



Reading Junior/Senior High School Student Handbook



2009 – 2010

<i>Principal</i>	Mr. Chuck LaFata (842-3210)
<i>Assistant Principal</i>	Mr. John Theuring (842-5210)
<i>Athletic Director</i>	Mr. Dennis Ramsey (842-5236)
<i>Guidance Counselor</i>	Mrs. Ronda Eisenhard (A thru K) (842-5208)
<i>Guidance Counselor</i>	Mrs. Teri Bemmes (L thru Z) (842-5228)
<i>School Resource Officer</i>	Office Rick Ellison (842-5242)
<i>Secretary</i>	Mrs. Becky Davis (842-5201)
<i>Secretary</i>	Ms. Jera Cox (842-5200) (Report Absences 733-4422)
<i>Guidance Secretary</i>	Ms. Kim Bell (Guidance Office 842-5206)

810 East Columbia Avenue
 Reading, Ohio 45215
 Telephone: 513-733-4422
 Fax: 513-483-6766

Website: www.readingschools.org

This agenda belongs to:

<p>Name: _____</p> <p>Grade: ____ AE Teacher: _____ Room #: ____</p>

READING COMMUNITY SCHOOL DISTRICT

Central Office

Scott Inskeep, Superintendent
Dave Gibson, Assistant Superintendent

1301 Bonnell Ave.
 Reading, Ohio 45215
 513-554-1800

VISION

Reading Jr./Sr. High School challenges all students to engage in quality learning and gain necessary skills to meet success in life.

MISSION STATEMENT

Reading Jr./Sr. High School is a dynamic educational organization that protects the student's and community's trust, and promotes a system of education that:

- *Enhances student learning and the love of learning.*
- *Nurtures healthy, creative, and innovative human beings.*
- *Prepares students to live and learn in a changing and diverse world.*

ENSURES SUCCESSFUL SCHOOLING TRANSITIONS FOR ALL OF OUR STUDENTS THROUGH THE CONTINUING SUPPORT OF STANDARDS AND THE EVALUATION OF OUR SERVICES.

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SCHOOL CALENDAR FOR 2009-2010

August 26	First full day of school	January 15	End of Second Quarter
September 7	NO SCHOOL-Labor Day	January 18	NO SCHOOL-MLK Day
September 25	<i>Interim reports sent home</i>	January 21	Conferences-Early Release
October 15	Early Release	January 22	<i>Report cards sent home</i>
October 16	NO SCHOOL/Inservice day	February 4	Early Release
October 23	End of First Quarter	February 19	<i>Interim Reports sent home</i>
October 29	Conferences-Early Release	February 15	NO SCHOOL-Presidents' Day
October 30	<i>Report Cards sent home</i>	March 19	End of Third Quarter
November 3	Conferences-Early Release	March 25	Early Release
November 25	NO SCHOOL	March 26	<i>Report Cards sent home</i>
November 26	Thanksgiving Holiday	March 30	Conferences-Early Releases
November 27	NO SCHOOL	April 2-11	Spring Break
December 3	Early Release	April 30	<i>Interim Reports sent home</i>
December 4	<i>Interim Reports sent home</i>	May 31	NO SCHOOL-Memorial Day
December 21	Winter Break begins	June 1-3	2 nd Semester Exams
January 4	School resumes	June 3	Last day of school for students
January 13-15	1 st Semester Exams	June 11	<i>Report Cards sent home</i>

Staff/email (*all names are followed by: @readingschools.org) (for homework hotline dial *Voice Mail*, then press #1)

<u>Name</u>	<u>E-mail</u>	<u>Voice Mail</u>	<u>Name</u>	<u>E-mail</u>	<u>Voice Mail</u>
Achten, Leigh , <i>English</i>	lachten*	842-5239	McCormack, Rita , <i>Eng. (8)</i>	rmccormack*	842-5250
Acus, Kris , <i>Spec. Ed.</i>	kacus*	842-5233	Muff, Lisa , <i>Math (8)</i>	lmuff*	842-5253
Baker, Matt , <i>CBIP</i>	mbaker*	842-5258	Muehlenkamp, Pete , <i>SS</i>	pmuehlenkamp*	842-5173
Bensman, Rich , <i>English</i>	rbensman*	842-5235	Myers, Karen , <i>Visual Arts</i>	kmyers*	842-5238
Bland, Becky , <i>Spec. Ed.</i>	bbland*	842-5232	Nagelhout, Jason , <i>P.E.</i>	jnagelhout*	842-5217
Burns, Tami , <i>Science</i>	tburns*	842-5245	Norton, Holly , <i>Aide</i>	hnorton*	842-5234
Callahan, Andy , <i>Spanish</i>	acallahan*	842-5230	Page, Brian , <i>Business</i>	bpage*	842-5170
Campbell, Laura , <i>Vis. Arts</i>	lcampbell*	842-5150	Pinnix, Pam , <i>Aide</i>	ppinnix*	842-5174
Colangelo, Candy , <i>Spec. Ed.</i>	ccolangelo*	842-5237	Renner, Kathy , <i>Math</i>	krenner*	842-5254
Day, Mike , <i>Math</i>	mday*	842-5244	Reuss, Patricia , <i>Science</i>	preuss*	842-5249
Denney, Mike <i>everything</i>	mdenney*	842-5171	Roberts, Lee , <i>Info. Tech.</i>	lroberts*	842-5229
Doyle, Bev , <i>English</i>	bdoyle*	842-5255	Rothacker, Gloria , <i>Library</i>	grothacker*	842-5130
Elliott R. N., Patty , <i>Nurse</i>	pellriott*	842-5215	Runion, Lance , <i>Spec. Ed.</i>	lrunion*	842-5176
Elsasser, Diane , <i>P.E.</i>	delsasser*	842-5218	Schmidt, Dianna , <i>Chorus</i>	dschmidt*	842-5221
Finney, Mary Ann , <i>Aide</i>	mafinney*	842-5269	Schmidt, Jerry , <i>Science</i>	jschmidt*	842-5248
Fisher, Diane , <i>French</i>	dfisher*	842-5251	Shinkle, Amanda , <i>Math</i>	ashinkle*	842-5178
Fletcher, Kari , <i>Math</i>	kfletcher*	842-5191	Sidwell, Su , <i>SS</i>	ssidwell*	842-5237
Gertz, Mary Lee , <i>Aide</i>	mgertz*	842-5195	Sulfsted, Dennis , <i>Tech.</i>	dsulfsted*	842-5209
Gill, Cheyenne , <i>Science (7)</i>	cgill*	842-5247	Taylor, Cindy , <i>Scencei (8)</i>	cindytaylor*	842-5246
Haverkos, Nellie , <i>Youth Serv.</i>	nhaverkos*	842-5213	Taylor, Craig , <i>Spec. Ed.</i>	craigtaylor*	842-5165
Hollander, Hank , <i>Math (7)</i>	hhollander*	842-5252	Thamann, Scott , <i>English</i>	sthmann*	842-5177
Hopewell, Kim , <i>Home Ec.</i>	khopewell*	842-5162	Thomas, Jay , <i>Science</i>	jthomas*	842-5243
Jacobs, Carletta , <i>Spanish</i>	cjacobs*	842-5231	Verdon, Rebecca , <i>English (7)</i>	rverdon*	842-5207
Janig, Andy , <i>SS</i>	ajanig*	842-5240	Wilkins, Mike , <i>Math</i>	mwilkins*	842-5179
Kindle, Barb , <i>Aide</i>	bkindle*	842-5172	Willman, Kolene , <i>English (8)</i>	kwillman*	842-5216
Leone, Jennifer , <i>SS</i>	jleone*	842-5214	Whitaker, Cheryl , <i>Aide</i>	cwhitaker*	842-5196
Luken, Amy , <i>SS (7)</i>	aluken*	842-5169	Woodward, Ann Marie , <i>SS (8)</i>	amwoodward*	842-5198
Lunsford, Nick <i>SS (7)</i>	nlunsford*	842-5180			
Marquez, Erin , <i>English (7)</i>	erinmarquez*	842-5241			

DAILY BELL SCHEDULE

High School & Jr High School

period	start	end
AE	7:35:00 AM	7:40:00 AM
1	7:43:00 AM	8:32:00 AM
2	8:36:00 AM	9:25:00 AM
3	9:29:00 AM	10:18:00 AM
4	10:22:00 AM	11:11:00 AM
A-lunch	11:14:00 AM	11:44:00 AM
5A	11:48:00 AM	12:37:00 PM
5B	11:15:00 AM	12:04:00 PM
B-lunch	12:07:00 PM	12:37:00 PM
6	12:41:00 PM	1:32:00 PM
7	1:36:00 PM	2:25:00 PM

Jr HS lunch	10:12:00 AM	11:44:00 AM
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AGENDA

The purpose of the agenda is to help students organize their assignments and school day. It is to be carried with the student all day long. The agenda is also the sole hall pass for getting out of class to use the restroom, go to the Media Center, go to the office, etc. If the agenda is lost, the student must purchase a replacement from the office.

ATTENDANCE

Each student is expected to attend school on a regular basis and be punctual in his/her attendance.

Excessive absences from class could adversely affect a student's grade in that class.

Legitimate reasons for absence:

According to Ohio Revised Code section 3321.04, parents must send any child of compulsory school age to school for the full time school is in session. The school realizes, however, that there are occasions when a student must be absent from school. State law stipulates that an absence from school may be approved for the following reasons:

- a. Personal illness of the student (The school may require a physician's certificate to verify a student's illness).
- b. Illness in the immediate family.
- c. Quarantine of the home.
- d. Death of a relative (absence for this reason is limited to three days unless reasonable cause can be shown to grant an extension).
- e. Work at home due to absence of the parents or guardian (students must receive prior approval from the school to receive an excused absence for this reason).
- f. Observation of a religious holiday.
- g. Emergency or circumstances that are considered, by the school, to be sufficient cause for absence.

Notification of the school:

Prior to 7:30 A.M. on the day of the student's absence, the parent or guardian is to call the school to report the absence (733-4422). If the parent did not call the absence in on the day of the absence, then the student is to bring, to the attendance office, a written note explaining the absence from school. The note should include the following information:

(a) *Student's name*, (b) *Grade*, (c) *Date(s) of absence*, (d) *Reason for absence*, (e) *Parent's signature*.

If the note is not turned in to the attendance office, the absence will be unexcused. Students will be permitted to make up any work assigned on the day of an excused absence. **Work missed on the day of an unexcused absence will be accepted at 40% of the credit earned on the assignment.**

Makeup Work After Excused Absences

- The student must make arrangements with his/her teachers to make up work or test
- The student will be granted a number of school days equivalent to the days missed plus one as a deadline for completing missed work/tests.

Extended Periods of Absence:

If a student is going to be absent from school for an extended period of time (at least one week), the parents must notify the school at least one week prior to the absence unless an emergency exists, by filling out a **Pre-Arranged Absence Request Form available in the office**. It will be the student's responsibility to get the assignments from teachers. At that time, school officials will determine whether the absence is legitimate and, therefore, excusable. Student absence from school due to participation in a family vacation must be approved prior to the vacation dates. The administration and faculty consider in-class instruction and the accompanying activities an important part of the course of study. A student who experiences a long-term illness, hospitalization, or who has a physical impairment and/or medically substantiated problem which requires frequent absences may risk losing credit in the courses affected by the absences. Any attendance allowance will be based on a review of the individual case by the principal.

Excessive Absenteeism:

Parent notes for legitimate absences/tardiness as defined under, (legitimate reasons for absence/tardy) will be accepted for up to 3 days per quarter. After 3 days of excused absence/tardy these notes must be accompanied by a physician's statement to be excused. If extenuating circumstances exist, the building principal may be asked to review the case. **Please be aware that excessive absences can lead to academic failure and loss of credits.**

Excessive unexcused absences (and tardiness to school) will be dealt with as prescribed by juvenile court.

1. Habitual/Unruly are students who have missed 5 days consecutive, 7 days in a month, or 12 days for the year.
2. Chronic/Delinquent are students who have missed 7 days consecutive, 10 days in a month, or 15 days for the year.

In addition, any student who meets any of the following criteria may have his/her license revoked, as we are required to notify BMV of this information.

1. The student is a child of compulsory age and has withdrawn from school for a reason other than a change of residence and is not enrolled in and attending an approved program to obtain a diploma or its equivalent.
2. Ohio Revised Code 3321.13 (B) (2) applies within the district; the student is a child of compulsory school age and has been absent without legitimate excuse for more than ten consecutive school days or at least fifteen total school days.
3. The student is suspended or expelled from school pursuant to Ohio Revised Code 3313.66 and the reason for the suspension or expulsion is the use or possession of alcohol, a drug of abuse, or alcohol and a drug of abuse.

TARDY TO SCHOOL

Students are expected to be to school and in AE on time. Failure to be to school on time will be recorded on a cumulative basis each quarter. **For the purpose of filing with Juvenile Courts, three (3) unexcused tardies to school will equal one (1) day's unexcused absence.**

TARDINESS TO CLASS

A student who is not in the room before the bell begins to ring is tardy to class.

An excused tardy is when a student has been detained by a staff member or has been involved in circumstances beyond his/her control (late bus, emergency).

An unexcused tardy is when a student is late due to his/her own doing. The excused and unexcused rules apply to tardiness in regard to make-up work.

EARLY DISMISSALS

EARLY DISMISSALS will be granted for the following reasons and conditions:

1. Fever, upset stomachs, communicable disease as recommended by school nurse.
2. Doctor and dental appointments (Please try to make appointments after school.)
3. Families that have both parents working during the day must take off work to pick up their child or designate, in writing, the name of one adult to whom their child may be released.
4. Students will be released to parents and parents must come to the office to sign out students. Students will not be released to another student.
5. Students who have driven to school and request to be dismissed because of illness will be permitted to drive home at the discretion of the administrator.
6. Students must receive an early dismissal pass from the attendance office.
7. Students leaving early due to illness may not participate in extra-curricular events that afternoon or evening.

STUDENT DRIVERS

Students are to drive safely at all times on school property. Vehicles are to be driven in a manner so as not to spin tires and drive only on the driveways and parking lots. Vehicles are to be operated at a speed appropriate for the conditions and traffic and never in excess of 15 mph. Do not pass buses on school property or drive in the bus loading - unloading areas.

All cars parked during school hours on Reading Jr./Sr. High School grounds must display a parking tag. Student parking registration fee is \$25. All cars must be registered in the office. White parking spaces are designated for visitors and staff. Students will not be permitted to return to his/her vehicle without permission by the principal or assistant principal. Excessive tardiness to school may result in a student's driving privileges being suspended and/or revoked.

Violation of these regulations or reckless, disruptive driving on school property, excessive tardiness to school or other abuse of the driving privilege may result in loss of driving privilege on school property. 1st offense—5 days suspension of privilege, 2nd offense—30 days suspension of privilege, and 3rd offense—loss of privilege for the rest of the school year.

LEAVING THE SCHOOL GROUNDS

During school hours the school authorities are legally responsible for each student. No student is permitted to leave the school grounds during school hours unless permission has been secured from the office. A student leaving the school grounds is expected to sign out when leaving and to sign in when returning to school.

GRADING SCALE

Grades are an evaluation of what a student has learned. Each teacher advises every student in his class what the grading criteria will be. Each student will be aware of what is expected in each class.

Grade Scale

A+...100-98, A...97-93, A-...92-90 C+... 79-77, C...76-73, C-...72-70 F...Below 60
B+... 89-87, B...86-83, B-...82-80 D+... 69-67, D...66-63, D-...62-60

INTERIM NOTICES

Notices advising parents and students of student progress in each class will be given to the students at the beginning of the sixth week of each grading period.

PROGRESS BOOK

Parents and student can check their grades online through *ProgressBook* at <https://pbaccess.hccanet.org/General/District.aspx>. All that is needed is the User Name and a password, which can be obtained by calling school.

REPORT CARDS

Report cards are sent home at the end of each quarter to notify parents of student progress. The fourth quarter report card will be mailed to the student's home. Prior to the end of school, students in danger of failing courses will receive written notice concerning summer schools in the area. Arrangements may be made to enroll if the student fails a class.

Exams:

Exams will be administered in all courses at the end of each semester.

Senior Exemption from Exams:

Seniors are eligible for exemption from final exams under the following conditions:

1. The student must have a B average for the year, or semester, in the specific course.
2. The individual teacher may require senior students to take exams if the nature of the course requires that an exam be given.
3. A student may elect to take the exam.
4. Exemptions also apply to the final exams in semester courses.

Homework:

It is the belief of the Reading Community City Schools that homework is, in general, an important student activity, which contributes to the educational process. Regular homework should be assigned and expected for most high school courses.

MEDIA CENTER SERVICES

The Media Center is available for student use for research, class assignments, and general reading. Students who abuse Media Center privileges can be denied its usage. The Media Center is available for student use from 7:30A.M. to 3:00P.M.

TEXTBOOKS

Students will be issued textbooks for courses that require one. Each student is to place his/her name, in ink or pen, in his/her textbook, in the location designated by the instructor. If lost during the school year, the student must pay for it as soon as possible. Textbooks are school property, and, if abused, students are subject to the same rules that apply to the destruction of school property.

COMPUTER USE

Before students may use any technology at school (computers, internet, etc.), an application for **Internet Usage Form** must be signed by both student and parent.

WITHDRAWAL FROM SCHOOL

A student withdrawing from Reading Jr./Sr. High School for either work or to transfer to another school must complete the withdrawal form and have all the student's teachers sign it to show that all books have been returned and fees paid. A student withdrawing who owes fees will have his/her grades withheld until all debts have been paid.

PARTICIPATION IN EXTRACURRICULARS

Quarterly Eligibility Requirements:

According to OHSAA by-laws, a high school student must be passing, at the end of each nine-week grading period, in subjects that earn a minimum of five credits per year toward graduation. Physical education and Service Learning would not be included as one of the core courses. For a junior high school pupil to be eligible during any grading period, he/she must have been in school the immediately preceding grading period and have passed seventy-five percent of the subjects taken. Absence from school or class may affect the grade, but the question of eligibility is determined by the cumulative grade from the beginning of the quarter. Additionally, a student must have a minimum quarterly G.P.A. of 1.0.

Weekly Eligibility Requirements:

In addition to the quarterly eligibility requirements, a student must not be failing more than one subject on a weekly, cumulative basis (as determined by the weekly deficiency list) for the duration of the extracurricular activity season. No special recitations, tests, or other considerations are to be given to meet this requirement.

Any student who wishes to participate in any school-sponsored event after school must be present in school no later than the start of second period (8:36 A.M.).

In addition, any student who wishes to participate in any school-sponsored event after school hours may not leave the school prior to the end of the school day (2:25 P.M.). For school-sponsored events that occur on weekends, students must meet the requirements for participation in a Friday activity. Exceptions to this policy are at the discretion of the administration.

Participation and the Code of Conduct:

Any student who has a detention with a teacher or an office detention scheduled for a particular day is not permitted to “skip” the detention in order to participate in a school event on that day. This also includes rehearsals, practice, etc. as well as the event itself. The student must first attend the detention before participating in the event. Attendance in Friday School will not be waived for participation in any extracurricular activity during the assigned time. A student who does not attend his/her scheduled Friday School may not participate in any school activity during that weekend. Exceptions to this policy are at the discretion of the administration.

AFTER-SCHOOL ACTIVITIES

Students may not loiter in the school building, on school grounds, or in route to and from school, unless waiting for a ride. These students must remain in the lobby. Students not leaving school immediately upon dismissal must report directly to the area of their extra-curricular or after school activity. It is the student’s responsibility to inform parents of after-school activities and obligations prior to the day the student is scheduled to stay.

SUPERVISED STUDY PROGRAM

The Supervised Study Program is held Monday through Friday from 7:00 to 7:30 A.M. in room 101 and Monday through Thursday from 2:30 to 3:15 P.M. in the Media Center. This is provided to any student who would like additional help with schoolwork.

STUDENT WELLNESS

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures. If a student is aware of any dangerous situation or accident, s/he should notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed, signed by a parent or guardian, on file in the school office.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

Policy on the Administering of Drugs to Pupils:

(Reference S.B. 262, Ohio Rev. Code 3313.713)

Only the building principal, assistant principal, principal’s office secretary, specific agent of the principal, or school nurse may administer drugs prescribed by a physician for the pupil. No employee shall be required to administer a drug to a student if the employee objects, because of religious conviction, to administering the drug.

As used in this policy, the word “administer” means that the above-designated employee will supervise the pupil taking prescribed medication.

Before any PRESCRIBED medication may be administered to any student, the following must occur:

- **The student’s physician must complete the Physician’s Request Form.**
- **The parent must complete the Parental Consent Form.**
- **The medication must be in its original container (labeled with date, student’s name, and exact dosage.**
- **The student may carry emergency medication if the physician instructions indicate such on the Physician’s Request Form.**
- **Students may carry their own asthma inhalers after the doctor and parent have filled out the “Authorization for the Possession and use of Asthma Inhalers”**

Before any NONPRESCRIBED (over the counter) medication may be administered to any student, the following must occur:

- **The parent must complete the Parental Consent Form.**
- **The medication must be in its original container. We cannot accept medication in plastic bags or envelopes. Usage of over the counter medication for a period longer than 10 calendar days will require a physician's statement.**

Parents are responsible for transporting all medications to school. The student is not permitted to bring his/her medication to school. Medication will not be administered if the policy requirements are not followed. Any unused medication, unclaimed by the parent, will be destroyed when the prescription is no longer administered, or at the end of the school year, whichever comes first.

If a student is found with medication in his/her possession, his/her record will be checked to determine if proper authorization is on file. If not, the matter will be reported to the appropriate administrator for disciplinary action.

CODE OF CONDUCT FOR PUPILS

IN THE READING COMMUNITY SCHOOLS

This Code of Conduct is adopted by the Board of Education pursuant to Section 3313.661 Ohio Revised Code and is the governing code of regulations for all schools in the Reading Community City School District. This code applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or in school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Reading Community City Schools.

Any pupil engaging in the types of conduct either specifically or in general like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, or removal from curricular or extra-curricular activities, pursuant to 3313.661 Ohio Revised Code.

The types of conduct prohibited by this code of regulations are as follows:

1. Damage or destruction of school property, property of school employees or property of other students, on or off of school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the student.
3. Assault on a school employee, student or other person.
4. Harassment of school personnel or other students during school and/or non-school hours.
5. Fighting.
6. Hazing (to persecute, harass or humiliate another student and/or employee).
7. Chronic misbehavior that disrupts or interferes with any school activity.
8. Disregard of reasonable direction or commands by school authorities including school administrators and teachers.
9. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name-calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
10. Disrespect to a teacher or other school authority.
11. Refusing to take detention or other properly administered discipline.
12. Skipping detention.
13. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
14. Forgery of school or school-related documents.
15. Cheating or plagiarizing.
16. Gambling.
17. Extortion of a student or school personnel.
18. Theft or possession of stolen goods.
19. Arson or other improper use of fire.
20. Possession of matches or lighters or other similar devices.
21. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.
22. Buying, selling, transferring, using or possession of any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
23. Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance. Any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance.
24. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot

- show a legitimate health or other reason for the use of such substance.
25. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, container, etc.
 26. Possession/use of electronic communication devices. Students shall not be permitted to possess/use electronic communication/entertainment devices such as beepers, pagers, cellular telephones, iPods, MP3 players, CD players, hand held electronic games, etc. during the school day. Cellular telephones must be turned off and secured in the student's locker.
 27. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind or smelling of drugs or alcohol on school premises or at a school sponsored function.
 28. Cursing.
 29. Use of indecent or obscene language in oral or written forms.
 30. Publication, possession, and/or distribution of obscene, pornographic or libelous material.
 31. Placing of signs and slogans on school property without the permission of the proper school authority.
 32. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
 33. Demonstrations by individuals or groups causing disruption to the school program.
 34. Truancy.
 35. Tardiness.
 36. Leaving school premises during school hours without permission of the proper school authority.
 37. Upon initial arrival, leaving school property without permission.
 38. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
 39. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by Administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is gang-like activity.
 40. Improper or suggestive dress.
 41. Indecent exposure.
 42. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
 43. Turning in false fire, tornado, bomb, disaster or other alarms.
 44. Presence on school property with a communicable disease.
 45. Failure to abide by rules and regulations set forth by Administration for student parking.
 46. Disobedience of driving regulation while on school premises.
 47. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
 48. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
 49. Carrying concealed weapons.
 50. Aggravated murder.
 51. Murder.
 52. Voluntary manslaughter.
 53. Involuntary manslaughter.
 54. Felonious assault.
 55. Aggravated assault.
 56. Rape.
 57. Gross sexual imposition.
 58. Felonious sexual penetration.
 59. Any disruption or interference with school activities.
 60. Willfully aiding another person to violate school regulations.
 61. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
 62. Any other activity by a pupil that the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.
 63. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
 64. Violation of any Board rule, regulation or policy.

Any violation of the District Code of Conduct may result in emergency removal, suspension, or expulsion from school.

After School Detentions:

It is up to the individual teacher's discretion to use detentions or another form of punishment. The following rules pertain to teacher assigned detentions:

- a. Notification of detention will be given in writing.
- b. Twenty-four (24) hours notice of detention will be given to the student.
- c. The student must serve detentions. Failure to serve a detention will result in a referral to the administration.

School Detentions:

Detentions are held after school from 2:30 p.m. to 3:15 p.m.

Friday School Detentions are held Friday after school from 2:30 p.m. to 5:00 p.m.

A student who is assigned a Friday School Detention is not permitted to participate in any extra-curricular activity without permission from administration.

STUDENT DRESS CODE

Part of the total education of the students is learning to dress appropriately and behave responsibly in a variety of situations. Students are expected to dress in a manner appropriate to the school environment and which does not cause disruption to the academic process. Research has shown a correlation between appearance and behavior, especially in the school setting.

These regulations will assist parents, students, faculty and administrators in determining appropriate student standards for dress while at school or school-sponsored activities.

1. Parents and students maintain responsibility for students' dress and personal appearance.
2. When dress or grooming interferes with the cleanliness, health, welfare or safety of students, or when dress or grooming disrupts the educational process by being distracting, indecent or inappropriate to the educational process, it is prohibited.
3. Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports and music) may require more strict standards regarding dress and appearance for participants in their program or activity.
4. The principal, with the assistance of the faculty, has the responsibility to uniformly administer the dress code. The decision of the principal is final.
5. As new trends in fashion or dress emerge or become out of date, the District reviews and revises the dress code to reflect the standards of the community.

Students shall observe general guidelines for dress and appearance including:

- 1. shorts or skirts should be no shorter than top of the knee in length;**
2. no shirts and blouses that expose the midriff (low neck and arm openings will be considered);
3. no tank tops; a shirt must cover the span across the shoulder (at least 3 inches wide);
4. hats, coats, bandannas (or other head coverings) and sunglasses are not to be carried to, or worn in, class;
5. no clothing or accessories that could be interpreted as promoting hate or communicating a negative, profane or vulgar message;
6. no clothing or accessories which advertise or are in any way related to alcohol, tobacco, drugs or weapons;
7. no clothing or accessories with sexual messages – explicit or implied;
8. no transparent garments, open mesh garments or garments with large open sides may be worn without an underliner;
9. shoes must be worn and must not present a safety hazard;
10. no biking pants or spandex;
11. no extreme or distracting hair color or makeup;
12. body-piercing adornments are not to be extreme or distracting;
- 13. lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed;**
14. no "dog collars," spiked bracelets or chains that could be dangerous to persons or destructive to school property;
15. no gang- or cult-related items of any kind and
16. no cutoffs, tattered clothing or clothing with holes.

Violation of the dress code can result in removal from class and/or disciplinary action. (*Approval date: Jan. 18, 2006*)

BOOK BAGS/BACK PACKS

Upon arriving to school, book bags/back packs are to be left in the student locker and not used when traveling from class to class.

FOOD AND DRINK

Food and drinks are not permitted in the classroom unless it is being used in an enrichment activity related to the standard curriculum. *At the teacher's discretion, water is permitted in the classroom.*

Students are not permitted to carry food or drinks unless going directly to lunch.

Food and drinks are to remain in the cafeteria during lunch. Students are not permitted to take food and drink items out of the cafeteria to be stored in their locker.

Any violation of this policy will result in confiscation of the food or drink and discarded without reimbursement.

TELEPHONES/CELL-PHONES/PAGERS/PERSONAL LISTENING DEVICES/GAMES

Use of the office telephone is by permission only.

Personal listening/entertainment devices (i.e., **cell phones**, iPods, MP3 players, hand held electronic games, CD/cassette players, or radios) are to remain in the student's locker during the school day, and are not to be in the classroom. Students may not use personal music players or cell phones. **School is not responsible for the loss / theft of these items.**

All items will be confiscated and will not be returned to the student. They will be returned to a parent/guardian.

HALL PASSES

Students are not permitted to be out of class without a hall pass. If the student asks to leave the classroom, he/she must have an Agenda/Handbook signed by a teacher. If a student loses his/her agenda, another one may be purchased from the office.

LOCKERS AND LOCKS

Since all students will be assigned lockers by the school, it is imperative that school locks be placed on all lockers. Locks can be purchased in the office for \$5.00 and must be in use after the first week of school. The school will not be responsible for locker items left in any locker, whether it is locked or unlocked.

SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search students, school lockers, locker contents, and /or student automobiles and may seize illegal, unauthorized, unsafe, or contraband materials discovered in the search. Searches may occur as a result of reasonable suspicion or as a function of a random search. Lockers are property loaned to students for legitimate purposes.

The term “unauthorized” means any items dangerous to the health or safety of students or school personnel; disruptive of a lawful function, mission, or process of the school; or described as unauthorized in the school rules.

Failure to permit searches and seizures will be considered insubordinate and grounds for disciplinary action.

A student’s person and/or personal effect (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or unsafe materials.

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore,

If possible, police officers should contact and/or question students out of school. If this is not possible, school authorities will bring the student to a private room and the contact will be made out of the sight of others.

1. The administration must be notified before a student is questioned in school.
2. If possible, a parent or legal guardian of the student to be interviewed should be notified by the police/administration before the student is questioned.
3. A school official should be present when an interrogation takes place.
4. The police authorities/administration will notify the parents if it is necessary to remove a student from school.
5. The police department will be notified whenever a student is involved in any type of criminal activity.

SCHOOL SPONSORED DANCES

Periodically, dances will be scheduled on Friday or Saturday nights or following home football or basketball games. The following rules apply to these events:

1. Dances will begin after the evening athletic event and will end at 11:30 P.M. unless special permission is obtained from the Principal. Junior high dances are scheduled from 7:00 P.M. to 9:00 P.M.
2. Dances will be held in the cafeteria. No other part of the building will be used during the time of the dance.
3. Any person wishing to attend a dance will be required to have a Reading School I.D. card or a guest registration pass.
4. 7th and 8th grade students are not permitted to attend high school dances and high school students are not permitted to attend Jr HS dances.
5. No student will be permitted to leave the dance and return.
6. All school rules will be in effect during dances.

VISITORS

Any visitor to the building must report first to the office to obtain approval for the visit, and will then be issued a pass. Persons in the building without passes will be asked to leave and are subject to penalties under State Law which prohibits trespassing in public schools.

Students are not permitted to bring visitors to school, including young children to spend the day or eat lunch with them unless pre-approval is obtained from the administration.

STUDENT SALES/FUNDRAISERS

Students may sell only those items approved as class projects or items approved by the principal. All other student sales are prohibited, including personal items.