

# Chardon Local Schools

## PARENT-STUDENT HANDBOOK



## CHARDON HILLTOPPERS

# CHARDON MIDDLE SCHOOL

*COMMITMENT TO LEARNING FOR ALL*



## STUDENT HANDBOOK

**2017 - 2018**  
**Mission Statement**

*The mission of the Chardon Local Schools is high achievement for all students, where learning is our most important work.*

This agenda belongs to:

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_ GRADE \_\_\_\_\_

# Chardon Local School District

<http://www.chardon.k12.oh.us>

## Central Administration

440.285.4052

Superintendent	Dr. Michael Hanlon	<a href="mailto:michael.hanlon@chardonschools.org">michael.hanlon@chardonschools.org</a>
Assistant Superintendent	Dr. Edward Klein	<a href="mailto:ed.klein@chardonschools.org">ed.klein@chardonschools.org</a>
Assistant Superintendent/Business Affairs	Mr. Steven Kofol	<a href="mailto:steven.kofol@chardonschools.org">steven.kofol@chardonschools.org</a>
Treasurer	Mrs. Ashley Brudno	<a href="mailto:ashley.brudno@chardonschools.org">ashley.brudno@chardonschools.org</a>

## Board of Education

President	Mrs. Karen Blankenship
Vice-President	Mrs. Madelon Horvath
Member	Mr. Sheldon Firem
Member	Mr. Paul Stefanko
Member	Dr. Guy Wilson

## Department of Student Services

Director	Ms. Linda Elegante	<a href="mailto:linda.elegante@chardonschools.org">linda.elegante@chardonschools.org</a>
Supervisor	Mrs. Andrea Ryan	<a href="mailto:andrea.ryan@chardonschools.org">andrea.ryan@chardonschools.org</a>
Secretary	Mrs. Tamara Bell	<a href="mailto:tamara.bell@chardonschools.org">tamara.bell@chardonschools.org</a>

## Midde School Administration 440.285.4062

Principal  
Assistant Principal

## School Counseling

Counselor Sixth Grade	Mrs. Karin Hillman	<a href="mailto:karin.hillman@chardonschools.org">karin.hillman@chardonschools.org</a>
Counselor Seventh Grade	Mrs. Janelle Stuart	<a href="mailto:janelle.stuart@chardonschools.org">janelle.stuart@chardonschools.org</a>
Counselor Eighth Grade	Mrs. Katharine Collins	<a href="mailto:katharine.lovering@chardonschools.org">katharine.lovering@chardonschools.org</a>

## Athletics

Middle School Athletic Director	Ms. Elizabeth Golias	<a href="mailto:elizabeth.golias@chardonschools.org">elizabeth.golias@chardonschools.org</a>
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School Resource Officer      Officer Mike Shaw

All contact and calendar information can be found on our district website: [www.chardon.k12.oh.us](http://www.chardon.k12.oh.us)

Follow us on Twitter:      @ChardonMiddle

## Chardon Middle School Staff Directory: 440-285-4062

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Zuccaro, Alyssa Eighth Grade Mathematics  
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**TELEPHONE NUMBERS (ALL 440 AREA CODES)**

Athletic Department	285-4062 ext. 2519
Attendance Line	285-4062 Press 1
Counseling Department	285-4062 Press 3
Main Office	285-4062 Press 2
Fax (Main Office)	286-0461
Transportation (School Bus)	285-4062 Press 7

## 2017-2018 CHARDON MIDDLE SCHOOL CALENDAR

August 17	Thursday	First Day for Students
September 1	Friday	Professional Day - No School
September 4	Monday	Labor Day - No School
September 28	Thursday	All School Pictures
October 3	Tuesday	Parent-Teacher Conferences
October 10	Tuesday	Parent-Teacher Conferences
October 13	Friday	NEOEA Day - No School
October 20	Friday	End 1st Quarter (44 days)
November 14	Tuesday	Parent-Teacher Conferences
November 22-24	Wednesday-Friday	Thanksgiving Break - No School
December 20	Wednesday	End 2nd Quarter (40 days) End 1st Semester
December 21	Thursday	Winter Break Begins
January 2	Tuesday	Records Day - No School
January 3	Wednesday	School Resumes
January 12	Friday	Professional Day - No School
January 15	Monday	M.L.K. Day - No School
February 13	Tuesday	Parent-Teacher Conferences
February 19	Monday	Presidents' Day - No School
March 9	Friday	End 3rd Quarter (45 days)
March 26	Monday	Spring Break begins
April 3	Tuesday	School Resumes
May 24	Thursday	End 4th Quarter (48 days) End 2nd Semester
May 24	Thursday	Last Day for Students
May 25	Friday	Records Day for Teachers

## FORWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for frequent reference to you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the board's policies and the school rules at the time of board adoption. If any of the rules or administrative guidelines herein are referenced after the date of board adoption, the language of the most current policy or administrative guideline prevails. Copies of current board policies and administrative guidelines are available from the building principal and on the district's web site.

## STUDENT RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules. Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student or parent/guardian should contact the school. Parents are encouraged to build a two-way link with their child's teacher and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## WELCOME TO CHARDON MIDDLE SCHOOL

Welcome to Chardon Middle School. The purpose of this handbook is to acquaint you with important information about the daily operations of our school. We hope that it will be a useful reference tool. Read these rules and school policies and share them with your parents. Knowing what is expected of you will help you get along with your teachers and classmates. We wish you a successful school year. The Chardon Middle School office is open from 7:05 a.m. in the morning until 3:15 p.m. in the afternoon. You may call 440.285.4062.

## GENERAL INFORMATION

### Chardon Middle School School Procedures and Guidelines

**ABSENCE FROM SCHOOL and ATTENDANCE** - Regular attendance and promptness to class are necessary for the continuity of learning and the development of good habits. The following are considered legitimate absences from school: personal illness, illness in the family, quarantine of the home, religious holiday, legal obligation, medical appointment, death of a relative, or emergency circumstances which, in the judgment of school authorities, constitute sufficient cause for absence. Doctor's notes may be requested by school authorities if a student accumulates excessive absences. The county truancy officer will be contacted in the event of excessive absences. **Parents must call the school when children are absent.** State law requires that the parent be contacted at home or work if the school is not called. An unexcused absence will be treated as a truancy offense and dealt with accordingly. **Please call the attendance hotline at 440.285.4062 (press 1) prior to 9:00 a.m. to report absences.**

#### The following are considered excused:

- personal illness
- illness in family
- death of a relative
- quarantine for contagious disease
- observance of religious holidays
- circumstances, which in the judgment of the superintendent of designee, constitute a sufficient cause for absence

Absences for any reason not listed above, are considered unexcused.

R.C 3321-01 etc. seq., 3321.13(B), 3321.19 3321.38, 3331.05 A.C. 3301-35-03(G), 3301-47-01, 3301-51-13

It is our school policy to inform parents via a letter when a child misses 5 or more days of school or whose tardies become excessive. It may become necessary to contact the Geauga County Attendance Coordinator for 6 or more consecutive absences or 11 absences in non-consecutive days.

**ATTENDANCE AND ABSENCES** - The State Board of Education has adopted regulations governing excuses for future school attendance and past absences from school attendance within the framework of the Ohio Revised Code. These rules and regulations are binding upon the authorities empowered to issue excuses from school attendance. The following, taken from the Ohio Revised Code, indicate the regulations governing excuses for past absences from school. The explanation of each past absence shall be made by the parent to the Superintendent of Schools or his designee to approve or disapprove past absences. An excuse for absence from school may be approved on the basis of one or more of the following:

**Personal illness:** The approving authority may require the certificate of a physician if he/she deems it advisable; illness in the family; quarantine of the home; death of a relative; work at home (due to absence of parent); observance of a religious holiday; an emergency or set of circumstances which under the judgment of the schools constitutes a good, sufficient cause for absence from school.

**Absences** are defined as “anytime a student is not physically present in the building or his/her assigned area (class, study hall, etc.)” All students are expected to be in assigned classes every day. Since a student's success in completing a class depends largely on classroom information, participation and discussion, it stands to reason that failure to attend classes regularly may result in failure to pass the class and receive credit.

**CLSD Attendance - Philosophy** - The educational program offered to our students is predicated upon the presence of students in class on a daily basis. The intent of this attendance procedure places a priority on compulsory school attendance and encourages students to establish good attendance habits. This procedure places a priority on student attendance, improve parental notification, improve communication between school and home, provide for an appeal process, and encourage students with poor attendance to improve and gain from the learning opportunities made available to them.

#### **Documenting Class Absences Procedure**

**When a parent determines that their son/daughter requires a doctor's appointment during schools hours, the student shall present an appointment note to the attendance office within three (3) days of his/her return to school. All appointment notes shall be signed by the doctor or doctor designee.**

**Absence for Appointments during a School Day** - Notes are to be dropped off in the CMS Office between 7:00 AM and 7:25 AM. Notes are to include a phone number where the parent can be reached. **If the appointment is after 9:00 AM**, students are to pick up the pass between classes any time after 9:00 AM. (This is not an excuse to be tardy to class.) **If the appointment is before 9:00 AM**, students are to wait and get the exit pass before going to advisory. Students **MUST** pick up exit passes before the period of the class from which they are to be dismissed.

**ABSENCE FROM SCHOOL** - Parents are asked to call the Chardon Middle School Attendance number: **440.285.4062 (Press 1)** before **8:00 AM** the day their son or daughter is absent. This is a 24-hour attendance line. Please include the child's name, grade, reason for absence, and duration of the absence. If a parent call is not received by 10:00 AM the day of the absence, the parent(s) will be contacted at home or work to verify the student's absence.

**Within three (3) days of their return, students must bring in a note from a doctor or the doctor designee or have a parent call to explain the absence. If a note is not brought in by the 3<sup>rd</sup> day, the absence will be permanently recorded as unexcused and the student will be disciplined appropriately.** If a student returns to school during the school day, he/she is to report to Main Office to get the appropriate absence slip. It is the responsibility of students to obtain from their teachers information on any work they have missed during an absence and to make up that work.

**ANTICIPATED ABSENCES** - If a student knows of an absence in advance, he/she must obtain an anticipated absence form in the Chardon Middle School Office. The form must be signed by the student and his/her teachers, a parent or guardian and an administrator. The completed form must be turned into the Chardon Middle School office prior to the anticipated absence.

**If a student knows of an absence in advance, he/she is expected to have all assignments completed upon his/her return. It is the responsibility of the student to secure permission from an administrator; obtain his/her assignments from his/her teachers; and be prepared for any previously announced tests/quizzes that were administered during their anticipated absence before leaving.**

**MINIMUM SCHOOL-DAY ATTENDANCE POLICY** - “Minimum attendance at school” shall be defined as “complete attendance at one half the number of periods in the day, that is 4 of the 7 periods or 3.5 hours.” Students who miss more than three and one-half hours of school on any given school day shall be counted as absent for that school day. This includes arriving at school late or leaving school early.

**TRUANCY** - A student is truant when he/she is in any location in or out of the high school building not specifically assigned to the student during the instructional schedule. A student may not leave school property or the school building during school hours. Excessive Truancy WILL result in the truancy officer being called.

**ACADEMIC INTEGRITY** - Cheating/Plagiarism - Aristotle may have said it best, “Dignity does not consist in possessing honors, but in deserving them.” When students cheat they only cheat themselves. Cheating keeps the students from learning at a critical point: When the material is challenging and time consuming. By cheating, the student is denied the opportunity to learn the material, to be challenged with an assignment or concept, and to master it. The education of each student is important to teachers, parents and the community. It should also be important to you, the student! Cheating, plagiarism, or copying homework all stand in the way of your obtaining the education you need and deserve. Your teachers are glad to help. When you do not understand the material, or are having difficulty mastering it. Please consult them before you consider cheating or copying another student's work.

It is your education. You are the one who must master the concepts and learn the material. Mastery cannot be accomplished if you cheat.

At Chardon Middle School cheating and plagiarism are two of the most serious offenses against the educational goals of our students. Therefore, the following policy has been adopted. To help you the student, understand what cheating is and how it is defined, the subsequent definition is presented.

Definition of Cheating and Plagiarism - Cheating and plagiarizing involves any of the following actions:

1. Using another person's work as your own.
2. Copying another's homework, test, examination, theme, book report, term paper or downloading material from the Internet.
3. Preparing to cheat in advance of a quiz, exam, or in-class writing with such things as:
  - a. Having in your possession a copy of the test to be given by the teacher

- b. Using unauthorized notes, references, or devices during the test, exam, or written essay.
  - c. Talking or communicating in any way while taking quizzes, tests, or examinations.
  - d. Failing to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raise hand to ask questions, or any instructions given by the teacher).
4. Plagiarizing means to use as your own any other person's idea, expression, or words without giving the original author credit.
  5. If you are caught cheating or plagiarizing, the following will occur:
    - a. There may be times when further action, by the administration, may be required as by rule #7.
    - b. Repeated acts of cheating and plagiarizing may deny the student access to any and all academic honors and awards.

In both situations, plagiarism and academic dishonesty, all students involved will receive a zero for the assignment in addition to progressive discipline for the calendar year. The student is required to complete an equivalent assignment within five school days with the ability to earn up to 50% of the possible points.

1st offense: Zero credit; parent notified by teacher.

2nd offense: Zero Credit, Saturday School; parents notified and conference with (teacher/administration).

3rd offense: Zero credit, (1) day suspension; parents notified.

**ACADEMIC RECOGNITION** - Requirements are as follows: Honor Roll 3.5 or higher GPA          Merit Roll 3.0 to 3.49 GPA

**ARRIVAL & DISMISSAL** - Students must submit a note from a doctor when arriving to school from an appointment.

**ARRIVAL** - Students are expected to arrive at school on time and be seated in class by 7:30 am. **If a student is tardy to school, s/he is to report to the office with a note explaining the tardiness. Those students with early morning appointments who arrive late to school must bring verification of the appointment from the doctor.** After signing in at the office, the student will report to class. All tardies will be recorded regardless of reason, with the exception of late bus arrivals or severe weather that causes a delay in homeroom attendance. Parents who drive students to school are responsible for their promptness. Drivers must make time adjustments to accommodate traffic delays and road conditions. Consequences will be given to the student regardless of the parent's involvement in the tardiness (see Rule #2).

A reasonable amount of time is allotted for students to travel from one class to the next. Students should be in their seats when the bell rings. Class tardies will be handled according to each teacher or building policy.

**DISMISSAL** - There are occasions when a student must leave school early for a medical appointment or some other business which cannot be scheduled outside the school day. When such an occasion occurs, the student **must bring a note** from home explaining the reason for the early dismissal and the time that the student will be picked up. **The student should take the early dismissal note to the office before classes begin.** When the student leaves the building, s/he must be signed out by a school official. **Early dismissals cannot be handled by phone - they must be in writing.**

**ATHLETIC/CO-CURRICULAR ELIGIBILITY** - Chardon Middle School students must fulfill athletic/co-curricular eligibility according to Chardon School Board Policy. Eligibility for athletic competition is determined by academic performance the preceding grading period. Summer school grades cannot be used to substitute for failing grades received the final grading period of the regular school year. For more information, please see the Chardon Local School District Board of Education Athletic Handbook.

#### ***Expectations of Athletes***

- All athletes will abide by training rules as set forth in the athletic handbook.
- Athletes who miss practice the day before a contest are not permitted to play in that contest.
- Athletes are expected to conduct themselves in a manner which will positively reflect on themselves, the team, the school and the community.
- Athletes are expected to be in school all day when an athletic contest is scheduled. Absence for all or a part of the day of an athletic event may result in the athlete's not being able to participate.
- Athletes are expected to follow the procedures of academic and athletic re-entry pertaining to injuries. Doctor's/School clearance and protocols may be used.
- All athletes are expected to abide by the student code of conduct and the coaches' handbook of athletic conduct.

**ATTENDANCE POLICY FOR CO-CURRICULAR ACTIVITIES** - Students planning to attend or participate in a school sponsored after school or evening activity **must be in attendance at school on the day the activity takes place as described in the Minimum School-Day Attendance Policy.** Absence from classes due to illness will necessarily exclude a student from co-curricular participation and/or attendance. This policy includes attendance at athletic events, dramatic performances, club meetings, banquets, vocal and instrumental music programs and school-sponsored dances.

# Chardon Middle School

## Building Schedule

### SIXTH GRADE

ADVISORY	7:30 - 8:14
CORE	8:17 - 9:13
EXPLORATORY	9:16 - 10:00
EXPLORATORY	10:03 - 10:47
CORE	10:50 - 11:46
LUNCH A	11:49 - 12:12
LUNCH B	12:12 - 12:35
CORE	12:38 - 1:34
CORE	1:37 - 2:33

### SEVENTH GRADE

ADVISORY	7:30 - 8:14
CORE	8:17 - 9:13
CORE	9:16 - 10:12
LUNCH A	10:15 - 10:38
LUNCH B	10:38 - 11:01
EXPLORATORY	11:04 - 11:48
CORE	11:51 - 12:47
EXPLORATORY	12:50 - 1:34
CORE	1:37 - 2:33

### EIGHTH GRADE

ADVISORY	7:30 - 8:14
EXPLORATORY	8:17 - 9:01
CORE	9:04 - 10:00
CORE	10:03 - 10:59
LUNCH A	11:02 - 11:25
LUNCH B	11:25 - 11:48
CORE	11:51 - 12:47
CORE	12:50 - 1:46
EXPLORATORY	1:49 - 2:33

**BLIZZARD BAGS** - If the Chardon Local School District exceeds the allotted five (5) Calamity Days authorized in Ohio Revised Code 3313.48, the make-up plan known as “Blizzard Bags” will be instituted. The lessons, which can be made-up in exchange for three (3) days of instruction, can be found on the District website, [www.chardonschools.org](http://www.chardonschools.org) and can be accessed through the “Blizzard Bag” link. If you do not have Internet access, please inform your child’s teacher so paper copies can be provided for you. Students who do not complete the lessons in the given time frame could receive an incomplete or failing grade, in addition to receiving an unexcused absence for the day that the Blizzard Bag is replacing.

**BOOK BAGS** - Book bags may be brought to school, however they are to be stored in or on the locker and are not to be taken to class.

**BUILDING SECURITY** - Our school is equipped with an electronic security system and interior and exterior cameras. All exterior doors are locked at all times. In order to gain access to the building, all visitors are expected to proceed directly to the school office to sign in and obtain a visitor’s pass and to sign out before leaving the building. Students proceed to their classroom/locker unassisted. While these security measures might present an occasional inconvenience, the safety of our children depends upon using this security system and monitoring visitors to the school.

**BUS CONDUCT** - Riding the school bus is a **privilege** that should not be taken lightly. For the safety and best interest of all students on the bus, guidelines have been developed by the Chardon Schools Transportation Department. These guidelines are posted on the Chardon Schools website under transportation department. Failure to follow the rules established by the transportation department could lead to temporary or permanent loss of riding privileges.

**CAFETERIA FSS POSITIVE ID SYSTEM** - *All Chardon Schools use FSS® POSitiveID System in their cafeterias.* This technology allows us to provide debit accounts for purchases, and increases the speed of food service to students so they have more time to eat and converse. Parents enjoy the convenience of prepaying for their child’s purchases at whatever level they choose. The FSS® POSitiveID System also eliminates the overt identification of students who are eligible for free or reduced meal benefits. Parents can take advantage of our online services to include ACH payment options and viewing their child’s lunch purchases at [myschoolaccount.com](http://myschoolaccount.com). The information stored on the FSS® POSitiveID System is only for use by this software in the Department of Food Service. *The identification of students is a PIN. The PIN number will match each student’s 6 digit student ID number (EMIS Number).* This number ensures unique identification and will avoid duplication of numbers for accounting purposes this number will allow access to purchasing on your child’s account, so please keep it confidential.

**CALAMITY DAYS** - Any special events to occur will do so at the discretion of the superintendent. In the event of severe weather or other calamity necessitating the closing of school, a phone call will be made to the student’s primary contact person’s phone number and announcements will also be made on the district’s website, local television and radio stations.

**CELL PHONE** - Cell phones are a vital part of life for many families. However, cell phones also create some less than desirable situations for schools. At CMS, we have adopted the following procedure. Please make sure both you and your child have a clear understanding of the procedure as it will be **strictly** adhered to.

Cell phones/devices may be carried, but must be on **SILENT MODE**. Students are only to access their phones if permission is given by an administrator or teacher. This includes hallways, restrooms, cafeteria, locker rooms, media center and all other areas on campus. **This includes parent/guardians contacting their student. If a message needs to be delivered to a student the parent/guardian is expected to call the CMS office.** Contents of cell phone/camera phones, or electronic devices may be searched if there exists a reasonable suspicion that it may have been used in activity prohibited by the code of conduct or Ohio Revised Code (O.R.C.)

**1<sup>st</sup> violation** - Cell phone/electronic device are given to the assistant principal. Parents must pick it up from school.

**2<sup>nd</sup>/3<sup>rd</sup> violation** - Same as 1<sup>st</sup> violation and a Saturday school will be issued to the student.

**4<sup>th</sup> violation** - Parents will have a choice of the school keeping the cell phone/electronic device for 9 weeks from the date of confiscation or a 1 day out of school suspension for insubordination.

**CLASS CHANGE POLICY** - Considerable thought and testing occurs each school year to help determine the appropriate academic levels for students. Once course selections have been made, the master schedule and staffing are determined. Class changes will only be made in order to balance class sizes or to change the placement of an inappropriately placed student (contact will be made with the parent to consider a class change).

**CLINIC INFORMATION** - A registered nurse with school nurse certification is available to students during school hours. In addition to first-aid, illness and injury assessment, the school nurse offers health counseling to students. **Any student who becomes ill at school needs to be seen in the clinic for assessment of their illness. The school nurse will contact a parent/guardian if the student needs to go home. Students are not permitted to contact a parent/guardian for permission to go home due to illness, without being seen in the clinic first. The cell phone discipline policy applies if students contact a parent or guardian with a cell phone or other device.**

The school nurse is available for consultation and can be reached by calling the clinic number, 440.286.0457.

Any student requiring medication at school, either prescription or nonprescription, will need to follow Chardon Board of Education medication policy. School policy requires that both the parent and the physician complete a school medication administration request form before any medication is administered. Policy also requires that an adult bring medication to school in a properly labeled prescription container or in original packaging if it is nonprescription. We can not administer medication at school unless the school medication policy is followed. Those students using asthma inhalers and epinephrine auto- injectors have the option of carrying and self-administering their medications. Special medication forms are available for this purpose. Medication forms may be obtained at any time online, in the school office or clinic.

**COLLEGE CREDIT PLUS (CCP)** - College Credit Plus (CCP) replaces Ohio's Post-Secondary Enrollment Options program (PSEO) and all alternative dual enrollment programs previously governed by Ohio Revised Code Chapter 3365.

- Governor Kasich signed H.B. 487 into law on June 16, 2014.
- CCP program operational 2015/16 school year.
- CCP requires college enrollment during high school. College credit is transcribed upon student's successful completion of the course.
- Each participating Institution of Higher Education (IHE) must consistently apply it's established admission standards. In conjunction with those standards and prior to making a final admission decision, the IHE shall evaluate the student against one of the standards identified in the "Uniform Statewide Standards for Remediation-Free Status."
- Each Year, Chardon Local School District will host a College Credit Plus meeting to inform parents and students of the opportunities available to them. This meeting will take place in February or March. Partnering Institutions of Higher Education will be invited to present at this meeting.
- Students must submit an intent form to Chardon High School guidance department prior to April 1st.
- More information can be accessed at <http://education.ohio.gov/Topics/Quality-School-Choice/College-Credit-Plus>

**CONDUCT AT SCHOOL EVENTS** - Students planning to attend events must leave the school grounds and return when the event begins. ***No student is to stay after unless permission from a principal has been given. Failure to adhere to this policy may result in denial of access to after school programs.***

**COUNSELORS** - Counselors are available each day to address the special needs of the students. Counselors can help with personal, social and academic issues. Our school psychologist is available for assessment and referral.

**COURSE LEVEL CHANGE** - If appropriate and possible, level changes (e.g., from Honors to Regular) will be evaluated only during the 1<sup>st</sup> semester with the teacher, parent, student and school counselor. If the level change is made, the in-progress grade transfers to the new class for that grading period calculation.

**CUSTODY** - A copy of the legal document giving parent custody (in case of parent separation or divorce) is required when students are enrolled. **IMPORTANT:** For the protection of the student, when a custody change occurs for a student already enrolled in school, a copy of the court order giving custodial rights must be submitted, as soon as possible, to a building administrator to be placed in the student's file. Non-custodial parents may receive copies of their child's progress by supplying the guidance department with self-addressed stamped envelopes.

**DAMAGE & DESTRUCTION** - Students who purposely or carelessly damage or destroy texts or library books will be required to pay for the replacement of these items at current prices. Accidental damage to books will also result in a book fine. The amount of the fine will be determined by the condition of the book and the current replacement cost. If a Chromebook is damaged/destroyed, students will fill out an incident form in the media center. If the Chromebook is covered under an insurance policy and qualifies for replacement/repair, the student will be issued a loaner until the repair is made. Any charges for

uninsured Chromebooks or Chromebooks that do not qualify for coverage of replacement/repair will have repair/replacement charges assessed and added to student fees.

**DISASTER DRILLS** - Periodic disaster drills are required by Ohio law. Students are to respond immediately and quietly to staff directions. Instructions for evacuation are posted in each room. Setting off a false fire alarm or calling in a bomb threat to the school are transgressions which will be dealt with severely, since they disrupt the educational process and endanger the safety of others. Disciplinary actions will result for students who misbehave in any way during disaster drills.

**DUE PROCESS** - Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

There are two facets to due process: substantive and procedural. Substantive due process provides for fair and reasonable treatment under the law in satisfying a person's due process rights; a student can expect to receive written notice of intent to suspend or expel and the reason(s) for such action. The student will be given the opportunity to explain his/her actions or challenge the reasons. Within twenty-four (24) hours after the time of a student's suspension, written notice of suspension will be sent to the Parent(s)/Guardian(s). The notice will specify the duration of the suspension and the reason(s) for the suspension, as well as the right and procedure to appeal. Prior to expulsion, the Superintendent will give the student and his/her Parent(s)/Guardian(s) written notice and provide an opportunity to appear to explain the student's actions or challenge the reason(s). The notice will include reason(s) for the possible expulsion and the time and place of the appeal hearing. Within twenty-four (24) hours after the time of the expulsion, the Superintendent will send written notice to the student and his/her parent(s)/guardian(s). The notice shall specify the duration of the expulsion and reason(s) for the expulsion. It shall also include notification of the right to appeal. 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. 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. For further information, refer to Board of Education Policy JFA.

**APPEAL PROCESS** - A pupil or parent, guardian or custodian may appeal an expulsion or suspension to the Board of Education (in the case of an expulsion) or Superintendent (in the case of a suspension). The pupil may be represented in the appeal and shall be granted a hearing before the Superintendent or Board or a designee. At the request of the pupil or custodian or their representative, the Board may hold the hearing in executive session, but shall act upon the expulsion or suspension at a public meeting. The Board may by a majority vote of its full membership or by the action of its designee, affirm the order of the suspension or expulsion or may reinstate such pupil or otherwise reverse, vacate, or modify the order of the action. No pupil shall be expelled or suspended from any school beyond eighty (80) days or (180) school days per board policy. No student may participate in any school activity or be on school grounds or observe an activity while under suspension or expulsion.

**EARLY DISMISSAL** - There are occasions when a student must leave school early for a medical appointment or some other business which cannot be scheduled outside the school day. When such an occasion occurs, the student must bring a note from home explaining the reason for the early dismissal and the time that the student will be picked up. The student should take the early dismissal note to the office before classes begin. When the student leaves the building, he must be signed out by a school official. Elementary students should take their early dismissal notes to their teachers; the parents of elementary students must go to the office to sign the student out at the time of dismissal.

**ELECTRONIC DEVICES** - Chardon Middle School acknowledges the purpose and importance of electronic devices. However, in order to protect the integrity of the teaching and learning process, all electronic devices, cell phones, and mobile communication devices are strictly regulated during the school day. Cell phones and mobile communication devices are not to be **seen or heard during class time**. Each teacher's syllabus specifies the procedures for students to use devices in the classroom. Failure to comply with this policy will lead to progressive discipline. *If the situation arises in which a student needs to use their cell phone for any reason, they may do so with administrative permission and supervision.*

Electronic devices may be used during class at the discretion of the teacher. **Failure to follow the guidelines set by the individual teacher will result in progressive discipline.** Moreover, when the electronic device is being used in a class, it must NOT interfere with the learning process of the other students.

Progressive Discipline for electronic devices is set up per classroom. When the policy is abused, and sent to the administration, the administrator defines the discipline for the incident.

No student may, at any time, use a portable communication device in a manner that is profane, indecent, or obscene, or constitutes an invasion of privacy. Examples of this include, but are not limited to, photographs or text messages. They also may not be used in areas of privacy (i.e. restrooms, locker rooms, etc.)

The electronic devices policy is also enforced during Saturday School.

**EMERGENCY MEDICAL AUTHORIZATION** - Each student must have a completed emergency medical form signed by parents on file in the school office. Changes in information during the year must be sent to the school office as soon as possible. Without an emergency medical card, students will not be permitted to attend field trips.

**FACILITY USE** - Use of the school facility must be cleared with the appropriate supervisor / coordinator / director, who will in turn arrange with the building principal for any activity held in a school during the evening, over weekends, and/or during vacations.

**FIELD TRIP POLICY** - At Chardon Middle School, we realize the great value in alternate learning experiences and specifically in field trips. In order to learn any academic subject, one of the best ways is to have a hands-on experience. The subject then becomes clearer and more relevant to the student. He/she learns easily and without pressure because the knowledge becomes a part of his/her life. In addition, overnight trips provide the opportunity to learn the skill of living together with the student's peer group, and to experience living away from the home and the family. It is very obvious that these trips become a major responsibility for all those involved. First, and foremost, in all of our planning is the safety of all students. We feel it is necessary that these trips be viewed as a privilege for those students attending. It is imperative that due to the tremendous responsibility involved, students prove they will be able to handle themselves appropriately on such trips. Students with severe and/or excessive amount of office discipline referrals may not be permitted to attend field trips. The decisions will be at the discretion of the administrators. Additionally, truancy or excessive absence may disqualify a student. Parents will be notified prior to the possibility of their student being excluded from a field trip. It is our hope and expectation that this policy does not exclude students but rather set a minimum level of expectation for daily behavior in school and as representatives of our student body. **All fees/fines must be paid prior to attending a grade level field trip.**

**GRADE REPORTING** - Grades will be available for electronic viewing throughout the year. Parents that do not have access should call the Chardon Local School office at 440.285.4062 Press 2. The grading periods and the dates report cards are sent home are located on the school calendar. Parent-teacher communication is encouraged.

### **GRADING SYSTEM**

<u>Interpretation of Grades</u>	<u>Quality Point Values</u>	<u>Grade Calculations (Final Yearly Grade Averaging)</u>	
A - Outstanding	(90-100%)	A = 4 points	A 3.50 - 4.00
B - Above Average	(80-89%)	B = 3 points	B 2.50 - 3.49
C - Average	(70-79%)	C = 2 points	C 1.50 - 2.49
D - Below Average	(60-69%)	D = 1 point	D 0.50 - 1.49
F - Failing	(0-59%)	F = 0 point	F 0.00 - 0.49

If a student receives a final point average of 3.50, 2.50, 1.50, or 0.50, the teacher may at their discretion assign the grade above or below.

**HALL PASSES** - During class time a student may not be out of the classroom without their agenda being signed by a teacher in the "Hall Pass" section of the agenda.

**HOMEWORK** - Classwork and homework can be found on team and/or teacher Weebly website. Classwork and homework may also be located on a teacher's Google Classroom account. Parents/Guardians are encouraged to communicate with their student to be able to get access to the student's Google Classroom account. Teacher emails can be accessed on the chardon schools web page [chardon.k12.oh.us /CMS\\_StaffDirectory.aspx](http://chardon.k12.oh.us/CMS_StaffDirectory.aspx), page 4-5 of this handbook, and the [chardonms.weebly.com/teachers](http://chardonms.weebly.com/teachers) webpage. **It is important that students continue to use their assignment books to record homework and/or use their Google Calendar.** The system can be used by absent students, parents and as a "back-up" for those who are otherwise unsure of what is expected of them.

**HONOR AND MERIT ROLL** - A student must achieve a 3.50 nine-week grade average or above in order to be placed on the honor roll. Students achieving a 3.00 or 3.49 nine-week grade average will be placed on the merit roll.

**INDIVIDUALS WITH DISABILITIES** - The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities. The Chardon Local School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation procedure. Parent involvement in this procedure is required. More importantly, the school wants the parents to be active participants. To inquire about the procedure or programs, a parent should contact a school counselor at 440.285.4062. \*Parents who believe their child may have a disability should contact the office at 440.285.4062.

### **INTERNET ACCEPTABLE USE POLICY (AUP)**

*The following is just a copy of the AUP. The actual form is kept on file in the Library Media Center.*

**Parents or Guardian: Please read the following permission form carefully!**

**This permission form is required for your child to use the school's access to the Internet, through the Chardon Local School**

**District (CLSD).** Each student and his or her legal guardian must sign this Acceptable Use Policy (AUP) after having read the document and agreeing to adhere to the document's content, when using a school Internet connection. Please read this entire application thoroughly! Students will have access to the Internet, an electronic highway connecting millions of computers all over the world and millions of individual subscribers. This user's agreement indicates acknowledgment and acceptance of the risks and regulations for computer and online use.

This is the communication medium of the twenty-first century; we in Chardon Schools are excited to provide Internet access to students. The educational resources now available to our students are impressive. With this access comes the availability of material that may not be of educational value in the context of the school setting. The CLSD discourages access to controversial materials; however, on a global network, it is impossible to control all materials and a user may discover controversial information. Please Note: A filtering system is operating on all servers accessing the Internet for CLSD. The valuable information and interaction available on the Internet far outweighs the possibility that users may procure controversial material. *We urge you to discuss these issues with your child!*

Students need to be aware that there is a consequence for inappropriate use of the Internet that will result in immediate loss of privileges, and future access to use the Internet through CLSD will be denied. Each student must be aware this does not give unlimited access privileges to the student. The student receives authorization to visit web sites related to, and in support of, the curriculum and educational assignments given to the student. Your signatures on this agreement indicate you and your child have read the terms and conditions carefully and agree to those terms and conditions.

#### TERMS AND CONDITIONS FOR OBTAINING INTERNET ACCESS

- 1] **Acceptable Use** - Use of the Internet will be in support of the educational objectives of the Chardon School District. **Materials inappropriate in a school setting must not be obtained using this account.** Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Commercial use of this account is prohibited.  
Obscene material, or material protected by trade secret. Commercial use of this account is prohibited.
- 2] **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. This network access to the Internet is designed for educational purposes consistent with educational objectives of the CLSD.
- 3] **Network Guidelines** - The student is expected to abide by the generally accepted rules of network etiquette. This includes, but is not limited to the following:
  - *The system shall be used for purposes related to the CLSD educational objectives and in support of the academic program.*
  - *Do not "share" your account with others. Sharing of accounts may result in a loss of network privileges.*
  - *Use appropriate language. Do not curse, use vulgarities or any other offensive language.*
  - *Do not reveal your name, personal address, phone number or those of other students or colleagues, i.e., do not identify yourself.*
  - *All communications and information accessible via the network shall be assumed to be copyrighted.*
  - *Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.*
  - *The administration reserves the right to monitor and/or restrict any computer activity and on-line communications for improper use.*
- 4] **Vandalism** - Vandalism will result in cancellation of privileges and possible legal action. Vandalism includes uploading/downloading any inappropriate or non-school related material, creating computer viruses and/or any malicious attempt to harm, alter or destroy equipment, materials or the data of any other user.

**LOCKERS** - School lockers are provided as a convenience for students and are assigned on the first day of school. The locker assigned to you is the only one to be used by you for the remainder of the year. The school assumes no responsibility for lost articles. If students keep their lockers locked and do not share lock combinations with anyone, thefts can be avoided. **Any pictures/posters must be school appropriate. Each student must have two school locks - one for the hall locker and one for the gym locker.**

- **6<sup>th</sup> Grade students** will be issued two locks and the charge for these will be included in the school fees.
- **7<sup>th</sup> and 8<sup>th</sup> grade students** may purchase locks from the school for a cost of \$5 each.

If an administrator has reasonable suspicion that prohibited articles are being kept in a locker, the administrator may, without permission of the student, conduct a search of the locker and its contents. As student population growth continues here at Chardon Middle School, the hallways will continue to become more crowded. It is highly suggested that each student go to his/her locker only **BEFORE SCHOOL, AT LUNCH, AND AFTER SCHOOL**. This will help minimize congestion in the hallways.

**LUNCH** - Each building has designated times and areas for lunch periods. Each student is entitled to one lunch period only. The price of the school lunch varies somewhat from year to year, but there is the opportunity to receive a free or reduced lunch daily for those students whose families qualify. Free or reduced lunch application forms are available from the office or on Chardon's website. The following guidelines are to be followed in the cafeteria or eating area:

1. Students are not to leave the school grounds during lunch time.

2. Lunch may be purchased or bought from home. **Students may not have food delivered to the building during lunchtime from a restaurant or outside facility.**
3. Students are to obey rules established by the lunchroom supervisors and to show respect to the supervisors, cafeteria workers, and each other at all times.
4. **All food and beverages must be consumed in the cafeteria.**
5. Students are expected to leave tables clean, return chairs to their proper positions, and deposit all waste in the proper containers.
6. Appropriate behavior is expected at all times.
7. Unmarked or unsealed beverage containers are prohibited. Glass beverage containers are not allowed for safety reasons.

Violations of these rules may result in removal from the cafeteria, assigned cafeteria seats, and/or disciplinary action.

**MAKE-UP WORK** - Students who have an excused absence from school will be required to make up work missed in each class. Students will be allowed to take as many days as the time of absence to make up the work missed. If a planned absence form is filled out, the guidelines under that section of the student handbook will supercede this section. Except in exceptional circumstances, all work must be completed by the end of the grading period. It is, at all times, the responsibility of the student to request missed homework assignments from the teachers.

**NON-DISCRIMINATION** - The school district affirms that no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students. The board of education recognizes three positions to coordinate policy and hear complaints: Title IX Coordinator (gender), Title VI Coordinator (race, color, or national origin), and Section 504 Coordinator (handicap).

Student Grievance Procedure for Title IX, VI, and Sect. 504 Complaints:

1. Describe the alleged grievance in writing, identifying the time and place of such grievance.
2. Forward such written description to the Compliance Officer within ten days of the alleged grievance.
3. The Compliance Officer, or in his absence a designee, shall within ten days after receipt of the complaint conduct a hearing with the involved party.
4. Such party shall be notified by mail as to the time and place of the hearing and may have representation at the hearing.
5. Upon completion of the hearing the Compliance Officer shall within ten days forward a written notification of the decision to the involved party.
6. A student may appeal the decision of the Compliance Officer to the Board of Education or its designee, such appeal to be presented within ten days after the receipt of the decision from the Compliance Officer.

Chardon Local Schools  
Administrative Office  
428 North Street  
Chardon, Ohio 44024  
(440) 285-4052

**POSTING SIGNS** - All posted signs, personal or student activity-related, **must have prior administrative approval before posting.** The original sign must bear a school administrator's or school club advisor/coach's signature/stamp along with the date when the signs will be removed.

**PROMOTION** - At the end of the school year, the principal will decide whether a student is promoted, retained, or assigned to the next grade. If a student is retained, then the student must repeat the whole grade. If a student fails two or more core subjects (mathematics, ELA, social studies, science), that student may be retained. Retentions are individual decisions, however, made ultimately by the building principal in consideration of each student's best interests and chances for success. The counselors will notify parents of students in danger of failing for the year. Eighth graders being retained may not participate in the promotion ceremony.

**RELIGIOUS OBSERVANCE** - As within any public school, students have varied religious beliefs. Ohio Revised Code allows schools to excuse students for a religious observance. Please send a note to school if you wish your child to be excluded from activities, which may include the Pledge of Allegiance, etc. or if they will be absent due to a religious holiday. In your note, please indicate if you would like your child to participate in an alternative educational activity or if you prefer to pick them up for an excused dismissal from school.

**SALE OF ITEMS BY STUDENTS** - Students are not allowed to sell any items to other students or staff members when the profits from the sale are directed to the student or some organization outside of the school. All items sold in the school must be approved by the school office. Disciplinary action will be taken against those students involved in unapproved sales.

## SCHOOL ACADEMIC POLICIES

**Progress Reports** - Students grades are made available on Infinite Campus. CMS strongly recommends that parents/guardians check student grades on a regular basis. Questions regarding a student's grade should be directed to the classroom teacher.

**Report Cards** - Grades are reported at the end of the grading periods. Report cards can be viewed electronically. Reports can be sent home upon parent request.

**Grading Policy** - In the interest of consistency and continuity throughout the Chardon school district, the following scale will apply to all graded subjects:

90-100%.....A    80-89%.....B    70-79%.....C    60-69%.....D    under 60%.....F

### **Recognition of Academic Performance**

At the conclusion of each grading period, students who achieve the required grade point average will be recognized according to their level of achievement. These levels are as follows:

Honor Roll                      3.5 to 4.00                      Merit Roll                      3.0 to 3.49

**Determining the Final Grade** - Since promotion and retention are based upon the final grades a student earns, it is important that you understand how these grades are determined.

For a semester class - your final grade is the average of the two marking period grades. Semester course receives ½ quality points (A=2) For a year-long class - in addition to calculating the grade which is an average of the four marking periods, a determination must be made as to whether the student passes.

1. Convert the 4 period grades to quality points - (A=4, B=3, C=2, D=1, F=0)
2. Total the points for the four marking periods.
3. Use the scale to determine the final grade.

A=16-15                      B=14-11                      C=10-7                      D=6-3                      F=2-0

In order for a student to pass a class for the year, the student must meet the following criteria. You must earn at least three quality points. A student must earn a passing grade in at least 1 of the last 2 quarters to avoid the possibility of summer school/retention.

### **High School Credit**

Classes that are affected by this policy are: Algebra I Honors, Geometry Honors, Honors Physical Science, Spanish/French and English I

The grade earned in the class will be the grade that is recorded on the high school transcript.

### **GRADE DETERMINATION**

The final grade for a course is determined by GPA:

- A -- 3.50 or above
- B -- 2.50 to 3.49
- C -- 1.50 to 2.49
- D -- 0.50 to 1.49

In order to pass any course a student must have attained each of the following:

1. Have a grade average 0.5 or above
2. Pass three out of five grades for a year-long course
3. Pass two out of three grades for a semester course
4. Pass one of the last 2 grades of the course (the fourth (4) nine weeks and the final exam)

On the day scheduled for each subject's final exam, the teacher will give a final test or conduct some other type of final assessment learning experience. The final exam/assessment will be weighted as 1/3 of the final grade for a semester course or 1/5 of the final grade for a year-long course. Teachers will record an Incomplete grade as an F if the student fails to make up the work by an agreed upon deadline.

**SCHEDULING PROCEDURES** - Planning a middle school program of study is the joint responsibility of the student, the parent, and the school. Course selection options are to be considered carefully, as the student's final schedule will have a profound impact on future educational opportunities and achievement. Throughout the spring of each school year, students (and parents) will have the opportunity to meet with a school counselor to review final schedules and discuss educational and career planning. Parents and students are not permitted to request specific teachers or teams. Schedule changes will not be permitted for teacher changes or teacher requests at any time. Students will be given information on course registration during 2nd Semester. Course changes will be granted only with **written request by the parent** made prior to the close of the current school year.

**SEARCHES** - The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right to inspect students' school lockers, car, and/or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results. The goal is to preserve discipline and good order and promote the safety and security of persons and their property within the area of the school's responsibility.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. Such notice will be posted in every building. The use of dogs trained in detecting the presence of drugs is authorized and may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

[Adoption date: October 12, 1998] [Re-adoption date: October 8, 2007]

LEGAL REFS.: U.S. Const. Amend. IV ORC 3313.20

**STUDENT FEES** - The Chardon Middle School fees should be paid as soon as possible. Checks should be made payable to *Chardon Local Schools*. Please be reminded that unpaid student fees accumulate over time and travel with students to the high school. *Failure to pay student fees will result in the loss of privileges such as parking passes, field trips, class trips, and participation in activities such as graduation/promotion ceremonies.* Fee waiver forms for families who qualify are available through the school office.

**TARDINESS TO SCHOOL** - Students who are tardy to school must report to the Main Office. Unexcused reasons for tardiness or absences include, but are not limited to: getting stuck in the driveway, oversleeping, shopping, missing the bus, hunting, car trouble, draft registration, babysitting in non emergency situations, running errands. Excessive tardiness will result in progressive discipline moving from detentions to suspension to a court referral.

**Progressive Discipline for Tardies to school**

1st tardy- Verbal Warning

2nd tardy - Verbal Warning

3rd tardy - After School Detention

4th tardy - After School Detention

5th+ tardy - Saturday Detention

If a student is tardy and fails to report to the Main Office to obtain an entry pass, he/she will be disciplined accordingly. **A student's record of tardiness will accumulate throughout the quarter and will reset to zero (0) at the beginning of the next quarter.**

**TITLE VIB FUNDS** - Chardon participates with other school districts across the state of Ohio in the identification of children with disabilities, and their subsequent evaluation and placement. Money to provide these services comes from local, state and federal funds. The federal "flow-through" funds are designed to increase and not supplant services financed by local and state funds. Chardon has used federal "flow-through" monies to provide programming for children who have disabilities. "Flow-through" funds provide for psychological services and supplemental equipment.

**TRANSPORTATION**

1. Students must get on and off the bus at their assigned stop. **Students are ONLY allowed to ride their own assigned bus to and from school.** Remember that signed notes, not phone calls, are the only acceptable way for students to be permitted to walk or get a ride from a parent. **Students are NOT allowed to ride home on any other bus but their own (we do NOT allow students to ride the bus to a friend's house).**

2. Additional guidelines concerning appropriate behavior on the bus are included in this handbook.

To maximize the safety of our students and standardize procedures across the state - all bus drivers now use a hand signal for all students to board their school bus. The driver will open the door to activate the red lights, and will have his/her hand raised. The driver will ensure traffic has stopped and then will signal by dropping their hand to let the students know it is safe to approach the bus.

Each student shall be assigned a residence side designated place of safety. Students are to remain at their designated place of safety and are not to proceed to their residence until the school bus has departed. The purpose of the place of safety is to reduce, as much as possible, the potential of a student being injured by a school bus while they are in the process of being picked up or dropped off.

1. Students shall arrive at the bus stop at least 5 minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and 20 steps away from the bus stops.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Students must go directly to their assigned seat so the bus may safely resume motion.
5. Students must remain seated keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.

8. Students must refrain from eating, drinking, and littering on the bus.
  9. Students must not use tobacco on the bus.
  10. Students must not have alcohol or drugs in their possession on the bus.
  11. Students must not throw or pass objects on, from or into the bus.
  12. Students must not put head, arms or any object out of the bus windows.
  13. Students may carry on the bus only objects that can be held in their laps.
  14. Students must leave or board the bus at locations to which they have been assigned.
  15. Students may not operate any electronic device that could be deemed distracting to the safe operation of the bus.
- \*Consequences for breaking these rules are included in the Code of Conduct

**VENDING MACHINES** - Chardon Middle School provides vending machines for the convenience of students who stay after school for activities. The **only** time that students are permitted to buy from the vending machines (other than the water machine and snack machine which may be used during the lunch periods) is **after** the end of the regular school day and after the buses leave. No food or drink is allowed to be consumed on the buses, and may be confiscated if purchased for that purpose. A student will not be accommodated if he/she misses a bus while trying to purchase from a vending machine.

**VISITORS** - To maintain the educational environment, visitors to classes are discouraged. All visitors must report to the Main Office upon arrival at Chardon Middle School. Any visitor, who needs to transact business at Chardon Middle School, **MUST** first report to the Main Office to sign in as required by the Ohio Revised Code. In rare instances, a student visitor may be allowed. In such cases, the student must adhere to the following procedures. Visitor requests must be made in advance with an administrator and are subject to approval of each teacher with whom a student may be visiting. During the day of visitation, any infringement of school rules by the visitor will result in the Chardon student being disciplined. If deemed necessary, the administration reserves the right to dismiss a visitor.

**WITHDRAWAL AND ENROLLMENT** - Any student wishing to enroll at Chardon Middle School may visit the district website ([www.chardon.k12.oh.us](http://www.chardon.k12.oh.us)) to access the enrollment forms. These forms may be submitted online. Any student or parent wishing to withdraw from the Chardon Local Schools should, in the company of a parent or guardian, go to the office of the school involved and complete the necessary forms.

**Student Records** - When a student transfers from the Chardon Local School District to another school district the following shall apply:

- The Chardon Local School District shall maintain the original documents in the student's folder until such time as the receiving district requests, in writing, the information on the transferring student and the parent or legal guardian has given written authorization for the release of such information to the receiving district. At the time the Chardon Local District will forward copies of the student's records to the receiving school.
- Parents may request copies of the information contained within the child's folder.
- Only personnel approved by the Board of Education should have access to the student's folder.

## **SCHOOL CLOTHING AND APPEARANCE**

### **EXPECTATIONS for Student Dress**

(Reference: Code of Conduct Rule #6)

Good grooming is important not only because of the impression made upon others but because of the effect dress has upon the students' attitudes and actions. Students attending the Chardon Local Schools are expected to dress and groom themselves in good taste. Administrative standards will be substituted for parental freedom of choice and responsibility only when the manner of dress becomes disruptive to the educational process. We depend on and appreciate when a parent monitors the clothing their child wears to school.

Clothing should be appropriate for school and in good repair. It should be neat, clean, and free of (excessive or disruptive) holes. No item of clothing may be worn which displays ads or promotions for alcoholic beverages, tobacco, or any other drug, or which advocates violence or use of force against any institution, individual, racial, ethnic, or cultural group, or displays inappropriate or offensive language or images.

**Shirts** - Bare midriffs, halter tops, strapless tops, mesh shirts, tops with "spaghetti straps," muscle shirts, tank tops and transparent shirts are not permitted. *Necklines of tops, shirts, blouses, etc. must be appropriate so as not to cause a disruption or a distraction to the school day.*

**Pants** - Belts should be worn with loose pants. Pants are expected to be worn at the waist without any exposure of undergarments. Pants should not be so long as to create a safety concern of tripping. Pants that have disruptive holes, frays, or tears are not permitted. Clingy, revealing or form fitting pants are not allowed. **This includes spandex, yoga pants, and leggings worn solely as pants (Shorts, a skirt, or a dress should be worn over the yoga pants and/or leggings).**

**Skirts, skorts, shorts** - Shorts are allowed, but must be appropriate and in good taste. As a general rule, shorts, skorts, and skirts must be long enough to reach mid-thigh. Clingy, revealing or form fitting skirts, skorts, or shorts should not be worn. Spandex is not allowed.

**Footwear** - Shoes must be worn in school. No footwear which damages school floors may be worn. Shoelaces must be tied. Heelies (shoes with wheels) are prohibited.

**Hats/Hoods** - Hats/Hoods are not permitted to be worn in the building during school hours and may be confiscated with no promise of return. This includes scarves and bandannas.

**Outdoor Clothing** - Outdoor clothing is to be kept in the locker and is not to be worn in school.

**Other** - No item of apparel with spikes or metal brads is permitted. No chains may be hanging from pockets or wallets. Apparel of any kind which reveals an undergarment is not permitted.

**\*Administrative discretion will prevail in all instances of dress.**

**DRESS GUIDELINES** - Please review the entire dress code policy. Students who choose to violate the dress code will be handled accordingly:

- 1<sup>st</sup> violation - students will be given clothes from the office to wear or a parent may be contacted for a change of clothes. Students will receive a warning for violation of the dress code (rule #6)
  - 2<sup>nd</sup> violation - parents will be notified and will have to bring in a change of clothes; students will be issued a Saturday school for violation of the dress code (rule #6)
  - 3<sup>rd</sup> violation - a one day suspension will be issued for violation of the dress code (rule #6) and insubordination (rule #3)
- Suspensions will progress if violations continue to occur.

## STUDENT CODE OF CONDUCT

The following is a guide to the Chardon Local School District Board of Education ("Board") Student Code of Conduct ("Code"). The definitions below are intended to clarify disciplinary actions under the Code for both parents and students. The disciplinary actions listed below are not necessarily listed in order of application. Progressive discipline is usually used but administrators have the discretion to assign discipline as they see fit in each individual situation. Parents and students are on notice that, depending on the circumstances, any of the disciplinary actions noted below may result for any Code violation. Depending on the circumstances, first offenses may result in the maximum penalty. Additionally, students who engage in acts which repeatedly violate this Code will be subject to more severe consequences for subsequent violations. The Board shall be entitled to maintain records of each student's misconduct and consider such records in determining the severity of punishment for a violation of this Code. Legal authorities may also be notified when the offense committed constitutes a crime under the law.

**DISCIPLINARY ACTIONS** - The following is an alphabetical list of possible disciplinary actions which may be taken against students who violate the Code. This list is not all-inclusive and other disciplinary measures beyond those set forth below may be used as appropriate depending upon the circumstances.

**Administrative Conference** - An administrative conference is an informational meeting between an administrator and a student wherein the administrator investigates a potential disciplinary infraction. If it is determined that an infraction occurred, the student will, often times, receive a verbal warning. No formal notice to the parent/guardian must be given as the result of an administrative conference.

**Court Referral** - A court referral occurs when school officials file a formal legal complaint with the appropriate court (juvenile or civil). Within two weeks after the disciplinary action is imposed, the Superintendent is required to make court referrals for certain truancy offenses and misconduct involving a firearm, knife, or other weapon that results in the student being suspended, expelled, removed or permanently excluded from school. See Board Policies JEDA and JFCJ. The Superintendent may also make a court referral when a student is suspended or expelled for use or possession of drugs or alcohol. See Board Policy JFCH/JFCI. The parent/guardian is notified of the referral by the court.

**Detention** - A student that receives a detention must participate in an after-school silent study hall. Twenty-four hour notice of the detention is given unless a prior agreement with the parent/guardian exists. The student/parent/guardian is responsible for the student's transportation home after the detention is served. The detention is usually no longer than 90 minutes per day.

**Emergency Removal of a Student** - If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, or assistant principal may remove the student from the premises. A teacher may remove the student from curricular or extracurricular activities under his/her supervision. The student will be released to the custody of the parent/guardian or an officer of the law. The parent/guardian will be notified of this action by phone or in writing within 24 hours of the removal. See Board Policy JGDA.

**Expulsion** - Expulsion is a formal exclusion from school, school activities, and school property for a period of up to eighty (80) school days or 180 school days per Board Policy JGE. It is issued by the Superintendent upon the recommendation of the administrator. The decision can be appealed to the Board or its designee. Under Ohio law, the decision of the Board or its designee may be appealed to the Court of Common Pleas. The parent/guardian is notified of an expulsion in writing. See Board Policy JGE.

**In-School Assignment** - An in-school assignment is the forfeiture of a student's right to attend class for one to five days. A student who is assigned an in-school assignment must report to school at the beginning of the day and remain until the end of the day. The student forfeits the privilege of late arrival or early dismissal and must remain on task in a supervised study area. Academic credit can be made up.

**Loss of Driving Privileges** - In accordance with applicable law and Board policies, the Superintendent shall notify the Registrar of Motor Vehicles when he receives notice of certain truancy offenses and/or misconduct involving a firearm, knife, or other weapon that results in the student being suspended, expelled, removed, or permanently excluded from school. See Board

Policies JEDA and JFCJ. Whenever a student is suspended or expelled for use or possession of drugs or alcohol, the Superintendent may notify the Registrar of Motor Vehicles. See Board Policy JFCH/JFCI. The Registrar will impose a suspension on the student's driving permit or license or deny the student the opportunity to obtain a permit or license until it receives notice from the Superintendent that the student has satisfied the terms and conditions established by the administrator to terminate the permit or license suspension or denial of driving privileges.

**Out-Of-School Suspension** - An out-of-school suspension is the forfeiture of a student's right to attend school, after-school functions, or to be on school property for one to ten days. Parents are notified of this disciplinary action in writing. The guidelines found in Board Policy JGD are followed for all out-of-school suspensions. A suspension is issued by the Superintendent or Building Principal. The suspension may be appealed to the Board or its designee. Under Ohio law, the decision of the Board or its designee may be appealed to the Court of Common Pleas. See Board Policy JGD.

Suspended students will be given the opportunity to complete assignments and/or assessments missed during a suspension for full credit. *It is the responsibility of the student to obtain missed assignments and/or schedule missed assessments with individual teachers. Upon return from a suspension, a student will be afforded the number of school days the student was suspended to make up all missed assignments and/or assessments. Administrative discretion will be used to extend the deadline for completing missed assignments and/or assessments in extenuating circumstances.*

**Permanent Exclusion** - In accordance with applicable law, a student who is 16 or older may be permanently excluded from school for the following offenses that occur on school grounds or a school function: (1) conveying or possessing a deadly weapon or dangerous ordnance or carrying a concealed weapon; (2) aggravated trafficking, trafficking in drugs, or trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and; (3) murder or aggravated murder, voluntary or involuntary manslaughter, felonious assault or aggravated assault, rape, gross sexual imposition, or the former offense of felonious sexual penetration, as well as committing these crimes against other students and/or if the victim is a Board employee. In addition, complicity in any of the above acts may also be the basis for permanent exclusion. See Board Policy JEGA.

**Removal from Activity/Privilege** - A student that is removed from an activity or privilege is banned from participating in a school activity or loses a school privilege for a finite period of time. This action is normally, but not always, related to a violation of the Code while involved in an approved school activity. The parent/guardian is notified of a student's removal from a school activity or privilege by letter or phone. See Board Policy JG.

**Removal from Participation in Extracurricular Activities** - Participation in extracurricular activities such as, but not limited to, clubs and sports, may be denied as a penalty for violation of the Code. For more serious infractions, removal from participation in extracurricular activities may be issued in conjunction with another disciplinary measure. See Board Policy JG.

**Saturday School** - Depending on the infraction, the student may attend a four hour Saturday School program from 8:00 a.m. until 12:00pm. A set of rules for Saturday School is given to the student when the Saturday School is assigned. Removal from or failure to attend Saturday School will result in consequences that may be disciplinary in nature.

**School Service/Restitution** - A student may, in the sole discretion of the administrator, provide assistance to the school district, or the community as appropriate, without compensation, in addition to a detention or suspension and in lieu of more serious discipline. This option is available only at the administrator's discretion. See Board Policies JGD and JGE.

**Students with Direct Knowledge of Code Violation** - Depending on the circumstances, and in the sole discretion of the administrator, any student with direct knowledge of, or who witnesses a Code violation and fails to bring it to the attention of an administrator may be held accountable to the same degree as the student(s) who committed the violation.

**Timeout** - A timeout occurs when a student is removed from a class for the duration of the period due to a violation of the Code. The parent/guardian may be notified of this disciplinary action in the sole discretion of the administrator.

\*\*\*It is impossible to predict all possible appropriate disciplinary measures. At times, it may be appropriate to assign a student a disciplinary action that is not listed above. This determination is completely within the administrator's discretion, subject to approval of the Superintendent. \*\*\*

## STUDENT DISCIPLINE CODE

The maintenance of school discipline and proper behavior is essential to the establishment of a proper learning environment. All students are responsible for the maintenance of good discipline within the school setting. A breach of proper behavior/discipline is any student conduct which substantially and materially interferes with the maintenance of a proper learning environment. Behavior which tends to conflict with the education program and/or that is antagonistic to the welfare of other students, the staff and/or the District cannot be tolerated. School authorities cannot accept liability and responsibility for student health, safety and welfare unless students conform to the specified standards of good conduct as set forth herein and as set forth in applicable law.

In order to maintain the proper learning environment for all students, when a student is found to be in violation of this Code it shall be considered a serious breach of proper behavior and disciplinary action will be taken. **Regardless of what may be noted in an individual rule, this Code shall be applicable, at all times, at school; on property owned or controlled by the Board; on or off school grounds during a school-sponsored activity, program, extracurricular event, or interscholastic competition; on a vehicle owned or used by the Board or on any school conveyance; and at any other time when the student is subject to the authority of school personnel. In addition, the Code applies to student misconduct that occurs off of school grounds but is connected to a school activity, program, event or competition that occurred on or off school grounds as well as student misconduct against school personnel or the property of school personnel at all times. This includes off-campus internet conduct which has a substantial and material disruption on the education process or which otherwise violates Board policies or applicable law (including but not limited to trademark infringement).**

**Note:** Once students have arrived on school property or in the building in the morning, they may not leave school property to violate school rules.

**The following is a list of non-exhaustive conduct which may result in discipline, including, but not limited to, suspension/expulsion. This list should not be considered inclusive and other conduct may also subject a student to discipline, including, but not limited to, suspension/expulsion, depending upon the circumstances.**

**Rule #1 - Disruption of School** - Students shall not by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt or threaten to cause the disruption or obstruction of any lawful mission, process, activity or function of the school, nor encourage others to do so.

While this list is not intended to be all inclusive, the following acts illustrate the kinds of misconduct prohibited by the Rule:

- a. continuously making noise or acting in a manner so as to interfere with a teacher's or administrator's ability to conduct a class, meeting, assembly, any school function, or an extracurricular activity;
- b. material disruption of a class, school, school function, operation of the District, meeting, assembly, or extracurricular activity through electronic means or through the use of technological resources, including but not limited to the internet and social media. This applies regardless of whether such conduct occurs on campus or off campus;
- c. occupying any school building, school grounds, or part thereof;
- d. blocking the entrance or exit of any school building, corridor or room therein;
- e. preventing or attempting to prevent by physical act, electronic communication or communication made through technological means, or verbal utterance the convening or continuing functioning of any school, class, or activity or any lawful meeting or assembly on or off school property;
- f. preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event; and
- g. blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event.

**Rule #2 - Truancy, Tardiness, and/or Class Cutting** - A student shall not be truant from an assigned area or from school. Truancy is student absence from school or any assigned area or class for any period of time without authorization from school and parents. Truancy also includes unauthorized tardiness, class cutting or leaving the school campus without the express permission of authorized school personnel. See Board Policies JED-R and JEDA.

**Rule #3- Insubordination/Disrespect** - Students shall comply with reasonable directives and requests of all school personnel including but not limited to teachers, student teachers, substitute teachers, educational aides, bus drivers, administrators, and persons in authority or supervisory positions. Students shall not intimidate, insult or otherwise abuse, orally, verbally, nonverbally, or in writing, any student, school employee or visitor. This includes but is not limited to any communication made through electronic or technological means (including, but not limited to, the internet and text messages).

Students shall not refuse to accept reasonable discipline or punishment from school personnel including, but not limited to, teachers, student teachers, substitute teachers, educational aides, bus drivers, administrators, and persons in authority or supervisory positions. A student shall not display a defiant and/or disobedient attitude/behavior or refuse to comply with reasonable requests by school personnel. Rudeness, irreverence, discourteousness, disrespect, and insolence will not be tolerated and is cause for discipline.

**Rule #4- Public Display of Affection** - Students shall not engage in kissing, embracing, or any acts which are sexually suggestive on school property, in a school conveyance, or at a school-sponsored event or activity.

**Rule #5 - Hazing, Threatening, Bullying, or Harassing** - It is the policy of the Chardon Local School District to provide a learning environment for students that is free from hazing, threatening, bullying, cyberbullying, harassment, sexual harassment and intimidation. Students shall not threaten, haze, bully, cyber bully, harass, intimidate or participate in any act, verbal or nonverbal, that injures, degrades, disgraces or tends to injure, degrade or disgrace any student or school employee. No student shall display racial, religious, or national origin bigotry or intolerance which results in a material or substantial disruption to the school environment or which may reasonably be expected to do so. No student shall violate or urge others to violate the civil rights of any other person.

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Harassment, intimidation, or bullying is any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Hazing, threatening, bullying, cyberbullying, harassment, sexual harassment and intimidation also means electronically transmitted acts and/or acts committed through technological means (i.e., Internet, e-mail, cellular telephone, computers, or wireless handheld device) that a student or a group of students exhibits toward another particular student(s) more than once, and the behavior both causes mental and physical harm to another student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

It is the policy of the Chardon Local School District to provide a learning environment for students that is free from sexual harassment and intimidation. Sexual harassment is improper, illegal and will not be tolerated within the district. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

- a. Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested,
- b. Submission to sexually based conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development,
- c. Making or threatening reprisals after a negative response to sexual advances,
- d. Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters,
- e. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body,
- f. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations,
- g. Physical conduct: touching, assault, impeding or blocking movement.

Any member of the school community who believes that he/she has been subjected to, or witnessed hazing, threatening, bullying, cyberbullying, harassment, sexual harassment and/or intimidation is encouraged to report the incident(s) immediately. Students can share concerns regarding hazing, threatening, bullying, cyberbullying, harassment, sexual harassment and intimidation with a teacher, guidance counselor, or administrator. See Board Policy JFCF.

**Rule #6- Student Dress** - Student dress and grooming that, in the sole discretion of the administrator, is unsafe for the student or those around the student; substantially impairs the work of the school; is disruptive of school operations and the educational process; and/or is provocative, suggestive or obscene is prohibited. Administrative standards will be substituted for parental freedom of choice and responsibility when the manner of dress becomes disruptive to the educational process in the sole discretion of the administrator. See Board Policy JFCA.

Guidelines for student dress and grooming will be listed in the Student Handbook distributed by each school building annually.

Students found to be in violation of the dress code will not be permitted to return to class until they correct their dress.

**Rule #7 - Plagiarism/Cheating on Tests or School Assignments** - To misappropriate and/or present and/or submit someone else's work as your own or allow someone else to present your work as their own are violations of this Rule. While each teacher will decide how to handle plagiarism and/or cheating on tests or school assignments within the classroom as it relates to the student's grade, the school will also deal with plagiarism and/or other forms of cheating as a violation of the Code.

**Rule #8- Falsification or Misstatement of Facts or Other Information** - Students shall not forge the writing of another, falsely use the name of another person or falsify times, dates, grades, addresses, signatures or other data on school forms or school-related correspondences. Either verbally or in writing, students shall also not falsify, intentionally omit, misstate, distort or misrepresent information given to school personnel.

**Rule #9- Extortion** - Students shall not use or attempt to use an express or implied threat, violence, harassment, coercion or intimidation to obtain special favors or money or any other type of property belonging to another student, school employee or other person. Students shall not ask for or beg for money, other property, or special favors from another student, school employee or other person by extortion.

**Rule # 10 - Use of Electronic Devices** - There shall be no misuse/unauthorized use of electronic or technological devices/equipment including, but not limited to, computers, cell phones, smart phones, personal digital assistants ("PDAs"),

personal listening devices, pagers, electronic games, laser pointers, cameras, camera phones, and video camcorders on property owned or controlled by the Board, in a vehicle owned or used by the Board, and/or at a school-sponsored event or activity. Use of such devices shall only be as approved by the administration or a classroom teacher for educational purposes only and in accordance with Board Policies EDE, EDE-E, EDE-R, and JFCK. Student use of personal listening devices (e.g., iPods, CD players, MP3 players) and cellphones will be permitted after school hours only. Except in the case of an emergency, students who need to contact parents during the school day must use the main office phone. Students may have these items confiscated by school personnel if such items cause a "disruption of school." Confiscated cell phones or cameras may be searched for photos, text messages and/or sexting messages if there is reasonable suspicion that such device may have been used in any action that is prohibited by the Code, Board Policy or the law. Consequences may include, but are not limited to, confiscation, possible referral to law enforcement, and any of the disciplinary actions set forth above in this Code. The school is not responsible for lost or stolen electronic devices. No administrative time will be spent searching for these items when they are lost or stolen.

Viewing, possessing, capturing, posting, disseminating, transferring and/or sharing nude, semi-nude, profane, obscene, pornographic, lewd, sexually suggestive, or otherwise inappropriate photographic images, whether by electronic or technological means (including texting, emailing or sexting) or by any other means or format, is strictly prohibited and may constitute a crime under state and/or federal law and shall be reported to the appropriate law enforcement agencies.

Hazing, threatening, bullying, cyberbullying, harassment, sexual harassment and intimidation includes electronically transmitted acts and/or acts committed through technological means (i.e., acts committed through the Internet, e-mail, cellular telephone, personal digital assistance (PDA), or other wireless handheld device) that a student or a group of students exhibits toward another particular student(s) more than once, and the behavior both causes mental and/or physical harm to another student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). See Board Policies EDE, EDE-E, EDE-R, and JFCF.

**Chromebooks**-The Chardon Local Schools have adopted the use of Chromebooks as a tool for students and staff to help further enhance the curriculum. Guidelines have been designed to help make students aware of the expectations when handling a Chromebook. Misuse of the Chromebook has the potential to earn disciplinary consequences and/or loss of privileges. Students are expected to properly care for and secure their Chromebook both during the school day and outside of school hours. Damage, destruction, or misuse could result in disciplinary action, assigned fees, or loss of privileges. Thorough guidelines will be distributed prior to issuing a Chromebook.

**Rule #11 - Tobacco Products** - A student shall not possess, use, transmit, display evidence of use or consumption, buy, sell, offer to sell, conceal, deliver or consume tobacco or tobacco containers, empty or full, in any form. State law prohibits smoking and use of tobacco and/or possession of tobacco by any student in areas under the control of the Board. "Smoking" is defined as having a cigarette, cigar, clove cigarette, pipe, chewing tobacco, snuff, or other tobacco product in hand or in one's possession; or having inhaled or exhaled a tobacco product. Students are prohibited to possess or use non-nicotine, or non-tobacco inhalant instruments. These include, but are not limited to, instruments that use water vapor and/or removable or rechargeable inserts to produce flavor. Possession shall include not only on one's person but also in one's locker, car or any other place under the student's control on school property, a school bus or conveyance, or at a school-sponsored event or activity. See Board Policy JFCG.

**Rule #12 - Narcotics, Alcoholic Beverages, Other Controlled Substances and Counterfeit Controlled Substances**

- a. Students shall not possess, use, transmit, display evidence of use or consumption, buy, sell, offer to sell, conceal or deliver or consume any alcoholic beverages, intoxicants, drugs of abuse, non prescribed drugs, steroids, or other controlled substances or any substances purported to be alcoholic beverages, intoxicants, drugs of abuse, non prescribed drugs, steroids, or other controlled substances on school property, in a vehicle owned or used by the Board, at a school-sponsored activity, or in other situations under the authority of the Board. Likewise, students shall not consume any alcoholic beverages, intoxicants, drugs of abuse, non prescribed drugs, steroids, or other controlled substances or display evidence of use of the same before arrival at school or at a school-sponsored or related event or activity. Examples of drugs of abuse include, but are not limited to, narcotic drugs, non prescribed drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, inhalants, cocaine, heroin, or other substances that could modify behavior.
- b. Students shall not possess, use, transmit, display evidence of use, buy, sell, offer to sell, conceal or deliver any drug of abuse instrument or paraphernalia (for example, hypodermic needle, syringe, pipe, roach clip, signaling device).
- c. Counterfeit drugs are included in this Rule. No person shall possess, make, use, transmit, display evidence of use or consumption, buy, sell, offer to sell, conceal or deliver or consume any substance he knows or believes to be a counterfeit controlled substance, including items purported to be laced or injected with an alcoholic beverage, intoxicant, steroids, drugs of abuse, non prescribed drug or other controlled substance.

A counterfeit controlled substance is defined as:

- a. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark; or
- b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it. This

- includes any item which is purported to be laced or injected with an alcoholic beverage, intoxicant, steroids, drugs of abuse, non prescribed drug, or other controlled substance; or
- c. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance; or
  - d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

**Rule #13 - Use of Skateboards, Roller Skates or Blades, and Other Similar Vehicles/Devices** - The use of skateboards, roller skates, roller blades, sleds, toy vehicles, or similar devices is prohibited before, during and after the regular school day. This applies to student use on any and all property owned and/or used by the Board including the roadway, parking lot, conveyance, loading dock, ramp, exterior stairway, doorway, or inside any school building.

**Rule #14 - Trespass/ Restricted Area**

- a. Students shall not enter upon school grounds or in a school building to which the students are not assigned before, during or after school hours except with the express permission of the Building Principal or to attend or participate in a school-sponsored event in which their regularly-assigned school is involved or where students from their regularly-assigned school have been invited to attend or participate.
- b. Students under suspension, expulsion, or removal from school or a school activity shall not enter upon the grounds or premises of the students' regularly-assigned school or other school buildings without the express prior permission of the Building Principal.

**Rule #15 - Damage, Destruction, or Theft of School or Personal Property** - Students shall not vandalize or attempt to vandalize or cause or attempt to cause damage, destruction, or theft of school property or the personal property of others while on school property. In addition to disciplinary action, restitution may be required of students who violate this Rule. See Board Policies ECA and ECAB.

**Rule #16 - Assault or Abusive Language towards Another** - Students shall not use vulgar, profane, demeaning, derogatory or otherwise inappropriate and/or abusive language or signs, pictures, or gestures toward any school employee, school visitor, or any other student, nor cause or attempt to cause physical injury to a school employee, school visitor, or another student. This includes electronic communication and communication made through technological means. Students shall not intentionally attempt to commit or commit bodily injury against any person. Because of the possibility of severe physical injury, no person shall, at any time, initiate or retaliate with physical contact against any other person. Physical contact in this context shall include, but not be limited to, pushing, shoving, slapping, hitting or pinching. See Board Policies EDE, EDE-E, EDE-R, and JFC.

**Rule #17 - Weapons or Dangerous Instruments** - Students shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Additionally, students shall not use, possess, handle, transmit, sell, or conceal any look-alike weapon or other dangerous instrument such as squirt guns or other imitation weapons or instruments that may be disruptive to education. Weapons or dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage (including, but not limited to, munitions, fireworks, knives, straight razors, firearms, metal knuckles, poisons, ice picks, chains, mace, pepper spray, stink bombs, smoke bombs, lighters and matches) and/or imitation weapons or dangerous instruments. *Any prohibited article will be confiscated with no promise of return.*

In accordance with provisions of Ohio Revised Code § 3313.66, any student found in any school facility or on property owned or controlled by the Board, in a vehicle owned or used by the Board, or at any school-sponsored event/activity to be in possession of a firearm as defined in Section 921 of Title 18, United States Code, or Ohio Revised Code shall be expelled from school for a period of 12 calendar months from the time he/she is found in possession. A firearm is any weapon (including a starter gun) which 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 destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. If the student is 16 or older, violations of this Rule may result in permanent exclusion under Board Policy JEGA. Discipline for such offenses shall be in accordance with procedures laid out in Board Policies JEGA, JFCJ, and/or JGE and/or applicable law.

The penalty and procedures followed for student possession of a firearm shall also be observed for student possession of a knife. A knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury. Knives which are brought to school for educational purposes and with the express written prior approval of a building administrator are exempt from this provision. See Board Policy JGE.

All other items which may reasonably be used to inflict physical harm, regardless of whether they would usually be considered a weapon under Ohio or federal law, will be considered a violation of this Rule if used as a weapon.

**Rule #18 - Arson** - A student shall not light or attempt to light an unauthorized fire. A student may not possess or use bombs, smoke bombs, fireworks, incendiary devices, chemicals, lighters, matches or any other items that could be used to start a fire. A student may not activate a fire alarm, or falsely report a fire or the existence of an explosive device and doing so is considered a violation of this Rule.

**Rule # 19 - Gambling** - Students shall not engage in or promote games of chance, placing of bets, or risk anything of value, on school grounds or at school-sponsored events or related functions.

**Rule #20 - School Bus Conduct Requirements** - Students shall not act or participate in any act or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or conveyance. Violation of this Rule includes, but is not limited to, failing to remain seated, throwing objects, shouting, or engaging in other disorderly or inappropriate conduct. See Board Policies JFCC (also EEACC) and JFCC-R (also EEACC-R).

**Rule #21- Repeated Violations of the Student Code of Conduct** - Students who engage in acts which violate this Code, whether disciplined or not for previous violations, shall be subject to further and generally more severe discipline, including suspension or expulsion for subsequent violations. While the individual offense may not warrant such severe disciplinary measures, repeated violations of the same and/or similar Code provisions may result in severe disciplinary measures in the sole discretion of the administrator.

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