

# **CHAGRIN FALLS**

[www.chagrinschools.org](http://www.chagrinschools.org)

## **GURNEY ELEMENTARY SCHOOL**



...little Tigers, with big Dreams...

**STUDENT / PARENT HANDBOOK**

**2013-2014**

Dear Parents and/or Guardians,

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

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

\*\*\*\*\*

I acknowledge that I have received and reviewed all procedures and policies as presented in the **2013-2014**. Gurney Elementary School Student/Parent Handbook.

Parent Signature (s) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## E-Mail Information

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

Name \_\_\_\_\_  
e-mail address \_\_\_\_\_

Name \_\_\_\_\_  
e-mail address \_\_\_\_\_

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Fall 2013

Dear Parents:

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

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

Best wishes for a great school year!

Sincerely,

Dr. Rachel Jones  
Principal

## **SECTION 1 - INTRODUCTION**

### **Board of Education Members**

Dr. Anne B. Thomas, President  
Mr. Harry Cashy, Vice President  
Mrs. Mary Kay O'Toole, Board Member  
Mr. Michael Hogan, Board Member  
Mr. Rob Weber, Board Member

**The GOAL of the Chagrin Falls Village School District is to: Improve Student Learning**

**To that end,**

**THIS WE BELIEVE:**

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

We believe the purpose of schools is to develop active learners and responsible citizens; therefore we recognize that our social curriculum to be as critical as our academic curriculum.

We believe student learning potential is maximized when teachers identify students' strengths, weakness and interests, channeling that information into instructional plans.

We believe the role of the teacher is to orchestrate student learning through academic and social activities, providing frequent feedback and ongoing assessment.

We believe the needs of our students are best met through the combined and collaborative efforts of our staff, our students' families, and our community.

We believe that professional learning is critical to achieving our goals and should be provided for all staff members.

**Our VISION:**

The Gurney Elementary School Staff will create a new standard for cutting-edge, 21<sup>st</sup> century, elementary education by:

- Utilizing an instructional system that maximizes the relationship between the academic curriculum and the social curriculum.
- Fostering outstanding achievement through the combination of research-based instructional methods, data-based decision making and engaging relationships between students and teachers.
- Creatively embedding technology, problem-solving opportunities, and kinesthetic activity into daily instruction.
- Providing all staff with continuous, relevant, high-quality learning opportunities.
- Developing innovative, collaborative partnerships with parents and community members.

**-Gurney Staff, adopted 1/2012**

**CHAGRIN FALLS ADMINISTRATIVE AND SPECIAL SERVICE STAFF**  
**247-5500 EXT.**

Mr. Robert Hunt	Superintendent	4001
Ms. Lisa Shannon	Assistant Superintendent	4014
Mrs. Barb Wilson	Administrative Assistant	4002
Ms. Rebecca Quinn	Director-Curriculum & Instruction	4003
Mrs. Christine Sobolewski	Secretary	4004
Mrs. Anne Spano	Treasurer	4005
Mrs. Toni Cordaro	Secretary	4006
Mrs. Barb Petrus	Assistant Treasurer	4007
	Payroll	4008
Mrs. Amanda Heintzelman	RTI Coordinator	4491
Mrs. Molly Edwards	School Psychologist	4015
Ms. Jennifer Bencko	School Psychologist	4487
Mrs. Toni Morin	Pupil Services Secretary	4016
Mr. Mike Daugherty	Director of Technology	4012
Mrs. Pam Hoover	School Nurse	4105
Mrs. Sharon Mulcahy	Speech & Hearing	4223
Mr. Christopher Woofert	Director of Operations & Strategic Initiative	4010
Mrs. Carol Willert	Secretary	4011
Mrs. Mary Beth Wolfe	Community Education	4013
Mr. Bill Holzheimer	Transportation Manager	4017
Ms. Marti DeSantis	Food Service Supervisor	4492

**GURNEY ELEMENTARY SCHOOL ADMINISTRATION AND FACULTY**

**Main Phone Number 893-4030**

To Email a teacher:

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

**Example: Rachel Jones – Rachel.jones@chagrinschools.org**

<u>Name</u>	<u>Title</u>	<u>Extension</u>
Dr. Rachel Jones	Principal	4101
Mrs. Diane Santucci	Secretary	4102
Mrs. Bridget Rini	Secretary	4104
Mr. Dale Tschappat	Guidance Counselor	4112
Mrs. Pam Hoover	Clinic Nurse	4105
Ms. Tomika Wiley	Health Aide	4105
Mrs. Lisa Dugach	Kindergarten	4143
Mrs. Rachel Gebler	Kindergarten	4117
Ms. Vanessa Mattson	Kindergarten	4114
Mrs. Heather Reeder	Kindergarten	4150
Miss Nicole Nanchoff	Kindergarten	4191
Mrs. Lynn Fisher	Kindergarten	
Mrs. Julie Albrecht	First Grade	4153
Mrs. Diane Cantor	First Grade	4147
Mrs. Stephanie Malley	First Grade	4148
Ms. Victoria Pelsozy	First Grade	4151
Mrs. Kim Tressler	First Grade	4154
Mr. Justin Wise	First Grade	4155

Mrs. Ellen Jones	Second Grade	4125
Mrs. Ann Kehrier	Second Grade	4149
Mrs. Jillian Langer	Second Grade	4189
Mr. Ben Rose	Second Grade	4136
Mrs. Shelley Zdolshek	Second Grade	4110
Mrs. Kelly Andreas	Third Grade	4139
Mrs. Michelle Riccelli	Third Grade	4134
Mrs. Sheryl Halagan	Third Grade	4141
Mr. Bradley Jones	Third Grade	4137
Mr. Brian Ritz	Third Grade	4128
Ms. Lisa Todaro	Third Grade	4142
Mrs. Amy Belew	Intervention Specialist	4116
Mrs. Lisa Blackwell	Physical Education	
Mrs. Sheryl Butler	Math Intervention	4126
Mr. Justin Cannon	Physical Education	4109
Mrs. Marianne Canter	Preschool Teacher	4124
Mr. Youssef Hamid	K - Music	
Miss Amy Fenton	K - Art	
Mrs. Jacquelyn Gerber	Intervention Specialist	4119
Mrs. Gloria Goshe	Occupational Therapist	4118
Miss Kelly Shanaberger	Tech Literacy Teacher	4120
Mrs. Megan Hauser	Speech Language Pathologist	4111
Mr. Nathan Bachofsky	Music Education	4135
Miss Dayna Vilk	Intervention Specialist	4138
Mrs. Martina Kehoe	Intervention Specialist	4213
Mrs. Regina Lantsberg	Intervention Specialist	4190
Ms. Nancy Lodge	Reading Intervention	4132
Mrs. JoAnn Mynchenberg	Art Education	4133
Ms. Joanne Nidy-Patrizi	Physical Education	
Mrs. Stacey Pruitt	Speech Language Pathologist	
Mrs. Catherine Schneider	TESOL	4188
Mrs. Christine Neimeier	Spanish	
Mrs. Susan Tatom	Reading Specialist	4145

#### **GURNEY ELEMENTARY SCHOOL SUPPORT STAFF**

Mrs. Rose Buczkowski	Head Custodian	
Mrs. Cathy Cusack	Educational Aide	
Mrs. Mary Jo Czerr	Educational Aide	
Miss Jennifer Jones	Cafeteria	
Mr. Jack Fishman	Recess Aide	
Mrs. Cindy Hanculak	Educational Aide	
Mrs. Pam Hermanson	Educational Aide	
Mrs. Cindy Matejcik	Educational Aide	
Mrs. Lynn Meyer	Educational Aide	
Mrs. Shirley Patton	Educational Aide	
Mrs. Marianne Posatiere	Educational Aide	
Mrs. Carol Ripley	Educational Aide	
Mrs. Laura Vilt	Cook	Ext. 4107



## **GURNEY ELEMENTARY SCHOOL DAILY SCHEDULE**

<b>8:25-8:35</b>	<b>Arrival</b>
<b>8:40</b>	<b>Announcements</b>
<b>10:45-11:45</b>	<b>Kindergarten Recess/Lunch</b>
<b>11:20-12:20</b>	<b>1<sup>st</sup> Grade Recess/Lunch</b>
<b>11:55-12:55</b>	<b>2<sup>nd</sup> Grade Recess/Lunch</b>
<b>12:30-1:30</b>	<b>3<sup>rd</sup> Grade Recess/Lunch</b>
<b>3:20</b>	<b>Dismissal</b>

### **2-HOUR DELAY DUE TO INCLEMENT WEATHER**

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

### **DELAYED START FOR STAFF TRAINING – STUDENTS ARRIVE AT 9:55AM**

Morning kindergarten classes and morning pre-school classes **WILL** have classes on late arrival days.

## **SECTION 2 - ATTENDANCE**

### **RATIONALE**

1. State law requires, with limited exceptions, regular attendance of all students under 18 years of age.
2. Regular class attendance is essential if learning is to take place. The instructional process requires a continuity of instruction, regular classroom participation, and consistent study in order to reach the goal of maximum educational benefits for each student. Thus, frequent absence/truancy cannot be permitted.

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

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

### **NOTIFYING THE OFFICE**

**If your child is absent, please call the school office Attendance Line at (440) 893-4033 before 9:00 a.m. and leave a message.** If we do not hear from you regarding your child's absence, we will need to contact you at home or work. Students arriving after **8:35** a.m. must be walked in to the building by their parent/guardian and are to report to the school office before going to their classrooms. Because we have many early morning tasks, prompt arrival is necessary and appreciated. Parents will be informed when absences or tardiness become too frequent.

### **ABSENCE FROM SCHOOL**

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

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

- Personal illness (may require doctor's verification).
  - Illness in the immediate family (may require doctor's orders or parental need that the student remain at home).
  - Medical, Dental, or Legal appointments (may require formal verification).
  - Death of a relative.
  - Religious holidays. (A student may be excused for the purpose of observing a religious holiday, provided it is required by his religion. If observance of such holiday only requires attendance at a religious service, the student should attempt to attend such service before or after school.)
  - Other emergencies or circumstances that constitute good and sufficient cause as determined by a principal or his/her designee.
2. **Excessive Absences:** Excessive absences are those absences, excused or unexcused, beyond seven (7) days during an academic **trimester** and ten (10) days all year. Parents will be notified in those cases where the school has special concern. If attendance does not improve, a physician's certificate will be required to confirm all future absences.
  3. **Sign-Out:** A student who must leave during the school day must be signed out by his/her parent/guardian in the main office. The student must be signed in by his/her parent/guardian upon return.
  4. **Planned Absence:** Students will be granted a total of five (5) planned absent days for the school year which include the following; (1) a family circumstance that constitutes good and sufficient cause, (2) family trip or vacation, and, (3) college visitations. Students who anticipate being out of school two or more days because of a family circumstance, family trip or vacation **MUST** notify the classroom teacher and the OFFICE STAFF a minimum of one week prior to the absence.
  5. **Family Emergency:** In the event of a family emergency please contact the attendance office and/or the appropriate guidance counselor with a brief explanation of the situation. Our guidance staff working collaboratively with the parents will use discretion in notifying the respective teachers. Arrangements to secure makeup work and assignments will be addressed.
  6. **Vacations:** While we always encourage activities that give families time together, we do want to stress the importance of school attendance for students. We ask that family vacations be planned for days when school is not in session.
  7. At least one week in advance, students are to make arrangements with the classroom teacher for all makeup work necessary to receive academic credit for the time they were on vacation. Students are not permitted to take exams prior to scheduled times.
  8. **Unexcused Absence**
    - Absence from any class or classes without permission of the teacher and/or the administration is an unexcused absence and an act of truancy. Regardless of the intent, the student whose absence is unexcused receives a zero for the class work missed.
    - If an unusually large number of students are absent on a given day, the school may question the nature of the absences and/or illness. In this event, the school may require a physician's note to confirm any reported illness. Without a physician's note, the absence will be considered unexcused.
    - A student is considered tardy to school up to two hours after school begins. Students will be

permitted four (4) free tardies a year. Once the four (4) tardies have been used, **all** tardies will be unexcused and subject to discipline.

9. One-Half Day Absences

- Students who miss 3 hours and 15 minutes of school will be charged with a ½ day absence.
- Students who miss more than 3 hours and 15 minutes of school will be charged with a full day absence.

10. Make-up Work

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

**TRUANCY (Ohio Revised Code)**

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

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

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

**ILLNESS DURING THE SCHOOL DAY**

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

**LEAVING THE SCHOOL**

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

## SECTION 3 - HEALTH

### **NURSE/HEALTH AIDE – 893-4030 Ext. 4105**

The school district nurse is at different buildings throughout the week.

The health aide runs the clinic at Gurney, Monday through Friday from **10:00 am to 3:00 pm**.

### **SCHOOL HEALTH SCREENINGS**

Vision is routinely screened, with the assistance of parent volunteers, who are directed by the school nurse in Grades K, 1, 3, 5, 7, and 9. In addition to all students new to the district are screened. This screening is primarily used to pick up obvious defects; it cannot possibly spot all vision problems. It is suggested that your child's vision be tested prior to his/her entering school, as part of the medical examination, to assure that vision is normal. Any defects that are identified by the school nurse are reported to the parents for further evaluation. A vision referral form is sent home for the eye specialist to complete and return to the school for your child's health records. No report is made if vision appears within normal limits. Students in kindergarten are also screened for amblyopic and eye muscle balance. Boys in kindergarten are also screened for color vision.

Hearing is routinely screened in Grades K, 1, 3, 5, and 9.

Height and weight checks are completed in Grades K-5, with scoliosis screenings completed for students in Grades 5-7.

### **COMMUNICABLE DISEASES**

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

### **ADMINISTERING MEDICATION**

#### **Administration of Medication by School Personnel (Prescription and Non-Prescription)\***

- A parent must complete and submit to school personnel information on the established Medication to Students Form. This form indicates the following information:
  - name/type of medication
  - date, dosage, and time of administration
  - duration (days, months, emergency only)
  - possible side effects
  - signatures of parents/guardians and physician
- All medication must be brought to school by the parent/guardian in the original container. Medication will be kept in a central location in a locked cabinet and a medication logbook will be kept during the year. The school administrator or his/her designee will administer the medication.
- Unused medication will be returned to the parent/guardian to avoid unsafe transfer on school grounds, in the classroom, or on the school bus. Unclaimed medication will be destroyed at the end of the school year.
- Information regarding student medication will remain confidential. Parents must inform the school when there are changes, which affect student medications.
- Students have the right to possess and use **metered-dose inhalers** and epinephrine pens. The right applies at school or any activity, event, or program sponsored by or in which the student's school is a participant. In order for a student to possess the medications he/she must have written approval from the student's physician and parents. Forms for self-administration of these medications are available from the school offices.

#### **\*Please Note:**

**All prescription and non-prescription (over-the-counter)** medication administration requires completion of the Medication to Students Form including the physician's signature. Both prescription and non-prescription medication must be brought to the school office by the parent/guardian in the original container. If a form is not on file for a

student for a particular medication, a parent can sign the Medication to Students Form at the school and contact the physician to fax an order to the school for the administration of the particular medication (prescription or non-prescription). No medication will be administered without parent and physician order.

## IMMUNIZATIONS

All students attending school are required by law to have the immunizations summarized in the following table upon enrollment.

The Revised Code for the State of Ohio, Section 3313.67 provides: all pupils who are not fully immunized, or do not have a waiver on file, or do not fully meet the "in the process" criterion, are to be excluded from school on the 15<sup>th</sup> day following admittance.

### Ohio Department of Health Immunization Summary for Child Care, Head Start, Pre-School and School Attendance

<b>VACCINES</b>	<b>FALL 2010 IMMUNIZATIONS FOR CHILD CARE/HEAD START AND PRE-SCHOOL ATTENDANCE</b>	<b>FALL 2010 IMMUNIZATIONS FOR SCHOOL ATTENDANCE</b>
<b>DTaP/DTP/DTTdap/Td</b> Diphtheria, Tetanus, Pertussis	4 doses of DTaP, DTP, or DT or any combination.	<b>Kindergarten</b> 5 doses of DTaP, DTP, or DT, or any combination, if the fourth dose was administered prior to the 4th birthday <b>Grades 1-12</b> 3-4 doses of DTaP, DTP, DT or Td or any combination. <b>Grade 7</b> 1 dose of Tdap or Td vaccine must be administered prior to entry.
<b>POLIO</b>	3 doses of OPV or IPV or any combination of OPV or IPV.	<b>Kindergarten</b> The final dose must have been administered on or after the 4th birthday regardless of the number of previous doses;* a minimum of 4 doses if a combination of OPV and IPV. <b>Grades 1-12 **</b> 4 doses if a combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4th birthday.
<b>MMR</b> Measles, Mumps, Rubella	1 dose of MMR administered on or after the first birthday	<b>K-12</b> 2 doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
<b>Hib</b> <i>Haemophilus Influenzae</i> Type b	3 or 4 doses depending on the vaccine type, the age when the child began the 1st dose and the last dose must be after 12 months <b>or</b> 1 dose if given on or after 15 months of age	<b>None</b>
<b>HEP B</b> Hepatitis B	3 doses of Hepatitis B	<b>K-11</b> 3 doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be

		administered before age 24 weeks.
<b>Varicella</b> (Chickenpox)	<b>None</b>	<b>Kindergarten</b> 2 doses of varicella vaccine must be administered prior to entry. <b>Grade 1-4</b> 1 dose of varicella vaccine must be administered on or after the first birthday

\*The Special Note in the Director's Journal Entry does not apply to 2010-2011 Kindergarten entry.

\*\*Students enrolled in school on or after the 1999-2000 school year should have received a total of four doses of polio vaccine. Students enrolled prior to the 1999-2000 year are required to have a minimum of 3 doses.

#### NOTES:

- ☐ **The 4 day "grace" period applies to all age and interval minimums. If MMR and Varicella have not been given on the same day they must be separated by at least 28 days with no grace period.**
- **The Hepatitis B, Tdap and Varicella requirements will be progressive.**
- **Only full doses of vaccine using proper intervals shall be counted as valid doses.**
- **For additional information please refer to the Ohio Administrative Code 5101:2-12-37 for Child Care, Head Start, Pre-School and the Ohio Revised Code 3313.67 and 3313.671 for School Attendance. These documents list required and recommended immunizations and indicate exemptions to immunizations.**
- **Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.**

#### ILLNESS/INJURY DURING SCHOOL

Should a student become ill or be injured during school, he/she should inform his/her teacher and report to the school office. If the injury or illness requires more treatment, the school will contact the parents. Emergency phone numbers and information, by law, must be on file for each child. The school should be informed of any problems that may affect a student's capacity to perform in school. Please inform the school nurse of any student health problems that should be noted. The school nurse maintains health records for all students.

### SECTION 4 - SAFETY

#### VISITORS

In accordance with our Board of Education Policy KGB, all visitors to Gurney Elementary School are expected to treat each other, faculty, and staff with respect at all times. Demeaning language, inappropriate language, verbal and/or physical aggression will not be tolerated.

As a visitor and/or volunteer for the Chagrin Falls School District (on campus or off campus for a field trip/school related activity), we know that you will treat all students with respect and have only the best of intentions. These guidelines may help you as you interact with our students:

- Always sign in, in the office and wear a volunteer/visitor badge while in the school building. Please tell the main office secretary where you are headed in the building.
- Helping students with class work directed by the teacher, opening food items in the cafeteria, or zipping up coats and tying shoes are all examples of typical and appropriate activities for you to be involved in and we appreciate this support!
- If a student needs help in the restroom, please inform the nearest staff member to attend to the situation as it would be inappropriate for a volunteer/visitor to be involved.
- If a student(s) becomes verbally or physically aggressive with you or another student, please inform the nearest staff member to attend to the situation, as it would be inappropriate for a volunteer/visitor to be involved.

- For your protection, your physical contact with our students should be limited to assisting them with their outerwear (e.g. zipping coats, tying shoes) and typically gentle high-fives or hand-holding.

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

- Students must be signed out by parents in the school office.
- Students must meet parents in the school office. Children are not released to the school parking lot to wait for parents.

### **FIRE DRILLS**

The State of Ohio requires monthly fire drills during the school year. Observe fire exit rules and regulations posted by the doorway of each classroom. When the fire alarm sounds:

1. Use the proper exit route to the outside.
2. Walk quickly, don't run.
3. Be quiet so that instructions can be heard.
4. Move away from the exits and off the access roads once you get outside the building for safety and access of emergency vehicles.

### **TORNADO DRILLS**

There will be periodic tornado drills during tornado season. Drills and warnings will be announced over the P.A. system and/or by sirens.

Each class is to report to the specified shelter area. Check the tornado positions posted by the doorway of each classroom.

### **SECURITY DRILL**

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

### **CRISIS MANAGEMENT**

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

### **SURVEILLANCE CAMERAS**

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

### **SAFE SCHOOL HELPLINE**

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

### **SOCIAL-EMOTIONAL SUPPORT**

Programming is available district-wide to support the emotional well-being of all students. In addition, there are guidelines and protocols which are followed to address issues such as bullying, suicidal ideation and substance abuse. If parents have any concerns regarding the social-emotional well-being of their child, they should notify the building administrator or school counselor.

## **SECTION 5 - SUPPORT SERVICES**

### **INTERVENTION ASSISTANCE TEAM (IAT)**

An Intervention Assistance Team (IAT) is comprised of building and/or district staff members with varying expertise. The goal of an IAT meeting is to assist the classroom teacher in generating additional strategies to meet the individual needs (instructional and/or behavioral) of students. As the parent/guardian, your attendance is not required; however, we do believe your participation is valuable.

### **GUIDANCE SERVICES**

There is a Guidance Counselor in the building full time. The Guidance Counselor primarily works with students in the following capacities:

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

### **SUPPORT STAFF**

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

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

School districts across the state of Ohio participate in an effort to identify, locate, and evaluate all children from birth through 21 years of age who may have disabilities. Disabilities, in this instance, means such conditions as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotional disabilities, multiple disabilities, mental retardation, other health impairments, autism, and traumatic brain injury.

Public schools have responded vigorously to federal and state mandates requiring the provision of a free appropriate public education regardless of a child's disability.

In order to identify children with disabilities, the school district will ask for information about the child, asking such questions as: What is the problem? What has been done about the problem? What background information is available? This information may be collected in several ways including interviews, observations, screening and testing. This information may be obtained from parents and the student, or it may be obtained from other agencies that have information about the student.

This information will be used by the school's Intervention Assistance Team, of which the child's parent is a member, to decide whether the child has a disability and needs special services. Once a child has been found eligible for special education services through the public school, the team develops an Individual Education Program (IEP) to meet the child's needs.

The Chagrin Falls School District is committed to meeting the needs of all children residing in the district. If you would like more information about the school district's policies and procedures for special education and confidential records, please contact Mrs. Lisa Shannon, Assistant Superintendent, at 440/247-4564.

### **SECTION 504**

Section 504 is a federal statute that prohibits discrimination against persons with disabilities in any program receiving federal financial assistance.

A student who has a physical or mental impairment which substantially limits one or more of life activities, has a record of such impairment, or is regarded as having such impairment may qualify as having a disability under Section 504. Major life activities are defined as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning.



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

## **GIFTED IDENTIFICATION**

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

The areas of identification are:

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

Chagrin Falls Schools shall provide at least two opportunities a year for teachers/parents to request a student assessment. These opportunities will typically occur in November and April. Students in second grade participate in group assessments and grades 3, 5, and 7 are offered the option of participating in group assessments used for screening purposes in March.

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

## **STUDENT RECORDS**

The "Family Educational Rights and Privacy Act of 1974" provides that parents or legal guardians of students under 18 years of age and students 18 years of age or older have the right to review and question the content of the student's official school records. Parents or students may request a review by submitting a written request to the building administrator. Within a reasonable time after receiving the request (no later than 45 days), the school will arrange a time for review in the presence of a qualified staff person. If the accuracy or appropriateness of the records are questioned and cannot be resolved informally, the Act provides for a hearing on the questionable material. The Act further provides that student records cannot be released without prior consent of parents of students under 18 years of age or without prior consent of students 18 years of age or older. Exceptions to the prior consent requirement include intraschool use, transfer, judicial order, or under certain circumstances use by the federal and state governmental officials. Complete details are found in Board of Education policy.

## **SECTION 6 - GENERAL INFORMATION**

### **ADDRESS CHANGE**

The parents of students who move are responsible for contacting the school (440-893-4030) to report their change of address and phone number. The parent must fill out a "Change of Address" form and submit a "proof of residency" document. It is very important that the school have current addresses for medical emergencies, mailing grade cards, etc.

### **AFTER SCHOOL GUIDELINES**

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

### **ARRIVAL/DISMISSAL PROCEDURES**

Students may enter the building from buses and/or cars at 8:25 a.m. **(no earlier)**. Parents dropping off students in the morning are to follow the counter-clockwise driving pattern around the perimeter of the front parking lot and let students off at the sidewalk leading to the front door.

Parents are strongly encouraged to keep their child's afternoon dismissal procedure routine for the entire year. Continuous switching of buses or after school destinations often becomes cumbersome for office staff since there are

over 580 students exiting the building at once and it can also cause undue anxiety for your child. If a change in dismissal routine is unavoidable, parents/guardians must send in a note specifying the change, noting the date and including the parent/guardian signature. Questions related to school transportation may be directed to the transportation director at 893-4055.

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

### **DROPPING OFF ITEMS**

Uninterrupted instructional time is paramount to our students' educational success. To that end, parents/guardians who are dropping off an item for their child (e.g. library book, lunch, gym shoes, etc.) are expected to leave the item in the office, in the designated grade level bin. Teachers instruct students who say they have forgotten an item to check in the office grade level bin to see if their parent/guardian has brought it in for them.

### **COMMUNICATING DURING SCHOOL HOURS**

Uninterrupted instructional time is paramount to our students' educational success. To that end, students should not have active cell phones with them during the day. If a parent/guardian needs to get a message to their child during the day, they are expected to call the main office and have the secretary take down the message to relay to the student. If a student feels there is an immediate need to contact his/her parent, it will be up to the teacher's judgement if the child may use the classroom phone or go to the office to use the secretary's/nurse's phone.

### **BIRTHDAY RECOGNITION/TREATS**

#### ***Treats***

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

#### ***Food Allergies***

We have many students with varied food allergies in every grade level. Before sending in a class treat for your child's birthday, please check with the teacher to determine if there are ingredients that are off-limits in that classroom. Non-edible birthday treats such as fun pencils, stickers, bubbles, etc. are always preferred!

### **CELLULAR PHONES**

Students will be permitted to bring cellular phones to school. However, they must be off during school hours. Failure to abide by this rule will constitute a violation of the Code of School Conduct and will be subject to disciplinary actions. This may include: warning, loss of recess, in-school and/or out of school suspension or loss of privilege to carry a phone. If a phone is on during the school day or activity, the student will be asked to give the phone to the office until the end of the school day or activity. The school will not be responsible for damage to or loss of cellular phones.

### **CLUBS/ORGANIZATIONS**

The following clubs/organizations are offered:

- Destination Imagination (grade 3)
- Gurney Service Learning Club (grade 3)

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

### **ELEVATOR**

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

### **EMERGENCY INFORMATION FORM**

Each student must have a completed emergency form on file at school. These forms are provided to parents before the first day of school and should be updated, signed and returned as soon as possible. Parents are responsible for updating the form on the web page with the instructions provided. A copy of the form is kept on file in the clinic and one is kept for the classroom teacher. Please call the office and notify the teacher with any updates during the school year, and also be sure to update the information online.

## **EMERGENCY SCHOOL CLOSING**

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

## **E-NEWS**

School newsletters, school district updates, and other communications will solely be sent out to parents via email. To receive these electronic messages, all parents must register their email address on the Chagrin Falls School District Website ([chagrinschools.org](http://chagrinschools.org)), through the link entitled "E-News."

## **EMERGENCY HOTLINE**

Remember, you may call the emergency hotline, **440-247-5518**, if you have any questions concerning school closings. The hotline will be updated AS EARLY AS POSSIBLE ON DAYS THAT SCHOOL IS EITHER CLOSED OR DELAYED. This line will not include information regarding events.

## **FEES**

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

## **FIELD TRIPS**

Parental permission in writing must be given for students to go on field trips. One form is completed each fall granting permission for all field trips occurring during the school year. Attending the distance-learning lab at the 7-12 campus is considered a field trip. Parents will be notified in advance when a field trip takes place.

## **HOMEWORK GUIDELINES**

### **Purpose**

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

- Encourage
  - Intellectual maturity
  - Higher order thinking skills
  - Organized study habits
  - Independent learners
  - A love of learning
- Reinforce
  - Concepts previously taught
  - Skills for mastery
- Promote Creativity
  - Through student choice
  - Through student/teacher collaboration
  - Through differentiation
  - Relevant and challenging assignment

### **Time**

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

### **Student Responsibility**

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

- Keep track of all assignments
- Take home all materials necessary to complete assignments
- Be sure all assignments are clear; don't be afraid to ask questions

- Set aside a regular time for studying in a quiet well-lit area
- Produce quality work
- Use class time wisely
- Make sure assignments are completed and turned in on time

### **Teacher Responsibility**

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

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

### **Parent Responsibility**

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

- Monitor student's organization and daily list of assignments in his/her planner
- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Help students by reviewing the teacher's directions. If the student is uncertain how to complete the work, he/she should approach their teacher for further explanation the next day.
- Contact the teacher if the student is spending an inordinate amount of time completing homework or struggling with assignments
- Regularly check the on-line grade book (4<sup>th</sup> – 12<sup>th</sup> graders) to stay up-to-date on the student's grades

### **Late Work Policy**

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

- Partial credit
- No credit
- Communication with parents

### **Make-Up Work Policy**

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

### **LIBRARY USE**

Gurney maintains a comprehensive library of books as well as electronic resources. The Information Literacy teacher oversees all operations of the library and sees all classes in the library one time each month for instruction related to our available resources. Classroom teachers sign up for time in the library with their classes to check out books, conduct lessons with research components, and combine classes for larger, academic projects. Students are responsible for the care and condition of the books they sign out from the library. Abnormal wear and tear of books may result in a fine being assessed. Parent volunteers assist with circulation, shelving of books, and inventory.

### **LOCKERS**

Lockers are assigned to students in grades 2 and 3. Students may not change lockers without permission from their teacher. Lockers are school property, and the school retains the right to search lockers and their contents at any time. **There should be no expectation of privacy.** Students are responsible for the cleanliness of their assigned lockers inside and out. Writing is not permitted on lockers. Thefts and other locker problems should be promptly reported to the teacher and/or principal.

### **LOST AND FOUND**

Lost and found items will be placed in a container located near our school office. All items that your child brings to school should be labeled with his/her name. All lost and found items are cleaned out periodically during the school year and any unclaimed items donated to charitable organizations.

## **LUNCHROOM INFORMATION**

Hot lunches are available each day. Milk is sold separately for those that pack a lunch. Water is sold separately.

Each student will have a lunch account. The amount of the student's lunch will be debited from the account each day. **NO** cash transactions will take place during the lunch line.

Each student account will have an individually assigned, personal identification number (the number will be issued when the account is opened), which will correspond with his or her photo.

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

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

## **OFFICE**

The school office is open daily from 7:45 a.m. to 4:00 p.m. The school telephone is for school business and may not be used by students except with permission in cases of emergency and for school matters.

## **PARENT/TEACHER CONFERENCES**

Classroom teachers schedule individual conferences with all parents during the first 2-3 weeks of the school year. The purpose of these conferences is to allow the parents an opportunity to share with the teacher all about their child including strengths, weaknesses, and goals for the school year. Parent-Teacher Conferences are scheduled for all parents in the fall, at the end of the first trimester to review progress reports and student growth. At the end of the second trimester, classroom teachers schedule conferences with parents of students who may be at-risk in an academic, social, or behavioral area. Parents may request additional conferences at any time during the school year by contacting their child's teacher.

## **PEDESTRIAN TRAFFIC**

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

## **PERSONAL POSSESSIONS**

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

## **PRESCHOOL**

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

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

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

Persons needing additional information about Gurney Preschool should call Pupil Services at 440-247-5500 Ext. 4016.

## **PROMOTION/RETENTION**

Students will be promoted to the next grade level upon successful completion of grade level requirements. Students may be considered for retention after documented classroom interventions have failed. This decision will be made collaboratively by the parents, teacher and building principal.

## **REGISTRATION**

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

1. Birth Certificate \*
2. Immunization records \*\*
3. Custody papers (if applicable)
4. Proof of residence

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

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

## **SPECIAL NEEDS INFORMATION**

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

## **STUDENT ASSIGNMENT TO CLASSES**

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

## **TESTING SECURITY PROCEDURES**

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

## **TRANSFER/WITHDRAWAL**

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

## **TUITION AND NON-RESIDENT STUDENTS**

1. Except for students placed in the school district by child placement agencies, by court order, for special education purposes, or through legal guardianships, children of non-residents are not accepted for enrollment.
2. A student whose parents or guardians move outside the school district during the school year may be granted permission to finish the **trimester** on a tuition basis.

## SECTION 7 - CODE OF STUDENT CONDUCT

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

### A. Intent and Purpose

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

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

### B. Scope of Jurisdiction

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

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

### C. Student Rights and Responsibilities

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

### D. Student Disciplinary Infractions And Consequences

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

## **BEHAVIORAL GUIDELINES**

### **General Behavioral Guidelines:**

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

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

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

Jurisdiction)

### **Behavioral Guidelines - Teacher Discipline Plan:**

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

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

### **Positive Behavioral Intervention and Support "Restraint and Seclusion"**

In accordance with Ohio Adm. Code 3301-35-15(H), the Chagrin Falls Exempted Village School District sends notice to the public regarding Board of Education policy, JP - Positive Behavioral Intervention and Support; Restraint and Seclusion. To read the full text, please go to the district's website under the Pupil Services page.

### **SCHOOL RULES/EXPECTATIONS**

The entire Gurney staff expects all students to demonstrate "Tiger P.R.I.D.E." at all times and in all areas of the school.

P = Polite

R = Responsible

I = In Control

D = Don't Quit

E = Encourage Others

To that end, students are to: 1. Take care of themselves, 2. Take care of others, 3. Take care of the school facility.

- Be Respectful
- Be Safe

See the Code of Conduct for a more detailed reading of specific behavior considered to be violations of school rules/expectations as well as their consequences.

### **CAFETERIA RULES/EXPECTATIONS**

"Tiger P.R.I.D.E." applies in the Gurney cafeteria at all times.

Specific expectations/rules to the cafeteria setting are:

1. Sit at your assigned table unless given permission by a staff member to sit elsewhere. If given an assigned seat, sit there unless a staff member gives you permission to sit elsewhere.
2. Listen and follow the directions of staff and parent volunteers.
3. Remain seated at all times unless an adult gives you permission to leave your table.
4. Use your indoor voice to talk to friends at your table.
5. When a staff member asks for your attention for an announcement, there should be no talking.
6. Raise your hand to ask for help with a food item, use the restroom, or ask a question and an adult will come to you.
7. Do NOT trade food. Eat only the food you brought from home or the food you bought.
8. Do NOT touch anyone else's food or throw food at any time.
9. You must get permission from a staff member to use the restroom and then follow the sign-out procedures.
10. Clean up all trash from your table and the floor around your table at the end of the lunch period.

### **OUTDOOR/INDOOR RECESS RULES/EXPECTATIONS**

"Tiger P.R.I.D.E." applies on the playgrounds and during indoor recess at all times.

Specific expectations/rules to the playground and indoor recess settings are:

1. Follow all directions regarding the use of equipment, materials, and rules of games/activities given to you by staff.
2. No students are to be excluded from participating in a game or activity.
3. Take turns on all equipment and in all games.
4. Use all equipment and materials safely and only for their intended use.



5. Return all equipment and materials at the end of the recess period.
6. Outdoor Recess:
  - a. Do NOT kick balls up onto the roof of the school.
  - b. No throwing snow. "Don't even pick it up."
  - c. Line up quickly, safely, and quietly as soon as you hear the whistle blow.
7. Indoor Recess:
  - a. Use an indoor voice.
  - b. Remain in the classroom you've been assigned for that recess period.
  - c. All classroom rules related to the use of materials, equipment, and furniture apply during indoor recess.

#### **CONSEQUENCES FOR FAILURE TO ABIDE BY SCHOOL, CAFETERIA, RECESS RULES/EXPECTATIONS:**

It is the philosophy of the Gurney Staff that every failed opportunity to follow our school expectations or rules should first and foremost be a learning opportunity. Students will always be engaged in a dialogue with a staff member regarding the school expectation/rule, the students' actions, the impact those actions had (or could have), and a better choice of action for the future. Additionally, the Gurney Staff works to always have consequences that are relevant/logical in response to the rule/expectation that was broken. Common consequences to expect are:

- Verbal warning and dialogue with staff member as stated above.
- Loss of privilege related to the activity/area in which the infraction occurred (e.g. loss of recess time if not following recess rules/expectations).
- Parent notification
- See Principal

#### **BUS RULES/EXPECTATIONS**

"Tiger P.R.I.D.E." applies on the bus at all times. The bus is an extension of the school and the school day so, all rules/expectations stated for school, apply to the bus. Also, the school's Code of Conduct and consequences applies to behavior on the bus and failure to follow those expectations may result in a student forfeiting the right to transportation by school bus.

Specific expectations/rules and consequences to the bus (for scheduled runs, field trips, and co-curricular events) are:

1. Arrive at bus stop 5 minutes prior to the bus' scheduled arrival.
2. Wait in a location clear of traffic and a safe distance from where the bus stops.
3. Bus stop behavior falls under the student Code of Conduct and consequences. Be safe.
4. Sit in an available or assigned seat.
5. Remain seated at all times; do NOT switch seats unless directed by the driver. Keep aisles clear.
6. No body parts or objects should ever be held out the window.
7. Do NOT eat or drink on the bus.
8. Take onto the bus only what can be held in your lap.
9. Do NOT throw or pass objects around the bus.
10. Medication is not to be on the school bus unless permitted by policy JHCD-R. Drivers should be notified of potential medical problems.
11. Once a student has boarded the bus, he/she will not be allowed off the bus until his/her assigned stop.
12. Students may NOT ride any bus other than their assigned bus. Permanent requests for a different bus on a different day(s) must be made using a "Transportation Change Form" and submitted at least 3 days prior to the date of the change.

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

#### **DRESS CODE**

Students should wear appropriate clothing for an educational setting. Although dress is a more personal matter between the student and parent/guardian, the school must enforce a set of standards for the safety of students and in order for learning to occur with minimum distractions.

- Students are expected to wear coats, hats, gloves and boots in the winter. Without proper, protective winter wear, students may not be permitted to go outside for recess.

- The following statements are provided as guidelines to promote understanding of a few areas of concern:
- Any apparel showing suggestive or profane pictures or wording; showing alcohol, tobacco, or drug-related sayings or pictures; promoting sex, violence or self-destructive behavior; or any item that defames the nation, state, community or an individual will not be permitted.
- Tight-fitting or excessively short shorts, skirts, or tight fitting pants such as spandex, are not permitted at anytime. **All shorts/skirts must be at least fingertip in length with arms at sides.**
- Clothing should be so constructed and worn in a manner that is not unduly revealing. Tops that may **NOT** be worn are tube tops, halter tops, backless shirts, tops with spaghetti straps, sheer or fishnet shirts, and cut-offs or other tops which show midriff. Plunging neck lines and excessive exposure is not acceptable.
- Clothing with group markings, same color clothing or accessories symbolizing gang membership will not be tolerated.
- Proper footwear must be worn at all times in the school buildings. NO flip flops or similar style sandals may be worn, due to risk of injury.
- Sunglasses are not to be worn in the building.
- Hats and bandanas are not to be worn in the building, unless it is a special designated spirit day. ***Students who choose to wear hooded sweatshirts are not permitted to wear the hoods on their heads.***
- Appropriate undergarments for males and females must be worn.
- No undergarments should be visible (male or female) whether standing or sitting. Sagging pants or shorts are not permitted (waist line level at all times).
- Any new "fads" in clothing or anything not specifically covered in the above guidelines, which is considered inappropriate dress shall be dealt with at the discretion of an administrator/designee
- If there are any questions as to the appropriateness of any type of clothing, the school should be contacted in advance.
- In the event inappropriate clothing is worn or displayed. Students will be sent to the office until appropriate clothing is obtained. Continuous violations of this dress code could result in further disciplinary action.

## **CODE OF STUDENT CONDUCT - CONSEQUENCES DEFINED**

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

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

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

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

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

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

1. By an Administrator - If a student's presence and behavior pose a continuing danger to persons or property or disrupts or threatens to disrupt the learning process, the superintendent, a principal, or other school administrator may remove the student from the school premises for a period not to exceed three (3) school days.

If it is intended that the pupil be removed from a curricular activity or extra-curricular activity for more than twenty-four (24) hours, a hearing will be scheduled within three school days after the removal has been ordered. Parent(s), guardian(s), or custodian(s) will be notified by telephone prior to enacting of the impending removal and reasons for it. Written notice of the hearing, the reason for the removal, and intended disciplinary action will be provided to the student and parents prior to the hearing.

2. By a Teacher - If a student's presence and behavior pose a continuing danger to persons or property, disrupts, or threatens to disrupt the learning process, the teacher may remove the student from curricular or co-curricular activities under his/her supervision with the following conditions:

Disruptive students are to be sent to the office as soon as possible. The specific reasons for removal by the teacher must be submitted in writing to the administrator as soon as practical after removal. The administrator will review the referral and the appropriate action will be taken.

A student who is removed from an extra-curricular or co-curricular activity that is taking place after school hours must leave the campus immediately.

The administrator will make appropriate arrangements for a reinstatement meeting with the teacher and the student prior to the students return to the classroom or activity.

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

**SUSPENSION:** Suspension means the student may not come to school, attend classes, or any school events (home or away). A suspension can be up to 10 school days; at the time the suspension is imposed if there are less than 10 school days remaining in the school year the suspension can be extended into the next school year. The student is **NOT permitted to make-up any missed assignments or tests.** Students are under the supervision and jurisdiction of his or her parent or guardian. Students coming onto school property while they are under suspension will be charged by police for trespassing without prior permission from school officials. The suspension begins on the date designated by the administrator and ends the morning of the student's return. Students remain suspended throughout the appeals process unless directed by the Superintendent or his or her designee. Modifications may be applied to out-of-school suspensions to reduce the number of days suspended. Failure to comply with the stipulations stated in the suspension notification will result in the full suspension as outlined in the code of student conduct. Community service may also be required in conjunction with or in place of a suspension.

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

#### **APPEAL PROCEDURE - 1ST LEVEL OF APPEAL - POLICY JGD** Revised 1/8/09

A student, parent, guardian, or custodian may appeal the order of an out-of-school suspension to the Superintendent or his/her designee by filing a written notice of appeal within (10) days of notice of out-of-school suspension. If appellant intends to be represented by an attorney, the notice of appeal shall so indicate.

The hearing shall be held within ten school days of the filing of the notice of appeal, unless the time is shortened or extended by the Superintendent. For the purposes of an out-of-school suspension by a building level administrator, the Superintendent or his /her designee shall act as the hearing officer.

The student shall continue to serve the suspension while the appeal is pending unless directed by the Superintendent or his /her designee. The appeal shall be conducted in accordance with the Ohio Revised Code. All witnesses will be briefed on the proceedings prior to the start of the appeal and a verbatim record is kept.

#### **APPEAL PROCEDURE – 2<sup>ND</sup> LEVEL OF APPEAL**

Should a student, parent, guardian, or custodian choose to appeal the decision of the Superintendent or his/her designee to the Board of Education or its designee, he/she must do so within 10 days of the decision notice from the 1<sup>st</sup> level of appeal. The procedure for such is provided in regulations approved by the Board. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student, parent, guardian, or custodian. The student may be excluded from school during the appeal process.

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

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

**APPEAL PROCESS FOR AN EXPULSION:**

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

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent or guardian.

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

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

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

**DANGEROUS INSTRUMENT:** Weapons and dangerous instruments include any object which is used or may be used to inflict physical harm or property damage. These include knives (defined but not limited to any cutting instrument consisting of a sharp or pointed blade fastened to a handle) and other dangerous objects of no reasonable use to the student at school (including normal school supplies like pencils or compasses) which a reasonable person might consider, under the circumstances, capable of harming a person or property. **\*In the case of any violation related to a dangerous weapon and/or instrument, the student may be expelled from the school by the Superintendent for the period of one calendar year.**

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

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

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

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

***Chagrin Falls Exempted Village Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school,***

***students may not appeal. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the student's principal.***

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

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

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

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subjected while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of student conduct and the fact that any violations of the student code of student conduct are punishable. The rules apply to any form of student misconduct directed at a District official or employee or the property of a district official or employee, regardless of where the misconduct occurs.

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

## **VIOLATIONS SUBJECT TO DISCIPLINARY ACTION**

### **Statement**

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

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

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

## **RULE 1 - ACADEMIC INTEGRITY**

### **Statement**

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

### **Expectations**

The faculty and staff at Chagrin believe in collaborative partnerships between the school and families. The vitality of

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

During the first week of school every year, the faculty and staff at Chagrin will clearly define the expectations within this policy and honest effort. Teachers will explain and outline specific examples of honest and dishonest academic work in their classrooms. Students will receive information on the procedures and practices relating to examinations, homework, class and laboratory projects. The faculty at Chagrin will advocate and articulate the importance of honesty by utilizing teaching and assessment strategies that reduce the opportunities for dishonest behavior.

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

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

#### Violations of Academic Integrity

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

#### Cheating

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

#### Plagiarism

Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. Appropriate acknowledgement is required when material from another source which is in print form; electronic or other medium is paraphrased or summarized. Example of plagiarism include: failing to use quotations marks when directly quoting a source; failing to document distinctive ideas from a source (common knowledge information such as names and basic scientific law, need not be referenced); word-for-word or mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation); fabricating or inventing sources or data; and copying information from computer-based sources (i.e. Internet).

#### Facilitating Academic Dishonesty

Students may not knowingly or negligently allow their academic work to be used by other students. This act of aiding others is an academically dishonest act which violates the academic integrity policy. The students who are supplying the materials, even though not benefiting academically, are as guilty as the students who follow through on the act of dishonesty.

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

#### **RULE 2- HONOR VIOLATION**

Students shall not be involved in activities including but not limited to: misrepresentation of the facts, improper collusion, misuse of privileges, forgery and/or falsification of information. No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule.

### **RULE 3 - TRANSPORTATION**

No student, while under the authority of a school bus driver, may interfere with the safe operation of the bus through destructive actions or words either to other students, the bus driver or passing motorists. Bus misconduct will result in disciplinary action which may include loss of bus-riding privileges.

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

Students may be disciplined for any other misconduct which, although not detailed herein, is determined by school authorities which disrupts or interferes with the educational process.

### **RULE 5 - ELECTRONIC DEVICES/CELL PHONES**

No student shall possess radios, televisions, pagers, electronic games, remote control watches, laser pointers, cameras, video recorders or any other electronic equipment used or in sight during school hours. Students are permitted to possess cellular phones as long as they remain inactive and in backpacks during school hours, while on school property or while attending school-sponsored activities on or off school property.

The administration reserves the right to confiscate any items that are considered inappropriate for the school setting. The district assumes no responsibility for damage, loss, or theft of items brought onto school property. At school-sponsored events if such item(s) are deemed disruptive in nature by school personnel, the item(s) will be confiscated by school personnel. Students that have had electronic devices confiscated multiple times may have to have their parents pick up confiscated items from a school administrator at the end of the school day.

### **RULE 6 - INSUBORDINATION/NON-COMPLIANCE**

Students shall comply with the reasonable requests, directives and orders of teachers, student teachers, educational aides, substitute teachers, principals, or other authorized school personnel during any period of time when they are properly subject to the authority of the school (i.e., refusal to give one's name, refusal to surrender items). Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered "insubordination" for anyone to disobey or fail to comply with, which is a part of this code, directives of authorized school personnel.

### **RULE 7 - FAILURE TO ACCEPT DISCIPLINE or CONSEQUENCES**

No student shall refuse to accept discipline or punishment from teachers, school officials, teacher aides, or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.

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

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school-sponsored or related activities or events.

### **RULE 9 - USE/POSSESSION of FLAME PRODUCING DEVICES:**

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

### **RULE 10 - UNAUTHORIZED / AREAS LOITERING / TRESPASSING**

Loitering is defined as a student's presence in a restricted area at an unauthorized time. Loitering is congregating in an area within the school without an intended purpose. No student shall enter upon school grounds or enter any school building to which the student is not assigned after school hours except for purposes of attending or participating in a school-sponsored event in which his/her regularly assigned school is involved or where students from his/her regularly assigned school has been invited to attend or participate. Students are not permitted on school grounds after dark when there are not schedule activities.

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

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

A student who has been accepted or qualified to participate in a school-sponsored or related extracurricular activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations, or policies which govern participation in an extracurricular activity which rules, regulations or policies are provided to participants and made part of this code. Students attending any school-sponsored or related activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity. Students will be excluded from attending if in violation of these behavioral expectations.

## **RULE 12 - TRUANCY AND TARDINESS**

Students are required by law to regularly attend school. A student shall not be absent from school or an assigned location for all or part of any school day without school authorization and parental consent, and shall be considered truant when he/she is absent from school for any portion of the school day. Excessive tardiness shall also be considered truancy. Leaving the school building and/or grounds without permission is truancy. Make-up work for trancies may not be permitted.

## **RULE 13 - REPEATED VIOLATIONS of SCHOOL RULES**

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel. Administrative discretion will be exercised by the building principal or his/her designee. The consequence will reflect the seriousness of the situation.

## **RULE 14 - ACTS OF RETALIATION**

No one shall retaliate against an employee or student because he or she files a grievance or assists or participates in an investigation, proceeding or hearing regarding violations of the code of student conduct or school policies and procedures. These include but not limited to actions that can be covert and non-verbal in nature, i.e. the intentional exclusion from a group.

## **RULE 15 - GAMBLING**

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

## **RULE 16 - GANG ACTIVITY**

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

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

## **RULE 17 - HAZING**

Hazing is defined as acting or coercing another, including the victim, to participate in any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No student shall invite, participate in, coerce, require or request any other student or students to engage in any activity which might degrades, disgraces, or tends to injure, degrade or disgrace or create embarrassment or the risk of physical or mental harm (Ohio Revised Code 2903.31).

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

## **RULE 18 - DISRESPECT/HARASSMENT/ BULLYING**

Good conduct shows respect for all, no student shall engage or direct towards another person profane and/or abusive comments. For the purpose of this Code of student conduct, the terms harassment ("harass"), intimidation, hazing



and bullying includes, but is not limited to, conduct with any intentional verbal, written, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students towards other students/school personnel with the intent to haze, intimidate, insult, injure, threaten, ridicule, humiliate or otherwise persistently annoy.

No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, national origin, religion, age, and disability status or, other protected characteristics (Board Policy AC).

## **RULE 19 – CYBER BULLYING (Cyber Bullying, Identity Theft, Fraud, Libel)**

### **HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)**

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.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes *both* mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

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

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

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

The Superintendent/designee must provide the Board President with a semiannual written *report* summary and all *verified* reported incidents of *hazing and/or bullying* and post the *report* summary on the District's website, to the extent permitted by law.

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

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

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

## **RULE 20 – SEXUAL HARASSMENT**

Students are specifically prohibited from sexually harassing any other student, school employee, and community member or school visitor. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome,

including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, repeated sexual jokes, sexual name-calling or graphic verbal commentary relating to a person's body, and pressure to engage in sexual activity, repeated propositions or advances and unwanted physical contact.

**Some forms of sexual harassment of a student by another student may be considered a form of child abuse that would require that the student-abuser be reported to proper authorities in compliance with State law.**

#### **RULE 21 - TOBACCO/SMOKING**

The use of any tobacco products by students is prohibited. This applies to all school sponsored events and extracurricular activities both on school property and away from school. Use includes possession. Smoking is defined as holding a tobacco product, whether lit or unlit or having held it and tossed it aside.

#### **RULE 22 - EXTORTION**

Intimidating, an implied threat, violence, coercion or forcing another person to do something against his/her will, or to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions, off school grounds, or any other time the student is subject to school authority.

#### **RULE 23 - ASSAULT/FIGHTING/PHYSICAL CONFRONTATION**

A student shall not cause physical injury or behave in any way which could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the school or attending any Board of Education-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate contact.

1. **Assault (Aggravated/Physical)** - Committing an assault upon another person with a weapon, or an assault, which inflicts great bodily harm upon another person. - A student who assaults a school employee or other student whether on or off school property, or at a non-school-sponsored or related activity, function or event may be subjected to discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the Superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.
2. **Fighting** - Students involved in fighting on school property, Board of Education owned vehicles, or in attendance at any Board of Education sponsored activity will be suspended. In most cases, all parties involved in the fight will be suspended.
3. **Physical Confrontation** - This includes incidents that involve a physical altercation that includes, but not limited to, inappropriate contact (e.g., pushing, contact by inanimate objects thrown by a student).

#### **RULE 24 - THREATS**

1. **Threats (verbal/nonverbal)** - No student has the right to threaten or attempt to provoke another person. All such incidents should be reported to a teacher or principal. The police may also be involved.
2. **Threats to faculty or staff members** - This includes threatening or being disrespectful to a faculty member at any time, including off school grounds and when school is not in session (24/7/365).

#### **RULE 25 - DISORDERLY CONDUCT**

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

#### **RULE 26 - DAMAGE, DESTRUCTION, THEFT of SCHOOL and/or PRIVATE PROPERTY (VANDALISM)**

A student shall not cause or attempt to cause damage to school property or to personal property of students, teachers, school personnel or other persons. Neither shall a student steal or attempt to steal property of students, teachers, school personnel or other persons or participate or attempt to participate in the unauthorized removal of property either on school grounds or during a school-sponsored or related activity, function, or event off the school grounds. Pursuant to R.C. 3109.99 and R.C. 3109.091, a student and/or his/her parent or legal guardian shall be held financially accountable to the Chagrin Falls Exempted Village Schools for any damage, destruction or theft caused by their child.

## **RULE 27 – TECHNOLOGY and ACCEPTABLE USE and INTERNET SAFETY POLICY**

The prohibition of this Section includes, but is not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive, any form of computer piracy, and any improper usage of the Internet or other on-line agencies. Students must have a signed Acceptable Use and Internet Safety Policy on file to use the electronic media services offered by the District. Violations within this agreement may also include loss of this privilege for an indefinite period of time.

1. **Improper Access of Computers and the Network System:** Students shall not use, download or load unauthorized or inappropriate software on school computers.
2. **Vandalizing or Sabotaging the School Computer System:** Students shall not vandalize sabotage any computer, computer program, or equipment related to the computer system.
3. **Unauthorized Use of Computer Passwords.** Students shall not use another person's password for any purpose. Sharing of passwords is a breach of computer security.
4. **Appropriate Use of Personally Owned Technology Devices:** Students are responsible for the use and content of the use of all personal electronic devices while at school or school sponsored events.
5. **Acceptable Use/Recording Policy:** Students are prohibited from recording staff members and other students in any manner, unless permission is given and it relates to the educational process. No students are permitted to post videos or pictures of staff or students online without first obtaining permission from the individual.

## **RULE 28 - FALSE ALARM /9-1-1 CALLS**

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

## **RULE 29 - BOMB THREATS**

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

## **RULE 30 - ARSON**

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

## **RULE 31 - WEAPONS, DANGEROUS INSTRUMENTS, FIREWORKS AND EXPLOSIVES**

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions, or events off school grounds, on school-owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage.

This prohibition applies to firearms, explosives (including fireworks, smoke bombs), knives and other dangerous objects of no reasonable use to the student at school. It also applies to any look-alike weapon (such as play guns, starter pistols, stun guns, etc. as well as any literature that promotes the construction and/or use of any incendiary devices) or dangerous object (including normal school supplies like pencils or compasses) which a reasonable person might consider, under the circumstances, capable of harming a person or property.

## **RULE 32 - DRUG PARAPHERNALIA**

A student shall not possess, use, transmit or conceal any item which is designed for use with any illegal substance while on school property or in attendance at any Board of Education sponsored or supervised activity.

## **RULE 33 - ALCOHOL/CONTROLLED SUBSTANCES / DRUGS / NARCOTICS / INHALANTS / STEROIDS**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the education institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational means.

During school, summer school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, apply or be under the influence of any drug. "Possession" includes, without limitation, retention of a student's person or in a student's book bag, purse, wallet, locker, desk or automobile parked on school property. The mere odor present on a student validates reasonable suspicion and is grounds for suspension.

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

Students who violate this rule will receive the following consequences: (1) a 10 day Out-of-School Suspension (OSS), (2) police notification and, (3) a possible recommendation for an expulsion hearing.

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

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

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

#### **RULE 34 – LOOK-A-LIKE DRUGS**

A student shall not use, conceal, sell, purchase, accept or transmit any substances which are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be drugs of abuse or inferred by the seller or buyer to be drugs of abuse. (Medication prescribed by a physician must follow the Board-adopted policy regarding student medication; see Board Policy).

- A. A counterfeit controlled substance is defined as:
  - 1. any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
  - 2. any unmarked or unlabeled substance that is represented to be a controlled substance;
  - 3. any substance that is represented to be a controlled substance or is a different controlled substance; and
  - 4. any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
- B. No student shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 33.
- C. No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct, that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.
- D. No student shall knowingly make, offer to sell, give, package, or deliver a counterfeit controlled substance. Violations of this provision will be treated in the same manner as Rule 34.

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

#### **E. CHEMICAL ABUSE POLICY**

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

- 1. discourages students from becoming chemically involved;
- 2. protects students from the promotion and sale of chemicals on school property;
- 3. identifies the students who are chemically involved;
- 4. intervenes in the chemical involvement of identified students;
- 5. offers identified students the opportunity to participate in groups providing chemical abuse information and

- chemical counseling, and offers support counseling for chemical abstainers;  
6. refers chemically involved students to appropriate treatment facilities.

## **Policy Provisions**

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

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

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

## **Consequence Consideration For Awareness Program Attendance**

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

## **CHAGRIN FALLS EXEMPTED VILLAGE SCHOOL DISTRICT NOTIFICATION OF RIGHTS UNDER THE**

### *FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)*

**The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights include:**

**1. The right to inspect and review the student's education records within 45 days of the District's receipt of a request for access.** Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected

**2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.** Parents or eligible students may ask the Chagrin Falls Exempted Village School District ("the District") to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student's privacy rights. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.**

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including, but not limited to, health, medical, and law enforcement personnel); a person serving on the District's Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll if the disclosure is for purposes of the student's enrollment or transfer.

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

02/15/13

**CHAGRIN FALLS EXEMPTED VILLAGE SCHOOL DISTRICT  
NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

**August 1, 2013**

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Chagrin Falls Exempted Village School District ("the District") may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama or music production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports statistics listed in programs, such as football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to,

- Other schools the student is seeking to attend;
- Class ring manufacturers;
- State or federal authorities auditing, evaluating programs or enforcing state or federal laws;
- A court by order of subpoena.

The District has designated the following information regarding students as directory information:

- Name;
- Address;
- Telephone Number;
- Date and Place of Birth;
- Major Field of Study;
- Dates of Attendance ("from and to" dates of enrollment);
- Participation in Officially Recognized Activities and Sports;
- Weight and Height, if a member of an athletic team;
- Date of Graduation; and
- Degrees, Honors, Awards and other Achievements Received

Directory information may be disclosed by the District for any lawful purpose in its discretion, without the consent of a parent of a student or an adult student, i.e., for publication in the local newspaper of the honor roll or information about student athletes; including such information in a student directory; or displaying such information on the District's website.

In addition, two federal laws require the District to release the name, address, and telephone number of students in grades 9-12 to military recruiters and institutions of higher education that request the information unless the parent or eligible student direct the District not to release the information.

Parents of students and adult students have the right to refuse to permit the disclosure of any or all of the above information to third parties. If you do not want the District to disclose directory information about your child without your prior written consent, you must notify the District in writing by September 15, 2013.

02/15/13

## **APPENDIX**

### **EQUAL EDUCATIONAL OPPORTUNITY**

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

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

1. Basic Objective:

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

2. Definitions:

1. A "Grievance" is any alleged violation of the Regulation (45 CFR Part 36) set forth to implement Title IX of the Educational Amendments of 1972.

2. A "Grievant" is the person or group of persons making the complaint. Students under the age of 18 may be represented by their parents or legal guardians.

3. Level One:

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

4. Level Two:

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

### **HARASSMENT/SEXUAL HARASSMENT**

The Chagrin Falls School District is committed to providing a learning and working environment for students and employees free from harassment, sexual harassment and intimidation. All harassment is improper and illegal.

Harassment is defined as bothering or troubling a person by constant attacks verbally or otherwise. It includes any reference, verbal or otherwise, to a person's race, religion, and creed or national origin.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal, written or physical conduct of a sexual nature. It includes but is not limited to the following:

1. Unwanted sexual advances including propositioning, repeatedly asking someone out for a date after it has been made clear that the person is not interested.
2. Making or threatening reprisals after a negative response to sexual advances.
3. Non-verbal conduct: leering, sexual gestures, displaying sexually suggestive objects, pictures, cartoons, posters, etc.
4. Verbal conduct: making or using derogatory comments, slurs or jokes; making sexually based remarks about another person's or one's own body.
5. Verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
6. Physical conduct: touching, assault, impeding or blocking movement.

Any member of the school community who believes that she/he has been subjected to or witnessed sexual harassment is encouraged to report the incident(s) immediately. Students can share concerns regarding sexual harassment with a teacher, guidance counselor or administrator. Allegations of sexual harassment will be handled sensitively and promptly and investigated thoroughly.

### **STAFF-STUDENT RELATIONS**



The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with individual students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make deprecatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
4. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
5. Dating between staff members and students is prohibited.
6. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
7. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
8. Staff members shall not send students on personal errands.
9. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
10. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
11. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

## **SOCIAL NETWORKING WEB SITES**

1. District staff members who personally participate in social networking web sites are prohibited from posting data, documents, photographs or inappropriate information on any web site that might result in a disruption of classroom activity. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff is prohibited from providing social networking web site passwords to students.
3. Fraternization between District staff and students via the Internet, personal e-mail accounts, social networking web sites and other modes of virtual technology is also prohibited.
4. Access of social networking web sites for personal use during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the Student Code of Conduct and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education web sites.

Adoption date: December 16, 1996]

[Readoption date: July 21, 1997]

[Readoption date: April 23, 2001]

[Readoption date: November 18, 2002]

[Readoption date:

CROSS REFS.: GBC, Staff Ethics  
GBCA, Staff Conflict of Interest  
GBCB, Staff Conduct  
GBI, Staff Gifts and Solicitations  
JFC, Student Conduct (Zero Tolerance)  
JG, Student Discipline  
JHG, Reporting Child Abuse  
JL, Student Gifts and Solicitations  
JO, Student Records  
KBA, Public's Right to Know  
Student Handbooks  
Staff Handbooks

CONTRACT REFS: Teachers' Negotiated Agreement  
Classified Employees' Negotiated Agree