

# Chagrin Falls High School



## Student/Parent Handbook 2018-2019

**Mission:** Provide an educational experience empowering students to maximize their potential.

**Vision:** Within five years, we will provide a personalized education for all students.



### **A MESSAGE FROM THE PRINCIPAL...**

I am excited and honored to welcome each and every one of you to the beginning of a new school year at Chagrin Falls High School! This school year will be a year of setting high expectations and reaching those goals, hard work and taking our school and student achievement to the highest levels. At CFHS we are dedicated to a student-centered program that promotes academic excellence and works to ensure you reach your fullest academic potential. I am confident that all of you have the capacity and ability to meet our expectations and the demands of your new classes and teachers.

At Chagrin Falls High School, we also pride ourselves on promoting a positive school culture and learning environment. It is now your responsibility to promote and carry forth this tradition of excellence. Our faculty, staff, and administration expect positive citizenship, respect, and goodwill towards others to ensure we maintain a positive learning environment for all. Please pay close attention to policies related to attendance, eligibility, and the student code of conduct.

I look forward to a great year filled with opportunity, challenges, and celebrations of excellence. Always remember that you are an ambassador of our school and community, and your actions will have a lasting impact on our legacy.

We are Chagrin!

Monica J. Asher, Principal

## **CHAGRIN FALLS EXEMPTED VILLAGE SCHOOL DISTRICT NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the District’s receipt of a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected;
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights. Parents or eligible students may ask the Chagrin Falls Exempted Village School District (“the District”) to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student’s privacy rights. They should write the building principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student’s privacy rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including, but not limited to health, medical, and law enforcement personnel); a person serving on the District’s Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll if the disclosure is for purposes of the student’s enrollment or transfer;
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605.

## **CHAGRIN FALLS EXEMPTED VILLAGE SCHOOL DISTRICT NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Chagrin Falls Exempted Village School District ("the District") may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- a playbill, showing your student's role in a drama or music production;
- the annual yearbook;
- honor roll or other recognition lists;
- graduation programs;
- and sports statistics listed in programs, such as football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend;
- class ring manufacturers;
- state or federal authorities auditing, evaluating programs or enforcing state or federal laws;
- a court by order of subpoena

The District has designated the following information regarding students as directory information:

- name;
- address;
- telephone number;
- date and place of birth;
- major field of study;
- dates of attendance ("from and to" dates of enrollment);
- participation in officially recognized activities and sports;
- weight and height, if a member of an athletic team;
- date of graduation; and
- degrees, honors, awards and other achievements.

Directory Information may be disclosed by the District for any lawful purpose in its discretion, without the consent of a parent of a student or an adult student, i.e., for publication in the local newspaper of the honor roll or information about student athletes; including such information in a student directory; or displaying such information on the District's website. In addition, two federal laws require the District to release the name, address, and telephone number of students in grades 9-12 to military recruiters and institutions of higher education that request the information unless the parent or eligible student direct the District not to release the information. Parents of students and adult students have the right to refuse to permit the disclosure of any or all of the above information to third parties. If you do not want the District to disclose directory information about your child without your prior written consent, you must notify the District in writing by September 15th of the school year.

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## I. SCHOOL INFORMATION

### DIRECTORY

Mrs. Sharon Broz	Board President	
Mrs. Kathryn Garvey	Board Vice-President	
Mrs. Mary Kay O'Toole	Board Member	
Mr. Greg Kanzinger	Board Member	
Mr. Phil Rankin	Board Member	
Mr. Robert Hunt	Superintendent	247-3933
Mrs. Barbara Wilson	Admin Assistant	247-4363
Ms. Lisa Shannon	Assistant Superintendent	247-4670
Mr. Mike Daugherty	Directory of Technology	247-5500 ext 4012
Mr. Adrian Rus	System Support Specialist	247-5500 ext 4081
Mrs. Rebecca Quinn	Curriculum Director	247-2432
Ms. Angel James	Admin Assistant	247-4346
Mr. Christopher Woofter	Personnel/Business Director	247-5449
Ms. Melissa Brugh	Admin Assistant	247-5449
Mrs. Anne Spano	Treasurer	247-4571
Ms. Katie Evaristo	Admin Assistant	247-4388
Ms. Jill Koval	Assistant to the Treasurer	247-4388
Ms. Jennifer Mismas	Fiscal Specialist	247-4388
Ms. Beth Sanfrey	Pupil Services Admin Assistant	247-4564
Mrs. Amanda Heintzleman	Response to Intervention Coordinator	247-4564
Mrs. Elaine Konesky	Response to Intervention Tutor	247-4564
Ms. Molly Edwards	School Psychologist	247-4564
Ms. Jennifer Bencko	School Psychologist	247-4564
Mrs. Pam Hoover	School Nurse	247-4564
Mrs. Marti Jacobson	Food Service	247-2453
Mrs. Lauren Jones	Secretary	247-5375
Mr. Mike Morgan	Transportation Manager	338-8608
Ms. Pam Fox	Secretary	338-8608

### HIGH SCHOOL ADMINISTRATION

Ms. Monica Asher	Principal	247-2178
Ms. Ruth Steelman	Admin Assistant	247-2583
Ms. Amanda Rassi	Assistant Principal	247-2184
Mrs. Sherrie Wooden	Admin Assistant	247-2184

Mr. Charles Barch	Attendance	247-2043
Mr. David Bargar	Athletic Director	247-2890
Counseling	Athletic Department	247-2890
	Mr. Mark Iammarino	247-5500 ext 4407
	Mrs. Faith Kover	247-5500 ext 4408
	Mrs. Jennifer Newton	247-5500 ext 4409
Counseling Secretary	Mrs. Jan Hancock	247-2209
Library	Mrs. Angie Jameson	247-5500 ext. 4448
Cathy Cusack/Dawn Bowen	Library Aide	247-5500 ext. 4451

### HIGH SCHOOL FACULTY

Department	Name	247-5500 +Ext.
Art	Ms. Jill Eisert	4441
	<b>Ms. Elizabeth Harrold</b>	4440
	Ms. Dawn Serazin	4442
Business	Ms. Nancy Vondrak	4436
English	Mrs. Stefanie Ashkettle	4472
	Dr. Shannon Beach	4469
	Mrs. Karen Phillips	4464
	<b>Mrs. Melanie Hoffmann</b>	4468
	Mrs. Jean Kanzinger	4466
	Mr. Kenneth Kasee	4481
	Ms. Bobbie Serensky	4470
Mr. Culler Stuart	4460	
Mathematics	Mr. David Arundel	4414
	Ms. Emily Beal	4439
	Mr. Michael Digeronimo	4479
	<b>Mr. Dan Kerul</b>	<b>4426</b>
	Mr. Joshua Maas	4416
	Mrs. Carolyn Petite	4432
	Mr. Steven Hass-Hill	4423
Mr. Michael Sweeney	4425	
Music	Mrs. Kendra Karriker	4355
	Mr. Nathan Bachofsky	4360
	Mr. Robert Sobnosky	4360
	Ms. Kathy Shoenfelt	4359
Physical Education and Health	Mrs. Carole Dennison	4328
	<b>Mrs. Pamela Malone</b>	4431
	Mr. Paul Perrine	4434
Science	Ms. Brittany Anderson	4420
	Mrs. Chris Deighan	4422
	Dr. David Jacobs	4419
	Mr. Victor Puskas	4418
	<b>Mr. Matthew Ricci</b>	<b>4421</b>
	Mrs. Lisa Salyers	4412
Social Studies	Ms. Corrine Midlik	4468
	Mr. Brian McKenna	4461
	Mr. Michael Salyers	4467
	<b>Mr. John Scott</b>	<b>4482</b>
	Mr. James Serluco	4476

	Ms. Corrine Powers	4413
Special Education	Mr. Bill Kline	4473
	Mrs. Karen Sindelar	4463
	Ms. Kristen Boka	4477
	Ms. Janet Coriell	4478
World Language	Ms. Anita Boumitri	4424
	Mrs. Lisa Fetterman	4411
	Ms. Yan Guo	4435
	Mrs. Christy Briggs	4341
	Ms. Jennifer Stone	4458
	Mrs. Laurie Walsh	4456
Performing Arts Academy	Mr. Tom Fulton	4334
	Mr. Dustin Welch	4393
	Mr. Ben Needham	4288

## CHAGRIN FALLS HIGH SCHOOL BELL SCHEDULE 2018-2019

Mon/Wed/Fri Schedule		Tuesday/Thursday Schedule		2 Hour Delayed Start Schedule	
1st	7:40 - 8:32	1st	7:40 - 8:26	1st	9:40 a.m. - 10:16 a.m.
2nd	8:35 - 9:26	2nd	8:29 - 9:15	2nd	10:19 a.m. - 10:55 a.m.
3rd	9:29 - 10:20	<b>Tiger Period</b>	9:18 - 9:56	3rd	10:58 a.m. - 11:34 a.m.
4A	10:23 - 10:48	3rd	9:59 - 10:45	4A	11:37 a.m. - 11:55 a.m.
4B	10:48 - 11:14	4a	10:48 - 11:11	4B	11:55 a.m. - 12:13 p.m.
5A	11:17 - 11:43	4b	11:11 - 11:34	5A	12:16 p.m. - 12:34 p.m.
5B	11:43 - 12:08	5a	11:37 - 12:00	5B	12:34 p.m. - 12:52 p.m.
6A	12:11 - 12:37	5b	12:00 - 12:23	6A	12:55 p.m. - 1:13 p.m.
6B	12:37 - 1:02	6a	12:26 - 12:49	6B	1:13 p.m. - 1:31 p.m.
7th	1:05 - 1:56	6b	12:49 - 1:12	7th	1:34 p.m. - 2:10 p.m.
8th	1:59 - 2:50	7th	1:15 - 2:01	8th	2:13 p.m. - 2:50 p.m.
		8th	2:04 - 2:50		

## II. ACADEMIC & GUIDANCE POLICIES

### A. GRADING SYSTEM

1. Grade Scale (Featured below)
2. Grade Point Average (GPA) is calculated using semester grades only
3. Semester grades will be determined using the 40-40-20 formula. Each quarter will be worth 40% and semester exams/projects will be worth 20%. All courses will be required to give a culminating exam or project to determine the 20%. **To calculate your semester grade, you need to double your quarter percentage grade, add your final exam percentage and then divide by 5.**

Grading Scale	Grade	Regular	Honors	AP
92-100	A	4.0	4.5	5.0
90-91	A-	3.7	4.2	4.7
88-89	B+	3.3	3.8	4.3
82-87	B	3.0	3.5	4.0
80-81	B-	2.7	3.2	3.7
78-79	C+	2.3	2.3	2.3
72-77	C	2.0	2.0	2.0
70-71	C-	1.7	1.7	1.7
68-69	D+	1.3	1.3	1.3
60-67	D	1.0	1.0	1.0
0-59	F	0	0	0

### B. CREDIT POLICY

Classes that meet every day for a semester earn 1/2 credit except for Physical Education, Core Training, Life Fitness and G.Y.M. which earn 1/4 credit for each semester. Physical Education, Core Training, Life Fitness and G.Y.M. cannot be used to determine athletic eligibility.

### C. CLASS LOAD/MISCELLANEOUS

Every student must carry 6 courses or the equivalent each semester.. Modified student schedules must be approved by school administration.

### D. GRADUATION REQUIREMENTS / GENERAL INFORMATION

Requirements for graduation as established by the State Legislature, the State Department of Education and the Chagrin Falls Board of Education:

1. 20 credits are required for graduation
2. Specific course requirements
  - a) 4 credits in English
  - b) 4 credits in mathematics - including 1 unit of Algebra 2 or its equivalent
  - c) 3 credits in science 3 credits in social studies – including World History, United States History and American Government\*
  - d) 1/2 credit in health
  - e) 1/2 credit in physical education (2 semesters)
  - f) 1 credit (2 semesters) of fine arts
  - g) 4 credits of any one or combination of courses in business, career-technical education, family and consumer sciences, technology, fine arts, world languages or additional English, math, science or social studies courses \**American Government and AP Government classes include a financial literacy unit to satisfy the state graduation requirement for economic and financial literacy.*

Beginning with the Class of 2018, students must meet one of the following three:

- Ohio's State Tests :[Students earn a cumulative passing score of 18 points](#), using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies. End-of-course exams are: Algebra I and geometry or integrated math I and II; Biology; American history and American government; English I and English II. Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to avoid double testing. Students also may substitute grades from College Credit Plus courses in

these subjects for end-of-course state exams.

- **Industry credential and workforce readiness:** Students earn 12 points through a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and achieve a workforce readiness score on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.
- **College admission test:** Students earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11<sup>th</sup> grade students in the classes of 2018 and beyond to take the exam free of charge.

## **E. HONORS**

**Cum Laude Society** is a fellowship of scholars whose purpose is to recognize students who demonstrate academic excellence in a college preparatory curriculum. The definition and criteria that constitutes an academic honor award determining how students are selected is left to the discretion of each individual chapter. Considerations for the criteria include the philosophy and policies governing our school. As provided and outlined in the Cum Laude Constitution, a chapter may elect up to 20 percent of the senior class who demonstrate academic excellence.

**Diploma with Honors\*\*** The Ohio Department of Education is currently updating criteria for future Honors Diploma requirements. Students who entered 9th grade before July 1, 2017 (graduating classes of 2018, 2019 and 2020) can earn an Honors Diploma under the current criteria as shown below or under the proposed new criteria. Students entering 9th grade in the Fall of 2017 will need to meet the new criteria. Information about the proposed changes can be found by searching “Honors Diploma” on the Ohio Department of Education website: [education.ohio.gov](http://education.ohio.gov). The student who completes the college preparatory curriculum in high school needs to fulfill seven of the following eight criteria:

1. earn four units of English
2. earn four units of mathematics that include Algebra I, Geometry, Algebra II, and another higher level course or a 4-year sequence of courses that contain equivalent or higher content
3. earn four units of science including 2 units of advanced science
4. earn four units of social studies
5. earn either three units of one world language or two units each of two world languages
6. earn one unit of fine arts
7. maintain an overall high school grade point average of at least 3.5 on an unweighted 4.0 scale up to the last grading period of the senior year
8. obtain a composite score of 27 on the ACT or a 1280 combined Critical Reading & Math score on the SAT.

\*\*Students who are participating in an EXCEL TECC program should see their counselor for information regarding the Career/Technical curriculum Honors Diploma requirements.

**Honor Roll:** Students who maintain a certain grade point average will be considered for honor roll as long as they meet the below criteria. The honor roll is based off of grades at the end of each of the four quarters.

- High Honor Roll: Grade point average of 4.0 or higher
- Honor Roll: Grade Point Average of 3.8 or higher
- Merit Roll: Grade Point Average of 3.5 or higher

## **F. COUNSELING STAFF AND SERVICES**

- Mark Iammarino – Counselor – Freshmen
- Jennifer Newton – Counselor – A-K (Sophomores, Juniors & Seniors)
- Faith Kover – Counselor – L-Z (Sophomores, Juniors & Seniors)
- Julie Beckerman – SAY Counselor
- Jan Hancock – Administrative Assistant

Student and parent orientation programs, college information, vocational assistance, course scheduling, student-parent relationships, and personal counseling are all a part of the Chagrin Falls High School Counseling Program. Each student will be assigned a counselor at the beginning of the school year.

## **G. FAMILY CONNECTION - NAVIANCE**

The Counseling Department utilizes Family Connection, a web-based service designed especially for students and parents. Family Connection is a comprehensive website that you can use to help make decisions about college and careers. Family Connection is linked with the Counselor's Office, a service that we use in our office to track and analyze data about college and career plans, so it provides up-to-date information that is specific to our school. A component within this software is also the ability to record your community service hours that are required for Senior Project participation. All students and parents have an individual code for creating an account. If you have questions about your Family Connection accounts please contact the counseling office at 247-2209.

## **H. COURSE FEES**

School fees are established by the Board of Education and cover the cost of consumable supplies, such as student workbooks, planners, paperback books, news magazines, science lab and testing materials. Additional payment may be required for field trips and Advanced Placement tests. The fee amount for the High School is \$80 and can be paid online through Final Forms. Final Forms allows for payment via debit or credit card. There is a 4% service charge added to the fee amount for processing. Parents can still pay the fee by cash or check, made payable to the Chagrin Falls Board of Education, at the school office without incurring the service charge. Students are responsible for all fees at the beginning of the school year. Students who are financially unable to pay any fee should contact a building administrator. If fees are not paid, the following may occur: hold report card, revoke parking permit, revoke commons privileges, or be unable to participate in sports or in co-curricular activities. AP test fees will be billed at the beginning of the second semester.

## **I. SCHEDULE CHANGES AND COURSE DROP POLICY**

Building and planning the master schedule for the following school year is a difficult and complex task. Situations may occur requiring a change to that schedule, however these alterations have a serious effect on class size, teacher assignments, and the overall schedule, and therefore these changes are made sparingly. The student and parent are strongly encouraged NOT to plan a course load with the idea that it can be adjusted at a later time.

A schedule change may occur within the first five (5) days of a semester. One of the following criteria must be met to have a schedule change.

1. Student schedule does not include the minimum number of required six (6) classes each semester
2. Adjustments due to the successful completion of summer coursework or summer school
3. Error in a student's schedule due to academic misplacement
4. Error in a student's schedule due clerical mistake

*Adding a Course:* Without dropping any scheduled courses, a student may add additional course(s) where enrollment permits and *without any alteration to the original schedule.*

*Lowering a Level:* Students will be permitted to lower a level, for example, Honors English to College Preparatory English, with the recommendation of the teacher **at the semester only**. Seniors who make schedule adjustments after college applications have been submitted will be required to inform the institution of the change to their schedule.

## **J. EDUCATIONAL OPTIONS:**

In the twenty-first century there have been changes in the philosophical and practical approaches to education. New and improved instructional methods continue to evolve in response to what and how students learn. Recognition of the need for an increasingly effective educational program which serves the needs of each student underscores the value of using varied processes to develop competencies, interests, and attitudes needed to further their goals. The use of educational options represents one method of expanding learning opportunities. The intent of educational options is to allow educators, scientists, artists, business persons, parents, and others to work together to prepare students for a rapidly changing world. Please see possible educational options listed below. If interested in pursuing one of these, please see your counselor.

*CREDIT FLEXIBILITY* permits students to earn high school credits based on an individually approved credit flexibility plan. The Board recognizes that an effective educational program is one that provides opportunities for

students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning. In accordance with State law, the Chagrin Falls High School credit flexibility plan enables students to earn high school credit by:

1. completing coursework;
2. testing out or showing mastery of course content;
3. pursuing an educational option and/or an individually approved option and/or
4. any combination of the above.

The *COLLEGE CREDIT PLUS PROGRAM\** has been established to permit high school students in grades seven through twelve to earn college and high school graduation credit through the successful completion of college courses. The program is intended to provide expanded opportunities for appropriately qualified high school students to experience coursework at the college or university level. ***Students must indicate their intent to participate during the next school year to school officials by March 30th of the current year.***

#### **K. STUDENT RECORDS**

The "Family Educational Rights and Privacy Act of 1974" provides that parents or legal guardians of students under 18 years of age and students 18 years of age or older have the right to review and question the content of the student's official school records. Parents or students may request a review by submitting a written request to the building administrator. Within a reasonable time after receiving the request (no later than 45 days), the school will arrange a time for review in the presence of a qualified staff person. If the accuracy or appropriateness of the records are questioned and cannot be resolved informally, the Act provides for a hearing on the questionable material. The Act further provides that student records cannot be released without prior consent of parents of students under 18 years of age or without prior consent of students 18 years of age or older. Exceptions to the prior consent requirement include intra-school use, transfer, judicial order, or under certain circumstances use by the federal and state governmental officials. Complete details are found in Board of Education policy.

#### **L. GRADE REPORTS**

Infinite Campus is a web-based system allowing parents to check student grades on a consistent basis. Printed copies of your child's grade can be made available to you upon request by contacting your child's guidance counselor. Grade reports are issued at the end of each nine-week period. ***(October 19th, December 21st, March 15th and May 30th)***. Grade reports will be held in the office if, at the end of each grading period, students have outstanding school fees. Parents will be notified of impending fees and/or fines and if grade reports are being withheld.

#### **M. EXAMS**

##### **Semester Exam Schedule**

<b>Time</b>	<b>Wednesday December 19 (Day 1)</b>	<b>Thursday December 20 (Day 2)</b>	<b>Friday December 21 (Day 3)</b>
<b>7:40-9:10am</b>	1st period	2nd period	3rd period
<b>9:20-10:50am</b>	4th period	5th period	6th period
<b>11:00-12:30pm</b>	7th period	8th period	Lunch
<b>12:30-1:20pm</b>	Lunch	Lunch	Teacher Planning
<b>1:20-2:50pm</b>	Teacher Planning	Teacher Planning	

**Final Exam Schedule**

<b>Time</b>	<b>Tuesday May 28 (Day 1)</b>	<b>Thursday May 29 (Day 2)</b>	<b>Friday May 30 (Day 3)</b>
<b>7:40-9:10am</b>	1st period	2nd period	3rd period
<b>9:20-10:50am</b>	4th period	5th period	6th period
<b>11:00-12:30pm</b>	7th period	8th period	Lunch
<b>12:30-1:20pm</b>	Lunch	Lunch	Teacher Planning
<b>1:20-2:50pm</b>	Teacher Planning	Teacher Planning	

1. If a student has more than two (2) class exams on one day, he/she may choose to reschedule during another period or during an exam makeup period. The responsibility of rescheduling exams due to the above mentioned conflict is that of the student. Prior contact and arrangements must be made with the content area teacher.
2. Students must stay in the examination room the entire class period.
3. Afternoon buses will leave the high school at the normal time (2:50 p.m.)
4. Food items will be available during designated lunch periods.
5. With written permission obtained, students will be permitted to arrive for their first exam and leave after their last exam. Students are not permitted to leave campus between exams.

**N. TEST SECURITY PROCEDURES**

During the school year, several tests are given which follow a strict confidentiality policy. These tests are state and/or national tests and include the Preliminary Scholastic Aptitude Test, the PLAN, End of Course Exams, Advanced Placement and possibly others. If a student is involved in a breach of confidentiality, or cheating in any form, the incident will be investigated and the student will be disciplined locally and reported to the testing agency. Students confirmed of breaking test security will have their tests invalidated.

**III. SPECIAL SERVICES**

**A. SEARCH FOR CHILDREN WITH DISABILITIES**

School districts across the state of Ohio participate in an effort to identify, locate, and evaluate all children from birth through 21 years of age who may have disabilities. Disabilities, in this instance, mean such conditions as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotional disabilities, multiple disabilities, intellectual disabilities, other health impairments, autism, and traumatic brain injury. Public schools have responded vigorously to federal and state mandates requiring the provision of a Free Appropriate Public Education (FAPE) regardless of a child’s disability. In order to identify children with disabilities, the school district will ask for information about the child. This information may be collected in several ways including interviews, observations, screenings, and testing. This information may be obtained from parents and the student, or it may be obtained from other agencies that have information about the student. This information will be used by the school’s Individualized Education Plan team (IEP), of which the child’s parent is a member, to decide whether the child has a disability and needs special services. Once a child has been found eligible for special education services through the public school, the team develops an Individual Education Program (IEP) to meet the child’s needs. The Chagrin Falls Exempted Village School District is committed to meeting the needs of all children residing in the district. If you would like more information about the school district’s policies and procedures for special education and confidential records, please contact; the Assistant Superintendent; at 440-247-5500 Ext: 4014.



**SECTION 504** : Section 504 is a federal statute that prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. A student who has a physical or mental impairment that substantially limits one or more life activities, has a record of such impairment, or is regarded as having such impairment, may qualify as having a disability under Section 504. Major life activities are defined as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning. Conditions impacting body systems (such as the endocrine or digestive systems) may also qualify. Contact your child's school counselor or principal for further information about this and other considerations for children with disabilities.

**B. DISTRICT POLICY AND PROCEDURES FOR CHILDREN WHO ARE GIFTED**

**GIFTED IDENTIFICATION:** All procedures for the identification and service of students who are gifted are in accordance with Adopted Board Policy and Chapter 3324 of the Ohio Revised Code and the recently updated Ohio Rule for the Identification and Services for Children Who are Gifted (3301-51-15 - effective as of 7/1/2017). The areas of identification by ODE guidelines are: Superior Cognitive Ability, Specific Academic Ability (Mathematics, Science, Reading, and Social Studies), Creative Thinking Ability, Visual and/ or Performing Arts.

It is important to determine whether additional assessment for the purpose of gifted screening/identification is appropriate and necessary for each student. Consideration of service options and selection criteria needed for programming eligibility is imperative to ensure that the most appropriate decisions are made. Many enrichment opportunities, arts-related opportunities, Honors courses, AP courses, etc. may not require gifted identification and/or may use other and/or additional student selection criteria. Assessment is helpful when it assists a student in attaining the most rigorous and appropriate courses/programs possible.

The district shall provide at least two opportunities per year for assessment in the case of each student requesting assessment or referred for assessment. The district provides four Gifted Assessment Windows per year, as follows: August 15-September 15, November 15-December 15, February 15-March 15, and May 15-June 15 for children requesting assessment or referred for assessment to ensure referred students are assessed within 90 days of referral. Gifted testing results for currently enrolled students must be collected by the end of the May 15-June 15 Gifted Testing Window to inform eligibility for Gifted/Advanced Programming during the following school year (in grades 4 and above), for programming which includes gifted ID's as Selection Criteria. Referrals must be received by the day before the identified Gifted Assessment Window begins to ensure a student's inclusion within this Window. Referral Forms are available in the School Guidance Office, the Board of Education Office, and via the district webpage (under "Resources and Forms") at: <http://www.chagrinschools.org/GiftedandTalented.aspx> Completed Referral Forms should be forwarded to the School Guidance Counselor and/or the Director of Curriculum/Gifted Coordinator within Central Office. All assessments are administered by qualified personnel, with results available within 30 days of assessment.

**C. RESPONSE TO INTERVENTION TEAM (RTI)**

A Response to Intervention Team (RTI) is comprised of building and/or district staff members with varying expertise. The goal of an RTI meeting is to assist the classroom teacher in generating additional strategies to meet the individual needs (instructional and/or behavioral) of students. As the parent/guardian, your attendance is not required; however, we do believe your participation is valuable.

**D. POSITIVE BEHAVIORAL INTERVENTION AND SUPPORT "RESTRAINT AND SECLUSION"**

In accordance with O.A.C. 3301-35-15(H), the Chagrin Falls Exempted Village School District sends notice to the public regarding Board of Education policy, JP - POSITIVE BEHAVIORAL INTERVENTION AND SUPPORT; RESTRAINT AND SECLUSION. To read the full text, please go to the district's website, click on the District tab, then Board of Education. Board policy JP can be accessed at "[Board of Education Policy Online](#)."

**E. SUPPORT STAFF**

Support services are provided to students to supplement their regular education. These services are provided by the speech and language pathologist, guidance counselor, reading specialist, school nurse, occupational therapist, school psychologist and school resource officer.

## **F. THE RTI CENTER**

The RTI Center is located in the Innovation Center and is accessible to all students in grades 7-12. It is a place for students to receive intervention services including, but not limited to:

- Organization and executive functioning specialized instruction
- Assistance with homework
- Reading, writing, math specialized instruction (individual, small group, and or virtual)
- Skill building
- Small group test setting
- Credit recovery

## **G. HELP WITH STUDIES/PROBLEMS IN SCHOOL**

When a student is experiencing difficulty in classes or school, he/she should:

- talk to the teacher and ask for extra help after school or during study lab time;
- talk to the school counselor;
- have his/her parents contact the teacher or counselor to see if a plan for help can be developed; or talk to the assistant principal.

## **H. CHEMICAL DEPENDENCY PROGRAMS**

Chagrin Falls High School views alcohol or other drug use as harmful and detrimental to students and recognizes chemical dependency as a treatable disease. To assist students with concerns regarding chemical abuse, the high school will offer the following groups:

- **INSIGHT CLASSES** : A series of classes designed to discuss personal patterns of chemical use and the ramifications of this use. Participation may be through referral or on a voluntary basis
- **SUPPORT GROUP** : Weekly meetings of students who assist one another in maintaining a chemically-free lifestyle. Participation is voluntary.
- **CONCERNED PERSON GROUP**: Weekly meetings for students who may be affected by a friend or a family member's chemical use. Participation is voluntary. Individual counseling with our school social worker is available either through referral or on a voluntary basis. Students may contact Julie Beckerman (S.A.Y. Counselor), any guidance counselor, or an administrator for more information.

# **IV. STUDENT RESPONSIBILITIES AND PRIVILEGES**

## **A. COMMUNITY SERVICE**

The Community Service component at Chagrin Falls High School supports the mission of our building. Service is a value firmly embedded in being a well-rounded student. Students at Chagrin Falls High School are not required to perform community service to graduate. However, **75 hours** are required for participation in Senior Project.

At Chagrin Falls High School, community service goes beyond logging hours to meet the requirements to participate in Senior Project. It is an expectation. The school district believes that service work is a social responsibility and active civic engagement promotes the qualities of good citizenship and extends personal growth. Contributing to our community in an unselfish way is a valuable learning experience in which our students realize:

1. a single person performing an act(s) of kindness does have the power to make a difference
2. a feeling of personal satisfaction when contributing as a member of our community
3. everyone needs to be concerned and take responsibility for the public good.

Being a well-rounded student who is actively involved in school and the community is also looked upon very favorably when transitioning to the next step in adulthood. This character building component fosters empathy and teaches the necessary life skills that enforce societal norms and values.

Aside from the obvious benefits from performing worthwhile community service, our students will:

- Experience a new role where ethical capacities can be developed
- Improve our environment and stretch their cognitive abilities
- Work cooperatively with others from different backgrounds
- Serve in multiple capacities and different roles in a group
- Learn the importance of confidentiality, punctuality and consistency
- Participate in “silent” initiatives that are philanthropic in nature
- Meet new people with similar and diverse interests
- Develop new interests that could have a profound effect on future endeavors and/or careers
- Get a better understanding of social processes and how institutions and organizations operate

## **B. COMMONS PROGRAM**

The Commons Program provides an opportunity for students to study, relax, interact with fellow students and teachers, and exercise a degree of freedom of choice. The Commons Program offers students choices in the use of unstructured time; however, participation in the Commons Program is a privilege and this privilege may be revoked at any time if a student fails to do well academically and/or fails to act responsibly and abide by school rules.

Eligibility for the Commons Program-All juniors and seniors who are eligible will automatically be granted the Commons Privilege. If, for any reason, parents do not want their son/daughter to have the Commons Privilege, they may contact the Assistant Principal to have the privilege revoked. At the beginning of each quarter the status of each student will be reviewed. Those students who are no longer eligible will have their Commons Privilege revoked until the next quarter or until reinstated by the assistant principal. All juniors and seniors are eligible to participate in the Commons Program provided that they:

1. maintain a good attendance record;
2. have no F's on their previous quarterly report cards;
3. behave in a responsible manner and abide by school rules;

### Basic Guidelines of the Commons Program

1. Students are to sign in with the Commons Supervisor at the beginning of each assigned Commons period. After signing in, students are free to go to any of the following areas:
  - a. Remain in the Commons
  - b. Patio or picnic area adjacent to the Commons
  - c. Restrooms adjacent to the Commons- *All other areas of the school and school grounds are "off limits" unless a pass is obtained from the Commons Supervisor. Visits to lockers to get study materials should be made on the way to the Commons.*
2. Students are not permitted to leave campus during Commons periods. Students who violate this rule will have their Commons Privilege revoked and be assigned to study hall for the remainder of the quarter. Subsequent violations may result in loss of the Commons Privilege for the remainder of the year.
3. A student is not permitted to go to the parking lots during Commons unless he/she first obtains permission from the Assistant Principal.
4. Students are not to loiter in the halls when traveling to and from the Commons on a hall pass.
5. No student is permitted to have more than two Commons periods in a single day.
6. Students are to cooperate with the Commons Supervisor and follow his/her rules.

## **C. OPEN CAMPUS POLICY**

Open campus is an incentive based program for senior students. Seniors will be granted the ability to leave campus for the following reasons only: First or 8<sup>th</sup> period Commons, two Commons periods back-to-back, or having a lunch period that backs up against a Commons period. Seniors are not permitted to leave campus during the day for any other reason. Seniors who participate in the Open Campus Incentive Program need to turn in a permission slip to the

high school office. Open Campus is contingent on seniors maintaining specific academic, attendance and behavioral standards, and may be revoked at any time based on the discretion of the high school administration.

#### **D. CELLULAR PHONES/ELECTRONIC DEVICES**

Students are permitted to possess cellular phones while on school property or while attending school-sponsored activities on or off school property. Cell phones are permitted in the hallway and in Commons. It is the decision of the classroom teacher or supervising staff member whether cell phones may be used in the classroom and/or academic environment; however, failure to comply with classroom rules may result in disciplinary consequences.

#### **E. CLASS/HALLWAY RULES**

Each teacher will determine specific rules and regulations for their rooms or areas. Rules may differ slightly from room to room because of equipment and safety features necessary. Generally, students will be expected to adhere to the following rules:

- Go directly from one class to the next or to the area in which your next scheduled activity is held.
- Do not gather in groups so that passage through the halls is made difficult. There will be no running in the halls.
- Any item that disrupts or interferes with the educational process as viewed by the Principal or designee may be removed from the student's possession.
- Students are expected to attend classes with textbooks and supplies for the appropriate class.
- Do not loiter. All students are expected to clear the hallways before the tardy bell rings.
- Upon entering classes, take your assigned seat quickly and quietly.
- Dismissal from class is by teacher, not by the bells. Assist the teacher in cleaning up so the dismissal is not delayed.
- Students MUST have a HALL PASS to be in the halls during classes.

#### **F. COMPUTER USAGE**

The Board of Education recognizes that technology can greatly enhance the instructional program. Additionally, the Board recognizes that computers and instructional technology are to be used in a responsible, efficient, ethical and legal manner. Access to Internet services provides connections to other computer systems all over the world. Users and parents of users (if the user is under 18 years of age) must understand that neither the school nor the district can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The school district does not condone the use of such materials. School employees, students and parents of students must be aware of the privileged use of the District computer system and Internet access. All users of the District system will be required to sign an acceptable use policy in order to indicate the user's acknowledgement of the risks and regulations for computer and Internet use. Failure to abide by appropriate computer use will result in withdrawal of privileges and discipline, where deemed necessary.

#### **G. TEXTBOOKS**

All basic texts are loaned to students for their use during the school year. The student pays for workbooks and other supplies. Textbooks are to be kept clean and handled carefully. Textbooks should be covered. When a student receives a textbook, he/she should check at once to see that the textbook is complete and in good condition. Any book needing repair or which is not complete is to be returned to the teacher and another copy will be given in its place. The student then writes his/her name and the teacher's name in ink on the textbook label on the inner cover. Any pupil who, through neglect or carelessness, loses any book belonging to the Board of Education shall be fined the full current purchase price. Lost/stolen textbooks will result in financial obligation.

## V. ATTENDANCE POLICY

### A. ABSENCES AND ATTENDANCE

**Rationale :** State Law requires, with limited exceptions, regular attendance of all students under 18 years of age. Regular class attendance is essential if learning is to take place. The instructional process requires a continuity of instruction, regular classroom participation, and consistent study in order to reach the goal of maximum educational benefits for each student. Thus, frequent absences and truancy cannot be permitted. The school administration reserves the right to determine whether or not an absence from school is excused. Only a parent, legal guardian, or a student of age 18 or older can request that a student's absence be excused.

**Student Absences and Excuses:** Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours. Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
4. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
5. quarantine for contagious disease;
6. religious reasons observance of religious holidays consistent with a student's truly held religious belief;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours) or;
8. college visitation;
9. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
10. absences due to a student being homeless or
11. as determined by the Superintendent.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

### B. ABSENCE REPORTING

Parents are responsible for informing the school of his/her child's absence and the reason for the absence before 8:30 a.m. on the day of the absence. Parent/guardians may leave a message the night before or prior to 8:30 a.m. The message should include the following information:

- Student's name and grade
- Date(s) of absence and return date, if known
- Reason for absence
- Phone number where parent/guardian can be reached
- These calls may be subject to verification by the administration

Upon receiving the absent list for the day, an automated call system will telephone all parents who have not notified the school of their child's absence; therefore, parent/guardians shall provide the school with their current home and/or work telephone numbers as well as emergency telephone numbers. By law, the primary purpose of this contact is to ensure that the parent is aware of the student's absence from school.

After being absent for part of a school day or if a student arrives after 7:40 A.M., he/she must report to the office before reporting to class to sign in on the attendance sheet. Students not providing or having a call within 24 hours

to verify an absence will have the absence deemed unexcused and may or may not receive credit for their assignments.

### **C. DEFINING ABSENTEEISM**

The primary responsibility for school attendance is placed with the parents. The parent is responsible for permitting only those absences that can be excused in accordance with Ohio Revised Code and the regulations of the Chagrin Falls Exempted Village Schools.

A student is deemed “excessively absent” from school when the absences occur with or without a legitimate excuse for 38 or more hours in one school month or 65 or more hours in one school year. Parents will be notified in writing that the student is defined as “excessively absent” from school and may be referred to community resources. The district will follow its plan for absence intervention.

A student is considered to be “habitually truant” from school when the absences occur without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in a school year.

Upon failure of the responsible adult to cause the child’s attendance at school, if the child is considered “habitually truant,” the Board shall initiate action by the Absence Intervention Team to develop an absence intervention plan, which may include providing a truancy intervention program, requesting or requiring a parent or guardian, or other person having care of an habitual truant to attend parental involvement programs, notification of the registrar of motor vehicles under ORC 3321.13, or taking legal action pursuant to ORC 2919.222, 3321.20, or 3321.38.

If the student does not make progress on the absence intervention plan or continues to be excessively absent, the district will file a complaint in juvenile court (ORC 3321.19). The complaint shall allege that the child is unruly for being habitually truant, or is a delinquent child for being habitually truant who previously has been adjudicated an unruly child for being habitually truant; and the parent, guardian, or other person having care of the child has violated ORC 3321.38.

### **D. PLANNED ABSENCES**

Students will be granted a total of five (5) days of planned excused absence for the school year which may include:

1. A family circumstance that constitutes good and sufficient cause, 2. Family trip or vacation, and 3. College visitations. Students who anticipate being out of school one or more days because of a planned absence, MUST obtain a planned absence form from the office and complete it prior to the planned absence, to include the Principal’s signature. Students who are excessively or habitually absent from school may not be granted planned absences unless the Principal approves the request.

### **E. FAMILY EMERGENCY**

In the event of a family emergency please contact the attendance office and/or the appropriate guidance counselor with a brief explanation of the situation. Our guidance staff working collaboratively with the parents will use discretion in notifying the respective teachers. Arrangements to secure makeup work and assignments will be addressed.

### **F. VACATIONS**

While we always encourage activities that give families time together, we do want to stress the importance of school attendance for students. We ask that family vacations be planned for days when school is not in session. A Planned Absence Form can be picked up from the office. Students are to make arrangements with the classroom teacher for all makeup work necessary to receive academic credit for the time they were on vacation. Students are not permitted to take exams prior to scheduled times. **Students with excessive Absences may be denied vacation requests unless the Principal or his/her designee approves the request.**

### **G. COLLEGE VISITATIONS**

Students are encouraged to make college visitations during times school is in recess and during the summer months. Students must present a Planned Absence Form granting permission to visit a particular college prior to the actual

college visit.

#### **H. TARDINESS / LATE TO CLASS/SCHOOL**

A tardy is defined as arrival to school or class after the tardy bell has rung up till the first 30 minutes of first period (to school). It is strongly suggested that a student be in his/her seat prior to bell sounding to avoid any misunderstandings.

A **late** is defined as arrival to school after the first 30 minutes of first period. Students must have a hall pass from their last class when late to their next class if a tardy is to be avoided. If a student is tardy, he/she should report immediately to his/her assigned class where the teacher will record the tardy and respond appropriately to the violation. Any classroom tardy beyond ten (10) minutes will be considered a “class cut.”

A student arriving after 2<sup>nd</sup> period will be recorded as a one-half (1/2) day absence. Late arrivals are to produce a written excuse from their parent/guardian or a doctor/dentist. All tardies are unexcused unless accompanied by a doctor or dentist’s note. Oversleeping, car trouble, and missing the bus are examples of unexcused tardiness. The principal/designee shall make the final determination between excused and unexcused tardiness. Progressive discipline may be implemented for students who violate attendance policies.

#### **I. ILLNESS DURING THE SCHOOL DAY**

Whenever a student becomes ill at school and wants to go home, the student will report to the office with a pass from his/her current teacher. At no time should an ill student remain in a restroom or unsupervised area. No student will be excused to go home unless one of the parents or emergency contacts listed on the emergency medical form is personally contacted and the school is given permission to release a student. After two attempts have been made to reach a parent or emergency contact without success, situation will be assessed and a determination will be made if the student returns to class.

#### **J. LEAVING THE SCHOOL**

Leaving the school or school grounds without permission violates State Law. Once students arrive on school grounds, they may not leave prior to the end of the day without first reporting to the main office and following proper procedures. The exception to this is open campus, and includes only eligible seniors who are following the rules set forth in the Open Campus section of the handbook.

#### **K. STUDENT ACTIVITIES AND ATHLETICS**

A student must be in attendance by the end of 2<sup>nd</sup> period to be eligible to participate that day. Exceptions to this requirement would include: field trips, or other educational endeavors recognized by the principal, death in the immediate family, religious holidays, or other principal-approved emergencies. With approval from the principal or his/her designee, a student may participate in Saturday or Sunday events, if he/she was absent from school on Friday. This policy applies to all extracurricular activities.

## **VI. CODE OF CONDUCT**

### **A. CODE OF STUDENT CONDUCT**

#### **INTENT AND PURPOSE**

Each Board of Education is required to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning. The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that reasonable disciplinary and prescriptive means be employed to deal with those who would impair or deny such an environment. The full objective of this code is to ensure fair and equitable handling of disciplinary problems. This code is intended to standardize procedures to guarantee equally the rights of every student in the Chagrin Falls Exempted Village School System. The student discipline code explains the types of conduct which will lead to disciplinary action. This code is meant to be a guideline for student behavior and may not address all behaviors. Because a behavior is not included does not mean it cannot be addressed nor is it exempt from disciplinary action. This discipline code shall be made available to all students and available in a central location within each school building in the district.

#### **SCOPE OF JURISDICTION**

This Code of Student Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at inter-scholastic competitions, extra-curricular events, or other school activities or programs. This Code of Student Conduct specifically refers to: misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property and, misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

Students attend the Chagrin Falls Exempted Village Schools under the direction of state law and with the full benefits of constitutional protection of their rights as citizens and may, therefore, act, speak, and behave as young citizens within a large scope of options. Students have a right to reasonable treatment from the school and its employees. The school has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned. In the event that consequences are justified and warranted, students will be afforded their procedural due process rights and fundamental fairness.

#### **STUDENT DISCIPLINARY INFRACTIONS AND CONSEQUENCES**

A violation of any school rule may result in disciplinary action. Disciplinary actions include, but are not restricted to, the following: oral reprimand, counseling, parental conferences, denial of privileges, detention, removal from class or school activity, in-school suspension, Saturday School, emergency removal and referral to law enforcement agencies, suspension, alternatives to suspension programs, or expulsion.

### **B. BEHAVIORAL GUIDELINES**

#### **GENERAL BUILDING GUIDELINES**

"Freedom with Respect and Responsibility" is the theme that governs the conduct and behavior of Chagrin Falls students. All students are expected to demonstrate self-control and appropriate behavior. Students must:

- Be on time and well-prepared for school each day.
- Respect the rights of all others to enjoy a productive and positive educational environment.
- Strive to work to the best of their ability, and accept their responsibility for being a productive student.
- Be active and positive in all school activities.



School rules apply during school, on school grounds, on school buses, walking to and from school and at bus stops, while participating in or attending school-related activities on or off school grounds, or as otherwise provided herein, or while engaging in any conduct which directly affects the good order, management, and welfare of the school. (See Scope of Jurisdiction)

### **CODE OF STUDENT CONDUCT CONSEQUENCES DEFINED**

The following is a list of the types of consequences that are used at Chagrin Falls Exempted Village Schools. Disciplinary actions will generally be progressive in nature; administration may repeat and/or omit steps in the process pursuant to professional judgment as it relates to specific conditions. In addition and when necessary, the disciplinary actions of suspension or expulsion may be carried over to the next school year.

#### ***TEACHER DETENTIONS***

Teacher detentions will be served with the teacher who issued the detention. Teacher detentions can last up to one hour and will be worked out between the teacher, student, and parent. They can be served before or after school. It is the responsibility of the student to report to the assigned detention as determined by the teacher. Students are given 24 hours' notice to make the assigned detention. Teachers may also notify the parents of the assigned detention. Teachers may do this as a courtesy as well as an attempt to inform the parents of behavioral concerns. Students can complete unfinished homework or assignments during their detention. **\*If detentions are not served by the determined date an ASD will be assigned by the Principal or his or her designee.**

#### ***ASD - AFTER SCHOOL DISCIPLINE***

ASDs are to be served Tuesday and Thursday after school from 3:00 to 4:00 p.m. in a designated room. Parents/guardians are notified by mail and in some cases a phone call home may result. Students are required to bring materials necessary to complete assignments and/or appropriate reading materials. They are to plan in advance the best way to utilize the 1 hour time period to be served. **\*Failure to serve ASDs on or before the assigned deadline will result in additional discipline assigned by the Principal or his or her designee.**

#### ***SATURDAY SCHOOL***

(2 Hours 8:00 a.m. - 10:00 a.m. and 4 Hours 8:00 a.m.- 12:00p.m.): Saturday School may be assigned for violations of the Student Code of Student Conduct. It is used as an alternative to out-of-school suspension. Saturday School detentions will be held on Saturday; Students may be issued a 2 hour Saturday school or a 4 hour consequence. Students are expected to be prompt and bring enough schoolwork and reading material to keep them busy for duration of Saturday school. Students not bringing work to do, sleeping, or behaving in an unacceptable manner will not receive credit for Saturday School and will be referred to the building administrator for progressive discipline. Parents and students will be notified in writing at least one (1) day in advance of a Saturday School assignment so that transportation, work arrangements, etc., can be worked out. **\*Failure to serve a Saturday School assignment will result in additional discipline which may include additional Saturday School assignments or progress to an out-of-school suspension**

#### ***ISD – IN SCHOOL DETENTION***

In School Detentions may be assigned for violations of the Student Code of Conduct. It will be used as an alternative to out-of-school suspension. All students assigned to In School Detention are required to report to assigned area promptly by 7:40am and stay in the assigned area until the end of the school day 2:50pm. A student in In School Detention will be considered in attendance in school but will not be allowed to attend classes. Students in In School Detention are eligible for participation in athletics and activities at the end of school. Students in In School Detention will be expected to have materials and supplies needed to complete teacher assignments, homework or other school-related work.

#### ***CONFISCATION***

Surrendering of items/objects that are illegal, inappropriate, or disruptive/distractive to the educational process. All items will be kept by the administration; items may be returned at the conclusion of the day at the discretion of the administrator. Continued violations may result in the parent/guardian making an appointment to pick up the items

in question. Illegal items will be turned over to the proper authorities.

### ***TEMPORARY REMOVAL***

When a student is disruptive or insubordinate, he/she may be temporarily removed from class/study hall/hallway/cafeteria or other area for an amount of time to be determined by the administration. Students may also be excluded from an activity and denied the right to participate.

### ***EMERGENCY REMOVAL***

There are occasions when a student's behavior poses a threat to the safety of themselves or others, or may result in physical damage to property. When these instances occur, it is reasonable and prudent for school officials to conduct an emergency removal of that child from the school premises, pending disciplinary action.

- By an Administrator - If a student's presence and behavior pose a continuing danger to persons or property or disrupts or threatens to disrupt the learning process, the superintendent, a principal, or other school administrator may remove the student from the school premises for a period not to exceed one (1) school day.
- Parent(s), guardian(s), or custodian(s) will be notified by telephone prior to enacting of the impending removal and reasons for it.
- By a Teacher - If a student's presence and behavior pose a continuing danger to persons or property, disrupts, or threatens to disrupt the learning process, the teacher may remove the student from curricular or co-curricular activities under his/her supervision with the following conditions:
  - Disruptive students are to be sent to the office as soon as possible. The specific reasons for removal by the teacher must be submitted in writing to the administrator as soon as practical after removal. The administrator will review the referral and the appropriate action will be taken.
  - A student who is removed from an extracurricular or co-curricular activity that is taking place after school hours must leave the campus immediately.
  - The administrator will make appropriate arrangements for a reinstatement meeting with the teacher and the student prior to the students return to the classroom or activity.

### ***COMMUNITY SERVICE***

The Superintendent or his or her designee may require a student to perform community service in conjunction with or in place of suspension and/or expulsion. Community service may be performed at school related events.

### ***SUSPENSION***

Suspension means the student may not come to school, attend classes, or attend any school events at home or away. A suspension can be up to 10 school days. At the time the suspension is imposed if there are less than 10 school days remaining in the school year the suspension can be extended into the next school year. Students are under the supervision and jurisdiction of his or her parent or guardian. Students coming onto school property without prior permission from the administration while they are under suspension will be charged by police for trespassing. The suspension begins on the date designated by the administrator and ends the morning of the student's return. Students remain suspended throughout the appeals process unless directed by the Superintendent or his or her designee. Failure to comply with the stipulations stated in the suspension notification will result in the full suspension as outlined in the Code of Student Conduct.

A student who is suspended for the first time may make up missed assignments and tests if they complete six (6) hours of community service for each day of the suspension (1 day suspension – 6 hours of community service; 3 day suspension – 18 hours of community service; 5 day suspension – 30 hours of community service, etc.). The community service must be completed within two weeks of the suspension being issued and must be approved by the school administration. It is the responsibility of the student and/or his or her parents to find community service placement; this will not be provided by the school. Upon completion of the community service hours, the student must present an official letter to the school Principal or his/her designee, detailing the specific dates, times and placement at which the community service took place. The letter should be on official provider letterhead and have a signature of the individual who oversaw the community service. If the student fails to meet these requirements in any form, they will not receive academic credit for the days they were suspended. A student who is suspended more

than one time (2<sup>nd</sup> and subsequent suspensions) will not be able to make up any missed assignments or tests.

A student who is issued a 10 day suspension is required to attend a reinstatement meeting which will be conducted upon the return to school. Parent(s) and/or Guardian(s) must attend this mandatory meeting with his/her child.

### ***APPEAL PROCEDURE***

**1st Level of Appeal :** A student, parent, guardian, or custodian may appeal the order of an out-of-school suspension to the Superintendent or his/her designee by filing a written notice of appeal within (10) days of notice of out-of-school suspension. If appellant intends to be represented by an attorney, the notice of appeal shall so indicate. The hearing shall be held within ten school days of the filing of the notice of appeal, unless the time is shortened or extended by the Superintendent. For the purposes of an out-of-school suspension by a building level administrator, the Superintendent or his /her designee shall act as the hearing officer. The student shall continue to serve the suspension while the appeal is pending unless directed by the Superintendent or his /her designee. The appeal shall be conducted in accordance with the Ohio Revised Code. All witnesses will be briefed on the proceedings prior to the start of the appeal and a verbatim record is kept.

**2<sup>nd</sup> Level of Appeal :** Should a student, parent, guardian, or custodian choose to appeal the decision of the Superintendent or his/her designee to the Board of Education or its designee, he/she must do so within 10 days of the decision notice from the 1<sup>st</sup> level of appeal. The procedure for such is provided in regulations approved by the Board. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student, parent, guardian, or custodian. The student may be excluded from school during the appeal process.

### ***EXPULSION***

Expulsion is defined as the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year. If there are fewer school days than the expulsion days remaining in the school year, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. This means that the student does not attend school, and is not allowed the opportunity to do any make-up work or attend any school functions. **\*During the period of expulsion or exclusion, credits earned in any other educational setting and/or institution will not be accepted by the Chagrin Falls Exempted Village School District.**

### ***APPEAL PROCESS FOR AN EXPULSION***

A student who is 18 or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board of Education or its designee. The appellant(s) may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. Notice must be filed within 10 days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office. A verbatim record will be kept of the hearing. The hearing may be held in executive session at the request of the student, parent or guardian. The decision of the Board may be further appealed to the Court of Common Pleas (Board Policy JGE)

### ***AUTOMATIC EXPULSION FOR ONE YEAR***

Section 3313.66 of the Ohio Revised Code states that the Superintendent must expel a student for one year for bringing a firearm on school property, in a school vehicle or to any school-sponsored event.

### ***FIREARMS***

The definition of a firearm is any weapon (including a starter's gun) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon and any firearm muffler or silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one ounce, mine or device similar to any of the devices described above.

### ***DANGEROUS INSTRUMENT***

Weapons and dangerous instruments include any object which is used or may be used to inflict physical harm or property damage. These include knives (defined but not limited to any cutting instrument consisting of a sharp or pointed blade fastened to a handle) and other dangerous objects of no reasonable use to the student at school (including normal school supplies like pencils or compasses) which a reasonable person might consider, under the circumstances, capable of harming a person or property. **\*In the case of any violation related to a dangerous weapon and/or instrument, the student may be expelled from the school by the Superintendent for the period of one calendar year.**

### ***DESTRUCTIVE DEVICE***

The term "destructive device" means any fireworks, explosive, incendiary, or noxious irritant or poison gas, such as a bomb or grenade. In the case of any violation related to a destructive device, the student may be expelled from school by the Superintendent for a period of one calendar year. **In the case of any violation related to serious physical harm to a person(s) or property, the student may be expelled from school by the Superintendent for the period of one calendar year.**

### ***PERMANENT EXCLUSION***

When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that she/he may never be permitted to return to school anywhere in the state of Ohio. This process is formal and will usually follow an expulsion hearing with proper *notification* to the parents. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio School:

- Any possession or involvement with a deadly weapon
- Drug trafficking or the sale of a controlled substance
- Murder, manslaughter, felonious or aggravated assault
- Sexual offenses including rape, gross sexual imposition or felonious sexual penetration
- Complicity in any of the above crimes

### ***REFERRAL TO POLICE***

The police will work closely with students/parents and the court system to attempt to modify a student's negative behavior. Certain Code of Student Conduct violations warrant the notification and involvement of local law enforcement agencies.

### ***COURT CHARGES***

Court charges are generally filed against students who continue to be truant from school or who behave in an unruly manner. "Unruly," for school purposes, means the student does not subject himself to the reasonable control of his teachers or the school administration.

### ***SEARCH AND SEIZURE***

Students possess the right of privacy as well as freedom from unreasonable search and seizure of property. This individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of its students. Principals and their designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student, including vehicles parked on campus, where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. Under the condition of "reasonable suspicion" school authorities may seize any items that violate school or criminal laws. The Chagrin Falls Exempted Village Schools Administration may conduct lockdowns and canine searches.

### ***ZERO TOLERANCE***

Students are expected to conduct themselves in a respectful manner that also displays consideration of the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has a "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with the established school rules or with any reasonable request made by school personnel on school property and/or at school related events is subject to approved discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, information on the rules and regulations to which they are subjected while in school or participating in any school-related activity or event. This information is available online or at each school's office. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student Code of Student Conduct and the fact that any violations of the student Code of Student Conduct are punishable. Each student and parent/guardian must sign a form indicating they have received the Code of Student Conduct. The rules apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Code of Student Conduct, school employees, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances (ORC 3313.20; 3313.534; 3313.66; 3313.662 OAC 3301-35-03.

## **B. CODE OF CONDUCT VIOLATIONS**

### **STATEMENT**

Disciplinary actions in general will be progressive in nature; the principal and his or her designee at each respective building will use a progressive ladder that is age and developmentally appropriate. The administration may repeat and/or omit steps in the process pursuant to professional judgment as it relates to specific conditions and intent of the student.

Chagrin Falls Exempted Village Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, students may not appeal. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the student's principal.

These examples of misconduct may result in penalties based on seriousness and disciplinary history which are cumulative for any offense in this section. Administrative discretion may be exercised based upon the seriousness and circumstances of the misconduct that pertain to the Code of Student Conduct violation.

### **ACADEMIC INTEGRITY - RULE 1**

#### **Violations of Academic Integrity**

Academic dishonesty occurs when students obtain or assist others in obtaining credit for academic work which is not their own. Students must exercise self-discipline and resist peer pressure which violates the standards for academic excellence we have established at Chagrin. The various ways in which academic integrity can be violated are discussed below. The examples within this section provide explanations and illustrating materials that do not necessarily exhaust the scope of these violations. Many of our teachers will require students to submit essays to [www.turnitin.com](http://www.turnitin.com) to assist with the authenticity of the work.

#### **Cheating**

Cheating is the use of unauthorized materials or receiving unauthorized assistance, acquiring un-acknowledgeable materials, information or study aides in any academic exercise. The use of books, notes, calculators and conversation (verbal and nonverbal) with others is restricted or forbidden during specific academic exercises. Examples of cheating may include: copying the work of another student during an examination or other academic exercise, copying or sharing answers between classes, using or possessing unauthorized notes, study sheets, exams or other materials during an exam or collaborating with another student during an exam or academic exercise.

### Plagiarism

Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. Appropriate acknowledgement is required when material from another source which is in print form, electronic form or other medium which is paraphrased or summarized. Examples of plagiarism include: failure to use quotation marks when directly quoting a source, failure to document distinctive ideas from a source (common knowledge information such as names and basic scientific law need not be referenced) word-for-word or mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation) fabricating or inventing sources of data, and copying information from computer-based sources (i.e. Internet).

### Facilitating Academic Dishonesty

Students may not knowingly or negligently allow their academic work to be used by other students. This act of aiding others is an academically dishonest act which violates the academic integrity policy. The students who are supplying the materials, even though not benefiting academically, are as guilty as the students who follow through on the act of dishonesty. Students may not use other students' work or materials not authorized by the instructor during tests and in completing assignments. Examples of academic dishonesty are: presenting someone else's work as one's own in order to obtain a grade or credit, copying homework, stealing tests, selling or passing tests, copying or sharing answers between classes, using "cheat sheets" or other materials not authorized by the instructor.

Plagiarism involves claiming as one's own work the ideas, phrasing, or creative work of another person. Any violation of Academic Integrity will result in a "zero" with no opportunity to make up the assignment for credit and referred to the Principal or his or her designee. **\*Any additional violation of this rule, or repeated acts of academic dishonesty, may result in denial of credit and further disciplinary consequences.**

### **ACTS OF RETALIATION- RULE 14**

No one shall retaliate against an employee or student because he or she files a grievance or assists or participates in an investigation, proceeding or hearing regarding violations of the Code of Student Conduct or school policies and procedures. These include but are not limited to actions that can be covert and non-verbal in nature.

### **ALCOHOL/CONTROLLED SUBSTANCES/DRUGS/NARCOTICS/INHALANTS/STEROIDS-RULE 33**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the education institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational means.

During school, summer school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property, students shall not possess, buy, sell, use, supply, transfer, apply or be under the influence of any drug. "Possession" includes, without limitation, retention on a student's person or in a student's book bag, purse, wallet, locker, desk or automobile parked on school property. The mere odor present on a student validates reasonable suspicion and is grounds for suspension.

Students suspected of having used alcohol may be required to submit to a Breathalyzer test. If the student refuses to take the Breathalyzer test it will be automatically assumed they have used alcohol and will be subject to school consequences. For purposes of this policy, "drugs" shall mean: All dangerous controlled substances as so designated and prohibited by Ohio statute; chemicals that release toxic vapors or fumes; alcoholic beverages; prescription or patent drug: These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container with the student's name and with directions for proper use. Prescription medications shall be kept in the school clinic except those that are allowed by law to be carried by students (i.e. Inhalers, epipens). Any substance that is a "look-alike" to any of the above; Mood-altering drugs; chemicals which fall into the category of club drugs (e.g. ecstasy, GHB, etc.)

Students who violate this rule will receive the following consequences: (1) a 10 day Out-of-School Suspension (OSS), (2) police notification and, (3) a possible recommendation for an expulsion hearing.

*\*Students who participate and complete the following stipulations may receive a reduction in the suspension: (1)*

required mandatory in the school sponsored groups and/or approved outside counseling, (2) the student must obtain a professional assessment of the Drug/Alcohol problem from an approved agency. The assessment report must be signed by the parent for release to the building principal. Failure to complete the above-mentioned procedure will result in a ten-day suspension.

*\*\*The administration reserves the right to exercise the reduction option to students due to the nature and severity of the situation. If the reduction option is not fulfilled by the student, the following will occur: 10-day out-of-school suspension, police contact and recommendation for expulsion.*

*NOTE: A first incident of selling, supplying, transmitting or being involved in a drug transaction of mood-altering chemicals shall result in a 10-day out-of-school suspension, police contact and recommendation for expulsion. Any violation will result in non-attendance to school-sponsored events for the remainder of the school calendar year (dances, prom, sporting events, etc.).*

### **ARSON- RULE 30**

No student may willfully and maliciously burn or attempt to set fire, to any Chagrin Falls School District owned property.

### **ASSAULT/FIGHTING/PHYSICAL CONFRONTATION-RULE 23**

A student shall not cause physical injury or behave in any way which could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the school or attending any school-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate contact.

1. **Assault (Aggravated/Physical)** - Assault is defined as an act of violence upon another person which inflicts great bodily harm. A student who assaults another student or staff member while on school property or at a school sponsored or related activity, function or event shall be subjected to discipline. Any student who assaults a staff member off school grounds or at a non-school sponsored event is subject to school discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the Superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.
2. **Fighting** - Fighting is defined as the act of striking another person. Students involved in fighting on school property, school owned vehicles, or in attendance at any school sponsored activity will be suspended.
3. **Physical Confrontation** – A physical confrontation is defined as, but not limited to, the act of inappropriate contact which may include pushing, shoving or throwing objects at another person. Any student involved in a physical confrontation on school property, school owned vehicles, or in attendance at any school sponsored activity will be subject to school discipline.

### **BOMB THREATS-RULE 29**

No student may initiate the threat of a bomb, or falsify the report of a bomb or any type of explosive device on school district owned property, vehicles, or at school-sponsored or supervised activities.

### **CYBER BULLYING-RULE 19 (Cyberbullying, Identity Theft, Fraud, Libel)**

The act with the intent to demean and/or the repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites are strictly prohibited. Examples include, but not limited to, include: Posting slurs, circulating gossip or rumors, sending abusive or threatening e-mail/text messages/instant messages or posting to web sites embarrassing photographs or videos of students, staff or other school employees or sending sexually explicit photos/videos via text messaging ("sexting"). Such behaviors are prohibited on or off school grounds, at any school-sponsored activity, in any district publication, through the use of any district-owned or operated communication tools, including but not limited to District e-mail

accounts and/or computers.

Cyber bullying that takes place outside of the school, either during or after school hours, and manifests itself in the school setting, may result in disciplinary consequences.

If a juvenile takes a naked or sexually explicit photo or a photo illustrating a sexual act, or if the juvenile possesses such a photo, this is considered creating or being in the possession of child pornography; both are second degree felonies. If you, in turn, send this photo to others, you are disseminating child pornography which is a fifth degree felony. Criminal charges can result including imprisonment.

Libel is considered a written or oral defamatory statement or representation that conveys an unjustly unfavorable impression. A statement or representation that is published without just cause and tending to expose another to public contempt. Students and parents should be cautioned that creating fraudulent web pages (e.g.: YouTube, Facebook, Instagram, Twitter, or other similar websites) under another person's identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law. Please be advised that identity theft is considered a felony in the state of Ohio.

#### **DAMAGE, DESTRUCTION, THEFT of SCHOOL and/or PRIVATE PROPERTY (VANDALISM) - RULE 26**

A student shall not cause or attempt to cause damage to school property or to personal property of students, teachers, school personnel or other persons. Neither shall a student steal or attempt to steal property of students, teachers, school personnel or other persons or participate or attempt to participate in the unauthorized removal of property either on school grounds or during a school sponsored or related activity, function, or event off the school grounds. Pursuant to R.C. 3109.99 and R.C. 3109.091, a student and/or his/her parent or legal guardian shall be held financially accountable to the Chagrin Falls Exempted Village Schools for any damage, destruction or theft caused by his/her child.

#### **DISORDERLY CONDUCT-RULE 25**

No student shall create a condition which is physically offensive or presents a risk of physical harm or danger to persons or property or which induces panic. This may also include engaging in any behavior and communicating unwarranted and grossly abusive language that disrupts the educational process

#### **DISRESPECTFUL BEHAVIOR/HARASSMENT/ BULLYING-RULE 18**

Good conduct shows respect for all. No student shall engage or direct towards another person profane and/or abusive comments. For the purpose of this Code of Student Conduct, the terms harassment ("harass"), intimidation, hazing and bullying includes, but is not limited to, conduct with any intentional verbal, written, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students towards other students/school personnel with the intent to haze, intimidate, insults, injure, threaten, ridicule, humiliate or otherwise persistently annoy.

No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, national origin, religion, age, and disability status or, other protected characteristics.

#### **DISRUPTION OF CLASS/STUDY HALL OR ANY GENERAL MISCONDUCT- RULE 4**

Students may be disciplined for any other misconduct which, although not detailed herein, is determined by school authorities which disrupts or interferes with the educational process.

#### **DRUG PARAPHERNALIA- RULE 32**

No student shall possess, use, transmit or conceal any item which is designed for use with any illegal substance while on school property or in attendance at any school sponsored or supervised activity.



## **ELECTRONIC DEVICES/CELL PHONES - RULE 5**

No student shall possess radios, televisions, pagers, electronic games, remote control watches, laser pointers, cameras, video recorders or any other electronic equipment used or in sight during school hours.

Students are permitted to possess cellular phones while on school property or while attending school-sponsored activities on or off school property. Cell phones are permitted in the hallway and in Commons. It is the decision of the classroom teacher or staff member whether cell phones may be used in the classroom and/or academic environment; however, failure to comply with classroom rules may result in disciplinary consequences. The District assumes no liability if an electronic device is broken, lost or stolen.

The administration reserves the right to confiscate any items that are considered inappropriate for the school setting. The district assumes no responsibility for damage, loss, or theft of items brought onto school property. At school-sponsored events if such item(s) are deemed disruptive in nature by school personnel, the item(s) will be confiscated by school personnel. Students that have had electronic devices confiscated multiple times may have to have their parents pick up confiscated items from a school administrator at the end of the school day.

## **EXTORTION - RULE 22**

Extortion is defined as, but not limited to acts of intimidation, implied threats, violence, coercion or forcing another person to do something against his/her will, or trying to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions, off school grounds, or any other time the student is subject to school authority.

## **FAILURE TO ACCEPT DISCIPLINE or CONSEQUENCES - RULE 7**

No student shall refuse to accept discipline or punishment from teachers, school officials, teacher aides, or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.

## **FALSE ALARM/ 9-1-1 CALLS- RULE 28**

No student may initiate a fire alarm or a report warning of a fire or catastrophe without cause. This includes fake 9-1-1 calls at any school function, home or away.

## **GAMBLING - RULE 15**

No student shall engage in or promote games of chance, place a bet, or risk anything of value on school grounds, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority.

## **GANG ACTIVITY - RULE 16**

Subject to any applicable legal and constitutional limitations, no student's dress, apparel, activities, acts of behavior or manner of grooming will be condoned if they:

1. cause school officials to have reasonable suspicion that such behavior, apparel, activity, acts, or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives;
2. present a physical safety hazard to the student in question, other students, staff members or other employees;
3. create an atmosphere in which a student, staff member or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence or
4. imply gang membership or affiliation by written communication, marks, drawings, paintings, design or emblem whether on school or personal property or on one's person.

## **HAZING - RULE 17**

Hazing is defined as acting or coercing another, including the victim, to participate in any act of initiation into any

student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No student shall invite, participate in, coerce, require or request any other student or students to engage in any activity which might degrade, disgrace, or tend to injure, degrade or disgrace or create embarrassment or the risk of physical or mental harm (Ohio Revised Code 2903.31).

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any school sponsored events. Permission, consent, or assumption of risk by any individual subjected to hazing will not lessen the prohibition contained in this Policy, and will not exempt any student from discipline under this Policy.

#### **HONOR VIOLATION/FALSE REPORTING - RULE 2**

Students shall not be involved in activities including but not limited to: misrepresentation of the facts, improper collusion, misuse of privileges, forgery and/or falsification of information, or make false reports against students, staff members or employees of the district. No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule.

#### **INAPPROPRIATE DISPLAY OF AFFECTION - RULE 35**

No students shall engage in public displays of affection that are deemed to be inappropriate. This includes, but is not limited to, inappropriate touching, kissing, or any type of physical contact or conduct that is deemed unsuitable for school.

#### **INAPPROPRIATE LANGUAGE, COMMENTS, PROFANITY, OR GESTURE- RULE 8**

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school-sponsored or related activities or events.

#### **INSUBORDINATION/NON-COMPLIANCE - RULE 6**

Students shall comply with the reasonable requests, directives and orders of teachers, student teachers, educational aides, substitute teachers, principals, or other authorized school personnel during any period of time when they are properly subjected to the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered "insubordination" for anyone to disobey or fail to comply with, which is a part of this code, directives of authorized school personnel.

#### **LOOK-A-LIKE DRUGS - RULE 34**

A student shall not use, conceal, sell, purchase, accept or transmit any substances which are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be drugs of abuse (Medication prescribed by a physician must follow the Board-adopted policy regarding student medication).

1. A counterfeit (look-a-like) controlled substance is defined as:
  - a. any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
  - b. any unmarked or unlabeled substance that is represented to be a controlled substance;
  - c. any substance that is represented to be a controlled substance or is a different controlled substance; and
  - d. any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
2. No student shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 33.
3. No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct, that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.

4. No student shall knowingly make, offer to sell, give, package, or deliver a counterfeit controlled substance.
5. **Violations of this provision will be treated in the same manner as Rule 33**

#### **MISCONDUCT AT ANY SCHOOL SPONSORED EXTRACURRICULAR ACTIVITIES- RULE 11**

A student who has been accepted or qualified to participate in a school-sponsored or related extracurricular activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations, or policies which govern participation in an extracurricular activity which rules, regulations or policies are provided to participants and made part of this code. Students attending any school-sponsored or related activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity. Students will be excluded from attending if found to be in violation of these behavioral expectations.

#### **REPEATED VIOLATIONS of SCHOOL RULES- RULE 13**

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel.

#### **SEXUAL HARASSMENT- RULE 20**

Students are specifically prohibited from sexually harassing any other student, school employee, and community member or school visitor. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, repeated sexual jokes, sexual name-calling or graphic verbal commentary relating to a person's body, and pressure to engage in sexual activity, repeated propositions or advances and unwanted physical contact. *Some forms of sexual harassment of a student by another student may be considered a form of child abuse that would require that the student-abuser be reported to proper authorities in compliance with State law.*

#### **TECHNOLOGY and ACCEPTABLE USE and INTERNET SAFETY POLICY - RULE 27**

The prohibition of this Section includes, but is not limited to, intentional damage or destruction of district electronic devices or materials stored on those devices, any form of computer piracy, and any improper usage of the Internet or other online agencies. Students must have a signed Student Device Responsible Use Policy and Technology Responsible Use Policy on file to use the technology, the Internet, and Internet related services offered by the District. Violations within this agreement may also include discipline and loss of this privilege for an indefinite period of time.

1. **Improper Access of Computers and the Network System:** Students shall not use, download or load unauthorized or inappropriate software on school devices.
2. **Vandalizing or Sabotaging the School Computer System:** Students shall not vandalize or sabotage any device, software, online service, or equipment related to the network or computer systems.
3. **Unauthorized Use of Computer Passwords:** Students shall not use another person's password for any purpose. Sharing of passwords is a breach of computer security.
4. **Appropriate Use of Personally Owned Technology Devices:** Students are responsible for the use and content of the use of all personal electronic devices while at school or school sponsored events.
5. **Acceptable Use/Recording Policy:** Students are prohibited from recording staff members and other students in any manner, unless permission is given and it relates to the educational process. No students are permitted to post videos or pictures of staff or students online without first obtaining permission from the individual.
6. **Improper Use of Electronic Device:** Students shall not use any type of electronic or internet capable device to post any negative comments regarding staff and students. This includes, but is not limited to, posting or sending both threatening and non-threatening messages, pictures, videos, etc. via electronic message or through the access of any type of social media.

#### **THREATS- RULE 24**

**Threats (verbal/nonverbal)** - No student has the right to threaten or attempt to provoke another person. All such

incidents should be reported to a teacher or principal. The police may also be involved.

**Threats to faculty or staff members** - This includes threatening or being disrespectful to a faculty member at any time, including off school grounds and when school is not in session.

### **TOBACCO/SMOKING/NICOTINE PRODUCTS/ELECTRONIC SMOKING DEVICES- RULE 21**

The use of any tobacco products by students is prohibited, including, but not limited to, electronic cigarettes, vaporizers, etc. This applies to all school sponsored events and extracurricular activities both on school property and away from school. Use includes possession. Smoking is defined as holding a tobacco product, whether lit or unlit or having held it and tossed it aside.

### **TRANSPORTATION - RULE 3**

No student, while under the authority of a school bus driver, may interfere with the safe operation of the bus through destructive actions or words either to other students, the bus driver or passing motorists. Bus misconduct will result in disciplinary action which may include loss of bus-riding privileges.

Any student driving to school must keep his/her vehicle under control at all times, follow established safety procedures, and comply with school parking regulations. Failure to follow these guidelines may result in the student's driving privileges being revoked. While parked on school property, student vehicles are subject to routine patrols and exterior inspections which may be conducted without notice, without the student's consent, and without a search warrant. The inside of student vehicles may also be searched when school officials have reasonable suspicion to believe that illegal or unauthorized materials are contained therein.

### **TRUANCY AND TARDINESS- RULE 12**

Students are required by law to regularly attend school. A student shall not be absent from school or an assigned location for all or part of any school day without school authorization and parental consent, and shall be considered truant when he/she is absent from school for any portion of the school day. Excessive tardiness shall also be considered truancy. Leaving the school building and/or grounds without permission is truancy. Make-up work for trancies is not permitted.

### **USE/POSSESSION OF FLAME PRODUCING DEVICES- RULE 9**

The unauthorized use or possession of matches, lighters or other flame producing devices on school property is not permitted.

### **UNAUTHORIZED / AREAS LOITERING / TRESPASSING- RULE 10**

Loitering is defined as a student's presence in a restricted area at an unauthorized time. Loitering is congregating in an area within the school without an intended purpose. No student shall enter upon school grounds or enter any school building to which the student is not assigned after school hours except for purposes of attending or participating in a school-sponsored event in which his/her regularly assigned school is involved or where students from his/her regularly assigned school has been invited to attend or participate. Students are not permitted on school grounds after dark when there are no scheduled activities.

**\*A student who is already the subject of an emergency removal, a suspension, or an expulsion shall not enter upon any District property without the express permission of school officials. Violation of this policy will result in additional consequences.**

### **WEAPONS, DANGEROUS INSTRUMENTS, FIREWORKS AND EXPLOSIVES- RULE 31**

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school sponsored or related activities, functions, or events off school grounds, on school-owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage.

This prohibition applies to firearms, explosives (including fireworks, smoke bombs), knives and other dangerous

objects of no reasonable use to the student at school. It also applies to any look-alike weapon (such as play guns, starter pistols, stun guns, etc. as well as any literature that promotes the construction and/or use of any incendiary devices) or dangerous object (including normal school supplies like pencils or compasses) which a reasonable person might consider, under the circumstances, capable of harming a person or property.

### **C. CHEMICAL ABUSE POLICY**

The Chagrin Falls Board of Education recognizes the serious societal problem of chemical involvement by school-age children. The Board further realizes that the Chagrin Falls Schools are the central developmental institutions for the children of Chagrin Falls. The school is the institution delegated by society to teach students to function in our democracy. Since chemical involvement interferes with the ability to learn and to function, it is the intent of the Chagrin Falls Board of Education to produce a program which:

1. discourages students from becoming chemically involved;
2. protects students from the promotion and sale of chemicals on school property;
3. identifies the students who are chemically involved;
4. intervenes in the chemical involvement of identified students;
5. offers identified students the opportunity to participate in groups providing chemical abuse information and chemical counseling, and offers support counseling for chemical abstainers;
6. refers chemically involved students to appropriate treatment facilities.

**Policy Provisions :** This policy shall be implemented by such procedures, as the administration shall determine using the guidelines outlined below. No student, under the provisions set forth in the Intent and Purpose of the Code of Student Conduct, shall:

1. possess, use, sell, offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse;
2. instigate or conspire with others to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse, including alcoholic beverages or any counterfeit drugs of abuse;
3. use, conceal, sell, purchase, accept, or transmit any substances which are reasonably thought to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be mind-altering substances or drugs of abuse;
4. possess, use, transmit, or conceal any item which is designed for use with illegal cannabis or drugs of abuse;
5. violate any federal, state, or municipal law or ordinance governing conduct not described in Paragraph 1 through 4 above where the student should have reason to understand that such violation has or is likely to have a negative impact on the school or community;
6. possess, conceal, sell, transmit, or use tobacco in any form, or conspire with others to conceal, sell, transmit, or use tobacco in any form.

**Consequence Consideration for Awareness Program Attendance:** The penalty for violation of the Chemical Abuse Policy may be reduced if the student participates in a chemical/tobacco awareness program approved by the school. At the conclusion of the program, an assessment must be performed, and the results of the program and assessment forwarded to the school. The administration reserves the right to determine the appropriateness of the awareness program, and the option to reduce the penalty.

### **D. APPEARANCE GUIDELINES**

We, as administrators, teachers, parents, students, and community, have the right to expect a higher standard of dress in the school atmosphere. While the major responsibility for good grooming rests in the home with the student and parents, the school has certain concerns based on consideration of health, safety, and the maintenance of the school atmosphere that promotes study and learning. Reasonable conformity to current fashions in student dress is to be expected and is appropriate; however, when student appearance becomes extreme and, in the considered opinion of the school administration, violates health or safety regulations, is not in keeping with appropriate dress for school, or violates commonly accepted standards of modesty; such appearance is not acceptable. Students are expected to follow dress code rules at all times. Continuous violations of this dress code may result in further disciplinary action. The following statements are provided as guidelines to promote understanding of a few areas of concern:

1. Any apparel showing suggestive or profane pictures or wording; showing alcohol, tobacco, or drug-related sayings or pictures; promoting sex, violence or self-destructive behavior; or any item that defames the nation, state, community or an individual will not be permitted.
2. Clothing should be so constructed and worn in a manner that is not unduly revealing.
3. Clothing with group markings, same color clothing or accessories symbolizing gang membership will not be tolerated.
4. Proper footwear must be worn at all times in the school buildings.
5. Sunglasses are not to be worn in the building.
6. Hats and bandanas are not to be worn in the building and are to be kept in assigned lockers. Students who choose to wear hooded sweatshirts are not permitted to wear the hoods on their heads.
7. Appropriate undergarments for males and females must be worn.
8. No undergarments should be visible (male or female) whether standing or sitting.
9. Any new "fads" in clothing or anything not specifically covered in the above guidelines, which is considered inappropriate dress shall be dealt with at the discretion of an administrator/designee

## F. TRANSPORTATION

### PARKING / CAR REGISTRATION

1. Driving to school is a privilege and all students' cars or motorbikes **must** be registered. There is a charge for each vehicle registered. A student who fails to register his/her vehicle will be subject to disciplinary action.
2. Purchase of a parking permit is available to Juniors and Seniors with a valid Ohio driver's license . Once a permit has been purchased, parking is available in the designated areas to Juniors and Seniors. Violators may have vehicle immobilization devices put on their vehicles wheel. This device will be removed as a warning once at the end of the day, and then subsequent violations will require a parent/guardian to be present for removal of wheel lock. The vehicle immobilization device can be used because of parking outside of a spot, in the wrong lot, or lack of a parking permit displayed.
3. Safety must be of utmost concern for all students driving on school grounds. A student who drives at **excessive** speeds or violates common safety rules will have his/her parking privileges suspended.
4. Off-street vehicles are **not** to be driven or ridden on the school grounds during school hours. Also, no licensed motorbikes or cycles are to be ridden on the school grounds except on the regular roadway and in the parking lots.
5. Parking privileges will be revoked for students leaving campus without permission during school hours, and if the student fails to act responsibly and abide by school rules.
6. With reasonable suspicion, the school administration reserves the right to search a student's car on school property or at a school activity, with or without the cooperation of the student. Items in a student's car are deemed to be in the possession of the student.
7. The Chagrin Falls Exempted School District is not responsible for any damage that occurs on premises to any student's vehicle or to personal property inside the vehicle

**BUS PASSES:** A student who is not a regular bus rider but needs to ride a bus on a temporary basis must bring a note from his/her parents explaining the reason. Approval must be obtained from the building administrator. Bus passes will be permitted only if there is room on the bus. Bus capacity and availability will be determined by the Transportation Department within the first two weeks of school.

**SCHOOL BUS BEHAVIOR/SAFETY:** Students who ride a bus must follow all rules and regulations set forth by the Transportation Department. A student who repeatedly violates bus rules will have riding privileges suspended pending improved behavior. School Bus Rules and Regulations: All students riding school buses must abide by the rules of conduct established by the transportation department. Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation by school bus. The following rules apply to regularly scheduled bus runs as well as to co-curricular activities, field trips, and athletic events:

1. Pupils shall arrive at the bus stop at least five minutes before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly to an available or assigned seat.
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus (except for required prescription medication).
11. Pupils must not throw or pass objects, on from or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of bus windows.
15. Equipment and assistance for handicapped pupils are under the direction of the driver.
16. Medication is not to be on the school bus unless permitted by policy JHCD-R. Drivers should be notified of potential medical problems.
17. Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects (including glass) are prohibited on the bus.

The Board authorizes the superintendent or other administrators to suspend a student from school bus riding privileges only for up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

**PEDESTRIAN TRAFFIC:** Students coming to and from school must use the designated crosswalks on the front access road. Cooperation is essential.

**BIKE TRAFFIC:** Students are permitted to ride a bicycle to/from school provided they utilize the designated path and lock the bicycle on one of the racks provided. *The Middle School / High School Bike Path* extends from the sidewalk at East Washington and runs through the two ball fields. Bicyclists share this route with pedestrians, and any student not following basic safety procedures or displaying common courtesy may lose the privilege of bicycling to/from school. Bicycles are not to be ridden *anywhere* on campus other than along this designated path. Bike racks are available at the end of such route, where students should park and lock their bicycles before crossing over to the school building as pedestrians, using the designated crosswalk. The school holds no responsibility for lost or damaged bicycles.

## **VI. ATHLETICS/EXTRA AND CO-CURRICULAR ACTIVITIES**

### **A. ACADEMIC ELIGIBILITY FOR STUDENT PARTICIPANTS**

The primary goal of Chagrin Falls Schools is to provide students opportunities for academic success within the maximum levels of their abilities. An ancillary goal is to support an array of co-curricular activities which give students opportunities for application of academic skills, leadership training, and social growth. In order to assure that a balance of time and effort is placed in both of these goal areas, the Board of Education establishes this policy which addresses the maintenance of academic standards for students who participate in co-curricular programs. Participation in co-curricular activities is a privilege and behaviors that violate school policies may result in that privilege being denied.

## **B. PARTICIPATION IN ACTIVITIES**

The grades of pupils who are involved in co-curricular, athletics, and extracurricular activities are monitored so that students who need help will receive assistance in learning to balance commitments to academic and additional pursuits. In-school and out-of-school time requirements for pupils vary not only according to each activity, but also according to what extent individuals choose to become involved. Since time demands vary widely and would be impossible to monitor, the definition for activities is comprehensive with only the exceptions listed as follows:

**Activities Covered by the Policy** - Covered are school-sponsored programs in which students participate as players, performers, officers, and chairpersons.

**Activities Which Are Not Covered by the Policy** - Exempted are the following: (1) after-school activities which are part of coursework for which students receive a grade; i.e., band and choir practices and performances, and educational field trips outside the school day; (2) activities, subject area clubs (except officers and chairpersons), class activities and projects (except officers and chairpersons), and attendance at school functions.

## **C. FULL ELIGIBILITY STATUS**

For purposes of academic eligibility, pupils in grades 9-12 who carry grade point averages of 2.0 or more for the preceding grading period (A NON-CUMULATIVE G.P.A.) will be able to participate in co-curricular activities. In addition, pupils in grades 9-12 may not have more than one reported F during the current grading period.

## **D. CONDITIONAL ELIGIBILITY STATUS**

For the purpose of academic eligibility, pupils may seek and receive conditional status if their G.P.A.'s fall below 2.0 for the preceding grading period but are within Ohio High School Athletic Association minimums.

Conditional status will be determined by educators who will review factors which relate to cases individually. Such factors shall include, but not be limited to, past academic performance; ability as indicated by special class placement, assessment information which is on file, and teacher recommendations; evidence of improvement and/or attempts towards improvement; good attendance; completion of routine in-class and homework assignments; efforts to get assistance via school personnel, peer tutoring, tutoring provided at home, etc. Should conditional eligibility be granted, the students will agree to a plan for improvement and must follow through on those commitments.

It is recommended that a review for conditional status include the student, parent(s)/guardian(s), administrator/counselor, advisor/ coach, teacher/support staff person. It is recognized, however, that in some cases--particularly with young, special education, or troubled students--working in a less formal manner may be best for the pupil. The principal or designee shall determine whether group or individual consultation is preferable.

## **E. INELIGIBLE STATUS**

Pupils will be declared ineligible under the following conditions:

- grades fall below O.H.S.A.A. minimums,
- conditional eligibility is not granted;
- conditional eligibility is revoked;
- the pupil has more than one reported F during the current grading period.

In order to be eligible for participation in athletics in the State of Ohio (Ohio High School Athletic Association), a student in grades 9, 10, 11 or 12 must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in subjects that earn a minimum of 5.0 credits per grading period toward graduation. Removal from extracurricular activities within the athletic department will be reviewed by the Athletic Director and recommended to the Principal for a final decision.

## **F. MONITORING STUDENTS**

Parents and students can monitor progress using Infinite Campus. In addition, pupils on conditional or ineligible status will receive attention as follows:



### **Other Considerations**

- administrators will determine eligibility periods for athletics.
- a brief log of procedures, positive outcomes, concerns, and statistics will be kept
- reports will be made periodically by the Superintendent
- the Board shall review the policy annually

### **G. CHEMICAL INVOLVEMENT CODE**

The Chagrin Falls Board of Education believes that chemical involvement by school-aged children interferes with their ability to learn and to function. In order for our youth to have the maximum opportunity to reach their full educational potential and emotional development, the Board encourages all students to remain chemically free. To this end, when a concern about any student relating to possible substance use/abuse is determined to be of a serious nature, a student/parent/staff conference will be held to discuss the issues. The Board establishes requirements for students who participate in school-sponsored, extra-curricular and co-curricular activities. These requirements set standards for the non-use of alcohol and drugs. It is expected that each coach/advisor will establish standards of conduct appropriate for his/her activity and administer discipline on a day-to-day basis.

**Definition of Student Activity:** This code is applicable to students in any non-credit student activity, all athletes 7-12, and all activity participants 7-12. A non-credit student activity is any activity that meets, performs, or practices at times other than, or in addition to, the regular school day and school year. (Activities that are required as a part of the regular school curriculum are considered co-curricular and are covered under the **Code of Student Conduct**.) For purposes of clarity, non-credit student activities will be referred to as extra-curricular activities. **Although student compliance is encouraged throughout the year, it is required for twenty-four hours a day, seven days a week during the activity season.**

**Philosophy of Chemical Involvement Code:** The Chagrin Falls Exempted Village Schools recognize the use of mind-altering chemicals as a significant health problem for many adolescents and their families, resulting in negative effects on learning, behavior, and the total development of individuals. The use and abuse of mind-altering chemicals for some adolescents affects the development of skills for co-curricular activities and participation in those activities. Others are affected by the use and abuse of fellow activity participants or other significant persons in their lives. Co-curricular activities make school life richer and more rewarding and adherence to certain behavior codes enhances an individual's pattern of living. Advisors and coaches have a unique opportunity to observe behaviors, as well as performance, to confront, and to assist young people. The Chagrin Falls Exempted Village Schools, therefore, support education and awareness in adolescent chemical use problems for co-curricular activity participants and their families, advisors, coaches, and administrators. The harmful effects of chemical use are well documented. The dangers of chemical use are taught throughout the health courses in our schools, and this behavior code is consistent with the District philosophy and curriculum.

**Chemical Involvement Code Definitions:** Twenty-four hours a day, seven days a week for the duration of an activity, no student at any location shall:

- Possess, use, sell, offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse, including anabolic steroids;
- Instigate or conspire with others to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse, including alcoholic beverages or any counterfeit drugs of abuse;
- Use, conceal, sell, purchase, accept, or transmit any substances which are reasonably thought to be drugs of abuse, sold as drugs of abuse, or inferred by the seller or buyer to be mind-altering substances or drugs of abuse;
- Possess, use, transmit, or conceal any item which is designed for use with illegal cannabis or drugs of abuse.

### **Procedures**

When an incident is brought to the attention of an administrator, facts will be gathered and a determination of whether a violation has occurred will be made, and assessment of penalty, if appropriate, will be given. The student and parents will be notified of the decision by telephone with written confirmation to follow. The

written confirmation will notify the student and his/her parents of the appeal procedure and will include a written statement of the violation.

The student or his/her parents may appeal the decision to a Review Board by submitting a written request to the Principal within five calendar days of the initial telephone or written notification. The Review Board will consist of an administrator (other than the person who initiated disciplinary action), the appropriate coach(es)/advisor(s) and a guidance counselor. The administrator presenting the evidence and the student will attend. The student's parents will be invited to attend. The student and his/her parents will be notified of the date, time, and place for the Review Board meeting by telephone with confirmation in writing.

An appeal to the Review Board, made within the five-day limit, will temporarily stay the penalty until after the Review Board decision. School personnel, the student, and parents will cooperate so that the Review Board meeting can be held as quickly as possible and the matter can be resolved. If the Review Board affirms that a violation has occurred, the penalty will be implemented by the building administrator on the day the Review Board decision is announced.

A final appeal may be made to the Board of Education. The appeal must be submitted to the Superintendent in writing within five calendar days of verbal notification of the student's violation. There will be no stay of the penalty pending this appeal. The Board of Education may only remove the violation from the student's record and discontinue a penalty. **NOTE:** The Board of Education will only review the procedures of the case including the Review Board appeal. It may or may not decide to hear an appeal before the Board based on its review of the case.

**Penalties - Alcohol and/or Drugs :** Penalties for violations outlined in #1 through #4, alcohol and drugs, of the behavior code for student activity participants are listed below. The actual length of the activity will be determined by the Principal. Generally it will be the practice and playing season for sports and a set number of weeks based on a part-time or year-long schedule for co-curricular activities.

1. **First Violation:** For activities which have a schedule of public playing dates or activities, a first violation of the Chemical Involvement Code will result in removal from participation for two weeks or three events, whichever is less. A student is allowed to practice with the team or organization but not play. For those activities which do not normally have a schedule of public playing dates or activities, a first violation of the Chemical Involvement Code will result in removal from participation for the equivalent of two weeks or three events, whichever is less. The schedules of activities will be determined by the coach of the sport or the advisor of the activity, and the principal's designee. After a first violation and before the student is permitted to resume participation in activities, a conference will be held with the student and school representative(s). The purpose of this conference will include a review of school policy and expectations. The student and parent(s) will be advised of the penalty for a second violation.
2. **Second Violation:** A second violation of the Chemical Involvement Code will result in removal from participation in all activities for one (1) calendar year. The student will not be allowed to practice or play during the removal period. Conferencing, as described above, is required before a student may resume participation.
3. **Third Violation and Subsequent Violations:** A third or subsequent violation of the Chemical Involvement Code will result in removal from participation in all activities for the duration of the student's high school. The student will not be allowed to practice or play during the removal\period. Reinstatement into activities may be allowed through the petition process after 18 months with no additional violations.
4. **Third or Subsequent Violation--Alternate Penalty:** If a student agrees to follow the recommendation of a school-appointed assessment team, his/her removal from participation will be limited to one calendar year. Failure to follow through with the recommendation will result in removal from participation for the duration of the student's high school or high school career.

**Violations:** Violations of the Chemical Involvement Code will be cumulative throughout the student's high school

career. Upon entering high school, violations will not be transferred to the high school. (A high school student will start at the high school level with zero violations.) Violations will be cumulative through the student's high school career (starting in ninth grade). After a period of eighteen consecutive months, a student may petition the administration to clear his/her record of a violation if no subsequent violations on this policy have occurred during that period.

**Smoking** : During the activity season a student shall not smoke, conceal, possess, purchase, accept, or transmit any tobacco product, nicotine, electronic vaporizers, etc.

#### **Penalties for Smoking**

1. **First Violation:** A first violation of the Smoking Code will result in removal from participation for one (1) game or one (1) week, whichever is less.
2. **Second Violation:** A second violation of the Smoking Code will result in removal from participation for two (2) games or two (2) weeks, whichever is less.
3. **Third Violation:** A third or subsequent violation of the Smoking Code will result in removal from participation for the duration of the current activity season.

**Additional Considerations:** If a violation occurs before games and/or activities begin, the penalties for such violations will commence on the date of the first game and/or activity.

**Administrative Discretion:** The administration reserves the right to modify and determine the appropriateness of any penalty.

#### **H. INTERSCHOLASTIC SPORTS**

Chagrin Falls High school has a variety of sports activities available to students. The high school is a member of the Chagrin Valley Conference and participates in all league sports. In addition, teams participate in many non-league games and meets. The major sports may have freshmen, junior varsity, and varsity teams, depending upon enrollment. In addition to the interscholastic sports' schedule, there may be a program of intramurals in the fall, winter and spring contingent on student interest. The following is a list of the sports offered:

Baseball, Boys	Lacrosse, Boys and Girls
Basketball, Boys and Girls	Soccer, Boys and Girls
Cheerleaders, Girls	Softball, Girls
Cross Country, Boys and Girls	Swimming, Boys and Girls
Football, Boys	Tennis, Boys and Girls
Golf, Boys and Girls	Track, Boys and Girls
Gymnastics, Girls	Volleyball, Girls
Ice Hockey, Boys	Wrestling, Boys

#### **I. PUBLICATIONS**

(Subject to editorial control by Administration.)

- **Prism** - The high school's literary magazine is a collection of student literature and art, published in May.
- **Tiger Times** - The high school's newspaper covers the day-to-day activities of the high school
- **Zenith** - The school yearbook, reflects the year's events.

#### **J. CLUBS AND ORGANIZATION**

For a complete list of Clubs and Organizations please visit [www.chagrinclubs.weebly.com](http://www.chagrinclubs.weebly.com)

#### **K. STUDENT PRODUCTIONS**

There are three major student productions during the school year: the fall play, the spring musical and the Orange

and Black Review. All students are encouraged to try out.

#### **L. STUDENT ELECTIONS**

Each class selects a president, vice-president, secretary/treasurer, and Student Council representatives. The entire student body elects a Student Council president, vice-president, and secretary/treasurer. Student Council and class officers are elected in the spring. Student Council representatives are elected in the fall. A qualified student may run for any office by circulating a petition and collecting the specified number of signatures. All student elections are conducted by the Student Council. Petitions are available from the Student Council advisor.

#### **M. DANCES**

Students attending dances such as Homecoming, Winter Formal and Prom will be permitted to bring a date who is not a student at Chagrin Falls High School. Non-students must complete the Dance Guest Permission Form and submit this prior to the purchase of the tickets for the dance. Proper attire is required for admittance to these dances. Students not dressed appropriately may be denied admittance. All students are subject to the approved Code of Student Conduct of Chagrin Falls Schools. Students who leave the dance prior to the ending time will not be permitted back into the dance. Students may be removed for dancing that is deemed inappropriate by the chaperones. **\*Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level.**

### **VIII. STUDENT SAFETY EMERGENCY PROCEDURES**

#### **A. FIRE DRILLS**

Fire drills are set up to help prevent injuries and deaths during an emergency and are required by state law. A buzzer signals the fire alarm. Students should walk until they are safely outside. Whenever the fire alarm sounds, the building must be cleared immediately. Students are to leave with their classroom teachers whenever possible. When out of the building, students are to move as a group with their teacher as far away from the building and entrances as possible. Trial fire drills are held periodically. Before leaving the building, be sure all windows and doors are shut and lights are off. Every room has instructions posted showing which exits to use for an alarm. When the alarm sounds:

- Use the proper exit route to the outside.
- Walk quickly, don't run.
- Be quiet so that instructions can be heard.
- Move away from the exits and off the access roads once you get outside the building for safety and access of emergency vehicles.

#### **B. INTRUDER ALERT GUIDELINES –A.L.I.C.E. DRILL**

In the unlikely and unfortunate event that an intruder is in the building, it is essential that students and staff be familiar with procedures in order to respond quickly. Periodically, an A.L.I.C.E. drill will be implemented for this purpose.

#### **C. EMERGENCY SCHOOL CLOSING**

The Superintendent decides when to close school. Local radio and TV stations will be notified and closings will be announced on the 11:00 p.m. and the 6:00 a.m. news. Listen to news programs and do **not** call administration or staff members at home. If notice is not broadcast, assume school will be in session.

**EMERGENCY HOTLINE:** Remember, you may call the emergency hotline, **247-5518**, if you have any questions concerning school closings. The hotline will be updated **AS EARLY AS POSSIBLE ON DAYS THAT SCHOOL IS EITHER CLOSED OR DELAYED**. This line will not include information regarding events.

#### **D. TORNADO DRILLS**

There will be periodic tornado drills during tornado season. Drills and warning will be announced over the P.A. system and/or by sirens. Each class is to report to the specified shelter area. Check the *School Safety poster* located near the exit door of each room for additional information.

#### **E. SURVEILLANCE CAMERAS**

For students' safety and welfare, video cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement.

#### **F. VISITORS**

The Chagrin Falls Exempted Village School District **welcomes parents and other citizens of the District as visitors in our schools** and appreciates all of those who volunteer within our schools. We sincerely value the benefits of having our families and our community members involved in our students' education. For the safety of those visitors and volunteers along with the safety and privacy of our students and staff, there are several policies and procedures to which everyone must adhere.

All visitors and volunteers must inform the teacher(s) and/or administrator of the date, time, and purpose of their visit prior to their arrival. All visits should be for educational purposes. Unexpected visitors may not be permitted into the school building. Each school building's front entrance is equipped with a buzzer and camera system. This is the only entrance that visitors and volunteers will be permitted to enter. Any person requesting to enter the building must press the buzzer, be seen on the camera, and when asked, state their name and the reason for their visit. Office staff will unlock the door for entrance for all visitors and volunteers. According to Board of Education Policy KK, all visitors must report directly to the school office when entering to receive authorization prior to advancing through the building. In the office, visitors must be prepared to:

- show identification if requested
- sign in and obtain a visitor's sticker/badge
- remain in the office until a staff member comes to greet and escort them into the building

Volunteers for the Chagrin Falls School District (on campus or off campus for a field trip/school related activity) are critical to enhancing the success of all of our students. We know that you will treat all students with respect and have only the best of intentions. All volunteers should be scheduled for specific activities through school staff members and/or administrators. For everyone's protection, these guidelines should be followed:

- Follow all visitor procedures and policies outlined above.
- If a student needs help in a restroom or locker room, please inform the nearest staff member to attend to the situation as it would be inappropriate for a volunteer to be involved in that contact.
- If a student(s) becomes verbally or physically aggressive with you or another student, please inform the nearest staff member to attend to the situation, as it would be inappropriate for a volunteer to be involved in that contact.
- If you witness or hear of any unsafe behaviors, please inform the nearest staff member and/or follow up by submitting what you saw/heard in writing to the school principal or guidance counselor.
- Physical contact with students should be limited to assisting them with their outerwear (e.g. zipping coats, tying shoes) or a gentle high-five. At no time should a volunteer ever place hands on a student without a pre-approved, educational purpose (e.g. physical fitness demonstrations, school assembly activities).
- When working with students on academics either one-on-one or with a small group, you should remain visible to a staff member and/or work in a common/public area where others can see you.

According to Board of Education Policy KGB, while on school grounds, all visitors and volunteers are to abide by all applicable laws, local ordinances, and District/Building policies and regulations. Visitors and volunteers on school grounds may not disrupt, disturb or interfere with the teaching of any class or any other activity in the school or on the school grounds. All visitors and volunteers will be treated with respect from district staff and per Board policy, are expected to treat all district staff with the same respect, refraining from any type of verbal/physical

assault, obscene language and menacing behaviors.

#### **G. CRISIS MANAGEMENT**

The Chagrin Falls Schools have a disaster plan in place to address a myriad of potential adverse events, including severe storms, fires, natural disasters or unwanted visitors to our school buildings. Each building and the staff members in those buildings are familiar with the crisis plan and what actions they are to take to safeguard the children in their charge.

### **IX. HEALTH**

#### **A. CLINIC**

The District Nurse is at different buildings throughout the week. The combined CFHS/CFMS Clinic is located in the Middle School and is staffed Monday through Friday from 9:30 a.m.-1:45 p.m. (hours subjected to change). The school should be informed of any problems that may affect a student's capacity to perform in school. Please inform the nurse of any student health problems that should be noted. The nurse maintains health records for all students.

#### **B. COMMUNICABLE DISEASES**

If your child has any communicable diseases such as chickenpox, measles, mumps, scarlet fever, strep throat, impetigo, conjunctivitis, scabies or head lice, please report it to the school immediately. If you have any questions regarding any of the above diseases, call the nurse, but please **DO NOT SEND YOUR CHILD TO SCHOOL** if he/she has a suspicious rash, high fever, or other disease/sickness. The nurse may advise you if medical evaluation is needed. Students must be fever free and have no episodes of vomiting for 24 hours before returning to school after an illness. The principal of the school has the authority to exclude any student from classes when the health and welfare of that student or group are in question.

#### **C. ILLNESS/INJURY AT SCHOOL**

Should a student become ill or is injured (minor) during the school day, he/she should obtain a pass from their classroom teacher and report to the attendance office secretary. The student will be referred to the nurse, if available. If the injury or illness requires more treatment, the school will contact the parents/guardian, and arrangements will be made to send the student home. Emergency phone numbers and information, by law, must be on file for each child.

#### **D. IMMUNIZATION REQUIREMENTS**

The Revised Code for the State of Ohio, Section 3313.67 provides: all pupils who are not fully immunized, or do not have a waiver on file, or do not fully meet the "in the process" criterion, are to be excluded from school on the 15th day following admittance. As the Ohio Department of Health reviews and revises immunization requirements annually, please contact the District Nurse @330-998-3350 with any questions regarding current immunization requirements.

#### **E. MEDICATION PROCEDURE:**

##### ***Administration of Medication by School Personnel- Prescription and Non-Prescription:***

In order for a student to receive medication at school (prescription and over-the-counter), a parent/guardian must complete and submit to school personnel a **Request for the Administration of Medication by School Personnel** form, which is available from the Clinic, School Office and online. The completed form must be signed by both parent/guardian and a physician/dentist/nurse practitioner.

All medication must be brought to school by the parent/guardian in the original container. Medication will be kept in a central location in a locked cabinet. The school administrator or his/her designee will administer the medication. Unused medication will be returned to the parent/guardian to avoid unsafe transfer on school grounds, in the classroom, or on the school bus. Unclaimed medication will be destroyed at the end of the school year. Information regarding student medication will remain confidential. Parents must inform the school when there are changes, which affect student medications.

Students have the right to possess and use **rescue inhalers, epinephrine auto injector pens**. In order for a student to possess the medications he/she must have written approval from the student's physician and parents. The right

applies at school or any activity, event, or program sponsored by or in which the student's school is a participant. Forms for self-administration of these medications are available from the Clinic, school offices and online.

#### **F. SCREENINGS - HEARING AND VISION**

Per state law, hearing and vision is routinely screened for students in the 9<sup>th</sup> grade and the 11<sup>th</sup> grade. In addition, all students new to the district are screened. Any defects that are identified by the nurse are reported to the parents for further evaluation. If you do not want your student to participate in the hearing and vision screenings, please notify the nurse.

### **X. GENERAL INFORMATION**

#### **A. ADDRESS CHANGE**

The parents of students who move are responsible for contacting the school (Pupil Services Office 247-4670) to report their change of address and phone number. It is very important that the school have current addresses for medical emergencies, mailing grade cards, etc.

#### **B. AFTER SCHOOL GUIDELINES**

Whenever a student stays after school, he/she must be under the direct supervision of a staff, faculty member or other adult supervisor. Students, who stay after school to receive assistance from a teacher, must be with that teacher at all times. Students, who stay after school for an after school activity, must be with their adult supervisor at all times.

#### **C. ANNOUNCEMENTS**

Announcements are made over the P.A. system or via television daily. Announcements should be turned in no later than 7:15 a.m. Announcements must be approved by an advisor or administrator, who will email them to the attendance secretary. The administration reserves the right to decide to exclude suggested or requested announcements for reason of time, content or otherwise. End-of-the-day announcements will only be made when absolutely necessary.

#### **D. EIGHTEEN YEAR-OLD STUDENTS**

Students 18 years of age and older are considered by law to be adults. However, the school believes that as long as a student is living at home and is supported primarily by his/her parents, the parents should continue to be involved in the child's education. Parental notes and phone calls confirming absences will be required for all students.

Eighteen year old students who are not residing with their parents may attend school only if:

- They have established residency within the school district on a permanent basis, and
- They are self-supporting.

If there is some question as to whether an eighteen-year-old student is meeting either of the above conditions, the school reserves the right to request legal/written documentation to verify that the conditions are being met.

#### **E. ELEVATOR USAGE**

Use of the elevator is reserved for disabled students possessing a medical excuse. In order to obtain an elevator key from the office, permission must be obtained from the nurse or administration. Those granted the use of the elevator shall comply with the established regulations. Unless assisting an injured student, other students are not permitted to ride the elevator.

#### **F. FIELD TRIPS**

The Chagrin Falls area provides an opportunity for supplementing the classroom experience through visits to neighboring museums, industries, scientific and cultural establishments, and many other points of interest. All trips must meet the objectives from the course of study for the class. The trip should be a unique experience that makes it a worthwhile reason for a student to miss other classes. CFHS Field Trip Permission Slips must be on file for all pupils participating in a school-sponsored field trip, whether during or after school hours. Accepted school wear may not always be appropriate. The site or event to be visited will be the determining factor on what is proper dress. The Code of Conduct for Chagrin Falls High School is in full force on field trips as it would be during a normal

school day. It is the responsibility of the student to make arrangements with teachers to make-up any classroom work or tests missed while on a field trip

### **G. FOOD SERVICE/LUNCH**

Students are not permitted to have food or drink (other than water in a plastic container) in the school hallways. Food service is provided for students each morning before school and for Commons students throughout the school day, but all food and drink must be consumed in the cafeteria. Cafeteria hours are as follows:

1. All Students: 7:15-7:35 a.m. and during assigned lunch periods. Commons Students: All times except the last five minutes of each period and during class changes.(NOTE: Cafeteria is closed between 1:00-1:30 p.m. for cleaning and closed for the day at 2:00 p.m.)
2. Chagrin Falls High School has a closed lunch period. This means that all students will eat lunch at school and remain on the grounds. No one is permitted to leave. Seniors with Open Campus privileges (p. 23) are the only exception to this rule and must sign in/out in the High School office. Each student is assigned one lunch period and the time is indicated on his/her schedule. All students are expected to eat in the cafeteria. No food is to be taken from the cafeteria into the halls and consumed outside the cafeteria.
3. Backpacks and Bookbags will not be permitted in the Lunch serving area.
4. While in the cafeteria, individuals are expected to behave in an orderly manner respecting the rights of others. Students are expected to keep their area neat and clean, the chairs in line, and the floor cleared of food and paper. Students who are uncooperative may be assigned seats or issued disciplinary action.

### **G. HOMEROOM**

Students are assigned to homerooms by grade level as determined by the number of academic credits they have earned. The homeroom is used as a focal point for many activities.

### **H. THE LIBRARY/MEDIA CENTER**

1. The LMC provides students and teachers a place to gather information, read and study in an intellectually stimulating atmosphere. The LMC is a place where individuals to large groups will be instructed on utilizing LMC resources to promote lifelong learning.
2. Students are expected to maintain a quiet atmosphere and respect the rights of others needing a quiet place to read and study. Quiet collaboration is acceptable in the collaboration section of the library, but educational aides may request a silent library for various reasons.
3. A student who has an assigned study hall must obtain a pass from the study hall teacher in order to use the LMC. The number of students leaving study hall to come to the library will be the discretion of the library media specialist. Students will remain in the library until the end of the period.
4. Commons students may use the LMC for school related research and reading purposes upon approval of the Commons supervisor
5. All students must sign in at the circulation desk upon arrival in the library.
6. Discipline situations or misuse of LMC may result in exclusion and referral to the office.
7. The LMC hours are 7:40 – 2:50pm
8. Timeline for Loaned Materials
  - AV materials – 3 days
  - Circulation periods: Books – 3 weeks
  - Periodicals – 3 weeks
  - Books on Tape – 3 weeks
  - Reference and Reserve Items - Overnight
9. Overdue Policy: Students are strongly encouraged to return all borrowed materials on time. Students will receive overdue notices for missing items. Students who fail to respond to overdue notices after three weeks may have some or all of the following occur: Revocation of library privileges, report card held, and the understanding that fines will carry with the student throughout their high school career.
10. Computer use: District policy must be followed. The LMC computer policy is posted in the library.



## **I. INNOVATION LAB**

The Innovation Lab provides students and teachers a place to research, collaborate, and create in an intellectually stimulating atmosphere. Students can attend the Innovation Lab with their class or independently to study, work on coursework, and to create projects. Students are expected to follow the rules and procedures of the Innovation Lab including, but not limited to pass guidelines, materials usage, working only with adult supervision, and being trained on equipment prior to use.

## **J. LOCKERS**

Lockers are assigned to each student. Students may not change lockers without permission from the office. Lockers are also available in the athletic locker rooms for students to secure belongings during physical education classes and/or extracurricular practices/games. Although locks are not required, they are strongly recommended. Students are responsible for all contents in their assigned locker. Lockers are school property, and the school retains the right to search lockers and their contents at any time. There should be no expectation of privacy. Students are responsible for the cleanliness of their assigned lockers inside and out. Writing is not permitted on lockers. Cleaning materials are available in the office. Thefts or other locker problems should be promptly reported to the office.

## **K. LOST AND FOUND**

Articles that are found should be given to the school office. Before reporting an item lost or stolen, please check with the Attendance Secretary. If items are not claimed by July 1, they will be donated or disposed.

## **L. OFFICE**

The school office is open daily from 7:00 a.m. until 3:30 p.m. School business is conducted in the office and students are expected to be courteous and considerate. The school telephone is for school business and may not be used by students except with permission in cases of emergency and for school matters.

## **M. PARENT/TEACHER CONFERENCES**

School conferences are held twice a year, and teachers are available for conferences during their daily preparation periods. Students and parents may contact teachers at school (247-2072 plus extension number; see directory) for an appointment. When necessary, teachers will arrange to meet with students and parents before or after school.

## **N. SaferOH TIPLINE**

If you know of any information that could harm our school, students, or staff, you can call or text the **SaferOH TIPLINE** to report it at 1-844-SaferOh (844-723-3764). Your call is anonymous. Follow the instructions given to you over the phone.

## **O. THEFTS**

If a student finds any personal property (clothing, money, etc.) missing, he/she should immediately report it to the office and complete a "Missing Property Report." Students are reminded that they should keep their hall and gym lockers locked and secure valuables within their lockers. The school assumes no responsibility for lost or stolen items at school or school sponsored activities.

## **P. TRANSFERS AND WITHDRAWALS**

A student who is transferring to another school should obtain a withdrawal slip from the guidance secretary and have it signed by each teacher as he/she returns textbooks. All school materials must be returned. The guidance secretary must be given the name of the new school and the student's new address. The office will send a transcript of credits to the new school upon written request of the parent/guardian or student if he/she is over 18 years old.

## **Q. WORK PERMITS**

State law requires that students have a work permit for each job they have after school and during the summer vacation. Application forms are available in the school office and online at [www.com.state.oh.us](http://www.com.state.oh.us). A copy of the student's birth certificate, employer ID number and hours and days worked are requirements for acquiring a work permit. Work permits are now processed on-line and could take up to three days to be issued. Unless work is educationally related, (i.e. vocational classes and necessary work component) students will not be excused from

classes for the purposes of work, unless excused by the Superintendent.

## **R. REGISTRATION**

Parents/guardians wishing to enroll his/her child must live within the school district and provide the following information:

- Birth Certificate \*
- Proof of residence
- Immunization records \*\*
- Custody papers (if applicable)
- Proficiency history
- IEP/504 if applicable

\*Ohio Law (S.B. 321, 4/9/85) also requires that a birth certificate and official records from the school of previous attendance be presented upon entry. Failure to provide these documents must result in notifying local enforcement officials of a possible missing child.

\*\*Ohio Law requires all students to be immunized against communicable diseases or be in the process of receiving immunizations before they are enrolled in school. All new students will not be permitted to remain in school for more than 14 calendar days unless immunization is complete. (See Section III, Immunization Requirements)

Special Needs Information At time of registration, it is beneficial for parents to alert school personnel about any special student needs (i.e. special education issues, IEP's, past behavior and/or learning concerns, medical issues, etc.)

## **S. TUITION AND NONRESIDENT STUDENTS**

Except for students placed in the school district by child placement agencies, by court order, for special education purposes, or through legal guardianships, children of non-residents are not accepted for enrollment. A student whose parents or guardians move outside the school district during the school year may be granted permission to finish the semester on a tuition basis, as per Board Policy JECB-R.

## **APPENDIX**

### **INCIDENTS OF DISCIPLINE**

The district strives to provide a safe learning and working environment for all students and school staff. However, when a violation of the student code of conduct and/or board policy occurs, including harassment, intimidation, and dating violence, the district follows a process for accepting, investigating, communicating, and reporting complaints in alignment with board regulation. No one shall retaliate against an employee or student because he/she files an incident report.

**Step 1: Reporting** - Students and/or their parent(s) or guardian(s) and school staff may file verbal or written reports regarding suspected discipline infractions. Reports of hazing, harassment, intimidation, bullying and/or dating violence are calculated for required state reporting. Written and verbal reports must be reasonably specific including the person(s) involved and place(s) of the alleged conduct, the target of the suspected discipline infraction if one exists, and any potential student or staff witnesses. Reports should be submitted as close to the date of the suspected infraction as possible. Reports filed with staff members other than the principal are promptly documented in writing and forwarded to the building principal/designee for review. If a verbal report is made by a student, the principal will promptly notify the reporting student's parents that an issue came to their attention. No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

Students who make a report may request anonymity by the school staff member and principal who receive the complaint. The complaint is reviewed and reasonable action is taken to address the situation to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts in violation of the student code of conduct and/or board policy.

Students are prohibited from deliberately making false complaints and may be subject to a full range of disciplinary consequences.

**Step 2: Investigating** - All complaints are investigated promptly. Investigations will include a review of the submitted report, discussion with alleged victim(s), alleged violators, and potential witnesses. Investigations may include additional steps, as well. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts were in violation of the student code of conduct and/or board policy, and a recommendation for intervention, including disciplinary action, when acts are verified. Where appropriate, written witness statements are attached to the report.

When hazing and/or bullying is based on race, color, national origin, sex, or disability, and the behavior creates a hostile environment, the hazing and bullying investigation is suspended while the applicable nondiscrimination grievance procedures are implemented. If you believe this to be the case, you may notify the Assistant Superintendent at [nondiscrimination@chagrinschools.org](mailto:nondiscrimination@chagrinschools.org).

**Step 3: Intervention** - School personnel are encouraged to address discipline infractions, including hazing, bullying, and/or dating violence, in other interactions with students. School personnel may find opportunities to educate students about violations of the student code of conduct and/or school policy and help eliminate such prohibited behaviors through class discussion, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the perceived purpose or effect of ridiculing, humiliating, or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation, or bullying.

When discipline infractions and/or acts of hazing, bullying, and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered in violation of the student code of conduct and/or board policy.

When discipline infractions and/or acts of hazing, bullying, and/or dating violence are verified and discipline is warranted, student are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action. In and out of school suspensions may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed only after a hearing before the Board, a committee of the Board or an impartial hearing officer designated by the Board in accordance with Board policy. This consequence is reserved for serious incidents of misbehavior including but not limited to harassment, intimidation or bullying and/or dating violence when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

**Step 4: Communication** - If acts of discipline infractions are verified, the building principal/designee attempts to notify the custodial parent or guardian of the perpetrator, by phone or in writing, of that finding. If disciplinary

consequences are imposed against such student, a description of discipline is included in the notification. The principal notifies the school staff responsible for working with the perpetrator to inform them of the findings and intervention.

Regardless if, after the investigation, acts of discipline infractions including hazing or bullying are verified, the building principal/designee attempts to notify the custodial parent/guardian of the victim by phone or in writing. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator. Principals shall allow access to any written reports pertaining to the incident, to the extent permitted by law. The principal notifies the school staff assigned to work with the (alleged) victim to inform them of the findings and intervention, if applicable. BOARD POLICY JFCF / HAZING AND BULLYING

#### **NON DISCRIMINATION STATEMENT (EQUAL EDUCATION OPPORTUNITY)**

It is the policy of the Chagrin Falls Exempted Village School District to provide an equal educational opportunity to all students. Conditions of education in the school district are applied without regard to race, creed, handicap, religion, color, national origin, sex, age, sexual orientation, or political affiliation.

The District complies with the provisions of Title IX of the Education Amendments of 1972 and implements Regulation (45 CFR, Part 86) as it affects students and parents of students. This regulation prohibits discrimination on the basis of sex in federally assisted education programs and activities.

1. Basic Objective:

The objective of this procedure is to secure equitable resolution of grievances, at the lowest possible administrative level in the shortest amount of time.

2. Definitions

- a. A "Grievance" is any alleged violation of the Regulation (45 CFR Part 36) set forth to implement Title IX of the Educational Amendments of 1972.
- b. A "Grievant" is the person or group of persons making the complaint. Students under the age of 18 may be represented by their parents or legal guardians.

3. Level One

A person with a grievance may submit a written statement outlining the grievance and discuss it with the appropriate building administrator. The administrator will consider the grievance, gather facts, and notify the designated Title IX Compliance Officer of the grievance. The Compliance Officer will assist in interpretation of the Regulations and act as an advisor in the matter. A decision will be rendered in writing by the administrator within five (5) school days of the initial discussion. Copies of the decision will be supplied to the grievant and the Compliance Officer, and will be placed in the grievant's file.

4. Level Two

If the grievant is not satisfied with the Level One decision, he/she may appeal the grievance in writing to the Superintendent of Schools within five (5) school days of receipt of the written Level One decision. The Superintendent shall investigate and render a decision in writing within ten (10) school days of receipt of the written grievance.

#### **PHYSICAL EDUCATION & FITNESS CENTER RULES**

1. Prior to facility use all participants are required to sign permission and waiver form and a participation/medical information form.
2. Students are not permitted in the fitness center unless they are supervised. Students must listen to the supervisors.
3. All equipment should be put away, wiped down (sanitized) and weights unloaded when done using them. Report immediately any equipment irregularities to a staff person.

4. Proper attire is required in accordance with our student handbook.
5. Report an injury or discomfort immediately to a staff member.
6. No food may be consumed in the Fitness Center. There is a strict water only policy in effect.
7. When using weight machines, a spotter must be used. Working out with a partner is strongly advised in all other situations.
8. Jewelry cannot be worn.
9. Students may not chew gum.
10. Clean, non-marking athletic shoes must be worn in the center.
11. Equipment must be treated with respect and in a safe manner. Students should not use equipment without proper training.
12. Absolutely no horseplay or inappropriate behavior will be tolerated.
13. Do not bring any valuables into the fitness area.

### **SEXUAL HARASSMENT**

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring within District buildings or on school grounds, on other District-owned property, or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

The Board has developed complaint procedures for victims and has identified punitive measures which may be imposed on offenders.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.
4. Examples of sexual harassment conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays of sexually suggestive or obscene objects or pictures in the workplace.

The Grievance Officer: The Superintendent or his/her designee will be vested with the authority and responsibility of processing all sexual harassment complaints.

Sexual harassment matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Discipline may be imposed against the accused and retaliation is prohibited.

Procedure:

1. Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident(s) to the appropriate grievance officer.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process.
  - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the alleged facts.
  - b. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
  - c. The grievance officer will investigate the charges.

- d. On the basis of the grievance officer's investigation, he/she may:
  - i. Attempt to resolve the matter informally through conciliation or
  - ii. Report the incident and notify the parties by certified mail of his/her official action relative to the complaint.
- e. After reviewing the record, the Superintendent or his/her designee will determine appropriate action to be taken.

### **STAFF-STUDENT RELATIONS**

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make deprecatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program, have been approved by the building principal and are properly supervised, are prohibited
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues
5. Staff Members shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.

12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

#### Social Networking Websites

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information on any website that might result in a disruption of classroom activity. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff is prohibited from providing personal social networking website passwords to students.
3. Fraternalization between District staff and students via the Internet, personal email accounts, personal social networking websites and other modes of virtual technology is also prohibited.
4. Access of personal social networking websites during school hours is prohibited. Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the staff and student codes of Conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social networking websites created for curricular, co-curricular or extracurricular purposes.

## ALMA MATER

*As the mist lifts high above us  
In the valley view  
There you stand, Our Alma Mater  
Clear and brave and true.  
May we always keep your honor  
Keep your standards high  
Hold your memories always with us  
As the years go by.  
Tho' in time our paths may lead us  
Far across the sea,  
Still our love will bind us ever,  
Hand in hand with thee.  
Proudly singing of your honor  
Cry above the din  
Praise to thee, our Alma Mater  
Praise to thee, Chagrin.*