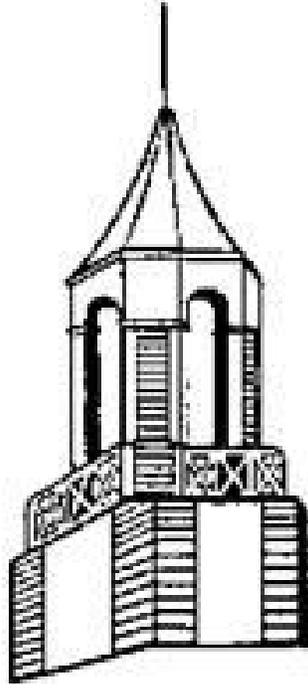


Chagrin Falls Intermediate School



Student/Parent Handbook 2018-2019

News from Intermediate School

Sarah Read, Principal

Chagrin Falls Exempted Village Schools



REALIZE

www.chagrinschools.org

Dear Parents, Guardians and Students,

Welcome to the 2018-2019 school year. This school year is going to be exciting and filled with educational opportunities and experiences for everyone!

This handbook of rules, regulations and policies has been approved by the Chagrin Falls Board of Education and prepared for Chagrin Falls Intermediate School families to ensure the continued success of each student in his/her educational program. It is hoped that you and your child will use this handbook as a guide to ensure a safe and successful learning experience while in grades 4, 5 and 6.

The teaching staff of the Intermediate School is committed to helping your child reach his/her full learning potential by providing many varied learning experiences throughout the year. Establishing clear and continuous lines of communication will help to foster a positive working partnership among students, parents and staff. We are committed to providing the best education possible for your child.

We look forward to a great year as we learn and grow together.

Sincerely,

**Sarah Read
Principal**

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Section I - Introduction:

CHAGRIN FALLS INTERMEDIATE SCHOOL MOTTO

Chagrin Falls Intermediate School is a safe and welcoming place for all learners.

I pledge that I will do my personal best to make Chagrin Falls Intermediate School a respectful, kind, fun and successful learning environment in which everyone is accepted, encouraged and included – a place where everyone can grow and learn from our teachers and from each other.

CHAGRIN FALLS INTERMEDIATE SCHOOL SONG

We are all family at Chagrin Falls
We are united with each other.
We are all family at Chagrin Falls
We are all sisters and brothers.

We are all respectful at Chagrin Falls
We are united with each other.
We are all respectful at Chagrin Falls
We are all sisters and brothers.

We are all responsible at Chagrin Falls
We are united with each other.
We are all responsible at Chagrin Falls
We are all sisters and brothers.

We are all caring at Chagrin Falls
We are united with each other.
We are all caring at Chagrin Falls
We are all sisters and brothers.

We are all in harmony at Chagrin Falls
We are united with each other.
We are all in harmony at Chagrin Falls
We are all sisters and brothers.

Music by Jeff Moyer
Words by Jeff Moyer and the student body of Chagrin Falls
Intermediate School
January, 2000

CHAGRIN FALLS ADMINISTRATIVE AND SPECIAL SERVICE STAFF

BOARD OF EDUCATION MEMBERS:

Sharon Broz, President
Kathryn Garvey, Vice President
Mary Kay O'Toole
Phil Rankin
Greg Kanzinger

<u>Name</u>	<u>Title</u>	<u>Phone #</u>
Mr. Robert Hunt	Superintendent	247-3933
Mrs. Barbara Wilson	Administrative Assistant	247-4363
Mrs. Lisa Shannon	Asst. Supt./Pupil Services Director	247-4670
Mrs. Rebecca Quinn	Director of Curriculum & Instruction	247-2432
Ms. Angel James	Secretary	247-4346
Mr. Christopher Woofter	Director of Operations & Strategic Initiatives	247-5449
Mrs. Melissa Brugh	Secretary	247-5449
Mrs. Anne Spano	Treasurer	247-4571
Mrs. Jill Koval	Fiscal Specialist (Payroll)	247-4462
Mrs. Katie Evaristo	Secretary	247-4388
Ms. Jennifer Mismas	Fiscal Specialist	247-4540
Mrs. Molly Edwards	School Psychologist	247-4564
Mrs. Jennifer Bencko	School Psychologist	247-5500 ext. 4487
Ms. Beth Sanfrey	EMIS Coordinator	247-5500 ext. 4006
Mrs. Lauren Jones	Community Education	247-5375
Mr. Michael Morgan	Transportation Manager	338-8608
Ms. Marti Jacobson	Food Service Supervisor	247-5500 ext. 4492

CHAGRIN FALLS INTERMEDIATE SCHOOL ADMINISTRATION AND FACULTY

<u>Name</u>	<u>Title</u>	<u>247-5500 Ext.</u>
Ms. Sarah Read	Principal	4201
Mr. Curtis Howell	Assistant Principal	4013
Mrs. Lisa Geber	Secretary	4202
Mrs. Amy Withrow	Office Aide	4203
Ms. Karen Appell	Guidance Counselor	4221
Ms. Pam Hoover	Clinic Nurse	4206
Mrs. Amy Acton	Fourth Grade	4253
Mrs. Katie Adick	Fourth Grade	4213
Dr. Chris Fishman	Fourth Grade	4251
Ms. Heather Hartz	Fourth Grade	4232
Mrs. Colleen McHugh	Fourth Grade	4250
Mrs. Katy Brent	Fifth Grade	4208
Ms. Katie Gill	Fifth Grade	4236
Mr. Patrick McArthur	Fifth Grade	4234
Mrs. Amanda Marlo	Fifth Grade	4241
Mrs. Cory McNamara	Fifth Grade	4209
Miss Polly Mitchell	Fifth Grade	4246
Mrs. Lisa Janson	Sixth Grade	4245
Mrs. Ellen McKelvey	Sixth Grade	4207
Mrs. Kathy Warren	Sixth Grade	4213
Mrs. Anne Wallenhorst	Sixth Grade	4210
Mrs. Katherine Owen	Sixth Grade	4238
Mr. Matt Volk	Sixth Grade	4244
Mr. Gary Dole	PLTW/STEM	4220
Ms. Kendra Karriker	Strings	4216
Ms. Joanne Nidy	PE	4233
Ms. Kristen Boss	Art	4215
Mrs. Heidi Stapulionis	Spanish	4260
Mrs. Susan Smith	Music/Band	4214
Ms. Kathy Shoenfelt	Band	4217
Mrs. Brittany Ceci	Intervention Specialist	4225
Mrs. Tracie Guggenheim	Speech/Language Therapist	4223
Mrs. Lisa Blackwell	Reading Specialist	4248
Mrs. Stacey Behrens	Intervention Specialist	4242
Mrs. Catherine Schneider	English as a Second Language	4254
Mrs. Sarah Tatarko	Intervention Specialist	4240
Mrs. Andrea Vicchio	Intervention Specialist	4239

CHAGRIN FALLS INTERMEDIATE SCHOOL SUPPORT STAFF

Ms. Stacey Davis	Head Cook	4229
Ms. Karey Bernotas	Cook	4229
Mr. Jeff McLean	Head Custodian	4228
Mrs. Janet Bannerman	Instructional Aide	N/a
Ms. Linda Suffron	Instructional Aide	N/a
Ms. Liz Nelson	Instructional Aide	N/a
Mrs. Jill Schroeder	Instructional Aide	N/a
Mrs. Cindy Matejick	Instructional Aide	N/a
Ms. Laura Vinci	Instructional Aide	N/a
Mrs. Kristen Brackett	Instructional Aide	N/a
Mrs. Maggie Stauffer	Instructional Aide	N/a

SECTION II - STUDENT ATTENDANCE PROCEDURES:

RATIONALE:

1. State Law requires, with limited exceptions, regular attendance of all students under 18 years of age.
2. 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.
3. 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.

NOTIFYING THE OFFICE

If your child is absent, please notify the school office by: calling the attendance line at 440-893-7692, or filling out the online attendance form located on the CFIS website; or by calling the office at 440-893-7690 ext. 4203 no later than 9:00 a.m. If we do not hear from you regarding your child's absence, we will need to contact you at home or work. Students arriving after 8:25 a.m. are to report to the school office before going to their classrooms. Students arriving between 8:25 a.m. - 9:30 a.m. will be marked as tardy, unless an appointment slip is provided from the doctor's office. Because we have many early morning tasks, prompt arrival is necessary and appreciated. Parents will be informed when absences or tardiness become too frequent.

HALF DAY ABSENCES

Students arriving after 9:30 a.m. or leaving before 2:30 p.m. are considered absent a half day. Students arriving after or leaving before 12:00 p.m. will be considered absent a full day.

MAKE UP WORK

Students absent from school will have the same number of days as the absence to make up the missed work. This is true for both excused and unexcused absences.

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 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.

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.

SECTION III - SCHOOL HEALTH:

The District Nurse is at different buildings throughout the week. The CFIS Clinic is staffed by a Health Aide Monday through Friday from 10:30 a.m.-2:00 p.m. (Contact the CFIS CLINIC at x 4206 or the District Nurse at 330-998-3350.)

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.

SCREENINGS – HEARING AND VISION

Per state law, hearing and vision is routinely screened for students in the 5th 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.

COMMUNICABLE DISEASES

If your child has any communicable diseases (but not limited to) chickenpox, measles, mumps, scarlet fever, strep throat, whooping cough, mono, hand, foot and mouth disease, Fifth disease, impetigo, 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 who may advise you if medical evaluation is needed. Please **DO NOT SEND YOUR CHILD TO SCHOOL** if he/she has a suspicious rash, fever >100, vomiting, two or more episodes of diarrhea, or other disease/sickness. Students must be fever free (<100) without the use of fever reducing medications 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 the group are in question.

DISPENSING MEDICATION

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.

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.

ILLNESS/INJURY DURING SCHOOL

Should a student become ill or be injured (minor) during school, he/she should inform his/her teacher and report to the school office. If the injury or illness requires more treatment, the school will contact the parents. Emergency phone numbers and information, by law, must be on file for each child. The school should be informed of any problems that may affect a student's capacity to perform in school. Please inform the school nurse of any student health problems that should be noted. The school nurse maintains health records for all students.

SECTION IV – SAFETY:

VISITORS AND VOLUNTEERS IN OUR SCHOOLS

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 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.

FIRE DRILLS

The State of Ohio requires monthly fire drills during the school year. Observe fire exit rules and regulations posted by the doorway of each classroom. When the fire alarm sounds:

- A. Use the proper exit route to the outside.
- B. Walk quickly, don't run.

- C. Be quiet so that instructions can be heard.
- D. Move away from the exits and off the access roads once you get outside the building for safety and access of emergency vehicles.

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 tornado positions posted by the doorway of each classroom.

SECURITY PROCEDURES AND DRILLS:

As required by law, we conduct security drills throughout the school year. During these drills our staff and students practice proactive and reactive strategies for general school safety as well as procedures to mitigate potential threats. These procedures include school lockdown, evacuation and other strategies. Students are instructed in the event of an emergency to “stop, look, and listen” to a teacher or staff member and then begin a standard protocol for school safety.

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 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.

SURVEILLANCE CAMERAS

For students’ safety and welfare, video cameras may be 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.

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.

WALKING/BIKING TO AND FROM SCHOOL

To help insure safety, please do the following when walking or biking to and from school:

- Use crosswalks when crossing streets
- Do not talk to strangers
- If approached by a stranger run away immediately and tell your parents and/or your teachers right away

- Try to get a description of the person and car (color, make, license plate, hair/skin color etc.)
- Try not to travel alone

SECTION V – SUPPORT SERVICES:

INTERVENTION ASSISTANCE TEAM (IAT)

An Intervention Assistance Team (IAT) is comprised of building and/or district staff members with varying expertise. The goal of an IAT 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.

GUIDANCE SERVICES

There is a guidance counselor in the building full time. The guidance counselor primarily works with students in the following capacities:

- Whole class instruction of the guidance curriculum
- Small group/individual guidance sessions
- Supports parents with family or parental concerns
- Organizes and administers standardized testing procedures
- Facilitates student conflict resolution strategies

SUPPORT STAFF

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

SOCIAL-EMOTIONAL SERVICES

Programming is available district-wide to support the emotional well-being of all students. In addition, there are guidelines and protocols which are followed to address issues such as bullying, suicidal ideation and substance abuse. If parents have any concerns regarding the social-emotional well-being of their child, they should notify the building administrator or school counselor.

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.

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](#)."

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 a 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.

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 intraschool 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.

SECTION VI - GENERAL INFORMATION:

ADDRESS CHANGE

The parents of students who move are responsible for contacting the school at 440-893-7691 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. The parents of students who move within the district must complete the Change of Address Form and submit proof of residency. It is very important that the school have current addresses and phone numbers in case of an emergency. Parents should make sure that all information is updated in Infinite Campus.

AFTER SCHOOL GUIDELINES

Students should not remain in the building past 3:25 unless participating in an after-school club or activity or is working with a teacher. Whenever a student stays after school, he/she must be under the direct supervision of a staff or faculty member. Students, who stay after school to receive assistance from a teacher, must be with that teacher at all times. A note is not required to stay for an after-school activity.

ARRIVAL/DISMISSAL PROCEDURES

The doors open at 8:15 a.m. for students to enter the building. Students arriving late must come to the office for a pass to be admitted to class. During the day, the only doors that may be used are the doors by the main office. The school day begins at 8:25 a.m. Dismissal begins at 3:20 p.m. and buses leave at 3:25 p.m.

Busses will enter the campus and will follow the traditional 7-12 drop-off pattern. They will stop and let students off in front of the Interim Intermediate School, located directly across from the Sands Community Room. This area is reserved strictly for buses, therefore no cars will be able to pass through.

Parents will enter the campus from East Washington Street, take a slight left on Teri Kruse Drive, and then loop around the campus towards the baseball field and Middle School. Parents are to line up in front of the Middle School for both drop off and pick up. Students are to enter and exit cars at the western side entrance to the PAC. Parents will then make a left into the parking lot and loop around to exit the same way they entered. (See map below.)

To schedule a pick-up, send a note to the office and your child's name will be put on the pick-up list. Students not picked up by 3:35 p.m. will be in the main office.

Students walking to (or from) school are expected to access (and exit) the school property using *designated pedestrian routes*. Students who are driven to school in the morning should be dropped off no later than 8:20 a.m. Students are not to be dropped off in the front of the building.



BICYCLES

Students are permitted to ride a bicycle to school provided it is parked and locked in one of the racks provided. The school holds no responsibility for lost or damaged bicycles.

Students riding bicycles to (or from) school are expected to access (and exit) the school property using *the designated pedestrian/bike route*

Students not following basic safety procedures or displaying common courtesy, as well as students who fail to comply with the above rules, will forfeit the privilege of riding their bicycles to school.

CLASS BIRTHDAY AND HOLIDAY CELEBRATIONS

Due to the increasing numbers of students with life threatening food allergies and the total time of lost instruction due to celebrations, the district has selected to limit the number of parties at the elementary buildings. Portions of this plan went into effect with the 2016 - 2017 school year. Gurney Elementary and Chagrin Falls Intermediate School will continue to host holiday and seasonal parties three times during the year at Halloween, Winter, and Valentine's Day. We value our students and want to wish them all a very happy birthday; we will do so in ways that protect student health and safety, and maintain our instructional focus. Edible birthday treats are not permitted and parents are asked not to send food related items to share with classmates at any time. They are also asked not to bring in food related items during classroom visits, e.g. career day.

Teachers will communicate with their families at the beginning of the school year asking that parents refrain from sending in snacks that list peanuts and/or tree nuts (e.g. walnuts, pecans, almonds, cashews, etc.) in the ingredients if a student within the class has an allergy.

The following guidelines will be followed when planning and hosting holiday and seasonal celebrations:

- All donated party snacks are to be prepackaged - no homemade snacks or treats will be permitted nor accepted by the teacher, even to 'send home' with students. Donated party snacks should not have peanuts or tree nuts listed on the ingredient list.
- Room parents will send the anticipated party snack list to parents of students in the class for review a few days prior to the party. Pre-packaged snacks/treats with ingredient lists and carbohydrate counts allow parents to assess if the snack is safe for their student and/or for the staff to calculate an insulin dose for diabetic students.
- All snacks served at class parties will remain inside the classroom and not sent home with students.
- Parents of students with known allergies or dietary restrictions should alert the teacher or school nurse if certain foods should not be offered to their child at the party

CELLULAR PHONES/ELECTRONIC DEVICES

All cell phones and electronic devices must be turned off and left in student book bags during the day. At times, students may be permitted to use such devices for classroom activities. A "Student Device Acceptable Use Policy" form must be on file in the office in order for your child to be permitted to use such items for educational purposes.

CLUBS/ORGANIZATIONS

The following clubs/organizations are offered at our school:

- Art Club
- Bike Club
- Destination Imagination
- Student Council
- PAWS ("People Always Willing to Serve")
- Rocket Club

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.

DANCES

There is one dance offered at the end of the school year for current sixth graders only. The staff is in charge of the dance. Parental help for set-up is appreciated. Proper dress is required. Information will be made available near the end of the year.

DROPPING OFF ITEMS

Uninterrupted instructional time is paramount to our students' educational success. To that end, parents/guardians who are dropping off an item for their child (e.g. library book, lunch, gym shoes, etc.) are expected to leave the item in the office labeled with the child's name. Teachers instruct students who say they have forgotten an item to check in the office to see if their parent/guardian has brought it in for them.

EMERGENCY INFORMATION AND AUTHORIZATION FORM

Each student must have a completed emergency form on file at school. This form is provided to parents before the first day of school and should be updated, signed and returned at the start of school. The original is kept on file in the clinic and a copy is made for the homeroom teacher. Parents are responsible for updating the form on the online database using the instructions provided. Please call the office and notify the homeroom teacher with any updates during the school year, and also be sure to update the information online.

EMERGENCY SCHOOL CLOSING

The Superintendent decides when to close school. Check Facebook, twitter, and/or listen to news programs for updates on closings and delays. Please do **not** call administration or staff members at home. If notice is not broadcast, assume school will be in session. All school closings will also be posted to the District webpage.

EMERGENCY DIAL OUT SYSTEM

This is a phone/computer system that is used to inform parents/guardians of critical and/or emergency school information (e.g. cancellations due to inclement weather, changes in school calendars). By supplying the district with your phone number, you will be included in the dial-out system and you will receive these notifications. This is the most efficient and effective means of

communicating with a large group of people in a timely manner. Other than this system, hard copy notices, emails, and postings on our websites are used to communicate critical information.

EMERGENCY HOTLINE

Remember, you may call the emergency hotline, **(440)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.

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 half-day kindergarten is \$40.00, for grades 1-6 is \$65.00, and for grades 7-8 is \$70. The fee amount for high school is \$80. Please make checks payable to the Chagrin Falls Board of Education.

FIELD TRIPS

Parental permission in writing must be given for students to go on field trips. One form is completed each fall granting permission for all field trips. For your convenience, all field trip fees can be paid at one time. Fees vary depending on the trips planned at each grade level. Parents will be notified in advance when a field trip takes place.

GRADE REPORTING

Students receive three report cards each year. Report cards will be posted online through Infinite Campus at the end of each trimester. If you do not have access to Infinite Campus, you can request a paper copy of the report card in the school office. If you have any questions about a grade on the report card, please contact your child's teacher.

Homework Guidelines

Purpose:

The purpose of homework in the Chagrin Falls Schools is to achieve the following:

- Encourage
 - Intellectual maturity
 - Higher order thinking skills
 - Organized study habits
 - Independent learners
 - A love of learning
- Reinforce
 - Concepts previously taught

Skills for mastery

- **Promote Creativity**
 - Through student choice
 - Through student/teacher collaboration
 - Through differentiation
 - Relevant and challenging assignment

Time:

Actual time required to complete assignments will vary with each student's study habits, academic skills and selected course load.

Student Responsibility:

It is the student's responsibility to do the following:

- Keep track of all assignments (use planner and/or Google Calendar).
- Take home all materials necessary to complete assignments.
- Be sure all assignments are clear; don't be afraid to ask questions.
- Set aside a regular time for studying in a quiet well-lit area.
- Produce quality work.
- Use class time wisely.
- Make sure assignments are completed and turned in on time.

Teacher Responsibility:

It is the teacher's responsibility to do the following:

- Design relevant, challenging and meaningful homework that reinforces classroom learning.
- Give clear instructions and make sure students understand the purpose.
- Communicate the homework policy to students and parents.
- Give timely feedback.
- Communicate with other teachers regarding timing of long-term assignments and tests.
- Provide checkpoints for long-term assignments and projects.
- Contact parents if a pattern of late or incomplete homework develops.

Parent Responsibility:

It is the parent's responsibility to do the following:

- Monitor student's organization and daily list of assignments in his/her planner or on Google Calendar.
- Set a regular, uninterrupted study time each day.
- Establish a quiet, well-lit study area.
- Help students by reviewing the teacher's directions. If the student is uncertain how to complete the work, they should approach their teacher for further explanation the next day.

- Contact the teacher if the student is spending an inordinate amount of time completing homework or struggling with assignments.
- Regularly check the on-line grade book (4th – 12th graders) to stay up-to-date on the student's grades.

Late Work Policy

Philosophy:

The following points are the cornerstone of our homework grading policy:

- It is our belief that all students should be expected to do homework nightly as it reinforces the concepts taught in school and allows for extra practice at home.
- When assignments are taken for a grade, there is a specific due date that all students are expected to meet.
- Students who turn in assignments late shall not be given the same amount of credit as those students who meet the deadlines.
- All students will be given an opportunity to turn in any assignment at any point in the same grading period for partial credit; we want every student to take the opportunity to practice each concept taught and be encouraged to gain some credit that will impact their final grade in each quarter in a positive way.
- No assignments will be accepted after the last day of the grading period.

Grading Scale:

92-100%	A
90-91%	A-
88-89%	B+
82-87%	B
80-81%	B-
78-79%	C+
72-77%	C
70-71%	C-
68-69%	D+
60-67%	D
0-59%	F

Absences/Make-Up Work Policy:

Students have the same number of days to turn in their assignments as they are absent without being subject to the above grading scale. Also parents should have no expectations of receiving work ahead of time for vacations.

Students are given one school day for each day absent to turn in their work. It's the student's responsibility to talk with each teacher to get work missed due to absence and set up a time to make up the work.

LOCKERS

Students in fifth and sixth grades are assigned a locker. Students may not change lockers without permission from their teacher. 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. Thefts and other locker problems should be promptly reported to the teacher and the office.

LOST AND FOUND

Lost and found items will be placed on the lost and found table in the main office. All items that your child brings to school should be labeled with his/her name. All lost and found items are cleaned out periodically during the school year. If items are not claimed by July 1st, they will be donated or disposed of appropriately.

LUNCHROOM INFORMATION

Menus are posted on our school webpage. Hot lunches are available each day. Milk is sold separately for those that pack a lunch. Ice cream and snacks are also sold.

Each student will have a lunch account. The amount of the student's lunch will be debited from the account each day. **NO** cash transactions will take place during the lunch line.

Each student account will have an individually assigned, personal identification number (the number will be issued when the account is opened), which will correspond with his or her photo.

Money must be applied to your child's account before school starts, and may be continually added to throughout the school year. There are three ways to apply money to your child's account:

Mail a check payable to Chagrin Falls Food Service to the Food Service Director, 400 East Washington Street.

Your child may turn in cash/checks to the homeroom teacher or in the school office in an envelope with your child's name and grade. That money will be reflected on your account one day after it is turned in. You may also apply money to your child's account online. No money or checks will be accepted in the lunch line.

OFFICE

The school office is open daily from 7:30 a.m. to 4:00 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.

PARENT/TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled for all parents in the fall and in the spring as defined on the yearly school calendar. Parents may request additional conferences at any time during the school year by contacting their child's teacher.

PERSONAL POSSESSIONS

The school takes no responsibility for any damage or loss that might take place to any personal items brought from home.

PROMOTION/RETENTION

Students will be promoted to the next grade level upon completion of grade level requirements. Students may be considered for retention after documented classroom interventions have failed. This decision will be made collaboratively by the parent, teacher and principal.

REGISTRATION

Registration forms can be found on the district website. They should be submitted to Central Registration located in Central Office. Parents/guardians wishing to enroll their child must live within the school district and provide the following information:

1. Birth Certificate *
2. Immunization records **
3. Custody papers (if applicable)
4. Proof of residence

** 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)

TESTING

Students are assessed several ways throughout the school year. Formative assessments, such as teacher observations, rubrics, exit slips, etc. are used daily by teachers to monitor student learning. All teachers use summative assessments to measure students' progress toward mastering curriculum standards. These are typically used at the end of instructional units and/or grading periods in the form of paper-pencil or online tests, projects, presentations, etc.

During the school year, several tests are given to students in grades four, five and six, which follow a strict confidentiality policy. These tests are state and/or national tests and include: Ohio Air Tests (American Institute for Research), Stanford Achievement Test and the Iowa Test of Basic Skills. 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 test(s) invalidated.

TRANSFER/WITHDRAWAL

If you plan on moving to another school district, let us know as soon as possible. There is a withdrawal form that needs to be filled out. You can obtain this form from the school secretary or on the district website. This allows our staff to help the student make a smooth transition.

TUITION AND NON-RESIDENT 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.

The District does not accept tuition students. If a student moves out of the District during the school year, the following criteria must be met before the student will be allowed to pay tuition and finish the school year. 1. The resident must have owned the house which has been sold; or 2. The resident must have rented the residence for more than one year. 3. Transportation to and from school will be the responsibility of the parent. 4. Prior to moving from the District, the parent must contact the Treasurer and pay monthly tuition in advance.

SECTION VII – STUDENT CONDUCT:

SCHOOL RULES

Be respectful and kind to all adults and children
Listen to and follow directions the first time
Keep your hands, feet and objects to yourself
Remain quiet in the halls
Move safely in the halls and on the stairs

CAFETERIA RULES

Be respectful and kind to all adults and children
Listen to and follow directions the first time
Keep your hands, feet and objects to yourself
Use an indoor voice
Pick up all trash and clean up for the next group

OUTDOOR RECESS RULES

Be respectful and kind to all adults and children
Listen to and follow directions the first time
Keep your hands, feet and objects to yourself
When the whistle blows, line up and remain quiet
Use all equipment appropriately and return it when finished

INDOOR RECESS RULES

Be respectful and kind to all adults and children
Listen to and follow directions the first time
Keep your hands, feet and objects to yourself
Use an indoor voice
Remain in your room

BUS RULES/CONSEQUENCES

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:

- Pupils shall arrive at the bus stop at least five minutes before the bus is scheduled to arrive.
- Pupils must wait in a location clear of traffic and away from the bus stops.

- Behavior at school bus stop must not threaten life, limb or property of any individual.
- Pupils must go directly to an available or assigned seat.
- Pupils must remain seated keeping aisles and exits clear.
- Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Pupils must not use profane language.
- Pupils must refrain from eating and drinking on the bus.
- Pupils must not use tobacco on the bus.
- Pupils must not have alcohol or drugs in their possession on the bus (except for required prescription medication).
- Pupils must not throw or pass objects, on from or into the bus.
- Pupils may carry on the bus only objects that can be held in their laps.
- 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.
- Pupils must not put head or arms out of bus windows.
- Equipment and assistance for handicapped pupils are under the direction of the driver.
- Medication is not to be on the school bus unless permitted by policy JHCD-R. Drivers should be notified of potential medical problems.
- Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects (including glass) are prohibited on the bus.
- Pupils are not allowed to ride any bus other than their assigned bus without a bus pass obtained from the office. This is for emergency purposes only. Any permanent request for a different bus must be made by completing a Change in Transportation Request submitted at least three days prior to the date of the change.
- Once a student has boarded a bus, he/she will not be allowed off the bus until his/her assigned stop. If a parent wants to take a child off the bus, the parent must have a slip from the office.

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.

DRESS CODE

Students should wear appropriate clothing for an educational setting. Although dress is a matter of between the student and parents, the school must set standards in order for learning to occur with a minimum of distractions.

- Students are expected to wear coats, hats gloves and boots in the winter.
- Shorts and skirts must be an appropriate length – close to fingertips when arms are down at sides.
- Shirt straps must be at least the width of three fingers. (No spaghetti straps.)
- No halter tops or tops without backs.
- Shirts must cover the midriff.
- No beach type shoes (Flip Flops). Feet should fit securely in shoes or sandals and they must have at least a strap in the back.
- Pants need to be secured at the top of the hips.

I. CODE OF STUDENT CONDUCT GRADES K-12

A. CODE OF STUDENT CONDUCT

Effective discipline is an important and necessary prerequisite for effective learning. Rules and regulations are intended to create a positive educational environment. The school holds students accountable for their behavior and expects them to live with the consequences of their decisions. With this goal in mind, the Chagrin Falls Exempted Village Schools Board of Education has adopted the following Code of Student Conduct.

1. 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.

2. 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, extracurricular 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.

3. 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.

4. 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

1. 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:

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

2. BEHAVIORAL GUIDELINES - TEACHER DISCIPLINE PLAN:

Each teacher will design and implement his/her own discipline plan for the classroom which will be approved by the building administrator. This plan can include but not be limited to the following procedures:

- a. Student/Teacher Conference
- b. Student/Teacher/Counselor Conference
- c. Notification to parents of improper behavior
- d. Parent/Student/Teacher Conference
- e. Before or After School Detention

3. 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.

- a. **IN-SCHOOL EXCLUSION (ISE):** In-School Exclusion is a consequence issued in which students are isolated from other students during the entire school day. The student is considered “in attendance” for attendance purposes. The student will make up any work missed in the regular classroom while in the In-School Exclusion room. Students assigned

to In-School Exclusion may NOT participate in any co-curricular practices or events on any day they are placed in this room.

***Failure to serve an ISE assignment due to non-compliance of the academic or behavioral expectations will result in being removed from school and issued an OSS, for the time issued in ISE. Upon reinstatement to school the student will report back to ISE for the initial number of days issued**

***The availability of ISE is dependent upon the availability of staff and current financial conditions.**

- b. **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.
 - c. **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.
 - d. **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.
1. 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 three (3) school days.

If it is intended that the pupil be removed from a curricular activity or extra-curricular activity for more than twenty-four (24) hours, a hearing will be scheduled within three school days after the removal has been ordered. Parent(s), guardian(s), or custodian(s) will be notified by telephone prior to enacting of the impending removal and reasons for it. Written notice of the hearing, the reason for the removal, and intended disciplinary action will be provided to the student and parents prior to the hearing.

2. 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 extra-curricular 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.

- e. **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.
- f. **WEDNESDAY DETENTION:** An after-school Wednesday Detention is served after school from 3:30 to 4:30 p.m. in a designated room. Parents/guardians are notified by a sign-and-return letter home or by mail (in some cases a phone call home may result.) Students are required to bring materials necessary to complete assignments and/or appropriate reading materials. This will be monitored by our instructional support staff and students will be dismissed at 4:30 p.m.
- g. **SUSPENSION:** Suspension means the student may not come to school, attend classes, or any school events 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.

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 (2nd and subsequent suspensions) will not be able to make up any missed assignments or tests.

During the suspension, 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.

Modifications may be applied to out-of-school suspensions to reduce the number of days suspended. Failure to comply with the stipulations stated in the suspension notification will result in the full suspension as outline in the Code of Student Conduct. Community service may also be required in conjunction with or in place of a suspension.

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.

h. APPEAL PROCESS FOR OUT-OF-SCHOOL SUSPENSIONS:

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.

Appeal Procedure – 2nd 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 it's designee, he/she must do so within 10 days of the decision notice from the 1st 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.

- i. **EXPULSION:** Expulsion from school is only used as a last resort against a student who habitually breaks school rules. Expulsion can occur on a student's first offense, if it is of a very serious nature. It is not possible to list every reason why a student could be expelled. Each case will be handled on an individual basis and may have any number of extenuating

circumstances. 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. The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion.

***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)

- j. **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.
- k. **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.
- l. **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.**

- m. **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.

- n. **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.
- o. **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.
- p. **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 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.
- p. **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 on-line 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

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.

C. 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.

K-12 Code of Student Conduct Violations (Presented Alphabetically):

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 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 non-verbal) 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 or 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 knowingly 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.

CYBERBULLYING-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.: My Space, YouTube, Face Book, 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 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 34.
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.

***Violations of this provision will be treated in the same manner as Rule 34**

MISCONDUCT AT ANY SCHOOL SPONSORED EXTRA-CURRICULAR 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 computer hard drives or materials stored on a hard drive, any form of computer piracy, and any improper usage of the Internet or other on-line agencies. Students must have a signed "Student Device Acceptable Use Policy" on file to use the electronic media services offered by the District. Violations within this agreement may also include 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 computers.
- 2. Vandalizing or Sabotaging the School Computer System:** Students shall not vandalize sabotage any computer, computer program, or equipment related to the computer system.
- 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.

Section VIII - 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 individual 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 which 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 counsel, assess, 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.

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 "Grievance" is any alleged violation of the Regulation (45 CFR Part 36) set forth to implement Title IX of the Educational Amendments of 1972. "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.

Definitions for Commonly Used Terms Associated with Discipline

1. **Bullying / Cyberbullying, Intimidation, & Harassment** - An intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student that causes mental or physical harm and is sufficiently severe, persistent (more than once) or pervasive that it creates an intimidating, threatening or abusive education environment.
2. **Dating Violence** - An intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student, including violence within a dating relationship, that causes mental or physical harm and is sufficiently severe, persistent (more than once) or pervasive that it creates an intimidating, threatening or abusive education environment.
3. **Hazing** - doing any act or coercing another, including the victim, to do 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.

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.

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.

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.

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:

- Attempt to resolve the matter informally through conciliation or
- 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.

SOCIAL NETWORKING/WEBSITES

1. District staff who personally participate in social networking web sites are prohibited from posting data, documents, photographs or inappropriate information on any web site 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 social networking web site passwords to students.
3. Fraternization between District staff and students via the Internet, personal e-mail accounts, social networking web sites and other modes of virtual technology is also prohibited.
4. Access of social networking web sites for personal use 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 Student Code of Conduct and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education web sites.

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; and**
- 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.