

CHARDON MIDDLE SCHOOL



STUDENT VIRTUAL HANDBOOK

2020 - 2021
Mission Statement

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

Chardon Local School District

[http://www.CHARDONSCHOOLS.ORG](http://www.chardonschools.org)

Central Administration	440.285.4052	
Superintendent	Dr. Michael Hanlon	michael.hanlon@chardonschools.org
Assistant Superintendent	Dr. Edward Klein	ed.klein@chardonschools.org
Assistant Superintendent/Business Affairs	Mr. Steven Kofol	steven.kofol@chardonschools.org
Treasurer	Mrs. Deb Armbruster	deb.armbruster@chardonschools.org

Board of Education		
President	Mrs. Madelon Horvath	
Vice-President	Mrs. Karen Blankenship	
Member	Mr. Keith Brewster	
Member	Mr. Paul Stefanko	
Member	Dr. Guy Wilson	

Department of Student Services	440-286-0460	
Director	Ms. Linda Elegante	linda.elegante@chardonschools.org
Supervisor	Mrs. Andrea Ryan	andrea.ryan@chardonschools.org
Secretary	Mrs. Tamra Bell	tamara.bell@chardonschools.org

Middle School Administration	440.285.4062	
Principal	Mr. Timothy Velotta	timothy.velotta@chardonschools.org
Assistant Principal	Mr. Adam Tomco	adam.tomco@chardonschools.org

School Counseling		
Counselor 5th Grade	Mrs. Karin Hillman	karin.hillman@chardonschools.org
Counselor 7th Grade	Mrs. Janelle Stuart	janelle.stuart@chardonschools.org
Counselor 4th & 6th Grade	Mrs. Erika Barnett	erika.barnett@chardonschools.org

Athletics		
Athletic Director	Mr. Doug Snyder	
		doug.snyder@chardonschools.org

School Resource Officer	Officer Derek Carlson	derek.carlson@chardonschools.org
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TELEPHONE NUMBERS (ALL 440 AREA CODES)

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

All contact and calendar information can be found on our district website: <https://chardonschools.org>

WELCOME TO CHARDON MIDDLE SCHOOL

Welcome to Chardon Virtual Learning. The purpose of this handbook is to acquaint you with important information about the daily operations of virtual learning and certain board policies and procedures. We hope that it will be a useful reference tool. Read these rules and school policies and share them with your parents. Knowing what is expected of you will help you get along with your teachers and classmates. If you have any questions that are not addressed, please refer to the District Website or contact the building principal. This handbook replaces all prior handbooks and written material on the same subjects. This handbook only reflects the current status of the board's and administration policies at the time of board adoption. The most recently approved board policies or administrative guidelines will always supersede this handbook. Current board policies are available from the building principal or on the district's website. We wish you a successful school year.

FERPA and DIRECTORY INFORMATION

The exception to disclosure of student information without consent is the release of "directory information." The district will make the information listed below as directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by September 15 of each school year that (s)he will not permit distribution of the following information. Under Ohio law, directory information includes the following:

- Student's name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Date of graduation
- Awards received

ABSENCE FROM SCHOOL and ATTENDANCE - Regular attendance and promptness to virtual meetings are necessary for the continuity of learning and the development of good habits. Parents must call the Chardon Middle School Attendance number: 440.285.4062 (Press 1) before 8:00 AM the day their son or daughter is absent. This is a 24-hour attendance line. Please include the child's name, grade, reason for absence, and duration of the absence. If a parent call is not received by 8:00 AM on the day of the absence, the parent(s) will be contacted at home or work to verify the student's absence. If communication with a parent / guardian does not occur, the student will be marked as unexcused until contact is made.

Doctor's notes may be requested by school authorities if a student accumulates excessive absences. Within three (3) days of their return, students must bring in a note from a doctor. If a note is not brought in by the 3rd day, the absence will be permanently recorded as unexcused. If a student returns to school during the school day, he/she is to report to the Main Office to get the appropriate absence slip. It is the responsibility of students to obtain from their teachers information on any work they have missed during an absence and to make up that work.

The following are considered excused absences from school:

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

Absences for any reason not listed above are considered unexcused.

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

The following are considered an EXEMPT absence from school:

- Approved school sponsored field trip in which the student does not login or complete daily assigned work during the school day.

House Bill 410

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to prepare for higher education and the workforce.

Beginning with the 2017-2018 school year, school districts must measure student absences in hours, rather than days, and must adhere to new policies regarding student discipline as a result of HB 410. The law substantially changes the response to truancy, requiring school districts to implement policies that emphasize intervention strategies to address absenteeism.

HB 410 eliminates the concept of "chronic truancy" and instead categorizes all students with excessive absences as "habitually truant." The school district must send written notification to the parent or legal custodian of any student who is absent, with or without legitimate excuse, for 38 hours in a month or for 65 hours in a year.

The law defines excessive absenteeism as a student who is:

- Absent 38 or more hours in a month with or without an excuse - absences will now be calculated in hours not days
- Absent 65 or more hours in a year with or without an excuse

House Bill 410 defines habitual truancy as:

- Absent 30 or more consecutive hours without a legitimate excuse
- Absent 42 or more hours in a month without a legitimate excuse
- Absent 72 or more hours in a year without a legitimate excuse

School districts and families must develop an Absence Intervention Plan for students who exceed the absence limits outlined in the law as noted above. The purpose of the plan is to identify specific barriers and solutions to attendance. The team will be composed of staff members who are familiar with your child and the programs at school, as well as you, the parent/guardian. If the student refuses to participate in or has failed to make satisfactory progress on the plan within 61 days, the district is required to file a complaint in Juvenile Court.

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

If a student knows of an absence in advance, he/she is expected to have all assignments completed upon his/her return. It is the responsibility of the student to secure permission from an administrator; obtain his/her assignments from his/her teachers; and be prepared for any previously announced tests/quizzes that were administered during their anticipated absence before leaving. Planned/Vacation absences are NOT considered excused absences if they do not meet one of the legal definitions outlined above. However, should a student complete all assigned work during the planned absence the attendance code will change from "Out of Town Unexcused" to "Out of Town Excused."

ACADEMIC INTEGRITY - Cheating/Plagiarism - Cheating keeps the students from learning at a critical point: when the material is challenging and time consuming. By cheating, the student is denied the opportunity to learn the material, to be challenged with an assignment or concept, and to master it. The education of each student is important to teachers, parents and the community. It should also be important to you, the student! Cheating, plagiarism, or copying homework all stand in the way of your obtaining the education you need and deserve. Your teachers are glad to help when you do not understand the material, or are having difficulty mastering it. Please consult them before you consider cheating or copying another student's work.

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

Cheating and plagiarizing involves any of the following actions:

1. Using another person's work as your own.

2. Copying another's homework, test, examination, theme, book report, term paper or downloading material from the Internet.
3. Preparing to cheat in advance of a quiz, exam, or in-class writing with such things as:
 - a. Having in your possession a copy of the test to be given by the teacher
 - b. Using unauthorized notes, references, or devices during the test, exam, or written essay.
 - c. Talking or communicating in any way while taking quizzes, tests, or examinations.
 - d. Failing to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raising hand to ask questions, or any instructions given by the teacher).
4. Plagiarizing means to use as your own any other person's idea, expression, or words without giving the original author credit.

In both situations, plagiarism and academic dishonesty, progressive discipline will be followed for the calendar year. The student may be required to complete an alternative assignment due on the date after their assigned consequence.

1st Offense: Alternative assignment/assessment; teacher contacts parent

2nd Offense: Alternative assignment/assessment; office referral and parent/student conference with administration and teacher

3rd Offense: Zero credit, progressive discipline

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

ATTENDANCE POLICY FOR ATHLETIC/CO-CURRICULAR ACTIVITIES - Students planning to attend or participate in a school sponsored after school or evening activity must meet virtual learning attendance requirements on the day the activity takes place as described in the Minimum School-Day Attendance Policy 2 hours. Absence from classes will exclude a student from co-curricular participation and/or attendance. This policy includes attendance at athletic events, dramatic performances, club meetings, banquets, vocal and instrumental music programs and school-sponsored dances.

CLASS CHANGE POLICY - Students enrolled in Chardon's Virtual Learning classes have limited availability of courses based on student requests, staffing, class sizes and other resources.

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

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

CUSTODY - A copy of the legal document giving parent custody (in case of parent separation or divorce) is required when students are enrolled. **IMPORTANT:** For the protection of the student, when a custody change occurs for a student already enrolled in school, a copy of the court order giving custodial rights must be submitted as soon as possible, to a building administrator to be placed in the student's file.

DAMAGE & DESTRUCTION - Students who purposely or carelessly damage or destroy texts or library books will be required to pay for the replacement of these items at current prices. Accidental damage to books will also result in a

book fine. The amount of the fine will be determined by the condition of the book and the current replacement cost. If a Chromebook is damaged/destroyed, students will fill out an incident form in the media center. If the Chromebook qualifies for replacement/repair, the student will be issued a loaner until the repair is made. If the damage was determined to be intentional building administration will begin the discipline process and restitution may be assigned.

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

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

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

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

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

Hats/Hoods - Hats/Hoods should not be worn during virtual learning, this includes scarves and bandannas.

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

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

DRESS GUIDELINES - Please review the entire dress code policy. During a live virtual meeting, should a student violate the dress code the teacher will direct the student to correct the infraction. Should the student refuse, they will be removed from the meet and progressive discipline will follow:

1st Violation: 1 on 1 conference with teacher to review dress code

2nd Violation: Review of dress code guidelines, violations with administration

3rd Violation: Parent, student, administrative conference

DUE PROCESS - Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. There are two facets to due process: substantive and procedural. Substantive due process provides for fair and reasonable treatment under the law in satisfying a person's due process rights; a student can expect to receive written notice of intent to suspend or expel and the reason(s) for such action. The student will be given the opportunity to explain his/her actions or challenge the reasons. Within twenty-four (24) hours after the time of a student's suspension, written notice of suspension will be sent to the Parent(s)/Guardian(s). The notice will specify the duration of the suspension and the reason(s) for the suspension, as well as the right and procedure to appeal. Prior to expulsion, the Superintendent will give the student and his/her Parent(s)/Guardian(s) written notice and provide an opportunity to appear to explain the student's actions or challenge the reason(s). The notice will include reason(s) for the possible expulsion and the time and place of the appeal hearing. Within twenty-four (24) hours after the time of expulsion, the Superintendent will send written notice to the student and his/her parent(s)/guardian(s). The notice shall specify the duration of the expulsion and reason(s) for the expulsion. It shall also include notification of the right to appeal. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal. Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973. For further information, refer to the Board of Education Policy.

APPEAL PROCESS - A pupil or parent, guardian or custodian may appeal an expulsion or suspension to the Board of Education (in the case of an expulsion) or Superintendent (in the case of a suspension). The pupil may be represented in the appeal and shall be granted a hearing before the Superintendent or Board or a designee. At the request of the

pupil or custodian or their representative, the Board may hold the hearing in executive session, but shall act upon the expulsion or suspension at a public meeting. The Board may by a majority vote of its full membership or by the action of its designee, affirm the order of suspension or expulsion or may reinstate such pupil or otherwise reverse, vacate, or modify the order of the action. No pupil shall be expelled or suspended from any school beyond eighty (80) days or (180) school days per board policy. No student may participate in any school activity or be on school grounds or observe an activity while under suspension or expulsion.

ELECTRONIC DEVICES/CELL PHONES - Each teacher will provide the procedures for students to use devices during virtual meetings. Failure to comply with this policy will lead to progressive discipline.

EMERGENCY MEDICAL AUTHORIZATION - Each student must have an emergency medical form completed online annually via the Infinite Campus Parent Portal. Changes in information during the year must be updated online as necessary. Changes in residency must be handled directly through the school office.

FACE COVERINGS - All students, staff, faculty and visitors must adhere to the following guidelines regarding the use of face coverings while on school property. Face coverings must cover the mouth, nose, nose and chin and fit snugly against the face. Face coverings are required at all times when:

- In any indoor location, including but not limited to classrooms, gymnasiums, offices, locker rooms, hallways, cafeterias and/or locker bays
- Outdoors on school property when unable to consistently maintain a distance of at least six (6) feet from individuals who are not members of their household
- Waiting for a school bus outdoors when unable to maintain a distance of at least six (6) feet from individuals who are not members of their household
- Riding a school bus

Brief breaks from wearing a face covering may be taken when a distance of at least six (6) feet from others can be maintained and a mask break is determined necessary by and authorized by a teacher or other staff member.

In the event that a student has a disability or a health condition that could impair his/her ability to wear a mask or other face covering, an exemption to the face covering policy can be sought. A "Face Covering Exemption Request Form," must be completed and addressed to the student's building administrator.

If face coverings are required, and no exception has been applied, students who violate this policy shall be subject to disciplinary action in accordance with the applicable Code of Conduct and in accordance with the policies of the Board of Education.

GRADE REPORTING - Grades will be available for electronic viewing throughout the year. Parents that do not have access should call the Chardon Middle School office at 440.285.4062 Press 2. The grading periods and the dates that report cards are published in Infinite Campus are located on the school calendar. Questions regarding grades should first be directed towards the teacher assigning the grade.

HOMEWORK - Classwork and homework can be found in Google Classroom and on teacher websites. Parents/Guardians are encouraged to communicate with their student to be able to get access to the student's Google Classroom account, or register for google parent summary reports emailed to the parent directly. It is important that students-use their Google Calendar for homework updates.

INDIVIDUALS WITH DISABILITIES - The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities. The Chardon Local School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation procedure and with the signed permission of a parent / guardian. To inquire about these procedures or programs, a parent should contact the School Psychologist at 440.285.4062.

INTERNET ACCEPTABLE USE POLICY (AUP) - *The following is just a copy of the AUP. The actual form is kept on file in the Library Media Center.*

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

This permission form is required for your child to use the school's access to the Internet, through the Chardon Local School District (CLSD). Each student and his or her legal guardian must sign this Acceptable Use Policy (AUP) after having read the document and agreeing to adhere to the document's content, when using a school Internet connection. Please read this entire application thoroughly! Students will have access to the Internet, an electronic highway connecting millions of computers all over the world and millions of individual subscribers. This user's

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

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

TERMS AND CONDITIONS FOR OBTAINING INTERNET ACCESS

1] Acceptable Use - Use of the Internet will be in support of the educational objectives of the Chardon School District. Materials inappropriate in a school setting must not be obtained using this account. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Commercial use of this account is prohibited.

Obscene material, or material protected by trade secret. Commercial use of this account is prohibited.

2] Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. This network access to the Internet is designed for educational purposes consistent with the educational objectives of the CLSD.

3] Network Guidelines - The student is expected to abide by the generally accepted rules of network etiquette. This includes, but is not limited to the following:

- *The system shall be used for purposes related to the CLSD educational objectives and in support of the academic program.*
- *Do not "share" your account with others. Sharing of accounts may result in a loss of network privileges.*
- *Use appropriate language. Do not curse, use vulgarities or any other offensive language.*
- *Do not reveal your name, personal address, phone number or those of other students or colleagues, i.e., do not identify yourself.*
- *All communications and information accessible via the network shall be assumed to be copyrighted.*
- *Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.*
- *The administration reserves the right to monitor and/or restrict any computer activity and on-line communications for improper use.*

4] Vandalism - Vandalism will result in cancellation of privileges and possible legal action. Vandalism includes uploading/ downloading any inappropriate or non-school related material, creating computer viruses and/or any malicious attempt to harm, alter or destroy equipment, materials or the data of any other user.

MAKE-UP WORK - Students who have an excused absence from school will be required to make up work missed in each class. Students will be allowed to take as many days as the time of absence to make up the work missed. All work must be completed by the end of the grading period. It is, at all times, the responsibility of the student to request missed homework assignments from the teachers.

MINIMUM SCHOOL-DAY ATTENDANCE POLICY - "Minimum attendance at school" shall be defined as "complete attendance at one half the number of hours in the day, or 2 hours." Students participating in athletic or co-curricular activities must meet this minimum requirement to be eligible for their event that same day.

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

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

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

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

PARENT/ TEACHER ORGANIZATION - All parents / guardians are invited to join in the activities of the Parent / Teacher Organization. Volunteering with PTO takes on many forms. Any amount of time you are able to volunteer is always helpful. PTO meetings are held at the school, unless otherwise advertised, and are open to all parents / guardians of students attending CMS.

RELIGIOUS OBSERVANCE - As within any public school, students have varied religious beliefs. Ohio Revised Code allows schools to excuse students for a religious observance. Please call/email the school if you wish your child to be excluded from activities, or if they will be absent due to a religious holiday. In your call/email, please indicate if you would like your child to participate in an alternative educational activity.

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

SCHOOL ACADEMIC POLICIES

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

Report Cards - Grades are reported at the end of the grading periods. Report cards can be viewed electronically.

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

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

Recognition of Academic Performance

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

Honor Roll: 3.5 to 4.00

Merit Roll: 3.0 to 3.49

Determining the Final Grade - Promotion and retention are based upon the final grades a student earns.

For a semester class - the final grade is the average of the two marking period grades.

For a year-long class - the final grade is the average of all 4 marking periods.

To calculate a final grade:

1. Convert the marking period grades to quality points as outlined above and total the points.

A=4, B=3, C=2, D=1, F=0

2. Use the scale to determine the final grade.

Full Year Class: A=16-15

B=14-11

C=10-7

D=6-3

F=2-0

Semester Class: A=8-7

B=6-7

C=4-5

D=2-3

F=0-1

In order for a student to pass a class, the student must earn a final grade of D or above. It is recommended that a student earn a passing grade in at least 1 of the last 2 quarters to avoid the possibility of summer school/retention.

Remedial Programming Students in 6th or 7th grade will be required to complete a remediation course in Math or ELA should they receive a failing grade. This coursework will be completed during the summer months and a charge will be billed to their student fees. A retention meeting will be held for students who fail two or more core subjects prior to the conclusion of the school year.

High School Credit

Algebra I Honors is the only course impacted by this policy. The grade earned in the class will be the grade that is recorded on the high school transcript.

Grade Determination: The final grade for a HS course is determined by GPA:

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

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

1. Have a grade average 0.5 or above
2. Pass three out of five grades (including a final) for a year-long course
3. Pass two out of three grades for a semester course (*not applicable at CMS*)
4. Pass one of the last 2 grades of the course (the fourth (4) nine weeks and the final exam)

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

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

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

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

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

STUDENT FEES - The Chardon Middle School fees should be paid as soon as possible. All school fees are paid through Infinite Campus. The Chardon Schools website ([HERE](#)) contains information on how to pay your fees using Infinite Campus. Please be reminded that unpaid student fees accumulate over time and travel with students to the high school. Failure to pay student fees may result in the loss of privileges such as parking passes, field trips, class trips, and participation in activities such as graduation/promotion ceremonies. ***Failure to pay school fees will result in a student being ineligible to participate in a school-sponsored sport.*** Fee waiver forms for families who qualify are available through the school office.

STUDENTS WITH DIRECT KNOWLEDGE OF CODE VIOLATION - Depending on the circumstances, and in the sole discretion of the administrator, any student with direct knowledge of, or who witnesses a Code violation and fails to bring it to the attention of an administrator may be held accountable to the same degree as the student(s) who committed the violation.

TARDINESS TO SCHOOL - Students are expected to login and be ready to learn at the start of their assigned virtual classes. All tardies will be recorded regardless of reason. Excessive tardiness will result in progressive discipline and / or a court referral.

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

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

- The Chardon Local School District shall maintain the original documents in the student's folder until such time as the receiving district requests, in writing, the information on the transferring student and the parent or

legal guardian has given written authorization for the release of such information to the receiving district. At the time the Chardon Local District will forward copies of the student's records to the receiving school.

- Parents may request copies of the information contained within the child's folder.
- Only personnel approved by the Board of Education should have access to the student's folder.

DAILY EXPECTATIONS - All students are expected to log in to their Chardon Schools email and Google Classroom for announcements and daily work. All daily/weekly assignments will be submitted and turned in using Google Classroom. Students will adhere to a daily schedule with assigned contact time to meet with teachers virtually. Students should complete 4 hours of school work daily across all virtual learning platforms (independent work, live virtual instruction, small group virtual meetings, etc.).

STATE and DISTRICT TESTING - All virtually enrolled students will participate in state and district testing. Students will complete the district testing (MAP) at home, however must make arrangements to complete state testing in the school building. Students must complete the tests within the district's testing window for the grade and content.

ATTENDANCE - All students are required to engage with the various forms of academic tasks daily. Students should expect to complete 4 hours of work daily. Failure to attend Google Meets, complete daily tasks, or the check-in Google Form will result in an unexcused absence. Parents are still required to call the Chardon Middle School Attendance number, 440.285.4062 (press 1) before 8:00 a.m. if their son or daughter is absent. If a student fails to login the absences will be coded as unexcused (provided an approved absence reason was not given). Under Ohio law, House Bill 410, if a student does not routinely attend school in accordance with the attendance policy (See Absence From School and Attendance), your child may be placed on an Absence Intervention Plan or referred to juvenile court.

GRADING

Students will be assigned daily work and assessments to be graded and calculated into their quarterly report cards.

ACADEMIC VIDEO CONFERENCING

Attendance for assigned video conferences following the students' daily class schedule is mandatory. During video conferencing, students are expected to adhere to all behavioral and dress code policies outlined in the Student Handbook. Students will be given a warning for non-compliant behavior and should the behavior continue to interfere with the learning environment, the teacher reserves the right to remove them from the conference. School administration will follow up with all students removed from video conferences and school-based consequences can be assigned as outlined in the Student Handbook.

INTERNET ACCESS

Chardon Local Schools is committed to equity and ensuring access to all students during any period of online learning. Parents are encouraged to contact an administrator or school counselor for assistance in accessing resources to improve internet connectivity or technology needs.

STUDENT CODE OF CONDUCT

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

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

Administrative Conference - An administrative conference is an informational meeting between an administrator and a student wherein the administrator investigates a potential disciplinary infraction. If it is determined that an

infraction occurred, the student will, oftentimes, receive a verbal warning. No formal notice to the parent/guardian must be given as the result of an administrative conference.

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

Detention - Any violation of the Student Code of Conduct or Chardon Middle School's policies and procedures may result in a detention to be served during lunch or before or after school. Students will be given a written detention notice identifying the date and time of the assigned detention. The notice will need to be signed by a parent or guardian and returned to the school office prior to serving the detention. After every 5th detention, a student will be issued a Saturday Detention.

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

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

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

Out-Of-School Suspension - An out-of-school suspension is the forfeiture of a student's right to attend school, after-school functions, or to be on school property for one to ten days. A student may be suspended for violating any of the 21 rules listed under the Student Discipline Code based on administrative decision. Parents are notified of this disciplinary action in writing. The guidelines found in Board Policy are followed for all out-of-school suspensions. A suspension is issued by the Superintendent or Building Principal. The suspension may be appealed to the Board or its designee. Under Ohio law, the decision of the Board or its designee may be appealed to the Court of Common Pleas.

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

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

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

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

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

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

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

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

STUDENT DISCIPLINE CODE

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

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

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

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

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

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

- a. continuously making noise or acting in a manner so as to interfere with a teacher's or administrator's ability to conduct a class, meeting, assembly, any school function, or an extracurricular activity;
- b. material disruption of a class, school, school function, operation of the District, meeting, assembly, or extracurricular activity through electronic means or through the use of technological resources, including but

not limited to the internet and social media. This applies regardless of whether such conduct occurs on campus or off campus;

- c. occupying any school building, school grounds, or part thereof;
- d. blocking the entrance or exit of any school building, corridor or room therein;
- e. preventing or attempting to prevent by physical act, electronic communication or communication made through technological means, or verbal utterance the convening or continuing functioning of any school, class, or activity or any lawful meeting or assembly on or off school property;
- f. preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event; and
- g. blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event.

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

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

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

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

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

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

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

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

- a. Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested,

- b. Submission to sexually based conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development,
- c. Making or threatening reprisals after a negative response to sexual advances,
- d. Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters,
- e. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body,
- f. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations,
- g. Physical conduct: touching, assault, impeding or blocking movement.

Any member of the school community who believes that he/she has been subjected to, or witnessed hazing, threatening, bullying, cyberbullying, harassment, sexual harassment and/or intimidation is encouraged to report the incident(s) immediately. Students can share concerns regarding hazing, threatening, bullying, cyberbullying, harassment, sexual harassment and intimidation with a teacher, guidance counselor, or administrator. See Board Policy. Chardon Local School encourages everyone to Stay Safe-Speak Up. Anyone can make an anonymous report by calling (toll free), **1.866.listen2me** or submitting an incident report online through the Chardon Schools website or by clicking [HERE](#).

Rule #6- Student Dress - It is the policy of the Chardon Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education. Student dress and grooming that, in the sole discretion of the administrator, is unsafe for the student or those around the student; substantially impairs the work of the school; is disruptive of school operations and the educational process; and/or is provocative, suggestive or obscene is prohibited. Administrative standards will be substituted for parental freedom of choice and responsibility when the manner of dress becomes disruptive to the educational process at the sole discretion of the administrator. See Board Policy ~~JFCA~~.

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

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

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

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

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

Rule # 10 - Use of Electronic Devices - There shall be no misuse/unauthorized use of electronic or technological devices/equipment including, but not limited to, computers, cell phones, smart phones, personal digital assistants ("PDAs"), personal listening devices, pagers, electronic games, laser pointers, cameras, camera phones, and video camcorders on property owned or controlled by the Board, in a vehicle owned or used by the Board, and/or at a school-sponsored event or activity. Use of such devices shall only be as approved by the administration or a classroom teacher for educational purposes only and in accordance with Board Policies EDE, EDE-E, EDE-R, and JFCK. Student use of personal listening devices (e.g., iPods, CD players, MP3 players) and cellphones will be permitted after school hours only. Except in the case of an emergency, students who need to contact parents during the school day must use the main office phone. Students may have these items confiscated by school personnel if such items cause a "disruption of school." Confiscated cell phones or cameras may be searched for photos, text messages and/or sexting messages if there is reasonable suspicion that such device may have been used in any action that is prohibited by the Code, Board

Policy or the law. Consequences may include, but are not limited to, confiscation, possible referral to law enforcement, and any of the disciplinary actions set forth above in this Code. The school is not responsible for lost or stolen electronic devices. No administrative time will be spent searching for these items when they are lost or stolen.

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

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

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

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

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

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

A counterfeit controlled substance is defined as:

- a. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark; or
- b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it. This includes any item which is purported to be laced or injected with an alcoholic beverage, intoxicant, steroids, drugs of abuse, non prescribed drugs, or other controlled substance; or

- c. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance; or
- d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

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

Rule #14 - Trespass/ Restricted Area

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

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

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

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

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

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

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

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

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

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

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

HANDBOOK REVISED August 19, 2020