

Chardon Local Schools

PARENT-STUDENT HANDBOOK



CHARDON HILLTOPPERS

CHARDON ELEMENTARY SCHOOLS



STUDENT HANDBOOK 2017 - 2018 Mission Statement

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

This agenda belongs to:

NAME _____
ADDRESS _____
PHONE _____
GRADE _____

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

CHARDON LOCAL SCHOOL DISTRICT

CENTRAL ADMINISTRATION

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BOARD OF EDUCATION

President	Mrs. Karen Blakenship
Vice-President	Mrs. Madelon Horvath
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Member	Mr. Sheldon Firem
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ELEMENTARY SCHOOLS

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All contact and calendar information can be found on our district website:

www.chardon.k12.oh.us

WELCOME TO CHARDON ELEMENTARY SCHOOLS

Welcome to Chardon Elementary Schools. The purpose of this handbook is to acquaint you with important information about the daily operations of our school. We hope that it will be a useful reference tool. Read these rules and school policies and share them with your parents. Knowing what is expected of you will help you get along with your teachers and classmates. We wish you a successful school year. The Elementary School office is open from 7:45 a.m. in the morning until 4:15 p.m. in the afternoon.

FORWARD

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

STUDENT RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules. Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student or parent/guardian should contact the school.

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

The following are considered excused:

- personal illness
- illness in family
- death of a relative
- quarantine for contagious disease
- observance of religious holidays
- circumstances, which in the judgment of the superintendent or 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

ACADEMIC INTEGRITY - 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.

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

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

1. Using another person's work as your own.
2. Copying another's homework, test, examination, theme, book report, term paper or downloading material from the Internet.
3. Preparing to cheat in advance of a quiz, exam, or in-class writing with such things as:
 - a. Having in your possession a copy of the test to be given by the teacher.
 - b. Using unauthorized notes, references, or devices during the test, exam, or written essay.
 - c. Talking or communicating in any way while taking quizzes, tests, or examinations.
 - d. Failing to follow test procedures or instructions announced by a teacher.
4. Plagiarizing means to use as your own any other person's idea, expression, or words without giving the original author credit.

If you are caught cheating or plagiarizing, disciplinary action by the administration may occur. Any acts of cheating and plagiarizing may deny the student access to any and all academic honors and awards.

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

activity or be on school grounds or observe an activity while under suspension or expulsion.

ARRIVAL AND DISMISSAL-

ARRIVAL: School doors open at 9:00 am; students are expected to arrive at school on time and be in class by 9:10 am. If a student is tardy to school, he/she is to report to the office with a parent. Those students with early morning appointments who arrive late to school must bring verification of the appointment from the doctor. After signing in at the office, the student will report to class. All tardies will be recorded regardless of reason, with the exception of late bus arrivals or severe weather that causes a delay in homeroom attendance. Parents who drive students to school are responsible for their promptness. Drivers must make time adjustments to accommodate traffic delays and road conditions. Consequences will be given to the student regardless of the parent's involvement in the tardiness.

DISMISSAL: The dismissal process begins at 3:25 pm. There are occasions when a student must leave school early for a medical appointment or some other business which cannot be scheduled outside the school day. When such an occasion occurs, the parent needs to call the office or the student **must bring a note** from home explaining the reason for the early dismissal and the time that the student will be picked up.

WRITTEN PERMISSION FOR CHANGES IN DISMISSAL ROUTINE -A written note from home is required to notify the school of changes in routine and helps to assure children of what plans to expect.

Written permission from parent/guardian should be sent to the office if a child is to:

- Stay after school to attend a meeting or to be picked up.
- Leave class early for a doctor's appointment, early dismissal, etc.
- Be picked up by an adult other than the parent/guardian must have written permission from their parent or guardian in order to be released to this adult.
- Ride a bus anywhere other than his home.

Except in an emergency a student is not permitted to ride a bus other than his/her own. If a child does not have a written note and we are unable to contact the parent to confirm a change in routine, the child will be sent home on his/her assigned bus.

ATTENDANCE - Attendance is a critical part of student success. The intent of this attendance procedure places a priority on compulsory school attendance and encourages students to establish good attendance habits. This procedure places a priority on student attendance, improves parental notification, improves communication between school and home, provides for an appeal process, and encourage students with poor attendance to improve and gain from the learning opportunities made available to them.

ATTENDANCE AND ABSENCES - Parents are asked to call the school office before 9:00 am the day their son or daughter is absent. This is a 24-hour attendance line. Please include the child's name, grade, reason for absence, and duration of the absence. If a parent call is not received by 10:00 am the day of the absence, the parent(s) will be contacted at home or work to verify the student's absence.

The State Board of Education has adopted regulations governing excuses for attendance and absences from school within the framework of the Ohio Revised Code. These rules and regulations are binding upon the authorities empowered to issue excuses from school attendance. The following, taken from the Ohio Revised Code, indicate the regulations governing excuses for past absences from school.

DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES

1. Definition of 'habitual truant' changed from days to hours. The new definition is:
 - a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one month without a legitimate excuse.
 - c. Absent 72 or more hours in one year without a legitimate excuse.
2. Includes
 - a. Absent 38 or more hours in one school month with or without a legitimate excuse;
 - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

When a student is excessively absent from school the following will occur:

1. The district will **notify the student's parents in writing** within seven days of the triggering absence.
2. The student will follow the district's plan for absence intervention.
3. The student and family may be referred to community resources.

The explanation of each past absence shall be made by the parent to the Superintendent of Schools or his designee to approve or disapprove past absences.

An excuse for absence from school may be approved on the basis of one or more of the following:

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

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

Doctor's Note Requests - Within thirty (30) days of their return, students must bring in a note from a doctor or the doctor designee or have a parent call to explain the absence. If a note is not brought in by the 31st day, the absence will be permanently recorded as unexcused and the student will be disciplined appropriately. If a student returns to school during the school day, he/she is to report to Main Office to get the appropriate absence slip. It is the responsibility of students to obtain from their teachers information on any work they have missed during an absence and to make up that work.

ATTENDANCE POLICY FOR CO-CURRICULAR ACTIVITIES - Students planning to attend or participate in a school sponsored after school or evening activity must be in attendance at school for one half of the day on the day the activity takes place. Absence from classes due to illness 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.

BEHAVIOR - The Board of Education of the Chardon Local School District has an adopted student discipline policy that "acknowledges that conduct is closely related to learning-an effective instructional program requires orderly school environment and the efficiency of the educational program is, in part, reflected in the behavior of the students. The Board believes that students should learn to assume responsibility for their own behavior and the consequences of their actions."

Our schools foster a positive climate in which staff members spend time teaching students personal responsibility and decision-making skills. This promotes the students' self-confidence and helps them make appropriate decisions. Routinely, steps are taken to ensure that each child is aware of the rules and expectations for behavior.

BULLYING - All Chardon Elementary Schools have adopted the Olweus Bullying Prevention Program. Bullying is defined as when a student is exposed repeatedly and over time to negative actions on the part of one or more students. All schools have adopted the following anti-bullying rules:

- We will not bully others.
- We will help others.
- We will include others.
- We will report bullying behavior.

All instances of bullying must be reported in order for appropriate action to be taken. Consequences are based on the level of the behavior that occurs.

CHILD CUSTODY - Parents have an obligation to inform the school anytime the custody of their child changes. The school officials will need to see and copy court orders pertaining to a child's custody.

In the absence of any information to the contrary, both natural parents are assumed to have equal custody and rights.

CONDUCT ON THE PLAYGROUND - The safety of all children on the playground during the recess period is prime consideration for maintaining rules governing outdoor play. Chardon Schools use recess aides to supervise children during the recess period.

The following rules govern our school playground areas:

1. Careless and improper conduct on playground equipment is not permitted.
2. Games involving strong physical contact such as tackle football, wrestling, and forms of "horseplay" are not permitted. SKATEBOARDS/ ROLLER BLADES ARE NOT PERMITTED ON THE PLAYGROUND DURING SCHOOL. Hard balls are not permitted. Tennis, soft rubber, or Nerf balls are acceptable.
3. Throwing stones, sticks, sand, dirt, snowballs, ice balls, wood chips, and other dangerous objects is not permitted.
4. Children may not enter the building without permission of the aide on duty.
5. Students are expected to stay within the playground areas.
6. Students are expected to quickly and quietly assemble when the recess aides on duty give the signal. Students are to enter the building in an orderly fashion so as not to disturb classes in session.

Proper use of playground equipment:

- Keep your hands, feet and objects to yourself.
- Go in one direction on all equipment.
- One person on each section of equipment at a time.
- Report any needed repairs to the recess aide.
- Use courtesy and respect at all times.

- Swings
1. Stay a safe distance from swings while waiting your turn.
 2. Do not jump off of the swings.
 3. Do not stand or lay on a swing.
 4. No more than one student on a swing at a time.
 5. No climbing on swing supports.

Climbing Equipment

1. Always use a safe grip while grasping the bar.
2. Use both hands and both feet while climbing.
3. Look below when climbing down.
4. Do not touch or bother another child on the equipment.
5. No jumping off any equipment.
6. Take turns and share.
7. Never hang upside down on climbing equipment.

- Slides
1. One person at a time on the slide.
 2. Go down the slide feet first.
 3. Go DOWN the slide only; you may NOT go up the slide.

PLAYGROUND MISCONDUCT PROCEDURE

If the above rules are not followed:

1. The student will be given a verbal warning.
2. The student will be given a "time out".
3. The teacher/principal will be notified if there is a behavior issue. The student may be required to miss all or part of recess the next day.
4. If inappropriate behavior continues, a parent conference may be requested and the student may be required to miss additional days of recess.
5. If inappropriate behavior persists, detention or suspension procedures will be considered.

CONDUCT IN THE RESTROOMS

The student will:

1. Use facilities appropriately: put toilet paper in toilet, flush toilet after use.

2. Wash hands, turn off water, put paper in receptacle.
3. Keep paper towels out of sink, toilets, and urinals.
4. Use appropriate amount of soap for washing.
5. Keep the floor clean and dry.
6. Do not climb on stalls or stall doors.
7. Refrain from writing on walls/stalls.

CONDUCT DURING ASSEMBLIES

The student will:

1. Enter and exit quietly.
2. Be courteous; no booing. Give attention to the speaker.
3. Clap when appropriate.
4. Raise hand to ask questions.

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

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

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

CAFETERIA - Please refer to school website for updates and pricing on lunch and breakfast menus.

All Chardon Schools will be using the FSS® POSitiveID System in their cafeterias This technology allows us to provide debit accounts for purchases, and increases the speed of food service to students so they have more time to eat and converse. Parents enjoy the convenience of prepaying for their child’s purchases at whatever level they choose. The FSS® POSitiveID System also eliminates the overt identification of students who are eligible for free or reduced meal benefits. Parents can take advantage of our online services to include ACH payment options and viewing their child’s lunch purchases at www.myschoolaccount.com. The information stored on the FSS® POSitiveID System is only for use by this software in the Department of Food Service.

There are several layers of security built into this software and the school district’s network. ***The identification of students is a PIN. The PIN number will match each student’s 6 digit student ID number (EMIS Number).*** This number ensures unique identification and will avoid duplication of numbers for accounting purposes.

We urge you to take full advantage of this system by placing money into your child’s account on a weekly, monthly, or annual basis. You choose the amount you want to deposit. Any money not spent by the end of school will be available for your child’s use the following school year. Should you ever want to access your child’s account to verify his/her purchases you may sign up for myschoolaccount.com.

Your elementary child will only be allowed a maximum of two (2) lunch charges. After your child has accrued two (2) lunch charges, your child will receive an alternate meal

consisting of a cheese sandwich, fruit or vegetable, and milk. There is a \$1.25 charge for the alternate meal. Elementary students will continue to receive this alternate meal until all cafeteria charges are paid. Proper notification will be made to persons responsible for payment. Lunches are paid for in the cafeteria at the start of the lunch period. A menu, with a 4-week rotation, will be distributed at the beginning of the school year. Please be aware that children now have the capabilities to spend any money deposited in their account for snacks, ice cream, etc.

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

The following guidelines are to be followed in the cafeteria or eating area:

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

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

CAFETERIA RULES

Cafeteria employees are fully responsible for maintaining order in the lunchroom. They have the same authority as teachers have in their classrooms. The cooperation of all students is expected if the lunch period is to be a pleasant and relaxing time for students and staff. Children are required to follow behavior expectations outlined in the district code of conduct. The Board of Education as well as the building has adopted this code. The following rules govern the Elementary School cafeteria:

1. Stay quiet and orderly while waiting in line.
2. Remain seated at assigned tables while eating. Raise hand if you need assistance.
3. Keep hands, feet and objects to self.
4. Use good manners at all times.
5. Use a quiet, indoor voice.
6. The signal from the cafeteria supervisor means no talking - listen for directions.
7. Due to health and safety reasons, exchanging food is forbidden.
8. Keep area under and around the lunch table clean.
9. No carbonated beverages or glass bottles.
10. Due to safety concerns, containers with metal pull tabs are not permitted.

CAFETERIA MISCONDUCT PROCEDURE

If the above rules are not followed:

1. The student will be given a verbal warning.
2. The student may be given a "time out" or may be assigned to another seat.
3. A verbal or written notice of lunchroom behavior will be given to the teacher/principal. The student may be required to eat lunch in a separate area. When possible, consequences will be closely matched to the rule that was broken.
4. If inappropriate behavior continues, a parent conference may be requested. The student may be required to eat lunch in a separate area for additional days.
5. If inappropriate behavior persists, detention or suspension procedures will be activated.

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

CELL PHONE - Cell phones are a vital part of life for many families. However, cell phones also create some less than desirable situations for schools. We have adopted the following policy. Please make sure both you and your child have a clear understanding of the policy as it will be ***strictly*** adhered to. Although bringing a cell phone to school is discouraged, if there is a required need for your child to bring a cell phone to school it must be turned off and put away, unless permission is given by an administrator or teacher. Any communications made from a cell phone during the school day must be done under the supervision of office staff. The district is not responsible for lost or stolen items and time will not be dedicated for locating lost, stolen items or broken items.

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.

CLINIC INFORMATION - A registered nurse with school nurse certification is available to students five half days each week. In addition to first-aid, illness and injury assessment, the school nurse offers health counseling to students.

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

Our school nurse advises parents to keep a child at home if the youngster has any of the following symptoms: vomiting, diarrhea, a temperature over 100 degrees, or any contagious condition that needs medical attention.

Parents are responsible for informing the school of any medical conditions such as allergies, asthma, epilepsy, etc. or any medical condition that affects learning. A confidential list of children with special medical consideration is compiled for staff. Your child's health and well-being are of utmost concern to us. Please inform us of any pertinent medical conditions your child has.

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

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

CONFERENCES - Parent-teacher conferences are regularly scheduled during the first and second semester of the school year. See our school calendar for exact dates.

Conferences are a time for parents to meet with their child's teacher and to receive information about the child's academic progress and developing skills. Parents are encouraged to contact the teacher to arrange any additional conferences during the school year. A note or a phone call

requesting a conference will enable the school to schedule a mutually convenient time. Phone conferences are also encouraged.

Conferences are designed to disseminate the information about a child's progress to the appropriate individuals. Parents and legal guardians may attend conferences. In the event of shared parenting or joint custody, both parents are asked to attend the same conference. In this way, both parents receive the same information at the same time.

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

DAMAGE AND 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.

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

DRESS CODE - Parent Guidelines for Student Dress (Reference: Code of Conduct Rule #6) - Good grooming is important not only because of the impression made upon others but because of the effect dress has upon the students' attitudes and actions. Students attending the Chardon Schools are expected to dress and groom themselves in good taste. Administrative standards will be substituted for parental freedom of choice and responsibility only when the manner of dress becomes disruptive to the educational process. We depend on and appreciate when a parent monitors the clothing their child wears to school.

All items should be clearly labeled with the student's name. Clothing should be appropriate for school and in good repair. It should be neat, clean, and free of holes. No article 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.

Shirts - Bare midriffs, halter tops, strapless tops, mesh shirts, tops with spaghetti straps, muscle shirts, tank tops and transparent shirts are not permitted.

Pants - Belts should be worn with loose pants. Pants should not be so long that they touch the floor or create a safety concern of tripping.

Skirts, skorts, shorts - Shorts are allowed, weather permitting, but must be appropriate and in good taste. As a general rule, shorts, skorts, and skirts must be long enough to reach mid-thigh. Spandex is not allowed.

Footwear - Shoes, sandals, or indoor boots must be worn in school. Beach footwear is not appropriate for school. No footwear which damages school floors may be worn. Shoelaces must be tied. Heelies (shoes with skates) are prohibited.

Hair - Hair dye of any kind which results in a color that causes disruption of school or the educational process is not permitted. This includes streaks of color.

Hats - Hats are not permitted to be worn in the building during school hours and may be confiscated with no promise of return.

Outdoor Clothing - Outdoor clothing is to be kept in the locker (or on hooks for elementary students) and is not to be worn in school.

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

Administrative discretion will prevail in all instances of dress which do not fall under the above guidelines.

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

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

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

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

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

EMERGENCY EARLY RELEASE (PARENT NOTIFICATION) - In the event of severe weather or other calamity necessitating the closing of school, a phone call will be made to the student's primary contact person's phone number and announcements will also be made on the district's website, local television and radio stations. Parents are encouraged to include a neighbor's name and phone number for "early dismissal" purposes. This should be on the electronic emergency form which is to be completed at the beginning of each year. Parents should keep the school office informed of telephone number changes.

EMERGENCY MEDICAL AUTHORIZATION - Each student must have a completed online emergency medical form signed by parents on file in the school office. Changes in information during the year

must be sent to the school office as soon as possible. Without this emergency medical information, students will not be permitted to attend field trips.

ENROLLING STUDENTS - New students enrolling shall present to the person in charge of admission: a birth certificate, immunization records, 1 proof of residence (mortgage statement or tax bill), Social security number (optional), and any records given to him by the school he/she most recently attended. **All district forms must be completed for a student to be officially enrolled in Chardon Schools.** Within 24 hours of a pupil’s entry into school, a school official will request the pupil’s records from the school most recently attended. Note: A child must live with his/her parent/guardian and **must reside in the Chardon School District in order to attend Chardon Schools.**

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

FIELD TRIPS - All field trips are governed by Board policy. This requires all field trips to be educational in nature, and related to the subject matter and instructional objectives at that grade level. Appropriate instruction will precede and follow each trip. The scheduling of field trips may depend on the financial condition of the school district. **Due to safety and liability concerns, siblings, relatives, and family friends may not attend field trips.**

GIFTED - The Board of Education shall ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and the Ohio Rule for the Identification and Services for Children Who Are Gifted as specified in the District Plan.

“Gifted” means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience or environment and who are identified under division (A), (B), (C), or (D) of section 3324.03 of the Ohio Revised Code.

The district accepts referrals, screens and identifies students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creative thinking ability, and/or visual and/or performing arts. The district must follow policy and procedures established in Ohio Administrative Code 3301-51-15. These rules specify that assessment instruments must come from the list approved by the Ohio Department of Education.

GRADING SYSTEM -

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

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

HONOR ROLL/MERIT ROLL/ACHIEVEMENT ROLL FOR STUDENTS IN GRADES 4 AND 5

Students who obtain these achievements will receive a special certificate.

Honor Roll - This commendation is reserved for only those students who have earned a 3.5-4.0 grade point average and no “N’s” in a grading period.

Merit Roll - This commendation is reserved for only those students who have earned a 3.0 - 3.49 grade point average and no “N’s” in a grading period.

Achievement Roll - students are eligible for the achievement roll at the second, third, and

fourth grading periods. This commendation is for students who show improvement in at least three areas, and who may go down one grade in one area. The student still possess no "N's".

Presidential Awards - Presidential Awards are distributed based on established criteria specific to each elementary building.

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

HEALTH /MEDICAL REGULATIONS - Our school nurse is on duty in the clinic five half days each week. At all other times, a nurse is on call for emergencies. Any student who becomes ill at school needs to be seen in the clinic for assessment of their illness. The school nurse will contact a parent/guardian if the student needs to go home. Students are not permitted to contact a parent/guardian for permission to go home due to illness, without being seen in the clinic first.

When a child has been injured or is too ill to remain in school, the nurse or school office personnel will contact home. If the parent/guardian cannot be reached at home or at work, the "emergency" number of a neighbor or relative who can drive will be called. Parents are reminded of the importance of accurate emergency numbers. Moreover, please be certain that the contact people are aware that their names have been used.

Our school nurse advises parents to keep a child at home if the youngster has any of the following symptoms: vomiting, diarrhea, a temperature over 100 degrees, or any contagious condition that needs medical attention.

Parents are responsible for informing the school of any medical conditions such as allergies, asthma, epilepsy, etc. or any medical condition that affects learning. A confidential list of children with special medical consideration is compiled for the staff. Your child's health and well-being are of utmost concern to us. Please inform us of any pertinent medical conditions your child has. **Crutches/Casts** - Students need to report to the clinic on the first day they come to school with crutches or a cast. A note from the physician providing care for the injury is requested. If the child has not seen a physician yet, a note from the parent will suffice until a physician's note is obtained. It is assumed that any injury severe enough to require crutches/cast at school needs to be medically evaluated. The school nurse will evaluate the student's ability to use crutches/cast safely. If a student needs assistance due to a cast, a student helper will be assigned, per administrative discretion.

A WORD TO PARENTS WORKING OUTSIDE THE HOME...Please be certain that the phone number of your place of employment is on file in our office and that the number and extensions are kept up to date.

HOMEWORK - Homework is assigned at all grade levels. It is a reasonable, and appropriate adjunct to the educational process. It is intended to supplement classroom instruction. Teachers at all grade levels assign homework in reasonable amounts and will evaluate the work and communicate the evaluation to the student. Please encourage your child to complete all homework assignments. Providing a quiet workstation and establishing a routine time for homework to be completed will help your child. Time guidelines for basic nightly homework are as follows: Kindergarten and First Grade 20 minutes Second and Third Grade 30 minutes Fourth and Fifth Grade 50 minutes

*Please refer to the "Request For Missed Schoolwork" section for securing homework in the event of absences.

IMMUNIZATION REQUIREMENTS - The Ohio Code requires each student attending school to have specific immunizations from the family doctor or a recognized medical agency. Students are enrolled when proof of the required immunizations is presented.

As required by Sections 3701.13 & 3313.671 of the Ohio Revised Code

- Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and or after the 4th birthday, a fifth (5) dose is not required.

- Three (3) or more doses of IPV. The Final dose must be administered on or after the 4th birthday regardless of the number of previous doses and at least six months after the previous dose. If combination of OPV or IPV was received, 4 doses of either vaccine are required.
- Two (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.
- Three (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 must not be administered before age 24 weeks.
- Two (2) doses of Varicella. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose 1; however, if the second dose is administered at least 28 days after first dose, it is considered valid.

Any child without proof of immunization will be excluded from school attendance no later than fifteen (15) school days after admission. Any child who does not meet these immunization requirements must show documentation that they are “in process” of obtaining the required doses. This means that the child is receiving his/her immunizations according to the time schedule designated by Ohio Revised Code. The school nurse can help you with this time schedule. Failure to obtain “in process” immunizations in accordance with the law will result in exclusion from school attendance.

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

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

KINDERGARTEN - Kindergarten classes in the Chardon Schools are scheduled as an all day/alternate day program with kindergartners participating in a full day of school every other day. A calendar indicating days of attendance is included in the August school information packet and is available in the main office. An All Day, Every Day Kindergarten program is available at the district. This is a tuition based program.

LATCH KEY - Before and after school Latch Key services are available at all elementary schools in the district. Please refer to your school’s website for updated information and enrollment forms pertaining to the Latch Key program.

LOST AND FOUND - A lost and found box is maintained in the hallway near the main office. Students and parents are encouraged to check the lost and found periodically for missing items. It is suggested that parents mark all items with their child’s first name and last name to assist in identification. Many items accumulate during the school year and are never claimed. Unclaimed items are donated to a charitable institution if they remain unclaimed for a period of time.

MEDICATION POLICY - The Chardon Local Schools’ Board of Education has adopted policy for administration of both prescription and non-prescription (over the counter) medications. This policy has been established for the protection of your child.

Forms are available from the school office, nurse, or online and must be completed by both a physician and parent/guardian for all medications, prescription and non-prescription. This form is to be completed prior to bringing the medication to school. Before requesting that school personnel administer medication to the child, parents should explore the possibility of varying the time the medication is given so that it is not necessary to give it during school hours. New forms must be completed each school year and when changes in dosage or time of administration occur. If parents want to personally administer the medication, they may come to the office and request the child be called out of class.

When a student must take medication, the parent/guardian must bring the medicine to school and give it to the school nurse, secretary, or principal. Then, at the required times, the student should report to the office or clinic to take his/her medication under the supervision of school personnel. Under no circumstances should a student carry the medication with him/her to school nor self-administer it.

All medication should be in a proper container and have affixed a prescription label. Non-prescription medication must be in the original packaging with student's name affixed to the package. It is the parent's responsibility to pick up any remaining medication at the end of the school year.

NEWSLETTER - A weekly newsletter is published on Thursdays of each full week. The newsletter is emailed to all parents who have an email on record with the school office. Hard copies of the newsletter are provided at request. Please read this document carefully as it contains information affecting your child. It will include the menu, a calendar of events, special announcements, and P.T.O. items.

PARENT/TEACHER ORGANIZATION - Parents/guardians are invited to join in the activities of the Parent/Teacher Organization. This is a wonderful opportunity to become involved. Volunteering takes on many forms. Any time, regardless of amount, any activity, at school or from the home, is helpful as we all strive to meet the same goals. P.T.O. meetings are held at the school. Regular meeting dates will be established. Please see the P.T.O. website to learn more about the P.T.O.

PARTIES - Classroom parties are held throughout the school year as approved by the building principal. Arrangements for parties are a collaborative effort on the part of the classroom teacher and the PTO. Due to safety and liability concerns, siblings, relatives, and family friends may not attend classroom parties. Birthday treats (except chewing gum and suckers containing gum in the middle) may be furnished for classmates if prior arrangements have been made with the teacher. Healthy treats or non-food items are encouraged to be brought in. Birthday bouquets and balloons can be distracting. Please have those items sent to your child at his or her home address. Invitations to home parties may not be distributed at school or on the bus unless the entire class is invited. The office is not able to furnish parents with phone numbers and addresses of students for invitations. Please be aware that many students have food allergies. Please contact the school or the classroom teacher for specific instructions about food items that are prohibited in a specific classroom.

RECESS - Children need fresh air and exercise. Fresh air and activity not only help children stay healthy and promote their physical fitness but also contribute to their alertness in classroom learning activities. Careful consideration is given in determining whether or not there will be an outdoor recess period each day. Temperature, wind-chill factor, snow depths and presence of ice on the playground area are among the factors that are considered.

Weather permitting (windchill above 15 degrees), students spend their recess period outdoors. Children need to come to school with necessary clothing for outdoor play. Hats, mittens, boots, and warm coats, properly marked with student name, are necessary in cold weather months. Parents may wish to send an extra pair of pants to school for students to use should clothing become wet during play in the snow.

Every year parents make requests of the school to keep their children inside during the recess period. Generally, if a child is well enough to come to school, he/she is well enough to participate in outdoor play. However, if there are extenuating circumstances and you and your child's physician feel he/she should be kept indoors, please let the school know.

At times, students may be kept in from recess for academic and or disciplinary interventions.

REQUESTS FOR MISSED SCHOOL WORK - If your child is absent, the teacher will accumulate the assignments and papers for the days missed. On the morning of the second consecutive day of absence, you may request work by calling the school office. You may pick up your child's work in the office after 3:30 p.m. Assignments must be made up and turned in within a period of time equal to the number of days absent. Failure to turn in assignments will impact final grades. (This applies to the five reasons for absences listed in the attendance policy - see above.)

There may be times when a student knows ahead of time that he/she will be absent. When this occurs, parents are asked to write a letter to the teacher/principal explaining the reason for the anticipated absence. Please be sure the office is notified as well. Please note that when a child misses class instruction, including class discussions and hands-on activities, the educational experiences cannot be replaced by a worksheet, etc., given to the child as makeup work for an absence.

SCHOOL FEES- A fee for workbooks and instructional materials used by the students is charged. The district-wide grade level fee has been approved by the Chardon Board of Education. Payment of fees may be waived by the building principal in the event of financial hardship. Fee waiver forms must be requested by parent/guardian. All school fees should be paid by September 30. Checks should be made out to Chardon Local Schools and sent to the school office. You can also pay fees through PaySchools™, which is an online payment processing system that provides parents with an easy and efficient method to pay school-related fees.

Please Note: ALL accumulated fees, Grades K-5, **MUST BE PAID** prior to the 5th grade promotion ceremony.

SCHOOL RULES / DISCIPLINE - The Board of Education of the Chardon Local School District has an adopted student discipline policy that "acknowledges that conduct is closely related to learning-an effective instructional program requires orderly school environment and the efficiency of the educational program is, in part, reflected in the behavior of the students. The Board believes that students should learn to assume responsibility for their own behavior and the consequences of their actions."

All schools fosters a positive school climate in which staff members spend time teaching students personal responsibility and decision-making skills. This promotes the students' self-confidence and helps them make appropriate decisions. Routinely, steps are taken to insure that each child is aware of the rules and expectations for behavior.

All Chardon Elementary Schools have adopted the Olweus Bullying Prevention Program. Bullying is defined as when a student is exposed repeatedly and over time to negative actions on the part of one or more students. All schools have adopted the following anti-bullying rules:

- We will not bully others.
- We will help others.
- We will include others.
- We will report bullying behavior.

Consequences are based on the level of the behavior that occurs.

ITEMS NOT TO BE BROUGHT TO SCHOOL - When sending money to school with your child, be sure he/she has a change purse, wallet, or envelope in which to carry it. Loose money is easily lost. Also, caution your child not to set money down unguarded. Please teach your child that finances are a personal responsibility. Please do not allow your child to bring large sums of money to school. When possible, give children the correct amount of money for lunch and supplies. Students should not bring toys/valuables to school.

SPECIAL SERVICES - Persons with concerns about a student may refer the student to the Intervention Assistance Team. The team is comprised of parents, teachers, specialists, and the principal, and may include other members as needed. The team meets monthly to address academic and behavioral concerns, and uses a problem solving approach.

STUDENT CODE OF CONDUCT - Please review the following Board adopted code of student conduct with your child: The following is a guide to the Chardon Local School District Board of Education

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

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.

Rule #1 - Disruption of School

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

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

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

- f. preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event; and
- g. blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event.

Rule #2 - Truancy, Tardiness, and/or Class Cutting

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

Rule #3- Insubordination/Disrespect

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

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

Rule #4- Public Display of Affection

Students shall not engage in kissing, embracing, or any acts which are sexually suggestive on school property, in a school conveyance, or at a school-sponsored event or activity.

Rule #5 - Hazing, Threatening, Bullying, or Harassing

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

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

Hazing, threatening, bullying, cyberbullying, harassment, sexual harassment and intimidation also means electronically transmitted acts and/or acts committed through technological means (i.e., Internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand held 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. Concerns can also be reported anonymously through the Student Help Line found on the school's webpage. See Board Policy JFCF.

Rule #6- Student Dress

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

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

Specific Requirements

- a. Clothing should be appropriate for school and in good repair. It should be neat, clean, free of holes, and not frayed.
- b. No footwear which damages school floors may be worn.
- c. No article 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.
- d. Bare midriffs, tank tops, muscle shirts and transparent shirts or blouses are not permitted.
- e. Leotards as a sole garment are forbidden.
- f. Hats are not permitted to be worn in the building and may be confiscated with no promise of return.
- g. Coats, jackets (including denim), headwear, vests and other outdoor clothing are to be kept in the locker. These items are not to be worn in school.
- h. No item of apparel with spikes or metal brads is permitted.
Shorts are allowed, weather permitting, but must be appropriate and in good taste. Teacher and/or administrative discretion shall determine whether shorts are appropriate. Spandex is not allowed, nor is short shorts.

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.

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

Rule #13 - Use of Skateboards, Roller Skates or Blades, and Other Similar Vehicles/Devices

The use of skateboards, roller skates, roller blades, sleds, toy vehicles, or similar devices is prohibited before, during and after the regular school day. This applies to student use on any and all property owned and/or used by the Board including the roadway, parking lot, conveyance, loading dock, ramp, exterior stairway, doorway, or inside any school building.

Rule #14 - Trespass/ Restricted Area

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

Rule #15 - Damage, Destruction, or Theft of School or Personal Property

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

Rule #16 - Assault or Abusive Language towards Another

Students shall not use vulgar, profane, demeaning, derogatory or otherwise inappropriate and/or abusive language or signs, pictures, or gestures toward any school employee, school visitor, or any

other student, nor cause or attempt to cause physical injury to a school employee, school visitor, or another student. This includes electronic communication and communication made through technological means. Students shall not intentionally attempt to commit or commit bodily injury against any person. Because of the possibility of severe physical injury, no person shall, at any time, initiate or retaliate with physical contact against any other person. Physical contact in this context shall include, but not be limited to, pushing, shoving, slapping, hitting or pinching. See Board Policies EDE, EDE-E, EDE-R, and JFC.

Rule #17 - Weapons or Dangerous Instruments

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

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

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

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

Rule #18 - Arson

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

Rule # 19 - Gambling

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

Rule #20 - School Bus Conduct Requirements

Students shall not act or participate in any act or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or conveyance. Violation of this Rule includes, but is not limited to, failing to remain seated, throwing objects, shouting, or engaging in

other disorderly or inappropriate conduct. See Board Policies JFCC (also EEACC) and JFCC-R (also EEACC-R).

Rule #21- Repeated Violations of the Student Code of Conduct

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

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.

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

Administrative Conference

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

Court Referral

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

Detention

A student that receives a detention must participate in an after-school silent study hall. Twenty-four hour notice of the detention is given unless a prior agreement with the parent/guardian exists. The student/parent/guardian is responsible for the student's transportation home after the detention is served. The detention is usually no longer than 60 minutes per day.

Emergency Removal of a Student

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

Expulsion

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

In-School Assignment

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

Out-Of-School Suspension

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

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

Permanent Exclusion

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

Removal from Activity/Privilege

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

Removal from Participation in Extracurricular Activities

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

Saturday School

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

School Service/Restitution

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

Students with Direct Knowledge of Code Violation

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

Time Out

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

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

STUDENT DROP OFF AND PICK UP -

DROP OFF: Students may be dropped off at school between 9:00am and 9:10am. Persons dropping off may enter the drop off line with the buses by coming up Goodrich Court. In order to keep the flow of traffic moving in a timely manner, we ask that students quickly and safely exit their car. Parents need to stay in line behind the buses and, for the safety of the children, are not to drive around the buses to exit. Parents should use the upper parking lot behind the library/recess lot if they need to park their car and enter the building. Student safety is our main concern. Your help in this matter is greatly appreciated.

PICK UP: All adults picking up children at the end of the day should use the following procedures:

- Notify the school that the child will be picked up at the end of the day. This may be done by calling the school (before 2:00 p.m.) or by sending a note to the office.
- At 3:25, go to the Cafeteria Door #2
- Pick up your student and then sign the sign out sheet. Staff members will supervise dismissal and call the office as needed.
- Students are not permitted to wait for their parents outside the school building.

For a last minute change in your child's routine for the end of the day: Call the school office. We will notify your child of the change and make the necessary arrangements.

STUDENT RECORDS - *Confidentiality of student records is maintained.*

1. Student records are confidential and are protected by the "Privacy Act". Only staff and the child's natural parents or legal guardians have access to the records.
2. Directory information on the child is not protected by the "Privacy Act". Directory information includes name, address, phone number, age, weight, date of birth, awards or honors, unidentified student photographs or videos that are not personally identifiable. Parents may request that the school not release this information.

Parents' Access (RC 3319.321)

1. Parents requesting access to their child's records must be granted access within 45 days of the request.
2. Parents have the right to receive copies of their child's records. The school may charge the actual cost of duplicating the records.
3. Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records.
4. Parents have the right to an opportunity for a hearing to challenge the contents of those records.

Non-custodial Parents Access

1. A divorce or change in custody does not change the rights of a natural parent to their child's records.
2. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference unless a court document prohibits this. Only the custodial parent has the right to make educational decisions requested by the school.
3. Stepparents have no rights to records, reports, or conferences

TITLE I--NOTICE OF RIGHT TO KNOW--TEACHER QUALIFICATIONS - The federal No Child Left Behind Act requires that any local school district receiving Title I funds must notify parents that they may ask about the professional qualifications of their child's classroom teacher. These qualifications include:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.
3. The undergraduate degree major of the teacher and any other graduate degree or certification held by the teacher and the field of discipline of certification or degree.
4. Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications.

You may request this information by contacting the Chardon Board of Education Office at (440)285-4052.

TRANSPORTATION RULES AND REGULATIONS - A copy of the "Chardon Local Schools' Transportation Guidelines" is available on our website. Parents are asked to review the information with their children.

TEACHER ASSIGNMENTS - Student class assignments are made available to parents/guardians before the start of school. Class assignments are mailed home before school opens. Serious consideration goes into the make-up of a truly heterogeneous classroom. Assignments are made to provide a balance of ability, achievement, learning style and gender.

VISITORS - All visitors, including parents and friends, are required by Ohio Revised Code to report to the school office upon entering the building. Compliance with this law safeguards your children. All visitors are required to wear an identification tag that is provided by the office. Parents are asked not to go directly to classrooms when bringing children to school or picking them up after school. Arrival time in the morning and dismissal time in the afternoon are very busy. Teachers cannot give parents their undivided attention during this time. If you would like to schedule a conference, please call the office to arrange a meeting at a convenient time.

VOLUNTEERS - Volunteers are needed to help teachers throughout the year. Volunteers operate at the discretion of the teacher and are expected to maintain confidentiality at all times. If you desire to become a volunteer this year, please contact the teacher or the office to express that desire. In order to volunteer to be a "room parent", please look for information during Parent Orientation. Duties for volunteers vary according to need.

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

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

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