

**Cuyahoga Heights 6-12  
Student Handbook 2021-2022**

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PRINCIPAL 6-12

**Mr. George Burich**  
DIRECTOR OF PUPIL SERVICES/ ASSISTANT PRINCIPAL 6-12

**Mr. Ryan Kelber**  
ATHLETIC DIRECTOR

**Mrs. Holly Thrasher**  
HIGH SCHOOL COUNSELOR

**Mrs. Audrey Labenz**  
MIDDLE SCHOOL COUNSELOR

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Website: [www.cuyhts.org](http://www.cuyhts.org)

This School Agenda belongs to:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Grade \_\_\_\_\_  
Student # \_\_\_\_\_ Homeroom \_\_\_\_\_

**STAFF DIRECTORY**

## BOARD OF EDUCATION

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**Mr. Gary Suchocki, Vice President**  
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## TABLE OF CONTENTS

Staff Directory	Page 2
District Calendar	Page 6
BEST	Page 7
PBIS	Page 8

Philosophy & Objectives High School	Page 9
Philosophy & Objectives Middle School	Page 10
REACH	Page 10
Daily Bell Schedule	Page 11

**ACADEMICS**

Academic Misconduct	Page 12
Class Rank and Determination	Page 12
College Credit Plus Program	Page 12
Credit Flexibility	Page 12
Grade Point Calculation	Page 13
Grading Scales	Page 13
Grading Procedures for Semester and Year-Long Course Final Grade	Page 14
Graduation Requirements	Page 15
Honor and Merit Roll	Page 17
National Honor Society	Page 18
National Junior Honor Society	Page 19
Schedule Changes	Page 19
Student Load	Page 20
Weighted Grades	Page 20
Withholding Report Cards, Schedules, Credits, and/or Diplomas	Page 20

**ATTENDANCE**

Attendance	Page 21
Excessive Absences	Page 22
Habitual Truancy	Page 23
Absence Intervention Team	Page 23
College/Career-Related Absences	Page 26
Early Dismissals	Page 26
Family Vacation Absences	Page 26
Incomplete Work	Page 26
Make Up Work	Page 27
Military Testing/Processing	Page 27
Prearranged Absences	Page 27
Students Who Become Ill at School	Page 27
Tardy to School	Page 27

**STUDENT CODE OF CONDUCT**

Student Rights and Responsibilities	Page 28
Due Process Rights	Page 28
Detention	Page 31
Privilege Denial	Page 31
Saturday School	Page 31
Out of School Suspension	Page 32
Expulsion from School	Page 32
Emergency Removal	Page 32
Permanent Exclusion	Page 34
Discipline of Students with Disabilities	Page 35
Suspension of Bus Riding/Transportation Privileges	Page 35
Student Interrogation by Police	Page 35
Search and Seizure	Page 35
Level 1 Offenses	Page 37
Level 2 Offenses	Page 39
Level 3 Offenses	Page 40

## **GENERAL INFORMATION**

Activity Approval	Page 42
Activity/Organizational Officers	Page 42
Address Change	Page 42
After School Building Expectations	Page 42
Announcements	Page 42
Automobile Use	Page 42
Before School Building Expectations	Page 42
Cafeteria	Page 42
Chemical Abuse Reduced Through Education (C.A.R.E.)	Page 43
Class Dues	Page 43
Co-Curricular Activities	Page 43
Dress Code	Page 43
Electronic Devices	Page 44
Emergency Medical Authorization Forms	Page 44
Fire Drills/Tornado Drills/Safety Drills	Page 44
Hall Pass	Page 44
Health Information	Page 44
Library/Media Center	Page 45
Computer Lab	Page 45
Lost and Found	Page 45
Publications	Page 45
Rules for School Bus and Van Riders	Page 45
Safe School Helpline	Page 46
School Dances	Page 47
Signs/Advertising	Page 47
Student Records	Page 47
Study Hall Procedures	Page 47
Surveillance Cameras	Page 47
Unpaid School Fees	Page 47
Visitors	Page 47
<b>Notifications</b>	Page 48

## **Student Athlete Handbook (Pages 49 - 56)**

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

# Cuyahoga Heights Schools 2021-22 Calendar



Adopted 2/10/2021  
REVISED 5/11/2021

16-17 Teacher In-Service/Prof. Dev.  
17 MS/HS NEW Family Orientation  
18 PreK Parent Meeting/Orientation  
18 ES Meet the Teachers  
18 ES NEW Student/Family Orient.  
18 **First Day Students 6-12**  
19 **First Day Students 1-5**  
19-20 PK/Kindergarten Screening  
23 PreK Phase-In Day 1  
23 **First Day Kindergarten**  
24 PreK Phase-In Day 2  
24 MS/HS Open House  
25 **First Day all PreK Students**

4820 East 71st Street  
Cuyahoga Hts., OH 44125  
(216) 429-5700 www.cuyhts.org

**AUGUST 2021**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**FEBRUARY 2022**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

**SEPTEMBER 2021**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 **Labor Day - No School**  
7-9 ES Parent Info./Curriculum Nights  
27 **Professional Development**

10 ES Spring Conferences  
11 End Quarter 3 (MS/HS)  
25 **PK Info. Day (No School PK)**

**MARCH 2022**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**OCTOBER 2021**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 **NEOEPA DAY - No School**  
15 End Quarter 1 (MS/HS)

15 **Good Friday**  
18-22 **Spring Break**  
28-29 **PreK Conferences (No School PK)**

**APRIL 2022**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**NOVEMBER 2021**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4-5 MS/HS Conferences  
5 MS/HS Early Release 11:30  
11 End Trimester 1 (ES)  
12 ES Teacher Records Day  
12 **No School (PreK-5)**  
22-23 ES Fall Conferences  
22-23 **No School (PreK-5)**  
24-26 **Thanksgiving Break**  
29 Classes Resume

29 High School Graduation  
30 **Memorial Day - No School**  
31-2 HS Final Exams

**MAY 2022**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**DECEMBER 2021**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

14-16 HS Semester Exams  
14-15 MS/HS Early Release 12:20  
16 MS/HS Early Release 11:20  
16 End Quarter 2 (MS/HS)  
17 **Teacher Records Day**  
20-31 **Winter Break**

31-2 HS Final Exams  
31-1 MS/HS Early Release 12:20  
1 Last Day Afternoon PreK  
2 MS/HS Early Release 11:20  
2 End Quarter 4 (MS/HS)  
2 End Trimester 3 (ES)  
2 Early Release Morning PK-5 (12:30)  
3 **Teacher Records Day**

**JUNE 2022**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**JANUARY 2022**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Classes Resume  
17 **Martin Luther King Jr. Day - No School**

**\*PLEASE REFER TO THE SCHOOL WEBSITE AND/OR TEACHER / CLASSROOM CORRESPONDENCE REGARDING SPECIFIC DETAILS FOR EACH CALENDAR EVENT.**

PreK / PK = Pre-Kindergarten

☐ No School for ALL Students    △ End of Quarter (MS/HS)    □ End of Trimester (ES)    ○ Teacher In-Service

# BEST

## Building on Excellence and Success Together

### *Mission*

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

### *Vision*

Empowering students to reach new HEIGHTS.

### *Beliefs*

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

# PBIS

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

### What is PBIS?

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

### Does it make a difference?

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

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

### What about students that are disruptive?

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

### What about parents?

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

### Is PBIS new?

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

Cuyahoga Heights students and staff have worked together to identify and name our values as the base to build our PBIS system on.

### Cuyahoga Heights High School (CHHS) Theme

Caring, Honest, Helpful, Successful

### Cuyahoga Heights Middle School (CHMS) Theme

Caring, Honest, Motivated, Successful





# PHILOSOPHY AND OBJECTIVES

## CUYAHOGA HEIGHTS HIGH SCHOOL

### Philosophy

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

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

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

### Objectives

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

## CUYAHOGA MIDDLE SCHOOL Philosophy

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

### Objectives

Cuyahoga Heights Middle School will:

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

## REACH

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

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

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

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

# DAILY BELL SCHEDULE

Forty-five (45) minute periods

Three (3) minutes passing time between periods

Teachers on Duty 7:15 a.m.

Warning Bell 7:25 a.m.

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

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

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

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

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

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

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

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

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

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

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

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

School Dismissal 2:34 p.m.

Busses Load and Depart 2:39 p.m.

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

## Academics

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

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

### **CLASS RANK AND DETERMINATION**

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

### **COLLEGE CREDIT PLUS PROGRAM**

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

### **CREDIT FLEXIBILITY**

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

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

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



### **GRADE CALCULATION**

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

### **POINT**

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

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

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

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

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

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

### **GRADING SCALE**

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

#### **HIGH SCHOOL/HONORS MIDDLE SCHOOL GRADING SCALE**

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

#### **MIDDLE SCHOOL GRADING SCALE**

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

### **GRADING PROCEDURES FOR SEMESTER AND YEAR-LONG COURSE FINAL GRADE**

Starting with the graduating class of 2020 the calculations for final semester and year-long course grades will be based upon a quality point scale for all high school level courses.

**Semester Course Grade Calculation**

Grading Period + Grading Period + Semester Exam = Final Grade

**Example**

*Grading Period A(4) + Grading Period B-(2.7) + Semester Exam A-(1.85) = Final Grade B+ (8.35)*

*Grading Period C(2) + Grading Period B+(3.3) + Semester Exam A(2) = Final Grade B (7.3)*

**Year-Long Course Grade Calculation**

Grading Period + Grading Period + Semester Exam + Grading Period + Grading Period + Final Exam = Final Grade

**Example**

*Grading Period C+(2.3) + Grading Period B+(3.3) + Semester Exam C(1) + Grading Period A-(3.7)*

*+ Grading Period B(3) + Final Exam B(3) = Final Grade B+ (16.3)*

*Grading Period A(4) + Grading Period A(4) + Semester Exam A-(1.85) + Grading Period A-(3.7)*

*+ Grading Period A(4) + Final Exam B+(1.65) = Final Grade A (19.2)*

<b>Letter Grade</b>	<b>Period Scale</b>	<b>Semester &amp; Final Exam Scale</b>	<b>Semester Course Quality Point Scale</b>	<b>Year-Long Course Quality Point Scale</b>
<b>A</b>	<b>4.00</b>	<b>2.00</b>	<b>9.58-10.00</b>	<b>19.15-20.00</b>
<b>A-</b>	<b>3.70</b>	<b>1.85</b>	<b>8.75-9.57</b>	<b>17.49-19.14</b>
<b>B+</b>	<b>3.30</b>	<b>1.65</b>	<b>7.92-8.74</b>	<b>15.83-17.48</b>
<b>B</b>	<b>3.00</b>	<b>1.50</b>	<b>7.09-7.91</b>	<b>14.17-15.82</b>
<b>B-</b>	<b>2.70</b>	<b>1.35</b>	<b>6.26-7.08</b>	<b>12.51-14.16</b>
<b>C+</b>	<b>2.30</b>	<b>1.15</b>	<b>5.43-6.25</b>	<b>10.85-12.50</b>
<b>C</b>	<b>2.00</b>	<b>1.00</b>	<b>4.60-5.42</b>	<b>9.19-10.84</b>
<b>C-</b>	<b>1.70</b>	<b>0.85</b>	<b>3.77-4.59</b>	<b>7.53-9.18</b>
<b>D+</b>	<b>1.30</b>	<b>0.65</b>	<b>2.94-3.76</b>	<b>5.87-7.52</b>
<b>D</b>	<b>1.00</b>	<b>0.50</b>	<b>2.11-2.93</b>	<b>4.21-5.86</b>
<b>D-</b>	<b>0.70</b>	<b>0.35</b>	<b>1.50-2.10</b>	<b>3.00-4.20</b>

F	0.00	0.00	0.00-1.49	0.00-2.99
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For the purpose of consistency it is highly recommended that teachers follow the above scale. However, teachers may deviate from the above guidelines providing they gain administrative approval. Students must pass either the 3rd or 4th grading periods to earn credits regardless of quality points.

### GRADUATION REQUIREMENTS

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

Subjects	Minimum number of credits required by CHS
English*	4
Mathematics	4
Science	3
Social Studies	3
Technology, Fine Arts or Foreign Language ..	1
Health	.50
Physical Education	.75
Electives	5.75
Community Service	60 hours
Ohio Graduation Tests or a test to be determined by the Ohio Department of Education Yes	
<b>Total credits</b>	<b>22</b>

### Class of 2022

All students must take end-of-course exams:

- Algebra I and Geometry
- American History and American Government
- Biology
- English II

...and meet one of the following three:

- Earn a cumulative score of 18 Graduation Points on seven end-of-course exams as set by the State Board of Education. Students must earn at least 4 cumulative points in Mathematics, 4 cumulative points in ELA and 6 cumulative points in Social Studies and Science combined.
- Earn a "remediation-free" score on a nationally recognized college admission exam such as ACT or SAT during junior year. More information to follow.

- Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

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

Additional requirements for graduation:

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

**Additional Ohio Department of Education graduation requirements for the Classes of 2023 & 2024 require students to demonstrate “competency” and “readiness.”**

### **Demonstrating “Competency”**

- **All students must take end-of-course exams:**
  - Algebra I and English II (**students must retake the test one time if a passing score isn’t received**)
- Student’s demonstrate competency as defined by the Ohio Department of Education, by meeting one of the following criteria:
  1. Earn a passing score on both the Algebra I and English II end-of-course exams
  2. Career Experience and Technical Skills - Students must complete two demonstrations to show competency, at least one of which must be foundational.

#### **Foundational:**

- a. Earn a score of proficient or higher on three or more WebXexams in a single career pathway;
- b. Earn an approved industry-recognized credential;
- c. Complete a pre-apprenticeship in the student’s chosen career field or show evidence of acceptance into an apprenticeship program (for students ages 18 and older) after high school.

#### **Supporting:**

- a. Complete a 250-hour work-based learning experience with evidence of positive evaluations;
  - b. Earn the workforce readiness score on WorkKeys; or
  - c. Earn the OhioMeansJobs Readiness Seal.
3. Enlist in the United States Military
  4. Earn credit for one college-level math and/ or college-level English course through Ohio’s free College Credit Plus program.

### **Demonstrating “Readiness”**

In addition to fulfilling curriculum requirements and earning the competency requirements listed above, students also must show they are prepared for college or careers. Ohio law created 12



seals for students to demonstrate academic, technical and professional readiness for careers, college, the military or self-sustaining professions. Each seal allows students to demonstrate knowledge and skills essential for future success. Students will demonstrate readiness by earning at least two diploma seals, **one of which must be state defined**. Seals help students develop an array of critical skills that are valuable to them as they transition to the next steps after high school.

### **State Defined Seals**

Ohio Means Jobs Readiness Seal  
State Seal of Biliteracy  
Industry-Recognized Credential Seal  
College-Ready Seal  
Military Enlistment Seal  
Citizenship Seal  
Science Seal  
Honors Diploma Seal  
Technology Seal

### **Locally Defined Seals**

Community Service Seal  
Fine and Performing Arts Seal  
Certified Student Engagement Seal

Beginning with the class of 2023, Students can earn the ODE Graduation Seal in Fine and Performing Arts and or Student Engagement with the completion of 2 years combined (during high school career) of extracurricular activities. Students must meet the active participation requirement set forth by the club advisor at the beginning of the year to earn credit.

**Fine and Performing Arts:** - Band, Orchestra, Choir, Drama Club, Scarlet Angels, Art Club

**Student Engagement** - Mock Trial, National Honor Society, Spanish Club, Journalism, Chess Club, Student Council

**The Community Service Seal** is earned when students complete our local graduation requirement of 60 community service hours.

\*For more information about graduation seals, see the Ohio Department of Education website ([education.ohio.gov](http://education.ohio.gov))

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

### **HONOR AND MERIT ROLL**

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

**NATIONAL HONOR SOCIETY**

The purpose is to create enthusiasm for scholarship, to stimulate a desire to give service, to promote worthy leadership, and to encourage the development of character in all students. Students may apply for NHS starting their sophomore year.

The selection procedures are as follows:

<b>SCHOLARSHIP</b>	All applicants must have a 3.5 or higher GPA; national NHS guidelines indicate that scholarship attributes beyond that initial requirement are not to be considered in the selection process. Therefore, all students earn <b>20 points</b> for this category.		
<b>LEADERSHIP</b>	1-2 school activities and/or leadership positions <b>10 points</b>	3-4 school activities and/or leadership positions <b>15 points</b>	5+ school activities, including 1+ leadership positions <b>20 points</b>
<b>SERVICE</b>	Minimum of 20 verified service hours completed during high school  --OR-- Less than 20 hours, but exemplary service paragraph <b>10 points</b>	Minimum of 35 verified service hours completed during high school  --OR-- minimum of 20 verified service hours AND exemplary service paragraph <b>15 points</b>	Minimum of 50 verified service hours completed during high school  --OR-- minimum of 35 verified service hours AND exemplary service paragraph <b>20 points</b>
<b>CHARACTER</b>	2+ documented discipline incidents in the past two years  <b>-10 points</b>	1 documented discipline incident in the past two years  <b>0 points</b>	0 documented discipline incidents in the past two years  <b>10 points, +/- 5 points based on teacher feedback</b>

**Students must score at least 60 points to be accepted**

## **NATIONAL JUNIOR HONOR SOCIETY**

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

The selection procedures are as follows:

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

## **SCHEDULE CHANGES**

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

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

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

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

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

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

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

**STUDENT LOAD**

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

**WEIGHTED GRADES**

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

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

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

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

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

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

**Attendance**

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

## **ATTENDANCE**

Students are not expected to enter the building prior to 7:00 a.m. unless they are under the direct supervision of a teacher or staff member. A student must be in attendance for homeroom and nine class periods (including lunch) unless he/she is in a vocational program or has been granted an early dismissal.

- Tardy: Signing into school between 7:30 a.m. and 8:00 a.m. without an allowable excuse
- Unexcused A.M. Absence: Signing into school without an allowable excuse after 8:00 a.m.
- Unexcused P.M. Absence: Signing out and/or leaving school without an allowable excuse at any time.

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. appointment with a health care provider
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. observation or celebration of a bona fide religious holiday
- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extra-curricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- I. such good cause as may be acceptable to the Superintendent
- J. medically necessary leave for a pregnant student in accordance with Policy 5751

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

### **Excessive Absences**

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

The following "medical excuses" will not count toward a student's excessive absence hours: (1) personal illness; (2) illness in the family necessitating the presence of the child; (3) quarantine of the home; (4) health care provider appointments (doctor, dentist, mental health provider, etc.); (5) medically-necessary leave for a pregnant student in accordance with Policy 5751; (6) death in the family; or (7) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school.

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. For the 2020-2021, medical excuse absences will be accepted through this process for students participating both in-person and remotely. This policy will be extended beyond ten (10 ) days if the student or someone in the student's family is in quarantine due to recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

### **Habitually Truant**

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

### **Absence Intervention Team**

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, or social worker designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

### **Intervention Strategies**

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require a parent to attend a truancy prevention mediation program
- D. notify the Registrar of Motor Vehicles of the student's absences
- E. take appropriate legal action
- F. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign the Social Worker to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The plan shall be implemented not later than seven (7) days prior to the first day of instruction of the next school year.

### **Reporting Requirements**

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the absence intervention team may



extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences without legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

- A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;
- C. when a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;
- D. when an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of Cuyahoga County, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.

#### **COLLEGE/CAREER-RELATED ABSENCES**

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

#### **EARLY DISMISSALS**

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

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

### **FAMILY VACATION ABSENCES**

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

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

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

### **INCOMPLETE WORK**

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

### **MAKE UP WORK**

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

### **MILITARY TESTING/PROCESSING**

Students who must have military testing and/or processing done before the end of the school year may be excused (except the last 2 weeks of school or during special state testing times). All requests for excused absences for military testing must be made through the High School Office. In the event that one must

complete military testing and/or processing while school is in session, students must submit a Pre-Planned Absence Form to the building Principal or his/her designee at least three (3) days in advance for it to be excused.

### **PREARRANGED ABSENCES**

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

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

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

### **TARDY TO SCHOOL**

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

## **STUDENT CODE OF CONDUCT**

### **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

A violation of any school rule may result in disciplinary action. Such action may include, but not be restricted to emergency removal, out of school suspension, and expulsion/exclusion. All suspensions,

expulsions and removals from school are specified by a Board of Education policy. This official code is posted throughout the school. It is the responsibility of every student to become familiar with the code. A student who is suspended may be permitted to complete any classroom assignments missed because of the suspension.

### **DUE PROCESS RIGHTS**

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

#### **A. Student subject to suspension:**

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
  - a. Superintendent;
  - b. student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

### **Appeal of Suspension to the Board or its designee**

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

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

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend.

While a hearing before the Board may occur in executive session, the Board must act in public.

### **Appeal to the Court**

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

#### **B. Students subject to expulsion:**

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

### **Appeal of Expulsion to the Board**

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

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

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

### **Appeal to the Court**

Under State law, the decision of the Board or its designee may be further appealed to the Court of Common Pleas.

#### **C. Students subject to emergency removal:**

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 - Emergency Removal.

#### **D. Students subject to permanent exclusion:**

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 - Permanent Exclusion of Nondisabled Students.

#### **E. Students subject to suspension from bus riding/transportation privileges:**

Student whose conduct warrant suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges

In determining whether disciplinary action set forth in this policy is to be implemented, District Administrators shall use a preponderance of evidence standard. Further, any individual charged with making a disciplinary determination under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely in a supervised learning environment within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non interscholastic extracurricular activities

### **DETENTION**

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

### **PRIVILEGE DENIAL**

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

### **SATURDAY SCHOOL**

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

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

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal.

In accordance with Board Policy 5611, within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

### **Appeal of Suspension to the Board or its designee**

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

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

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend.

### **Appeal to the Court**

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

### **EXPULSION FROM SCHOOL**

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

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

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

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

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

### **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent, Principal or Assistant Principal may remove the student from curricular activities or from



the school premises. A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing, as soon as practicable. Because such removal is not subject to the normal suspension and expulsion procedures, no prior notice or hearing is required for any removal under this policy.

A due process hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practicable prior to the hearing. If the student is subject to out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the Principal, Assistant Principal, Superintendent or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian of the student. This notice will include the reasons for the suspension, the right of the student or parent(s)/guardian(s) to appeal to the Board or its designee and the student's right to be represented in all appeal proceedings. If it is probable that the student may be subject to expulsion, the hearing will take place on the next school day after the date of the initial removal and will be held in accordance with the procedures outlined in the Policy 5611 - Due Process Rights. The person who ordered or requested the removal will be present at the hearing.

A student in any of grades pre-kindergarten through 3 may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extracurricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through 3 is removed and returned to his/her curricular and extracurricular activities the next school day, the Principal is not required to hold a hearing (or provide written notice of the same).

The Principal shall not initiate suspension or expulsion proceedings against a student in any grades pre-kindergarten through 3 who was removed unless the student has committed one (1) of the following acts:

- A. The student brings a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board. Similarly, the Principal can initiate suspension or expulsion proceedings if the student possesses a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board.
- B. The student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act: 1) would be a criminal offense if committed by an adult; and 2) results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6).
- C. The student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.
- D. The student engages in behavior of such a nature that suspension or expulsion is necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other school employees.

If the Superintendent or Principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the misconduct is disposed of either by reinstatement, suspension or expulsion.

### **PERMANENT EXCLUSION**

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

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

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

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

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

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

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

### **STUDENT INTERROGATION BY POLICE**

1. Except as specified below, interviews of minor students by the police will not be granted without express permission of the parent or legal guardian. Interviews are to be conducted in private. An administrator or counselor will remain throughout the interview.
2. Students shall not be permitted to leave the school with an officer unless parental permission has been granted or a warrant has been issued and presented to the principal or unless the student is to be taken directly into custody for the purpose of being charged with an unlawful act.

3. Law enforcement officers from communities outside the Cuyahoga Heights School District with warrants shall ask the appropriate local police department for courtesy assistance when serving warrants within a school.
4. Law enforcement officers or others shall not be permitted to interrupt normal school activities in their investigative activities, except in cases of immediate threat to safety or security.
5. Police may interview minor students without prior parental permission if the police are investigating allegations of child abuse involving the parent/guardian or if the alleged incident occurred on school property, at a school sponsored event/activity, or on the way to school or a school sponsored event/activity

#### **SEARCH AND SEIZURE**

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

# *Alma Mater*

*We shall never, never fail you, Scarlet  
and the Gray. Our fidelity is boundless  
All our love's for thee. Cuyahoga,  
Cuyahoga... We shall honor thee. When*

*we from thee have departed All our  
love's for thee!*

## **LEVEL 1 – OFFENSES**

### **CORRECTIVE ACTIONS FOR LEVEL 1 OFFENSE**

*One or more of the following actions may be taken by the administrator: Teacher/student conference, parent/guardian contacted by phone, principal/student/teacher conference, behavioral contract, detention, Saturday school, out-of-school suspension, and/or other forms of disciplinary action to help modify behavior or to ensure the safety, health and welfare of other students and staff, and to protect the integrity of the educational environment.*

#### **1.1 ACADEMIC APATHY**

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

#### **1.2 CAFETERIA MISCONDUCT**

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

#### **1.3 TARDINESS/CLASS CUTTING/UNEXCUSED ABSENCE**

Students shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent.

#### **TARDINESS**

**1st Tardy = Warning**

**2nd Tardy = Warning**

- 3rd Tardy = Detention**
- 4th Tardy = Two Detentions**
- 5th Tardy = Saturday School**
- 6th Tardy = Two Saturday Schools**
- 7th Tardy = 9 hours of Community Service**
- 8th Tardy = 12 hours of Community Service**

#### **CLASS CUT**

- 1st Offense = Saturday School**
- 2nd Offense = Two Saturday Schools**
- 3rd Offense = 9 hours of Community Service**
- 4th Offense = 12 hours of Community Service**

#### **UNEXCUSED ABSENCE**

- 1st Offense = Two Saturday Schools**
- 2nd Offense = 9 hours of Community Service**
- 3rd Offense = Saturday School and 9 hours of Community Service**
- 4th Offense = Saturday School and 12 hours of Community Service**

Excessive tardies, class cuts, and/or unexcused absences may result in loss of driving privileges and loss of parking space.

#### **1.4 CHEATING/FORGERY/PLAGIARISM/FALSIFICATION**

- A. Cheating includes copying from another person or copying another's work.
- B. Forgery is defined as signing the name of another person to a parent note or any type of school form or school related material for the purpose of deception.
- C. Plagiarism includes copying from a book, magazine, pamphlet or the Internet.
- D. Falsification includes any attempt to modify, or misrepresent records including, but not limited to hall passes, absence excuses, documents or materials used in daily school operation, sharing false information (lying); or not properly identifying oneself to school personnel.

#### **1.5 DISRUPTION OF THE TRANSPORTATION PROCESS**

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

#### **1.6 DRESS CODE VIOLATION**

Such guidelines shall prohibit student dress or grooming practices which:

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

#### **1.7 DRIVING VIOLATIONS**

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

### **1.8 ELECTRONIC DEVICE USAGE**

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

### **1.9 FAILURE TO SERVE**

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

### **1.10 GAMBLING**

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

### **1.11 GENERAL MISCONDUCT**

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

### **1.12 IMMORAL CONDUCT**

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

### **1.13 INAPPROPRIATE LANGUAGE**

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

### **1.14 INAPPROPRIATE PHYSICAL CONTACT**

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

### **1.15 OUT OF AREA**

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

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

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

## **LEVEL 2 – OFFENSES**

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

*One or more of the following actions may be taken by the administrator: Teacher/student conference, parent/guardian contacted by phone, principal/student/teacher conference, behavioral contract, detention, Saturday school, out-of-school suspension, and/or other forms of disciplinary action to help modify behavior or to ensure the safety, health and welfare of other students and staff, and to protect the integrity of the educational environment.*

#### **2.1 DISRESPECT**

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

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

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

#### **2.3 FIGHTING**

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

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

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

#### **2.5 INSUBORDINATION**

Failure to follow a reasonable request of a school employee.

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

Students who repeatedly and/or flagrantly violate school rules.

#### **2.7 TRUANCY**

Truancy is an unexcused absence from school.

## **LEVEL 3 – OFFENSES**

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

*One or more of the following actions may be taken by the administrator: Teacher/student conference, parent/guardian contacted by phone, principal/student/teacher conference, behavioral contract, detention, Saturday school, out-of-school suspension (up to 10 days), recommendation for expulsion, referral to diversion program, referral to police, and/or other forms of disciplinary action to help modify behavior or to ensure the safety, health and welfare of other students and staff, and to protect the integrity of the educational environment.*

#### **3.1 ASSAULT**

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

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

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

### **3.3 INDUCING PANIC**

Planning, knowledge of, and/or participation in any activity which results in the disruption of the normal daily routine and puts students and staff in harm's way. This also includes any and all school sponsored events either on or off-campus. Examples include but are not limited to bomb threats, personal threats, pulling a fire alarm, making false reports, etc.

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

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

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

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

### **3.6 UNWELCOME SEXUAL CONDUCT**

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

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

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

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

A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns.

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

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



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

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

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

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

## **General Information**

### **ACTIVITY APPROVAL**

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

### **ACTIVITY/ORGANIZATION OFFICERS**

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

### **ADDRESS CHANGE**

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

### **AFTER SCHOOL BUILDING EXPECTATIONS**

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

### **ANNOUNCEMENTS**

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

### **AUTOMOBILE USE**

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

Permits will be issued only by the principal. All students with permits will park in the far north section of the parking lot. Any student driving to school must complete a vehicle registration form. Vehicles illegally

parked may be towed at the owner's expense. No student is permitted to park in the staff lot during the school week. This includes before and after school activities.

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

### **BEFORE SCHOOL BUILDING EXPECTATIONS**

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

### **CAFETERIA**

The School participates in the National School Lunch Program and makes lunches available to students for a fee approved by the Board of Education. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes she/he is eligible, contact the Cafeteria Supervisor.

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

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

### **CLASS DUES**

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

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

### **CO-CURRICULAR ACTIVITIES**

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

### **DRESS CODE**

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

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

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

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

Teachers (or those in a position to enforce this policy) will privately engage in a dialogue with students who are inappropriately dressed (according to the above standards) regarding their attire. If the outcome of this dialogue finds the student to be in breach of the dress policy, he/she will be asked to report to the guidance department or school office to resolve the dress code violation.

### **ELECTRONIC DEVICES**

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

### **EMERGENCY MEDICAL AUTHORIZATION FORMS**

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

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

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

### **HALL PASS**

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

### **HEALTH INFORMATION**

#### **Clinic**

Any student who is not feeling well should report to the clinic in the main office, after first receiving teacher written permission. The nurse or school secretary will determine if a student should return to class or be

sent home. Students must not call their parent/guardian to be picked up without first seeing the secretary or nurse.

### **Illness**

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

### **Immunizations**

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

### **Medication Policy**

In accordance with the Cuyahoga Heights Board of Education policy 5330 on the "Use of Medication," the Cuyahoga Heights School District cannot administer prescription or nonprescription medication to a student without prior approval and documentation from the parent and physician. Inhalers for asthmatic students and EpiPens for students with severe allergies may be carried by students whose physician and parents have completed the necessary documentation. Any medication brought to the school by a student without prior approval is confiscated and the parent is notified immediately. **The parent is responsible for delivering medication, in the original pharmacy container, to the school office.** When empty, the container is returned home.

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

### **LIBRARY/MEDIA CENTER**

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

### **COMPUTER LAB**

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

### **LOST AND FOUND**

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

### **PUBLICATIONS (STUDENT)**

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

### **RULES FOR SCHOOL BUS AND VAN RIDERS**

Violations of the rules listed below may result in the loss of bus service. Parents will be notified in writing of any suspension of bus riding privileges because of pupil misconduct. The bus driver has full authority

to enforce the following rules and will make necessary contact with the transportation supervisor and the school principal regarding violations.

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

1. No one shall bring onto a bus any item representing a danger to the people on the bus. This includes, but is not limited to, drugs, alcohol, explosives, knives, guns, large or bulky objects, and items with sharp projections which could cause damage to the bus or riders. No smoking or open flames are permitted in or around the bus. Animals are not permitted.
2. No unauthorized person shall sit in the driver's seat or operate any of the controls.
3. No one shall throw any object from the bus, or cause any part of their body to project from the bus window.
4. There will be no eating permitted on the bus.
5. No one shall interfere with the driver's operation of the bus.
6. No one shall cause damage to any part of the bus. Any damage will be paid for by the student.
7. Noise shall be kept at a minimum at all times to insure safety. The driver must be able to hear safety force sirens and train signals at the grade crossing.
8. No profane language, rude gestures or fighting will be allowed on the bus or at school loading Zones.
9. Changing seats on the bus is not allowed at any time. Riders will take assigned seats.
10. The rights and safety of all other passengers, the driver and all other drivers on the road will be respected at all times.
11. Students are to ride only on the assigned bus at the assigned time. Permission to take a different bus or to ride the bus at a time intended for a different school, must be obtained from the school principal. Students should be at their bus stop at least five (5) minutes before bus arrival.
12. Penalties for misconduct may include: conference with the Director of Transportation, parent contacted by phone, letter, or in-school conference, loss of bus transportation privileges for a period of one day up to one semester, and detentions and/or suspensions as assigned by principal.

### **SAFE SCHOOL HELPLINE**

By calling or texting the statewide hotline - 844-SAFEROH - you can report anything that is suspicious or endangering you, your friends or your school. Safer Schools Ohio is a multi-agency effort created to assist schools in continuously improving the safety of our students. Public safety officials offer the hotline 844-SAFEROH at no cost to schools as a way for students to report potential suicides, school shootings, bullying or other problems anonymously.

# SPEAK UP

## SAVE LIVES

*Your Eyes & Ears Could Save Lives!*

**YOU** can anonymously report anything that is suspicious or endangering you, your friends or your school.

**Text or Call**

**844-SAFEROH  
(844-723-3764)**



### **SCHOOL DANCES**

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

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

### **SIGNS/ADVERTISING**

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

### **STUDENT RECORDS**

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

### **STUDY HALL PROCEDURES**

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

### **SURVEILLANCE CAMERAS**

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

### **UNPAID SCHOOL FEES**

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

### **VISITORS**

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

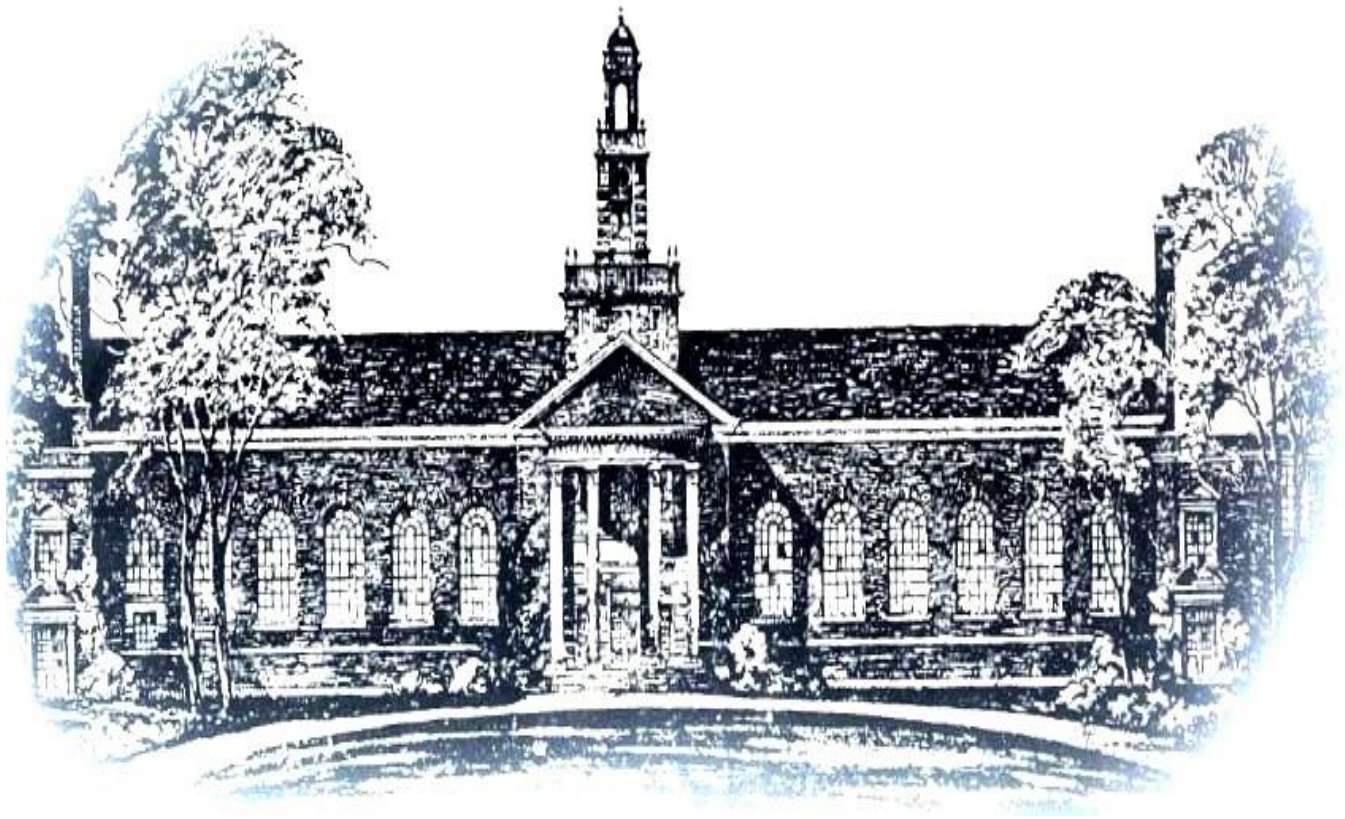
## **Notifications**

### **Ohio Affirmative Notices**

All Ohio Affirmative Notices can be found on the Notifications Page at [cuyhts.org](http://cuyhts.org)

### **Federal Affirmative Notices**

All Federal Affirmative Notices can be found on the Notifications Page at [cuyhts.org](http://cuyhts.org)



## **STUDENT-ATHLETE HANDBOOK**

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

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

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

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



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

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

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

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

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

**GUIDELINES**

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

**1. PURPOSES**

The athletic programs at CHS are designed to:

- Help our student-athletes gain an appreciation for the responsibilities associated with being part of a team.
- Provide opportunities to learn the importance of commitment, sacrifice, trust, hard work, perseverance, and good sportsmanship.
- Teach student-athletes how to prepare like champions.
- Provide a platform for student-athletes to develop individual skills as they benefit the team.

**2. RULES**

Athletes are expected to:

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

**3. SPORTSMANSHIP**

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

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

**4. REQUIREMENTS FOR PARTICIPATION**

- All athletes/cheerleaders must have on file a complete OHSAA physical examination form signed by the student, a parent/guardian, and a physician before they can participate in practices and competition. These examinations are valid for one year.

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

## 5. ELIGIBILITY

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

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

subjects in which enrolled the immediately preceding grading period.

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

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

## 6. TRANSPORTATION POLICY

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

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

## 7. ATTITUDE

- Display a positive attitude at all times.
- Practice good sportsmanship as you represent our community, our school, our teams, and yourself.

- Support all of our athletic programs by encouraging student-athletes in other sports and attending competitions of other programs

## 8. COMMITMENT AND EFFORT

Put the interests of the team first by:

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

## 9. HAZING AND HARASSMENT

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

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

Victims of any hazing/harassment incident should immediately report the abuse to their coach, co-curricular director or any school personnel. Any student or group of students involved in hazing and/or harassment will be subject to school and team discipline, which may include suspension from the team or school and possible dismissal from the team for the remainder of the season. (See Student Code of Conduct.)

## 10. ALCOHOL, DRUGS, TOBACCO

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

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

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

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

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

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

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

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

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

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

**11. HOSTING PARTIES**

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

**12. PROBATION**

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

**13. INJURED ATHLETES**

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

**14. SAFETY**

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

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

**15. CHANGING SPORTS**

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

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

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

#### 16. ATTENDANCE

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

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

#### 17. SHARED ATHLETES

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

#### 18. CONFLICTS WITH OTHER ACTIVITIES

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

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

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

#### 19. ATHLETE-COACH COMMUNICATION

Athletes should communicate immediately with the coach regarding the following:

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

## 20. PARENT-COACH COMMUNICATION

Communication parents should expect from the coach:

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

Appropriate parental concerns to discuss with coaches:

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

Inappropriate topics:

- Play calling
- Other team members

Communication coaches expect from parents:

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

Procedures for coach-parent discussion:

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

## 21. PARENT/FANS RESPONSIBILITY

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

## **22. AWARDS**

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

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

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

## **23. CO-CURRICULAR LETTERS:**

Students participating in "Non Athletic" extracurricular clubs will earn a participation letter after 2 consecutive years of active participation. Active participation will be determined by the club advisor at the beginning of the school year. Participation Letter will be presented after successful completion.

## **24. APPEALS PROCESS**

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