

# **Student/Parent Handbook**

**for the**

## **Warrensville Heights City School District**

**Welcome to the Warrensville Heights City School District. The staff is pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education published this updated Student/Parent Handbook annually to explain students' rights and responsibilities and consequences for misbehavior.**

**Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.**

**Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the principal at the numbers listed below.**

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### **FORWARD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building Principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall govern all decisions. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 15, 2015. If any of the policies or administrative guidelines referenced herein are revised after June 15, 2015, the language in the most current policy or administrative guideline prevails. Copies of current board policies and administrative guidelines are available from the building principal and on the District's web site.

## **MISSION OF THE DISTRICT**

The mission of the Warrensville Heights City School District is to educate, prepare, and empower students to be lifelong learners and well-adjusted productive citizens in a global society by providing an appropriate educational program. In order to achieve this mission, we have created goals, which are significant, durable and transferable.

## **EQUAL EDUCATION OPPORTUNITY**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

Any person who believes that he/she has been discriminated against on the basis of his/her race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category while at school or a school activity should immediately contact the School District's Compliance Officer(s)

Human Resource Officer  
216-865-4721

Complaints will be investigated in accordance with the procedures described in the paragraph below. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public.

## **SCHOOL DAYS**

The Board of Education authorizes the school day to be arranged and scheduled by the administration. It is to offer the maximum education for the time spent within the limitations of school facilities and the laws and regulations of the State.

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. He/she shall prepare administrative guidelines for the proper and timely notification of concerned persons in the event of any emergency closing of the schools.

The Superintendent shall have the authority to determine which school-related activities may be conducted if the schools are closed for a period of time. He/she shall prepare appropriate guidelines for communication to students, parents, and others regarding the scheduling and the conduct of such activities. (Policy 8220, O.R.C. 3313.48, 3317.01)

The hours of the Warrensville Heights City Schools are as follows:

<b>Warrensville Heights High School</b>	<b>8:00 a.m. to 3:00 p.m.</b>
<b>Warrensville Heights Middle School</b>	<b>8:00 a.m. to 3:00 p.m.</b>
<b>Eastwood Elementary School</b>	<b>8:45 a.m. to 3:30 p.m.</b>
<b>John Dewey Elementary School</b>	<b>9:00 a.m. to 3:45 p.m.</b>

### **STUDENT RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the building administrator. Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

### **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. Should a student become aware of any dangerous situation or accident, he/she must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **SECTION I – GENERAL INFORMATION** **ENROLLING IN THE SCHOOL**

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. Proof of residency
- D. Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Registration Office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a student resides in the district with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the person in charge; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the district the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the district with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may

be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, however, the superintendent or designee shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the district, the student will not be admitted until the following records, which are required to be released by DHS to the superintendent, have been received:

- A. An updated copy of the student's transcript;
- B. A report of the student's behavior while in DHS custody;
- C. The student's current IEP, if one has been developed for the child; and
- D. A summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

## **SCHEDULING AND ASSIGNMENTS**

### **Elementary Level**

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

### **Secondary Level**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the School Counselor's Office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

## **EARLY DISMISSAL**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Office of Accountability.

If one (1) parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability, which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

The Board of Education affirms that, while statute requires attendance of each student from six (6) years of age, or five (5) years of age if enrolled in kindergarten, and not formally withdrawn, until eighteen (18) years of age, it is in the best interests of both students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond school. A child enrolled in kindergarten is deemed to be of compulsory school age unless the child's parent or guardian, at the parent or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten.

The Board directs that whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action and the resources of the District should be used to assist the student in reaching his/her career goals. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and in compliance with State law.

Whenever a student under the age of eighteen (18), withdraws from school without moving out of State, transferring to another approved school, being granted an age and schooling certificate, or enrolling in and attending an approved program, the Superintendent shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court.

Such notification is to be given within two (2) weeks after the Superintendent confirms the student is not properly enrolled in and attending another approved school or program or has moved out of State.

The Superintendent shall ensure, through administrative guidelines, that proper procedures are established so that such notification complies with the provisions of O.R.C. 3321.13 (B) (1).

The Superintendent shall develop administrative guidelines for withdrawal from school which:

- A. Make counseling services available to any student who wished to withdraw
- B. Advise students of their right to return prior to their twenty-second (22<sup>nd</sup>) birthday
- C. Assure the timely return of all District-owned supplies and equipment in the possession of the student

In accordance with Policy **5610**, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. Any resulting expulsion shall be imposed for the same duration it would have been had the student remained enrolled.

### **IMMUNIZATIONS**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized against poliomyelitis, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, and others legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board requires that students who start kindergarten

during or after the school year beginning in 1999 be immunized against Hepatitis B or be in the process of being immunized. The Board also requires that students who start kindergarten during or after the school year beginning in 2006 be immunized against chicken pox. This policy pertains to both students who currently attend school in the District and those eligible to attend.

The Superintendent may exempt a student from being immunized against either or both measles and mumps if the student presents a signed statement from a parent or physician indicating he/she has had measles or mumps and does not need to be immunized. The student will be allowed to attend school only if a physician's statement indicates there is no danger of contagion. In case of an outbreak of the disease for which the student has not been immunized or an epidemic, the Superintendent shall not allow the student to attend school.

In the case of a chicken pox epidemic in the school's population, the Superintendent may deny admission to a student otherwise exempted from the chicken pox immunization requirement. The Superintendent shall prescribe methods whereby the academic standing of a student who is denied admission during a chicken pox epidemic is preserved.

The Superintendent may also exempt a student from immunization if a physician certifies in writing that immunization from a particular disease is medically contra-indicated.

A student may also be exempted from immunization if a parent or guardian objects for good cause, including religious conviction.

A student who has not completed immunization may not be admitted to school, except as is consistent with the law.

The Board believes that immunization is the primary responsibility of the parent(s). For those students who do not have ready access to private or public health services, immunizations shall be provided at public expense.

Any immunization program conducted by this District requires prior approval of the Board and can only extend to those immunizations provided for by statute and the guidelines of this Board. Any questions about immunizations or exemptions should be directed to the School Nurse.

### **EMERGENCY MEDICAL AUTHORIZATION**

Annually, before the first day of October, the Board of Education will distribute to parents or guardians of all students the Emergency Medical Authorization Form (Form 5341 F1). Thereafter, the Board shall, within thirty (30) days after the entry of any student for the first time into a public school in this State, provide the child's parent with a copy of the Emergency Medical Authorization Form.

When the Form is returned to the District with either Part I or Part II completed, the District shall keep the Form on file, and shall send the Form to any school to which the student is transferred. Upon request of the student's parent, the District may permit the parent to make changes in a previously filed Form, or to file a new Form.

In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form. If a parent refuses to grant consent for emergency medical treatment, the parent must indicate in the proper place on the Form (i.e., Part II) the procedure the parent wishes school authorities to follow in the event of a medical emergency involving his/her child.

Even if a parent grants consent for emergency medical treatment, when a student becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the building administrator(s) shall make reasonable attempts to contact the parent before treatment is given. The school representative shall present the student's Emergency Medical Authorization Form or a copy thereof to the hospital or practitioner rendering treatment.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines. Staff members shall not abide by any "Do Not Resuscitate" (DNR) order that may exist for a student, unless ordered to do so by a court of law. If a student has a DNR order in his/her educational records and/or DNR identification with him/her, school staff will, to the extent feasible, notify any responding Emergency Medical Services Personnel of the existence of the DNR identification/order.

### **USE OF MEDICATIONS**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1, Form 5330 F1a, and Form 5330 F1b). These documents shall be kept on file in the nurse's office, and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy **5530** - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students.

Parents may administer medication or treatment.

Additionally, students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs but only in the presence of a designated school employee.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine auto-injector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Auto-injector (epi-pen)) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription drugs to students in school.

Provided they have completed the requisite training, the following staff is authorized to administer medication and treatment to students:

- A. Principal
- B. Teacher
- C. School nurse
- D. Building secretary
- E. Aide
- F. Others as designated by student's IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Additionally the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as fore noted, may be stored in the nurse's office and administered in accord with this policy.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

### **NON-PRESCRIBED (OVER THE COUNTER) MEDICATION**

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may 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, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASE**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

### **CONTROL OF NONCASUAL CONTACT COMMUNICABLE DISEASE**

The Board of Education seeks to provide a safe educational environment for students and staff. This can best be accomplished by assuring that all persons with the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease.

For purposes of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus)
- B. AIDS (acquired immune deficiency syndrome)
- C. AIDS related complex (condition)
- D. HAV, HBV, HCV (Hepatitis A, B, C)
- E. Other diseases that may be specified by State Department of Health as contact communicable diseases.

The Board recognizes the fact that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

The Board further directs the Superintendent to assure that students or staff who reveals the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and negotiated agreement and opportunities for reasonable accommodation as described by the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and administrative guidelines dealing with Homebound Instruction.

### **CONTROL OF BLOOD-BORNE PATHOGENS**

The district seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

1. Engaging in activities with other students in the school environment (i.e., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
2. Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
3. Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding to occur.

Whenever a student has contact with blood or other potentially infectious material, he/she must immediately notify his/her teacher, who will contact the school Nurse and/or Health Aide and assist the student in completing the requisite documents.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV by her/his physician. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus in cooperation with her/his physician.

### **STUDENTS WITH DISABILITIES**

The Board of Education is committed to providing a free appropriate public education to children with disabilities identified in accordance with applicable State and Federal laws, rules, and regulations.

In order to satisfy the requirements of the *Operating Standards for Ohio Educational Agencies Serving Children with Disabilities* ("Ohio Operating Standards"), the Board of Education adopts the model policies and procedures promulgated by the Ohio Department of Education's Office of Exceptional Children (ODE-

OEC), which is incorporated by reference into this policy. While the Special Education Model Policies and Procedures ("Model Policies") issued by the ODE-OEC are comprehensive, the document does not include every requirement set forth in the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA"), the regulations implementing the IDEIA, the Operating Standards, the Ohio Revised Code, and/or the Ohio Administrative Code. As such, the Board affirms its obligation to follow these laws and regulations, regardless of whether their provisions are restated in the Model Policies.

Copies of Model Policies and Procedures are available at the Office of Special Education.

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by federal (IDEIA, A.D.A. Section 504) and state law. Contact the Special Education Department at (216) 336.6592 to inquire about evaluation procedures, programs, and services.

### **HOMELESS STUDENTS**

Children who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate night time residence, and include those who meet any of the following criteria:

- A. Share the housing of other persons due to loss of housing, economic hardship, or similar reason.
- B. Live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations.
- C. Live in emergency or transitional shelters
- D. Are abandoned in hospitals
- E. Are waiting for foster care placement
- F. Have a primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, or
- G. Live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-G above are also considered homeless.

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs administered by the School District.

The District shall remove barriers to the enrollment and retention of homeless students in schools in the District. Homeless students shall be enrolled immediately, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation.

Homeless students will be provided services comparable to other students in the District including:

- A. Transportation services
- B. Educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency
- C. Programs in vocational and technical education
- D. Programs for gifted and talented students
- E. School nutrition programs
- F. Before and after-school programs

Homeless students have the right to remain in their school of origin or the local attendance area school, according to the child's best interest. The school of origin is the school that the student attended when permanently housed or last enrolled. The local attendance area school is any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

Homeless students have the right to dispute their school assignment, if their assignment is other than their school of origin. In determining the best interest of the student, the District shall, to the extent feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the homeless student's parent or guardian or the unaccompanied youth. If the student is sent to a school other than the school of origin or a school requested by the parent or guardian, a written explanation, including a statement regarding the right to appeal, will be provided to the homeless student's parent or guardian or the unaccompanied youth.

The Board of Education requires that these rights and the dispute process be communicated to the parent or guardian of the homeless student or unaccompanied youth.

In addition to notifying the parent or guardian of the homeless student or unaccompanied youth of the rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school.

At the request of the parent or guardian, or in the case of an unaccompanied youth, the local homeless liaison, transportation shall be provided for a homeless student to and from the school of origin as follows:

- A. If the homeless student continues to live in the School District in which the school of origin is located, transportation will be provided in accordance with District policy/administrative guidelines.
- B. If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

The homeless liaison will assist, to the extent feasible, the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained so that they are available in a timely fashion and can be transferred promptly as necessary.

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children. For additional information, contact the liaison for Homeless Students at 216.865.4719.

### **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. Forward student records, including disciplinary records with respect to suspensions and expulsions upon request to a private or public school or school district in which a student of the District is enrolled, seeks or intends to enroll, or instructed to enroll, on a full-time or part-time basis, upon condition that:
  1. A reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification –Form 8330 F9 – includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
  2. The parent or eligible student, upon request, receives a copy of the record; and
  3. The parent of eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. Provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. Report a crime committed by a child to appropriate authorities, and with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- D. Release de-identified records and information in accordance with Federal regulations;
- E. Disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.)

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

- F. Disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities;

The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

The District will verify that the authorized representative complies with FERPA regulations.

- G. Request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

### **Directory Information**

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the

recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

#### **Inspection of Information Collection Instrument**

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least ten (10) calendar days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within ten (10) calendar days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. College or other postsecondary education recruitment, or military recruitment.
- B. Book clubs, magazine, and programs providing access to low-cost literary products.
- C. Curriculum and instructional materials used by elementary and secondary schools.
- D. Tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
- E. The sale by students of products or services to raise funds for school-related or education-related activities.
- F. Student recognition programs.

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. Inspect and review the student's education records;

- B. Request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. Challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. File a complaint with the United States Department of Education;
- F. Obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. The proper storage and retention of records including a list of the type and location of records;
- B. Informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be disclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

### **STUDENT FEES AND FINES**

The Board of Education will provide the necessary textbooks and/or electronic textbooks required by the course of study free of charge for its students. The Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular, noncredit activities. Such charges would be made on expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies, and materials, for clubs, independent study or special projects, and District-sponsored trips. Any waiver of fees shall be made pursuant to Policy 6152.01.

School fees shall be paid in advance for each school term at the time of initial registration or initial enrollment.

#### **Fees**

For the purposes of this policy, "school fees" or "fees" mean any monetary charge collected by the District from a student or the parent(s)/ guardian(s) of a student as a prerequisite for the student's participation in any curricular or extra-curricular program of the District.

- A. All charges for required workbooks and instructional materials.  
All charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment).  
Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extra-curricular activity.

Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.  
Charges to participate in extra-curricular activities.  
Charges for supplies required for a particular class or for gym uniforms.  
Graduation fees.  
School records fees  
School health service fees

- B. Library fines and other charges made for the loss, misuse, or destruction of school property;  
Charges for optional travel undertaken by a school club or group of students outside of school hours; charges for the purchase of class rings, yearbooks, pictures, diploma covers, or similar items;  
Charges for admission to school dances, athletic events, or other social events;  
Optional community service programs for which fees are charged (e.g., preschool before and after-school child care, recreation programs).

A charge shall not exceed the combined cost of the outside service provided or material used, freight and/or handling charges. Money received from resale of such material, if any, shall be returned to the Treasurer with an accurate accounting of all transactions.

#### Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

Any fees, fines, and/or other charges collected by members of the staff that total more than \$1,000.00 or that cannot be safeguarded shall be turned in to the Treasurer within one (1) business day after collection. Any fees, fines, and/or charges collected by members of the staff that total less than \$1,000.00 and that can be safeguarded shall be turned in to the Treasurer within three (3) business days after collection. A place such as the building safe or a locked file cabinet shall be designated in each building and shall be used for securing these monies until they are deposited with the Treasurer. At no time shall any staff member place public monies in his/her own banking accounts or commingle public monies with their own. Except in cases of extenuating circumstances, i.e., the inability to access the secure place in the building, public monies should not be taken to a person's place of residence.

In accordance with O.R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades and credit. In the event the above course of action does not result in the fee being collected, the Board authorizes the Treasurer to take the student and/or his/her parents to Small Claims Court for collection. Under no circumstances will the Board withhold the grades, credits, official transcripts, diploma, IEPs, or Section 504 Plans of a student for nonpayment of fees for materials used in the course of instruction, if a complaint has been filed at any time in a juvenile court alleging that the student is an abused, neglected, or dependent child, or if the student has been adjudicated an abused, neglected, or dependent child. Further the Board will transfer immediately the grades, credits, official transcripts, IEPs, or Section 504 Plans of a student upon the receipt of either another district's or school's request for those records pursuant to O.R.C. 3313.672, or a juvenile judge's order under O. R.C. 2151.272. The Superintendent may request a copy of any order regarding a child's custody or placement issued pursuant to a complaint filed under O. R.C. 2151.27. The Board, however, will not withhold records required to be transferred pursuant to this paragraph pending receipt of a copy of the order.

Annually the District will report to the Ohio Department of Education the number of students for whom it sent transcripts pursuant to O.R.C. 3313.642(D), and the total amount of unpaid fees lost due to compliance with that provision.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

### **STUDENT FUND RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

1. Students may not engage in house-to-house canvassing for any fund-raising activity.
2. Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal

Students may not sell any item or service in school without the prior approval of the Principal, Violation of this policy may lead to disciplinary action.

### **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

### **MEAL SERVICE**

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students. The Board shall annually encumber the funds needed to operate the program.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. Consider the nutritional value of each food or beverage
- B. Consult with a dietitian licensed under O.R.C. Chapter 4759, a dietetic technician registered by the commission on dietetic registration, or a school nutrition specialist certified or credentialed by the school nutrition association; and
- C. Consult and incorporate to the maximum extent possible the dietary guidelines for American jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

The Board shall provide a Federal food service program for students during summer intervention programs that are mandated under Federal law. If the Board determines that it is unable to provide a Federal food service program during the summer, for financial reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.

During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with administrative guidelines established by the Superintendent. Lunches may be made available, free of charge, to senior citizens who are serving as volunteers to the District.

The operation and supervision of the food-service program shall be the responsibility of the Business Manager. In accordance with Federal law, the Business Manager shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

A periodic review of the food-service accounts shall be made by the Treasurer. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the food-service program, the school.

In accordance with the nutritional standards adopted by the Board, the placement of vending machines in any classroom where students are provided instruction, unless the classroom is also used to serve meals to students, is prohibited.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District shall serve only nutritious food in accordance with the nutritional standards adopted by the Board. Foods and beverages in competition with the District's food-service program may only be sold in accordance with Board Policy **8550**.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program and National School Lunch Act. These criteria are issued annually by the Federal government through the State Department of Education. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes he/she is eligible, contact the school office.

## **SAFETY AND SECURITY**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuations, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

- A. All visitors must report to and sign in at the office when they arrive at school. Upon leaving, visitors are to sign out.
- B. All visitors are given and required to wear a building pass while they are in the building. The pass/badge is to be returned to the school at the time of sign-out.
- C. Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school day are closed off.
- G. A person is stationed at the main entrance of the building to greet visitors and guide them to the office.
- H. Students, at the High School are required to carry identification cards with them at all times in school or on school property.
- I. All district employees are to wear photo-identification badges while in District schools and offices or on District property.

## **FIRE, TORNADO, AND SAFETY DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. The school conducts tornado drills during the tornado season following procedures prescribed by the state. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted twice per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## **EMERGENCY CLOSING AND DELAYS**

If a school must be closed or the opening delayed because of inclement weather or other conditions, the district will notify local television stations.

Information concerning school closings or delays can also be found on the district's web page at [www.warrensville.k12.oh.us](http://www.warrensville.k12.oh.us)

Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays.

### **PREPAREDNESS FOR TOXIC AND ABESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

### **VISITORS**

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the District from disruption to the educational program or the efficient conduct of their assigned tasks.

If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

### **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher. Books on the shelves may be checked out for a period of fourteen days. To check out any other materials, contact the building administrator.

In order to avoid late fees, all materials checked out of the library must be returned to the library within fourteen days.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **LOST AND FOUND**

A lost and found area is available in each school. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **USE OF OFFICE TELEPHONES**

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **USE OF WIRELESS COMMUNICATION DEVICES**

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) and at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and stored out of sight.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school year and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities,

rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy **5771** – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Students may use school phones to contact parents/guardians during the school day.

## **FIELD TRIPS**

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. Supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. Arouse new interests among students;
- C. Help students relate school experiences to the reality of the world outside of school;
- D. Bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. Afford students the opportunity to study real things and real processes in their actual environment.

Students will not be charged for the cost of transportation to and from educational field trips on school days. Students may be assessed the cost for transportation to and from educational field trips on non-school days.

Students may be charged fees, including, but not limited to, admission fees, for District-sponsored trips; but, no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

## **GRADES**

Each school has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how her/his grade will be determined, he/she should ask the teacher.

### **Grading Periods**

Students will receive a report card at the end of each grading period indicating their grades for each course of study for that portion of the academic term.

## **PROMOTION, ACCELERATION, AND RETENTION**

The promotion and retention provisions of this policy shall be in compliance with the terms of Ohio's Third Grade Reading Guarantee (Policy 2623.02).

A student will be promoted to the succeeding grade level when he/she has:

- A. Completed the course and State-mandated requirements at the presently assigned grade

- B. In the opinion of the professional staff, achieved the instructional objectives set for the present grade
- C. Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade
- D. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).

Upon referral, the student's principal (or his/her designee) shall convene an acceleration evaluation committee to determine the appropriate learning environment for the referred student. This committee shall include the following:

- A. A parent/guardian, or a representative designated by that parent/guardian
- B. A gifted education coordinator or gifted intervention specialist, or if neither is available, a school psychologist or guidance counselor with expertise in the appropriate use of academic acceleration may be substituted
- C. A principal or assistant principal from the child's current school
- D. A current teacher of the referred student
- E. A teacher at the grade level or course to which the referred student may be accelerated

A student may be retained at his/her current grade level based on the following criteria:

- A. Require the recommendation of the relevant staff members for promotion, placement, or retention;
- B. Require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. Assure that efforts will be made to remediate the student's difficulties before he/she is retained;
- D. Require that a student be retained if he/she is truant for ten percent (10%) or more of the required school days and has failed at least two (2) courses of study, unless the principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted;
- E. Assign to the principal the final responsibility for determining the promotion, placement, or retention of each student;
- F. Provide parents the opportunity to request the promotion, placement, or retention of their child.

### **GRADUATION REQUIREMENTS**

SEE BOARD POLICY 5460; Remove the African American requirements; up Electives to 6.

In order to acknowledge each student's successful completion of the instructional program, appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education

awards a diploma to eligible students at a graduation ceremony.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. Each student must demonstrate, unless exempted, at least a proficient level of skill on the tests required by the State Board of Education to graduate.

The requirements for graduation from high school include earning twenty-one (21) units of credit in grades nine through twelve as follows:

<b>Subject</b>	<b>Units Required</b>
English Language Arts	4
Health	.5
Physical Education	.5
Mathematics	4
Science	3
Social Studies/Financial Literacy	3
Fine Arts, including music	5
6 electives (including at least 1 whole unit, or 2 half units, in business technology, fine arts, and/or foreign language)	

Students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons as defined in the Warrensville Heights High School course of study handbook, while enrolled in grades 9 through 12, and as documented by the guidance counselor may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements.

Credit may be earned by:

- A. Completing coursework;
- B. Testing out of or demonstrating mastery of course content; or
- C. Pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Credit may be earned at an accredited postsecondary institution.

### **HONORS DIPLOMA**

The district shall award the Diploma with Honors to any student who has:

1. Successfully completed the high school curriculum (i.e., course, credit and other requirements), or completed the student's individual education program;
2. Attained at least the applicable scores on the achievement tests required by the state Board of Education for graduation;
3. Completed the academic curriculum and met at least 7 of the following 8 criteria:
  1. Earn 4 units of English
  2. Earn 4 units of Mathematics, which will include Algebra I, Algebra II or equivalent, Geometry and another higher course or a 4 year sequence of courses which contains equivalent content;

3. Earn at least 4 units of Science, including physics and chemistry;
4. Earn 4 units of Social Studies;
5. Earn either 3 units of 1 foreign Language or 2 units each of 2 Foreign Languages (must include no less than 2 units for which credit is sought)
6. Earn 1 unit of Fine Art;
7. Maintain an overall high school grade point average of at least 3.5 on a 4 point scale up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the American College Testing Program's (ACT) Test or an equivalent composite score of 1210 on the Scholastic Assessment Test (SAT);

OR completed an intensive career-technical education curriculum and met at least 7 of the following 8 criteria:

- a. Earn 4 units of English
- b. Earn 4 units of Mathematics, which will include Algebra I, Algebra II or equivalent, Geometry and another higher course or a 4 year sequence of courses which contains equivalent content;
- c. Earn a least 4 units of Science, including physics and chemistry;
- d. Earn 4 units of Social Studies;
- e. Earn 4 units of Career-Technical education program that leads to an industry recognized credential, apprenticeship, or be part of an articulated career pathways which can lead to post-secondary credit.
- f. Maintain an overall high school grade point average of at least 3.5 on a 4 point scale up to the last grading period of the senior year;
- g. Achieve proficiency benchmark established for appropriate Ohio Career technical Competency Assessment of equivalent assessment aligned with State-Approved and industry validated technical standards; or
- h. Obtain a composite score of 27 on the American College Testing Program's (ACT) Test or an equivalent composite score of 1210 on the Scholastic Assessment Test (SAT);

It is the student's responsibility to maintain contact with her/his counselor to ensure that her/his graduation requirements are being met.

### **EARLY GRADUATION**

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

### **EDUCATIONAL OPTION**

The Warrensville Heights City School District provides alternative means by which a student can achieve the goals of the district, as well as her/his personal educational goals.

A list of the approved Educational Options is available in the guidance office. In order to participate in an Educational Option, the student must first submit an application for approval by the superintendent. Students under the age of 18 may only participate with the written consent of their parent or guardian. Applications are available in the guidance office. Credit will be granted upon the successful completion of an approved program and will be placed on the student's transcript.

## **POSTSECONDARY ENROLLMENT**

Any student in grades 9 through 12 may enroll in a postsecondary program provided he/she meets the requirements established by law and by the district. A student will be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact the high school guidance office to obtain the necessary information.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by each school.

## **HOMEWORK**

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

"Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

The assignment of homework shall be according to these guidelines:

- A. Homework should be a properly planned part of the curriculum
- B. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment
- C. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time
- D. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated
- E. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities
- F. Homework should always serve a valid learning purpose; it should never be used as a punitive measure

## **COMPUTER TECHNOLOGY AND NETWORKS**

The district provides Internet services to its students. The district's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the district's computers, network and Internet services/connection (Network) are governed by the following principles and guidelines as well as the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The district utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to

visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The district further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The district supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the Network for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the district's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any state or federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
- G. Use of the Network to engage in cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Web sites, to support

deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
4. Posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the district's Technology Protection Measure. Students must immediately notify the teacher, principal, or designee if they identify a possible security problem. Students should not go looking for security problems because this may be construed as an unlawful attempt to gain access.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the Superintendent or designee. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or Principal.
- M. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review and inspect any directories, files and/or message residing in or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

### **TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS**

Parents/Guardians have to complete and return to the District Form in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("e-mail"). Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their e-mail address.

### **STUDENT ASSESSMENT**

Unless exempted, each student must pass all portions of the state-mandated assessment tests as a requirement for graduation. The tests will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the school district does schedule make-up dates for testing, students should avoid unnecessary absences.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.

College entrance testing information can be obtained from the guidance office.

### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Warrensville Heights City School District provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

### **NON SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

### **ATHLETICS**

Warrensville Heights High School and Middle School provide a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High school Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy.

### **ACADEMIC ELEGIBILITY**

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event.

No student may practice or compete in interscholastic athletics until the student submits a form signed by his/her parent or guardian, or by a person having care or charge of the student, affirming that each has received a concussion and head injury information sheet as prepared by the Ohio Department of Health. See Form 2431 F1 and Form 2431 F2.

In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity, a student:

- A. Must have maintained at least a 2.0 grade-point average

- B. Must not have received a failing grade in any course for the grading period prior to the grading period in which he/she wished to participate

### **STUDENT EMPOLYMENT**

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, he/she must first contact her/his counselor to discuss any legal requirements and to obtain any required documents.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

## **Section IV. – STUDENT CONDUCT**

### **School Attendance Policy**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for 5 or more consecutive school days, for 7 or more school days in 1 month, or 12 or more school days in 1 school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for 7 or more consecutive school days, for 10 or more school days in 1 month, or 15 or more school days in 1 school year.

Whenever any student of compulsory school age has ten (10) consecutive days or a total of fifteen (15) days of unexcused absence from school during any semester, he/she will be considered habitually absent.

If a student is habitually or chronically truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200. Habitual or chronic truancy can also result in:

- A. Assign the student to a truancy intervention program
- B. Provide counseling to the student
- C. Request or require the student's parent to attend a parental involvement program
- D. Request or require a parent to attend a truancy prevention mediation program
- E. Notify the Registrar of Motor Vehicles of the student's absences
- F. Take appropriate legal action

**Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

The Board considers the following factors to be reasonable excuses for time missed at school:

- 1. Personal illness (a written physician's statement verifying the illness may be required)
- 2. Illness in the family necessitating the presence of the child
- 3. Quarantine of the home
- 4. Death in the family
- 5. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- 6. Observation or celebration of a bona fide religious holiday
- 7. Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

- 8. Such good cause as may be acceptable to the Superintendent
- 9. Medically necessary leave for a pregnant student in accordance with Policy 5751
- 10. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

**Notification of Absence**

If a student will be absent, the parents must notify the School and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

**Homebound Instruction**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the guidance department.

### **Make-up of Tests and Other School Work**

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact the teacher as soon as possible to obtain assignments.

The number of days for completion of make up work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, he/she should make arrangements with the teacher to take the test at another time. If he/she misses a State-mandated assessment test or other standardized test, the student should consult with the guidance department to arrange for administration of the test at another time.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up schoolwork missed due to suspension. Assignments may be obtained from the teacher beginning with the first day of suspension. Make up of missed test may be scheduled when the student returns from school.

The student will be given credit for properly completed assignments and will receive a grade for made-up test.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. Please refer also to "Truancy" in this handbook.

If a student under the age of 18, has 10 or more consecutive or 15 total days of unexcused absence during a semester, he/she will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absence.

### **Tardiness**

#### **Elementary Level**

A student who is not in her/his assigned location by the tardy bell shall be considered tardy. Any student arriving late to school is to report to the school office before going to class.

#### **Secondary Level**

Each student is expected to be in her/his assigned location throughout the school day. If a student is late arriving at school, he/she must report to the school office before going to her/his first assigned location.

Students who are tardy to school shall be disciplined according to the Student Code of Conduct.

### **Vacations during the School Year**

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make

necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

### **STUDENT CODE OF CONDUCT**

The Warrensville Heights City School District (WHCSD) is committed to maintaining safe and orderly schools. The Institution must have rules and regulations to operate effectively. This handbook was prepared to support students, parents, teachers, and school administrators in preserving a climate that encourages student learning and positive behavior. Students, parents/guardians, and staff must share the responsibility for maintaining a positive school climate by adhering to the guidelines listed in this handbook.

The Student Code of Conduct applies to any school building, to school grounds, to a school bus or conveyance, or any other time the student is subject to the authority of the school. **Some examples include extracurricular activities, athletic events, school dances, field trips, school buildings, classrooms and on the way to and from school.**

The Student Code of Conduct explains the District's policies governing the rights and responsibilities of students in the Warrensville Heights City School District. Students and parents/guardians are encouraged to read this handbook carefully. Questions and concerns about any of this information should be directed to your student's building principal.

### **Students**

#### **The responsibilities of student are:**

- Take an active role in monitoring their own behavior and model appropriate behavior for their fellow students.
- To be a responsible member of the school community. Accept responsibility for his/her own conduct and the consequences of his/her choice. The student should recognize that the authority of school officials is necessary to maintain an atmosphere conducive to learning.
- Exercise regular school attendance, conscientious effort in classroom work, maintenance and respect for school property, obedience to school rules and regulations. Most of all, students share with administrators and faculty the responsibility of developing a school climate that is safe in the school that is conducive to wholesome learning and living.
- Not intimidate, interfere or prevent others from learning.
- Have the responsibility to prepare plan and be ready for the challenges of the 21<sup>st</sup> Century.

#### **The rights of student are:**

- **Freedom of Education**  
Ohio law provides that all residents of the WHCSD ages five to twenty-one are entitled to attend school without charge.
- **Freedom from Discrimination**  
Students shall not be discriminated against for any reason: i.e., race, religion sex, ethnic or national origin, marriage, pregnancy, or handicapping condition.
- **Participation in School Government**  
Students should have a voice in the formulation of school policies and decisions that affect their education and lives as students. The degree to which such participation is realized should be

dependent upon the age and experience of the students involved. Through such participation, (i.e., Student Government, etc.) students can be powerful resources for the improvement of the school, the educational system, and the community.

- **Student Expression**  
Students are entitled to present their personal opinions. Responsible criticism and reasonable dissent are basic to the educational process. Students who publish and/or distribute hand written, printed, or pictorial material on the school premises are responsible for its content. The distribution of materials should not conflict or interfere with school functions. Arrangements for distribution must meet with the approval of the principal. Student expression should not cause disruption to the educational process or present health or safety hazards.
  
- **Peaceful Assembly**  
Students have the right of peaceful assembly in school facilities generally available to the PUBLIC at convenient hours that do not conflict with school functions. Arrangements must meet with the approval of the principal and conform to existing School Board Policy concerning supervision.
  
- **Student Records**  
Students, parents, and legal guardians are entitled to be apprised of the student's official school record(s). School principals will determine the time and method for presentation of this material.
  
- **Search and Seizure Protection From Unreasonable Invasion of Personal Privacy**  
The Fourth and Fourteenth Amendments of the U.S. Constitution together with the statutes of the State of Ohio set forth procedures which must be followed in the search and seizure of individuals and property. Schools are required to adhere to these procedures. Great care must be exercised in searching the person and effects of students.
  
- **Due Process**  
This Student Rights and Responsibilities document sets forth rules, regulations, and procedures designed to protect student rights and clarify student responsibilities in accordance with policies adopted by the Board of Education of the Warrensville Heights City School District.  
*Reference NEOLA 5611 Due Process Rights*

### **Parents/Guardians**

Parents have the right to expect quality education, and protection of their children. No role model is more powerful than a parent. Parents are the first teachers who provide direction to their children with the support of the community.

- **Responsibilities of the parent(s)/guardian(s) are:**
  - Teach their children to respect others and property.
  - Encourage prompt and regular school attendance as required by law. (Ohio Revised Code 3321.38)
  - Understand and cooperate with school personnel in enforcing the school rules.
  - Inform school registrar of changes in address, telephone numbers, and change in guardianship, court placements, joint custody and other demographics at time of change.
  - Reimburse school district tuition when parent(s)/guardian(s) is not a legal resident of Warrensville Heights, Ohio.

- Become familiar with the Code of Conduct and discuss it with their children.
  - Provide their children with a warm, nurturing, and healthy environment, assuring the support needed to be successful.
  - Support and reinforce behavior expectations and disciplinary policies of the school by assuming the primary responsibility for their children.
  - Cooperate with and support classroom teachers and staff. Maintain regular communication with teachers regarding their children's school work and behavior.
  - Reinforce learning at home by monitoring their children's homework and academic progress and by supporting academic and extracurricular activities.
  - Ensure that their children attend school every day and arrive on time, recognizing there are extraordinary occasions when a student is lawfully absent.
  - Teach their children to seek positive resolution to problems encountered in daily living and to handle confrontation non-violently.
- For additional information, refer to NEOLA 5780 Student/Parent Rights.

### Teachers

Teachers have the right to teach, free from verbal intimidation, physical abuse, or outside interference.

- **Responsibilities of teachers are:**
  - Maintaining an atmosphere conducive to learning and good behavior and developing good study habits.
  - Teaching and modeling the conduct standards.
  - Building close and productive relationships with students and their families by providing time, respect, caring and effective communication.
  - Demonstrating a high level of organization and instructional management to create a quality classroom environment with an appealing atmosphere.
  - Learning and utilizing informal strategies for intervening with appropriate behavior.
  - Administering discipline in a fair and impartial manner to teach the principles of justice and citizenship by example.
  - Communicating on a regular basis with parents regarding their children's academic and conduct progress.
  - Involving parents in the process of problem solving. Maintaining an atmosphere conducive to learning and good behavior and developing good study habits
  - Respect the rights and dignity of all students.
  - Establish, enforce classroom and explain school rules/regulations consistent with the Board of Education policies and Student Code of Conduct.
  - Communicate consistently with the student and the parent.
  - Maintain student attendance, academic and behavior records for each assigned student
  - Entering accurate student data in the Infinite Campus (IC).

### Security

- **Security staff are responsible for:**
  - Maintaining a safe, secure and orderly environment inside and outside of the schools.
  - Prevent unauthorized individuals from entering into the buildings.
  - Assist in handling emergency and investigative situations.
  - Assist in disciplinary matters.
  - Remain in control of one's own behavior and reactions at all times.
  - Maintain professional relationships at all times.

### **Administrators**

- **Administrators have the responsibility to:**
  - Ensure the safe, secure and orderly operations of school.
  - Respect, rights and dignity of others.
  - Consistently communicate with the students, parents, teachers, staff and Superintendent.
  - Maintain a professional relationship at all times.
  - Comply with all State Standards and the Ohio Revised Code and District Policies.

### **Right of Individual Who is Subject of a Sexual Harassment Claim**

An individual who is the subject of a sexual harassment complaint will be offered the opportunity to be interviewed by the Sexual Harassment Grievance Officer, their building Principal/Assistant Principal or a designee to present his/her position with regard to the complaint. The individual is entitled to be accompanied during his/her interview by a representative of his/her choice. The individual may also respond to the complaint in writing.

### **Retaliation Prohibited**

The Board prohibits retaliation against any complainant or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the student who initiates the complaint nor will it affect the individual's academic standing, status, or privileges.

The Board will not discriminate against, coerce, intimidate, threaten, or interfere with any individual because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing, or because that individual exercised, enjoined, aided, or encouraged any other individual in the exercise or enjoyment of any right granted or protected by this Policy.

### **Files and Record of Investigation**

Sexual harassment complaints and investigation files/results shall not be made a part of a student's academic record unless disciplinary action is taken against the alleged harasser.

### **STUDENT DRESS CODE**

The Warrensville Heights City School District's recognizes the need to create a safe and orderly learning environment. As part of the effort to create a positive learning environment, a School Dress Code has been established for students in grades K-12. The goal of the dress code is to place the focus on education and eliminate distractions caused by extremes in dress. Review the school handbooks for the adopted Student Dress Code.

### **EMANCIPATION RULES**

Requirements for admission and continued of emancipated individuals:

- A. An emancipated person who is at least eighteen but fewer than twenty-two years of age may be admitted to Warrensville Heights City Schools if he/she:
  1. Lives in Warrensville Heights, North Randall, or Highland Hills.
  2. Supports himself or herself by his or her own labor.
  3. Has not been granted a high school diploma or certificate of attendance.
  4. Has not been suspended for 10 days and a recommendation of expulsion.
  5. Be expelled in any district within the State of Ohio.

- B. Prior to admission, such students must:
  1. Provide documentation of residence by furnishing a copy of the rental agreement.
  2. Document at least 30 days of continuous employment.
  3. Provide a personal budget documenting that income from employment meets or exceeds expense.
  4. Provide a statement from his or her employer with the student's work schedule so it will not conflict with the student's school schedule.
  5. Provide previous school enrollment with unofficial/official transcript.
- C. After admission, such students must:
  1. Attend school regularly with no more than 15 days of absence during each school year.
  2. No later than the tenth day of each month, document payment of rent, utilities and other living expenses for the previous month.
  3. No later than the tenth day of each month, document continued employment by providing copies of pay vouchers for the previous month.

### **DRIVER'S LICENSE REVOCATION**

Under legislation enacted in 1990, high school students who fail to attend school without a legitimate excuse and/or being suspended or expelled for the use or possession of alcohol or the abuse of drugs may be required to forfeit their driving privileges until such time as they reach the age of eighteen or receive a diploma. A student's driving privileges shall be revoked for misconduct involving **habitual truancy** or **bringing of firearms, knives or other weapons** as defined in the district's student code of conduct onto the District's property (Ohio Revised Code 4507.061 (B), 3321.13 (B))

### **STUDENT DISCIPLINE**

Students are required to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Students will:

- Conform to reasonable standards of socially-acceptable behavior.
- Respect the person and property of others.
- Preserve the degree of order necessary to the educational program in which they are engaged.
- Respect the rights of others. Obey constituted authority and respond to those who hold that authority.

The Student Code of Conduct/Student Discipline Code designates sanctions for the infractions of rules, excluding corporal punishment, which shall:

- Relate in kind and degree to the infraction.
- Help the student learn to take responsibility for his/her actions. Be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

*Reference NEOLA 5600 Student Discipline*

## **Removal, Suspension, Expulsion, and Permanent Exclusion of Students**

The Board of Education has zero tolerance of violent, disruptive or inappropriate behavior by its students. Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

*Reference NEOLA 5610 Removal, Suspension, Expulsion, and Permanent Exclusion of Students*

- **Emergency Removal**

Emergency Removal shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District.

*Reference NEOLA 5610.03 Emergency Removal*

- **In-School Discipline**

In-School Suspension allows for an alternative to out-of-school suspension and will be offered at the discretion of the Principal.

*Reference NEOLA 5610.02 In-School Discipline*

**In-School Discipline will be given for the following Level I Offenses committed by a student:**

1. **Truancy/Skipping Class:** The unauthorized absence from school, a scheduled class or after school detention, without obtaining consent of the proper school authority.
2. **Tardiness:** No student shall be tardy to any class without a legitimate pass.
3. **Possession of Electronic Equipment:** Any electronic devices, including but not limited to, cellular telephones, iPads, or iPods are prohibited during the school day. Electronic devices will be confiscated.
4. **Appearance and dress:** A student shall not be inappropriately dressed for school. Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

**Suspension Discipline**

Suspension shall be temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (1) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

*Reference NEOLA 5600 Suspension Discipline*

**Principals may suspend a student for a period of ten (10) school days for the following Level II Offenses: Repeated or chronic occurrences of Level I Offenses may result in suspension as a Level II Offense.**

5. **Use/Possession of Tobacco:** A student shall not possess, use, sell, or conceal tobacco or tobacco products, including cigarettes, cigars, chewing tobacco, snuff or papers used to roll cigarettes (Ohio Revised Code 3313.75.1; 2151.87).

6. **Improper or Threatening Language/Gestures:** No student shall use vulgar, racially derogatory, threatening, or other improper language spoken in any area of school buildings, on school property or at school sponsored activities; nor shall a student use vulgar or improper gestures or signs. The use of any language or actions, written, oral, physical, or electronic remark or expression, including obscene gestures, which is offensive, threatening or challenging via of Facebook, twitter or any other social media is included under this section of the Code of Conduct.
7. **Leaving School without Permission:** The leaving of school grounds during the designated school day without first obtaining permission of the principal or principal's designated representative is a violation.
8. **Forgery:** A student shall not forge the name of another, falsify times, dates, grades, addresses, or other data the school may require whether orally or in writing. This prohibition includes forgery of hall/bus passes and excuses and the use of false I.D.'s.
9. **Academic Misconduct:** A student shall not cheat or plagiarize.
10. **Gambling or Possession of Gambling Paraphernalia:** A student shall not engage in, possess, or promote games of chance, place a bet, or risk anything of value on school grounds, on school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority. The participation on school property that unlawfully bet or wager money or something else of value; assist, promote, or operate a game of chance for money or some other stake; possess or transmit wagering information; manufacture, sell, purchase, possess, or transport gambling equipment, devices, or goods; tamper with the outcome of a sporting event or contest to gain a gambling advantage.
11. **Trespassing:** A student shall not enter a school to which the student is not assigned without signing in at the office or enter a school from which the student is suspended without permission from the school Principal. To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. Unauthorized presence on school property after being warned to leave or not to appear on such, including but not limited to, suspension or expulsion.
12. **Repeated Behavior of a Disruptive Nature:** A student may be disciplined for any repeated misconduct.
13. **Failure to Comply with Directives:** Students will comply with directives and orders of teachers, student teachers, educational aides, substitute teachers, principals or other authorized school personnel during any period of time when they are properly subject to the authority of the school. The refusal to act in accordance with a reasonable request or directive from school personnel or disobeying any general rule of school conduct will result in corrective action.
14. **Engaging in or causing a Disruption on the School Bus:** The Failure to comply with or follow established procedures for bus transportation privileges may result in removal from school provided transportation, either, temporarily, or permanently.
15. **Verbal/Physical Threats:** Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety.
16. **Horseplay:** A student shall not exhibit noisy/unrestrained behavior that is inappropriate.
17. **Profanity or Obscenity:** A student shall not use profanity or obscene gestures. This includes abusive or degrading actions, gestures or expressions, as well as profane, racial ethnic or religiously offensive statements made to an individual or group of individuals.
18. **Use of an Object as a Weapon:** Any object used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to padlocks, pens, pencils, jewelry, and etc.
19. **Disruption:** A student shall not create a condition, indulge in any activity or use any device that disrupts the educational process or is offensive to others. Any actions, including the use of a device or manner of dress that materially and substantially disrupts or interferes with school

activities or the educational process, or which threaten to do so are unacceptable. Likewise, a student shall not make any utterance, gesture, or act that offends the sensibilities or threatens the safety of others.

20. **Possession of Stolen Property:** A student shall not knowingly receive, obtain, possess, conceal, or dispose of stolen property.
21. **Intrusion/Unauthorized Area:** A student shall not be on school grounds or in areas to which the student is not assigned before, during, or after school hours except with the permission of the principal/designee. While schools are public facilities, the law allows the Board of Education to restrict access to school property. Students are prohibited from being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there. Unauthorized presence in a Board-owned vehicle or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network is prohibited.

### **Corrective Actions for Level II Offenses:**

The Principal may use Board approved agency mediation programs for conflicts between students, as appropriate.

### **Principals may suspend a student for a period of ten (10) school days for the following Level III Offenses:**

22. **Fighting:** A student shall not fight, hit, punch, kick, push, physically confront, or in any way cause or attempt to cause physical injury to another person. A student shall not instigate or encourage fighting (*i.e., contribute to a fight verbally or through behavior*). If a student who is engaged in a fight and, in the course of fighting, strikes, pushes, and/or physically restrains a staff member who is attempting to intervene, such actions may be regarded as separate violation, specifically an assault, and may result in a police report and appropriate disciplinary consequences. In such instances, the staff member retains the right to pursue legal remedies in the civil and criminal courts independent of the action(s) taken by the school district.
23. **Bullying, Harassment and Intimidation:** Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.
  - **Cyber bullying, “and/or “Harassment”** also encompasses:
    - Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
    - Retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
    - Perpetuation of conduct listed in the definition of bullying, harassment, or discrimination that is not made in good faith.
      - Incitement or coercion;

- Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system or computer network within the scope of the district school system; or
  - Acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.
24. **Damage or Destruction of Property:** A student shall not cause or attempt to damage, deface or destroy school property or the private property of students, teachers, school personnel or other persons.
  25. **Theft of Unauthorized Removal of Property:** A student shall not steal or attempt to steal school or private property, or possess such property without authorization.
  26. **False Alarm/Bomb Threat:** A student shall not trigger a fire alarm in the absence of an actual fire or other emergency. A student shall not make threats against the school or other persons.
  27. **Hazing:** No student shall persecute, threaten or participate in any act or acts that injure degrade or disgrace any student. Hazing is banned in any form.
  28. **Gang Related Activity:** The presence of gangs and gang activities can cause a substantial disruption of school and school activities. A “gang” as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit. *No student on or about school property or at any school activity:*
    - Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang;
    - Shall commit any act or omission, or use any speech, either verbal (gestures, hand-shakes, etc.) showing membership or affiliation in a gang;
    - Shall use any speech or commit any act or omission in furtherance of the interest of gang or gang activity, including, but not limited to:
    - Soliciting other for membership in any gangs;
    - Requesting any person to pay protection, extort or otherwise intimidating or threatening any person;
    - Committing any other illegal act or violation of district policies; and
    - Inciting other students to act with physical violence upon any other person.
  29. **Extortion:** No student shall use an expressed or implied threat, violence, harassment, coercion, or intimidation to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions off school grounds, or at any other time the student is subject to school authority.
  30. **Narcotics, Alcoholic Beverages, and Drugs:** A student shall not possess, use, sell, distribute, transmit, conceal or be under the influence of alcohol, drugs, or controlled substances including but not limited to narcotics, mood-altering drugs, counterfeit controlled substances, look-alikes, over-the-counter stimulants or depressants or anabolic steroids. A student shall not possess, use, transmit, sell, or conceal any instrument of drug abuse or related paraphernalia on school grounds, at school-sponsored or related functions or activities off school grounds, on a school bus or conveyance, or any other time the student is under school authority.
  31. **Misconduct against a School Official or Employee, or the Property of Such a Person, Regardless of where it occurs:** A student shall not commit misconduct against a school official or employee, including, but not limited to harassment (of any type), vandalism, assault (verbal and/or physical) and destruction of property.
  32. **Robbery:** A student shall not take another person's property by force or threat of force.
  33. **Assault:** A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical harm to another person.
  34. **Displays of Affection:** Affection between students is personal and not intended for public display. This includes touching, petting or any other contact that may be considered sexual in nature.

35. **Disruption of School:** A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any function or operation of the school or of the educational process.
36. **Inappropriate use of Technology:** Students shall not violate the Information Technology Acceptable Use Policy adopted by the Board of Education.
37. **Computer “Hacking”** Unauthorized use includes:
- Use of district computers to gain unauthorized access to district or other databases including student, faculty, or district data files, without permission.
  - Use of school computers, facsimile equipment, or other electronic devices to transmit, receive, view or display obscene, vulgar, sexually explicit or racist media
  - Use of the school computer network for soliciting or purchasing commercial materials and/or services of any kind
  - Use of the school computer to engage in participation in hate groups, to incite violence or aggressive action on the part of the student body or promote racial disorder.

*In addition to any criminal penalties, students will be suspended and recommended for expulsion. – (see Internet Policy Form)*

38. **Misconduct Away From School:** A student who sells or transmits any narcotic drug, hallucinogenic drug, cocaine, marijuana, or any other controlled substance of abuse off school property or at a non-school sponsored or related activity; engages in an assault upon a school employee or other student off school property, at a non-school-sponsored or related activity, function or event; or engages in electronic harassment or threats may be subjected to suspension or expulsion from school. The Superintendent determines if the student’s continued presence in the school is reasonably certain to significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students and or has a negative influence on others to act or do the same.

**For misconduct by a student that occurs off district property but is connected to activities or incidents that have occurred on district property.** Students will be suspended and may be recommended for expulsion for any misconduct that first occurred on school property and was continued off school property, or started off school property and carried over into the school and caused conflict or disruption.

**Corrective Actions for Level III Offenses:**

- The Principal may recommend that a student be expelled.
- The Warrensville Heights Police Department may be called if a serious incident occurs.
- Parents will be informed of any Level III offense committed by their child within one school day by the administration or its designee.
- In the event that a student causes damages to occur to Board of Education property, Parents/guardians will be responsible for the cost of such damages in accordance with Ohio Revised Code Section 3109.09. Students may be assigned for Community Services (i.e. Restitution).

**Principals may suspend a student for a period of ten (10) school days for the following Level IV Offenses:**

39. **Arson:** A student shall not set a fire or cause an explosion.
40. **Falsely setting off or pulling fire alarm in school building.**

41. **Use/Possession of a Firearm or Other Weapons:** Students shall not use, possess, exhibit, handle, transmit, or conceal any object classified or construed as a firearm while on school property, in a vehicle parked on school property, at any school-sponsored activity regardless of location, or at an interscholastic competition, extracurricular event or other school program or activity that is not on school-controlled property. **The definition of a firearm** is any weapon (including a starter gun) which will, or is designed to, or may readily be converted to; expel a projectile by the action of an explosive, the frame or receiver of any such weapon or any firearm muffler or firearm silencer.
- **Definitions:**
    - A knife includes, but is not limited to, any cutting instrument consisting of a sharp blade or pointed object which may or may not be fastened to a handle, and having a blade length of two and one-half inches or longer.
    - Other dangerous weapons and instruments include, but are not limited to, “look alike” firearms, metal knuckles, razors of all descriptions, and propellants that may be used to or are intended to harm, threaten or harass students, staff, parents/guardians, or community members.
42. **Sale/Distribution of Weapons:** A student shall not transmit, negotiate the sale of, or sell any weapon on school grounds, at a school-sponsored or related function or activity off school grounds; on a school bus or conveyance or at any other time the student is subject to the authority of the school. Weapons shall include firearms, knives, razors, clubs, chains, explosives, incendiaries, poisonous gas, or other items and substances, which may be used to inflict harm on or intimidate another person.
43. **Use/Possession of an Explosive, Incendiary, or Poison Gas:** A student shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as explosives, fireworks, munitions, incendiaries, accelerants, lighters, matches, or poisonous gas while on school property, in a vehicle parked on school property, at any school-sponsored activity regardless of location, or at an interscholastic competition, extracurricular event or other school program or activity that is not on school-controlled property. *“Look-alike” and replicas of weapons shall be included in the definition of weapons.*
44. **Sale/Distribution of other Drugs:** A student shall not transmit, negotiate the sale of, or sell any drug of abuse or drug paraphernalia on school grounds, at a school-sponsored or related function or activity off school grounds, on a school bus or conveyance or at any other time the student is subject to authority of the school. Included are counterfeit or “look-alike” drugs and drug paraphernalia.
45. **Criminal Acts:** Commission of an act while under the authority of the District that is a criminal offense when committed by an adult (Ohio Revised Code 2901.01).

**Corrective Actions for Level IV Offenses:**

- The Principal may recommend that a student be expelled.
- The Warrensville Heights Police Department may be called if a serious incident occurs.
- Parents will be informed of any Level IV offense committed by their child within a reasonable time period by the administration or its designee.
- Students, after required due process as specified in Ohio Revised Code 3313.66, found to have violated this section shall be expelled by the Superintendent.
- If the actions giving rise to expulsion for any of the misconduct described above are committed by a student who is sixteen years of age or older and the student is convicted or adjudicated a delinquent child for a violation listed in Ohio Revised Code 3313.662(A) based upon such actions, the student may be permanently excluded from the District. The procedures for permanent exclusion are set forth above in this handbook.

- In the event that a student causes damages to occur to Board of Education property, parents/guardians will be responsible for the cost of such damages in accordance with Ohio Revised Code Section 3109.09.
- A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and O.R.C. 3313.666. If that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

- **Expulsion**

Expulsion shall be the exclusion of a student from the school of this District for a period not to exceed the greatest of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place of for one (1) year.

- **Expulsion Procedures**

- A student committing a **Level IV** offense shall be considered for expulsion.
- A student committing a **Level III** offense may be considered for expulsion.
- Before a student is expelled from school, the Superintendent or designee shall give the student and his/her parent(s)/ guardian(s) written notice of the intention to expel and the reasons for the intended expulsion. The notice shall include information on the right to have a hearing, the time and place of the hearing, and the right to have a representative of the student's choice at the hearing.
- The hearing shall not be earlier than three (3) days or later than five (5) days after notice of intention to expel is given. The Superintendent or designee may grant an extension of time at the request of the student, parent(s)/guardian(s), or their representative. If an extension of time is granted, the Superintendent or designee must inform the student or his/her parent(s)/guardian(s) of the new time and place to appear. At the hearing the student may challenge the reason(s) for the intended expulsion or otherwise explain his/her actions. Such information shall be given equal consideration.
- Within twenty-four hours of the decision to expel, the Superintendent Designee shall notify in writing the principal, student, parent(s)/guardian(s), and the Treasurer of the Board of Education. The written notice shall include the reason for the expulsion and an explanation of procedures to appeal the expulsion.
- If a student is expelled for more than 20 days or if the expulsion extends into the following semester or school year for any period of time, the Superintendent Designee shall also include a listing of public and private agencies that offer assistance to the incident(s) for which the expulsion was ordered.
- A student or his/her parent(s) or legal guardian(s) who disagree with the expulsion may request an Appeal, in writing, within ten (10) school days of the date the Notice of Expulsion was mailed.
- The Board of Education will act on the expulsion appeal at a public meeting. The Board of Education may uphold the expulsion, reinstate the student or modify the expulsion order. The decision of the Board of Education may be appealed by the student or parent(s)/guardian(s) to the Court of Common Pleas of Cuyahoga County pursuant to the provisions of the ORC 2506.
- If a student commits a violation that warrants expulsion, the Superintendent shall proceed with the expulsion hearing and impose any warranted expulsion even if the student who committed the act has already withdrawn from school.
- The Board may temporarily deny admittance to any student seeking to enroll in the Warrensville Heights City School District if the student has been expelled or

permanently excluded from a public school of another district, not limited to the State of Ohio, provided:

- An opportunity for a hearing has been offered;
- The period of the expulsion has not expired; and
- The student will be admitted at the conclusion of the expulsion period so long as it does not exceed one calendar year as prescribed by Ohio Law.
- The Superintendent shall notify the Deputy Registrar of Motor Vehicles and Juvenile Court for the purpose of imposing a Driver's License revocation if a student is expelled from school for a firearm or dangerous weapon violation or truancy.
- Students returning from expulsion will not be given an opportunity to earn or be granted appropriate credit for work missed during the time of expulsion.

*The rights of students with an identified disability are additionally protected by Board of Education Policy and Federal and State laws, which outline suspension and expulsion procedural safeguards for dealing with these students. (ORC 3313.662)*

▪ **Permanent Expulsion**

Pursuant to the Ohio Revised Code Section 3313.662, the Superintendent of Schools and the Board of Education are empowered to recommend to the State Superintendent of Public Instruction that a student sixteen (16) years of age or older at the time of the offense and convicted or adjudicated a delinquent child of any offenses enumerated in Ohio Revised Code, Section 3313.662, be permanently excluded from attending any public schools in the State of Ohio. Section 3313.66, .661 and of Ohio Revised Code has been expanded to incorporate changes for Ohio's exclusion law. A student may be permanently excluded from attending any Ohio Public School for certain very serious offenses. A recommendation for permanent exclusion may be requested if a student is sixteen (16) years of age or older at the time of the offense and convicted or adjudicated a delinquent child for any of the following offenses:

- Conveying deadly weapons or dangerous objects onto titled school property or to a school-sponsored activity.
- Possessing deadly or dangerous objects on titled school property or at school-sponsored activity.
- Carrying a concealed weapon or dangerous objects on to titled school property or to a school-sponsored activity.
- Trafficking in drugs on titled school property or at school-sponsored activity.
- Voluntary or involuntary manslaughter on titled school property or at school-sponsored activity.
- Assault or aggravated assault on titled school property or at school-sponsored activity.
- Rape, gross sexual imposition, or felonious sexual penetration, on titled school property or at a school-sponsored activity, or when the victim is a school employee.
- Complicity in any of the above offenses, regardless of location.

*The Superintendent shall notify both the Deputy Registrar of Motor Vehicles and Juvenile Court for the purpose of imposing Driver's License suspension if a student is permanently excluded from school for any of the above offenses.*

**Emergency Removal of Students** A student who poses a continuing a danger to persons or property , or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent, Principal or Assistant Principal may remove the student from curricular activities or from the school premises. *Reference NEOLA 5610.03 Emergency Removal of Students*

## LEGAL REFERENCES

### Ohio Revised Code

3313.20/3313.47

2151.421

2151.011/2152.02

29.7.01

3109.09

3313.66

3319.321(B) (1)

3321.01

3313.66

3313.751 ©/2151.87

3319.41

3321.04/3321.38

3719.01

4507.61

20 USC sec. 1701

Grievance Procedures

3313.666

### Federal Law

20U.S.C.1232g

Authority of the Board of Education

Child Abuse Reporting

Habitual and Chronic Truancies

Sex Offenses

Damages Recoverable Against Parent of a Minor

Due Process

Directory Information

Compulsory School Age

Suspension, Expulsion, Emergency

Removal, Permanent Exclusion,

Tobacco

Corporal Punishment

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Controlled Substances

Motor Vehicles and Licensing

Equal Education Opportunities

Title VI, IX, & 504 of Rehabilitation

Act

Harassment, Bullying and Dating Violence

FERPA – Family Education Rights and Privacy Act