



**Cuyahoga Heights 6-12  
Student Handbook 2018-2019**

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This School Agenda belongs to:

**Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Telephone** \_\_\_\_\_  
**Grade** \_\_\_\_\_

**Student #** \_\_\_\_\_ **Homeroom** \_\_\_\_\_

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**Disclaimer:** The information in this handbook is in accordance with board policy, but cannot be interpreted as totally all-inclusive. The handbook may not include every item or incident that may occur in the building or on school grounds. The school district and its personnel have the authority to handle incidents as they arise.

# District Calendar

## CUYAHOGA HEIGHTS SCHOOLS A "Blue Ribbon" School District 2018-19 CALENDAR

Adopted 1/10/2018

Aug. 8: ES New Student Orientation: 9:00 am  
 Aug. 8: PK Parent Meeting: 10:00 am  
 Aug. 9: MS/HS New Student Orientation:  
 9th grade, 5:00 pm; 6th grade, 7:00 pm  
 Aug. 13: Meet ES Teachers Night: 6:00 pm  
 Aug. 13-14: Staff Professional Development  
 Aug. 15: First Day for Students, grades K-12  
 Aug. 15: PK Phase-In Day 1  
 Aug. 16: MS/HS Open House: 5:00 pm  
 Aug. 16: PK Phase-In Day 2  
 Aug. 17: First Day for all PK Students  
 Aug. 30: ES Parent Information Night: 6:00 pm

Sept. 3: Labor Day, School Closed  
 Sept. 24: Staff Prof. Development; No School  
 for PK-12  
 Sept. 27: MS/HS Parent-Teacher Conferences:  
 5:30-8:30 pm  
 Sept. 28: MS/HS Parent-Teacher Conferences:  
 12:00-3:00 p.m. (early release for MS/HS  
 at 11:30 am)

Oct. 11: End of 1st grading period  
 Oct. 12: NEOEA Day, No School  
 Oct. 24-25: ES Parent-Teacher Conferences:  
 4:00-7:00 pm  
 Oct. 26: ES Parent-Teacher Conferences,  
 8:05-3:05 p.m. (No School for Students in PK-5)

Nov. 21-23: Thanksgiving Break, No School

Dec. 17-20: HS Semester Exams:  
 Dec. 17-19: early release for MS/HS at  
 12:20 pm; Dec. 20: early release for  
 MS/HS at 11:20 am  
 Dec. 20: End of 2nd grading period  
 Dec. 21: Teacher Records Day;  
 No School for PK-12  
 Dec. 24-Jan. 4: Winter Break;  
 School Closed

Jan. 7: Classes Resume  
 Jan. 21: M.L.K. Day, School Closed

AUGUST						
S	M	T	W	T	F	S
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12	⊗	⊗	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
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3	4	5	6	7	8	9
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17	⊗	19	20	21	22	23
24	25	26	27	28		

SEPTEMBER						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
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23	⊗	25	26	27	28	29
30						

MARCH						
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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	△	16
17	18	19	20	21	22	23
24	⊗	⊗	⊗	⊗	⊗	30
31						

OCTOBER						
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7	8	9	10	△	⊗	13
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21	22	23	24	25	26	27
28	29	30	31			

APRIL						
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28	29	30				

NOVEMBER						
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11	12	13	14	15	16	17
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25	26	27	28	29	30	

MAY						
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			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	⊗	28	29	30	△	

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	△	⊗	22
23	⊗	⊗	⊗	⊗	⊗	29
30	⊗					

JUNE						
S	M	T	W	T	F	S
						1
2	⊗	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Key**

- ⊗ No School for Students
- Teacher Inservice
- School Begins or Resumes
- △ Grading Period Ends

Feb. 7: MS/HS Parent-Teacher Conferences: 5:00-8:00 p.m.  
 Feb. 15: Staff Professional Development; No School for PK-12  
 Feb. 18: Presidents' Day, No School PK-12

Mar. 15: End of 3rd grading period  
 Mar. 22: PK Screening (No School for PK): 8:05 am-3:05 pm

Mar. 25-Apr. 1: Spring Break

Apr. 2: Classes Resume  
 Apr. 19: Good Friday (No School)

Apr. 22-23: PK Parent-Teacher Conferences (No School for PK): 12:00-7:00 pm

May 25: HS Graduation  
 May 27: Memorial Day, No School  
 May 29-31: HS Final Exams  
 May 29-30: Early release for MS/HS at 12:20 pm  
 May 30: Last day for afternoon PK  
 May 31: End of 4th grading period; last day for K-11 and morning PK (early release for K-5 at 12:45 pm; early release for grades 6-12 at 11:20 am)

June 3: Teacher Records Day

**Grading Periods**

- 1st ends: Oct. 11
- 2nd ends: Dec. 20
- 3rd ends: Mar. 15
- 4th ends: May 31

# BEST

## Building on Excellence and Success Together

### Mission

The mission of the Cuyahoga Heights Schools is to provide a safe, secure, and nurturing learning environment that graduates students who are college and career ready, are critical thinkers, are culturally aware, and are prepared to be successful citizens of the 21st century.

### Vision

Empowering students to reach new HEIGHTS.

### Beliefs

- We believe that each student can learn and achieve, has different needs that must be met, will graduate college and career ready, and will be prepared to be successful and contributing citizens.
- We believe that parents and families must be supportive and involved by being actively engaged in the education of their children.
- We believe that instructional and support staff must appreciate and understand the needs of each student while being masters of their fields of study.
- We believe that District leadership must demonstrate the vision, guidance, and ability to overcome the challenges of successfully educating each student.
- We believe that our schools are the heart and foundation of our communities: Brooklyn Heights, Cuyahoga Heights, and Valley View.
- We believe that our tuition program students enhance and enrich our school communities.
- We believe that we should increase and enhance our local business partnerships to mutually share insights, internships, and resources.
- We believe that 21st century knowledge and use of technology is a necessary life skill in school, at home, and in the workplace.

# PBIS

## School Wide Positive Behavioral Intervention and Support (SW-PBIS)

### What is PBIS?

PBIS is a framework for creating school environments that are more predictable and effective. A proactive approach to setting consistent positive expectations for student behavior so ALL students can experience social, emotional and academic success. It includes visual reminders throughout the building, recognize/reward students for using positive behaviors, enforcing consistent meaningful consequences when violations of the expected behaviors occur.

### Does it make a difference?

The PBIS model is a research based strategy supported by the Ohio and federal Departments of Education. The research indicates that detentions, suspensions and expulsions do not lead to positive educational outcomes for students, nor do they result in a safer school climate. Punishment may work short term to defer behaviors but it may have long-term negative outcomes. Another concern with this way of dealing with problem behavior is that schools tend to focus on individual situations or individual student behavior rather than the entire school climate.

Research has shown that PBIS promotes positive and calm environments, fewer disruptive behaviors and increased learning time, attendance and achievement.

### What about students that are disruptive?

The PBIS school team has developed a documented discipline system that is integrated with the district's Code of Conduct. When problem behavior occurs, students are provided with a full continuum of supports to address the behavior. If students do not respond, the intensity of the support increases. Most problem student behaviors either have an academic or social base. Properly addressing the root causes of behavior can prevent student failure later in life.

### What about parents?

Parents are an important part of PBIS implementation. Cuyahoga Heights Schools encourage parents to use the same expectations and rules that the school teaches. This common language creates consistency and a unified support for expected student behavior. Parents are asked to discuss the common rules and expectations and post them at home for easy reference. Children thrive when they have consistent, predictable expectations and consequences.

### Is PBIS new?

The concept of PBIS has been researched in education for approximately 15 years. PBIS is based upon sound educational practices grounded in psychological and sociological theory. It was started as a joint initiative by the University of Oregon and the federal Department of Education to prevent the isolation of high school students. Currently, PBIS is implemented across the United States and in many foreign countries.

Cuyahoga Heights students and staff have worked together to identify and name our values as the base to build our PBIS system on. Our PBIS theme is "Reach New Heights: Helpful, Engaged, Inspired, Grateful, Honest, Tolerant, and Successful".







# **PHILOSOPHY AND OBJECTIVES**

## **CUYAHOGA HEIGHTS HIGH SCHOOL**

### **Philosophy**

Cuyahoga Heights High School will use the cooperative efforts of its administration, staff, students, parents, and community to create an environment which encourages each student to maximize individual abilities by offering diversified curricular and extracurricular activities. These activities seek to promote a strong sense of responsibility among the participants. Such activities also create interests and attitudes which are essential for awareness of one's responsibility to and for the local, national, and global community.

Mutual respect and collaborative efforts at all levels are the essential elements which will facilitate the school district to meet its responsibilities. Administration, staff, students, parents, and community must accept individual responsibilities in the learning process.

The collective commitment of the total school community ultimately will be directed toward developing lifelong learners who are culturally, aesthetically and environmentally aware, socially responsible, and economically productive.

### **Objectives**

1. To provide a foundation for student decision-making to develop career and life objectives through additional formal education, military or vocational training.
2. To promote and direct the improvement of mental and physical health in all activities necessary for the development of the individual.
3. To provide a comprehensive program of studies and instructional techniques that stimulate thinking, develop comprehension, and provide training in the primary modes of learning—auditory, visual, cognitive, and kinesthetic.
4. To facilitate development of pride in achievement with goals of self-discipline.
5. To guide students to develop organizational and time management skills.
6. To assist students to become accountable for their behavior.
7. To help students identify their role in society and how society influences their lives.
8. To provide student activities, both curricular and extracurricular, for enhancing their abilities, maintaining present interests, and stimulating future interests.
9. To communicate our school's goals, programs, and needs to the school community.
10. To develop student-teacher relationships. This will encourage dialogue over personal and/or school-related concerns.

## CUYAHOGA MIDDLE SCHOOL Philosophy

The growing process of early adolescence is one of rapid change. This exciting stage of human development is earmarked by demanding physical, emotional, social and intellectual trials. Therefore, the challenge of maintaining a positive self-concept is crucial to the well-being of the individual.

### Objectives

Cuyahoga Heights Middle School will:

1. Realize the unique needs of each student and will, therefore, provide a foundation on which to develop life objectives and career choices.
2. Provide academic excellence through flexible and creative education in order to accommodate various teaching and learning styles.
3. Facilitate development of pride in diligence and achievement to ensure growth as a self-reliant member of society.
4. Foster a nurturing and secure environment.
5. Provide a curriculum which encourages creativity and critical thinking.
6. Provide co-curricular and extracurricular activities which encourage creativity and exploration.
7. Develop the whole individual—physically, intellectually, socially, emotionally, and morally—through a coordinated effort of students, staff, administration, parents and community.
8. Assist students to demonstrate organizational and time management skills and teach them to be responsible for their own actions.
9. Teach the necessary basic skills to allow each student to be a proficient and competent member of society while promoting academic superiority.
10. Integrate advanced technology throughout the educational program.

## REACH

The REACH Program is one of the highlights for academic achievement at Cuyahoga Heights Schools. Recognizing Educational Achievement at Cuyahoga Heights (REACH) is a program that began in 1988 and is an annual tradition for honoring the academic excellence of students who earn distinction.

Students are recognized for achieving different levels of REACH based on two semesters of GPA. Those levels are:

<b>Gold</b>	3.750 to 5.000
<b>Red</b>	3.400 to 3.749
<b>Gray</b>	3.000 to 3.399

Students receive a customized medallion based on the higher GPA from the second semester of the previous school year and the first semester of the current school year. This tradition allows students to collect a medallion annually and the collection will be worn on the graduation gown at Commencement. Further, seniors who achieve 7 semesters of Gold REACH are honored with a personalized plaque.

# DAILY BELL SCHEDULE

Forty-five (45) minute periods

Three (3) minutes passing time between periods

Teachers on Duty 7:15 a.m.

Warning Bell 7:25 a.m.

Homeroom 7:30 a.m. 7:36 a.m.

Period 1 7:39 a.m. 8:24 a.m.

Period 2 8:27 a.m. 9:12 a.m.

Period 3 9:15 a.m. 10:00 a.m.

Period 4 10:03 a.m. 10:48 a.m.

Period 5 10:51 a.m. 11:36 a.m.

10:51 a.m. 11:21 a.m (MS Lunch)

Period 6 11:24 a.m. 12:09 p.m.

11:39 a.m. 12:09 p.m (HS Lunch)

Period 7 12:12 p.m. 12:57 p.m.

Period 8 1:00 p.m. 1:45 p.m.

Period 9 1:48 p.m. 2:34 p.m.

School Dismissal 2:34 p.m.

Busses Load and Depart 2:39 p.m.

**Media Center Hours** 7:00 a.m. 3:30 p.m.

## Academics

### **ACADEMIC MISCONDUCT (CHEATING/PLAGIARISM)**

Cheating includes copying another student's work and/or copying material from a book, magazine, pamphlet or Internet. Academic consequences should be expected. Consequences may include but not limited to: loss of credit, parent phone call, suspension or failure for the quarter.

### **CLASS RANK AND DETERMINATION**

Class rank will be determined from a student's cumulative GPA calculated at the end of the freshman, sophomore and the junior years. It is recalculated for seniors after seven semesters and upon graduation. The top two cumulative GPAs will determine Valedictorian and Salutatorian for the graduating class.

Beginning with the Class of 2020, class rank will no longer be reported to each student or on transcripts. Student cumulative GPAs will continue to be calculated at the end of the freshman, sophomore and the junior years. It will be recalculated for seniors after seven semesters and upon graduation. However, we will continue to recognize a Valedictorian and Salutatorian at our Commencement Ceremony based on a 50/50 combination of GPA and ACT/SAT Score, with the only tie-breaker being first time cumulative scores on state assessments (on a scale of 1 to 5).

### **COLLEGE CREDIT PLUS PROGRAM**

A special program entitled College Credit Plus allows students to take courses at a local college and receive high school and/or college credit. In some cases, you may be able to earn college credit at no cost to your family. Please schedule an appointment with a Guidance Counselor to get all of the details.

### **CREDIT FLEXIBILITY**

In conjunction with Senate Bill 331, students may earn credit through a demonstration of mastery or competency in a specific area. Educational options include travel, distance learning, online programs, independent study and internships.

The student must complete an application and submit it by May 1 for a first semester or year-long course. Students must submit a completed application by November 1 for a second semester course.

A committee of teachers and administrators will review the application, syllabus and assessment and grant final approval or make recommendations for revision. Please schedule a meeting with one of the counselors for more information.

### **GRADE POINT CALCULATION**

Grade point averages allow us to display a student's grades in a numerical format, i.e., 2.75, 3.50.

Just as most schools in the nation, Cuyahoga Heights High School uses a 4.0 system.

A =	4.0 quality points
B =	3.0 quality points
C =	2.0 quality points
D =	1.0 quality points
F =	0.0 quality points

In order to be as precise as possible, we need to assign weights to the plus and minus grades also--by adding or deducting .3 quality points from the standard grade. Example: C+ = 2.3 quality points, C- = 1.7 quality points.

To calculate a grade point average, you first need to know the number of credits taken and also the amount of quality points assigned to the grade earned in each course; the higher the grade, the more quality points earned.

The actual formula used to calculate the grade point average is quite simple.

$$\text{GPA (Grade Point Average)} = \text{Quality Points Earned} / \text{Credits Attempted}$$

## GRADING SCALE

Assessing student work is the responsibility of the teacher in each course. The grading scale for each class is included on the course syllabus.

### HIGH SCHOOL/HONORS MIDDLE SCHOOL GRADING SCALE

100%-95% = A	78%-75% = C
94%-92% = A-	74%-72% = C-
91%-89% = B+	71%-69% = D+
88%-85% = B	68%-65% = D
84%-82% = B-	64%-62% = D-
81%-79% = C+	61%- 0% = F

### MIDDLE SCHOOL GRADING SCALE

100%-97% = A+	79%-77% = C+
96%-93% = A	76%-73% = C
92%-90% = A-	72%-70% = C-
89%-87% = B+	69%-67% = D+
86%-83% = B	66%-63% = D
82%-80% = B-	62%-60% = D-
	59%-00% = F

## GRADUATION REQUIREMENTS

Our high school is on a two-semester schedule, each consisting of approximately 18 weeks. **In order to graduate from Cuyahoga Heights High School, a student must earn at least 22 credits.** Required subjects are English, Mathematics, Science, Social Studies, Health, and Physical Education. The Ohio Legislature and Ohio Department of Education have worked together and developed new State Standards to raise student accountability and achievement.

Subjects	Minimum number of credits required by CHS
English*	4
Mathematics	4
Science	3
Social Studies	3
Technology, Fine Arts or Foreign Language ..	1

Health	.50
Physical Education	.75
Electives	5.75
Community Service	60 hours
Ohio Graduation Tests or a test to be determined by the Ohio Department of Education	Yes
<b>Total credits</b>	<b>22</b>

All students must take end-of-course exams:

- Algebra I and Geometry or Integrated Math I and II
- American History and American Government
- English I and English II

...and meet one of the following three:

- Earn a cumulative score of 18 Graduation Points on seven end-of-course exams as set by the State Board of Education. Students must earn at least 4 cumulative points in Mathematics, 4 cumulative points in ELA and 6 cumulative points in Social Studies and Science combined.
- Earn a "remediation-free" score on a nationally recognized college admission exam such as ACT or SAT during junior year. More information to follow.
- Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

\* The 4 credits of English must include 1 credit of American Literature/Composition (English III or AP) and one credit of British Literature/Comp (English IV or AP)

Additional requirements for graduation:

1. Elective credits of at least one unit, or two half units, from the areas of technology, fine arts and/or foreign language.
2. 60 Community Service hours must be completed by May 1 of the senior year.

Students may make up failures for credit purposes at recognized and accredited schools during summer and evening terms, providing they have received prior written approval to take such coursework from their counselor.

### **HONOR AND MERIT ROLL**

Honor Roll and Merit Roll are computed at the end of the nine-week grading period for students in grades 9-12. All courses are used to determine a grade point average. High Honor Roll recognizes achievement above a 4.0 grade point average. Students with a 3.50 to 4.00 grade point average are placed on the Honor Roll. Students with a 3.00 to 3.49 grade point average are placed on the Merit Roll. Any student receiving a grade of "D" or below will automatically be eliminated from consideration for the Honor Roll or Merit Roll.

## NATIONAL HONOR SOCIETY

The purpose is to create enthusiasm for scholarship, to stimulate a desire to give service, to promote worthy leadership, and to encourage the development of character in all students.

The selection procedures are as follows:

- Students' academic records are reviewed by the advisor of NHS and/or NJHS to determine scholastic eligibility. Students who have maintained at least a 3.35 cumulative academic average are eligible. The student who has achieved a 3.35 grade point average has exhibited the ability to achieve academic excellence. Note: Beginning in 2018-19, the grade point average requirement will be increased to 3.50 or Honor Roll status.
- Students who are eligible scholastically are notified and told that for further consideration for selection to the NHS and NJHS Chapter, they must complete the Student Activity Information Form. This form and more information regarding NHS can be found on our website at [www.cuyhts.org](http://www.cuyhts.org)
- A faculty survey is conducted and each potential member is evaluated in the areas of leadership, service, and character. Faculty members are also invited to attend the selection meeting to offer any further pertinent information.
- At the selection meeting, the Student Activity Information Form and all verifiable information is reviewed by the faculty council. Those students who excel in all four areas of scholarship, service, leadership and character are selected for membership into the Cuyahoga Heights Chapter of the National Honor Society or National Junior Honor Society. The actual selection of members is made by the five appointed members of the faculty council. A majority vote is needed for selection.

*\*These guidelines are also posted on our website at [www.cuyths.org](http://www.cuyths.org)*

**National Honor Society Rubric**

CATEGORY			
<b>Scholarship</b>	GPA of 3.35-3.59 <b>10 Points</b>	GPA of 3.60-3.79 <b>15 Points</b>	GPA of 3.80 or higher <b>20 Points</b>
<b>Leadership</b>	0-3 Activities <b>10 Points</b>	4-6 Activities <b>15 Points</b>	6 or more activities and holding an organization office or captain of team, <b>20 Points</b>
<b>Service</b>	Minimum of 40 verified community service hours <b>10 Points</b>	Minimum of 70 verified community service hours <b>15 Points</b>	Minimum of 100 verified community service hours <b>20 Points</b>
<b>Character</b>	2 or more documented discipline/behavior violations <b>-10 points</b>	1 documented discipline/behavior violation <b>0 points</b>	0 documented discipline/behavior violations <b>20 points</b> <b>+ or - 5 points</b> based on teacher recommendations

**Student must total 70 points or more for induction into National Honor Society**

## **NATIONAL JUNIOR HONOR SOCIETY**

The purpose is to create enthusiasm for scholarship, to stimulate a desire to give service, to promote worthy leadership and to encourage the development of character in all students.

The selection procedures are as follows:

- Students' academic records are reviewed by the advisor of NJHS to determine scholastic eligibility.
- Students who have maintained at least a B cumulative academic average are eligible. Note: Beginning in 2018-19, the earned grade point average for NJHS consideration will be set to 3.25.
- Students who are eligible scholastically are notified and told that for further consideration for selection to the NJHS Chapter, they must complete the Student Activity Information Form.
- A faculty survey is conducted and each potential member is evaluated in the areas of leadership, service, and character. Faculty members are also invited to attend the selection meeting to offer any further pertinent information.
- At the selection meeting, the Student Activity Information Form and all verifiable information is reviewed by the faculty council. Those students who excel in all four areas of scholarship, service, leadership and character are selected for membership into the National Junior Honor Society. The actual selection of members is made by the five appointed members of the faculty council. A majority vote is needed for selection.
- A rubric may be created similar to that of NHS to objectively evaluate student applications. This will be communicated to students and families at a future time.

## **SCHEDULE CHANGES**

Selecting a schedule should be done with much thought because the final responsibility for this commitment is the student's. It is highly recommended that students seek the advice of teachers, counselors, parents and students who have already completed this course of study.

The registration process at begins in January. Students and parents are encouraged to thoroughly discuss course offerings and review the student's four-year plan before making actual selections. **Course change requests will only be made for the following reasons:**

1. computer error
2. summer school attendance
3. failure of a prerequisite course
4. post-secondary enrollment option program
5. schedule overload (students must have at least 6 classes)

Students who have a course change that fits the above reasons must fill out a "Schedule Error" form and turn it into the high school principal.

Students wishing to add a class must do so within the first ten days of the semester. Courses will be added if the student is replacing a study hall and if space permits. If an added course requires moving one or more courses, the principal will review the request and make a decision.

**PLEASE NOTE:** We will do our best to offer every course that is listed within the Program of Studies. However, it is possible that an elective course may not be offered due to a lack of adequate student interest or appropriate staffing. The high school principal will make such a determination and all students who have signed up for a class that has been canceled will have the opportunity to select another available elective.



**Dropping Courses after the first ten days of the school year:** No schedules will be changed after the first ten days of the school year or semester without a conference to determine if a “withdraw fail” (WF) will be issued. Withdraw fail is the same as earning an F in the class.

**STUDENT LOAD**

The student must carry at least 5 1/2 credits per year (2.75 credits each semester for two semesters). The average student carries between 5 1/2 and 6 credits each year. A student will not be permitted to have more than two (2) study hall periods per day without administrative approval.

**WEIGHTED GRADES**

Cuyahoga Heights High School reinforces and rewards students who pursue the most difficult academic coursework. This challenging academic schedule enables students to compete for scholarships and college admission with students from other high schools. Cuyahoga Heights awards “grade weights” to those academic classes judged to be the most demanding both in difficulty of subject matter, also class work, projects, and homework.

1. Only classes designated as Honors, Advanced Placement or College Credit Plus will be weighted. These classes meet demanding criteria in order to be labeled as such. Honors and AP courses are identified and described in detail in the Program of Studies.
2. Grades of A and B in an “Honors” class will receive additional weight of 0.50. Grades of A and B earned in an “Advanced Placement” class will receive an additional weight of 1.0.
3. Grades of C in an “Honors” class will receive an additional weight of 0.25. Grades of C in an “Advanced Placement” class will receive an additional weight of 0.50.
4. Grade point averages, as well as quality points (for the purpose of class rank), will numerically reflect these weights.
5. The following weights are based upon a grade earned in a one credit class:

<u>Grade</u>	<u>A.P. Courses</u>	<u>Honors Courses</u>
A	5.00	4.50
A-	4.70	4.20
B+	4.30	3.80
B	4.00	3.50
B-	3.70	3.20
C+	2.80	2.55
C	2.50	2.25
C-	2.20	1.95

**WITHHOLDING REPORT CARDS, SCHEDULES, CREDITS, AND/OR DIPLOMAS**

Report cards, schedules, credits, and/or diplomas may be withheld from any student for one or more of the following reasons:

1. Failure to satisfactorily complete class assignments or examinations necessary to complete a course.
2. Failure to return or pay for lost, damaged or destroyed books from classroom or library.
3. Failure to pay for damage to school property or equipment.
4. Failure to return Athletic Department equipment or pay fees or money due for lost, damaged or destroyed equipment.
5. Failure to pay fees that have been established by the Board of Education

## Attendance

Cuyahoga Heights High/Middle School administration and faculty believe that exemplary attendance directly influences academic achievement and prepares students to be successful in college and careers. Attendance guideline and policies have been established to set reasonable expectations for attendance that will ensure the appropriate, active involvement of students in school and to help them achieve their goals.

### **ATTENDANCE**

Students are not expected to enter the building prior to 7:15 a.m. unless they are under the direct supervision of a teacher or staff member. A student must be in attendance for homeroom and nine class periods (including lunch) unless he/she is in a vocational program or has been granted an early dismissal.

- Tardy: Arrive after 7:30 a.m. without excuse.

### **HABITUAL TRUANCY**

#### **What is the definition of chronic absenteeism?**

Chronic absenteeism, as defined by the Every Student Succeeds Act, is missing 10 percent or more of the school year for any reason. It includes excused and unexcused absences. Schools and districts do not have to wait until a child has missed 10 percent of the school year to offer supports to the student and his or her family.

#### **What is the definition of habitual truancy?**

Ohio Revised Code Section 2151.011(B)(18) defines habitually truant students as “any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in one school year.” Districts should keep in mind that truancy is different from chronic absenteeism. Truancy only counts absences without a legitimate excuse. Also, when a child is habitually truant, the district is required to follow several administrative procedures and legal solutions to ensure the student attends school regularly.

#### **What is the definition of excessive absences?**

Ohio Revised Code Section 3321.191(C)(1) defines excessive absences as a child of compulsory school age who “is absent with or without a legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in one school year.” A district should proactively utilize its intervention strategies with students who meet the standard for being excessively absent so that the district can get the student the support he or she may need to get to school every day to prevent the student from becoming truant.

#### **What is the difference between chronic absenteeism, habitual truancy and excessive absences?**

	<b>Consecutive hours</b>	<b>Hours per school month</b>	<b>Hours per school year</b>
<b>Habitual Truancy</b>	<b>30</b> <i>without</i> legitimate excuse	<b>42</b> <i>without</i> legitimate excuse	<b>72</b> <i>without</i> legitimate excuse
<b>Excessive Absences</b>	--	<b>38</b> <i>with or without</i> legitimate excuse	<b>65</b> <i>with or without</i> legitimate excuse
<b>Chronic Absenteeism</b>	--		<b>10%</b> <i>with or without</i> legitimate excuse

## **NOTICE OF EXCESSIVE ABSENCES**

The act requires that the attendance officer of a public school notify a child's parent, guardian, or custodian if the child is absent with or without legitimate excuse from the public school the child is supposed to attend for 38 or more hours in one school month, or 65 or more hours in a school year. That notice must be made, in writing, within seven days after the date of the absence that triggered the notice requirement.

## **ABSENCE INTERVENTION TEAM FOR HABITUALLY TRUANT STUDENTS**

Within ten days after the absences of a student surpass the threshold for an habitual truant, the act requires a school principal or chief administrator or the district superintendent to assign the student to an absence intervention team. Within 14 school days after the assignment, the team must develop an intervention plan for that student in an effort to reduce or eliminate further absences. As part of the absence intervention plan, the district or school may, in its discretion, contact the appropriate juvenile court and ask to have the student informally enrolled in the court's alternative to adjudication. If a district or school chooses to have students informally enrolled in the alternative to adjudication, the district or school must develop a written policy regarding the use of, and selection process for, that program to ensure fairness.

The act permits a school principal or chief administrator to establish an absence intervention team or series of teams, and requires a district superintendent, or the superintendent's designee, to establish an absence intervention team to be used by district schools that do not establish their own teams. Membership of each team may vary based on the needs of each individual student, but must include: (1) a representative from the child's school district or school, (2) another representative from the child's school district or school who knows the child, and (3) the child's parent (or parent's designee), or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, or social worker, or a representative of a public or nonprofit agency designed to assist students and families in reducing absences.

Each intervention plan must vary based on the individual needs of the student. But each plan must state that the attendance officer must file a complaint in the juvenile court not later than 61 days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan or an alternative to adjudication. Furthermore, within seven days after the plan's development, the district or school must make reasonable efforts to provide the student's parent, guardian, custodian, guardian ad litem, or temporary custodian with written notice of the plan.

The State Board of Education must develop a format for parental permission to ensure compliance with the federal Family Educational Rights and Privacy Act, related federal regulations, and state law on student privacy for use of each absence intervention team.

The act also expressly permits school districts and schools to consult or partner with public and nonprofit agencies to provide assistance as appropriate to students and their families in reducing absences, even outside the operation of an absence intervention team.

## **PARENTAL ENGAGEMENT**

The act requires the district superintendent or school principal or chief administrator to select the members of an absence intervention team within seven school days of the triggering absence and requires at least three meaningful, good faith attempts to secure participation of the student's parent, guardian, custodian, guardian ad litem, or temporary custodian within that time.

The district must inform the parent of the parent's right to appear by designee if the parent responds to the attempts to secure participation but is unable to participate for any reason.

If the parent, guardian, or custodian fails to respond, the school district must: (1) investigate whether the failure to respond triggers mandatory reporting to the county public children's services agency, and (2) instruct the absence intervention team to develop a plan for the child without the child's parent, guardian, or custodian.

## **SUMMARY OF DUTIES**

The following table summarizes the responsibilities of a school district or school at each stage of the truancy intervention process:

Triggering Instance	Steps to be Taken
<p><b>Excessive Absence</b> Student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year.</p>	<ul style="list-style-type: none"> <li>● District or school must provide written notice to the parent, within seven days of the triggering absence.</li> <li>● District or school may utilize any other intervention strategies contained in the new policy.</li> </ul>
<p><b>Habitual Truant</b> Student is absent (unexcused) for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in one school year.</p>	<ul style="list-style-type: none"> <li>● District or school must assign the student to an absence intervention team within seven days of the triggering absence.</li> <li>● District or school must make three meaningful, good faith attempts to secure participation of the parent and investigate whether a failure to participate warrants a report to child protective services.</li> <li>● Within 14 days of assignment of a team, the team must develop an absence intervention plan. Within seven days of the plan's development, the district or school must provide written notice of that plan to the parent.</li> <li>● District or school may contact the court about informal enrollment of the child in an alternative to adjudication.</li> </ul>
<p>Student refuses to participate or fails to make satisfactory progress on absence intervention plan.</p>	<ul style="list-style-type: none"> <li>● Attendance officer must file a complaint in the juvenile court not later than 61 days after plan implementation.</li> </ul>

### COLLEGE/CAREER-RELATED ABSENCES

Students are encouraged to make college, post-secondary technical school, or career-related visitations during times school is in recess and/or during the summer months. In the event that one must schedule a visitation while school is in session, students must submit a Pre-Planned Absence Form to the building Principal or his/her designee at least three (3) days in advance for it to be excused.

### EARLY DISMISSALS

No student shall leave Cuyahoga Heights High/Middle School property unless he/she has received permission to do so and has properly signed out in the main office. All early dismissals shall comply with the following guidelines:

1. Students *will not be permitted to leave without a written note from their parents/guardians explaining* the reason for the request and providing telephone numbers where they can be reached should questions arise. All requests must be given to the Attendance Secretary by 7:30 a.m. of the day of the desired early dismissal. Students granted permission to leave must sign out in the Main Office before leaving and sign in upon returning (if they return on the same day). **Early dismissals count towards student's 65-hour absence limit.**
2. Medical or dental appointments should not be made during school hours unless it is an emergency. Appropriate telephone numbers and names (i.e. doctor/dentist) should be included on the note. Attendance office personnel will confirm appointments for medical or dental visits. Falsification of information regarding early dismissals is grounds for disciplinary action.
3. Students leaving early due to illness may not be taken home by other students. Students who become ill at school must report to the Attendance Office to speak with school officials and to call home. Students who contact parents using personal communication devices will be subject to

disciplinary action. Students who do not follow the above procedures will be considered truant and will be responsible for the consequences.

### **EXCUSED ABSENCES (65-HOUR LIMIT PER SCHOOL YEAR)**

State law specifically states that every child up to the age of 18 must attend school. The law is very clear on what constitutes a legal excuse for an absence from school. No parent/guardian has the right to excuse their child or anyone else's child from school for any other reason than those stated below:

Reasons for excused absence (A) from school (based on Board Policy 5200)

- a. Personal illness (a written physician's statement verifying the illness may be required)
- b. Illness in the family necessitating the presence of the child
- c. Quarantine of the home
- d. Death in the family
- e. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- f. Observation or celebration of a bona fide religious holiday
- g. 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.
- h. Such good cause as may be acceptable to the Superintendent
- i. Medically necessary leave for a pregnant student in accordance with Policy 5751

NOTE: Dismissal from school for a doctor's appointment must be accompanied with a note.

An absence will be considered unexcused until a parent calls the office, or the student brings in a note from a parent. A note or phone call to excuse an absence must be received on the day of the student's return. Students who are 18 and live with their parents/guardians must have permission in writing to excuse absences, arrive late or leave school early.

When a student is unable to attend school, parents or guardians are to call the high school/middle school attendance office at 216-429-5757 before 8:00 a.m. on the day of the absence. For your convenience, a voice mail message can be left by calling the same number during non-school hours. If there is no call, the school will make all attempts to verify the absence by calling the parent(s) at home or work. If they cannot be reached, the school may contact individuals listed on the student's Emergency Medical Authorization form. These attempts to verify a student's whereabouts are required by Ohio Missing Child regulations.

Upon the student's return to school following the absence, he/she must bring a note from his or her legal guardian giving the date(s) and reason for the absence if phone contact has not already been made. Absences not confirmed through a phone call or accompanied by notes will become unexcused. Students must submit a note to the office no later than the second school day after they return to school. Late notes will not be accepted.

### **FAMILY VACATION ABSENCES**

Family vacations are absences that will count in the 65-hour limit on approved absences. The absence will be unexcused unless all of the following criteria are met:

1. One of the student's parents or legal guardian accompanies him/her on the vacation.
2. The Vacation Form, obtained in the Attendance Office, is submitted 5 days prior to the absence.
3. The student must not be in danger of failing any classes and must have an acceptable attendance rate.
4. The student must obtain assignments and submit them before the vacation or on the first day returning to school, as determined by the individual teacher.

Note: Maximum of 5 vacation days for the school year allowed. Vacations approved during the last five days of any semester are discouraged and may be marked unexcused.

### **INCOMPLETE WORK**

It is the responsibility of the student to be sure that all assigned work is completed on time. If for reasons of extended absences (illness, etc.) the student receives an F for incomplete work, it is the student's responsibility to arrange make up work with the teacher. Failing grades that are not made up within the number of days absent (not to exceed one week without teacher or administrative approval) will remain an "F" on student transcripts.

### **MAKE UP WORK**

Upon return to class from an excused absence, the student must make arrangements with teachers to make up missed work. The number of days to complete work missed shall not exceed the number of days absent. Students who are absent on the day of a test or quiz will be expected to take a makeup test or quiz on the day of their return to school if the test date was announced while they were present. **Students may not earn credit for schoolwork collected during unexcused absences (excluding OSS).**

### **MILITARY TESTING/PROCESSING**

Students who must have military testing and/or processing done before the end of the school year may be excused (except the last 2 weeks of school or during special state testing times). All requests for excused absences for military testing must be made through the High School Office. In the event that one must complete military testing and/or processing while school is in session, students must submit a Pre-Planned Absence Form to the building Principal or his/her designee at least three (3) days in advance for it to be excused.

### **PREARRANGED ABSENCES**

Students taken out of school for trips, vacations, college or career related visitations or military testing/processing must complete a Pre-Planned Absence Form. This form is obtainable in the Main Office. Instructions on these forms must be followed.

### **STUDENTS WHO BECOME ILL IN SCHOOL**

Whenever possible, students who become ill will be assessed by the school nurse and parents will be contacted by school personnel. **Students are not to use personal devices to contact parents during class.** Students must receive prior teacher approval and note to the clinic before reporting to the clinic, even when the student chooses to report to the clinic in between class changes. Students feeling ill will not be excused for attending the restroom or other areas without adult permission in lieu of the clinic. A student will only be released to go home after a parent/guardian or emergency contact has been notified by school personnel. To prevent the spread of communicable disease, students can be sent home if they have a fever, vomiting, diarrhea, undetermined rash, yellow/green eye drainage or lice/nits in their hair. Students may remain in school for minor complaints such as cold symptoms, headache or cramps. Students who leave without following proper procedures will be subject to discipline for leaving school without permission.

### **TARDY TO SCHOOL**

**Any student not in Convocation/Homeroom by 7:30 a.m. is tardy to school.** All tardies are unexcused unless they meet criteria for excused absences (Board Policy 5200). A note or phone call to excuse an arrival after 7:30 AM must be received on the day of the student's return. See the student code of conduct for consequences of tardiness. Failure to sign in at the Main Office when tardy may result in disciplinary action.

## **STUDENT CODE OF CONDUCT**

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Each student is a unique individual. With this in mind, the disciplinary actions listed in this code of conduct are general in nature. The severity of the offense and the number of offenses will determine the disciplinary action. The following disciplinary code of conduct is to be used as a guideline in terms of what is considered unacceptable behavior and possible consequences. Because it is not possible to list all misbehavior that might occur, misbehaviors not listed will be dealt with as necessary by staff.

The code of conduct applies to students going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on school property owned or controlled by the board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee.

A violation of any school rule may result in disciplinary action. Such action may include, but not be restricted to emergency removal, out of school suspension, and expulsion/exclusion. All suspensions, expulsions and removals from school are specified by a Board of Education policy. This official code is posted throughout the school. It is the responsibility of every student to become familiar with the code. A student who is suspended may be permitted to complete any classroom assignments missed because of the suspension.

### **DUE PROCESS RIGHTS**

Before a student is suspended out of school, expelled, permanently expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### **DETENTION**

There are two kinds of detention: teacher and office. A teacher detention will depend on the offense and will be served either with the teacher or with the after school detention teacher. Office detentions are invoked by the administration as a result of a violation of school rules. This detention will normally be served in the detention room under the direction of an assigned staff member. Detentions will be served from 2:45 p.m. to 3:30 p.m. Tuesdays and Thursdays or 7:00 a.m. to 7:25 a.m. on the date assigned. Students are expected to bring school work to the detention hall and be busy from 2:45 p.m. to 3:30 p.m. or 7:00 a.m. to 7:25 a.m. Extenuating circumstances that may delay the serving of a detention must be approved in advance by administration.

### **PRIVILEGE DENIAL**

At the discretion of the administration, student privileges may be denied and/or revoked in cases of rules violations and/or acts which cause a disruption to the educational process. Privileges include, but are not limited to: parking passes, athletics, extra-curricular activities, field trips, dances, Homecoming, Prom, Senior Project, After Prom, etc.

### **SATURDAY SCHOOL**

A student may be assigned a five (5) hour session on Saturday from 7:00 a.m. to 12:00 p.m. as a disciplinary action. Parents will be notified by a phone call and a letter if their child is assigned a Saturday School.

### **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the

Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodians(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 10 school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school. If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

### **EXPULSION FROM SCHOOL**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/ or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is



given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board 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. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 10 school days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

### **PERMANENT EXCLUSION**

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- conveying deadly weapons onto school property or to a school function;
- possessing deadly weapons onto school property or at a school function;
- carrying a concealed weapon onto school property or at a school function;
- trafficking in drugs onto school property or at a school function;
- murder, aggravated murder on school property or at a school function;
- voluntary or involuntary manslaughter on school grounds or at a school function;
- assault or aggravated assault on school property or at a school function;
- rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

## **SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal (or assistant principal or other administrator) will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, he/she and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

## **STUDENT INTERROGATION BY POLICE**

1. Except as specified below, interview of minor students by the police will not be granted without express permission of the parent or legal guardian. Interviews are to be conducted in private. An administrator or counselor will remain throughout the interview.
2. Students shall not be permitted to leave the school with an officer unless parental permission has been granted or a warrant has been issued and presented to the principal or unless the student is to be taken directly into custody for the purpose of being charged with an unlawful act.
3. Law enforcement officers from communities outside the Cuyahoga Heights School District with warrants shall ask the appropriate local police department for courtesy assistance when serving warrants within a school.
4. Law enforcement officers or others shall not be permitted to interrupt normal school activities in their investigative activities, except in cases of immediate threat to safety or security.
5. Police may interview minor students without prior parental permission if the police are investigating allegations of child abuse involving the parent/guardian or if the alleged incident occurred on school property, at a school sponsored event/activity, or on the way to school or a school sponsored event/activity

## **SEARCH AND SEIZURE**

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or the property (including vehicles, purses, backpacks, gym bags, cell phones, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District, and random searches of the lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted. Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law, may be taken, held or turned over to the police. The school reserves the right not to return items which have been confiscated (Board Policy Number 5771).

## LEVEL 1 – OFFENSES

### CORRECTIVE ACTIONS FOR LEVEL 1 OFFENSE

*One or more of the following actions may be taken by the administrator: Teacher/student conference, parent/guardian contacted by phone, principal/student/teacher conference, behavioral contract, detention, Saturday school, out-of-school suspension.*

#### 1.1 ACADEMIC APATHY

Behavior that suggests disregard for the educational process is unacceptable. Such behaviors include, but are not limited to, sleeping in class, repeatedly failing to bring books/material to class (including failure to dress for P.E.) and failing to complete assigned work in a timely manner.

#### 1.2 CAFETERIA MISCONDUCT

Students are expected to obey the following rules for behavior in the cafeteria: no cutting in line; use appropriate language and volume; clean up your table and the surrounding area; push in your chair; demonstrate respect for monitors and staff.

#### 1.3 CLASS CUTTING AND/OR TARDINESS

- A. Class cutting – unauthorized absence from class
- B. Tardy to school – Arrival after 7:30 a.m. without allowable excuse
- C. Tardy to class – will be handled by the classroom teacher

**1st Tardy = Warning**

**2nd Tardy = Warning**

**3rd Tardy = Detention**

**4th Tardy = Detention**

**5th Tardy = Detention**

**6th Tardy = Saturday School**

**7th Tardy = Saturday School**

**8+ Tardy = Behavior Contract for remainder of school year**

Tardy consequences will start over at the start of the second semester for all students with less than 8 school tardies. NOTE: Repeated tardiness to school may result in the loss of driving privilege if the student drives.

#### 1.4 CHEATING/FORGERY/PLAGIARISM

- A. Cheating includes copying from another person or copying another's work.
- B. Forgery is defined as signing the name of another person to a parent note or any type of school form or school related material for the purpose of deception.
- C. Plagiarism includes copying from a book, magazine, pamphlet or the Internet

#### 1.5 DISRUPTION OF THE TRANSPORTATION PROCESS

Any violation of the bus safety rules. See page 35.

#### 1.6 DRESS CODE VIOLATION

Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational program;

- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement

### **1.7 DRIVING VIOLATIONS**

Includes, but not limited to parking in unassigned areas, speeding, accidents, misuse of motor vehicle, etc.

### **1.8 ELECTRONIC DEVICE USAGE**

Students are allowed to use electronic devices before school, after school, and at lunch. There is absolutely no recording allowed on any electronic device. Posting to social media sites during school hours without the expressed consent of a teacher or an administrator is prohibited. The use of an electronic device is not permitted in class, unless required for a school activity. The school assumes no responsibility for the security of these items. If an electronic device is used outside of approved times, the device may be taken away at the discretion of administration.

### **1.9 FAILURE TO SERVE**

Failure to serve an assigned detention, Saturday School, Out of School Suspension, or other disciplinary action.

### **1.10 GAMBLING**

Participation in a game of chance for stakes to include, but not limited to, card playing or betting on games.

### **1.11 GENERAL MISCONDUCT**

Any conduct not specifically set forth herein which disrupts or interferes with the good order, discipline, operation, academic, or educational process taking place in school, or which poses a threat to the safety of persons or property is a violation of the code of conduct. Any conduct in violation of the criminal code of the State of Ohio or local ordinances will be dealt with accordingly.

### **1.12 IMMORAL CONDUCT**

Excessive display of public affection (Students should use discretion and restraint in showing affection toward other members of the student body while present on school grounds – only hand holding is allowed.)

### **1.13 INAPPROPRIATE LANGUAGE**

Swearing, profanity, obscenity, racial slurs, written or spoken vulgar language, gestures, pictures, drawings, or pornographic material will not be tolerated.

### **1.14 INAPPROPRIATE PHYSICAL CONTACT**

Students shall keep their hands to themselves and refrain from infringing upon the personal space of others.

### **1.15 OUT OF AREA**

A student shall not be outside of the classroom or building throughout the school day without a pass and/or permission from an administrator.

### **1.16 VIOLATION OF ACCEPTABLE USE POLICY**

Any act that may cause disruption of service and/or damage to a program and/or equipment. Also, use of off-limit sites is strictly forbidden (Board Policy Number 7540.03).

## **LEVEL 2 – OFFENSES**

### **CORRECTIVE ACTIONS FOR LEVEL 2 OFFENSE**

*One or more of the following actions may be taken by the administrator: Teacher/student conference, parent/guardian contacted by phone, principal/student/teacher conference, behavioral contract, detention, Saturday school, out-of-school suspension.*

#### **2.1 DISRESPECT**

Acting so as to intimidate, insult, or otherwise abuse (verbally or in writing) any member of the school staff or student body.

#### **2.2 DISRUPTION OF THE EDUCATIONAL PROCESS**

Any act that disrupts the orderly conduct of a school function and/or behaviors that substantially disrupt the orderly learning environment.

#### **2.3 FIGHTING**

A student shall not retaliate to assault. Students who fight in school, even if they did not initiate the fight, will be disciplined. Any student(s) involved in instigating others to engage in a physical conflict may be determined to be an active participant.

#### **2.4 INAPPROPRIATE LANGUAGE DIRECTED AT A SCHOOL EMPLOYEE OR STUDENT**

Swearing, profanity, obscenity, racial slurs, written or spoken vulgar language, gestures, pictures, drawings, or pornographic material directed at a school employee or student will not be tolerated.

#### **2.5 INSUBORDINATION**

Failure to follow a reasonable request of a school employee.

#### **2.6 REPEATED ACTS OF MISCONDUCT**

Students who repeatedly and/or flagrantly violate school rules.

#### **2.7 TRUANCY**

Truancy is an unexcused absence from school.

## **LEVEL 3 – OFFENSES**

### **CORRECTIVE ACTIONS FOR LEVEL 3 OFFENSE**

*One or more of the following actions may be taken by the administrator: Teacher/student conference, parent/guardian contacted by phone, principal/student/teacher conference, behavioral contract, detention, Saturday school, out-of-school suspension (up to 10 days), recommendation for expulsion, referral to diversion program, and/or referral to police*

#### **3.1 ASSAULT**

A student shall not act or behave in such a way as to cause, attempt or threaten to cause physical injury to any person or their property.

#### **3.2 HARASSMENT/INTIMIDATION**

Repeatedly annoying or attacking using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, threat of harm).

#### **3.3 INDUCING PANIC**

Planning, knowledge of, and/or participation in any activity which results in the disruption of the normal daily routine and puts students and staff in harm's way. This also includes any and all school sponsored events either

on or off-campus. Examples include but are not limited to bomb threats, personal threats, pulling a fire alarm, making false reports, etc.

### **3.4 LOOK-A-LIKE WEAPONS**

Any item that resembles a weapon that is used or may be used to inflict physical harm (i.e., toy guns, cap guns, bb guns, pellet guns, toy knives, toy swords, etc.).

### **3.5 THEFT/STEALING PERSONAL OR SCHOOL PROPERTY**

Theft is the unlawful taking of property belonging to another person.

### **3.6 UNWELCOME SEXUAL CONDUCT**

Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).

### **3.7 USE, SALE OR POSSESSION OF ALCOHOLIC BEVERAGES OR DRUGS AND/OR TOBACCO IN ANY FORM**

- A. Use and/or possession of alcohol or drugs, including but not limited to, inhalants, narcotics, marijuana, amphetamines, barbiturates, cocaine, steroids, hallucinogens, etc.
- B. Use and/or possession of "Look-A-Likes" – any item that looks like an illegal drug or alcohol.
- C. Possession of smoking devices or other paraphernalia typically used in the consumption of illegal drugs.
- D. Sale of alcohol, drugs and/or "Look-A-Likes" will result in a 10-day suspension and recommendation to the superintendent for expulsion.
- E. Use of tobacco in any form (including acting as "lookout" for others to smoke) – no student shall possess or use any tobacco product, matches and/or lighter on school property or at a school sponsored activity.
- F. Use of electronic cigarettes (E-Cigs) or any other nicotine delivery device.

### **3.8 USE, POSSESSION, SALE OR DISTRIBUTION OF A FIREARM**

A firearm is any weapon which will, 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; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns.

### **3.9 USE, POSSESSION, SALE OR DISTRIBUTION OF ANY EXPLOSIVE, INCENDIARY OR POISON GAS**

Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.

### **3.10 USE, POSSESSION, SALE OR DISTRIBUTION OF A DANGEROUS WEAPON OTHER THAN A FIREARM OR EXPLOSIVE, INCENDIARY OR POISON GAS**

A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury.

### **3.11 VANDALISM/DAMAGE TO SCHOOL OR PERSONAL PROPERTY**

Vandalism is the willful destruction or defacement of school or personal property.

## **General Information**

### **ACTIVITY APPROVAL**

All activities and fundraisers must be approved by the principal in advance of the event.

### **ACTIVITY/ORGANIZATION OFFICERS**

A student may not be president of more than one (1) organization.

### **ADDRESS CHANGE**

Students involved in a change of residence and/or change of phone number are to fill out a change of address form and present it to the high school or middle school office.

### **AFTER SCHOOL BUILDING EXPECTATIONS**

All students are to leave the building within 15 minutes of dismissal unless they are under the direct supervision of a teacher, coach, or activity advisor. Students who are waiting for a ride may report to the Media Center from 2:45 p.m. to 3:30 p.m. daily. In the event that the Media Center is not available after school, students may wait in the Cafeteria for their rides.

### **ANNOUNCEMENTS**

Interruptions during the school day will be held to a minimum. Students who wish to have an announcement made to the student body concerning a school activity must present the announcement in writing with an advisor's approval to the principal.

### **AUTOMOBILE USE**

It is school policy not to encourage students to drive to school or to school functions. The Board of Education will provide a school bus for every reasonable transportation request. Teachers may not give students permission to drive to school.

Permits will be issued only by the principal. All students with permits will park in the far north section of the parking lot. Any student driving to school must complete a vehicle registration form. Vehicles illegally parked may be towed at the owner's expense. No student is permitted to park in the staff lot during the school week. This includes before and after school activities.

A list of regulations governing the use of cars on school property will be given to each student who registers a car. Two and three-wheeled vehicles are not to be driven to school without consent from administration and with proper license/permit. Failure to follow school driving regulations may result in discipline.

### **BEFORE SCHOOL BUILDING EXPECTATIONS**

Students should not be in the building before 7:00 a.m. daily unless they are under the direct supervision of a teacher, coach, or activity advisor. If a student needs to be in the building prior to 7:00 a.m. on a limited basis due to family need, that student should report to the cafeteria until 7:00 a.m. and is not permitted in other areas of the building without administrative permission.

### **CAFETERIA**

The School participates in the National School Lunch Program and makes lunches available to students for a fee approved by the Board of Education. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal. 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 s/he is eligible, contact the Cafeteria Supervisor.

## **CHEMICAL ABUSE REDUCED THROUGH EDUCATION (C.A.R.E.)**

Several services are available to students through our chemical (drug and alcohol) awareness program. Students who have drug or alcohol related problems at home may wish to learn new ways of coping from others who have similar problems. CHHS has periodically offered Concerned Persons groups. Students who are concerned about a friend's use may also find this group helpful. For more information, students may talk to any member of the school's guidance team (in confidence, of course).

## **CLASS DUES**

Each year beginning in ninth grade, students will be responsible for paying class dues. These funds will be collected and used for class fundraising events, service projects, prom, senior luncheon and commencement. Class dues cannot cover all of the expenses described but will be a start for each class.

(Grade 9 - \$5.00; Grade 10 - \$10.00; Grade 11 - \$15.00 and Grade 12 - \$20.00)

## **CO-CURRICULAR ACTIVITIES**

The purpose of sponsoring co-curricular activities is to provide students with the opportunity to have wholesome and meaningful experiences outside the classroom. Those who choose to actively participate are usually better prepared to enter adult life with broad and complex interests. Students are encouraged to consider membership in one or more activity groups as they become eligible and when the activity is available.

## **DRESS CODE**

Students should "dress for success" and are expected to wear clothing that is appropriate for school. Students are encouraged to express themselves individually and artistically through their clothing as long as it remains appropriate for an academic environment.

Dress code guidelines are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

To facilitate an academic environment, the following clothing standards will apply to students of all genders:

- Tops should completely cover the abdomen and upper body without revealing the upper chest.
- Bottoms should be no shorter than mid-thigh
- Undergarments should never be showing.
- See through clothing and/or clothing with excessive rips, tears, or holes shall not be worn.
- All clothing and/or accessories should be free of references to alcohol, drugs, sex, violence, and graphic/derogatory pictures or language.
- Chains, chain-like accessories, spikes or spiked piercing are prohibited.
  
- Flip-flops/sandals are approved from the following dates: beginning of school until the day after Thanksgiving break and April 1<sup>st</sup> through the end of the school year. They may not be worn in P.E. classes, lab classes, or other classroom environments where the teacher or administrations deem them a safety hazard.
- Jackets, coats, hats and head coverings are prohibited to be worn during the school day without administrative approval.
- Allowances for specific clothing styles and lengths may be made when the attire suits the setting as determined by the supervisor for that setting, e.g.: physical education, special events, etc.

Teachers (or those in a position to enforce this policy) will privately engage in a dialogue with students who are inappropriately dressed (according to the above standards) regarding their attire. If the outcome of this



dialogue finds the student to be in breach of the dress policy, he/she will be asked to report to guidance department or school office to resolve the dress code violation.

### **ELECTRONIC DEVICES**

The use of electronic devices such as cell phones and tablets is permitted before and after school, at lunch or for an approved school activity. Recording of any kind is strictly prohibited. Posting to social media sites during school hours without the expressed consent of a teacher or an administrator is prohibited. If an electronic device is used outside of approved times, the device may be taken away at the discretion of administration. The school assumes no responsibility for the security of these items.

### **EMERGENCY MEDICAL AUTHORIZATION FORMS**

All students must have Emergency Medical Authorization information updated in InfoSnap no later than the first day of school; those who do not may be prohibited from attending school-related trip and events.

### **FIRE DRILLS/TORNADO DRILLS/SAFETY DRILLS**

Exit instructions are posted in each room and are reviewed with students by the teachers at the beginning of the school year. During fire drills, students shall leave by the closest exit and remain with their classroom teacher. During tornado drills, students shall report to assigned areas on the lower level as posted in the classroom.

### **HALL PASS**

All students must have a hall pass as permission to be out of class.

### **HEALTH INFORMATION**

#### **Clinic**

Any student who is not feeling well should report to the clinic in the main office, after first receiving teacher written permission. The nurse or school secretary will determine if a student should return to class or be sent home. Students must not call their parent/guardian to be picked up without first seeing the secretary or nurse.

#### **Illness**

If your child has been diagnosed with a contagious condition such as pink eye, strep throat or a rash, please inform the school nurse or secretary of the condition. Numbers for these conditions are recorded by the school in case they are required for reporting to the Cuyahoga County Board of Health. Please provide a note from your child's physician if he/she has been diagnosed with a rash, indicating that he/she is no longer contagious.

#### **Immunizations**

Under Board Policy 5320, all immunizations must be up-to-date. Anyone unsure of the requirements should contact their child's pediatrician or the school nurse for the immunization schedule. All students entering 7th grade will be required to have the Tdap booster—tetanus, diphtheria and pertussis. The documentation must be received on or before the first day of the new school year. As with all school immunization requirements, students who do not provide documentation of this immunization are subject to exclusion from school.

#### **Medication Policy**

In accordance with the Cuyahoga Heights Board of Education policy 5330 on the "Use of Medication," the Cuyahoga Heights School District cannot administer prescription or nonprescription medication to a student without prior approval and documentation from the parent and physician. Inhalers for asthmatic students and EpiPens for students with severe allergies may be carried by students whose physician and parents

have completed the necessary documentation. Any medication brought to the school by a student without prior approval is confiscated and the parent is notified immediately. **The parent is responsible for delivering medication, in the original pharmacy container, to the school office.** When empty, the container is returned home.

**NO STUDENT IS PERMITTED TO GIVE ANY KIND OF MEDICATION TO ANOTHER STUDENT.**

**LIBRARY/MEDIA CENTER**

The library is open from 7:00 a.m. – 3:30 p.m. daily.

**COMPUTER LAB**

Computer labs are reserved for usage by a class. If a student needs to use a computer lab during their study hall/lunch, they must first get written permission from a school administrator.

**LOST AND FOUND**

Lost and found articles are kept in the high school office. Many items accumulate through the year and remain unclaimed. It is the student's responsibility to notify the office about any item that is lost. Any item not claimed within approximately four (4) weeks will be discarded.

**PUBLICATIONS (STUDENT)**

All student publications are part of the curriculum and are subject to review and edit by the staff and administration prior to public release.

**RULES FOR SCHOOL BUS AND VAN RIDERS**

Violations of the rules listed below may result in the loss of bus service. Parents will be notified in writing of any suspension of bus riding privileges because of pupil misconduct. The bus driver has full authority to enforce the following rules and will make necessary contact with the transportation supervisor and the school principal regarding violations.

Each bus is equipped with an onboard camera that provides both audio and visual data to help insure the safety of our students.

1. No one shall bring onto a bus any item representing a danger to the people on the bus. This includes, but is not limited to, drugs, alcohol, explosives, knives, guns, large or bulky objects, and items with sharp projections which could cause damage to the bus or riders. No smoking or open flames are permitted in or around the bus. Animals are not permitted.
2. No unauthorized person shall sit in the driver's seat or operate any of the controls.
3. No one shall throw any object from the bus, or cause any part of their body to project from the bus window.
4. There will be no eating permitted on the bus.
5. No one shall interfere with the driver's operation of the bus.
6. No one shall cause damage to any part of the bus. Any damage will be paid for by the student.
7. Noise shall be kept at a minimum at all times to insure safety. The driver must be able to hear safety force sirens and train signals at the grade crossing.
8. No profane language, rude gestures or fighting will be allowed on the bus or at school loading Zones.
9. Changing seats on the bus is not allowed at any time. Riders will take assigned seats.
10. The rights and safety of all other passengers, the driver and all other drivers on the road will be respected at all times.
11. Students are to ride only on the assigned bus at the assigned time. Permission to take a different

bus or to ride the bus at a time intended for a different school, must be obtained from the school principal. Students should be at their bus stop at least five (5) minutes before bus arrival.

12. Penalties for misconduct may include: conference with the Director of Transportation, parent contacted by phone, letter, or in-school conference, loss of bus transportation privileges for a period of one day up to one semester, and detentions and/or suspensions as assigned by principal.

### **SAFE SCHOOL HELPLINE**

The district has contracted with "Safe School Helpline" by Security Voice, Inc. to provide a safety tip line for anyone to report concerns or suspicious issues, or bullying. The Helpline will also provide 24/7 live crisis counseling. The Helpline will provide our students and parents the opportunity to report concerns anonymously which will be reported immediately by Security Voice to our administrators to address. More information can be found on the district website. The Helpline number is 1-800-418-6423 extension 359.

### **SCHOOL DANCES**

Dances shall be regulated by the school administration. The school, therefore, will be responsible and rule on the type of dance, the proper style and environment. Only students who actually attend CHS may attend dances, unless they attend as a guest of a CHS student.

1. Students should have at least four (4) faculty members as chaperones for all dances.
2. Once a student enters the dance, he/she may not leave the building; if he/she does so, he/she may not return to the dance.
3. A student must be in attendance during the school day to attend the dance at night.
4. Students under out-of-school suspension are not permitted to attend any co-curricular activities while on suspension.
5. Students who are in attendance at CHHS in grades 9-12 are permitted to bring one outside personal friend to school dances provided the guest completes a visitor's form and registers with the activity advisor no later than noon on the day of the dance. The guest must be in good standing in his/her school and/or community. All guests must, however, adhere to all local school rules even if they are adults.
6. Middle school students may not attend high school dances. In the event of a middle school dance only CHMS students may attend.

### **SIGNS/ADVERTISING**

All signs which are to be placed on bulletin boards, walls or on the property of the school must first be approved school must first be approved by the building administrator.

### **STUDENT RECORDS**

A student and/or parent may review the cumulative folder by making an appointment with a counselor at any time.

### **STUDY HALL PROCEDURES**

The purpose of the study hall is to provide students with an opportunity for quiet uninterrupted study. Study halls are to be quiet and students are to bring books and necessary supplies with them. Students are expected to be seated in study hall before the tardy bell rings, the same as for other classes. If for any reason a student is to be excused from study hall for all or part of the period, the student should come in advance with written permission from a teacher.

### **SURVEILLANCE CAMERAS**

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in

disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

### **UNPAID SCHOOL FEES**

Students may be denied participation in co-curricular activities if they fail to fulfill financial obligations for school fees. It is the responsibility of a student's family to arrange for payment with the Treasurer's Office.

### **VISITORS**

This regulation pertains to the building and grounds. All visitors should report to the office immediately upon entering the building for a visitor pass (Board Policy Number 9150).

## **Notifications**

### **Ohio Affirmative Notices**

#### **ANABOLIC STEROID NOTICE**

"Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment."

#### **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a

student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyber bullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying, and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal

obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events. Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

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 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.

## **COLLEGE & CAREER PLANNING TOOLS**

Naviance Family Connection - Naviance is a comprehensive website that you can use to plan for college and a career. We use this program in the Guidance Office to track and analyze data about college and career plans, so it provides up-to-date information that is specific to our school. Naviance allows students to build resumes, complete online surveys, and manage timelines and deadlines for making decisions about colleges and careers. Students can also compare standardized test scores and other statistics to actual historical data from our school for students who have applied and been admitted in the past. Have fun researching hundreds of careers and career clusters and take career assessments! Create goals and to-dos to help you stay organized. Students also may access [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com) for additional college and career planning information. If you need help, see your guidance counselor.

## **COLLEGE CREDIT PLUS PROGRAM**

The Board of Education recognizes the value to students and to the District for students to participate in programs offered by accredited colleges and universities in Ohio.

The Board will approve participation by students who apply to the participating college or university ("institute of higher education" or "IHE") and meet the IHE's established standards for admission and course placement to enroll in an approved postsecondary program during the seventh, eighth, ninth, tenth, eleventh, or twelfth grade year while in attendance in the District. Students will be eligible to receive secondary credit for completing any of these programs.

The Board will provide information about the College Credit Plus Program prior to February 1 to all students enrolled in grades six through eleven and their parents as outlined in AG 2271. The Board will also promote the College Credit Plus program on its website, including the details of the Board's current agreements with partnering IHEs.

All students must meet the requirements for participating in the College Credit Plus program outlined in AG 2271.



Student must be considered “remediation-free” and either have a GPA of last 3.0 or receive a recommendation from a school counselor, principal, or advisor.

The Board may deny high school credit for postsecondary courses for any portion of which they are taken during the period of a student’s expulsion. If the student has elected to receive credit for course(s) toward fulfilling graduation requirements as well as postsecondary credit, that election is automatically revoked for all college courses in which the student enrolled during the college term in which the expulsion is imposed.

When a student is expelled, the Board directs the Superintendent to send written notice of the expulsion to any college in which the expelled student is enrolled under R.C. 3365.03 (Postsecondary Enrollment Options) at the time the expulsion is imposed. This notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a policy under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion. If the expulsion period is later extended, the Superintendent shall notify the college of the extension.

### **COMPUTER NETWORK AND INTERNET ACCEPTABLE USE AGREEMENT**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District’s Internet system has a limited educational purpose. The District’s Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District’s Internet system is in accord with its limited educational purpose. Student use of the District’s computers, network, and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or 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 measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also 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. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Assistant Superintendent may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has 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 Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs. Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying

awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board'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. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Assistant Superintendent as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

#### **DENIAL OF PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals, and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

#### **DRESS AND GROOMING**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

- A. designate the principal as the arbiter of student dress and grooming in his/her building;
- B. invite the participation of staff and/or students in the preparation of a dress code which may specify prescribed dress and grooming practices, but may not amplify the rationale for prohibition established by Board policy;
- C. instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
- D. ensure that all rules implementing this policy impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

### **PARENTAL NOTIFICATION PROCEDURES FOR RESPONDING TO SERIOUS THREATS AND/OR EMERGENCY EVENTS**

Pursuant to the school's emergency management plan, in the event of a serious threat and/or emergency event, the Superintendent of Schools, or designee, will disseminate information to parents through One Call Now, e-mail, and the district website. The school website and broadcast messages via the parent and community e-mail network(s) will be used to disseminate and update information about the incident and what parents can do to help.

### **SCHOOL AND PERSONAL PROPERTY**

Students are expected to care for school and personal property in a proper manner. Hall lockers and locks are issued by the homeroom teacher. Physical Education lockers and locks will be assigned through the Physical Education Department. Lockers and locks are school property and are under the jurisdiction of school personnel. The administration reserves the right to inspect any locker if deemed necessary. The student does not have to be present for an inspection (Board Policy Number 5771).

### **SCREENING AND IDENTIFICATION OF GIFTED STUDENTS**

Individuals seeking information on procedures for the screening and identification of gifted students should contact Dr. Theodore Caleris, Assistant Superintendent, at (216)429-5769 or [tcaleris@cuyhts.org](mailto:tcaleris@cuyhts.org).

### **SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES**

Students on a bus or other authorized Board of Education transportation vehicle are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program will be made available to all parents and students and posted in a central location.

## **Federal Affirmative Notices**

### **AVAILABILITY OF DISTRICT ASBESTOS MANAGEMENT PLAN**

Every three years, Cuyahoga Heights Schools is required to be re-inspected to determine if any known or suspected asbestos containing building materials (ACBM) have changed and to make recommendations on managing the ACBM. All buildings in the Cuyahoga Heights School District have been inspected for asbestos and suspected materials have been sampled to be tested and rated according to conditions and potential hazards. A copy of the asbestos management plan and inspection reports is located in the Superintendent's Office and can be reviewed upon request.

### **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer. Dr. Theodore Caleris, Assistant Superintendent, at (216)429-5769 or [tcaleris@cuyhts.org](mailto:tcaleris@cuyhts.org).

Complaints will be investigated in accordance with the procedures described in this Handbook. 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.

### **FEDERAL SCHOOL LUNCH PROGRAM INFORMATION**

The Nutrition Services Department at Cuyahoga Heights Schools take great pride in preparing and serving our students daily. Did you know that every staff member is certified in ServSafe either through Cuyahoga County Board of Health or another certified teaching institution. This assures parents that our staff is trained and aware of the process of receiving, storing, preparing and serving food that is safe. Our current Health Inspection Report is up to date and in compliance. We are inspected twice per school year.

We have anticipated the changes the USDA has made in the requirements of the school lunch and have been proactive in implementing these changes gradually over the last three years so students were able to adjust without much difficulty. Some of the changes made are:

- Students are required to take a fruit or vegetable serving to be counted as a full meal. If a student does not include a fruit or vegetable with their lunch all must be charged a la carte prices.
- At least half of the bread/grain servings offered must be whole grain-rich.
- Vegetables offered must be from the following groups each week: dark green, orange/red, starchy, legumes and other vegetables such as celery, green beans, cucumbers.
- Larger servings of vegetables and fruits will be offered.
- Flavored milk must be fat free. White milk must be fat free or 1%.
- Beginning next school year 2014-15 schools will have to meet the first level of sodium limits in meals.
- Age appropriate calorie limits

We will continue to offer Cuyahoga Heights students healthier choices. We will offer taste testing of new products that become available or perhaps try a different fruit or vegetable they may not have seen or tasted. We follow the Alliance for a Healthier Generation guidelines for age appropriate snacks and beverages.

### **USDA Non-Discrimination Statement**

We have been awarded the Stellar Award from the state of Ohio for three years. We also received

Honorable Mention in 2008. Our department takes great pride in working toward this achievement, we are proud of what we do and more importantly whom we serve, your children.

If you have any questions about the Nutrition Service Program you can reach Pam Meade, Food & Child Nutrition Services Supervisor, at 216-429-5736.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact Dr.Theodore Caleris, Assistant Superintendent, at (216)429-5769 or [tcaleris@cuyhts.org](mailto:tcaleris@cuyhts.org).

### **LOCAL SCHOOL WELLNESS POLICY**

As required by law, the Board of Education establishes the following wellness policy for the Cuyahoga Heights School District as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop students' healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education, the District shall:
  1. Engage students, parents, teachers, food service professionals, and health professionals in the implementation of nutrition and physical activity policies.
  2. Maintain guidelines that mandate food and beverages sold or served at schools will meet the nutrition recommendations of the USDA National School Lunch Program.
  3. Ensure qualified child nutrition professionals will provide students with access to affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic and cultural diversity of the student body in meal planning; and will provide clean, safe, pleasant settings with adequate time for students to eat.
  4. Establish guidelines that will be implemented regarding nutritional quality of food and beverages sold and served on campus along with nutritional content and portion sizes of such items. These areas include but are not limited to: school meals, meal times and

scheduling, food, beverages, snacks, vending machines, and other areas that affect student wellness.

5. Establish and implement guidelines that aim to teach and encourage healthy eating by students and staff. Schools should provide nutrition education and engage in nutrition promotions that support nutrition education standards and benchmarks that are age appropriate and culturally relevant.
6. Include nutrition education in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State.
7. Display nutrition education posters, such as My Plate, in the cafeteria.
8. Integrate nutrition education into other subject areas of the curriculum when appropriate, to complement, but not replace, the standards and benchmarks for health education.
9. Ensure that nutrition education standards and benchmarks are age-appropriate and culturally relevant.
10. Extend nutrition education beyond the classroom by engaging and involving the school's food service staff.
11. Extend nutrition education beyond the school by engaging and involving families and the community.
12. Promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products in nutrition education standards and benchmarks.
13. Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.
14. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.
15. The District shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.

B. With regard to physical activity, the District shall:

1. Physical Education
  - a. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
  - b. Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.

- c. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
- d. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
- e. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes and skills necessary to engage in lifelong, health-enhancing physical activity.
- f. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- g. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, bullying or harassment of any kind.
- h. On an annual basis, physical education teachers shall review and affirm receipt of the Ohio Department of Health's concussion information sheet.
- i. Physical Education teachers shall remove from class participation any student who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury. The Principal and/or teacher shall notify parents or guardians about the possible concussion or head injury.
- j. Any student who has been removed from physical education class participation because s/he has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to physical education class until the student's condition is assessed by a physician, and the physician gives the student written clearance that it is safe to return to class.
- k. Require all students, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs) to participate in physical education as determined by the curriculum unless excused through participation in appropriate plan (IEP or 504), a waiver as outlined in Policy 5460, or through an approved credit flexibility program.

2. Physical Activity

- a. Physical activity shall not be employed as a form of discipline or punishment. All students in grades K-5 shall be provided with a daily recess period at least fifteen (15) minutes in duration. Recess shall not be used as a reward or punishment.



- b. The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.
    - c. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.
- C. With regard to other school-based activities the District shall:
  - 1. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
  - 2. The school shall provide attractive, clean environments in which the students eat.
  - 3. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
  - 4. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.
- D. With regard to nutrition promotion, the District shall:
  - 1. create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods:
    - a. meals designed to meet specific calorie ranges for age/grade groups;
    - b. require students to select a fruit or vegetable as part of a complete reimbursable meal;
  - 2. provide opportunities for students to develop the knowledge and skills for consuming healthful foods.

Furthermore, with the objectives of enhancing student health and wellbeing, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, 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.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- C. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- D. All foods available on campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as

classroom snacks, from vending machines, for classroom parties, or at holiday celebrations.

- E. Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.
- F. All foods available to students in District programs, other than the food service program, shall be served with consideration for promoting student health and well-being.
- G. The food service program shall be administered by a qualified nutrition professional.
- H. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- I. All food service personnel shall receive pre-service training in food service operations.
- J. Continuing professional development shall be provided for all staff of the food service program.

#### **RELEASE OF STUDENT INFORMATION**

The school district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities, and military recruiters should contact the guidance office.

#### **SEARCH FOR CHILDREN WITH DISABILITIES**

School districts throughout Ohio participate in an effort to identify, locate, and evaluate all children with disabilities, birth through age 21. For children birth through age two, a disability means that a child has a delay in one or more of the following developmental areas: adaptive behavior, cognition, communication, physical development, sensory development, and/or social or emotional development.

For children ages three through five, a disability means that a child has a documented deficit in one or more of the following developmental areas: communication skills, hearing abilities, motor functioning, social-emotional/behavioral functioning, or vision abilities.

For school age students, a disability means a person having one or more conditions such as autism, developmental handicap, hearing handicap, multi-handicap, orthopedic and/or health handicap, severe behavior handicap, speech and language handicap, specific learning disability, traumatic brain injury, or visual handicap.

If you know of a child who you think may have a disability, please contact Dr. Theodore Caleris, Assistant Superintendent, at (216) 429-5769 or [tcaleris@cuyhts.org](mailto:tcaleris@cuyhts.org).



## **STUDENT-ATHLETE HANDBOOK**

***Wear the red and gray with pride!***

***It is an honor to represent Cuyahoga Heights Schools.***

The Cuyahoga Heights Redskins athletic teams have earned the respect of schools far and wide. The Cuyahoga Heights Schools are dedicated to the concept of the student-athlete. Students, coaches and athletes must remember that academics need to be the student-athlete's priority. Cuyahoga Heights Schools are committed to providing a strong athletic program to support our challenging academic program. In addition, the talent and integrity of our coaches and the skills and sportsmanship displayed by each athlete who wears a CHS uniform contribute to this solid reputation.

***Becoming a Cuyahoga Heights athlete requires responsibility.***

Every student who participates as part of an athletic team must uphold these high ideals. In order for teams to be successful, each athlete must work to his or her best ability. This takes time, dedication and commitment. Every student athlete is bound not only by the Student Code of Conduct but also by the expectations outlined in this handbook.

***Becoming a teammate is a rewarding experience.***

Working with teammates to reach a common goal is a valuable life experience. Learning how to accept – with humility – the joy of victory is as important as facing defeat with dignity. These are life lessons.

***Good Luck to all of our coaches and athletes this year!***

We wish all of our athletes and team competitors a successful season. Work to become the best you can be. Play to the best of your ability. Respect yourself and demonstrate your respect for our school, your coaches, teammates and opponents.

### **GUIDELINES**

Participation in the athletics programs at Cuyahoga Heights Schools is a privilege. All participants must adhere to these Guidelines.

#### **1. PURPOSES**

The athletic programs at CHS are designed to:

- Help our student-athletes gain an appreciation for the responsibilities associated with being part of a team.
- Provide opportunities to learn the importance of commitment, sacrifice, trust, hard work, perseverance, and good sportsmanship.

- Teach student-athletes how to prepare like champions.
- Provide a platform for student-athletes to develop individual skills as they benefit the team.

## 2. RULES

Athletes are expected to:

- Follow the rules and procedures set forth in this Student Athlete Handbook.
- Follow rules and procedures specific to the individual team.
- Follow school rules set forth in the Student Code of Conduct.
- Follow rules of the Ohio High School Athletic Association.

## 3. SPORTSMANSHIP

Athletes as well as parents and other spectators should be conscious of their responsibility for establishing and maintaining commendable school practices and honorable conduct.

- Treat athletic opponents and officials as guests.
- Respect the authority, judgment and decisions of the coach and all officials.
- Respect our teammates and opponents at all times.
- Support the cheerleaders.
- Accept the official's' decisions as final.
- Be modest in victory and gracious in defeat.
- Come to have fun and to support the team. Booing, stamping on bleachers, jeering, and other poor conduct are unacceptable practices.

## 4. REQUIREMENTS FOR PARTICIPATION

- All athletes/cheerleaders must have on file a complete OHSAA physical examination form signed by the student, a parent/guardian, and a physician before they can participate in practices and competition. These examinations are valid for one year.
- All athletes/cheerleaders must have an Insurance Waiver signed by the parent/guardian indicating that the student has medical insurance, or must purchase school insurance.
- Student athletes must complete, sign and return the Guideline for Student Athlete Form.
- All athletes/cheerleaders must return all equipment or pay the replacement cost at the end of the season. Students may not participate in another sport until this obligation is cleared.
- Students may be denied participation or removed from an athletic team because of academic ineligibility (see Section 5).
- Students may also be denied participation or removed from an athletic team for misbehavior. The decision to deny participation may be appealed to administration.

## 5. ELIGIBILITY

High School—must pass 5 credits the preceding grading period in order to be eligible to play (OHSAA rule). In addition, an athlete must have a 1.5 grade point average (Cuyahoga Heights policy.)

Middle School—All 7th graders are eligible for the fall season per the OHSAA. According to the Ohio High School Athletic Association's policy, to be eligible, a student-athlete must be currently enrolled in a member school and have received passing grades in a minimum of five of all subjects in which enrolled the immediately preceding grading period.

Academic Improvement Program – Middle school students ineligible by CHS standards must participate in the study table program. High school students who are ineligible by CHS standards must document 90 minutes per week of tutoring or supervised study.

Note: Students who are eligible by OHSAA rules but ineligible by CHS policy (1.5 grade point average) may continue to compete by participating in the Academic Improvement Program. Students should contact the Athletic Office for details.

## **6. TRANSPORTATION POLICY**

Students who participate in school-sponsored activities at a location other than the Cuyahoga Heights Schools campus may be transported to and from the activity by the transportation provided by the school system. Students are permitted to drive themselves to practice or a home game if the facility is off the campus. Students may not transport another student to the practice or home game. After an off-campus practice/home game, students will not be transported back to the school. Special exceptions must be approved in advance by an administrator.

- The coach or advisor may grant exceptions for injury, illness or other good reason, with a parent's permission (in writing or in person).
- The co-curricular director or principal may grant permission for alternate transportation when there is a conflict with another school activity or other exception.
- A Transportation Request form should be completed and signed by the parent the day before the requested exception.
- When parents pick up students at the school after an event, the pick-up point is behind the high school.

## **7. ATTITUDE**

- Display a positive attitude at all times.
- Practice good sportsmanship as you represent our community, our school, our teams, and yourself.
- Support all of our athletic programs by encouraging student-athletes in other sports and attending competitions of other programs

## **8. COMMITMENT AND EFFORT**

Put the interests of the team first by:

- Considering the effect on the team before making decisions.
- Abiding by the decisions of the coach.
- Attending each practice and arriving on time.
- Encouraging and supporting teammates.
- Foregoing participation in other activities that would compromise your training for the sport in which you are participating.
- Fulfilling the commitment to the team until the end of the season. Give your best effort at practice, at competition, and in the classroom.

## **9. HAZING AND HARASSMENT**

The practice of hazing—defined as committing an act of initiation into a group, or coercing others to commit such an act, that causes mental or physical harm or personal degradation—will not be tolerated at Cuyahoga Heights Schools.

The practice of harassment—defined as any act, gesture, or comment that degrades an individual or creates an intimidating situation—is an unacceptable practice and will not be tolerated.

Victims of any hazing/harassment incident should immediately report the abuse to their coach, co-curricular director or any school personnel. Any student or group of students involved in hazing and/or harassment will be subject to school and team discipline, which may include suspension

from the team or school and possible dismissal from the team for the remainder of the season. (See Student Code of Conduct.)

#### 10. ALCOHOL, DRUGS, TOBACCO

The rules that follow are in addition to the adopted Code of Conduct in the Cuyahoga Heights Middle School handbook. The administration can assess further action when it is deemed necessary.

- The use or possession of tobacco (cigarettes, cigars, snuff, chewing tobacco, etc.) is absolutely forbidden.
- Any misuse of a prescription or nonprescription drugs is prohibited. (Please refer to the Medication Policy in the Student Handbook)
- Any use or possession of illegal drugs (narcotic, hallucinogenic, intoxicant, and counterfeit, look-alike, designer), anabolic steroid, controlled substance, inhalant or alcohol by a Cuyahoga Heights student is absolutely forbidden.
- The sale or distribution of any illegal or prescription drugs will result in dismissal from any co-curricular or athletic program for one year beginning with the date of the violation.
- Hosting parties where drugs and/or alcohol are present will be viewed as equivalent to the distribution or sale of alcohol, drugs, etc. and will receive the same discipline.
- If any student - in his/her middle school and/or high school years - is found in violation of this rule by any school personnel or law enforcement agency, in or out of season, during the summer or on or off campus (see Section 4), the disciplinary actions listed below will result.
- For the penalties listed below, if an athlete does not complete the season in good standing after serving their punishment, the punishment served during that season will not count.

##### ***First Offense: Suspension from 25% of the season's contests.***

Penalty applies to the current season and may be carried over to the next season if necessary.

- If the infraction occurs during the summer or between seasons, the penalty applies to the athlete's next completed season.
- If the 25% mark is not reached during the regular season, then the penalty carries over to the tournament/post-season or the athlete's next completed season's sport.
- The student's return to participation is based on successful continuation or completion of a drug/alcohol education program approved by the administration at the expense of the parents.

##### ***Second Offense: Suspension from 50% of the season's contests.***

- Penalty applies to the current season and may be carried over to the next season if necessary.
- If the infraction occurs during the summer or between seasons, the penalty applies to the athlete's next completed season's sport.
- If the 50% mark is not reached during the regular season, then the penalty carries over to the tournament/post-season or the athlete's next completed season's sport.
- The student will be referred for alcohol/drug assessment and counseling, if prescribed. The student's return to participation is based on successful continuation or completion of the approved alcohol/drug rehabilitation program at the expense of the parents.
- The student will be placed on probation for the remainder of the school year. (See Section 12)

***Third Offense: Suspension from all athletic activities for one year.***

- The student must enroll in an alcohol/drug assessment and counseling program as approved by the administration at the expense of the parents.
- The student will be placed on probation for one year beginning with the date of the violation.
- The student's return to participation is based on successful continuation or completion of a drug/alcohol education program approved by the administration at the expense of the parents.
- The student and parents must sign a contract indicating that one more violation of this code will result in his/her permanent removal from all athletic programs for the remainder of his/her high school career.

A student, who voluntarily seeks help prior to being caught, may be excused from 50% of the full imposition of the stated discipline, provided that the student is enrolled in a drug/alcohol rehabilitation program approved by the administration at the expense of the parents.

**11. HOSTING PARTIES**

Student-athletes who host parties where drugs and/or alcohol are present receive the same discipline as in the distribution or sale of. The student athlete who hosts the party will not be disciplined if he/she immediately (1) asks the individual(s) who brought the drugs or alcohol to leave, (2) calls the police, and (3) calls or informs parents. Student-athletes who follow this procedure will not be viewed as distributors of drugs and/or alcohol.

**12. PROBATION**

Any student participating in the athletic program who is found guilty of conduct detrimental to the co-curricular program or who has received a Level II or III suspension as outlined in the Student Code of Conduct will be put on probation for one year. During that probationary period, any further disciplinary problem brought to the attention of the co-curricular director or building principal may result in a loss of participation for up to one year.

**13. INJURED ATHLETES**

A player injured during a practice, game or outside of school must report the injury to the head coach before going to the trainer. Injured athletes are considered a part of the team and should confer with their coach regarding rehabilitation and their role as an injured player on the team. An athlete must have the approval of both the coach and the trainer before returning to participation. A doctor's release may be required.

**14. SAFETY**

Athletes must contribute to a safe environment for themselves and their teammates by:

- Using only those techniques that have been taught or authorized by the coaching staff.
- Practicing only under the supervision of a coach.
- Being where you are supposed to be and on time.

**15. CHANGING SPORTS**

Students who become members of a team at the start of a season may or may not switch to another sport within the season, depending on the student's grade classification:

- 7th or 8th graders may change from one sport to another at any time prior to the first event, with the agreement of coaches, parents, and the athlete. 9th – 12th graders may change from one sport to another in the same season before equipment is issued.

- Athletes, regardless of grade, may not change from one sport to another when disciplinary measures, unsportsmanlike conduct, or another major difficulty have been the reason for dismissal from a team.
- Athletes may not start a new season sport until all equipment from the previous season has been returned to the appropriate coach.
- Athletes who voluntarily or involuntarily drop from an athletic team cannot begin practice or conditioning for the next season's sport until the previous season has ended (determined by the date team equipment is collected).

**16. ATTENDANCE**

Students participating in after-school or evening activities must be in attendance at least one-half of the school day on the day of the event. They must report to school before 11:00 a.m. and cannot leave school before 11:00 a.m. Only the principal or co-curricular director may excuse a student from this requirement for a family funeral or other special circumstance.

Students suspended out of school are not permitted to attend or participate in any co-curricular activities that are scheduled during the suspension period.

**17. SHARED ATHLETES**

The Shared Athlete policy outlines the procedures to be followed when a student is identified as an extraordinary athlete or when low team numbers dictate. It allows for a student to participate in no more than two varsity sports in the same season. Not all sports lend themselves to this program. Student-athletes must discuss this with both head coaches well before the season starts. The Shared Athlete Contract must be signed by the athlete and the head coach of each sport and approved by the co-curricular director before the athlete is issued equipment and permitted to participate.

**18. CONFLICTS WITH OTHER ACTIVITIES**

A Shared Athlete contract with specific guidelines needs to be developed by the coach and advisor for non-athletic activities that involve regular practices outside of the school day, and/or major performances or competitions. When activity conflicts occur the student should notify the advisors, directors or coach of the conflicting activities as soon as possible so the staff can meet and arrive at a solution in everyone's best interest. Whenever possible, staff discussions should include the following prioritization:

- State level activity
- Regional level activity
- District level activity
- Conference level activity
- Building level activity
- Practice, rehearsal, etc.

Final conflict resolution rests with administration in consultation with the staff.

**19. ATHLETE-COACH COMMUNICATION**

Athletes should communicate immediately with the coach regarding the following:

- Injuries
- Schedule conflicts
- Concerns related to individual development
- Concerns related to playing time



## 20. PARENT-COACH COMMUNICATION

Communication parents should expect from the coach:

- When and where practices and contests are to be held.
- Coach's philosophy and team rules
- Expectations for all team athletes
- Fees, special equipment, off-season conditioning, lettering requirements, etc.
- Injuries
- Disciplinary actions that might result in denial of participation
- Eligibility requirements

Appropriate parental concerns to discuss with coaches:

- Treatment of your child, mentally and physically
- Skill improvement and development
- Concerns about your child's behavior
- Academic progress
- Team goals and coaching philosophy

Inappropriate topics:

- Play calling
- Other team members

Communication coaches expect from parents:

- Schedule conflicts, well in advance (e.g. vacations, family reasons)
- Support and commitment to the program
- Strategies that have worked for the parents in dealing with the student-athlete (e.g. motivation, responsibility)
- Mandatory attendance at pre-season parent meeting
- Complete, sign and return all necessary forms (insurance, emergency, participation, etc.)

Procedures for coach-parent discussion:

- Make an appointment with the coach.
- If you cannot reach the coach, call the co-curricular director to set up a meeting.
- Avoid confronting a coach before, during or following a contest or practice, as these can be emotional times for all.
- If the meeting with the coach does not provide a satisfactory resolution, call the co-curricular director to discuss the situation and determine next steps.

## 21. PARENT/FANS RESPONSIBILITY

Parents and fans at home or away contests are to act in an appropriate manner. No parent or fan should be interacting inappropriately towards officials, staff or players during a contest. Be positive. Parents or fans may be held accountable for their inappropriate actions through game suspensions, season suspensions or yearly suspensions.

## 22. AWARDS

Lettering requirements for each sport are described in the individual team's rules. The following system will be followed in issuing Board approved athletic awards:

- 7th-8th Grades – Participation certificate
- 9th Grade – Class numerals and participation certificate or letter
- 1st Varsity award – CH letter, sport insert, and first varsity award certificate
- 2nd Varsity award – 2nd varsity award certificate
- 3rd Varsity award – 3rd varsity award certificate
- 4th Varsity award – Plaque
- Senior - Senior Picture in uniform

A 12-sport award is given to any senior who has received a participation award or letter in a sport every season of his/her high school career. To be eligible, athletes must complete the season in good standing.

## 23. APPEALS PROCESS

Any student athlete who is denied participation for disciplinary violations may appeal the decision to the Faculty Review Board (FRB). The Faculty Review Board shall consist of the co-curricular director, a neutral head coach/advisor appointed by the principal, a principal or administrator not involved in the original case and one other faculty member appointed by the principal. Any student seeking an appeal hearing must notify the co-curricular director within 24 hours of the disciplinary action. The student's parent/guardian must be present for this hearing. The FRB shall review the case and communicate their decision to the parents within 24 hours of the hearing. The decision of the Faculty Review Board is final.