

Chagrin Falls High School



STUDENT/PARENT HANDBOOK

2008 - 2009

ALMA MATER

As the mist lifts high above us
In the valley view
There you stand, Our Alma Mater
Clear and brave and true.
May we always keep your honor
Keep your standards high
Hold your memories always with us
As the years go by.

Tho' in time our paths may lead us
Far across the sea,
Still our love will bind us ever,
Hand in hand with thee.
Proudly singing of your honor
Cry above the din
Praise to thee, our Alma Mater
Praise to thee, Chagrin.

Parents and Guardians

"Freedom with Respect and Responsibility" is the theme that governs the conduct and behavior of Chagrin Falls High School students. In our 2008-2009 Student/Parent Handbook the process, procedures, and rules and regulations are mentioned. You will also find information regarding our educational goals and objectives as well as information about our high school's co-curricular activities, clubs, and organizations.

Please review the handbook and appendix along with your son/daughter in order to familiarize yourself with the policies and procedures of the high school. **It is important that you sign and return this form after reviewing the handbook. It must be returned with your student's medical information on the first day of school.**

I acknowledge that I have reviewed the procedures and guidelines as presented in the 2008-2009 Chagrin Falls High School Student/Parent Handbook.

Parent Signature(s) Date

Student Signature Date

E-Mail Information

I do wish to receive information via e-mail. My name and e-mail address is below.

Name _____ e-mail address _____

Name _____ e-mail address _____

I do not wish to receive information via e-mail at this time. I prefer a hard copy.

Name _____

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Board Approved August 18, 2008

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 that 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:
 - achievement relative to ability
 - identification and achievement of personal goals and feelings of positive self-worth in each student
 - development of an understanding of the world, its people and the student's role and responsibilities towards others
 - development of well-rounded individuals
 - development and implementation of marketing strategies to assure district competitiveness in the areas of college acceptance, and other post-secondary options
 - academic and social behaviors that support student achievement
 - technology
- B. Establish standards of teacher effectiveness in the areas of:
 - professional and personal growth
 - development and implementation of stimulating lessons
 - development and use of articulate and correct language in all phases of student and employee communication
 - instruction encompassing higher-level thinking and problem-solving skills for all students
 - integration of curricula
 - 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:
 - a safe environment

- an efficient transportation service
 - healthful and appetizing food service
 - professional development of classified employees
 - up-to-date instructional equipment and supplies
 - specialized services to meet individual student requirements
- D. Establish a long-term facility plan to ensure:
- facilities which will enhance the educational program
 - 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:
- identification of citizen, Board, parent and student educational goals
 - 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:
- fiscal management
 - personnel recruitment and development
 - policy development
 - curriculum development and coordination
 - implementation of district goals
 - appropriate educational offerings for all students
 - effective communications with all sectors of the school community

Adoption date: September 27, 2000

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

Opening Day of School for Students	Wednesday, August 27, 2008
Labor Day (No School)	Monday, September 1, 2008
Staff Training (a.m.) Two Hour Delay Start	Wednesday, September 17, 2008
Rosh Hashanah (No School)	Tuesday, September 30, 2008
Staff Training (p.m.) Two-Hour Early Release	Thursday, October 16, 2008
NEOEA Day (No School)	Friday, October 17, 2008
Staff Training (a.m.) Two-Hour Delayed Start	Tuesday, November 4, 2008
Thanksgiving Vacation	November 26, 27, 28, 2008
Staff Training (p.m.) Two-Hour Early Release	Wednesday, December 3, 2008
Winter Vacation Begins at close of school	Friday, December 19, 2008
School resumes	Monday, January 5, 2009
Staff Training (a.m.) Two-Hour Delayed Start	Tuesday, January 13, 2009
Martin Luther King Day (No School)	Monday, January 19, 2009
First Semester Finals	January 21, 22 and 23, 2009
End of First Semester	Friday, January 23, 2009
Second Semester Begins	Monday, January 26, 2009
Staff Training (p.m.) Two-Hour Early Release	Thursday, February 5, 2009
Teacher In-service (No School for Students)*	Friday, February 13, 2009
Presidents' Day (No School)	Monday, February 16, 2009
Staff Training (a.m.) Two-Hour Delayed Start	Wednesday, March 4, 2009
Staff Training (p.m.) Two Hour Early Release	Tuesday, March 24, 2009
Staff Training (p.m.) Two-Hour Early Release	Thursday, April 9, 2009
Spring Vacation	Begins at close of school
School resumes	Thursday, April 9, 2009
	Monday, April 20, 2009
Staff Training (a.m.) Two-Hour Delayed Start	Wednesday, May 13, 2009
Memorial Day (No School)	Monday, May 25, 2009
Graduation	Sunday, June 7, 2009
Second Semester Finals	June 8, 9 and 10, 2009
Last Day for Students	Wednesday, June 10, 2009
Teachers' Records Day	Thursday, June 11, 2009

CHAGRIN FALLS ADMINISTRATIVE AND SPECIAL SERVICE STAFF

Mr. Pearce Leary	Board President	
Mrs. Karen Penler	Board Vice-President	
Mrs. Liz O'Neil	Board Member	
Mr. Rob Weber	Board Member	
Mrs. Karen Wise	Board Member	
Mr. Stephen Thompson	Superintendent	247-3933
Mrs. Barbara Wilson	Admin Assistant	247-4363
Mr. Robert Hunt	Asst. Superintendent	247-2432
Mrs. Christine Sobolewski	Secretary	247-4346
Mrs. Anne Spano	Treasurer	247-4571
Mrs. Toni Cordaro	Secretary	247-4388
Ms. Barbara Petrus	Assistant to the Treasurer	247-4540
Mrs. Deb McDivitt	Payroll	247-4462
Dr. Christine Jackson	Pupil Services Director	247-4670
Mrs. Joanne Lynch	Pupil Services Secretary	247-4564
Ms. Molly Edwards	School Psychologist	247-4564
Mrs. Julie Gosnell	School Nurse	247-4564
Mrs. Annette Morud	Business/Facilities Manager	247-5449
	Food Service	247-2453
Mr. Ray Haase	Community Education	247-5375
Mrs. Carol Willert	Facilities/Community Ed Secretary	247-5449
Mr. Bill Holzheimer	Transportation Manager	338-8608

CHAGRIN FALLS HIGH SCHOOL ADMINISTRATION

<u>Name</u>	<u>Title</u>		
Mr. Kert Boedicker	High School Principal	...	247-2184
Mrs. Karen Henck	Secretary	...	247-2583
Mr. Bill Schumacher	Assistant Principal/Athletic Director	...	247-2178
Mrs. Sherrie Wooden	Secretary	...	247-2043
Mr. Mark Iammarino	Counselor	...	247-5568
Mr. John Rydquist	Counselor	...	247-2261
Mrs. Karen Lewis	Counselor	...	247-2257
Mrs. Janis Hancock	Counseling Secretary	...	247-2209
Mrs. Karen Kreinberg	SAY Counselor	247-2072 xt. 4452	
Mrs. Lori Guerrini	Librarian	...	247-3261
Mrs. Ann Gaskin	Library Aide		
	Athletic Department		247-2072 xt 4445

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

CORE VALUES

**CONTINUOUS IMPROVEMENT
 CONDUCTIVE LEARNING ENVIRONMENT
 EXCELLENCE IN ALL AREAS**

CULTURAL NORMS

**RESPECT
 HONESTY
 TRUST
 INTEGRITY**

CHAGRIN FALLS HIGH SCHOOL FACULTY

Department	Name	247-2072 plus Ext.
Art	Mr. Kenneth Hetzel	4440
	Mr. David King	4441
	Ms. Dawn Serazin	4442
Business	Ms. Brenda Culler	4449
Computer Science	Mrs. Carolyn Petite	4432
English	Mrs. Stefanie Ashkettle	4472
	Mrs. Shannon Beach	4469
	Mrs. Karen Burke-Phillips	4464
	Mrs. Melanie Hoffmann	4468
	Mr. David Kirk	4466
	Ms. Bobbie Serensky	4470
	Mr. Culler Stuart	4460
Family and Consumer Science	Mrs. Paula McVey	4357
Foreign Language	Ms. Jessica Chang	4387
	Mrs. Carole Fahey	4457
	Mrs. Lisa Fetterman	4411
	Dr. Mario Gerhardt	4455
	Mrs. Fadia Hamid	4458
	Mrs. Christy Neimeier	4341
	Mrs. Laurie Walsh	4456
Mathematics	Ms. Barbara Cymanski	4414
	Mr. Jeffrey Decker	4423
	Mr. Dan Kerul	4426
	Mr. Joshua Maas	4416
	Mr. Edward Martin	4415
	Mrs. Carolyn Petite	4432
	Mr. Michael Sweeney	4425
Music	Mr. David Clare	4355
	Mr. Youssef Hamid	4360
	Mrs. Marva Sickinger	4359
Physical Education and Health	Mr. Paul Perrine	4434
	Mrs. Pamela Malone	4431
Science	Ms. Brittany Anderson	4420
	Mr. David Buckle	4419
	Mrs. Chris Deighan	4422
	Mr. Matthew Ricci	4421
	Mr. Rexford Roberts	4418
	Mrs. Lisa Salyers	4412
Social Studies	Mr. John Brownlow	4465
	Mr. Dan Ehrenbeit	4413
	Mr. Brian McKenna	4461
	Mr. Michael Salyers	4467
	Mr. James Serluco	4476
Learning Disabilities	Mrs. Kathy Warren	4477

Learning Disabilities	Ms. Care Walter	4478
Learning Disabilities	Mr. Bill Kline	4473
Para-professional Aide	Mrs. Susan Case	4478
Para-Professional Aide	Mrs. Carla Guseilo	4480
Performing Arts Academy	Mr. Tom Fulton	4334
Counseling	Mr. Mark Iammarino	4407
	Mrs. Karen Lewis	4408
	Mr. John Rydquist	4409
	Mrs. Karen Kreinberg	4452
Library	Mrs. Lori Guerrini	4448
	Mrs. Ann Gaskin	4451
Para-professional Aides	Mrs. Sandy Ennemoser	
	Mrs. Carol Ponikvar	
	Mrs. Nicole Lustig	

(Bold denotes Department Chair)

BELL SCHEDULES

REGULAR CLASS SCHEDULE (four minutes passing)

PERIOD 1	7:28 - 8:18	(50)
PERIOD 2	8:22 - 9:12	(50)
PERIOD 3	9:16 - 10:06	(50)
PERIOD 4A	10:10 - 10:34	(24)
PERIOD 4B	10:36 - 11:00	(24)
PERIOD 5	11:04 - 11:28	(24)
PERIOD 5B	11:30 - 11:54	(24)
PERIOD 6A	11:58 - 12:22	(24)
PERIOD 6B	12:24 - 12:48	(24)
PERIOD 7	12:52 - 1:42	(50)
PERIOD 8	1:46 - 2:36	(50)

HOME ROOM SCHEDULE

HR	7:28 - 7:40	(12)
PERIOD 1	7:44 - 8:32	(48)
PERIOD 2	8:36 - 9:22	(46)
PERIOD 3	9:26 - 10:12	(46)
PERIOD 4A	10:16 - 10:40	(24)
PERIOD 4B	10:42 - 11:06	(24)
PERIOD 5	11:10 - 11:34	(24)
PERIOD 5B	11:36 - 12:00	(24)
PERIOD 6A	12:04 - 12:28	(24)
PERIOD 6B	12:30 - 12:54	(24)
PERIOD 7	12:58 - 1:44	(46)
PERIOD 8	1:48 - 2:36	(48)

2-HOUR DELAYED START

FIRST BELL	9:30	(5)
PERIOD 1	9:35 - 10:09	(34)
PERIOD 2	10:13 - 10:42	(29)
PERIOD 3	10:46 - 11:15	(29)
PERIOD 4A	11:19 - 11:39	(20)
PERIOD 4B	11:41 - 12:01	(20)
PERIOD 5A	12:05 - 12:25	(20)
PERIOD 5B	12:27 - 12:47	(20)
PERIOD 6A	12:51 - 1:11	(20)
PERIOD 6B	1:12 - 1:32	(20)
PERIOD 7	1:36 - 1:58	(29)
PERIOD 8	2:05 - 2:36	(31)

2 HOUR EARLY DISMISSAL

PERIOD 1	7:28 - 8:02	(34)
PERIOD 2	8:06 - 8:36	(30)
PERIOD 3	8:40 - 9:10	(30)
PERIOD 7	9:14 - 9:44	(30)
PERIOD 8	9:48 - 10:18	(30)
PERIOD 4A	10:22 - 10:42	(20)
PERIOD 4B	10:44 - 11:04	(20)
PERIOD 5	11:08 - 11:28	(20)
PERIOD 5B	11:30 - 11:50	(20)
PERIOD 6A	11:54 - 12:14	(20)
PERIOD 6B	12:16 - 12:36	(20)
Dismissal	12:36	

MINI-ASSEMBLY SCHEDULE

PERIOD 1	7:28- 8:12	(44)
PERIOD 2	8:16- 8:58	(42)
PERIOD 3	9:02- 9:44	(42)
PERIOD 4A	9:48-10:12	(24)
PERIOD 4B	10:14-10:38	(24)
PERIOD 5A	10:42-11:06	(24)
PERIOD 5B	11:08-11:32	(24)
PERIOD 6A	11:36-12:00	(24)
PERIOD 6B	12:02-12:26	(24)
PERIOD 7	12:30- 1:12	(42)
PERIOD 8	1:16- 1:58	(42)
HOMEROOM	2:02 - 2:08	(6)
ASSEMBLY	2:12 - 2:36	(24)

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

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

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

1. Basic Objective:

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

2. Definitions

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

3. Level One

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

4. Level Two

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

HAZING AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the District’s Web site.

The administration provides training on the District’s hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers are provided with qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State law.

No one shall retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

SEXUAL HARASSMENT

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

The Board has developed complaint procedures which are available to victims. The Board has also identified disciplinary penalties which could be imposed on the offenders.

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

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the work place of sexually suggestive or obscene objects or pictures. Whether any such act or comment may constitute sexual harassment-type conduct is often dependent on the individual recipient.

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

Sexual harassment matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

Procedure:

1. Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident(s) to the appropriate grievance officer.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process.
 - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the alleged facts.
 - b. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
 - c. The grievance officer will investigate the charges.
 - d. On the basis of the grievance officer's investigation, he/she may:
 - 1) Attempt to resolve the matter informally through conciliation or
 - 2) Report the incident and notify the parties by certified mail of his/her official action relative to the complaint.
 - e. After reviewing the record, the Superintendent or his/her designee will determine appropriate action to be taken.

SECTION II – ACADEMIC POLICIES

A. GRADING SYSTEM

1. All official records will show only the letter grades. Point value of the letters is as follows:

	B+	C+	D+		
A--4	B--3	C--2	D--1	F--0	I--0
A-	B-	C-	D-		

These grades are based on the final grade index as:

A	B	C	D	F
100%-92%	91%-82%	81%-70%	69%-60%	59%-0%

The weight of honors is:

A--4.5	B--3.5	C--2.0	D--1.0	F--0	I--0
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The weight of AP is:

A--5.0	B--4.0	C--2.0	D--1.0	F--0	I--0
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2. Averaging of nine-week letter grades to determine grade for the year is:

If point average is between	3.6 and 4.0 -- A
	2.6 and 3.59 - B
	1.6 and 2.59 - C
	.6 and 1.59 - D
	0.0 and .59 - F

B. CREDIT POLICY

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

Semester grades will be determined using the 40-40-20 formula. Each quarter will be worth 40% and semester exams/projects will be worth 20%. All courses will be required to give a culminating exam or project to determine the 20%. All grades entered as an Incomplete at the end of each quarter or semester will be automatically changed to failing grades after ten (10) days unless it is determined by the teacher and counselor that more time is required to complete the make-up work assignments.

***To calculate your semester grade, you need to double your quarter percentage grade, add your final exam percentage and then divide by 5.**

C. CLASS STANDING GRADE PLACEMENT STANDARDS

Students are assigned to homerooms according to their grade level as determined by the number of credits earned. The minimum number of credits required for assignment to each grade level above the ninth grade is as follows:

Tenth Grade A student will be advanced to the sophomore class--first semester, 10th grade--when he/she has earned a minimum of five (5) units in the 9th grade.

Eleventh Grade A student will be advanced to the junior class--first semester, 11th grade--when he/she has earned a minimum of ten (10) units.

Twelfth Grade A student will be advanced to the senior class--first semester, 12th grade--when he/she has earned a minimum of fifteen (15.5) units.

D. CLASS LOAD

Every student must carry 6 courses or the equivalent each semester. Physical Education may be counted as one of the six.

E. PLANNING A COURSE OF STUDY

To plan a selection of subjects effectively each year, each student should select a course of study compatible with his/her goals.

1. A commission appointed by the Ohio Board of Regents and the State's Board of Education developed a recommended, ***minimum, college preparatory curriculum*** which includes: 4 credits of English, 3 credits of mathematics (beginning with Algebra 1 and one of which should be taken during the senior year), 3 credits of social studies, 3 credits of science, and 2 credits of one world language. In addition, many colleges and universities require 1 credit in the fine arts.

Students planning to attend either state or private colleges are encouraged to follow this curriculum as a ***minimum***. The purpose of this recommendation is to help students with the transition from high school to college and to reduce remediation, particularly in mathematics and English, at the college level.

2. The Technical course of study is intended for those students who plan to enter the world of work immediately upon completion of high school, a technical school, the Armed Forces, or college. Technical courses are available primarily in the eleventh and twelfth grades. Careful planning needs to be done in 9th and 10th grade to insure that graduation requirements will be met, especially with the introduction of Ohio Senate Bill 55.

F. EXAMS

Semester Exam Schedule

Time	Wednesday January 21 (Day 1)	Thursday January 22 (Day 2)	Friday January 23 (Day 3)
7:30 - 9:00	2	4	5
9:10 - 10:40	6	1	7
10:50 - 12:20	8	3	Flex Period/Makeup
12:20 - 1:00	Lunch	Lunch	Lunch
1:05 - 2:36	Flex Period/Makeup	Flex Period/Makeup	Flex Period/Makeup

Final Exam Schedule

Time	Monday June 8 (Day 1)	Tuesday June 9 (Day 2)	Wednesday June 10 (Day 3)
7:30 - 9:00	6	2	3
9:10 - 10:40	8	4	5
10:50 - 12:20	7	1	Flex Period/Makeup
12:20 - 1:00	Lunch	Lunch	Lunch
1:05 - 2:36	Flex Period/Makeup	Flex Period/Makeup	Flex Period/Makeup

-
1. If a student has three (3) exams on one day, he/she may choose to reschedule the middle exam at another period or into the makeup period. (This is the student's responsibility to discuss with the teacher.)
 2. Students must stay in the examination room the entire class period.
 3. Afternoon buses will leave the high school at the normal time (2:36 p.m.)
 4. Breakfast items will be available during lunch periods.
 5. With written permission obtained prior to the first day of finals, students will be permitted to arrive for their first exam and leave after their last exam. Students are not permitted to leave campus between exams.

G. GRADUATION REQUIREMENTS/GENERAL INFORMATION

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

Classes meeting every day for a semester earn 1/2 credit except for Physical Education, Conditioning, and Life Fitness which earn 1/4 credit for each semester. Physical Education, Conditioning, and Life Fitness cannot be used to determine athletic eligibility.

2. Graduation Requirements
 - a. 21 credits are required for graduation.
 - b. Specific course requirements
 1. 4 credits in English
 2. 3 credits in mathematics
 3. 3 credits in science
 4. 3 credits in social studies
 - a). 1 credit in world history
 - b). 1 credit in US history
 - c). 1/2 credit in US government or AP government
 - d). 1/2 credit in sociology, economics, philosophy or psychology
 5. 1/2 credit in health
 6. 1/2 credit in physical education (2 semesters)
 7. 1 credit in business/technology, fine arts or foreign language or any combination leading to 1 credit.
 - c. Ohio Graduation Test
Pass all tests of the State of Ohio's "Ohio Graduation Test" that includes Reading, Mathematics, Writing, Science, and Social Studies.

H. PRINCIPAL'S ACADEMIC RECOGNITION

PRINCIPAL'S ACADEMIC DISTINCTION AWARD

Grades 9 – 11 (per semester)

Academic Distinction/Academic Merit Awards shall be based on all subjects in which a student is enrolled and grades will be weighted accordingly. In determining Academic Distinction, any grade below a B- (including Honors) disqualifies students from this honor.

- Principal's Academic Distinction - 4.0 semester GPA
- Incompletes eliminate students from consideration for recognition

PRINCIPAL'S ACADEMIC MERIT AWARD

Grades 9 -12 (per semester)

In determining Academic Merit Award, any grade below a C- (including Honors) disqualifies students from this honor.

- Principal's Academic Merit Award 3.5 Semester GPA.
- Incompletes eliminate students from consideration for an Academic Merit Award.

TRANSITION INTO THE CUM LAUDE SOCIETY

PRINCIPAL'S CUM LAUDE AWARD

Grade 11 (6th Semester) Class of 2009

Principal's Cum Laude Award is given at the conclusion of the students sixth semester at Chagrin Falls High School.

Cumulative GPA at the end of six semesters

- **3.85** or higher
- Principal's Cum Laude Award

Progression into the 7th Semester - Cumulative GPA

- 4.0 or higher
- Cum Laude Society Election (Induction in February 2009)

The Principals' Cum Laude Award will be maintained and awarded at the end of the 6th academic quarter for students who attain a cumulative GPA of 3.85 or higher. The award is a sequential step towards Cum Laude induction at the completion of the student's seventh semester of academic work if the student raises his or her cumulative GPA to 4.0 or higher.

Class of 2010 and beyond

The top 10% of the students who attain a 4.0 or higher at the conclusion of their 6th semester will gain acceptance into the Cum Laude Society. Students will be inducted in the fall ceremony.

There will be an additional induction at the conclusion of the 7th semester for all students who have attained a 4.0 cumulative GPA or higher.

I. HONORS

1. Cum Laude Society is a fellowship of scholars whose purpose is to recognize students who demonstrate academic excellence in a college preparatory curriculum. The definition and

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

2. National Merit Scholars - Juniors who rank in the top one-half of one percent in the National Merit Scholarship Qualifying Test become National Merit Scholarship Semi-Finalists and are eligible to compete for National Merit scholarships. The test is taken in the fall of the junior year along with the Preliminary Scholastic Aptitude Test.
3. National Merit Commended Scholars - Seniors who rank in the top five percent in the National Merit Scholarship Qualifying Test become commended scholars.
4. Diploma with Honors - students who complete the college preparatory curriculum in high school must meet any eight of the following nine criteria:
 - a. four units of English
 - b. three units of mathematics that include algebra I, algebra II, and geometry or complete a three-year sequence of courses that contain equivalent content
 - c. at least three units of science that include instructional emphasis on the physical, life, and earth and space sciences
 - d. three units of social studies
 - e. either three units of one foreign language or two units each of two foreign languages
 - f. one unit of fine arts
 - g. either one unit of business/technology and two additional units in (a) through (f) above or earn three additional units, in (a) through (f) above
 - h. maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
 - i. Obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score on the Scholastic Assessment Tests (SAT)

Students who complete an intensive career-technical education curriculum in the high school must meet any nine of the following ten criteria:

- a. four units of English which may include one unit of applied communication
- b. three units of mathematics which should include algebra and geometry or a sequence of courses that contain equivalent content
- c. three units of science that develop concepts for physical, life and earth and space sciences
- d. three units of social studies
- e. two units of a foreign language; or two units of business/technology; or one unit of each
- f. three units in the student's career-technical education curriculum
- g. two additional units in (a) through (f) above, or in fine arts
- h. maintain an overall high school grade point average of at least a 3.5 on a 4.0 point scale up to the last grading period of the senior year
- i. complete a career passport that reflects achievement of the occupational proficiency benchmark established for the Ohio Vocational Competency Assessment or the equivalent
- j. obtain a composite score of 27 on the ACT tests or an equivalent composite score on the Scholastic Assessment Tests (SAT).

J. SCHEDULE CHANGES AND COURSE DROP POLICY

1. Because of teacher assignments, classroom assignments, and textbook and supply orders, changes in student schedules cannot be made except for the following reasons:
 - a. errors made in scheduling by the school;
 - b. adjustments to meet faculty changes;
 - c. changes to meet graduation requirements;
 - d. completion of courses in summer school;
 - e. failure of a course;

- f. adjustments necessary to balance classroom and study lab, size;
 - g. subject level changes recommended by a teacher and/or counselor;
 - h. changes necessary because of illness or injury;
 - i. addition of a course in place of a study hall, if class size permits;
 - j. school-initiated changes.
2. The deadline for adding a course during the first semester is September 10.
The second semester deadline for adding a course is February 9.
The deadline for dropping a course the first semester is October 16.
The second semester deadline for dropping a course is March 13.

K. COURSE FEES

Students are responsible for all fees at the beginning of the course. Students, who are enrolled in first semester courses, must have all fees paid by September 10. Students, who are enrolled in second semester courses, must have all fees paid by February 9. Students who are financially unable to pay any fee should contact their building administrator.

If fees are not paid, the following may occur: hold report card, revoke parking permit, revoke commons privileges, or be unable to participate in sports or in co-curricular activities.

AP test fees will be billed at the beginning of the second semester.

L. DISTANCE LEARNING

Distance learning will be made available to students as the need and opportunity arises. Distance learning means information is shared interactively via video conferencing. In order to participate in distance learning, students must have a signed media publications release on file.

M. GRADE REPORTS

Edline Grade Check

Edline is a web-based system allowing parents to check student grades on a consistent basis. The web address is <http://www.edline.net>. Initial teacher handouts will include information as to when they will update their class grades. This will eliminate the need for mid-term or progress reports. If you do not have Internet access, printed copies of your child's grade can be made available to you upon request by contacting your child's guidance counselor.

Grade reports are issued at the end of each nine-week period.

Grading Period	1	2	3	4
Grading Period Ends	Oct 31	Jan 23	Mar 27	Jun 10

Grade reports will be held in the office if, at the end of each grading period, students have outstanding school fees. Parents will be notified of impending fees and/or fines and if grade reports are being withheld.

N. COMMONS PROGRAM

1. Introduction: The school offers students many opportunities to grow, learn, and mature. Learning how to live in a democratic society is best accomplished when students are given responsible freedom and the opportunity to make choices. The Commons Program provides an opportunity for students to study, relax, interact with fellow students and teachers, and exercise a degree of freedom of choice. The Commons Program offers students choices in the use of unstructured time; however, participation in the Commons Program is a privilege and this privilege may be revoked at any time if a student fails to do well academically and/or fails to act responsibly and abide by school rules.

2. Eligibility for the Commons Program:

- a. All juniors and seniors are eligible to participate in the Commons Program provided that they:
 - (1) maintain a good attendance record;
 - (2) maintain at least a 2.0 GPA (non-cumulative) for the previous grading period;
 - (3) have no F's on their previous quarterly report cards;
 - (4) behave in a responsible manner and abide by school rules;
 - (5) successfully passed the OGT or are actively participating in OGT intervention programming.
- b. All juniors and seniors who are eligible will automatically be granted the Commons Privilege. If, for any reason, parents do not want their son/daughter to have the Commons Privilege, they may contact the Assistant Principal to have the privilege revoked.
- c. At the beginning of each quarter the status of each student will be reviewed. Those students who are no longer eligible will have their Commons Privilege revoked until the next quarter or until reinstated by the assistant principal.
- d. Juniors and seniors who feel they are performing at their best academically, but still do not have a 2.0 GPA, may petition for inclusion in the Commons Program by contacting the Assistant Principal.

3. Basic Guidelines of the Commons Program

- a. Students are to sign in with the Commons Supervisor at the beginning of each assigned Commons period. After signing in, students are free to go to any of the following areas:
 - (1) Remain in the Commons
 - (2) Patio or picnic area adjacent to the Commons
 - (3) Library
 - (4) Restrooms adjacent to the Commons

All other areas of the school and school grounds are "off limits" unless a pass is obtained from the Commons Supervisor. Visits to lockers to get study materials should be made on the way to the Commons.
- b. Students are not permitted to leave campus during Commons periods. Students who violate this rule will have their Commons Privilege revoked and be assigned to study hall for the remainder of the quarter. Subsequent violations may result in loss of the Commons Privilege for the remainder of the year. (Any revocation of Commons Privilege will result in a minimum of two weeks.)
- c. A student is not permitted to go to the parking lots during Commons unless he/she first obtains permission from the Assistant Principal.
- d. Students are not to loiter in the halls when traveling to and from the Commons on a hall pass.
- e. No student is permitted to have more than two Commons periods in a single day.
- f. Students are to work cooperatively with the Commons Supervisor and follow his/her rules.

III. GUIDANCE SERVICES AND ACADEMIC ADVISING

A. 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:

1. Superior Cognitive Ability
2. Specific Academic Ability (Mathematics, Science, Reading, Writing, and Social Studies)
3. Creative Thinking Ability
4. 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.

B. GUIDANCE STAFF AND SERVICES

Mark Iammarino – Counselor – A-G

John Rydquist – Counselor – H-M for Grade 12 – H-P Grades 9, 10, 11

Karen Lewis – Counselor – N-Z for Grade 12 – Q-Z Grades 9, 10, 11

Karen Kreinberg – SAY Counselor

Janis Hancock – Secretary

1. Student and parent orientation programs, college information, vocational assistance, course scheduling, student-parent relationships, and personal counseling are all a part of the Chagrin Falls High School Guidance Program. Each student will be assigned a guidance counselor at the beginning of the school year.
2. If a student has a problem, he/she is encouraged to contact the classroom or homeroom teacher, the department chairperson, his/her guidance counselor or the building administrator. Parents are invited to call for a conference any time they have a question or concern.

C. HOMEWORK GUIDELINES

1. Purpose

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

- a. Encourage
 - Intellectual maturity
 - Higher order thinking skills
 - Organized study habits
 - Independent learners
 - A love of learning
- b. Reinforce
 - Concepts previously taught
 - Skills for mastery
- c. Promote Creativity
 - Through student choice

Through student/teacher collaboration
Through differentiation
Relevant and challenging assignment

2. Time

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

3. Student Responsibility

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

- a. Keep track of all assignments
- b. Take home all materials necessary to complete assignments
- c. Be sure all assignments are clear; don't be afraid to ask questions
- d. Set aside a regular time for studying in a quiet well-lit area
- e. Produce quality work
- f. Use class time wisely
- g. Make sure assignments are completed and turned in on time

3. Teacher Responsibility

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

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

4. Parent Responsibility

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

- a. Monitor student's organization and daily list of assignments in his/her planner
- b. Set a regular, uninterrupted study time each day
- c. Establish a quiet, well-lit study area
- d. 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.
- e. Contact the teacher if the student is spending an inordinate amount of time completing homework or struggling with assignments
- f. Regularly check the on-line grade book (4th – 12th graders) to stay up-to-date on the student's grades

5. 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:

- a. Partial credit
- b. No credit
- c. Communication with parents

6. Make-Up Work Policy

Students who miss homework because of an excused absence will receive the opportunity to make up missed work upon their return. Students are given one school day for each day absent to turn in their work. It's the student's responsibility to talk with each teacher to get work missed due to absence and set up a time to make up the work.

7. Assignments During Extended Absence

- a. When it appears that a student will be absent for three or more days, assignments will, upon request, be collected from the teachers. To organize for assignment collection, call the office (247-2043) before first period in the morning.
- b. Assignments can be taken home by a friend or be picked up by a parent or guardian at an agreed-upon time.

8. Extra Credit

Chagrin Falls High School recognizes that extra credit can serve as a vehicle for extending the academic curriculum and motivating students. When offering extra credit, these criteria will be followed:

- a. Assignments should be an extension of the academic curriculum and should not significantly impact the student's final grade.
- b. When possible, extra credit opportunities should be included within the course syllabus.

D. TEST SECURITY PROCEDURES

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

E. POST SECONDARY ENROLLMENT OPTIONS

The POST SECONDARY ENROLLMENT OPTIONS PROGRAM through Senate Bill 140 has been established to permit high school students in grades nine through twelve to earn college and high school graduation credit through the successful completion of college courses. The program is intended to provide expanded opportunities for appropriately qualified high school students to experience coursework at the college or university level.

There are two options to this program:

OPTION A permits eligible students to enroll in college courses for college credit. Students electing this option will be required to pay all costs incurred, including tuition, books, materials, and fees.

OPTION B permits eligible students to enroll in college courses for college and high school graduation credit. Students electing this option will receive partial reimbursement for tuition, books, materials, or fees associated with such courses.

STUDENTS MUST INDICATE THEIR INTENT TO PARTICIPATE DURING THE NEXT SCHOOL YEAR TO SCHOOL OFFICIALS BY MARCH 30th OF THE CURRENT YEAR.

F. PROGRESS REPORTS see Section II, M Grade Reports – (Edline)

G. TRANSFERS AND WITHDRAWALS

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

H. WORK PERMITS

State law requires that students have a work permit for each job they have after school and during the summer vacation. Application forms are available in the school office and online at www.com.state.oh.us. A copy of the student's birth certificate, employer ID number and hours and days worked are requirements for acquiring a work permit. Work permits are now processed on-line and could take up to three days to be issued.

Unless work is educationally related, (i.e. vocational classes and necessary work component) students will not be excused from classes for the purposes of work, unless excused by the Superintendent.

I. REGISTRATION

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

1. Birth Certificate *
2. Proof of residence
3. Immunization records **
4. Custody papers (if applicable)
5. Proficiency history
6. IEP/504 if applicable

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

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

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

J. 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.

K. HELP WITH STUDIES/PROBLEMS IN SCHOOL

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

1. talk to the teacher and ask for extra help after school or during study lab time;
2. talk to the guidance counselor;

3. have his/her parents contact the teacher or counselor to see if a plan for help can be developed; or talk to the assistant principal.

L. 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.

M. 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.

N. 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 440/247-4670.

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.

O. 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.

P. CHEMICAL DEPENDENCY PROGRAMS

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

INSIGHT CLASSES

A series of classes designed to discuss personal patterns of chemical use and the ramifications of this use. Participation may be through referral or on a voluntary basis.

SUPPORT GROUP

Weekly meetings of students who assist one another in maintaining a chemically-free lifestyle. Participation is voluntary.

CONCERNED STUDENTS GROUP

Weekly meetings for students who may be affected by a friend or a family member's chemical use. Participation is voluntary. Individual counseling with our school social worker is available either through referral or on a voluntary basis. Students may contact Karen Kreinberg, any guidance counselor, or an administrator for more information.

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. Your call is anonymous. Follow the instructions given to you over the phone.

IV. CHAGRIN FALLS 7-12 ATTENDANCE POLICY

ABSENCES AND ATTENDANCE

Research clearly indicates a direct correlation with regular attendance and academic achievement. In the highly competitive world we live in many employers and college admissions offices are now requesting attendance data as well as academic records. Your official transcript indicates how many days you have been absent each year in high school.

Regular attendance is essential to success in school since discussions and work done in class can never be fully recovered. Regular and punctual attendance is expected of all Chagrin Falls Exempted Village Schools students. When in attendance, students are expected to be in all classes and study halls. Attendance and promptness to school is the responsibility of each student and his/her parent/guardian. It is also the responsibility of each student and parent/guardian to use discretion in scheduling planned absences and early dismissals from school.

The Ohio Department of Education has a definitely stated policy regarding absences from school (3321.04 RC). In brief, the policy is as follows: Absence from school for any reason other than those listed below and recommended by the State Department of Education is not acceptable and will carry disadvantages to the student. Those reasons acceptable by the State of Ohio and Chagrin Falls Exempted Village Schools are:

1. Personal illness (may require doctor's verification).
2. Illness in the immediate family (may require doctor's orders or parental need that the student remain at home).
3. Medical, Dental, or Legal appointments (may require formal verification).
4. Death of a relative.
5. Religious holidays. (A student may be excused for the purpose of observing a religious holiday, provided it is required by his religion. If observance of such holiday only requires attendance at a religious service, the student should attempt to attend such service before or after school.)
6. Other emergencies or circumstances that constitute good and sufficient cause as determined by a principal or his/her designee.

ABSENCES – EXCESSIVE

There is a positive correlation between a child's attendance and achievement. Each classroom experience is an important part of the child's education and it is not possible to make up the content presented through direct instruction that is missed.

The primary responsibility for school attendance is placed with the parents. The parent is responsible for permitting only those absences that can be excused under the recommendations of the State Department of Education and the regulations of Chagrin Falls Exempted Village Schools.

A student who misses more than fifteen (15) meetings of any class per semester for any reason must provide written notification from a doctor verifying this absence. This note must be received within 48 hours upon the students return to school. Failure to turn this note in will result in the absence being documented as unexcused; the student will not receive academic credit for academic worked missed during the absence.

The only exceptions to this rule are:

1. Hospitalization for an extended period of time.
2. Epidemic - quarantine called for by a physician.
3. School-sponsored activities and trips.
4. Any situation or emergency as declared by the school administration.

ABSENCE REPORTING

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

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

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

After being absent for part of a school day or if a student arrives after 7:40 A.M., he/she must report to the office before reporting to class to sign in on the attendance sheet. Students not providing or having a call within 24 hours to verify an absence will have the absence deemed unexcused and no credit will be issued for work missed.

PLANNED ABSENCE

Students will be granted a total of ten (10) planned absent days for the school year which include the following; (1) a family circumstance that constitutes good and sufficient cause, (2) family trip or vacation, and, (3) college visitations. Students who anticipate being out of school two or more days because of a family circumstance, family trip or vacation, or college visitations MUST obtain a "planned absence" form from the office.

The Absence Form must be signed by parents, all teachers and returned to the office one week prior to the scheduled absence (with the exception of some family circumstances – see Family Emergency). Care should be given when planning a vacation during the school year because a student's grades may be adversely affected because they are missing direct instruction.

The following criteria apply to all requests for Planned Absences:

1. Planned absences may not be requested during those days established for semester or final examinations, AP testing, or State proficiency testing.
2. It is the student's responsibility to make arrangements for makeup work and/or tests before their planned absence. Upon return all assignments are due on the first day back.
3. All work and/or tests are expected to be made up in the prescribed period of time. Failure to do so will result in "0" credit to be computed in the student's current grading period average.
4. A college official must verify that a college visit has been successfully completed – the verification forms are available in the guidance office.

FAMILY EMERGENCY

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

VACATIONS

While we always encourage activities that give families time together, we do want to stress the importance of school attendance for students. We ask that family vacations be planned for days when school is not in session. A Planned Absence Form can be picked up from the office.

Students are to make arrangements with the classroom teacher for all makeup work necessary to receive academic credit for the time they were on vacation. Students are not permitted to take exams prior to scheduled times.

COLLEGE VISITATIONS

Prior arrangements for students to visit colleges must be made with the guidance counselor. Students are encouraged to make college visitations during times school is in recess and during the summer months.

TRUANCY (Ohio Revised Code)

Habitually truant is defined as a school-aged child who is absent from school without legitimate excuse for five or more consecutive days, seven or more days in a school month, or 12 or more school days in a school year. "School month" defined as four weeks.

Chronic truant is defined as a school-aged child who is absent from school without legitimate excuse for seven or more consecutive days, ten or more school days in a month, or 15 school days in one school year.

Legitimate excuse: (1) enrollment in another school, (2) bodily or mental condition that prevents attendance, (3) home instruction, (4) demonstrated need to perform duties at home, (5) possession of an age of schooling certificate.

Excused absence: (1) illness (illness of a family member), (2) doctor/dentist/legal appointment, (3) funeral, (4) religious observation, (5) other emergency circumstances that constitute good or sufficient cause as determined by the school administrator.

TARDINESS TO CLASS/SCHOOL

A tardy is defined as arrival to school or class after the tardy bell has rung. It is strongly suggested that a student be in his/her seat prior to bell sounding to avoid any misunderstandings.

Students must have a hall pass from their last class when late to their next class if a tardy is to be avoided. If a student is tardy, he/she should report immediately to his/her assigned class where the teacher will record the tardy and respond appropriately to the violation. Any classroom tardy beyond ten (10) minutes will be considered a "class cut."

As the students accumulate tardies, the following consequences may result:

4th Tardy - One (1) After School Discipline (ASD)

5th - 8th Tardy - Two (2) ASDs and Loss of Commons and/or Driving Privileges for up to 4 school weeks

9th - 10th Tardy - One (1) Saturday School and Loss of Commons and or Driving Privileges for up to the remaining school year

16th and Subsequent Tardies - One (1) to Five (5) days of Out-of-School Suspension and Loss of Commons and or Driving Privileges for up to the remaining school year

Tardies for Period 2 to the end of day will be managed by individual teachers following the tardy referral process.

Late arrivals in the morning will be counted tardy prior to the end of second period. After that time a one-half (1/2) day absence will be recorded. Late arrivals are to produce a written excuse from their parent/guardian or a doctor/dentist. All tardies are unexcused unless accompanied by a doctor or dentist's note. Oversleeping, car trouble, and missing the bus are examples of unexcused tardiness. The Principal/designee shall make the final determination between excused and unexcused tardiness.

ILLNESS DURING THE SCHOOL DAY

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

LEAVING THE SCHOOL

Leaving the school or school grounds without permission violates State Law. Once students arrive on school grounds, they may not leave prior to the end of the day without first reporting to the main office and following proper procedures.

STUDENT ACTIVITIES AND ATHLETICS

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

EXEMPLARY ATTENDANCE

Students are eligible for the Exemplary Attendance Award if:

There are no half day absences

There are no full day absences

There is a combination of 5 or less tardies, late arrivals, and/or early dismissals, and/or early releases. (Medical appointments are included in this clause)

V. CODE OF STUDENT CONDUCT GRADES K-12

A. CODE OF STUDENT CONDUCT

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

1. INTENT AND PURPOSE

Each Board of Education is required to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning.

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

2. SCOPE OF JURISDICTION

This Code of Student Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at inter-scholastic competitions, extracurricular events, or other school activities or programs.

This Code of Student Conduct specifically refers to: misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property and, misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

3. STUDENT RIGHTS AND RESPONSIBILITIES

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

4. STUDENT DISCIPLINARY INFRACTIONS AND CONSEQUENCES

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

B. BEHAVIORAL GUIDELINES

1. GENERAL BUILDING GUIDELINES:

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

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

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

2. BEHAVIORAL GUIDELINES - TEACHER DISCIPLINE PLAN:

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

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

3. CODE OF STUDENT CONDUCT CONSEQUENCES DEFINED

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

- a. **TEACHER DETENTIONS:** Teacher detentions will be served with the teacher who issued the detention. Teacher detentions can last up to one hour and will be worked out between the teacher, student, and parent. They can be served before or after school. It is the responsibility of the student to report to the assigned detention as determined by the teacher. Students are given 24 hours notice to make the assigned detention. Teachers may also notify the parents of the assigned detention. Teachers may do this as a courtesy as well as an attempt to inform the parents of behavioral concerns. Students can complete unfinished homework or assignments during their detention.

*If detentions are not served by the determined date an ASD will be assigned by the Principal or his or her designee.

- b. **ASD - AFTER SCHOOL DISCIPLINE:** After School Discipline is normally given for offenses more serious than detentions. (See Section I – Code of Student Conduct) ASDs can only be served Tuesday and Thursday after school from 2:45 to 4:00 p.m. in a designated room. A student who has been issued an ASD will be assigned the dates as specified by the Principal or his or her designee; students are given 3 days to serve their ASD. Parents/guardians are notified by mail and in many cases by the Principal or his or her designee who will call home and talk to one of the parents. Students are required to bring materials necessary to complete assignments and/or appropriate

reading materials. They are to plan in advance the best way to utilize the 1 hour 15 minute time period to be served.

***Failure to serve ASDs on or before the assigned deadline will result in additional discipline assigned by the Principal or his or her designee.**

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

***Failure to serve a Saturday School assignment will result in additional discipline which may include additional Saturday School assignments or progress to an out-of-school suspension**

- d. **IN-SCHOOL EXCLUSION (ISE):** In-School Exclusion is a consequence issued in which students are isolated from other students during the entire school day. The student is considered “in attendance” for attendance purposes. The student will make up any work missed in the regular classroom while in the In-School Exclusion room. Students assigned to In-School Exclusion may NOT participate in any co-curricular practices or events on any day they are placed in this room.

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

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

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

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

- i. **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 outline in the Code of Student Conduct. Community service may also be required in conjunction with or in place of a suspension.

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

- j. **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 briefed on the proceedings and sworn in prior to the start of the appeal. A verbatim record is kept. The hearing may be held in executive session at the request of the student or his or her parent(s).

- k. **EXPULSION:** Expulsion from school is only used as a last resort against a student who habitually breaks school rules. Expulsion can occur on a student's first offense, if it is of a very serious nature. It is not possible to list every reason why a student could be expelled. Each case will be handled on an individual basis and may have any number of extenuating circumstances. Expulsion is defined as the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year. If there are fewer school days than the expulsion days remaining in the school year, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. This means that the student does not attend school, and is not allowed the opportunity to do any make-up work or attend any school functions. The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion.

***During the period of expulsion or exclusion, credits earned in any other educational setting and/or institution will not be accepted by the Chagrin Falls Exempted Village School District.**

APPEAL PROCESS FOR AN EXPULSION: A student who is 18 or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board of Education or its designee. The appellant(s) may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. Notice must be filed within 10 days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office.

A verbatim record will be kept of the hearing. The hearing may be held in executive session at the request of the student, parent or guardian. The decision of the Board may be further appealed to the Court of Common Pleas (Board Policy JGE)

- m. **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.
- n. **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.
- o. **DANGEROUS INSTRUMENT:** Weapons and dangerous instruments include any object which is used or may be used to inflict physical harm or property damage. These include knives (defined but not limited to any cutting instrument consisting of a sharp or pointed blade fastened to a handle) and other dangerous objects of no reasonable use to the student at school (including normal school supplies like pencils or compasses) which a reasonable person might consider, under the circumstances, capable of harming a person or property.

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

- p. **DESTRUCTIVE DEVICE:** The term "destructive device" means any fireworks, explosive, incendiary, or noxious irritant or poison gas, such as a bomb or grenade.

In the case of any violation related to a destructive device, the student may be expelled from school by the Superintendent for a period of one calendar year. In the case of any violation related to serious physical harm to a person(s) or property, the student may be expelled from school by the Superintendent for the period of one calendar year.

- q. **PERMANENT EXCLUSION:** When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that she/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio School:

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

This process is formal and will usually follow an expulsion hearing with proper *notification* to the parents.

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

- s. **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.

- t. **SEARCH AND SEIZURE:** Students possess the right of privacy as well as freedom from unreasonable search and seizure of property. This individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of its students. Principals and their designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student, including vehicles parked on campus, where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. Under the condition of "reasonable suspicion" school authorities may seize any items that violate school or criminal laws. The Chagrin Falls Exempted Village Schools Administration may conduct lockdowns and canine searches.

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

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

Students and parents annually receive, at the beginning of the school year or upon entering during the year, information on the rules and regulations to which they are subjected while in school or participating in any school-related activity or event. This information is available on-line or at each school's office. The information includes the

types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student Code of Student Conduct and the fact that any violations of the student Code of Student Conduct are punishable. Each student and parent/guardian must sign a form indicating they have received the Code of Student Conduct. The rules apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

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

C. MINOR VIOLATIONS – SECTION I

Statement

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

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

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

RULE 1- ACADEMIC INTEGRITY

Violations of Academic Integrity

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

Cheating

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

Plagiarism

Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. Appropriate acknowledgement is required when material from another source which is in print form, electronic form or other medium which is paraphrased or summarized. Examples of plagiarism include: failure to use quotation marks when directly quoting a

source, failure to document distinctive ideas from a source (common knowledge information such as names and basic scientific law need not be referenced) word-for-word or mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation) fabricating or inventing sources or data, and copying information from computer-based sources (i.e. Internet).

Facilitating Academic Dishonesty

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

Plagiarism involves claiming as one's own work the ideas, phrasing, or creative work of another person. Any violation of Academic Integrity will result in a "zero" with no opportunity to make up the assignment for credit and referred to the Principal or his or her designee.

***Any additional violation of this rule, or repeated acts of academic dishonesty, may result in denial of credit and further disciplinary consequences.**

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- DRIVING/PARKING

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

RULE 6 - ELECTRONIC DEVICES/CELL PHONES

No student shall possess radios, televisions, pagers, electronic games, remote control watches, laser pointers, cameras, video recorders or any other electronic equipment used or in sight during school hours. Students in grades 4-12 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.

***Personal listening devices (e.g., CD player with headphones, iPods and MP3 Players) will be permitted at the high school level during the school day during lunch and commons periods only (Phones with music capabilities are not permitted).**

RULE 7 - 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 subjected to the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered "insubordination" for anyone to disobey or fail to comply with, which is a part of this code, directives of authorized school personnel.

RULE 8 - 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 9 - 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 10 - 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 11 - 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 no scheduled activities.

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

RULE 12 - 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 found to be in violation of these behavioral expectations.

RULE 13 - 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.

D. MAJOR VIOLATIONS – SECTION II

These examples of misconduct are cumulative and may 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. The administration reserves discretion in the issuance of appropriate consequences at the respective building level. The intent of the student will be given consideration and the consequences will reflect the seriousness of the situation.

RULE 14 - 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.

RULE 15 – 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 are not limited to actions that can be covert and non-verbal in nature.

RULE 16 – GAMBLING

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

RULE 17 - GANG ACTIVITY

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

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

RULE 18 - 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 degrade, disgrace, or tend to injure, degrade or disgrace or create embarrassment or the risk of physical or mental harm (Ohio Revised Code 2903.31).

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

RULE 19 – DISRESPECTFUL BEHAVIOR/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.

RULE 20 – 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 21 – 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 22 - 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 mandatory in-school Tobacco Intervention Program or school approved counseling program may receive a reduction in the suspension. Police may also be notified.**

RULE 23 - EXTORTION

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

RULE 24 - 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 school-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate contact.

1. **Assault (Aggravated/Physical)** - Assault is defined as an act of violence upon another

person which inflicts great bodily harm. A student who assaults another student or staff member while on school property or at a school sponsored or related activity, function or event shall be subjected to discipline. Any student who assaults a staff member off school grounds or at a non-school sponsored event is subject to school discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the Superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.

2. **Fighting** - Fighting is defined as the act of striking another person. Students involved in fighting on school property, school owned vehicles, or in attendance at any school sponsored activity will be suspended.
3. **Physical Confrontation** - A physical confrontation is defined as, but not limited to, the act of inappropriate contact which may include pushing, shoving or throwing objects at another person. Any student involved in a physical confrontation on school property, school owned vehicles, or in attendance at any school sponsored activity will be subject to school discipline.

RULE 25 - THREATS

Threats (verbal/nonverbal) - No student has the right to threaten or attempt to provoke another person. All such incidents should be reported to a teacher or principal. The police may also be involved.

Threats to faculty or staff members - This includes threatening or being disrespectful to a faculty member at any time, including off school grounds and when school is not in session (24/7/365).

RULE 26 - DISORDERLY CONDUCT

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

RULE 27 - 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 his/her child.

RULE 28 - 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.

1. **Improper Access of Computers and the Network System:** Students shall not use, download or load unauthorized or inappropriate software on school computers.
2. **Vandalizing or Sabotaging the School Computer System:** Students shall not vandalize or sabotage any computer, computer program, or equipment related to the computer system.
3. **Unauthorized Use of Computer Passwords.** Students shall not use another person's

password for any purpose. Sharing of passwords is a breach of computer security.

RULE 29 - FALSE ALARM /9-1-1 CALLS

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

RULE 30 - BOMB THREATS

No student may initiate a report warning of a bomb on school property, on school district owned vehicles, or at school-sponsored or supervised activities.

RULE 31 - ARSON

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

RULE 32 - 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 33 - DRUG PARAPHERNALIA

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

RULE 34 - 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 on a student's person or in a student's book bag, purse, wallet, locker, desk or automobile parked on school property. The mere odor present on a student validates reasonable suspicion and is grounds for suspension

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

Students who violate this rule will receive the following consequences: (1) a 10 day Out-of-

School Suspension (OSS), (2) police notification and, (3) a possible recommendation for an expulsion hearing.

****Students who participate and complete the following stipulations may receive a reduction in the suspension: (1) required mandatory in the school sponsored groups and/or approved outside counseling, (2) the student must obtain a professional assessment of the Drug/Alcohol problem from an approved agency. The assessment report must be signed by the parent for release to the building principal. Failure to complete the above-mentioned procedure will result in a ten-day suspension.***

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

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

RULE 35 – 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 (Medication prescribed by a physician must follow the Board-adopted policy regarding student medication).

1. A counterfeit (look-a-like) controlled substance is defined as:
 - a. any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
 - b. any unmarked or unlabeled substance that is represented to be a controlled substance;
 - c. any substance that is represented to be a controlled substance or is a different controlled substance; and
 - d. any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
2. No student shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 34.
3. No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct, that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.
4. No student shall knowingly make, offer to sell, give, package, or deliver a counterfeit controlled substance.

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

E. CHEMICAL ABUSE POLICY

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

1. discourages students from becoming chemically involved;
2. protects students from the promotion and sale of chemicals on school property;
3. identifies the students who are chemically involved;

4. intervenes in the chemical involvement of identified students;
5. offers identified students the opportunity to participate in groups providing chemical abuse information and chemical counseling, and offers support counseling for chemical abstainers;
6. refers chemically involved students to appropriate treatment facilities.

Policy Provisions

This policy shall be implemented by such procedures, as the administration shall determine using the guidelines outlined below:

No student, under the provisions set forth in the Intent and Purpose of the Code of Student Conduct, shall:

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

Consequence Consideration For Awareness Program Attendance

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

VI. ATHLETICS/EXTRA AND CO-CURRICULAR ACTIVITIES

A. ACADEMIC ELIGIBILITY FOR STUDENT PARTICIPANTS

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

B. PARTICIPATION IN ACTIVITIES

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

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

C. FULL ELIGIBILITY STATUS

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

D. CONDITIONAL ELIGIBILITY STATUS

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

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

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

E. INELIGIBLE STATUS

Pupils will be declared ineligible under the following conditions:

*9th-12th Graders:

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

* In order to be eligible for participation in athletics in the State of Ohio (Ohio High School Athletic Association), a student in grades 9, 10, 11 or 12 must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in subjects that earn a minimum of 5.0 credits per grading period toward graduation.

* Removal from extracurricular activities within the athletic department will be reviewed by the Athletic Director and recommended to the Principal for a final decision.

F. MONITORING STUDENTS

1. Parents and students can monitor progress using the **Edline** grade check. In addition, pupils on conditional or ineligible status will receive attention as follows:

a. Other Considerations

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

G. CHEMICAL INVOLVEMENT CODE

The Chagrin Falls Board of Education believes that chemical involvement by school-aged children interferes with their ability to learn and to function. In order for our youth to have the maximum opportunity to reach their full educational potential and emotional development, the Board encourages all students to remain chemically free. To this end, when a concern about any student relating to possible substance use/abuse is determined to be of a serious nature, a student/parent/staff conference will be held to discuss the issues.

The Board establishes requirements for students who participate in school-sponsored, extra-curricular and co-curricular activities. These requirements set standards for the non-use of alcohol and drugs. It is expected that each coach/advisor will establish standards of conduct appropriate for his/her activity and administer discipline on a day-to-day basis.

1. Definition of Student Activity

This code is applicable to students in any non-credit student activity, all athletes 7-12, and all activity participants 7-12. A non-credit student activity is any activity that meets, performs, or practices at times other than, or in addition to, the regular school day and school year. (Activities that are required as a part of the regular school curriculum are considered co-curricular and are covered under the **Code of Student Conduct**.) For purposes of clarity, non-credit student activities will be referred to as extra-curricular activities.

Although student compliance is encouraged throughout the year, it is required for twenty-four hours a day, seven days a week during the activity season.

b. Philosophy of Chemical Involvement Code

The Chagrin Falls Exempted Village Schools recognize the use of mind-altering chemicals as a significant health problem for many adolescents and their families, resulting in

negative effects on learning, behavior, and the total development of individuals. The use and abuse of mind-altering chemicals for some adolescents affects the development of skills for co-curricular activities and participation in those activities. Others are affected by the use and abuse of fellow activity participants or other significant persons in their lives. Co-curricular activities make school life richer and more rewarding and adherence to certain behavior codes enhances an individual's pattern of living.

Advisors and coaches have a unique opportunity to observe behaviors, as well as performance, to confront, and to assist young people. The Chagrin Falls Exempted Village Schools, therefore, support education and awareness in adolescent chemical use problems for co-curricular activity participants and their families, advisors, coaches, and administrators. The harmful effects of chemical use are well documented. The dangers of chemical use are taught throughout the health courses in our schools, and this behavior code is consistent with the District philosophy and curriculum.

c. Chemical Involvement Code Definitions

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

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

d. Procedures

- 1). When an incident is brought to the attention of an administrator, facts will be gathered and a determination of whether a violation has occurred will be made, and assessment of penalty, if appropriate, will be given.
- 2.) The student and parents will be notified of the decision by telephone with written confirmation to follow. The written confirmation will notify the student and his/her parents of the appeal procedure and will include a written statement of the violation.
- 3.) The student or his/her parents may appeal the decision to a Review Board by submitting a written request to the Principal within five calendar days of the initial telephone or written notification. The Review Board will consist of an administrator (other than the person who initiated disciplinary action), the appropriate coach(es)/advisor(s) and a guidance counselor. The administrator presenting the evidence and the student will attend. The student's parents will be invited to attend. The student and his/her parents will be notified of the date, time, and place for the Review Board meeting by telephone with confirmation in writing.

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

A final appeal may be made to the Board of Education. The appeal must be submitted to the Superintendent in writing within five calendar days of verbal notification of the student's violation. There will be no stay of the penalty pending this appeal. The Board of Education may only remove the violation from the student's record and discontinue a penalty.

NOTE: The Board of Education will only review the procedures of the case including the Review Board appeal. It may or may not decide to hear an appeal before the Board based on its review of the case.

e. **Penalties - Alcohol and/or Drugs**

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

1). **First Violation**

For activities which have a schedule of public playing dates or activities, a first violation of the Chemical Involvement Code will result in removal from participation for two weeks or three events, whichever is less. A student is allowed to practice with the team or organization but not play. For those activities which do not normally have a schedule of public playing dates or activities, a first violation of the Chemical Involvement Code will result in removal from participation for the equivalent of two weeks or three events, whichever is less. The schedules of activities will be determined by the coach of the sport or the advisor of the activity, and the principal's designee.

After a first violation and before the student is permitted to resume participation in activities, a conference will be held with the student and school representative(s). The purpose of this conference will include a review of school policy and expectations. The student and parent(s) will be advised of the penalty for a second violation.

2). **Second Violation**

A second violation of the Chemical Involvement Code will result in removal from participation in all activities for one (1) calendar year. The student will not be allowed to practice or play during the removal period. Conferencing, as described above, is required before a student may resume participation.

3). **Third Violation and Subsequent Violations**

A third or subsequent violation of the Chemical Involvement Code will result in removal from participation in all activities for the duration of the student's high school. The student will not be allowed to practice or play during the removal period.

Reinstatement into activities may be allowed through the petition process after 18 months with no additional violations.

4). **Third or Subsequent Violation--Alternate Penalty**

If a student agrees to follow the recommendation of a school-appointed assessment team, his/her removal from participation will be limited to one calendar year. Failure to follow through with the recommendation will result in removal from participation for the duration of the student's high school or high school career.

f. **Violations**

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

g. **Smoking**

During the activity season a student shall not smoke, conceal, possess, purchase, accept, or transmit any tobacco product.

h. **Penalties for Smoking**

1). **First Violation**

A first violation of the Smoking Code will result in removal from participation for one (1) game or one (1) week, whichever is less.

2). **Second Violation**

A second violation of the Smoking Code will result in removal from participation for two (2) games or two (2) weeks, whichever is less.

3). **Third Violation**

A third or subsequent violation of the Smoking Code will result in removal from participation for the duration of the current activity season.

4). **Additional Considerations**

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

5). **Administrative Discretion**

The administration reserves the right to modify and determine the appropriateness of any penalty.

VII. APPEARANCE GUIDELINES 7-12

The Chagrin Falls 7-12 campus believes that pride in one's self and school is often reflected in the way students dress. In order for a student to look his/her best, he/she should be knowledgeable about health, grooming, and choice of clothing. Poise and confidence are derived from an individual looking his or her best. Research indicates there is a direct correlation between proper dress and good conduct. We, as administrators, teachers, parents, students, and community, have the right to expect a higher standard of dress in the school atmosphere.

While the major responsibility for good grooming rests in the home with the student and parents, the school has certain concerns based on consideration of health, safety, and the maintenance of the school atmosphere that promotes study and learning. Reasonable conformity to current fashions in student dress is to be expected and is appropriate; however, when student appearance becomes extreme and, in the considered opinion of the school administration, violates health or safety regulations, is not in keeping with appropriate dress for school, or violates commonly accepted standards of modesty; such appearance is not acceptable.

The following statements are provided as guidelines to promote understanding of a few areas of concern:

1. Any apparel showing suggestive or profane pictures or wording; showing alcohol, tobacco, or drug-related sayings or pictures; promoting sex, violence or self-destructive behavior; or any item that defames the nation, state, community or an individual will not be permitted.
2. Tight-fitting or excessively short shorts, skirts, or tight fitting pants such as spandex, are not permitted at anytime. **All shorts/skirts must be at least fingertip in length with arms at sides.**
3. Clothing should be so constructed and worn in a manner that is not unduly revealing. Tops that may **NOT** be worn are tank tops, muscle shirts, tube tops, halter tops, backless shirts, tops with spaghetti straps, sheer or fishnet shirts, and cut-offs or other tops which show midriff. Plunging neck lines and excessive exposure is not acceptable. Our gauge for necklines will be 3"; the length of a standard business card.
4. Clothing with group markings, same color clothing or accessories symbolizing gang membership will not be tolerated.
5. Proper footwear must be worn at all times in the school buildings.
6. Sunglasses are not to be worn in the building.
7. Hats, headbands, bandanas are not to be worn in the building and are to be kept in assigned lockers. **Students who choose to wear hooded sweatshirts are not permitted to wear the hoods on their heads.**
8. Appropriate undergarments for males and females must be worn.
9. No undergarments should be visible (male or female) whether standing or sitting. Sagging pants or shorts are not permitted (waist line level at all times).
10. Any new "fads" in clothing or anything not specifically covered in the above guidelines, which is considered inappropriate dress shall be dealt with at the discretion of an administrator/designee

If there are any questions as to the appropriateness of any type of clothing, the school should be contacted in advance.

In the event inappropriate clothing is worn or displayed, it is the responsibility of the student to make arrangements to immediately remedy the situation. Students will be sent to the office until appropriate clothing is obtained (t-shirts will be available in the office); students will not be

permitted to leave the school to obtain appropriate clothing. Any class time missed will be made up after school or in ASD. Continuous violations of this dress code could result in further disciplinary action.

VIII. STUDENT SAFETY EMERGENCY PROCEDURE

A. FIRE DRILLS

Fire drills are set up to help prevent injuries and deaths during an emergency and are required by state law. A buzzer signals the fire alarm. Students should walk until they are safely outside. Whenever the fire alarm sounds, the building must be cleared immediately. Students are to leave with their classroom teachers whenever possible.

When out of the building, students are to move as a group with their teacher as far away from the building and entrances as possible.

Trial fire drills are held periodically. Before leaving the building, be sure all windows and doors are shut and lights are off. Every room has instructions posted showing which exits to use for an alarm. When the alarm sounds:

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.

B. INTRUDER ALERT GUIDELINES - 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.

C. EMERGENCY SCHOOL CLOSING

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

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

D. TORNADO DRILLS

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

1. Students outside the building will be immediately brought inside and placed in the nearest possible shelter area.
2. Students in the gymnasium will seek shelter in the locker rooms.
3. All other students and teachers will check the tornado notice in each room and move if necessary to the marked "safe" area.
4. At no time will staff or students seek shelter in corridors opening south or west. These are the most dangerous areas of the building if we sustain a direct hit from a tornado.
5. Under no circumstances will students be released to go home.
6. Teachers should carry their grade book/roster at all times during a practice or in an alert.
7. After arrival at the assigned shelter area, students should assume a crouching position with

hands and arms protecting their faces and heads and remain until told to do otherwise. Students are asked to remain quiet.

E. SURVEILLANCE CAMERAS

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

F. VISITORS

All visitors must, by State Law, report immediately to the High School Office to explain their purpose for being on school property. Visitors will be required to sign in and obtain a visitor's pass. This policy has been implemented in order to protect the students and educational environment of the school. Parents are always encouraged to visit our school. Please stop in the main office to obtain a visitor's pass.

A student who wishes to have a visitor accompany him/her throughout the school day must get approval from the building administrator prior to the day of the visit. Visitors must have an educational or cultural goal for spending the day at Chagrin Falls High School. Visits for purely social reasons will not be approved.

G. CRISIS MANAGEMENT

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

IX. TRANSPORTATION

A. PARKING / CAR REGISTRATION

1. **Driving to school is a privilege** and all students' cars or motorbikes **must** be registered. Students will be mailed a registration form in August. The form must be completed and brought to registration prior to the beginning of school (See August mailing for times and dates). Upon approval, a parking permit will be issued. There is a \$25 charge for each vehicle registered. A student who fails to register his/her vehicle will be subject to disciplinary action.
2. Parking is available in designated areas by grade level. Violators may have permits removed and be subject to further discipline.
3. Safety must be of utmost concern for all students driving on school grounds. A student who drives at **excessive** speeds or violates common safety rules will have his/her parking privileges suspended. Cooperation in this matter of safety is absolutely necessary!
4. Bicycles or other "off-street" vehicles are **not** to be driven or ridden on the school grounds during school hours. Also, no licensed motorbikes or cycles are to be ridden on the school grounds except on the regular roadway and in the parking lots.
5. Parking privileges will be revoked for students leaving campus without permission during school hours, and if the student fails to act responsibly and abide by school rules.
6. With reasonable suspicion, the school administration reserves the right to search a student's car on school property or at a school activity, with or without the cooperation of the student. Items in a student's car are deemed to be in the possession of the student.

B. BUS PASSES

A student who is not a regular bus rider but needs to ride a bus on a temporary basis must bring a note from his/her parents explaining the reason. Approval must be obtained from the building administrator.

Bus passes will be permitted only if there is room on the bus. Bus capacity and availability will be determined by the Transportation Department within the first two weeks of school.

C. SCHOOL BUS BEHAVIOR/SAFETY

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

1. Pupils shall arrive at the bus stop at least five minutes before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly to an available or assigned seat.
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.

8. Pupils must refrain from eating and drinking on the bus.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus (except for required prescription medication).
11. Pupils must not throw or pass objects, on from or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of bus windows.
15. Equipment and assistance for handicapped pupils are under the direction of the driver.
16. Medication is not to be on the school bus unless permitted by policy JHCD-R. Drivers should be notified of potential medical problems.
17. Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects (including glass) are prohibited on the bus.

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

X. HEALTH

A. CLINIC

The clinic is to be used as a first aid station only on days when the nurse is at another school. If a student becomes ill during the day, he/she must obtain a pass from his teacher and report to the office. A parent/guardian, or designated person on the student's emergency card will be notified that the student is ill, and arrangements will be made to send the student home.

B. COMMUNICABLE DISEASES

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 for 24 hours before returning to school after an illness. The principal of the school has the authority to exclude any student from classes when the health and welfare of that student or group are in question.

C. ILLNESS/INJURY AT SCHOOL

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. 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.

D. 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.

E. MEDICATION PROCEDURE

Administration of medication to students:

1. A parent must complete and submit to school personnel information on the established Medication to Students form. This form will indicate the following information:
 - a. name and address of the student
 - b. the school and class in which the student is enrolled
 - c. the name of the drug and the dosage to be administered
 - d. the time or intervals at which each dosage of the drug is to be administered
 - e. the date on which the administration of the drug is to begin
 - f. the date on which the administration of the drug is to cease
 - g. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency
 - h. special instructions for administration of the drug, including sterile conditions and storage
 - i. signatures of parents/guardians and physician
2. 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 log book will be kept during the year. The school administrator or his/her designee will administer the medication.
3. Unused medication will be returned to the parent/guardian to avoid unsafe transfer on the school grounds, in the classroom, or on the school bus. Unclaimed medication will be destroyed at the end of the school year.
4. **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.
5. Information regarding student medication will remain confidential. Parents must inform the school when there are changes which affect student medications.
6. 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 at 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 he/she must have written approval from the student's physician and parents. Forms are available from the school office.

F. SCREENINGS - HEARING AND VISION

Vision and hearing are routinely screened, with the assistance of parent volunteers who are directed by the school nurse in Grade 9, as well as all new students. Height and weight checks are also completed.

XI. STUDENT ACTIVITIES

A. INTERSCHOLASTIC SPORTS

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

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

B. PUBLICATIONS (Subject to editorial control by Administration.)

Prism - The high school's literary magazine is a collection of student literature and art, published in May.

Tiger Times - The high school's newspaper, published monthly, covers the day-to-day activities of the high school

Zenith - The school yearbook, reflects the year's events.

C. CLUBS AND ORGANIZATIONS

Membership in clubs and organizations provide students with the opportunity to connect with the high school in a variety of ways. Students interested in joining these activities realize that they are expected to make a total commitment to the program including, attendance at all meetings or major events scheduled for the designated activity.

Academic Decathlon - Chagrin's Academic Decathlon team competes against other schools in a three-on-three test of wits. Competitions are similar to an Academic Challenge format and emphasis is placed on traditional courses of study.

Art Club - Students with an interest in art can gain extra studio time with the art teachers.

Contemporary Communications Club - The club's main activity is the operation of the school's official Radio/T.V. station, Channel 4, WCFT. The club also provides video services for school athletic teams, the video yearbook, and various other school activities. Students in the club learn all aspects of communications, with special emphasis on video communication.

Debate Club - Debaters prepare and practice for interscholastic tournament debates. After accumulating 25 points in competition debates, debaters are eligible to join the National Forensic League.

Dance Team - Students are selected in the spring or fall to provide half-time entertainment, along with the band, during the football and/or basketball season.

Drama Club/Thespians

The Drama Department sponsors the Fall play and the spring musical. Try-outs for performers are held at the beginning of each semester. Students interested in technical and stage support are encouraged to participate in the performances as well.

Thespians purpose is to promote and improve the CFHS theatre program. Its intention is not only to involve students, but to reward them through a point system for their active participation. Through dramatic participation the student qualifies for the honor society after earning 10 points (100 hours). The group also provides students opportunities to participate in workshops, attend plays and musicals, and compete at theatre festivals.

Future Educators of America – The FEA Club provides opportunities for students to realize what is involved in becoming a teacher. As a member of the FEA Club students are encouraged to set educational career goals early in life, focus on academic achievement, explore teaching through mentorship experiences in the classroom, tutoring younger students, participate in competitions, and become citizen leaders through school/community service activities.

Interact - The focus of this group is on volunteerism, specifically as it pertains to working with children and young adults with disabilities.

Jazz Band - Jazz Band is a group of instrumentalists who rehearse one evening per week and perform at a variety of locations throughout the year. Students do not necessarily need to be in concert band or wind ensemble to be a member of Jazz Band.

Key Club - This group works in association with the local Kiwanis Club and promotes the ideals of service and volunteerism. The members have lots of fun while providing volunteer service throughout the school year.

Spanish Club - These clubs are open to anyone taking the language (and even some who aren't). The purpose is to have fun while learning more about the customs of the country.

Students Against Drunk Driving (SADD) - This organization is dedicated to teaching students and community members the perils of driving while under the influence of alcohol. This is achieved through a variety of educational and fun activities scheduled throughout the year.

Student Council - S.C. represents the entire student body and promotes student leadership, student activities, and school spirit. Student Council committees are open to anyone wishing to volunteer and get involved.

Teen Institute (T.I.) Members of T.I. are committed to living chemically free lifestyles and discouraging the use of drugs/alcohol. By example, they set out to prove that one does not need chemicals to have fun and adventure in life! Members also visit elementary and middle school classrooms to promote their message.

Weightlifters Club - This organization is open to any student wishing to develop his/her physical condition with emphasis on the use of weights. Workouts are held after school in the weight room.

I. STUDENT PRODUCTIONS

There are three major student productions during the school year: the fall play, the spring musical and the Orange and Black Review. All students are encouraged to try out!

J. STUDENT ELECTIONS

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

XII. GENERAL STUDENT INFORMATION

A. ADDRESS CHANGE

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

B. AFTER SCHOOL GUIDELINES

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

C. ANNOUNCEMENTS

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

D. CELLULAR PHONES

Students will be permitted to bring cellular phones to school. However, they must be off during school hours and at specific school activities, i.e., music programs, plays, recognition programs. Failure to abide by this rule will constitute a violation of the code of student conduct and will be subject to disciplinary actions. This may include: warning, detention, Saturday school, in-school and/or out of school suspension or loss of privilege to carry phone. If a phone is on during the school day or activity, the student will be asked to give the phone to the office until the end of the school day or activity. The school will not be responsible for damage to or loss of cellular phones.

The content of cellular phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the code of conduct.

E. CLASS/HALLWAY RULES

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

1. Go directly from one class to the next or to the area in which your next scheduled activity is held.
2. Do not gather in groups so that passage through the halls is made difficult. There will be no running in the halls.
3. Any item that disrupts or interferes with the educational process as viewed by the Principal or designee may be removed from the student's possession.
4. Students are expected to attend classes with textbooks and supplies for the appropriate class.
5. Do not loiter. All students are expected to clear the hallways before the tardy bell rings.
6. Upon entering classes, take your assigned seat quickly and quietly.
7. Dismissal from class is by teacher, not by the bells. Assist the teacher in cleaning up so the dismissal is not delayed.
8. Food may not be brought into class without administrative approval.

Students MUST have a HALL PASS to be in the halls during classes. Passes should be office-issued or passes provided and signed by school personnel.

F. COMPUTER USAGE

Computer Usage: The Board of Education recognizes that technology can greatly enhance the instructional program. Additionally, the Board recognizes that computers and instructional technology are to be used in a responsible, efficient, ethical and legal manner.

Because access to Internet services provides connections to other computer systems all over the world, users and parents of users (and parents of users, if the user is under 18 years of age) must understand that neither the school nor the district can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The school district does not condone the use of such materials. School employees, students and parents of students must be aware of the privileged use of the District computer system and Internet access.

All users of the District system will be required to sign a user's agreement in order to indicate the user's acknowledgement of the risks and regulations for computer and Internet services use. Failure to abide by appropriate computer use will result in withdrawal of privileges and discipline, where deemed necessary.

G. DANCES

After-Game Dances – These dances are open to Chagrin Falls High School students only. Students will be permitted to purchase tickets at the door after the game or in combination with the game ticket. All School rules apply at the dance. Prior to the dance, the sponsoring organization must obtain administrative permission, obtain a building permit, secure chaperones, and security personnel, promote the dance and arrange all the necessary details including clean up after the event.

Additional Dances – Students attending dances such as Homecoming, Winter Formal and other school dances will be permitted to bring a date who is not a student at Chagrin Falls High School. Non-students must complete the Dance Guest Permission Form and submit this prior to the purchase of the tickets for the dance. Proper attire is required for admittance to these dances. Students not dressed appropriately may be denied admittance. All students are subject to the approved Code of Student Conduct of Chagrin Falls Schools.

Students who leave the dance prior to the ending time will not be permitted back into the dance. Students may be removed for dancing that is deemed inappropriate by the chaperones. These type of dances include but are not limited to grinding, percolating, slam dancing, break dancing, bumping, running or general inappropriate or rough dancing that could create unsafe conditions.

***Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level.**

H. EIGHTEEN YEAR-OLD STUDENTS

1. Students 18 years of age and older are considered by law to be adults. However, the school believes that as long as a student is living at home and is supported primarily by his/her parents, the parents should continue to be involved in the child's education. Parental notes and phone calls confirming absences will be required for all students.
2. Eighteen year old students who are not residing with their parents may attend school only if:
 - a. They have established residency within the school district on a permanent basis, and
 - b. They are self-supporting.

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

I. ELEVATOR PERMITS

Use of the elevator is reserved for disabled students possessing a medical excuse. In order to obtain an elevator key from the office, permission must be obtained from the nurse or administration. There is a refundable deposit of \$2.00 to be paid when the key is issued. Those granted the use of the elevator shall comply with the established regulations. Unless assisting an injured student, other students are not permitted to ride the elevator.

J. FIELD TRIPS

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

K. FOOD SERVICE/LUNCH (Menus can be found on District Webpage)

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

All Students: 7:00-7:20 a.m. and during assigned lunch periods. Commons Students: All times except the last five minutes of each period and during class changes.

(NOTE: Cafeteria is closed between 1:00-1:30 p.m. for cleaning and closed for the day at 2:00 p.m.)

LUNCH

Chagrin Falls High School has a closed lunch period. This means that all students will eat lunch at school and remain on the grounds. No one is permitted to leave. Each student is assigned one lunch period and the time is indicated on his/her schedule. All students are expected to eat in the cafeteria. No food is to be taken from the cafeteria into the halls and consumed outside the cafeteria.

***BACKPACKS AND BOOK BAGS WILL NOT BE ALLOWED IN THE LUNCH LINE/SERVING AREAS**

While in the cafeteria, individuals are expected to behave in an orderly manner respecting the rights of others. Students are expected to keep their area neat and clean, the chairs in line, and the floor cleared of food and paper. Students who are uncooperative may be assigned seats or issued disciplinary action.

L. HOMEROOM

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

M. THE LIBRARY/MEDIA CENTER

1. The LMC provides students and teachers a place to gather information, read and study in an intellectually stimulating atmosphere. The LMC is a place where individuals to large groups will be instructed on utilizing LMC resources to promote lifelong learning.
2. Students are expected to maintain a quiet atmosphere and respect the rights of others needing a quiet place to read and study.
3. A student who has an assigned study hall may use the LMC for school related research and reading purposes, upon approval of the study hall teacher. Students must obtain a pass from the study hall teacher. Numbers of students leaving study hall to come to the library will be the discretion of the library media specialist. Students will remain in the library until the end of the period.
4. Commons students may use the LMC for school related research and reading purposes upon approval of the Commons supervisor. Students will remain in the library until the end of the period.
5. All students must sign in at the circulation desk upon arrival in the library.
6. Discipline situations or misuse of LMC will result in a minimum of a two-week suspension from the LMC.
7. The LMC hours are 7:15 – 3:30. The LMC is open and supervised approximately one hour after regular school hours.
8. AV materials – 3 days
Circulation periods: Books – 3 weeks
Periodicals – 3 weeks
Books on Tape – 3 weeks
Reference and Reserve Items - Overnight
Fines – All items .10 per day
9. Overdue Policy: Students are strongly encouraged to return all borrowed materials on time. Students will receive overdue notices in homeroom weekly. Students who fail to respond to overdue notices after three weeks will have some or all of the following occur: assigned detentions, have library privileges suspended, have report card held.
10. Computer use: District policy must be followed. The complete LMC computer policy is posted in the library.

N. LOCKERS

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

O. LOST AND FOUND

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

P. OFFICE

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

Q. PARENT/TEACHER CONFERENCES

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

R. PEDESTRIAN TRAFFIC

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

S. 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. Your call is anonymous. Follow the instructions given to you over the phone.

T. STUDY HALL PROCEDURES

1. Be in study hall, near your seat, before the tardy bell rings.
2. Come prepared to study. Bring textbooks, paper, pencils, etc. with you to the study hall.
3. Work quietly by yourself. Talking is not permitted.
4. Students must remain seated for the duration of study hall.
5. If you plan to go the Library, Math Lab or Writing Lab, report first to your class. Sign out procedure will be followed.
6. Students who need to take tests should:
Sign Out Procedure:
 - a. obtain a pass from your classroom teacher,
 - b. show the pass to study hall monitor
 - c. report to testing area
 - d. passes to the Library, Math Lab and Writing Lab will be given
7. Students who wish to see their counselor must fill out a conference request form between periods, before or after school and turn this in to the guidance secretary. The counselor will then send for the student at their earliest convenience.
8. First period students will remove all the chairs from the tables. Last period students must put all chairs on top of the tables and are to remain near his/her assigned area.

U. TEXTBOOKS

All basic texts are loaned to students for their use during the school year. The student pays for workbooks and other supplies. Textbooks are to be kept clean and handled carefully. Textbooks should be covered.

When a student receives a textbook, he/she should check at once to see that the textbook is complete and in good condition. Any book needing repair or which is not complete is to be returned to the teacher and another copy will be given in its place. The student then writes his/her name and the teacher's name in ink on the textbook label on the inner cover.

Any pupil who, through neglect or carelessness, loses any book belonging to the Board of Education shall be fined the full current purchase price. Lost/stolen textbooks will result in financial obligation.

V. THEFTS

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

CHAGRIN FALLS HIGH SCHOOL
REGULAR CLASS SCHEDULE
2008 – 2009 SCHOOL YEAR
(four minutes between classes)

PERIOD 1	7:28 - 8:18	(50)
PERIOD 2	8:22 - 9:12	(50)
PERIOD 3	9:16 - 10:06	(50)
PERIOD 4A	10:10 - 10:34	(24)
PERIOD 4B	10:36 - 11:00	(24)
PERIOD 5	11:04 - 11:28	(24)
PERIOD 5B	11:30 - 11:54	(24)
PERIOD 6A	11:58 - 12:22	(24)
PERIOD 6B	12:24 - 12:48	(24)
PERIOD 7	12:52 - 1:42	(50)
PERIOD 8	1:46 - 2:36	(50)