

Dear Parents and/or Guardians,

Please review this handbook with your son/daughter in order to familiarize yourself with the policies and procedures of our school and district.

It is important that you sign and return this form after reviewing the handbook. It must be returned to your child's homeroom teacher at Open House.

I acknowledge that I have received and reviewed all procedures and policies as presented in the 2008-2009 Gurney Elementary School Student/Parent Handbook.

Parent Signature (s) _____ Date _____

Student Signature _____ Date _____

TABLE OF CONTENTS

	Page #
Section I: Introduction	4
Section II: Attendance	10
Section III: Health	14
Sections IV: Safety	16
Section V: Support Services	17
Section VI: General Information	19
Section VII: Code of Student Conduct	25
Section VIII: Appendix	

Fall 2008

Dear Parents:

The Gurney Handbook is provided to you and your child to assist in maintaining our strong home-school partnership. The staff and I are dedicated to providing the best education for your child. We strive to create a safe and secure environment, which allows our students and staff to solely focus on teaching and learning with great enthusiasm. Parental cooperation, collaboration and every day involvement in your child's education is priceless. Together we can assure that each child reaches his/her full potential.

Please review this handbook with your child and use it throughout the year as a resource for our school procedures. If at any time you have a concern or question, do not hesitate to contact us.

Best wishes for a great school year!

Sincerely,

Dr. Rachel Jones
Principal

SECTION I - INTRODUCTION

CHAGRIN FALLS EXEMPTED VILLAGE SCHOOLS DISTRICT GOALS AND OBJECTIVES

The Chagrin Falls Board of Education is committed to quality education as its top priority. *The mission of the Chagrin Falls Schools is to provide a comprehensive range of learning opportunities through which students, staff and community, in partnership, can develop each student's knowledge, confidence and responsibility leading to individual success and lifelong learning.*

The Board defines a quality education as one which prepares the student to compete effectively in any chosen endeavor. Consideration will be given to the academic, social, cultural, physical, practical and emotional development of students in an integrated effort to equip them with a set of functional life skills.

The Chagrin Falls Board of Education will establish district goals, set policy, monitor progress, and prioritize its instructional, human and financial resources to ensure accomplishment of its educational mission and defines the following goals:

- A. Establish standards for student achievement in the areas of:
 - 1. achievement relative to ability
 - 2. identification and achievement of personal goals and feelings of positive self-worth in each student
 - 3. development of an understanding of the world, its people and the student's role and responsibilities towards others
 - 4. development of well-rounded individuals
 - 5. development and implementation of marketing strategies to assure district competitiveness in the areas of college acceptance, and other post-secondary options
 - 6. academic and social behaviors that support student achievement
 - 7. technology
- B. Establish standards of teacher effectiveness in the areas of:
 - 1. professional and personal growth
 - 2. development and implementation of stimulating lessons
 - 3. development and use of articulate and correct language in all phases of student and employee communication
 - 4. instruction encompassing higher-level thinking and problem-solving skills for all students
 - 5. integration of curricula
 - 6. identification of individual learning styles and adaptation of teaching methods in order to reach all students
- C. Establish a plan and allocate sufficient resources to provide support services for the educational mission, including:
 - 1. a safe environment
 - 2. an efficient transportation service

3. healthful and appetizing food service
 4. professional development of classified employees
 5. up-to-date instructional equipment and supplies
 6. specialized services to meet individual student requirements
- D. Establish a long-term facility plan to ensure:
1. facilities which will enhance the educational program
 2. maintenance and preservation of the community's investment in district facilities, grounds and equipment
- E. Establish working relationships and communication networks within the community to ensure:
1. identification of citizen, Board, parent and student educational goals
 2. commitment of citizens, Board, parents and students to ongoing support of the educational mission of the schools
- F. Establish standards for administrator effectiveness in the areas of:
1. fiscal management
 2. personnel recruitment and development
 3. policy development
 4. curriculum development and coordination
 5. implementation of district goals
 6. appropriate educational offerings for all students
 7. effective communications with all sectors of the school community

Adoption date: September 27, 2000

THIS WE BELIEVE:

We believe we are preparing children for an increasingly complex, global society.

We believe the purpose of schools is to provide a safe environment in which we create and empower lifelong learners who will become productive citizens.

We believe all children can learn and that learning is maximized when individual, high expectations are set for all.

We believe the primary role of the teacher is to assess and instruct students utilizing engaging activities that maximize learning.

We believe the home and school partnership is critical for a successful education and the development of strong character in our children.

We believe educational experts, families and community agencies must cooperatively participate in decision making to ensure that the needs of our children are met.

We believe the success of our school is enriched by the efforts of all Gurney employees who have daily contact with our children.

We believe all staff should participate in professional development activities and those opportunities provided by the school district are most effective when based on the needs and interests of staff and students.

-Gurney Staff, adopted 9/01

**CHAGRIN FALLS SCHOOL DISTRICT CALENDAR
2008-2009**

Opening Day for Students	Wednesday, August 27, 2008
Labor Day (No School)	Monday, September 1, 2008
Staff Training -2 hour Delay Start	Wed., September 17, 2008
Rosh Hashanah (No School)	Tuesday, September 30, 2008
Staff Training – 2 Hour Early Release	Thursday, October 16, 2008
NEOEA Day (No School)	Friday, October 17, 2008
Staff Training – 2 Hour Delay Start	Tuesday, November 4, 2008
Thanksgiving Vacation	November 21, 22, 23, 2008
Staff Training – 2 Hour Early Release	Wednesday, December 3, 2008
Winter Vacation,,,	Dec. 22 – Jan. 2, 2009
Staff Training – 2 Hour Delay Start	Tuesday, January 13, 2009
Martin Luther King Day (No School)	Monday, January 19, 2009
End of First Semester	Friday, January 23, 2009
Second Semester Begins	Monday, January 26, 2009
Staff Training – 2 Hour Early Release	Thursday, February 5, 2009
Teacher Inservice (No School for Students)	Friday, February 13, 2009
President’s Day (No School)	Monday, February 16, 2009
Staff Training – 2 Hour Delay Start	Wednesday, March 4, 2009
Staff Training - 2 Hour Early Release	Tuesday, March 24, 2009
Staff Training – 2 Hour Early Release	Thursday, April 9, 2009
Spring Vacation	April 10 - 17, 2009
Staff Training – 2 Hour Delay Start	Wednesday, May 13, 2009
No School (pre-K-6)	Friday, May 22, 2009
Memorial Day (No School)	Monday, May 25, 2009
Last Day of School for Students	Wednesday, June 4, 2009
Teachers’ Records Day	Wednesday, June 10, 2009

Help Keep our Schools Safe
Your name is never asked
Safe School Helpline
1 800 4 1 Voice ext. 359
1 800 418 6423
www.safeschoolhelpline.com

CHAGRIN FALLS ADMINISTRATIVE AND SPECIAL SERVICE STAFF

Board of Education Members:

Pearce Leary, President
 Karen Penler, Vice President
 Liz O'Neil
 Rob Weber
 Karen Wise

	<u>247-5500</u>	<u>EXT.</u>
Mr. Steve Thompson	Superintendent	4001
Mrs. Barb Wilson	Admin. Assistant	4002
Mr. Robert Hunt	Asst. Superintendent	4003
Mrs. Christine Sobolewski	Secretary	4004
Mrs. Anne Spano	Treasurer	4005
Mrs. Toni Cordaro	Secretary	4006
Mrs. Barb Petrus	Assistant to the Treasurer	4007
Ms. Deb McDivitt	Payroll	4008
Dr. Christine Jackson	Pupil Services Director	4014
Mrs. Molly Edwards	School Psychologist	4015
Mrs. Joanne Lynch	Pupil Services Secretary	4016
	7-12 Tech Coordinator	4012
Mrs. Julie Gosnell	School Nurse	4105
Mrs. Annette Morud	Business/Facilities Manager	4010
Mrs. Carol Willert	Secretary	4011
Mr. Ray Haase	Community Education	4013
Mr. Bill Holzheimer	Transportation Manager	4017
Mrs. Annette Morud	Food Service Supervisor	4020

GURNEY ELEMENTARY SCHOOL ADMINISTRATION AND FACULTY

Main Phone Number 893-4030

To Email a teacher:

(first.last [name@chagrinschools.org](mailto:firstname.lastname@chagrinschools.org))

Exam: Rachel Jones – Rachel.jones@chagrinschools.org

<u>Name</u>	<u>Title</u>	<u>Extension</u>
Dr. Rachel Jones	Principal	4101
Ms. Diane Ritz	Secretary	4102
Mrs. Liz Dworak	Secretary	4104
Mr. Dale Tschappat	Guidance Counselor	4112
Mrs. Julie Gosnell	Clinic Nurse	4105
Mrs. Karen Leary	Health Aide	4105
Ms. Suzann Fleming	Behaviorial Analyst	4123
Mrs. Lisa Dugach	Kindergarten	4143
Mrs. Rachel Gebler	Kindergarten	4117
Mr. Bradley Kidwell	Kindergarten	4155
Ms. Vanessa Mattson	Kindergarten	4114
Mrs. Shelly Zdolshek	Kindergarten	4110

Mrs. Julie Albrecht	First Grade	4153
Mrs. Diane Cantor	First Grade	4147
Mrs. Ann Kehrier	First Grade	4149
Mrs. Stephanie Malley	First Grade	4148
Ms. Victoria Pelsozy	First Grade	4151
Mrs. Kim Tressler	First Grade	4154

Ms. Molly Francis	Second Grade	4136
Mrs. Julie Greene	Second Grade	4134
Mr. Curtis Howell	Second Grade	4126
Mrs. Ellen Jones	Second Grade	4125
Mrs. Jillian Langer	Second Grade	4127
Mrs. Rena Polien	Second Grade	4189

Mrs. Christine Fishman	Third Grade	4140
Mrs. Sheryl Halagan	Third Grade	4141
Mr. Bradley Jones	Third Grade	4137
Mrs. Heather Reeder	Third Grade	4143
Mr. Larry Richmond	Third Grade	4139
Mr. Brian Ritz	Third Grade	4128
Ms. Lisa Todaro	Third Grade	4142

Mrs. Barb Graham	Librarian	4129
Mrs. Pat Haynish	Music Education	4135
Mrs. JoAnn Mynchenberg	Art Education	4133
Mr. Dave Quesinberry	Physical Education	4109

Mrs. Amy Belew	Inter. Spec.	4116
Mrs. Stacey Behrens	Inter. Spec.	4120
Mrs. Kara Brogan	Occup. Therapist	4118
Mr. Gary Dole	Gifted Inter.	4260
Ms. Amy Fenton	Art Education	4144
Mrs. Jacquelyn Gerber	Inter. Spec.	4119
Mrs. Tracie Guggenheim	SLP	4113
Mr. J.D. Lathrop	SLP	4111
Ms. Nancy Lodge	Reading Inter.	4132
Mrs. Bev Metzger	Preschool Teacher	4124
Mrs. Catherine Schneider	TESOL	4188
Mrs. Susan Smith	Music	4144
Ms. Laura Stipek	Inter. Spec.	4138
Mrs. Susan Tatom	Reading Spec.	4145
Mrs. Joelle Warsh	Phys. Ed.	4213

GURNEY ELEMENTARY SCHOOL SUPPORT STAFF

Mrs. Linda Bagley	Educational Aide	
Mrs. Rose Buczkowski	Head Custodian	
Mrs. Mary Jo Czerr	Educational Aide	
Mrs. Lisa Dailey	Cafeteria	
Mrs. Pam Hermanson	Educational Aide	
Ms. Patti Martell	Custodian	
Mrs. Shirley Patton	Educational Aide	
Mrs. Marianne Posatiere	Educational Aide	
Mrs. Carol Ripley	Educational Aide	
Mrs. Renee Siperke	Educational Aide	
Mr. Mark Slusher	Custodian	
Mrs. Jean Sulik	Cook	Ext. 4107

GURNEY ELEMENTARY SCHOOL DAILY SCHEDULE

8:20-8:30	Arrival
8:35	Announcements
10:30-11:30	K Grade Recess/Lunch
11:00-12:00	1st Grade Recess/Lunch
11:35-12:35	2nd Grade Recess/Lunch
12:10-1:10	3rd Grade Recess/Lunch
3:10	Dismissal

2-HOUR DELAY

In the event of a 2-hour delay, morning Kindergarten classes will be cancelled. Lunch and recess for first, second and third grade will take place as scheduled.

2-HOUR EARLY RELEASE

In the event of a 2-hour early release, afternoon kindergarten classes will be cancelled.

SECTION II - ATTENDANCE

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 absence/truancy cannot be permitted.

Each teacher will explain and put in writing his/her expectations regarding student attendance. Students who are having trouble with a class are encouraged to see the teacher; if this does not improve the situation, they should see their counselor or the administration.

3. The school administration reserves the right to determine whether or not an absence from school is excused. Only a parent can request that a student's absence be excused.

NOTIFYING THE OFFICE

If your child is absent, please call the school office at 893-4030, Ext. 4104 before 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 8:35 a.m. must be walked in to the building by their parent/guardian and are to report to the school office before going to their classrooms. Because we have many early morning tasks, prompt arrival is necessary and appreciated. Parents will be informed when absences or tardiness become too frequent.

ABSENCE FROM SCHOOL

1. Reasons for EXCUSED ABSENCE from school (based on Ohio Law):

- a. personal illness
- b. illness in the immediate family
- c. quarantine of the home
- d. death in the family
- e. emergency at home
- f. observance of religious holidays
- g. emergency or a set of circumstances which in the judgment of the school administration constitutes a valid cause for absence from school
- h. travel with parents

2. Excessive Absences: Excessive absences are those absences, excused or unexcused, beyond seven (7) days during an academic quarter and ten (10) days all year. Parents will be notified in those cases where the school has special concern. If attendance does not improve, a physician's certificate will be required to confirm all future absences.
3. Sign-Out: A student who must leave during the school day must be signed out by his/her parent/guardian in the main office. The student must be signed in by his/her parent/guardian upon return.
4. Pre-arranged Absence: Although any school absence is discouraged, there are times when parents may request a student's absence for a college visitation, family vacation, or another special reason. Students and parents should evaluate absences carefully and weigh the value of the experience gained during the absence against the experience lost in school.

5. Unexcused Absence

Absence from any class or classes without permission of the teacher and/or the administration is an unexcused absence and an act of truancy. Regardless of the intent, the student whose absence is unexcused receives a zero for the classwork missed.

If an unusually large number of students are absent on a given day, the school may question the nature of the absences and/or illness. In this event, the school may require a physician's note to confirm any reported illness. Without a physician's note, the absence will be considered unexcused.

6. A student is considered tardy to school up to two hours after school begins. Students will be permitted four (4) free tardies a year. Once the four (4) tardies have been used, **all** tardies will be unexcused and subject to discipline.

7. One-Half Day Absences

Students who miss 2 –3 hours of school will be charged with a ½ day absence.
Students who miss more than 3 hours of school will be charged with a full day absence.

8. Make-up Work

Students absent from school will have the same number of days as the absence to make up the missed work. During an unexcused absence students may not make up missed work for credit.

HABITUAL AND CHRONIC TRUANCY

The Board desires to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence. Therefore, the Board of Education adopts this policy specifically to deal with students who are "habitual truants" and "chronic truants."

An "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month or twelve or more school days in a school year.

A "chronic truant" is any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one month or fifteen or more school days in a school year.

On the request of the Superintendent, or when it comes to the attention of the school administration or other appropriate official of the District, the designated official is required to investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being an "habitual truant" or a "chronic truant." The notice must also inform the parent, guardian, or other person having care of the child that he/she shall cause the child's attendance at school.

When it has been determined that a child has been truant and that the parent, guardian, or other person having care of a child has failed to ensure the child's attendance at school after being notified, the Superintendent *may* require the parent to attend a specified parental educational program established according to the rules adopted by the State Board of Education. Therefore, if directed by the Superintendent, the designated official must send notice requiring the child's parent to attend a parental education program.

1. Habitual truancy

Upon failure of the parent, guardian, or other person having care of the child to cause the child's attendance at school, if the child is deemed to be an habitual truant, the district is required to do either or both of the following:

- a. Take any appropriate action as an intervention strategy. The intervention strategy may include any or all of the following:
 1. Providing a truancy intervention program for an habitual truant;
 2. Requesting or requiring a parent or guardian, or other person having care of an habitual truant to attend parental involvement programs, including programs adopted under O.R.C. §3313.472 or §3313.663;
 3. Notification of the registrar of motor vehicles under O.R.C. §3321.13;
 4. Taking legal action pursuant to O.R.C. §§2919.222, 3321.20, or 3321.38.
- b. Filing a complaint with the proper county juvenile court. If a complaint is filed, it shall allege that:
 - 1). The child is unruly for being an habitual truant, or is a delinquent child for being an habitual truant who previously has been adjudicated an unruly child for being an habitual truant; and
 - 2). The parent, guardian, or other person having care of the child has violated O.R.C. §3321.38.

2. Chronic truancy

Upon the failure of the parent, guardian, or other person having care of the child to cause the child's attendance, if the child is deemed to be a chronic truant, the Board shall file a complaint in the county juvenile court jointly against the child and the parent, guardian, or other person having care of the child. The complaint must allege that the child is a delinquent child for being a chronic truant and that the parent, guardian, or other person having care of the child has violated O.R.C. §3321.38.

SECTION III - HEALTH

NURSE/HEALTH AIDE – 893-4030 Ext. 4105

The school district nurse is at different buildings throughout the week.
The health aide runs the clinic at Gurney, Monday through Friday from 10:30am to 1:30pm.

DISPENSING OF MEDICATIONS AT SCHOOL

- A parent must complete and submit to school personnel information on the established Medication to Students Form. This form indicates the following information:
 - name/type of medication
 - date, dosage, and time of administration
 - duration (days, months, emergency only)
 - possible side effects
 - signatures of parents/guardians and physician
- 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 and a medication logbook will be kept during the year. 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 a **metered-dose inhaler** or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or any activity, event, or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler s/he must have written approval from the student's physician and parents. Forms are available from the school offices.

*** Please Note:**

As of the 2003-04 school year, **all prescription and non-prescription (over-the-counter)** medication administration requires completion of the Medication to Students Form including the physician's signature. Both prescription and non-prescription medication must be brought to the school office by the parent/guardian in the original container. If a form is not on file for a student for a particular medication, a parent can sign the Medication to Students Form at the school and contact the physician to fax an order to the school for the administration of the particular medication (prescription or non-prescription). No medication will be administered without parent and physician order.

ILLNESS/INJURY OCCURRING AT SCHOOL

1. If a student becomes ill or is injured (minor) during the school day, he/she should obtain a pass from their classroom teacher and report to the attendance office secretary. The student will be referred to the nurse, if available. If the student is ill, a parent or guardian will be notified. Parental permission must be obtained prior to a student leaving school. No one is to leave the building for any reason without getting permission in the office and signing out. If the student is injured (minor) he/she will be treated accordingly and returned to class if possible.

The clinic is not to be used for "resting" or "lying down." It is for emergency or first aid treatments only. No student is to be in the clinic without permission.

2. The school is not permitted to dispense any medication without proper authorization, and only in accordance with procedures established by the Board of Education. Nonprescription medication may be self-administered providing there is a parent/guardian authorization on file, only one day's dosage is brought to school, and the school nurse is informed of each use. All prescription medication must be provided by the parent/guardian according to the established procedure and must be administered by designated personnel. Permission forms for the self-administration and staff administration of medication are available in the office.

IMMUNIZATION REQUIREMENTS

All students attending school are required by law to have the following immunizations:

Five DTap (Diphtheria, Whooping Cough, Tetanus) (K)
Four Polio (Poliomyelitis) (K)
Two MMR (Measles, mumps, rubella) (K-4)
Three Hepatitis B (K-4)
Three (or Four) HIB (Haemophilus b) *
Two MMR (7-12) **
One tuberculin test is recommended (but not required)

* Three or four depending on vaccine type and the age of child when s/he began 1st dose.

** A second MMR is required if not received prior to 7th grade

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.

COMMUNICABLE DISEASE PROCEDURES

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

SCREENINGS: VISION, HEARING, LICE CHECKS

Vision and hearing are routinely screened, with the assistance of parent volunteers who are directed by the school nurse in Grades K, 1 and 3, as well as all new students. Lice checks are done following any reported case, as a preventative measure.

SECTION IV - SAFETY

VISITORS

For the safety of everyone at Gurney School, please observe the following:

1. All parents/visitors must **sign in at the school office** upon entering the school and wear a visitor's sticker while at school. They must sign out upon leaving and note their departure time.
2. Students must be signed out by parents in the school office.
3. Students must meet parents in the school office. Children are not released to the school parking lot to wait for parents.

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:

1. Use the proper exit route to the outside.
2. Walk quickly, don't run.
3. Be quiet so that instructions can be heard.
4. 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 warnings 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.

LOCK-DOWN DRILL

In the unlikely and unfortunate event that an intruder is in the building, it is essential that students and staff be familiar with procedures in order to respond quickly. Periodically, a lock-down drill will be implemented for this purpose. Students are to immediately get to the nearest room, as directed by staff, and remain absolutely quiet and out of sight.

CRISIS MANAGEMENT

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

SURVEILLANCE CAMERAS

For the safety and welfare of our students and staff, video cameras may be placed throughout the building, school grounds and on the 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.

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

SUPPORT STAFF

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

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, means such conditions as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotional disabilities, multiple disabilities, mental retardation, 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 regardless of a child's disability.

In order to identify children with disabilities, the school district will ask for information about the child, asking such questions as: What is the problem? What has been done about the problem? What background information is available? This information may be collected in several ways including interviews, observations, screening 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 Intervention Assistance Team, 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 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 Dr. Christine A. Jackson, Director of Pupil Services, at 440/247-4564.

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 which substantially limits one or more of 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.

Contact your child's school guidance counselor or principal for further information about this and other considerations for children with disabilities.

GIFTED IDENTIFICATION

All procedures for the identification and service of students who are gifted are in accordance with Adopted Board Policy and Section 3324.03 of the Ohio Revised Code and the Ohio Rule for the Identification and Services for Children Who are Gifted.

The areas of identification are:

- Superior Cognitive Ability
- Specific Academic Ability (Mathematics, Science, Reading, Writing, and Social Studies)
- Creative Thinking Ability
- Visual or Performing Arts (Drawing, Painting, Sculpting, Music, Dance, Drama)

Chagrin Falls Schools shall provide at least two opportunities a year for assessment in the case of students requesting assessment or recommended for assessment by teachers, parents, or other students. These opportunities occur in winter and spring.

Referral Forms are available in each school office, the Board of Education Office, or from the Office of Pupil Services. Completed Referral Forms should be forwarded to the Building Administrator or Dr. Christine A. Jackson, Director of Pupil Services.

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 (893-4030) 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.

AFTER SCHOOL GUIDELINES

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

ARRIVAL/DISMISSAL PROCEDURES

Students may enter the building from buses and/or cars at 8:20 a.m. **(no earlier)**. Parents dropping off students in the morning are to follow the counter-clockwise driving pattern around the perimeter of the front parking lot and let students off at the sidewalk leading to the front door.

Parents are strongly encouraged to keep their child's afternoon dismissal procedure routine for the entire year. Continuous switching of buses or after school destinations often becomes cumbersome for office staff since there are over 500 students exiting the building at once and it can also cause undue anxiety for your child. If a change in dismissal routine is unavoidable, parents/guardians must send in a note specifying the change, noting the date and including the parent/guardian signature. Questions related to school transportation may be directed to the transportation director at 893-4055.

Parents picking their child up from school are to follow the counter-clockwise driving pattern around the perimeter of the front parking lot and staff members will be there to put children in their parent's car. DO NOT park in the midst of this traffic flow as it will hold up the dismissal for many students and parents.

BIRTHDAY RECOGNITION/TREATS

Treats

Parents may provide treats to be shared with classmates. Each grade level teacher will provide parents with guidelines for delivering and distributing birthday treats. Summer birthdays may be celebrated at any time during the school year.

Books

Any child may give a book to the library on his or her birthday by bringing \$5.00 to his/her teacher. A special birthday bookplate with the child's name will be placed in the book. The child may take the book home for a few days before it becomes part of the school's permanent library collection. Books for summer birthdays may be given at any time during the school year.

CLUBS/ORGANIZATIONS

The following clubs/organizations are offered:

- Gurney Great Books (grades 2-3)
- Destination Imagination (grade 3)
- Gurney Service Learning Club (grade 3)

Look for registration information throughout the year in the school newsletters.

ELEVATOR

Use of the elevator is reserved for disabled students possessing a medical excuse. Permission to use the elevator must be obtained by the principal and classroom teacher.

EMERGENCY INFORMATION CARD

Each student must have two emergency cards on file at school. These forms are sent home on the first day of school and should be completed and returned as soon as possible. One is kept on file in the clinic and one is for the classroom teacher. Please call the office and notify the teacher with any updates during the school year.

EMERGENCY SCHOOL CLOSING

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

EMERGENCY HOTLINE

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

SAFE SCHOOL HELPLINE

If you know of any information that could harm our school, students, or staff, you can call the **SAFE SCHOOL HELPLINE** to report it at 1-800-418-6423 ext. 359. Your call is anonymous. Follow the instructions given to you over the phone.

FEES

Fees are established by the Board of Education. The school fees will be determined over the summer months and you will be notified at a later date. School fees help cover the cost of consumable supplies, student workbooks (math, spelling, phonics, writing) and weekly readers depending on the grade level. Additional fees may be required for field trips and/or class parties.

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 occurring during the school year. Attending the distance-learning lab at the 7-12 campus is considered a field trip. Parents will be notified in advance when a field trip takes place.

HOMWORK 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
- 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
- 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

Students are expected to turn work in on time. Students who turn in late assignments will receive any of the following based upon individual teacher discretion and/or grade level policy:

- Partial credit
- No credit
- Communication with parents

Make-Up Work Policy

Students who miss homework because of an absence of any kind will receive the opportunity to make up missed work upon their return. Students are given one calendar day for each day absent plus one extra day to turn in their work. It's the student's responsibility to talk with each teacher to get work missed due to illness or absence.

HONORS/AWARDS

The Gurney Tiger Pride Program recognizes students for outstanding behavior. Students are rewarded for showing extraordinary care and respect for each other and our school building. Any adult in the building, not only their classroom teacher may recognize them. Each month, lucky Tiger Pride Winners meet with the principal for a special treat and to receive their official Tiger Pride button and/or tiger paw stickers for their button if they are a returning winner. Often, the principal has a special guest or activity at this recognition party. Tiger Pride Winners are also recognized in the monthly school newsletters

LIBRARY USE

All students have access to the library each day throughout the school year. Each class visits the library at least once per week. Students are responsible for the care and condition of the books they sign out from the library. Abnormal wear and tear of books may result in a fine being assessed. A librarian and library aide assist teachers and students in location of information and reference. Parent volunteers assist with circulation, shelving of books, and inventory.

LOCKERS

Lockers are assigned to students in grades 2 and 3. 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/or principal.

LOST AND FOUND

Lost and found items will be placed in a container located near our school 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 can be found on District 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 the first day of school and will correspond with the last four digits of their social security number), which will correspond with his or her photo.

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

1. Mail a check payable to: Chagrin Falls Food Service, 400 East Washington Street, or
2. Your child may bring cash/checks to the cafeteria before school starts. No money or checks will be accepted in the lunch line.

OFFICE

The school office is open daily from 8:00 a.m. to 3:30 p.m. 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 designated on the yearly school calendar. Parents may request additional conferences at any time during the school year by contacting their child's teacher.

PEDESTRIAN TRAFFIC

From the various parking areas to our school building, student and adult pedestrians are expected to use designated crosswalk areas. This is to insure everyone's safety as school buses are often moving through campus and high school sporting events bring in much traffic.

PERSONAL POSSESSIONS

Toys can be, and often are, a distraction to the educational environment. Students are not permitted to bring toys, tape recorders, radios, cameras, trading cards, etc. to school. The school takes no responsibility for any damage or loss that might take place to these items.

PRESCHOOL

Gurney Preschool/Early Intervention Program provides early intervention services for children ages 3-5 years of age who have an identified disability. The classroom program is designed to include typically developing children who attend as "peer models". In addition, itinerant services are available for children needing speech/language and occupational therapy services. Gurney Preschool is licensed by the Ohio Department of Education and is in compliance with Special Education Rules and Regulations for preschoolers. Along with the classroom program, other services provided include a school psychologist, a speech/language pathologist, an occupational therapist and a physical therapist.

Children are eligible for services based on a multi-factored evaluation. A waiting list is used for peer models.

Gurney Preschool provides intervention services as part of the overall Gurney School program. The preschool is in operation Tuesday through Friday and provides both morning and afternoon sessions. On Mondays, preschool staff meets with families for educational planning purposes.

Persons needing additional information about Gurney Preschool should call Pupil Services at 247-5500 Ext. 4016.

PROMOTION/RETENTION

Students will be promoted to the next grade level upon successful 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 parents, teacher and building principal.

REGISTRATION

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. Social Security Number
4. Custody papers (if applicable)
5. 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)

SPECIAL NEEDS INFORMATION

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

STUDENT ASSIGNMENT TO CLASSES

At the elementary levels, students are divided by gender and academic achievement and then placed in grade level classrooms for the next school year. This process helps assure a balance in class size and achievement levels and a change of classmates from year to year. Except for rare instances, students are placed into class sections at random. Parents may provide the building principal with information which may be unknown to school personnel and which might impact a random placement. This information should be of a unique or special nature (e.g. special learning problems, medical issues, physical limitations, etc.) Information provided by parents/guardians will be reviewed and evaluated by the principal.

TESTING SECURITY PROCEDURES

During the school year, several tests are given to students in grades two and three, which follow a strict confidential policy. These tests are state and/or national tests and include: Stanford Achievement Test and the Otis-Lennon School Ability Test. If a student is involved in a breach of confidentiality, or cheating in any form, the incident will be investigated and the

student will be disciplined locally and reported to the testing agency. Students confirmed of breaking test security will have their tests invalidated.

TRANSFER/WITHDRAWAL

If you plan on moving to another school district, let the office secretary know as soon as possible. This allows our staff to help the student make a smooth transition. Parents also must sign permission for the school secretary to release information to the student's new school.

TUITION AND NON-RESIDENT STUDENTS

1. 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.
2. A student whose parents or guardians move outside the school district during the school year may be granted permission to finish the semester on a tuition basis, as per Board Policy JECB-R.

SECTION VII - CODE OF STUDENT CONDUCT GRADES K-12

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 Board of Education has adopted the following code of student conduct.

A. 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.

B. 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.

C. 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.

D. 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 program, or expulsion.

BEHAVIORAL GUIDELINES

General Behavioral 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)

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 of parents of improper behavior
- d. Parent/Student/Teacher Conference
- e. Before or After School Detention

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.

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, 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

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

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

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

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.

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

SUSPENSION: Suspension means the student may not come to school, attend classes, or 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. The student is **NOT permitted to make-up any missed assignments or tests.** 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 outlined 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 their child.

APPEAL PROCESS FOR OUT-OF-SCHOOL SUSPENSIONS:

A student, parent, guardian, or custodian may appeal the order of an out-of-school suspension to the Board of Education or its designee by filing a written notice of appeal with the Superintendent within ten (10) school days of the notice of out-of-school suspension. If the 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 or her designee shall act as the hearing officer as the board's designee.

The student shall continue to serve the suspension while the appeal is pending unless directed by the Superintendent or his or her designee. The appeal shall be conducted in accordance with the Ohio Revised Code. All witnesses will be brief on the proceedings and sworn in prior to the start of the appeal. A verbatim record is kept of the hearing which may be held in executive session at the request of the student or his or her parent(s).

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 which may be held in executive session at the request of the student, parent or guardian.

The decision of the Board may be further appealed to the Court of Common Pleas (Board Policy JGE)

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

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

DANGEROUS INSTRUMENT: Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage. Knives 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 involving a knife, defined but not limited to any cutting instrument consisting of a sharp or pointed blade fastened to a handle, the student may be expelled from the school by the Superintendent for the period of one calendar year.

In the case of any violation related to a dangerous weapon and/or instrument, the student may be expelled from the school by the Superintendent for the period of one calendar year.

DESTRUCTIVE DEVICE: The term "destructive device" means any fireworks explosive, incendiary, or noxious irritant or poison gas, such as 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.

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 warrants the notification and involvement of local law enforcement agencies.

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

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.

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

ZERO TOLERANCE: Students are expected to conduct themselves in a respectful manner that also displays consideration of the rights of others. Students of the District must conform with 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, written information on the rules and regulations to which they are subjected while in school or participating in any school-related activity or event. 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. 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 employee, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances (ORC 3313.20; 3313.534; 3313.66; 3313.662 OAC 3301-35-03)

ACADEMIC INTEGRITY POLICY

Statement

The Chagrin Falls Exempted Village Schools are committed to providing a world class educational experience in an atmosphere in which the values of truth, honesty, integrity and respect are modeled. The intent of this honor code is to establish within our learning community a standard of trust where students do not plagiarize, cheat or obtain unauthorized academic materials. Academic integrity can be compromised when these values are not understood and applied consistently. Academic dishonesty is strictly prohibited and personal accountability for these actions will be upheld as outlined in the Academic Integrity Policy.

Expectations

The faculty and staff at Chagrin believe in collaborative partnerships between the school and families. The vitality of academic integrity is dependent upon the willingness of all stakeholders involved to confront instances and occurrences of suspected wrongdoing. To ensure academic achievement and evidence of learning, the faculty and staff will promote an environment which fosters integrity and honorable conduct. Students and parents share the responsibility for maintaining this established atmosphere in which personal accountability is valued.

During the first week of school every year, the faculty and staff at Chagrin will clearly define the expectations within this policy and honest effort. Teachers will explain and outline specific

examples of honest and dishonest academic work in their classrooms. Students will receive information on the procedures and practices relating to examinations, homework, class and laboratory projects. The faculty at Chagrin will advocate and articulate the importance of honesty by utilizing teaching and assessment strategies that reduce the opportunities for dishonest behavior.

It is important to recognize that study and homework collaboration is not considered academic dishonesty. Copying students homework to just complete the work assigned is considered academic dishonesty. Teachers will communicate to students the expectation when collaboration is prohibited.

Student-generated work, presentations, examinations and projects are evidence of a student's understanding. These assessments are intended to reflect an understanding by the learner which is instrumental to future learning. Students who engage in dishonest ways of displaying their knowledge compromise the learning environment and the end result is an inaccurate view of student learning. Students must assume the responsibility for maintaining honesty in all work.

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 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 or other medium is paraphrased or summarized. Example of plagiarism include: failing to use quotations marks when directly quoting a source; failing 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.

CHAGRIN FALLS EXEMPTED VILLAGE CODE OF STUDENT CONDUCT K-12

SECTION I – MINOR VIOLATIONS

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 that pertain to the code of student conduct violation.

RULE 1- ACADEMIC INTEGRITY

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 the **Academic Integrity** policy 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 the policy in the course of a student's academic career at Chagrin Falls, repeated acts of academic dishonesty, will result in denial of credit for the semester and further disciplinary consequences.

RULE 2- HONOR VIOLATION

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. 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.

RULE 3 - BUS MISCONDUCT

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.

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

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.

RULE 5 - ELECTRONIC DEVICES/CELL PHONES

No student shall possess radios, televisions, pagers, electronic games, remote control watches, laser pointers, cameras, video recorders or any other equipment used or in sight during school hours. Students in grades 7-12 are permitted to possess cellular phones while on school property or while attending school-sponsored activities on or off school property, as long as the phone is turned off and out of sight during school hours. 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.

RULE 6 - INSUBORDINATION/NON-COMPLIANCE

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 subject to the authority of the school (i.e., refusal

to give one's name, refusal to surrender items). 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.

RULE 7 - FAILURE TO ACCEPT DISCIPLINE or CONSEQUENCES

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.

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

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.

RULE 9 - USE/POSSESSION of FLAME PRODUCING DEVICES:

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

RULE 10 - UNAUTHORIZED / AREAS LOITERING / TRESPASSING

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 not schedule 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.

RULE 11 - MISCONDUCT AT ANY SCHOOL SPONSORED EXTRA-CURRICULAR ACTIVITIES

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 in violation of these behavioral expectations.

RULE 12 - TRUANCY AND TARDINESS

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.

SECTION II – MAJOR VIOLATIONS

These examples of misconduct are cumulative and will result in up to a 10-day suspension along with a possible recommendation for expulsion and police notification due to the more serious nature of these offenses.

For the following violations, administrative discretion will be exercised by the building principal or his/her designee. The consequences will reflect the seriousness of the situation.

RULE 13 - REPEATED VIOLATIONS of SCHOOL RULES

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. Administrative discretion will be exercised by the building principal or his/her designee. The consequence will reflect the seriousness of the situation.

RULE 14 – ACTS OF RETALIATION

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 not limited to actions that can be covert and non-verbal in nature, i.e. the intentional exclusion from a group.

RULE 15 – GAMBLING

No student shall engage in or promote games of chance (playing cards), 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.

RULE 16 - HAZING

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 degrades, disgraces, or tends 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.

RULE 17 – DISRESPECT/HARASSMENT/ BULLYING

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 (Board Policy AC).

RULE 18 – CYBER BULLYING (Cyber Bullying, 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. Such behaviors are prohibited on or immediately adjacent to 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.

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.

RULE 19 – SEXUAL HARASSMENT

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.

RULE 20 - TOBACCO/SMOKING

The use of any tobacco products by students is prohibited. 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.

Students who participate in the requiring mandatory In-school Tobacco Intervention program or school approved counseling program may receive a reduction in the suspension (3/5 Option). Police will be notified.

RULE 21 - EXTORTION

Intimidating, an implied threat, violence, coercion or forcing another person to do something against his/her will, or 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.

RULE 22 - ASSAULT/FIGHTING/PHYSICAL CONFRONTATION

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 Board of Education-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate contact.

- A. **Assault (Aggravated/Physical)** - Committing an assault upon another person with a weapon, or an assault, which inflicts great bodily harm upon another person. - A student who assaults a school employee or other student whether on or off school property, or at a non-school-sponsored or related activity, function or event may be subjected to 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.

- B. **Fighting** - Students involved in fighting on school property, Board of Education owned vehicles, or in attendance at any Board of Education sponsored activity will be suspended. In most cases, all parties involved in the fight will be suspended.
- C. **Physical Confrontation** - This includes incidents that involve a physical altercation that includes, but not limited to, inappropriate contact (e.g., pushing, contact by inanimate objects thrown by a student).

RULE 23 – THREATS

- A. 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.
- B. 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 (24/7/365).

RULE 24 - DISORDERLY CONDUCT

No student shall create a condition which is physically offensive or presents a risk of physical harm to persons or property or which induces panic. May also include engaging in a fight or threatening harm to persons or property, making unreasonable noise or communicating unwarranted and grossly abusive language to any person, insulting, taunting, or challenging another in such a manner which is likely to provoke a violent response, or hindering or preventing the movement of persons to, from, within, or upon public or private property, so as to interfere with the rights of others.

RULE 25 - DAMAGE, DESTRUCTION, THEFT of SCHOOL and/or PRIVATE PROPERTY (VANDALISM)

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 their child.

RULE 26 – TECHNOLOGY and ACCEPTABLE USE and INTERNET SAFETY POLICY

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 Acceptable Use and Internet Safety 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.

A. Improper Access of Computers and the Network System:

Students shall not use, download or load unauthorized or inappropriate software on school computers.

B. Vandalizing or Sabotaging the School Computer System:

Students shall not vandalize or sabotage any computer, computer program, or equipment related to the computer system.

C. 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.

RULE 27 - FALSE ALARM /9-1-1 CALLS

The act of initiating a fire alarm or initiating a report warning of a fire or catastrophe such as a tornado, but not limited to above mentioned situations without cause. This includes but not limited to fake 9-1-1 calls at any school function, home or away.

RULE 28 - BOMB THREATS

The act of initiating a report warning of a bomb on school property, on Board of Education owned vehicles, or at Board of Education sponsored or supervised activities.

RULE 29 - ARSON

The willful and malicious burning of or attempt to set fire, maliciously burn any property of the Chagrin Falls Board of Education.

RULE 30 - WEAPONS, DANGEROUS INSTRUMENTS, FIREWORKS AND EXPLOSIVES

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.

RULE 31 - DRUG PARAPHERNALIA

A student shall not 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 Board of Education sponsored or supervised activity.

RULE 32 - ALCOHOL/CONTROLLED SUBSTANCES / DRUGS / NARCOTICS / INHALANTS / STEROIDS

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, with limitation, retention of 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

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.)

NOTE: A first incident of selling, supplying or transmitting mood-altering chemicals shall be treated as 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.)

RULE 33 – LOOK-A-LIKE DRUGS

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 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; see Board Policy).

- A. A counterfeit controlled substance is defined as:
 - 1. 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;
 - 2. any unmarked or unlabeled substance that is represented to be a controlled substance;
 - 3. any substance that is represented to be a controlled substance or is a different controlled substance; and
 - 4. 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.
- B. No student shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 34.
- C. 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.
- D. 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.