117, and U.S. Code 2510.

Profanity or obscenity will not be tolerated on the network. All users should use language appropriate for school situations as indicated by school codes of conduct. Students must respect the right of others in the school and on the internet at large. Personal attacks are an unacceptable use of the network.

Harassment, intimidation, or bullying behavior by any student is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate.

If you are the victim of a personal attack ("flame"), respond rationally if a response is appropriate and bring the incident to the attention of a person in authority.

Cyberbullying includes, but is not limited to, the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
4. posting misleading or fake photographs of students or school staff members on websites

**To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct (See Rule 11: Disruption of School).**

Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive, or disrespectful language in communications through the Network (including, but not limited to, public

messages, private messages, and material posted on web pages).

2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending the person messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you met on-line without parent approval and participation.
8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

Users must be aware that there are many services available on the internet that could potentially be offensive to certain groups or users. The Twinsburg City Schools cannot eliminate access to all such services. Individual users must take responsibility for their own actions in navigating the network. Policy is subject to change per Board of Education Action during the school year.

## **LIBRARY - RESOURCE CENTER**

1. THS library opens at 8:00 a.m. Any student may come to the library with a pass from the teacher to return or check out books.
2. Students may come to the library with a pass from the study lab or as arranged with the classroom teacher.
3. Any student may come to the library during his/her lunch period with a pass from the librarian or a teacher.

4. The library closes at 2:45pm.

## **LOCKERS**

Lockers are Board property and assigned to students for their personal use. **Lockers and locker combinations are not to be shared with friends and classmates. Students must use their own locker. Sharing a locker with another student is a violation and will result in consequences from an administrator.** All lockers must have a school issued lock with all appropriate information given to the homeroom teacher. Any locker difficulties should be reported immediately to the office. **Since lockers are the property of the school, they may be opened by school officials for reasonable suspicion or to get work if a student is absent from school for an extended period of time.**

With the exception of clear book backs and backpacks, book bags, backpacks, and draw string bags, etc. are to be kept in lockers and are not permitted to be carried during the school day. For further reference, see Board Policy 5771.

Students should not leave any item in their gym lockers overnight. Do not leave items in any locker over vacations. Any item left in any locker is at the student's own risk. The school assumes no responsibility for school or personal property lost or stolen from lockers provided. The school is not responsible for the loss or theft of money that students bring to school and/or keep in their lockers.

## **LOITERING AND DISMISSAL**

When arriving at school in the morning, students are to come into the school building immediately. Students are not to loiter on school grounds, in parking lots, in parked cars, nor drive around the school property. The school halls are passageways. Conversations and meetings with other students are to take place in classrooms. Standing in the halls or aimless walking around is considered loitering.

Students remaining after school must be assigned to an activity in the appropriate school location. Loitering in the hallways and commons will not be tolerated. Restrooms in the school are not for congregating. They are clean and well maintained. Privacy is afforded anyone requiring it. Students are to use the restrooms for the purposes they are intended. Individual stalls are to be used by only one person at a time. Students who loiter or hide out in the restrooms will face disciplinary action. Students are to leave the school building by 2:55 pm unless in a supervised activity.

## **LOST AND FOUND**

Items that are misplaced/lost may be turned in at the office. Lost articles will be held until the end of the quarter and then sent to a humanitarian organization.

## **MASK POLICY**

During times of elevated communicable disease/community spread (pandemic or epidemic), the Superintendent will issue periodic guidance through Board of Education plans/resolutions in alignment with public health officials and in accordance with government edicts. Because school settings can be a source of community spread, wearing face masks/coverings is especially important during these times and can help mitigate the risk of exposure from person to person.

The Twinsburg City School District Face Covering Policy is as follows:

All students in Grades K-12 shall wear a face mask unless they are unable to do so for a health or developmental reason. If a student refuses to wear a mask parents will be contacted and the student will be sent home for the school day. Preschool students are encouraged to wear face masks.

Any student who is unable to wear a mask due to a health reason will need to present medical documentation from a physician. Efforts will be made to reduce any social stigma for a student who, for medical or developmental reasons cannot or should not wear a mask. Students are also required to wear masks, as noted in this policy, while being transported on District school buses or other modes of school transportation.

Cloth face coverings/masks should:

- fully cover the mouth, nose, and chin,
- fit snugly against the side of the face so there are no gaps,
- not create difficulty breathing while worn,
- be held securely through either a tie, elastic, etc. to prevent slipping, and
- be worn as intended.

Cloth face coverings/masks should not:

- include respirators (unless medically necessary), or
- include masks designed to be worn for costume purposes.

Students who disregard the requirement to wear a face covering/mask will face the following consequences:

1st Offense - The student will receive a verbal warning and a new mask to wear. A call to the student's parents will also be made.

2nd Offense - The student's parents will be called and the student will need to be picked up from school.

3rd Offense - The student may be reassigned by the Superintendent or designee to an online/virtual learning environment if it is determined that the reassignment is necessary to protect the health and safety of the student or others. However, considerations for students identified disability or social/emotional needs will be given.

All student face coverings/masks should also comply with dress/grooming requirements outlined in the Student Code of Conduct (Rule 12), or disciplinary action may be taken. Finally, any person may be required to temporarily remove a face covering/mask when instructed to do so for identification for security reasons. Failure to comply with such a request violates this policy and may lead to disciplinary or other action. (Board Policy 8450.01)

## **NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITY POLICY**

The Twinsburg City School District affirms that no person shall, on the basis of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This policy shall prevail in all Board policies concerning school employees and students.

Copies of the District's complaint procedures, Administrative Guideline 2260B and 2260.01B, may be obtained from the District Compliance Officer. A formal complaint concerning Title VI of the Civil Rights Act of 1964 (race, color, and national origin), the Age Discrimination Act of 1975, Title IX of the Civil Rights Act of 1964 (sex), Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 (disability) can be made in writing to the District Compliance Officer listed below:

Director of Pupil Services  
Twinsburg City School District  
11136 Ravenna Road  
Twinsburg, Ohio 44087  
330.486.2400

Inquiries concerning the application of this policy may be referred to the District Compliance Officer or the Superintendent of Schools. The Superintendent may be reached at:

Superintendent of Schools  
Twinsburg City School District  
11136 Ravenna Road  
Twinsburg, Ohio 44087  
330.486.2000

## **OFFICE HOURS**

The office is open from **7:50** a.m. in the morning until **3:20** p.m. in the afternoon. Phone: **330.486-2400**.

## **PARENT/GUARDIAN VISITS**

1. All visitors must enter through the Welcome Center to sign in.
2. Visitors must display a visitor identification badge when in the building.
3. Parents/guardians may schedule classroom visits. Visits must be arranged with the classroom teacher at least a day in advance and at a mutually convenient meeting time to ensure the classroom environment is not disrupted for students. Unarranged/unannounced visits are not permitted.
4. School Board Policy does not permit students from outside schools to attend classes in the

## **Positive Behavioral Interventions and Supports (PBIS)**

**Positive Behavior Interventions and Supports (PBIS)** is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through multi-tiered systems of support (MTSS) ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate. (Board Policy 5630.01)

## **POST SECONDARY OPTION**

THS students may opt, through the rules and guidelines of Ohio State Bill 140, to attend classes at local universities and receive high school and college credit at the same time. Each university has developed different standards for admission and it is the student's responsibility to call the university for application materials. Please plan early if you intend to pursue this option.

## **POSTERS AND SIGNS**

Any poster displayed by an organization or an individual in the school must have the approval of the administration. Any literature distributed must also have the appropriate approval.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the Business Office at the Twinsburg Board of Education Office upon request.

## **QUESTIONS AND ANSWERS**

### **Question**

Absence (daily)  
Absence (extended)  
ACT/PSAT/SAT  
Appointments  
Athletics

### **Answer Provider**

Attendance Secretary  
Assistant Principal  
Counselor  
Secretary of the Department  
Athletic Director



Attendance appeal	Attendance Secretary
Building Calendar/Use	Athletic Director
Change in grade status	Counselor
Class schedule	Counselor
Club activity	Advisor
College information	Counselor
College visit	Attendance Secretary
Counseling/Personal issues	Counselor
Discipline appeal	Central Office
Discipline problem	Assistant Principal
Free or reduced lunch	Guidance Secretary
Illness/injury	Nurse/Secretary
Locker	Guidance Secretary
Lost and found	Guidance Secretary
Parking Permit	Athletic Director
Pre-arranged absence	Assistant Principal
Privileges	Assistant Principal
Report card error	Teacher/Counselor
Stolen property	Assistant Principal/School Officer
Tardy to school	Attendance Secretary
Transcript	Guidance Secretary
Vocational information	Counselor
Work Permit	Front Office Desk

## PTA

Twinsburg High School has an active Parent Teacher Association that supports our school through many activities and fundraisers during the year. Meetings are held monthly.

## RELIGIOUS OBSERVANCE

As within any public school, students have varied religious beliefs. Ohio Revised Code allows schools to excuse students for a religious observance. Please send a note to school if you wish your child to be excluded from activities, which may include parties, birthdays announced over the PA, the Pledge of Allegiance, etc. or if they will be absent due to a religious holiday. In your note, please indicate if you would like your child to participate in an alternative educational activity or if you prefer to pick him/her up for an excused dismissal from school.

## REPORT CARDS

Shortly after the close of each nine week grading period, a report card will be mailed to the student's parent(s)/guardian(s). Included on the report card will be coded teacher comments on student

progress and attendance information.

## **RIGHTS AND RESPONSIBILITIES**

The Constitution of the United States guarantees its citizens rights and freedoms. The First Amendment

ensures freedom of religion, speech, press, assembly and petition. The Fourteenth Amendment guarantees due process and equal protection under the law.

The rights of an individual are preserved only by the protection, and preservation of the rights of others. Each exercise of an individual's rights must demonstrate respect for the rights of others.

Every member of the school community, including students, parents, and school staff, has the responsibility to promote regular attendance at school, adult-like conduct and behavior, freedom from fear of insult and injury and maximum opportunity for learning on the part of each student.

Basic student responsibilities include:

1. Be punctual (on time to school and all classes).
2. Attend all classes.
3. Bring the necessary material for class (textbooks, notebook, pen, and pencil, any class-specific items).
4. Be a positive, contributing member of the student body.

Electronic Surveillance: Security cameras and other audio/visual recording devices contribute to the reduction of school violence and vandalism, and improve school security and student safety. Students are duly informed that their behavior may be monitored on school property and/or adjacent property (such as the Commons area, the main hallways, the parking lot, etc.) by security cameras. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

Surveillance recordings are available only at the discretion of the building administrators. Due to student privacy considerations, these recordings are not made available.

## **SELLING/BUYING WITHIN THE SCHOOL**

Students are not permitted to sell anything within the school to classmates or teachers. Please cooperate by not buying anything from friends and classmates. Students are not permitted to accept deliveries from persons not on their Emergency Contact list. This includes Doordash, Uber Eats, etc.

## **SERVICES AVAILABLE IN THE TWINSBURG CITY SCHOOL DISTRICT**

· Psychological and testing services for students as determined by the Response to Intervention team (RTI).

- Speech, hearing, and language therapy
- Title I Reading assistance and/or remediation
- Occupational/Physical therapy
- Art, music, and physical education classes taught by highly qualified teachers
- Conferences twice a year, or upon request
- Special education services
- Beech Brook School-Based Mental Health Services

## **STATE TESTING**

The State of Ohio has mandated that all students will be subject to End of Course/Ohio State Tests in select courses throughout a student's high school career. Federal IDEA laws apply.

## **STUDENT ACTIVITIES/ATHLETICS PARTICIPATION**

**CODE OF CONDUCT** – Participation in activities is an important part of the overall educational process. However, a student has no absolute rights to participate in activities, as involvement is a privilege, not a right. Commitment to an activity entails additional time requirements and implies the maintenance of top physical and mental condition. Students participating in any activity outside of school, or during school hours, are subject to the same discipline code as when school is in session. In addition to normal consequences as specified in the handbook, students may receive additional consequences relating to their specific activity.

This code applies to any school sponsored student activity, group, club, team, etc. that forms, meets, or practices at times other than the regular school day and school year. Instructional activities that meet only during class time or are part of the regular curricular program are not considered in this policy.

The Student Activities and Athletics Code of Conduct goes into effect for student-athletes participating in fall sports on the first day of fall sports practices prior to the start of the school year and continues until the last day of school. For all other sports and activities, the Code of Conduct goes into effect on the first day of school and is in effect until the last day of school. For any spring sport that goes past the last day of school, the code of conduct is in effect until the final contest has been completed. Violations of the Code of Conduct are cumulative throughout the participant's two years of middle school participation and four years of high school participation and disciplinary actions may carry over from one season/year to another.

## **2430.02 — ELIGIBILITY REQUIREMENTS**

### **(Twinsburg City Schools BOE policy)**

In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding marking period. During the preceding marking period, the student must have received passing grades in a minimum of five (5) one (1) credit courses or the equivalent which count toward graduation. A student must also earn a minimum 1.25 grade point average during the preceding marking period. Any student who is not eligible must be enrolled in an intervention program as prescribed by the building principal. Students participating in intervention are not permitted to compete in interscholastic or extra-curricular activities, however, such students may be permitted to practice until eligibility is reinstated at the marking period.

A student enrolled in the first marking period after advancement from the eighth (8<sup>th</sup>) grade must have passed a minimum of five (5) of the subjects in which the student earned grades and met the minimum GPA requirements outlined in section A.

A student enrolled in the seventh (7<sup>th</sup>) grade for the first time will be eligible for the first marking period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding marking period and received passing grades during that marking period in a minimum of five (5) of the subjects in which the student received grade. A student must also meet the GPA requirements outlined in section A.

Summer school grades and other educational options earned may not be used to substitute for failure to meet the academic standards from the last marking period of the regular school year.

**EXEMPTION CLAUSE** – Exemption to this would be two required performances per year in concert choir, acapella choir, and concert band. In addition to this, since marching is definitely a component to the band curriculum and is considered in the actual determination of the overall band grade, marching at football games is also exempt. All band and choir competitions, trips, other performances, etc., however, do fall under this eligibility policy. Students must be academically eligible in order to participate in any other activity, as specified above.

**GRADING** – Students failing to attend those activities specified above as curricular are subject to the same rules as missing an exam or test in any other subject. If it is an excused absence, they shall be permitted to make up the performance through some reasonable assignment given by the teacher. Students receiving an “unexcused” absence would not be permitted to make up this requirement and would, therefore receive a zero, which would be very similar to receiving a zero on any other academic performance, such as a test or quiz.

**DRUG/ALCOHOL USE** – The Federal Drug Administration recognizes that the use and abuse of mind-altering chemicals/alcohol poses a significant health risk for individuals and can affect health, academics, and performances. Students participating in any activity will not at any time possess, use, sell, offer to sell, deliver, conceal, consume, be under the influence of nor have on their breath, any drug, look-alike drug, counterfeit drug, drug paraphernalia, alcohol, or anabolic steroid. Medication authorized by a licensed physician is not considered in violation of this provision. A

student judged to be in violation of the substance use/abuse terms above will incur the following consequences:

**1<sup>st</sup> Offense:**

1. Exclusion from all inter-scholastic or extracurricular activities for a period of time equal to 30% of the scheduled contests/performances. This exclusion could extend into the next season if the infraction occurs at the end of a given season/activity. Provided a student is not also suspended from school, the student may attend all practice sessions, contests and performances during the period of the exclusion, but may not participate in contests or performances. If the suspension is served in the next season, the student must be listed on the team/activity's active roster at the completion of that season and must attend the team/activity's end of the season awards ceremony, if applicable.
2. The student must undergo a professional assessment by a certified agency and comply with the recommendations of such an assessment. Proof of said assessment must be provided to the Athletic Director/Coordinator of K12 Student Activities upon completion. (TCSD will not incur the cost of said assessment)
3. Both 1 & 2 must be completed for extracurricular reinstatement.

**2<sup>nd</sup> Offense:**

1. Exclusion from all inter-scholastic or extracurricular activities for a period of time equal to one calendar year. During this exclusion the student may not attend practice sessions, contests, and performances.
2. The student must undergo a professional assessment by a certified agency and comply with the recommendations of such an assessment. Proof of said assessment must be provided to Athletic Director/Coordinator of K12 Student Activities upon completion. (TCSD will not incur the cost of said assessment)
3. The student must participate in and successfully complete a drug/alcohol education program. Proof of attending said program must be provided to Athletic Director/Coordinator of K-12 Student Activities upon completion. (TCSD will not incur cost of said program)
4. Both 1 & 2 must be completed for extra-curricular reinstatement.

**3<sup>rd</sup> Offense:**

**1. Permanent exclusion.**

Self-Referral: A student who voluntarily seeks help with a drug/alcohol/substance problem prior to being cited for violation may avoid the imposition of disciplinary action. This provision will be honored if the student voluntarily and fully participates in an assessment and complies with the recommendations of the assessment. Exclusions from participation will occur until the assessment phase is completed.

**SPORTSMANSHIP** – Good will and sportsmanship are expected from students who conduct themselves appropriately and honorably. Displays of anger, resentment, or loss of control are

contrary to the intent and nature of any activities. Only positive cheers are acceptable, cheer for our team and do not berate opponents or officials. All students must stay in the Twinsburg student section at all athletic events and contests. Failure to abide by these regulations may result in suspension of the privilege to attend extracurricular activities and possible additional formal disciplinary consequences. Disciplinary action for violation of this expectation will follow the Ohio High School Athletic Association (OHSAA) un- sportsman like consequences.

**TRANSPORTATION:** Athletes must use the school provided transportation. The only exception is for parents/guardians to drive with the written approval from the athletic director or principal. Students will not be permitted to drive with anyone other than the parent/guardian.

**INDIVIDUAL COACH'S DENIAL OF PARTICIPATION IN ATHLETIC CONTEST(S)/DUE PROCESS PROCEDURE** – All head coaches or activity advisors shall publish those specific rules unique to their programs that are not covered by the general rules. This published set of training rules or organization rules must be filed with the athletic director. A copy of all rules in effect must be given to each participant at the beginning of the program or season to take home to be signed by the participant and the parent(s)/guardian(s). These signed papers are to be kept on file by the coach or advisor. Head coaches and advisors must follow due-process procedures when denying participation or excluding participants from their sport or organization.

1. When it becomes necessary to deny a student participation in an activity a student will be given written notice with the reason(s) for exclusion and an opportunity to explain his/her actions in an informal hearing with the activity advisor.
2. The student or parent/guardian has the right to appeal the decision of the Athletic Director/Coordinator of K-12 Student Activities to an appeal board within (3) school days of receiving notification of suspension. Any appeal is to be in writing and submitted to the building principal. An appeal hearing will be scheduled within (5) school days of receiving the written request. The appeal board shall consist of (3) staff members, assigned by the Superintendent, who will review the case and render a decision to uphold or not uphold the intended removal.
3. The decisions of coaches and advisors, and the recommendations of the appeal board, are subject to the final decision of the school principal.

A student shall not be permitted to participate during this appeal process.

## **CRIMINAL ACTIVITY**

Felonies (Including Felonies Relating to Drugs or Alcohol): A student who is arrested for, or charged with a felony or charged with an act that would constitute a felony if committed by an adult shall be automatically suspended from all athletic/extracurricular activities. Students will not be permitted to participate in preseason activities. The student shall remain suspended until: (1) The charges are completely dismissed; (2) The charges are reduced to a misdemeanor in which case the student may be subject to penalties outlined for misdemeanors for alcohol/drugs; (3) The student is found not guilty; or (4) The student successfully completes the consequences assigned by the judge and agreed to by the student, including probation or diversion. Evidence that the probation period has expired, fines have been paid and/or community service has been completed is required.

If a student has been arrested or charged with an offense, but the matter has been expunged, sealed, removed from a student's record, or the behavior has not been prosecuted, that student should present documentation as required by the school to determine the circumstances of the matter. These circumstances will be considered but may not be sufficient to lift the student's consequences.

**Criminal Activity Not Related to Drugs and Alcohol:** A student who is arrested for, charged with, or found guilty of a misdemeanor shall receive consequences as outlined below. However, minor offenses that result in fines alone may be dealt with in the discretion of the Principal or designee. However, any student who is accused of a misdemeanor alcohol/drug offense or a misdemeanor DUI will receive consequences as explained in the Drug & Alcohol section of the handbook.

**1st and Subsequent Offenses:** Minimum suspension from activities for one (1) school week up to a maximum of permanent suspension from extracurricular activities, at the discretion of the Principal or designee.

If the student produces proof that the charges are completely dismissed or the student is found not guilty, these consequences may be lifted. If a student has been arrested or charged with an offense, but the matter has been expunged, sealed, removed from a student's record, or the behavior has not been prosecuted, that student should present documentation as required by the school to determine the circumstances of the matter. These circumstances will be considered but may not be sufficient to lift the student's consequences.

**STUDENT AGENDAS** – All students must receive a student agenda. Replacement agendas can be purchased for a fee of \$5.00, or downloaded from the THS website.

## **STUDENT CONDUCT CODE**

The Board approved Student Conduct Code for the Twinsburg City School District is included in this handbook. Additional copies are available in the office.

## **STUDENT FUND-RAISING**

*The following general rules apply to all fund-raisers:*

- ( ) Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- ( ) Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- ( ) Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- ( ) Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- ( ) Students may not engage in house-to-house canvassing for any fundraising activity unless prior authorization is given by the Principal.

( ) Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal.

Violation of this policy may lead to disciplinary action.

## **STUDENT RESOURCE OFFICER (SRO)**

The SRO program enables our school to have a uniformed police officer in the school throughout the school day. This program is funded through the school district for the purpose of bridging the gap between the police department and the student population. The goals of this program are to increase positive attitudes toward law enforcement; reduce juvenile crime through counseling, teaching, and personal contact; and provide a positive role model, liaison, and resource.

## **STUDY LAB**

The study lab period is a quiet area to be used for schoolwork and leisure reading only. Each student is expected to come to study lab prepared to work. Bring assignments and/or other appropriate materials. Card playing, or games of chance will not be permitted. Students should prepare for study lab just as you would for a class; bring books and materials with you. Passes to leave study lab for the computer lab or library should be received from another teacher well in advance of the study lab period. The monitor may assign students work or issue consequences if they do not come prepared with work of their own.

## **SUBSTITUTE TEACHERS**

When regular classroom teacher is ill or on leave, a substitute teacher will be employed to supervise class activities. Students are expected to afford the substitute teacher the same respect and cooperation as any regular teacher. Any student who by word or action attempts to ridicule, defy, or otherwise impede the working of a substitute teacher will subject himself/herself to automatic disciplinary action by the office.

## **SUMMER SCHOOL**

Available within the Twinsburg district on a limited basis. Students attending summer school must receive prior approval from their guidance counselor to insure credit toward graduation will be awarded. The cost of summer school will be at the student's expense. Cuyahoga Valley Career Center (CVCC) provides low cost instruction to us, as a member district.

## **TELEPHONE**

There are no public telephones in the school. In the case of an extreme emergency or illness, students will be allowed to use the office phone. Per Board of Education Policy 5136: " For



purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type.

Students may use PCDs before and after school, during their lunch break, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor. Students will be subject to disciplinary action for improper use of cell phones while in school, on school property, or while attending a school function.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

## **TEXTBOOKS, MATERIALS, FEES**

Books and/or materials lost or damaged are the responsibility of the student to whom they are issued and must be paid for before records can be released, or parking passes are made available. The student must turn in the book with the number the student was issued. All fees or fines must be paid before transcripts and records will be released. Students should write their name in each book assigned. Lost books or articles may be claimed in the main office.

## **TRANSCRIPTS**

Requests for transcripts of credit to colleges are made to the guidance department by submitting a written statement requesting that a transcript be sent, the address to be forwarded to, and the name of the student.

## **TRANSPORTATION**

1. Students must get on and off the bus at their assigned stop. **Students are only allowed to ride their own assigned bus to and from school.** Remember that signed notes, not phone calls, are the only acceptable way for students to be permitted to walk or get a ride from a parent. **Students are not allowed to ride home on any other bus but their own (we do NOT allow students to ride the bus to a friend's house).**

2. Additional guidelines concerning appropriate behavior on the bus are included in this handbook.
- To maximize the safety of our students and standardize procedures across the state – all bus drivers now use a hand signal for all students to board their school bus. The driver will open the door to activate the red lights, and will have his/her hand raised. The driver will ensure traffic has stopped and then will signal by dropping their hand to let the students know it is safe to approach the bus.
- Each student shall be assigned a residence side designated place of safety. Students are to remain at their designated place of safety and are not to proceed to their residence until the school bus has departed. The purpose of the place of safety is to reduce, as much as possible, the potential of a student being injured by a school bus while they are in the process of being picked up or dropped off.
1. Students shall arrive at the bus stop at least 5 minutes before the bus is scheduled to arrive.
  2. Students must wait in a location clear of traffic and 20 steps away from the bus stops.
  3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
  4. Students must go directly to their assigned seat so the bus may safely resume motion.
  5. Students must remain seated keeping aisles and exits clear.
  6. Students must observe classroom conduct and obey the driver promptly and respectfully.
  7. Students must not use profane language.
  8. Students must refrain from eating, drinking, and littering on the bus.
  9. Students must not use tobacco on the bus.
  10. Students must not have alcohol or drugs in their possession on the bus.
  11. Students must not throw or pass objects on, from or into the bus.
  12. Students must not put head, arms or any object out of the bus windows.
  13. Students may carry on the bus only objects that can be held in their laps.
  14. Students must leave or board the bus at locations to which they have been assigned.
  15. Students may not operate any electronic device that could be deemed distracting to the safe operation of the bus.

Video Recordings on School Buses- Video cameras are located on school buses to monitor student behavior.

If a student misbehaves on a bus and their actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Infractions: A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

## **TRANSFERRING AND WITHDRAWING FROM SCHOOL**

When moving out of the school district, parents must contact the main office a week prior to leaving. All fees and fines must be paid in order to complete any transfer of records.

## **VENDING MACHINES**

Vending machines have been placed in the school for the convenience of the students. These machines are only to be used before and after school, and during lunches. Students use the vending machines do so at their own risk.

## **VISITORS - PARENTS/GUARDIANS**

1. All visitors must enter through the Welcome Center to sign in.
2. Visitors must display a visitor identification badge when in the building.
3. Parents/Guardians may schedule classroom visits. Visits must be arranged with the classroom teacher at least a day in advance and at a mutually convenient meeting time to ensure the classroom environment is not disrupted for students. Unarranged/unannounced visits are not permitted.
4. School Board Policy does not permit students from outside schools to attend classes at the Twinsburg City Schools.

## **WEBSITE**

Please refer to the district website at [www.twinsburg.k12.oh.us](http://www.twinsburg.k12.oh.us) for the latest information about our schools. Click on "Twinsburg High School" for specific updates and news about THS. Check often for the latest news!

## **WELCOME CENTER**

The Twinsburg City School District is committed to keeping your children safe while they are in our care. Anyone wishing to visit our schools must first go through one of our five Welcome Centers located at the front of our school buildings. **All visitors must present a current driver's license or state-issued photo identification**, which will be scanned through our LobbyGuard Visitor System. Once a brief background check is complete, visitors will receive a badge, allowing them to enter the building. Once their visit is complete, visitors must sign-out using that same visitor badge. Items for students, such as lunches, glasses, etc., can also be dropped off in our Welcome Centers and office personnel will deliver them to the appropriate person.

## **ZERO TOLERANCE**

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated. For further information refer to board policy 5500 and 5600.

## **ADDITIONAL INFORMATION**

The following items are included as additional handouts to your student-parent handbook. Extra copies are available in main office if any are missing. Please remember to visit the district website for various school district information: [www.twinsburg.k12.oh.us](http://www.twinsburg.k12.oh.us) Please make sure that you have all items listed below:

Receipt of Handbook (sign and return to HR teacher)

Field Trip Policy

Athletic Schedule and Maps

Pupil Services Guide

Internet Image (Photo) Release Form

Medication Information and Form

Release of Directory Information

Fee Schedule

# **VIOLATIONS OF BOARD OF EDUCATION**

## **POLICIES OR SCHOOL RULES**

**Expulsion** – Behavior of a student can be so serious as to justify total removal from the educational program for a prolonged period of time. An expulsion can extend beyond the current semester and school year. Circumstances may warrant an expulsion of up to one year, or longer, for certain violations of the student code of conduct in accordance with ORC. Expulsion is generally viewed as a last resort; however, violation of the rules listed below may result in an expulsion or, at minimum, a recommendation for expulsion:

RULE 1: ALCOHOL, DRUGS

RULE 3: ARSON

RULE 4: ASSAULT

RULE 9: DESTRUCTION OF PROPERTY

RULE 11: DISRUPTION OF SCHOOL

RULE 14: EXPLOSIVES

RULE 15: FALSE ALARMS/BOMB THREATS

RULE 17: FIGHTING

RULE 22: HARASSMENT

RULE 28: REPEATED AND OR FLAGRANT VIOLATIONS OF THE SCHOOL CODE

RULE 29: SEXUAL HARASSMENT

RULE 31: THREATS

RULE 37: WEAPONS

RULE 38: WEARING A MASK OR FACIAL COVER

## **CODE OF STUDENT CONDUCT**

Students are afforded constitutional rights guaranteed by the United States Constitution and the Bill of Rights, and their rights will not knowingly be denied or abridged by this Code of Student Conduct or actions taken there under.

Consequently, students have a responsibility to conduct themselves in a manner, which contributes to an appropriate school atmosphere. This implies an obligation to be aware of the rights of others and have knowledge of the school. It is the belief of the staff and administration of Twinsburg High School that our students are young adults. We believe that all students have a right to be treated with respect and dignity. Also, students have a responsibility to treat all members of the education community with respect and dignity and to respect the school's constituted authority.

Students are subject to all provisions of the Code of Student Conduct whenever on school property, including buses, at all times, both during, before, and after school hours, when school is in session or during periods of vacation, and at extracurricular activities involving Twinsburg Students. This code shall also be inclusive for the right to exercise authority for the protection of all school staff

members and their property.

Consequences for violation of this Code of Student Conduct may include: detention, work sessions, emergency removal, assignment to T.A.P., out-of-school suspension, expulsion, and/or other forms of disciplinary action to help modify behavior or to ensure the safety, health and welfare of other students and staff. Consequences are administered at the building level in accordance with administrative procedures. Any violations of the Student Code of Conduct which involve a staff member may result in consequences up to and including expulsion. Additionally, depending upon the violation, a police report may be filed.

However, The Twinsburg City School District is committed to building healthy relationships within each school. To that end, restorative practices is a strategy used to build community, repair harm, and restore and promote healthy relationships. To find the root cause of student behavior, rule violations are often best resolved by utilizing restorative practices. These practices include dialogues, peace circles, conferencing, and peer-led mediation. At the discretion of Administration, consequences can be reduced or eliminated with the active participation in a restorative practice.

## **RULE 1: ALCOHOL, DRUGS**

A student shall not possess, use, transmit, sell, offer to sell, conceal, consume, or be under the influence of narcotics, alcohol, inhalants, intoxicants, non-prescription drugs, prescription drugs, edibles, or look-a-likes. Any type of drug paraphernalia is prohibited. Students who must take prescription drugs during the day must deliver them to the school nurse and have a release form on file. If the illegal substance is found through vaping, rule #32 will also apply. (EMIS Code 10: Alcohol/Code 11: Drugs).

### **Consequences:**

**Note: Any student found supplying, selling, attempting to sell, offering to sell, or attempting to distribute a controlled chemical, drug, or “look-a-like” will be recommended for immediate expulsion (this applies to all offenses including a student’s 1st Offense).**

**1st Offense: 10 day out-of-school suspension** (possible referral for expulsion) for possession and/or use and notify the Bureau of Motor Vehicles. In all cases, a police report will be filed when students are found in possession of drugs.\*

\*If the student enters a treatment program, and the agency verifies in writing, the student’s involvement, the suspension will be reduced to 5 days O.S.S., provided that the full 10-day suspension may be imposed if the treatment program is not completed. A completed assessment report should be sent to the principal from the treatment facility and that the recommendations have been followed.

**2nd Offense: 10 day O.S.S.**, referral for expulsion and notify the Bureau of Motor Vehicles.\*\*

\*\*If an expelled student enters a treatment program, and the agency verifies in writing, the student’s involvement, the expulsion will be reduced to 10 days out of school. If the student does not complete the treatment program, the expulsion will be reinstated. A complete assessment report should be sent to the principal from the treatment facility and that the recommendations have been followed.

**3rd Offense: 10 day O.S.S.**, referral for expulsion and the Bureau of Motor Vehicles will be notified.

Note: Refer to the Student Activities section for additional consequences for drug/alcohol violations.

## **RULE 2: ARTICLES PROHIBITED IN SCHOOL**

Problems arise when students bring articles to school which are hazardous to the safety of others, or which interfere in some way with school procedures. While students may possess personal communication devices (PCDs) in school, the use is a privilege. The student must adhere to any additional guidelines which the classroom teacher or building personnel may require. The use of PCD may in no way disrupt or distract from the learning environment. PCDs include computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers", e.g., Kindles and similar devices), cell phones, smartphones, iPods, and/or other wearable web-enabled devices of any type. PCD's will be permitted in the classroom for academic purposes only. Classroom use will be at the discretion of individual classroom teachers. Students will use the device appropriately at all times. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Any student using an electronic device to record on school property or at a school event will have the device confiscated

Improper use of electronic media will be reported to law enforcement agencies and may result in violation of criminal laws.

***The school is not responsible for the theft, loss or damage that may occur if these items are brought to school. Administration will support an investigation when parents file a police report.*** Students are not permitted to carry flower or balloon bouquets. The school will not accept or make deliveries of these items. ***Failure to turn over a prohibited article to staff or administration will result in an out-of-school suspension for insubordination.*** (EMIS Code 18).

### **Consequences:**

**1st Offense: Item will be confiscated and returned to the**

A) Parent or guardian

B) Student, at the discretion of the assistant principal, if a parent or guardian is unable to retrieve the item

**2nd Offense:** Administrative Discretion (Includes possible: Detention, ALE, or OSS).

## **RULE 3: ARSON/UNAUTHORIZED USE OF FIRE**

A student shall not purposely set fire, or attempt to set fire to anything in or around the school, school board property, including buses. Lighting any flame is prohibited. (EMIS Code 8).

### **Consequences:**

- Emergency removal
- 10 days OSS and recommendation for expulsion
- Notice given to fire and police department
- Restitution, possible prosecution

**RULE 4: ASSAULT:** Unwanted physical contact, or attempted actions that could cause, or threaten to cause, physical injury is strictly prohibited. Any type of assault on school personnel will not be accepted and will result in disciplinary consequences (10 day OSS). (EMIS Code 22)

**Consequences:**

**1st Offense:** Administrative Discretion (5days O.S.S., possible referral for expulsion and/or police report filed.)

**2nd Offense:** Administrative Discretion (10 days O.S.S., possible referral for expulsion and/or police report filed.)

**RULE 5: BUS CONDUCT.**

Although the Twinsburg City School District furnishes transportation, in accordance with Ohio law it does not relieve parent(s)/guardian(s), from the responsibility of supervision. When riding the bus to or from school, or waiting at the bus stop, being dropped off at the bus stop, students are expected to conduct themselves in a mature manner and are subject to all school rules and regulations. Any major infraction may result in immediate suspension of bus privileges. (EMIS Code 18).

**Consequences:**

**1st Offense:** Restorative practices through suspension

**2nd Offense:** Restorative practices through suspension

**RULE 6: CAFETERIA CONDUCT.**

All students will eat in the cafeteria and abide by the following rules

- a. Students must clear their tables of all debris and place waste materials and trays in the designated areas, during the last five minutes of the period.
- b. Voices are to be kept at conversational levels at all times.
- c. Excessive noises, theft, disruptive behavior, throwing of food, or other materials are actions subject to disciplinary measures.
- d. Students are to remain seated when not cleaning tables; no aimless wandering.
- e. Food/drink may not be taken out of the cafeteria.
- f. Students are not permitted to exit the cafeteria during the lunch periods.
- g. Students are to arrive at the commons within 5 minutes and are NOT to linger in the halls, bathrooms, or lockers.
- h. Food is not to be brought into the building from outside eateries also, food will not be delivered to the school. Food is not to be delivered by a third party service such as Door Dash and UberEats.



Any violation of lunch period regulations may result in assigned clean-up duty, detention(s), or suspension(s.) Students may not have beverages in hallways, classrooms, office areas, or restrooms during lunch periods, or at any other times during the school day, without permission from the administration. (EMIS Code 18).

**Consequences:** Administrative Discretion (ALE, Detention, Suspension) through restorative practices.

## **RULE 7: COMPUTER USE POLICY AND CONSEQUENCES**

### **Twinsburg City School District Network/Internet User Policy**

To obtain a computer account that will allow access to the network, internet, or electronic mail resources, all students and their parents/guardians must read the Network/Internet User Policy. Signature for receipt of the handbook signifies acceptance of this policy.

**When you obtain a Twinsburg City School District computer account, it is understood the account is to be used for class work or individual school-related research.** You are responsible for your account's use or misuse. The school code of conduct applies. Each computer user is to select a password known only to the registered computer user. Passwords must be constructed so that they are not obvious or easily discernable. Maintaining the secrecy of passwords is the sole responsibility of each registered computer user. Access to other account files and information is prohibited. This is the same as trying to logon using another account. Obey all copyright laws applying to software and its use. We are governed by the U.S. Copyright Code, PL-94-553, and PL 96-517 Section 117 and U.S. Code 2510. Your account, and the files contained in it are school property, not your private property.

**You are given the account for your work, but school personnel reserve the right to inspect its property if there is reasonable suspicion of illegal or unethical activities.** It is important to remember that the computer is not a secure environment for private material. Avoid illegal activities at all times. These include altering the computer hardware or software in any way, unauthorized entry into computer files, or vandalism or destruction of computer files. Students are to avoid using natural language processing tools (eg ChatGPT 3) unless instructed by their teacher to do otherwise.

Profanity or obscenity will not be tolerated on the network. All users should use language appropriate for school situations as indicated by the school code of conduct. Students must respect the rights of others in the school and on the Internet at large. Personal attacks are an unacceptable use of the network. If you are the victim of a personal attack do not respond, and bring the incident to the attention of a person in authority. Users must be aware that there are many services available on the Internet that could potentially be offensive to certain groups or users.

The Twinsburg City School District cannot eliminate access to all such services. Individual users must take responsibility for their own actions in navigating the network. Policy subject to change per Board of Education Action during the school year. (EMIS Code 18)

### **Consequences:**

- 1st Offense:** Administrative discretion, removal from network for 2 weeks. (Includes possible: After School Detention, ALE, or OSS). Possible loss of home usage.
- 2nd Offense:** Administrative discretion (Includes possible: After School Detention, ALE, or OSS).

**3rd Offense:** Administrative discretion (Includes possible: After School Detention, ALE, or OSS).

## **RULE 8: CUTTING CLASS**

Students, who fail to attend a scheduled class due to an unexcused absence, will be considered truant. Students who are later than 5 minutes without a pass will be considered truant. Students who leave class without permission will be considered truant. **Per teacher discretion, students found truant will forfeit the right to make up missed assignments.** This is a total cut class amount, not by individual classes. (EMIS Code 1).

### **Consequences:**

**1st Offense:** Parent notified by teacher, Lunch Detention

**2nd Offense:** Parent notified by administrator, After School Detention

**3rd Offense** Placement in ALE

**Additional Offenses:** Administrative Discretion (Includes possible: Detention, ALE, or OSS)

## **RULE 9: DESTRUCTION OF PROPERTY**

A student shall not cause or attempt to cause damage, or to remove property from private, public, or school-personnel property. This is in effect at all times and at any school function on or off school grounds. A student who accidentally defaces or damages school property, or the property of another, is obliged to notify the office of this damage and is liable for restitution. Failure to report such damage may entail serious disciplinary action. (EMIS Code 4).

### **Consequences:**

**1st Offense:** 1-10 day(s) O.S.S., restitution, police report filed, possible referral for expulsion.

## **RULE 10: DISRESPECT**

Good conduct shows respect for others. No student shall engage in any act, which disrespects, degrades, disgraces another person, gender or race by written, verbal, or physical gestures. Swearing, profanity, vulgar language, racial slurs, or sexually suggestive remarks are prohibited. Conduct of this type directed at a staff member, is cause for out-of-school suspension. (EMIS Code 18).

**Consequences:** Administrative discretion (Detention, ALE, 1-10 OSS) with potential restorative practices.

## RULE 11: DISRUPTION OF SCHOOL

A student shall not by use of violence, force, noise, coercion, threat, intimidation, insubordination, fear, passive resistance, false alarm or any other conduct attempt to interfere with the safety, welfare, or the orderly operation of school events or the educational process. (EMIS Code 18).

**Consequences:** Administrative Discretion (Detention, ALE, 1-10 OSS) with potential restorative practices.

## RULE 12: DRESS CODE.

Students attending school or any school function, on or off school premises, shall not dress in such a way as to substantially interfere with the conducting of a class or activity. It should be noted that in the interest of good decorum what students wear to school is not necessarily the same as what students may choose to wear outside of school. **Any wording or images other than the school name, school logo, or the manufacturer's logo, may be viewed in violation of the dress code.**

\*Dress code also includes facial coverings/masks.

- A. In general, hair and clothing will be neat and clean, not constitute threat to student health and safety, or damage school property. In reference to what might be detrimental to school property, clothes and footwear (with metal rivets, wheels, cleats or spikes which can damage furniture and floors or may be unsafe) are not permitted.
- B. Students will wear shoes or sandals at all times.
- C. Any appearance creating a disruption or distraction of the educational process will be considered improper. Mode of dress exposing the midriff is prohibited as well as halters, spaghetti straps, severely styled T-shirts, oversized basketball shirts (worn without a T-shirt), muscle shirts, and tank tops making for inappropriate disclosure of the body. Cut-out, tattered, clothing, including facial coverings/masks, with pictures or sayings which are in poor taste is not allowed. (Including anything chemical, alcohol, or sexual related.)
- D. Students are permitted to wear shorts and skirts that assure acceptable standards of modesty.. Shorts and skirts must cover private areas and undergarments/underwear when sitting or standing. Pockets should not hang below shorts. All pants and shorts must be worn at the students' waists and properly secured. See-through clothing is not permitted.
- E. Chains, other than those specifically sold as jewelry, are not permitted in schools (this includes dog collar, choker chains and "truckers" wallet chains).
- F. Apparel advertising activities considered illegal to young people that are related to drugs, alcohol, and tobacco use, promiscuity and/or sexual implications are not permissible. Likewise, any garment or style of dress, which displays any obscene word, symbol, racial slur, ethnic epithets, gang affiliations, sexist attitudes, terrorist or violent messages is inappropriate.
- G. Students are not allowed to wear or carry scarves, gloves, bandanas, wave caps, visors, masks, sweat bands or hats of any kind, sunglasses, goggles, outer wear coats or jackets during school

hours, unless approved or for religious reasons. However, students are not allowed to wear hoods in the building.

- H. Non-clear book bags or gym bags must be secured in lockers or locker rooms. Backpacks, brief cases, gym bags or book bags of any type are not permitted. Student possessions must be secured in the student locker at all times.
- I. Students are not permitted to carry a non-clear bookbag with them during the school day. If they do have a non clear bookbag it must be kept in a locker or locker room until the end of the day.

A student may be asked to change any article of clothing that in the judgment of the building principal(s) is in poor taste. If a clothing item is in question, bring the item in and have the principal judge its suitability prior to wearing it. (EMIS Code 18).

#### **Consequences:**

- 1st Offense:** Warning and student will change into appropriate attire. (Student held in ALE till changed)
- 2nd Offense:** Change clothing, parent contacted, ALE assignment.
- 3rd Offense:** Administrative Discretion (Includes possible: Detention, ALE, or OSS)

### **RULE 13: DRIVING**

Although the Twinsburg City Board of Education provides bus transportation, it recognizes the necessity for some students to drive automobiles to school. Driving is a privilege, not a right. In the interest of safety, student-driving practices shall be subject to strict control by school officials and the city police. Students will be sold parking permits based upon space and availability. (EMIS Code 18).

#### **Driving Rules and Regulations –**

- A. All motor vehicles must be registered before driving to school
- B. A parking tag will be issued upon satisfactory completion of the application. Students must have insurance, parental/guardian permission, etc.
- C. Parking permits must be placed on the student's rearview mirror.
- D. Students are to park in designated student lots only.
- E. All automobiles will be kept locked during regular school hours. Park at your own risk.
- F. No students will be permitted in any automobile during the regular school hours without permission from the administration or parking lot supervisor.
- G. All vehicles must be parked between lines so as not to inconvenience other drivers.
- H. All vehicles must obey all traffic rules (10 m.p.h., not cutting in front of buses, no excessive noise, etc).
- I. No vehicle is permitted to pass any bus while it is parked or moving on school property.
- J. Repeated tardies to school will result in loss of driving privileges.

- K. By parking on school property students consent to the search of their vehicle by school officials. Refusal to consent to the search of the vehicle is considered insubordination and may result in a 10 day Out-of-School Suspension and possible recommendation for expulsion.**
- L. Students who park on school grounds without a parking permit may have their vehicles towed at the expense of the owner.**

Students who violate the school's driving rules regulations/Code of Conduct may have their permits revoked. This includes violations in which the student used the vehicle to cut class, leave the school property, or engages in any activity that is against school policy. A student's parking permit will be revoked for the remainder of the year if any contraband described under Rule 1 is discovered in their vehicle while on school property.

**1st Offense**                      **Administrative discretion, 5 day driving suspension**

**2nd Offense**                      **Administrative discretion, permit revoked the remainder of the semester**

#### **RULE 14: EXPLOSIVES.**

Possession of, or the igniting of any explosive, incendiary, pyrotechnic or gaseous device, which produces an explosion, smoke, fire, gas, or odor, is prohibited. (EMIS Code 8).

##### **Consequences:**

- Emergency removal, 10 O.S.S., referral for expulsion.
- Notify the police and fire departments.

#### **RULE 15: FALSE ALARMS/BOMB THREATS.**

It is unlawful to set off fire alarms or falsify bomb threats. No student shall participate in the act of initiating a false alarm or initiating a false warning report of a fire or an impending bombing, catastrophe, or damaging or tampering with fire alarm system or security equipment without just cause. (EMIS Code 14).

##### **Consequence:**

- 10 day O.S.S., referral for expulsion, notification of public authorities

#### **RULE 16: FALSIFICATION OF INFORMATION.**

A student shall not falsely represent or attempt to falsely represent any information given to school officials, or use the name of another person to commit libel or slander. Libel is defined as defamation expressed in print, writing, pictures or signs. Slander is defamation by speech. (EMIS Code 18).

##### **Consequences:**

**1st Offense**                      1 day A.L.E.

**2nd Offense**                      1-3 days A.L.E.

**3rd Offense**                      Administrative Discretion (Includes possible: Detention, ALE, or OSS)

**RULE 17: FIGHTING.**

**A student shall not retaliate to assault.** Any student **involved in**, or guilty of, instigating or encouraging others to engage in a physical conflict will be determined to be an active participant. This includes students taking or possessing any footage of a fight in school. Any type of assault on school personnel will result in a 10-day O.S.S., with recommendation for expulsion, and charges filed with the local police department. (EMIS Code 3).

**Consequences:**

- 1st Offense** 10 day out-of-school suspension pending Principal conference with student and parent/guardian. The SRO is notified, and a police report may be filed.
- 2nd Offense** Student receives 10 day out –of-school suspension and a recommendation for expulsion. A police report will be filed.
- Repeated Offense:** 10 day out of school suspension, recommendation for expulsion, police report filed.

**Other Physical Confrontations** – Other physical confrontations such as pushing may result in a five-day, out-of-school suspension.

**RULE 18: FOOD, DRINK, AND SNACKS.**

Food, drink, and snacks are not permitted for the 2023-2024 school year in classrooms during breakfast/ lunch. All food and beverages shall be confined to the cafeteria and consumed during appropriate times. Teacher discretion on other times throughout the day or the following will occur: Food is not to be delivered by a third party service such as Door Dash and Uber Eats.

**Consequences:**

- 1st Offense** Food or drink is confiscated and kept until end of school day.
- 2nd Offense** 1 day A.L.E. and parent notified
- 3rd Offense** 3 days A.L.E. or After School Detention.

**RULE 19: GAMBLING.**

Students are not permitted to engage in games of chance, or betting for money or other forms of material gain. Card playing is not permitted in the school. Students are also not to access any online betting platforms while in school. (EMIS Code 18).

**Consequences:**

- 1st Offense** Administrative Discretion (Includes possible: After School Detention, ALE, or OSS)
- 2nd Offense** 1-3 A.L.E.

**RULE 20: GANGS**

A gang is defined as any group whose practices include the commission of illegal acts, violation of school rules, establishment of territory or turf, or any action that threatens the safety and welfare of others. Students are not permitted to wear gang affiliated "colors," and/or clothing, use hand signs, graffiti gestures or acts which are intended to harass, threaten, or intimidate. Gang activity is prohibited and will be reported to the local police. (EMIS Code 18).

**Consequences:** Administrative Discretion (possible 1-10 days OSS)

**RULE 21: GENERAL MISCONDUCT.**

Any conduct not specifically set forth herein which disrupts or interferes with the good order, discipline, operation, academic, or educational process (Examples include copying, cheating, excessive tardiness, etc.) taking place in school, or which possesses a threat to the safety of persons or property is a violation of the code of conduct. (EMIS Code 1: Tardiness/Code 18: Cheating).

**Consequences:** Administrative discretion through suspension (Detention, OSS), possible referral for expulsion with police report filed.

**RULE 22: HARASSMENT**

**Verbal:** Written or oral innuendoes comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, sexual orientation etc. toward a fellow student, staff member, or any other person associated with the district is strictly prohibited. Conducting a "campaign of silence" is considered a like form of harassment.

**Nonverbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, visitor or other person associated with the district.

**Physical:** Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

**"Cyber-bullying," identity theft, fraud, libel:** Cyber-bullying is the above prohibited behavior which disrupts school and is perpetrated with computers, cellular phones, internet websites, and/or any other electronic device. -Libel is a written or oral defamatory statement or representation that conveys an unjustly unfavorable impression. A statement or representation published without just cause and tending to expose another to public contempt. Students and parents should be cautioned that creating fraudulent web pages (e.g.: YouTube, FaceBook, TikTok, Instagram, or other similar websites) under another person's identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law. Any student who believes that they are a victim of any of the above actions,

or who has observed such actions taken by another student, staff member, or other person associated with the school district should report the incident to a building principal. The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom the student believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly and a copy is to be forwarded to the assistant superintendent. Each report received by a designated person, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

**Sexting:** defined as sending, receiving, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or other form. Violations shall result in disciplinary action as defined below and a referral to the Director of Human Resources and Title VI Coordinator of the Twinsburg City School District. Furthermore, such actions may be reported to local law enforcement and child services as required by law. (EMIS Code 19)

**Consequences:**

- 1st Offense**                    1-10 day Out of School Suspension, police report filed.
- 2nd Offense**                    10 day O.S.S, recommendation for expulsion, police report filed.

**RULE 23: INCITING, INSTIGATING, OR ASSISTING TO VIOLATE THE STUDENT CODE OF CONDUCT**

A student shall not place his or her self in such a position as to allow, instigate, or assist another student to be in violation of any school rule. This specifically includes students who serve as lookouts, and students who encourage other to fight by participating as “go-betweens” and encouraging conflict between other students. (EMIS Code 18).

**Consequences:** Administrative Discretion through suspension (1-10 OSS) with potential restorative practices.

**RULE 24: INSUBORDINATION/DEFIANCE.**

A student shall neither disregard nor refuse to obey reasonable directions, requests, or refuse to identify him or herself. A student shall not refuse to accept a consequence earned as a result of inappropriate behavior. Repeated violations of any rules, directions or disciplinary procedures shall also constitute insubordination. Students must turn over electronic devices upon request. (EMIS Code 18).

**Consequences:** Administrative Discretion through suspension (1-10 OSS) with potential restorative practices.



## **RULE 25: LEAVING SCHOOL BUILDING/SCHOOL GROUNDS**

Students are not permitted to leave the school building or grounds without the permission of a principal or designee. The office must have permission from a parent/guardian before they can grant the student permission to leave the building. Students are to sign out at the attendance desk prior to leaving the building; they are to sign in upon re-entering. Failure to follow this proper procedure will result in disciplinary action. Students who leave school and engage in criminal activity will be subject to the third level of consequences. (EMIS Code 1).

### **Consequences:**

<b>1st Offense</b>	Parent notified. 1-3 days in ALE
<b>2nd Offense</b>	Administrative Discretion (Includes possible: Detention, ALE, or OSS)
<b>3rd Offense</b>	Administrative Discretion (Includes possible: Detention, ALE, or OSS)

## **RULE 26: OBSCENITY**

Swearing, profanity, obscenity, vulgar language, gestures or pictures will not be tolerated. . Undirected racial, religious, or sexual oriented slurs or jokes will also not be tolerated. This includes both verbal and written methods or on devices. . Conduct of this type directed at a staff member, is cause for out-of-school suspension. (EMIS Code 18).

### **Consequences:**

<b>1st Offense</b>	1-3 days in ALE
<b>2nd Offense</b>	2-3 days in ALE
<b>3rd Offense</b>	Administrative discretion through 3-5 days OSS

## **RULE 27: PUBLIC DISPLAY OF AFFECTION.**

A public display of affection is distasteful to some people and generally unacceptable. Students using poor judgment in this matter will be subject to disciplinary action. (EMIS Code 18).

**Consequences:** Administrative Discretion (Includes possible: Detention, ALE, or OSS)

## **RULE 28: REPEATED AND OR FLAGRANT VIOLATIONS OF THE STUDENT CODE**

Students who repeatedly, and/or flagrantly violate school rules code will face increasingly severe consequences leading to school expulsion. (EMIS Code 18).

**Consequences:** Administrative discretion (1-10 O.S.S)., possible referral for expulsion.

## **RULE 29: SEXUAL HARASSMENT/MISCONDUCT**

Ohio and Federal laws define sexual harassment/misconduct as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes,

but is not limited to the following:

**Verbal:** The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, toward a fellow student, staff member, or any other person associated with the district is strictly prohibited.

**Nonverbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like toward a fellow student, staff member, or other person associated with the district.

**Physical:** Any unwanted physical advances of any nature toward a fellow student, staff member, or other person associated with the district.

Any student who believes that they are a victim of any of the above actions, or who has observed such actions taken by another student, staff member, or other person associated with the school district should report the incident to a building principal. The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom they believe to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly on for 5517 F1 and a copy is to be forwarded to the assistant superintendent or designees. Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

**On-line/texting/sexting:** In the above prohibited behavior which disrupts school and is perpetrated with computers, cellular phones, internet websites, and/or any other electronic device in a sexual manner (e.g. pictures, drawings, wording, or similar items). Libel is a written or oral defamatory statement or representation that conveys an unjustly unfavorable impression. A statement or representation published without just cause and tending to expose another to public contempt.

Students and parents should be cautioned that creating fraudulent web pages (e.g.: Instagram, SnapChat, Youtube, FaceBook, Kik, TikTok or other similar websites) under another person's identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law.

Any student who believes that they are a victim of any of the above actions, or who has observed such actions taken by another student, staff member, or other person associated with the school district should report the incident to a building principal. The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom they believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly on for 5517 F1 and a copy is to be forwarded to the Director of Human Resources. Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation. (EMIS Code 21).

**Consequences:**

<b>1st Offense</b>	Administrative Discretion (1-10 O.S.S) refer to counselor, possible referral for expulsion, possible police report filed.
<b>2nd Offense</b>	10 O.S.S. refer to superintendent, police report filed.

**RULE 30: THEFT**

Students are expected to maintain a trustworthy posture, respect the property rights of others, and refrain from acts of dishonesty. Extortion, wrongful possession, use without permission, deceit, gambling, games of chance, and stealing are subject to strict disciplinary consequences. (EMIS Code 5).

**Consequences:**

<b>1st Offense</b>	Administrative discretion - A police report will be filed; restitution
<b>2nd Offense</b>	5 day out-of-school suspension –A police report will be filed; restitution
<b>3rd Offense</b>	10 day out-of-school suspension with recommendation for expulsion-A police report will be filled; restitution

**RULE 31: THREATS**

A student shall not act or behave in such a way as to cause another to believe they may attempt to inflict physical injury to any person or their property.

**Extreme Threat:** Any verbal or written threat to cause extreme or excessive harm to students, staff, or facilities. All Extreme Threats will be sent to the buildings threat assessment team (EMIS Code 19).

**Consequences:** 1-10 O.S.S., possible referral for expulsion, police report filed

**Extreme Threat:** Emergency Removal/10 day OSS/Rec. for Expulsion

**RULE 32: TOBACCO/LIGHTERS/MATCHES/VAPING**

Possession, use, selling, or transmission of tobacco/lighters/matches on school grounds, before, during or after school hours, or when school is being used by a school group, or at any school activity, home or away is prohibited. This violation includes holding or passing a cigarette, cigar, pipe, chewing tobacco, electronic cigarette, and like devices, in or on any vehicle on school grounds, buildings, or school owned vehicles. Smoking material does not have to be lit for a student to be in violation of this rule. Any type of lighter/matches or vapor is prohibited and will be confiscated. If the device involved is found to include illegal substances, such as THC, then rule #1 will also apply. (EMIS Code 9).

**Consequences:**

<b>1st Offense</b>	3 O.S.S.
<b>2nd Offense</b>	5 O.S.S.
<b>3rd Offense</b>	10 O.S.S.—Police report filed

**RULE 33: TRESPASSING AND/OR LOITERING**

It is unlawful to enter any board owned/leased building or vehicle with the intent to destroy, steal or vandalize property or contents. Students are not permitted on school grounds unless they are actively engaged in a properly supervised activity. A student under suspension/expulsions also not permitted at after school events or on school grounds after school hours.

Only parents/legal guardians, grandparents, older siblings and other relatives; i.e. aunts, uncles are permitted to pick up students on school grounds. An administrator or the police will escort other adults and/or former students off school grounds. (EMIS Code 1).

**Consequences:**

- 1st Offense** Administrative discretion (1-10 days OSS, possible referral for expulsion), escort from premises, restitution, and possible prosecution
- 2nd Offense** 10-day out-of-school suspension with recommendation for expulsion, restitution, and possible prosecution

**RULE 34: TRUANCY** – Truancy is unexcused absence from school or class. Repeated truancy Repeated truancy will be addressed through school-based interventions to increase school attendance; However, additional actions may result if truancy is not addressed.

Students who report to class under 5 minutes late without a pass from a teacher shall be considered tardy to class. Students who are tardy for school will follow these consequences.

**Consequences:**

- 1st Offense** Administrative discretion (Lunch Detention, After School Detention, ALE) parent contacted by teacher/administrator.
- Repeated Offense** Administrative discretion (Lunch Detention, After School Detention, ALE) parent contacted by teacher/administrator.

When the superintendent of Twinsburg City School District receives information that a student, sixteen (16) years or older, has accumulated 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year, the following procedure will apply.

Written notice to the Registrar of Motor Vehicles may be issued by the Superintendent of Schools on any student who:

- 1) Is classified a dropout.
- 2) Has been absent without legitimate excuse (or extenuating circumstances as determined by the principal).
- 3) Is suspended or expelled from school for using or possessing a drug or abuse of alcohol.

As a result of this notification, the student’s temporary instruction permit or operator’s license will be

denied. **The Registrar of Motor Vehicles does include OSS for license denial.**

Prior to official notification of the Registrar of Motor Vehicles, the school will notify the student and the student's parents in writing of this action. The student and his/her parent can request a hearing before the superintendent/designee to challenge the information provided to the superintendent. An intervention plan will be developed to address the student's truancy concerns. (EMIS Code 1).

### **RULE 35: UNAUTHORIZED AREA**

There are areas "inside" and "outside" of the school and other Board owned properties that are "off limits". These areas include, but are not limited to the: teacher's work room, boiler rooms and maintenance areas, staff offices, staff desk, cabinets, computers, unoccupied classrooms, elevators, the bus garage, all parking lots, the stadium and grounds. Students are required to have a written pass to be in these areas. **In addition, students not in assigned areas are considered being in an unauthorized area; this includes the Fitness Center.** (EMIS Code 1).

#### **Consequences:**

<b>1st Offense</b>	Administrative Discretion (Includes possible: Detention, ALE, or OSS)
<b>2nd Offense</b>	Administrative Discretion (Includes possible: Detention, ALE, or OSS)
<b>3rd Offense</b>	1-10 O.S.S.

### **RULE 36: UNAUTHORIZED TOUCHING and HORSEPLAY**

This includes contact that could be described as "horseplay," Tripping, wrestling, etc., that may (or may not be) playful in nature, but is inappropriate in an educational environment. (EMIS Code 18).

#### **Consequences:**

<b>1st Offense</b>	Administrative Discretion (1-3 ALE assignment)
<b>2nd Offense</b>	Administrative Discretion (3 + ALE)
<b>Repeated Offenses</b>	Administrative Discretion (1-10 days OSS)

### **RULE 37: WEAPONS AND ITEMS USED AS DANGEROUS INSTRUMENTS**

A student shall not use, possess, handle, transmit, sell, or conceal any object that can be used as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object that is used or may be used to inflict physical harm.

**OHIO REVISED CODE SECTION 2923.122 MANDATES THAT A VIOLATION OF A SCHOOL WEAPON RULE IS PUNISHABLE AS A FELONY. STUDENTS GUILTY OF A WEAPONS VIOLATION MAY BE EXCLUDED FROM SCHOOL FOR A YEAR.** (EMIS Code 6: Firearm/Code: 7: Dangerous Weapon Code 20 Firearm Look-a-like).

#### **Consequences:**

**1st Offense:** 10-day out-of-school suspension, police report filed, possible recommendation for

expulsion/permanent exclusion, and possible prosecution

**Repeated Offenses:** 10-day out-of-school suspension, police report filed, possible recommendation for expulsion/permanent exclusion, and possible prosecution

A student shall not use, possess, handle, transmit, sell, or conceal any counterfeit weapon or counterfeit dangerous instrument. Counterfeit weapons and counterfeit dangerous instruments are those that are designed to resemble real weapons and dangerous instruments and include, for, toy guns, and toy knives.

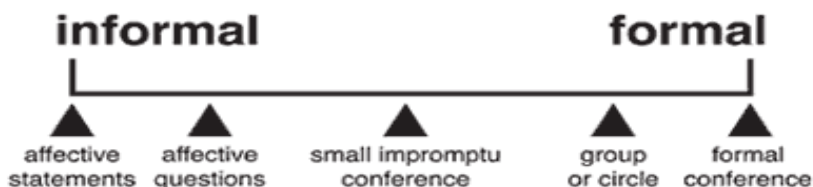
## **TCSD DISCIPLINE GUIDE**

The Board of Education: (1) expects the teacher-pupil relationship to be one of mutual respect; (2) recognizes the teacher as the person in authority in the classroom and building; (3) authorizes principals to use such reasonable disciplinary measures as seem necessary to insure a properly functioning school; and (4) gives full support to teachers and administrators in their efforts to maintain a good atmosphere for learning within the school.

The authority of school officials extends beyond the school day. Any misconduct on or off school property that directly relates to and adversely affects the welfare and morale of the school is within the scope of authority of school officials. The following list of student offenses and disciplinary actions has been prepared for the information of Twinsburg City School District students and their parents. To a great extent the list is general in nature. Specific disciplinary action will depend on the severity of the offense and the violator's previous behavior. The list does not attempt to include all possible offenses or disciplinary actions, and does not imply that an offense not listed will not receive appropriate disciplinary action. Also, it is often appropriate to employ more than one disciplinary action at a time. Repeated violations will warrant increasing discipline, including possible recommendation for expulsion and referral to the Student Resource Officer.

Twinsburg Schools will employ the use of Restorative Practices in conjunction with discipline actions. The purpose of the Restorative Practices Program is the improvement of citizenship in an individual student resulting in the enhancement of the overall quality of life. It is designed to help students take responsibility for their actions, recognize that their conduct caused harm to others, make amends, and reintegrate into the community. There are four key principles of the Restorative Practices process: respect, responsibility, restoration, and reintegration. Students have the option not to participate in Restorative Practices.

## Restorative Practices Continuum



Moving from left to right on the continuum, as restorative practices become more formal, they involve more people, require more planning and time and are more structured and complete. Although a formal restorative process might have dramatic impact, informal practices have a cumulative impact because they are part of everyday life.

### SOME POSSIBLE DISCIPLINARY ACTIONS AND RESTORATIVE PRACTICES

1. Affective Statements - referred to as "I" statements tell the listener, how the person feels and why it makes them feel that way. They are an effective way to teach students how to express their emotions appropriately.
2. Affective Questions - Questions which elicit expressions of attitude, values, or feelings of the student.
3. Small Impromptu Conference - The adult acts as a facilitator who allows both parties to be heard and participate in finding a resolution to a conflict, making it less likely to occur again.
4. Circles - More structured and used to develop relationships, build communities, and respond to conflicts and problems that arise. Everyone is given an equal opportunity to speak, and be heard.
5. Conferences - a structured meeting between offenders, victims and both parties' family and friends, in which they deal with the consequences of the wrongdoing and decide how best to repair the harm.
6. Verbal reprimand.
7. Student-teacher conference.
8. Remedial assignments.
9. Notification of parents in writing or over the telephone.
10. Loss of privilege - such as recess, assembly, intramurals, field trips, etc.
11. Items removed, collected and/or destroyed.
12. Parent-teacher conference.
13. Counseling.
14. Behavior Contract.
15. Referral to the school guidance counselor, school psychologist, or school nurse.
16. Referral to public service or medical agencies.
17. Removal from class.

18. Notification of police, SRO, juvenile court, or other proper authorities (See BOE Policy 5540).
19. Social Privilege Removal - Students are not permitted to participate in or attend after school events, athletic events, practices, club meetings, dances, etc.
20. Denial of Participation in Extracurricular Activities  
In accordance with the rules for the activity and/or school rules, coaches or advisors may deny participation in athletic or other extracurricular activities.
21. Emergency Removal - If a student's presence poses a continuous danger to persons or property or an ongoing threat of disrupting the academic process, then that student may be removed from the premises under emergency removal. In such circumstances the student may not participate in any school function or be on school grounds.
22. \*Bus Removal - During bus removal students are not permitted to ride any school bus.
23. Twinsburg Alternative Program – Suspension alternative program held at the T.A.P. building.
24. \*Out-of-school suspension - (1-10 days) During out-of-school suspension students are not to be on school property at any time during or after school or attend any or all extracurricular and school related activities. Students are expected to keep up with their school work and turn in assignments when they return. Students who fail to hand in written assignments which were sent home for them will lose credit for this work.
25. \*Expulsion - (1-80 days) Restrictions are the same as those for suspension except that work cannot be made up. The principal may recommend to the superintendent of schools that a student be expelled.  
  
\*In all cases of suspension, bus removal, or expulsion, parents will be notified within 24 hours. Copies of this correspondence goes in the student's record. The student and/or parent has the right to request an appeal hearing before the superintendent, and the right to be represented in such a hearing. An appeal hearing must be requested in writing to the Board within seven (7) calendar days of the first day of suspension.
26. Permanent Exclusion

Special Note: Incidences involving two or more students from the same or different buildings may result in equal punishment for all students involved.

## **INTERROGATION OF STUDENTS:**

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies.

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students. In order to avoid disruption of the learning environment and the student's class schedule, such interviews should take place during a student's study hall period or during recess, if at all possible.

## **Investigations of Violations of Law by Law Enforcement/Agencies:**



Such agencies should contact a student during non-school hours and investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property during school hours at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the agency.

## REFERENCE LIST

**Note: The following Board of Education policies are available in the school office as they are referenced in the Student/Parent Handbook. This is not an inclusive list. Please check the District website for more information about Board of Education Policies:**

\*Discrimination on the Basis of Sex in Education Programs or Activities **2266**

\*Student Assessment and Academic Intervention **2623**

\*Personal Communication Devices: **5136**

\*FERPA Regulations: An Overview for Parents and Students, Health Services-Physical Examinations: **5310**

\*Student Conduct: **5500**

\*Anti-Harassment: **5517**

\*Bullying and Other Forms of Aggressive Behavior: **5517.01**

\*Drug Prevention: **5530**

\*Interrogation of Students **5540**

\*Student Discipline: **5600**

\*Removal Suspension expulsion and permanent exclusion: **5610, 5610.01**

\*Suspension of Bus Riding Privileges: **5610.04**

\*Prohibition from Extracurricular Activities: **5610.05**

\*Due Process Rights: **5611**

\*Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion: **5630.01**

\*Search and Seizure: **5771**

\*Waiver of School Fees for Instructional Materials: **6152.01**

\*Video Surveillance and Monitoring: **7440.01**

\*Student Records: **8330**

\*Preparedness for Toxic Hazard and Asbestos Hazard: **8431**

\*Mask/Facial Coverings: **8450.01**