

SHRODER HIGH SCHOOL

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STUDENT/ PARENT HANDBOOK 2023-2024



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Welcome to the 2023-2024 school year at Shroder High School

Our school has earned local and national recognition for its outstanding educational program. Shroder High School is dedicated to the belief that “The clearer and higher the expectations, the better the response.” This applies to students, parents, and staff alike.

VISION:

Producing Lifelong Learners through High Standards and a Supportive Environment

MISSION:

Support a culture of lifelong learning, promote the physical and emotional well-being of all community members, effective instruction used to develop critical thinking skills, and help students to meet and exceed high academic standards.



Shroder High School implements effective instructions needed to develop essential critical thinking skills, produce a culture of lifelong learning and prepare students to go forth to make productive contributions to the community-at-large.

Our aim is to provide the best education for every student. In individual and group settings, students learn in a safe and respectful environment that is conducive to nurturing growth and development for all students, as well as teachers and staff.

Faculty members are experts at encouraging students to discuss their learning processes through guided seminars, which in turn guides students in developing and communicating solutions to complex problems.

Shroder High School (SHS) is a community of individuals (students, staff, families, and community partners) all working together to achieve our mission. We will accomplish this through the development and support of healthy, positive, and respectful relationships.

High expectations can be achieved with hard work, and a clear understanding of responsibilities, and mutual respect. Following our motto of “ROAR:”- **Respect, Order, Achievement and Responsibility** help to serve as constant reminders to students that Jaguars always **ROAR**.

OPPORTUNITIES FOR PARENT, COMMUNITY, AND STAFF INVOLVEMENT:

- Local School Decision Making Committee (LSDMC)
- **Instructional** Leadership Team (ILT)
- Positive Behavioral Intervention and Support Committee

If you would like to participate in any of the above committees, please contact administration

STUDENT RESPONSIBILITIES:

The student's responsibilities are to make school their top priority. They are expected to:

- 1) Attend school daily and arrive at each class on time.
- 2) Arrive each day following the dress code and prepared to learn
- 3) Follow all class, team, school, and district rules.
- 4) Show respect for themselves and all members of the school community.

The staff of Shroder High School is here to help students. We encourage students to work with their teachers to take **full advantage** of this educational opportunity.

PARENT RESPONSIBILITIES:

The parents' responsibility is to make their child's education a top priority and to help their child do his/her best. They are expected to:

- 1) Send their child to school each day on time and ready to learn.
- 2) Ensure that their child is well-rested, properly nourished, and are following dress code
- 3) Provide their child with needed school supplies.
- 4) Monitor their child's completion of all school assignments, and progress
- 5) Ensure that you have contact information for the school and your child's teachers. Information on how to contact is found here: [Contact Us / Home](#)
- 6) Attend scheduled parent-teacher conferences, and other student centered activities.
- 7) Support the school's efforts to educate their child.
- 8) Instill in their child a respect for self, others and their property, and for school and class rules.

STAFF RESPONSIBILITIES:

The staff members' responsibility is to make each student's education a top priority and to help each student do his/her best. They are expected to:

- 1) Provide a clean, safe, and orderly learning environment.
- 2) Consistently and fairly enforce district, school, team, and class rules.
- 3) Provide meaningful learning activities for all students.
- 4) Monitor student academic progress and behavior.
- 5) Communicate regularly with parents.
- 6) Provide encouragement and positive reinforcement for all students.
- 7) Encourage and provide opportunities for parent involvement.
- 8) Instill in students a respect for others and their property and for school and class rules.

- 9) Provide parents with positive feedback regarding their child’s performance.
- 10) Read and periodically review the school handbooks with the students.

ACADEMICS:

Philosophy:

Our philosophy emphasizes a course of study that requires active student learning, mastery of skills, and conceptual understanding. Each student is challenged to perform to the best of each student’s ability.

Curriculum:

Consistent with the philosophy, students at Shroder are expected to complete a college preparatory course of study that meets the district’s requirements for promotion/graduation. Furthermore, students are expected to complete 21 credits successfully to qualify for a Shroder High School diploma.

Required Courses:

The following courses are required for all Shroder High School students and must be completed along with elective courses taken in grades 9-12 to meet CPS graduation requirements:

- *English 9
- *English 10
- *English 11
- *English 12
- *Biology
- *Physical Science
- *Advanced Science Course
- *Modern History
- *American History
- *Government
- *Algebra I
- *Geometry
- *Algebra II
- *4th Year Math Course
- *Physical Education
- *Health
- *Fine Art – Music / Art / Computer Applications
- *Five credit hours of additional electives

Service Learning:

Shroder High School is dedicated to the idea that our school should help educate students to be good citizens in a democracy. Service Learning provides our students the opportunity to demonstrate good citizenship by being active members of the community. Students are required to complete 60 hours of service by the end of their senior year in order for them to walk in the graduation ceremony. Students should follow these recommended steps to ensure that they have met the minimum graduation requirement for Community Service hours.

- *Freshman year - Minimum 10 total hours completed;
- *Sophomore Year – Minimum 20 total hours completed;
- *Junior Year – Minimum 30 total hours completed;
- *Senior Year – Minimum 60 total hours completed;

Please use this form to document/receive credit for community service hours:

 Community Service Completion Form 2022-2023

Classwork / Homework:

Students are expected to complete class and homework assignments on time. Students should spend an additional time nightly to complete homework assignments, review class work, study, and read.

It is strongly recommended that parents establish a designated daily study time and location for students to complete homework assignments. Parents should review homework assignments to ensure that they are complete, neat, and accurate.

Tutoring / Help Sessions:

Many students need extra help outside of class time. These students should make arrangements with their teachers to receive assistance before or after school. Parent notification and transportation arrangements are the responsibility of the student.

ACADEMIC REPORTS/PARENT CONFERENCES:

Mid Term Reports:

Midterms are issued to students halfway through each quarter to inform parents of their child's current academic status. Please contact the school immediately if the Mid-Term Report is not received by the date indicated on the school activity calendar.

Parent Conferences;

Any parent who wishes to meet briefly with any or all of their child's teachers is recommended to and welcome to attend.

Report Cards:

Report cards are issued to students no more than two weeks after the end of each term (approximately 10 weeks). Please contact the school immediately if the report card is not received by the date indicated on the school activity calendar.

SCHOOL COUNSELORS:

The primary roles of the school counselor are to be a teacher, a mentor, and a coach in order to assist each student to reach their full potential. Counseling services are available to provide each student with the opportunity to acquire the academic, civic, and social skills essential to graduate from high school and become productive citizens. In addition to working with students, the counselor is part of an educational team which includes parents, teachers, administrators, and advisors. This team works in partnership assisting students in meeting the graduation requirements and in planning post-secondary options. The following are services that are provide by the counselor:

- Course selection and credit review
- Academic counseling
- Monitoring student academic progress
- Consultations with teachers, administrators, parents and students
- Individual counseling and small group counseling
- Post-secondary counseling
- Communications between school and home
- Orientation programs
- Parent information programs
- Testing coordination and administration (Explore, Plan, ACT administration)

College Access:

The College & Career Guidance Department works with teacher teams (grades 7-12) to assist students in connecting their educational experience with their academic and career goals. At Shroder, all staff members are engaged in developing highly sought after students who are prepared to reach their goals. Through our daily mentor bells, teachers help students stay on track by reminding them of their plan and reviewing their academic standing regularly.

Through **career exploration** and **college and career fairs**, students become aware of their options. Students then begin to identify the academic and social skills required to meet their goals for life after high school. Through one-on-one conferences, the counselor and advisors in the College & Career Guidance Department help students develop and implement a plan to make their goals a reality.

Students' Plans would include the following components:

- **Post-Secondary Education Search**
- **Post-Secondary Education Selection**
- **Post-Secondary Education Application Process**
- **Test Preparation & Registration (PSAT, PLAN, ACT , SAT, Compass)**
- **Financial Aid Application Process**
- **Scholarship Application**

Once accepted into the programs of their choice, students will receive assistance with the enrollment process including understanding award letters, budgeting expenses and selecting housing.

ARRIVAL AND DISMISSAL:**Arrival:**

There is **NO** supervision for the students until 8:30 am. Students should report directly to the cafetorium for breakfast. Students must arrive by 8:50 am and report to their advisory by 8:50. No student should be anywhere else on school premises unless accompanied by a teacher or is in possession of a pass. Students may not leave school grounds in the morning after arriving by bus, car, or walking.

Dismissal:

Upon leaving the building, students should board buses, continue walking, catch rides or report to their extracurricular activity promptly. There will be no reentry into the building or academic area once a student has left the building. **Loitering is not permitted. Students must use sidewalks and crosswalks at all times.**

MAIN OFFICE:

The office is the business center of the school. No student should enter the office without permission from school personnel, tap on office windows, or attempt to attract the attention of other students in the office. Upon entering the office, the student should wait quietly until assisted by office personnel. Only telephone messages of an **urgent nature** will be delivered to students by the main office. Parents are requested not to ask office personnel to deliver messages to students unless it is absolutely necessary.

DRESS AND GROOMING: [Shroder Dress Code Policy SY23/24](#)

The board authorizes the school to establish a reasonable dress code. The dress code for our 7-12 high school is designed to create a safe and inclusive environment for all students, regardless of gender identity or expression. Our dress code prioritizes comfort, practicality, and respect for oneself and others. **Students are expected to follow the school dress code at all times, inappropriate dress may result in a non academic exclusionary consequence such as DTs, school community service, etc.**

General Guidelines:

- All students must wear appropriate tops, bottoms, and footwear to school on a daily basis.
- Clothing must cover all undergarments and private body parts including but not limited to chest, cleavage, torso, midriff, back, or buttocks.
- Clothing must not depict or promote violence, hate speech, profanity, nudity, drug or alcohol use, or other inappropriate content.
- Clothing must not be overly revealing or sexually suggestive.
- No sleepwear may be worn within the school.

Tops:

- Shirts, blouses, and sweaters must have a sleeve that covers the shoulder.
- Tops may not be tied, pinned, or knotted up.
- Midriff-baring shirts are not allowed.

Head Coverings:

- No hats, hoods, or other head coverings may be worn at any time in the school building. The only exception to this rule is religious head coverings.
- No durags or bonnets are permitted.

Footwear:

- Shoes must be worn at all times for safety reasons.
- Shoes must be close-toed.
- Slippers, house shoes, sandals, and athletic slides are not permitted for safety reasons.

Bottoms:

- Shorts and skirts must be at least fingertip length when arms are at the sides.
- Any slits or rips in pants should not extend above the knee unless something is worn underneath the pants to cover the skin.
- Pants and shorts must stay up around the waist unassisted by a belt.
- Leggings or other tight-fitting bottoms may only be worn on the conditions that they: (1) are not sheer or see-through (2) the wearer wears a top that extends long enough to cover their buttocks.

Accessories:

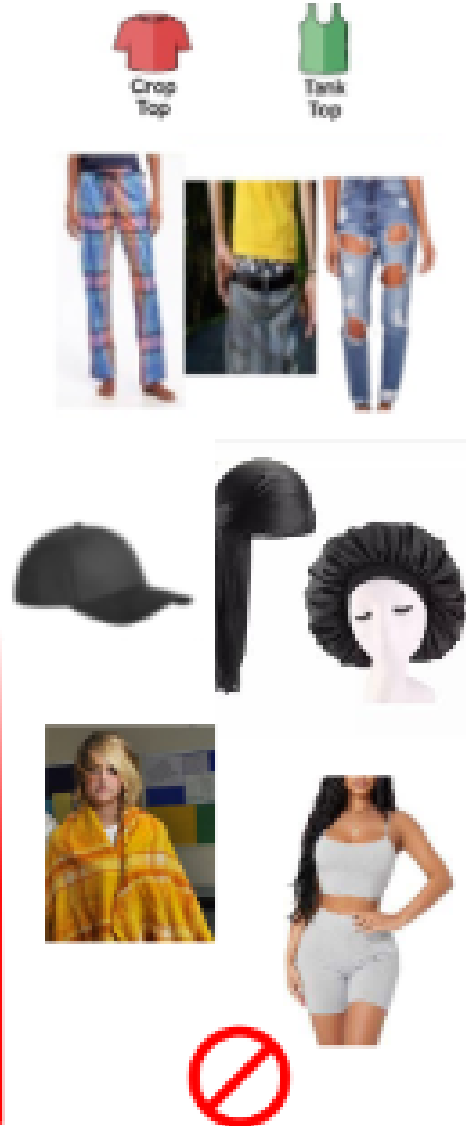
- Hats and head coverings are allowed for religious or medical reasons.
- Accessories that pose a safety hazard, such as chains or spikes, are not allowed.
- No outdoor gear (jackets, heavy coats, scarves, gloves, etc.) may be worn in the building. They should be stored in the student's locker after arrival.
- No blankets or other sleep items are permitted.



Appropriate



Inappropriate



ATTENDANCE:

Daily school attendance is critical to academic success. Students should make every effort to attend school **daily**.

Students are required by state law to attend school **daily** unless absent due to religious holiday, illness, death in immediate family, or other reason approved by the school administration.

Absence:

When a student is absent the parent must do the following:

- 1) Notify the school by phone (513-363-6900) between 8:30 am and 10:00 am each day the child is absent.
- 2) Write a note explaining the absence. The student should give the excuse to the main office upon his/her return to school.

Tardiness:

Students are expected to report to school by 8:50 am and to be in their advisory by 8:55 am. Students are also expected to report to class before the tardy bell for each class rings. Excessive tardiness to class and/or school will result in a behavior intervention referral. (Ex. school and class tardies can result in after school detentions, and/or ALC, and/or removal).

Truancy:

Any student absent from school without permission from school administration is truant. Consequences will be assigned to students who are truant. A student may be cited to court for chronic truancy (This is handled by our school social worker).

Please see the following link for information on Ohio State Attendance Laws:

[Ohio's Attendance Laws FAQs](#)

Early Dismissal:

Students requesting an early dismissal must have a note from a parent or legal guardian prior to 3:00 pm. The cutoff is 3:00 pm daily. Students must present the note to the Main Office and must be signed out by a parent, legal guardian, or emergency contact in the Main Office before leaving the premises. **The note must contain a telephone number where a parent can be contacted.**

STUDENT HEALTH:

If there is no note or verification, the child will not be released. Students will only be released when signed out (in person with identification) in the main office by a parent, legal guardian, or emergency contact.

Illness During The School Day:

Students becoming seriously ill during the school day should report to the office with a note from their teacher. Staff will contact the student's parents.

Make Up Work:

Students must make up any work missed due to absence. It is the student's responsibility to secure missing assignments from teachers immediately upon returning to school and make before or after school arrangements as necessary.

Extended Absence:

Parents of students who are (or expect to be) absent from school for an extended period of time (3 or more consecutive days) should contact their child's grade level team leader to request make-up work.

Residence: Provided the parent(s)/legal guardian(s) reside within the boundaries of the Cincinnati Public School District, a student is eligible at a CPS school which has allowed them to enroll assuming all other eligibility standards are met. Where there has been a change of legal custody, a student must live in the same school district with the legal guardian.

Medication:

School personnel are prohibited from dispensing any medication (including aspirin) unless the Administration of Medication form that must be completed and signed by the parent, is on file in the Main Office. If medication is prescribed by a physician, authorization signed by the physician must be on file in the Main Office for storage and safekeeping. Students may then return at prescribed intervals to receive the appropriate dosage. Students are not allowed to carry any medication with them except for inhalers and epi-pens.

Medical Conditions:

Parents of students with special medical conditions (ie: epilepsy, asthma, diabetes, hemophilia, etc.) should notify the School Nurse in writing and the Nurse will notify Administration. The Nurse will work with the grade level team on a case by case basis.

Physical Conditions:

Parents of students with physical conditions (poor bladder control, for example) that require special access to restroom facilities must provide the School Nurse with a physician's statement.

SUPPLIES:

Supply lists will be sent home by individual teachers and grade-level teams. Lists may also be listed on the school's website. Students are expected to come prepared to each class with all necessary supplies. Students are issued textbooks for some classes. It is the student's responsibility to care for and return their books at the end of the school year in the same condition as when issued. **Students will be fined for damaged and lost books.**

STUDENT INSTRUCTIONAL FEES:

Each school year, parents are assessed a fee to offset the school's cost for consumable instructional materials and supplies. Prompt payment of this fee is appreciated. Failure to pay fees will result in the student's final report card being withheld. Students will not be permitted to attend field trips or year-end activities if these fees are not paid.

Fees may be paid in person to the Main Office using cash (please have the exact amount as we cannot provide change) or money order / cashier's check (made payable to Shroder High

School). Fees can be paid online at www.payforit.com Please see the School Treasurer for information on how to set up an online account. There is a \$1.95 per transaction fee.

STUDENT BEHAVIOR:

The Board of Education acknowledges that student conduct is closely related to learning an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

The Board shall require each student of this District to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students: Please see the following to see the scope of behavioral expectations:

- **Board Policy 5600 [Active Policies](#) Student Discipline**

Students may be prohibited by authorized school personnel from participating in all or part of co-curricular and/or extra-curricular activities without further notice, hearing or appeal rights. A student who has been disorderly on a school bus may be suspended from transportation services consistent with Board policy and the Student Code of Conduct/Student Discipline Code.

The Superintendent shall publish to all students and their parents the rules of this District regarding student conduct and the sanctions which may be imposed for breach of those rules.

The Superintendent shall inform the Board periodically of the methods of discipline imposed by this District and the incidence of student misconduct in such degree of specificity as shall be required by the Board.

The Superintendent, principals, and other administrators shall have the authority to assign discipline to students, subject to the Student Code of Conduct/Student Discipline Code and, where required by law, to the student's due process right to notice, hearing, and appeal.

Teachers, school bus drivers, and other employees of this Board having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline. If a student becomes a serious discipline problem on a vehicle, the Superintendent and/or his/her designee may suspend the transportation privileges of the student providing such suspension conforms with due process. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 – Due Process Rights.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. If a parent cannot be contacted, the student should be detained on another day.

The 2023-2024 Parent and Student Handbook was developed in conjunction with our Positive Behavior Intervention Support (PBIS) Committee. It is supplemented by the District wide Code of Conduct. This plan specifies appropriate/inappropriate student behaviors and a broad range of progressive disciplinary options (including pre-suspension options) designed to develop appropriate conduct and self-discipline.

School wide lessons were created to teach students a thorough understanding of the Positive School Culture Plan and the District code of Conduct at the beginning of and throughout the school year. Each team also will develop plans to encourage and reinforce appropriate student behavior.

The school, through the various parent organizations, will provide opportunities for parent and community in-service regarding the PBIS Plan and district policies.

The PBIS committee will meet periodically to monitor, support, and assess procedures to ensure that positive school culture is obtained and the plan is implemented effectively and is consistent with district policy. Parents are encouraged to submit issues, concerns, and suggestions regarding our PBIS plan to school administration for review and consideration by our PBIS Committee.

POSITIVE BEHAVIOR AWARD AND REWARD SYSTEM:

Rewards:

All staff members at Shroder High School want to reward positive behaviors that align with the above matrix of desirable behaviors. We reward students for these behaviors by giving them "Jag Bucks." Jag Bucks are a form of currency that can be used every other Friday, during lunch, to receive different tangible rewards. These rewards include but are not limited to: Snacks, candy, drinks, school supplies, fidget devices, gift cards, food delivery certificates, raffle tickets, etc. ., According to Shroder High School's vision statement and to the Paideia philosophy, we strive to have a positive, safe and respectful environment to support students' learning opportunities. These are four overarching behavioral expectations our stakeholders have chosen for our school:

ROAR: Respect, Order, Achievement, and Responsibility

Awards:

Quarterly and/or at the discretion of administration, there will be individual or group award presentations. Awards may be included but not limited to: academic excellence, attendance, perseverance, leadership, creativity, and our four building-wide pillars of: Respect, Order, Achievement and Responsibility.

Shroder High School: Positive Behavior Interventions and Supports Matrix

R. O. A. R.
Respect - Order - Achievement - Responsibility

| Area | Respect | Order | Achievement | Responsibility |
|-------------------------|--|---|---|--|
| Classroom | <p>Treat others how you want to be treated</p> <p>Keep noise level low</p> <p>Be supportive of other students learning</p> <p>Take care of class materials</p> | <p>Get to class on time</p> <p>Use appropriate/professional language</p> | <p>Stay focused</p> <p>Ask for help</p> <p>Turn in work on time</p> <p>Reflect on your learning</p> | <p>Be in class on time</p> <p>Clean up your desk and the floor around it</p> <p>Keep your phone away and silent unless authorized by staff</p> <p>Stay on task</p> |
| Hallways | <p>Keep your hands and feet to yourself</p> <p>Keep noise level low</p> <p>Respect others right to not be recorded or photographed</p> | <p>Walk with purpose</p> <p>Maintain flow of traffic</p> <p>Keep noise level low</p> <p>Use appropriate/professional language</p> | <p>Get to class on time</p> <p>Use your locker efficiently to be prepared for class</p> | <p>Conduct oneself in an appropriate manner in the hallways and throughout the building</p> <p>Adhere to fire drills, tornado drills, etc...</p> |
| Cafeteria/ Lunchroom | <p>Keep your hands and feet to yourselves</p> <p>Respect other people's food and property</p> <p>Respect other people's personal space, especially when choosing a seat</p> | <p>Food should remain on your table until it is disposed of properly</p> <p>Clean up your table and the floor around it</p> <p>Keep noise level low</p> <p>Push in your chair</p> <p>Use appropriate/professional language</p> | <p>Get back to class on time</p> <p>Discuss what you've learned that day</p> <p>Prepare for your after lunch classes</p> | <p>Even if it's not your mess, help clean</p> <p>Act prosocially and non-destructively while eating in the cafeteria</p> <p>Follow directions</p> <p>Ask permission to leave</p> |

| | | | | |
|-----------|--|---|---|---|
| Restrooms | Respect others' privacy Keep hands and feet to yourself | Keep noise level low Keep restroom clean Use appropriate/professional language | Take care of business and return directly to class Reflect on what the lesson is for the day | Always have a hall pass Wash your hands Make healthy choices Respect school property |
|-----------|--|---|---|---|

DEFINITIONS OF DISCIPLINARY ACTIONS:

Detentions:

Teacher-assigned or Team-assigned Detentions: Detentions assigned by individual teachers or teams are conducted according to procedures established by each team. Students will be given prior notice before serving an assigned detention. Students will have three weeks to serve a detention issued.

Alternative Learning Center (ALC):

Students, who chronically disrupt class or violate school rules despite the genuine efforts of the school and teachers to help the student recognize and change behaviors, will be assigned to our in-house Alternative Learning Center. The expectations for students in ALC are extremely high. A very important and clear message that will be conveyed to parents and students is that ALC was not designed to be a fun place to socialize with friends; instead it was designed to be an alternative for students to come to a quiet working environment instead of being sent home. While in ALC, students will receive work daily from all teachers. This way students stay caught up on all assignments.

There are rules that every student assigned to ALC must follow. If any student chooses not to follow the rules they will be placed on removal up to (but not limited to) a 1-day removal. This consequence will be strictly enforced.

ROAR Card:

A ROAR Card is a written behavior plan in the form of a template to provide a check in/check out plan for students who have received chronic behavior infractions. This card will provide the ability to improve and respond positively to reinforcements and reduce the amount of discipline infractions. Each card will be presented to be initiated by specific staff to increase accountability for students and to take control of their behavior in terms of: Respect, Order, Achievement and Responsibility.

Emergency Removal:

At the discretion of the Principal or their designee; students may be removed from school. For emergency removals of students in grades 7-12, a conference must be scheduled as soon as possible and **no later than the next school day after the date of the initial removal**. Unless the student is referred for suspension or expulsion, the student who was emergency removed must be

allowed to return to school after one full day following the initial removal, **even if a conference has not occurred.**

Alternative to Suspension (A2S):

The Alternative to Suspension (A2S) program addresses the needs of students who exhibit chronic disruptive behavior that interferes with classroom instruction or school environment. These students may not be a danger to themselves or others, however, decisions they have made violate the district’s Code of Conduct and require removing the students from regular school for a brief period of time.

The removal period will range from 5 to 10 days, depending on the infraction and the student’s progress within the A2S program.

After finishing the A2S program, students should demonstrate better skills in communication, decision-making and problem-solving. These skills will help students create positive relationships with their peers and adults. Students also should better understand the connection between their own behavior and the positive or negative consequences.

Entering the Program:

A panel of teachers and administrators review recommendations from principals seeking to assign students to A2S. The panel considers whether school staff has exhausted its own resources to address a student’s academic, social and behavioral needs before the assignment to A2S.

Education at A2S:

Certified teachers provide classroom instruction in mathematics, language arts, and fine arts in a curriculum aligned with state content standards at the student’s instructional level.

Students with Individual Education Plans (IEP) are supported in their completion of assignments that are consistent with IEP goals.

Teachers, counselors, and other staff meet with students to help them reflect on their behavior and to discuss ways to deal with future conflicts. Students also receive social-skills instruction individually and as a group.

Attendance at A2S:

Students must attend the A2S program every school day, with no more than one time tardy. Students must participate in classroom activities.

Alternative to Expulsion (A2E):

The Alternative to Expulsion program addresses the needs of students who exhibit a category three offense which can lead to the injury or or threat of injury to others. A2E can also result from chronic category two offenses. disruptive behavior that interferes with classroom instruction or school environment. Decisions they have made violate the district’s Code of Conduct and require removing the students from regular school for a brief or extended period of time. During A2E, students will attend the Promise Center. See “Education at A2S for information on this.

DISCIPLINE CATEGORIES:

Category I: Corrective Action – In most instances, Category I infractions will be corrected by the teacher or supervising adult in the setting where the misbehavior occurs. A student may be assigned to detention, Alternative Learning Center or may be removed for committing, attempting to commit, aiding or abetting the commission of, conspiring to commit, or participating in any manner, even though unaccomplished, in the commission of any of the offenses designated in this section. Students may be recommended for alternative to suspension for chronic and/or aggravated offenses of Category I behaviors.

| | | | | |
|--------------|---------------------|----------------------------------|---------------------|----------------------|
| Disobedience | Disruptive Behavior | Inappropriate Communication | Tobacco/Vaping | False Identification |
| Trespassing | Gambling | Electronic Communication Devices | Academic Dishonesty | Out of Bounds |

Progressive Discipline Based on Type and Number of Infractions:

1. Category I Offenses (listed above):

a. Inappropriate use of Electronic Device:

- i. Administration keeps device the rest of the day
- ii. Administration keeps the rest of the day/parent must pick up plus one day of ALC
- iii. Phone checked in each day with Administration and can be received at the end of the day

b. Out of Bounds/Skipping/Trespassing:

- i. ALC the rest of that bell and detention
- ii. ALC the rest of the day in addition to three days of ALC and project
- iii. One day removal. Must return with a parent/guardian for a conference and be placed on a behavior plan (ROAR Card).
- iv. Five days of ALC
- v. Assignment to A2S

c. Possession of Vape/Tobacco/Nicotine:

- i. 1 Day of ALC
- ii. 3 Days of ALC and project
- iii. One day removal. Must return with a parent/guardian for a conference and be placed on a behavior plan (ROAR Card).
- iv. Assignment to A2S

d. Use of Vape/Tobacco/Nicotine:

- i. 3 Days ALC and project
- ii. One day removal. Must return with a parent/guardian for a conference and be placed on a behavior plan (ROAR Card).
- iii. Assignment to A2S

e. Disruptive Behavior/Disobedience:

- i. ALC the rest of that bell and detention
- ii. ALC the rest of the day in addition to three days of ALC and project
- iii. One day removal. Must return with a parent/guardian for a conference and be placed on a behavior plan (ROAR Card).

- iv. Five days of ALC
- v. Assignment to A2S

Category II: Removal/Possible Assignment to A2S: Students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner even if not completed in the commission of any of the offenses designated in this section will be required to participate in activities designed to prevent repetition of the offense. Teachers or supervising adults may choose corrective strategies for Category II infractions including, but not limited to in-school suspension, referral to school administrators for removal or alternative program placement. Students may be recommended for alternative program placement for chronic and/or aggravated offenses of Category II behaviors.

| | | | | |
|----------------------------|-------------------------|----------------------|--|--|
| Fighting | Profanity/ Obscenity | Stealing | Gang Activity | Violent Disorderly Conduct |
| Destruction of Property | Fireworks | Sexual Misconduct | Harassment Intimidation Bullying | Depictions of prohibited content |

Progressive Discipline Based on Type and Number of Infractions:

1. Category II Offenses (listed above):

a. Profanity/Obscenity Toward Staff:

- i. 5 Day Assignment to A2S
- ii. 10 Day Assignment to A2S

b. Harassment/Intimidation/Bullying:

- i. One day of ALC
- ii. Three days of ALC and a Project
- iii. One day removal. Must return with a parent/guardian for a conference and be placed on a behavior plan (ROAR Card).
- iv. Assignment to A2S
- v. Recommend Assignment to A2E

c. Continual Disruptive Behavior/Disobedience/Multiple Referrals to ALC:

- i. Three infractions in a day - One day removal
- ii. Five or more times in a week - One day removal. Must return with a parent/guardian for a conference and be placed on a behavior plan (ROAR Card).
- iii. Ten infractions total - Including but not limited to assignment to A2S

d. Fighting: ALL STUDENTS INVOLVED RECEIVE A ONE DAY REMOVAL TO INVESTIGATE:

- i. 5 Day Assignment to A2S
- ii. 10 Day Assignment to A2S
- iii. Recommend Assignment to A2E

The actual length of each removal or A2S and the number of suspensions prior to a recommendation for expulsion are subject to administrative/team discretion based upon the severity of the offense and the individual student's pattern of misbehavior.

*Category II Offense could be upgraded to Category III Offense, depending on the circumstances and if the behavior is chronic in nature.

Category III: Possible Recommendation for Expulsion – A limited number of offenses constitute the basis for referral of a student to the Alternative to Expulsion (A2E) program. Administration, finding a student has committed, attempted to commit, aided or abetted the commission of, conspired to commit, or participated in any manner even if not completed in the commission of any of the following offenses will submit a recommendation to the Superintendent that the student be referred to the Alternative to Expulsion program. Administration will immediately notify CPS security and/or Cincinnati Police when a criminal offense in this category is committed.

| | | | | |
|----------------|------------------|-----------------------|-----------------------|--------------|
| Alcohol/Drugs | Physical Assault | Serious Bodily Injury | Dangerous Weapons | Firearms |
| Robbery | Starting a fire | Firearm lookalikes | False fire alarms | Bomb Threats |
| Sexual Assault | Sexting | Extortion | Breaking and Entering | |

Progressive Discipline Based on Type and Number of Infractions:

1. **ALL CATEGORY III OFFENSES WILL RESULT IN AN AUTOMATIC A2S and RECOMMENDATION TO A2E:**
 - a. These offenses may result in an A2E assignment for up to one calendar year.

EXPANDED DISCIPLINE POLICIES:

Extracurricular Participation:

Students who are assigned to A2S or A2E are not eligible to participate in any extracurricular activity for the duration of the assignment.

Academic Credit:

Students who are assigned to Detention, ALC, or A2S must complete all work provided by their teachers. Students are entitled to receive appropriate academic credit for that portion of the work that is regular class work if it is completed and submitted by the day they return to regular classes/school. At the discretion of the teachers, additional make-up work may be required to be completed upon the students return to regular classes/school.

Parental Notification:

We believe that student behavior is the shared responsibility of home and school. Teachers and administrators will contact the parents when a student’s behavior becomes disruptive to the educational process. Students will be given notice for a detention or other disciplinary action or teachers may contact parents directly via phone or email. Parental notification of detention is the student’s responsibility. Parent notification must take place whenever a student’s misbehavior requires disciplinary action.

Parent Rights:

Parents are viewed as our partners in the development of appropriate student behavior in school. Parents were involved in the development of the **Local School Discipline Plan** and serve as members of the Local School Discipline Committee. Each parent has the right and responsibility to monitor their child's behavior at school, to support school/team/teacher measures to check misbehavior, and to encourage proper behavior. Teams/teachers will make every effort to keep parents informed and involved in their child's development of appropriate school behavior.

If a parent disputes a disciplinary action, the initial effort for resolution should be directed at the appropriate level (teacher, team, or administration). Administrative decisions may be appealed with the Office of Student Affairs.

Bullying and Other Forms of Aggressive Summary:

Bullying behavior by any student or school personnel, on school property or at a school sponsored event, including harassment, intimidation or violence within a dating relationship is strictly prohibited, and such conduct will result in disciplinary action.

Bullying is any intentional written or electronically transmitted, verbal, graphic, or physical act that a student or group of students exhibit toward other particular student more than once and the behavior both:

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

Students, parents/guardians, and school personnel may report conduct they consider to be bullying by reporting to a teacher, school administrator, or staff member. These complaints must be reasonably specific including persons involved, targeted students, names of witnesses, location, date and time.

Teachers and other staff members who witness or suspect acts of bullying shall promptly notify the school administrator and provide a complete written report on the incident.

The school administrator shall be notified promptly of any formal or informal complaint of suspected bullying. All complaints must be investigated promptly under the leadership of the school administrator. Verified acts shall result with an intervention by the school administrator to ensure the behavior ceases. When verified acts are identified early, a disciplinary counseling session may be used. Alternative Learning Center, Removals, and/or an assignment to A2S may be imposed on students who have participated in verified incidents only after the students have had the opportunity to respond. Parents/guardians of any student involved shall be notified of the reported incident.

The District Board shall receive a written summary of all reported incidents semiannually. This summary will be posted on the District's website. This policy prohibiting bullying shall be included in any student handbooks and in any District publications including employee training materials that state the standards of conduct for students. Any District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy if the report was made in good faith and in compliance with the specified procedures in this policy.

When bullying is suspected, staff and students can report it using the bully button on the CPS website. <https://slg.cps-k12.org/onlinebullyreport/?source=fc>

OTHER SHRODER HIGH SCHOOL POLICIES:

PERSONAL ARTICLES POLICY:

Cellular phones, electronics, and other personal articles at school are solely the responsibility of the student. Cellular devices/electronics in sight upon entering any classroom or during classes. If students bring these articles to school, they should contain them in a safe place. Parents and Students need to understand these items are the sole responsibility of that individual student. *SHRODER HIGH SCHOOL IS NOT RESPONSIBLE* for any lost, stolen or damaged items/articles of any kind (i.e.: phones, earbuds, shoes, clothing, coats, electronics, eye glasses, money, etc.) Students who bring these items need to understand they are taking a risk of losing and/or possibly having the items stolen. All personal electronic devices must be out of sight unless given permission by the teacher and for educational purposes Students can and will receive a consequence from any staff member for failure to follow the electronic device policy. Shroder staff reserves the right to use electronic devices for educational purposes with the approval of building administration.

PARENT/GUARDIAN VISITS:

The courtesy of a phone call prior to a visit, appointment or conference is requested. Upon arrival at school, all visitors must report to the main office to show ID and secure a visitor's pass. Other visitors, including non-custodial parents, must be listed in powerschool as approved by the parent/guardian. All visitors must report to the main office to show ID and secure a visitor's pass.

PARENT CONFERENCES:

Parent conferences may be requested by individual teachers, teams, or administration. Parents who wish to confer with any member(s) of the faculty are asked to call and schedule an appointment prior to reporting to school. During the school year, Parent conferences are

TRANSPORTATION CONDUCT:

The rules appearing in the district wide Code of Behavior and this Handbook also pertain to behavior on Metro buses and/or yellow buses/vans which transport students to and/or from school. Bus conduct will be discussed at the beginning of the year. Students are responsible for reading the district wide Code of Behavior and this handbook and for conducting themselves accordingly while riding the bus. Bus misbehavior subjects the student to disciplinary action by the school. Bus transportation is a privilege which can be suspended or revoked if a student fails to follow established rules, regulations, and procedures.

NOTE: Queen City Metro and/or the Office of Student Transportation may initiate the suspension of bus cards for serious infractions or chronic unruliness.

BUSING QUESTIONS:

Transportation-related questions and problems should be directed to the Shroder Main Office, Office of Student Transportation/Education Center (513) 363-0330, or Queen City Metro (513) 632-7528).

LOST BUS CARDS:

A lost or stolen pass may be replaced in the main office at a minimal cost. Students are permitted to purchase replacement passes. Students, parents or guardians may come during office hours. Replacement cost is \$10.00.

DRIVING PRIVILEGES:

In order to drive to school, students must register the vehicle with the administration. Students may have their driving privileges suspended if they are chronically tardy, have excessive discipline, or do not observe the traffic and safety rules.

EXTRACURRICULAR ACTIVITIES POLICY:

At Shroder High School, extracurricular activity attendance is recommended. All student code of conduct rules within Cincinnati Public Schools and the Shroder High School Student/Parent Handbook apply.

- Administrators will review the extracurricular policies with students/staff prior to the event, including entry time restrictions, dress code, necessary pick up times, chaperone locations, guest policies, etc.
- Students who have reached Chronic absenteeism and/or have excessive disciplinary action may not be able to attend extracurricular events, as determined by administration

HALLWAY LOCKERS:

A locker is assigned to each student by his/her 1st bell teacher. This locker must be secured with a combination lock issued by the 1st bell teacher. Every student is required to use the official Shroder lock assigned by the teacher. The cost of the lock is \$7.00 and will be added to each student's school fees. Students should not give their combination to other students. Students are expected to use their lockers to store coats, purses, book bags, lunch, extra supplies, etc. **Students may NOT share lockers. Shroder is not responsible for lost or stolen property.**

GYM LOCKERS:

Students are required to store athletic equipment and personal belongings in a gym locker secured with a combination lock during physical education class and after school athletic activities. **Students may NOT share lockers.**

RESTROOMS:

Students are expected to remain in class for the entire instructional period. Students may use the restrooms before school, during the first twenty minutes of their lunch period, and at other times designated by their team. Students must have teacher permission to leave the class and NO restroom passes will be given during the first ten or last ten minutes of each class. If a student leaves class without permission they will be subject to disciplinary action.

NOTE: If a medical problem requires more frequent access to restroom facilities, a physician's statement must be presented each year to the School Nurse.

IMPORTANT INFORMATION ON ATHLETIC ELIGIBILITY:

Grades 7-8:

Students of grades 7 or 8 in the Cincinnati Public Schools should be aware of the following requirements in order to be eligible to participate in athletics. These are requirements of the Cincinnati Public Schools and cannot be waived. Parent(s) or guardian(s) should make sure that they are aware of these rules. Please call the District Athletic Office if you have any questions.

Each student in Grades 7 or 8 who wishes to participate in a sport must have the proper forms on file prior to being allowed to participate in any athletic programs offered by the Cincinnati Public Schools. These forms consist of:

1. Parental Medical Authorization to Participate Form/Physical: It must be completed and signed by the student's parent(s)/guardian(s) prior to participation.

2. Physical Examination Form: We strongly recommend and encourage students to get an annual pre-participation physical examination. However, they are no longer *mandatory* for students in Grades 7 & 8 provided the parents complete and sign the Parental Medical Authorization to Participate Form.

3. Parental Release of Liability/Assumption of Risk Waiver: This form is signed by both the student and his/her parent/guardian and must be on file for each team member.

Academic Eligibility Policy:

A student entering Grade 7 for the first time will be eligible during the first grading period of the 2022-2023 school year regardless of previous academic achievement. To be eligible throughout the rest of their 7th and 8th grade school years, students must be currently enrolled and receive a passing grade in at least five subjects in which students received grades during the immediately preceding grading period.

Note: There is no provision for academic probation for students who do not meet the minimum requirement during their 7th & 8th grade years. Student eligibility will be established for each of the four quarterly grading periods during the school year. Note: Summer school grades cannot be used to determine eligibility. Eligibility for the first quarter of the school year for 8th graders is based on quarterly grades received during the fourth quarter of their 7th grade school year. Please contact your coach or school Principal for more information.

Age Limitations: Students who turn 15 years of age or older prior to August 1, 2023 are **ineligible** for the 2023-2024 school year in Grades 7 & 8.

Grades 9-12:

Each student in grades 9-12 who wishes to participate in a sport must be aware of the following requirements in order to be eligible to participate. These rules are requirements of the Ohio High School Athletic Association and cannot be waived. Each student in grades 9-12 who wishes to participate in a sport must have the proper forms on file prior to the beginning of conditioning or practice of any sport. These forms consist of:

1. Athletic Medical History/Consent & Physical Examination Form: Each student in grades 9-12 must have a Physical Examination Form signed by a physician that provides proof of your individual physical fitness to participate. This physical is valid for **one year** from the date it is given.

2. Athletic Release of Liability, the Emergency Information Form & the OHSAA Consent Form: These forms must be on file for each team member. Parent(s)/Guardian(s) will be asked for information on what to do in case of injury or if your child ever needs to be taken to a hospital. Students and parents must also acknowledge the risks associated with athletic participation.

All forms are available from your coach, from the office at the high school or online at

<https://www.shroderjaguars.com/> under the forms tab. Make sure that you have this information completed prior to the start of practice.

Academic Eligibility Policy:

Grade 9: Students entering the ninth grade for the first time may participate in extracurricular activities for the first quarter of the school year provided they received passing grades in a minimum of five subjects in which they received a grade during the fourth quarter of eighth grade. After the first quarter, continued eligibility will be determined by the criteria outlined above pertaining to all other high school students. This is a new rule regarding initial freshman eligibility so please make note of it. Semester, final, rubric or summer school grades have no effect on establishing eligibility.

Grades 10-12: Students in grades ten through twelve must be currently enrolled and enrolled in school during the immediately preceding grading period. To be eligible by OHSAA standards, students must receive a passing grade in a minimum of five (5) one credit courses or the equivalent, which count toward graduation. Student-Athletes in Grades 9-12 must maintain a 2.0 Grade Point Average, or higher, on a 4.0 scale. **Any student eligible by O.H.S.A.A. standards with a cumulative G.P.A. of less than 2.0 during the immediately preceding grading period will remain eligible provided they actively participate in identified academic intervention programs as formally established by his or her school. In order to be eligible, each student must maintain a minimum grade point average (G.P.A.) of no less than 1.0.** These intervention measures may include weekly eligibility checks, tutoring sessions, study tables, etc. Failure to participate in these intervention programs will result in ineligibility until the conclusion of the quarterly grading period. (All courses are to be counted in the cumulative average and quarterly eligibility is independent of the eligibility status of previous quarters).

Age Limitations: If you turn 19 years of age or older prior to August 1, 2023, you are **ineligible** for the 2023-2024 school year.

7-12 SPORTS INSURANCE COVERAGE:

Note: The school district has purchased insurance coverage for those who participate in our extracurricular programs. Medical expenses for accidental bodily injuries incurred during our supervised school extracurricular programs are considered. The insurance policy does not cover illnesses or conditions unrelated to an accidental injury. Our coverage is “in excess only” coverage which means that benefits are paid only after any insurance carried by your family has reached its maximum levels. If no medical insurance is currently available to your family, our policy will consider medical bills up to the limits of the policy.

CLOSING:

We are here to help your child become successful, both now and in their future endeavors. Our pledge is to teach not only academics but to teach by example respectful relationships and skills needed to succeed and be members within the community that show Respect, Order, Achievement and Responsibility. It is our pleasure to work with your children.

Please Contact Administration if you have any questions regarding this handbook or the policies of Shroder High School. We welcome your thoughts, time and consideration to provide valuable feedback so that we can continuously improve.

Acknowledgement of Shroder Student/Parent Handbook SY 23/24

Please complete the form below to acknowledge that Student/Handbook has been read by each Shroder student and their guardian.

Link: [Student/Parent Acknowledgement Form of Handbook SY 23/24](#)

QR CODE:

