

# **Caldwell High School**

516 Fairground St.  
Caldwell, Ohio 43724  
(740) 732-5634

## **STUDENT HANDBOOK**

### **2017 – 2018**

#### Mission Statement

*In the belief that all students can succeed in a safe, moral, caring environment, Caldwell Exempted Village Schools will prepare, educate, and motivate each student with a challenging curriculum to be a life-long learner and a self-sufficient, contributing citizen in the community and world.*

#### **WELCOME PARENTS AND STUDENTS**

Welcome to Caldwell High School! As your principal, I am excited about beginning another school year and the opportunities that lie ahead for all of us. Your four years at Caldwell High School are a critical phase of your educational life. You will have the opportunity to take part in an excellent educational program and become active in many extra-curricular activities. CHS is structured to enable you to achieve the highest level of personal growth possible during your time here.

You will be provided with continuous opportunities to gain knowledge, developing critical thinking skills, and build the character necessary to be successful after graduation. Help us help you by taking advantage of all of the opportunities we will offer you.

To make the most of your time at Caldwell High School, you will need to set academic and career goals, and then plan each day so that you are making strides to meet those goals. It is of the utmost



February 15.....Parent-Teacher Conferences 4:30 – 7:30pm\*  
 February 16.....Parent-Teacher Conferences 9:00am – 12:00pm  
 (Students Not In Session)\*  
 February 19.....Presidents Day  
 (Students Not In Session)  
 February 23.....Professional Development  
 March 23.....Professional Development  
 March 28.....One Hour Early Dismissal  
 March 29 thru April 3 .....Spring Break  
 April 4.....Students Return  
 May 24.....Students Last Day  
 May 25.....Teachers Last Day  
 May 27.....Graduation

Grading Period	Nine-Week Period	Days
1	Aug. 21 – Oct. 20	41
2	Oct. 23 – Dec. 21	40
3	Jan. 3 – Mar. 9	45
4	Mar. 12 – May 24	50
		<b>176 Days Total</b>

\*Parent-Teacher Days = Nov. 2, Nov. 9, Feb.15, Feb. 16 (half days),  
 \*Professional Development Days =Aug. 30 & Dec. 22 (2 Days\*)  
 Teacher In-service Days = Aug. 17 & Aug. 18 (2 Days)  
 Teacher Records Day (Last Day) May 25 (1 Day)

**Total Contract Days            183 Days**

➤ **64 hours over minimum for calamity use**

**This calendar is subject to change at, or with, any Caldwell Board of Education, State Department of Education, gubernatorial or legislative direction of the Ohio General Assembly.**

The calendar in the office contains dates and times of the year’s events. This is to be considered the official calendar. If you want a date reserved for a school function, please speak with the school principal so that the event can be placed on the calendar.

No event may be held unless it is placed on the official school calendar and proper arrangements have been made at least two weeks prior to the event.

### **SCHOOL CLOSINGS OR DELAYS**

Our superintendent will utilize our “all-call system” to notify parents and guardians when school is delayed or cancelled. If you believe that you have missed the superintendent’s call, or if you have changed your phone number and not yet notified us, you may call 1-800-846-4976 to hear the latest message.

Accurate information will also be made available to parents and staff members through the following radio and television stations:

Radio: WHIZ-102.5, WILE-96.7, WWKC-104.9, WXIL-95.1, WBRJ-91.0, and WWVA-1170 AM.

Television Stations: WTOV-TV Channel 5, Whiz-TV Channel 11, and WTAP-TV Channel 2.

Please do not call school offices, radio, or television stations. Such calls only tie up lines, which should be open in order to cope with other situations.

The decision to delay or close will be made as early as possible. AN ANNOUNCEMENT WILL BE MADE ONLY WHEN OUR SCHOOL WILL BE CLOSED OR DELAYED. Schools will be open if no announcement is made.

**Regular Bell Schedule**

Warning Bell	8:08
1 <sup>st</sup> Period	8:13-9:05
2 <sup>nd</sup> Period	9:08 – 10:00
3 <sup>rd</sup> Period	10:03 – 10:55
4A Class Period	10:58-11:48
	(Students eat 4B)
4A Lunch Period	10:58 – 11:28
4B Class Period	11:31 – 12:21
	(Students eat 4A)
4B Lunch Period	11:51 – 12:21
5 <sup>th</sup> Period	12:24 – 1:16
6 <sup>th</sup> Period	1:19 – 2:11
7 <sup>th</sup> Period	2:14 – 3:07

**2-Hour Delay Schedule**

Warning Bell	10:08
1 <sup>st</sup> Period	10:13 – 10:47
2 <sup>nd</sup> Period	10:50 – 11:24
4A Class Period	11:27 – 12:01
	(Students eat 4B)
4A Lunch Period	11:27 – 11:57
4B Class Period	12:00 – 12:34
	(Students eat 4A)
4B Lunch Period	12:04 – 12:34
3 <sup>rd</sup> Period	12:37 – 1:11
5 <sup>th</sup> Period	1:14 – 1:48
6 <sup>th</sup> Period	1:51 – 2:27
7 <sup>th</sup> Period	2:30 – 3:07

**1 Hour Early Dismissal Schedule**

Warning Bell	8:08
1 <sup>st</sup> Period	8:13 – 8:56
2 <sup>nd</sup> Period	8:59 – 9:42
3 <sup>rd</sup> Period	9:45 – 10:28
4A Class Period	10:31 – 11:14
	(Students eat 4B)
4A Lunch	10:31 – 11:01

4B Class Period	11:04– 11:47
	(Students eat 4A)
4B Lunch	11:17 – 11:47
5 <sup>th</sup> Period	11:50 – 12:33
6 <sup>th</sup> Period	12:36 – 1:19
7 <sup>th</sup> Period	1:22 – 2:07

**Pep Rally Bell Schedule**

Warning Bell	8:08
1 <sup>st</sup> Period	8:13 – 9:00
2 <sup>nd</sup> Period	9:03 – 9:50
3 <sup>rd</sup> Period	9:53 – 10:40
4A Class Period	10:43 – 11:30
	(Students eat 4B)
4A Lunch	10:43 – 11:13
4B Class Period	11:16 – 12:03
	(Students eat 4A)
4B Lunch Period	11:33 – 12:03
5 <sup>th</sup> Period	12:06 – 12:53
6 <sup>th</sup> Period	12:56 – 1:43
7 <sup>th</sup> Period	1:46 – 2:33
Pep Rally	2:36 – 3:07

**Morning Assembly/Meeting Schedule**

Warning Bell	8:08
Assembly/Meeting	8:13 – 9:00
1 <sup>st</sup> Period	9:03 – 9:48
2 <sup>nd</sup> Period	9:51 – 10:36
4A Class Period	10:39 – 11:24
	(Students eat 4B)
4A Lunch	10:39 – 11:09
4B Class Period	11:12 – 11:57
	(Students eat 4A)
4B Lunch	11:27 – 11:57
3 <sup>rd</sup> Period	12:00-12:45
5 <sup>th</sup> Period	12:48 – 1:33
6 <sup>th</sup> Period	1:36 – 2:21
7 <sup>th</sup> Period	2:24 – 3:07

## Section I – General Information

### ACADEMIC FEES

All students will be assessed an academic fee of \$25.00. This is a general fee and does not cover special project costs assessed in some classes such as art.

All academic fees must be paid by the **end of the first semester**.

1. Parents/Guardians who are unable to make full payment on time should contact the principal to work out a payment plan.
2. Those who qualify for a waiver of fees should provide us with a copy of the documentation received from the state stating such, or the parent/guardian may fill out a free lunch application which may also serve as proof of eligibility.
3. Transcripts will be held if fees are still owed at the end of first semester.
4. Seniors will not be permitted to participate in the graduation ceremony nor will they receive a diploma until fees are paid.

School fees should be paid in the main office at the high school. Please make checks payable to **Caldwell High School**. A receipt will be issued upon payment which you should keep until after you graduate. Students are not permitted to participate in our graduation ceremony unless all fees and other obligations have been paid.

### ACADEMIC LETTER

All students in grades 9-12, including students attending our career centers and post-secondary option programs at area colleges, are eligible to earn an academic letter through a program sponsored by the Caldwell Honors for Students Organization.

Freshmen must earn at least a 3.3 GPA during the first 3 grading periods. All other students must earn at least a 3.3 GPA which will include the first 3 grading periods and the last grading period of the previous school year.

Students who “letter” more than once will be given an “academic bar” to place on the letter.

Students earning an academic letter or bar will be honored at an annual academic awards program.

### **ANNOUNCEMENTS**

The principal will utilize the “all-call system” to periodically make important announcements. If you think you may have missed one of these calls, call 1-800-846-4976 to hear the latest announcements. (Be prepared to enter the phone number where you normally receive these calls.)

Daily announcements will also be made at the beginning of every school day and before the students are dismissed in the afternoon.

A monthly calendar is available in the office listing both the lunch menu and coming events. You may also receive electronic newsletters by sending your email address to [jseebach@caldwell.k12.oh.us](mailto:jseebach@caldwell.k12.oh.us).

All announcements, including flyers and posters, must be pre-approved by the principal.

### **ARRIVAL AT SCHOOL**

Students who arrive at school in the morning between 7:50 and 8:08 a.m. must report to the cafeteria unless a staff member has requested that you do otherwise. Breakfast will be served during this time at no cost. You may eat, work on assignments, or socialize.

A bell will ring at 8:08 dismissing students to go upstairs to use the restroom and visit their lockers. Everyone must be in their seats for their first period class by the 8:13 bell or they will be considered “tardy.”

Any student who arrives after the 8:08 bell is not considered tardy unless he or she is not seated in first period when the 8:13 bell rings.

Any student who was absent the day before, or will be signing out during the school day, should report to the main office as soon as the 8:08 bell rings. If you were absent the day before, you will be given a “green slip” for re-entry to the classes you missed. Don’t forget to bring a note from home or from your health care professional so your absence will be excused.

The excuse must be presented to the office staff within five days of the final absence. Special circumstances can be discussed with the building principal.

If you will be signing out during the day, you will obtain a “school ground excuse” to show your teacher who will release you from class to leave. Don’t forget to bring a note from home stating why you are leaving.

If you are absent due to an appointment with a health care professional, don’t forget to ask for a note authorizing your visit. If

you forget, please call and have one faxed to our office at 740-732-2532.

### **ASSEMBLIES**

Assemblies for the student body are part of the total educational program. The intent is to provide a variety of program to complement and enrich the academic curriculum. The number of assemblies and the privilege of students to attend are contingent upon the ability of students to conduct themselves properly at such events.

### **ATHLETIC PARTICIPATION**

As a member of the Ohio High School Athletic Association, Caldwell High School encourages the participation in a number of interscholastic sporting activities.

Before an athlete may practice or participate in any athletic program, he or she must have a doctor's physical, a signed copy of the Athletic Code of Conduct, and an insurance coverage form filed with the athletic director. Physical exams are valid for one year only. This rule will be strictly followed.

Athletes must be present **4 class periods** of the school day to participate in either practice or games/meets. This is not to be confused with the number of credits you must be taking to be eligible to participate in the season. Students must be taking 5 credits each semester to be eligible to participate. Post-secondary Educational Option students must be enrolled in at least 13 semester hours.

Each participant will observe and strictly obey the school training rules as presented by the coach of each sport.

#### **Eligibility for Athletes**

The following academic requirements will be enforced for all athletes who participate in interscholastic athletics. These are established by the Ohio High School Athletic Association and may be changed by the OHSAA at any time.

1. **In order to be eligible in grades 9-12, a student must be enrolled by the 15<sup>th</sup> calendar day of the school year. During the preceding grading period, the student must have received passing grades in a minimum of five credit courses or the equivalent that counts toward graduation, and must have received a 1.25 GPA during the previous grading period. Semester and yearly averages have no effect on eligibility.**



2. The eligibility or ineligibility of a student continues until the start of the 5<sup>th</sup> school day of the next grading period, at which time the grades from the preceding grading period become effective.
3. Summer school and other courses taken outside of the regular school day do not count towards eligibility.
4. A student enrolled as a freshman for the first time, after advancing from the eighth grade, must have passed at least 5 credits the last grading period before entering high school.
5. The eligibility of a transfer student must be established through official school records or verification from the sending school. The responsibility for establishing eligibility rests with the receiving school.
6. Tutoring or examinations to complete the preceding grading period requirements are permissible provided the inability to complete the required work on time is due to illness or an accident **as verified by a physician.**
7. The Commissioner of OHSAA may waive the requirement of the preceding grading period enrollment if a student has been withdrawn or removed from school because of circumstances due to a personal accident, illness, or family hardship. The principal of the school shall appeal in writing to the Commissioner. The appeal shall contain documentation with school and medical supporting evidence. The decision of the Commissioner may be appealed to the Board of Control.

### **CAFETERIA RULES**

Students are to remain in the cafeteria during breakfast and during their assigned lunch periods where they can be properly supervised. Students are not to be in the parking lot areas or cars at any time during the school day. Students are not to leave school during lunch, nor are they permitted to have food delivered to the school. Any food that is not served by our cafeteria staff must be brought to school by the student as a “packed lunch.”

The food served in the cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, breakfast is served free of charge, and a well-balanced lunch is offered at a reasonable price. The cafeteria staff and your classmates will appreciate your cooperation in observing the following rules:

- A. Enter the breakfast and lunch line in an orderly fashion without “cutting” in front of others already waiting. Do not “save” a place in line for your friends either. First come, first serve.

- B. Always punch in your individual code before taking food so that the cafeteria workers will be able to keep accurate records. ***Do not*** share code numbers with other students.
- C. Pick up after yourself including what you drop onto the floor.
- D. Deposit all litter in the proper waste containers.
- E. Talk in a conversational tone of voice.
- F. Do not take food or drinks out of the cafeteria.
- G. Do not take food from another student unless offered.
- H. No food shall be delivered to a student during school hours.

### **CELL PHONES**

The use of cell phones during the school day is strictly prohibited. Cell phones are to remain turned off and kept out of sight until the school day has ended. Students who become ill or have any other legitimate reason to call home should bring their cell phone to the office and ask permission first.

First Infraction: The cell phone will be given to the principal who will return it to the student at the end of the day and assign a detention.

Second Infraction: The parent/guardian must come to the school to retrieve the phone, and the student will serve a one-day in-school suspension.

Third Infraction: The parent/guardian must come to the school to retrieve the phone and the student will be given a 3-day in-school suspension. The student will not be permitted to bring the phone back on school property for the rest of the year. If the student brings the phone back on school property, it will result in three days of out of schools suspension.

### **COLLEGE PREPARATORY CORE CURRICULUM**

Caldwell High School offers the recommended college preparatory course work as endorsed by the Council of Admission Officers of the state-assisted universities in Ohio. The list is constantly evolving, but we tailor our course offerings to meet those requirements. It is important that students enroll in the courses in the order advised by our counselor. Skipping the prescribed sequence may result in the inability to complete the “core” because of possible schedule conflicts. If you have questions about completing the requirements, please contact our guidance counselor.

### **COLLEGE VISITS**

Seniors are permitted 3 days for college visits, and juniors are permitted 2, provided they complete the “College Visitation Day Permission Form,” at least 3 days in advance of your visit. The purpose of completing the form is to notify your teachers, your principal, and your guidance counselor of the day(s) you will not be in school. Your visitation days will not count in your total absences provided you complete the paperwork and bring back verification of your visit from the college.

Forms are available in the guidance office. If extenuating circumstances require an extra day, approval may be sought and given from the principal.

### **CLUBS & ORGANIZATIONS**

It is hoped that students at Caldwell High School will find interest in any of the clubs and/or organizations established for their benefit. Any faculty member or student who feels that a specific organization should be added to our school program should speak with the principal. All organizations must have adequate faculty sponsorship, documented sufficient interest by students, adequate funding or plans to provide funding, and approval of the principal and Board of Education.

### **DANCE GUIDELINES**

All dances must be scheduled through the office. The club sponsoring the dance must make arrangements for supervision which must include security, the club advisor, and chaperones. All dances will end by 11:00. Students attending these functions are expected to dress and conduct themselves in a manner appropriate for the occasion.

Our school dances are only open to our students in grades 9 through 12. Students wanting to bring a guest must register the guest ahead of time through our principal and through the principal of the school that the guest attends. Guests must be at least in the 9<sup>th</sup> grade and must not be older than 20.

### **ELECTIONS FOR CLASS OFFICERS AND STUDENT COUNCIL**

Elections for class officers and student council representatives are held annually in the fall. Students who are interested in holding a position must sign up in the main office. Voting will take place during lunch periods in the cafeteria with a supervising staff member present.

The Vice-President of Student Council of the previous school year will assume the office of President. He or she will conduct elections under the supervision and guidance of the Student Council Advisor.

## **EMERGENCY MEDICAL FORMS**

Each student is required to have his/her parent/guardian complete an emergency medical form for school use. These forms are extremely important as they give the school directions and authorization in case of an accident or sudden illness. Return the forms promptly to the office, and notify the school should any change take place during the course of the year.

### **District Compliance Officers**

In compliance with state mandates we have appointed state compliance officers Carey Block and Justin Seebach for contact in the following areas:

1. Civil Rights
2. Section 504/ADA Compliance
3. Anti-Harassment (Sexual or Otherwise)
4. Title IX
5. Non-Discrimination and access to Equal Educational Opportunity.

## **FUNDRAISERS**

Any school group or organization, that plans to conduct a fundraising activity, must have that activity approved by the advisor and principal before the activity may be held. The advisor will be responsible for submitting the proper forms through the principal and district treasurer.

## **GRADE BOOK**

“Grade Book,” formerly known as “Progressbook,” is a computer program that enables parents to closely monitor academic progress. Students may also utilize the program to self-monitor the completion of assignments and assessments and the grades earned. Two separate passwords will be available at the beginning of each school year – one for parents, and a separate password for students. Contact the school office if you need help utilizing this program.

## **GRADE CARDS**

The principal will make an “all-call” at the end of each grading period to let parents know when grade cards will be available to students. Caldwell High School no longer uses physical grade cards.

Instead, students are encouraged to log on to Progressook to check grades with their parents and/or print their grades off for review. If internet access, or another issue is present, students may request a physical grade card by having their parents call and request one. Grade card request forms will also be sent out at the beginning of the year if a family wishes to preemptively request physical grade cards. Please feel free to stop by the office if your child's grade card is lost in transit. We would be more than happy to give you a copy.

Parents or students may pick up final grade cards in the office or provide us with a self-addressed stamped envelope. The principal will make an all-call to let you know when grades have been finalized.

### **GUIDANCE SERVICES**

Caldwell High School provides a guidance counselor who will assist students with academic planning, setting career goals, and working through personal problems. We encourage you to visit the guidance office often to be sure that you are doing everything you can to develop into a well-adjusted and self-sufficient adult.

### **HALL PASSES**

Students are expected to be in class at all times. Students are not to be in the hallways, at their lockers, or in the restrooms during class time except for emergency situations. If it is necessary for a student to be in the hallway during class time, he or she must obtain a hall pass from his or her teacher.

Students who are absent from class for more than 10 minutes, unless his/her absence is deemed necessary by a staff member, will be counted absent for the entire period.

### **HOMEWORK**

Homework is assigned on a regular basis to reinforce and expand upon the skills and concepts learned during the school day. If students do not complete homework assignments, this lack of cooperation will no doubt be reflected in the grades they earn. Parents may monitor completion of homework (and other assignments) through our online "grade book." You may contact our office for a username, password, and directions for use. The principal will also utilize our all-call system to alert you when progress reports and grade cards will be sent home. You may also email your child's teacher, or call the school and leave a message for a teacher to return your call if you would like to make sure that homework is being completed.

When a student is absent from school, he or she will be permitted 2 days for every day missed to make up assignments. If a lengthy project has been assigned prior to the absence, the due date will stand. If the child is absent on the due date, the assignment will be due on the next day that he or she returns to school.

Students are encouraged to contact a classmate for assignments, but if this isn't possible, parents should call the office before 9:00 a.m. The secretary will then request assignments via the attendance bulletin. ***We will not interrupt class time to collect homework assignments.***

Teachers can, and will, give lunch detentions for missing work. This consists of sitting at the back of the lunch room and finishing the work that was assigned. After three missing assignments the students will be formally written up and directed to the office.

It is essential for consistent success that students work diligently on homework as a method of further instruction and individual practice. Student success resides on the comprehension of complex ideas and processes that can only be mastered through homework and individual study.

### **ILLNESS**

If a student becomes ill during the school day, he or she should request the teacher's permission to go to the office.

***Students are not permitted to use their cell phones to text or call home unless they come to the office to get permission to do so. Students are never refused access to their phone when sick, or when needing to contact a parent or guardian.***

No student will be sent home unless a parent, guardian, or approved "emergency medical contact," as designated on the emergency medical form, is notified and gives permission for the student to leave school. The only exception is those students who are 18 year old and have previously filed the proper "Age of Consent" form in our office.

### **LIBRARY RULES & REGULATIONS**

The library is an extension of the classroom, intended to support and supplement our curriculum. Books may be checked out, but reference books, newspapers, and magazines are to be used only while in the library unless special arrangements have been made through the library aide or principal. Students who lose or damage library materials will be charged accordingly. Fines may also be imposed for materials that are checked out for longer than two weeks. Grade cards and diplomas will be withheld until these fines are paid and the damage corrected.

The Computer Use Policy found in the handbook applies to the computers in the library as well as those in the classrooms.

**NO** food or drink is allowed in the library.

### **LOCKERS**

Lockers are assigned at the beginning of the school year. They remain the property of the Board of Education and are subject to inspection or search by authorized school personnel at any time as accorded the district by state/federal law and precedent.

The school is not responsible for lost or stolen items, so students may provide their own locks on lockers that do not have a working lock mechanism. A spare key for personal locks must be kept in the main office in case of loss. Students using lockers that have properly working combination locks are not permitted to remove or alter the lock.

It is the student's responsibility to ensure that his/her locker is kept locked and in order at all times. Any damage to a locker will be charged to the student.

Students are not permitted to share lockers.

Decorations must be in good taste and removable without causing damage. Said decorations must be on the inside of the lockers unless approved by the building principal.

Any personal locks or contents of a locker that are left after the conclusion of the school year will be removed and discarded.

### **MEDICATION AT SCHOOL**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment was not made available during school hours.

For the purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures requiring special training.

The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) and their child. Before any medication or treatment may be administered to any

student during school hours, the Board shall require the **written prescription from the child's physician accompanied by the written authorization of the parent.** This document shall be kept on file in the office of the building principal.

Medication must be in its original prescription bottle, labeled with the date of prescription, student's name, and exact dosage. It will be administered by a designated school employee in the office. Parents, or students authorized in writing by the physician and parents, may administer medication or treatment but only in the presence of a designated school employee when on school property.

Any student who may require administration of an emergency medication may have such medication stored in the principal's office or clinic and administered in accordance with this policy.

### **NCAA CLEARINGHOUSE**

Student-athletes who plan to participate in sports at the collegiate level at a Division I or II college or university should register with the NCAA Clearinghouse in the fall of his/her senior year. Once registered, he/she should notify our guidance counselor so that the proper paperwork can be submitted for proof of eligibility. More information can be found at [www.ncaa.org](http://www.ncaa.org), from your coach, or from our guidance counselor.

### **OFFICE**

The high school office exists for the purpose of conducting official school business. No student is to be behind the office counter except when given permission by the office secretary, principal, or guidance counselor. Should you have a problem, please notify the secretary, and she will gladly assist you.

The phones in the office are business phones. Students are never to be released from class to use the office phone unless an emergency exists. Students will not be interrupted during class time for incoming phone calls unless they are of an emergency nature.

Students are not permitted to use cell phones in school during school hours; violation of this will lead to disciplinary action. (See "Cell Phones.")

**ALL LONG DISTANCE TELEPHONE CALLS MUST BE MADE "COLLECT" OR PAID FOR BY THE STUDENT.** Students should plan so that they will seldom need to use the telephone. However, if an urgent need arises, office permission may be granted to use the office telephone.

### **OPEN ENROLLMENT**



Students living in adjacent school districts who wish to attend Caldwell High School may do so, tuition free, provided they are accepted as open-enrollment students. The following criteria must be met in order for a student to be accepted as open enrollment students:

1. An application must be submitted to the Superintendent's office between the first of April and the second Thursday in June.
2. The applications will be acted on at the June board meeting.
3. An application must be submitted each year for each student wanting to continue as an open enrollment student.
4. Acceptance will be contingent upon class sizes and the student's prior classroom performance and behavior. Students with a high risk of disrupting the educational process will not be considered.
5. Application and approval information may be shared with the superintendent's office of the district of residence.

### **PROGRESS REPORTS**

Progress reports will be issued to students at the mid-point of each nine-week grading period. We encourage the parents of students with failing grades to contact their teachers as soon as possible. You may contact the school at 732-5634 to get in touch with a teacher. We can set up an appointment for you, have the teacher call you, or you may obtain the teacher's email address – whatever would be most convenient for you.

### **PROM GUIDELINES**

Prom is considered a formal activity. Anyone not meeting the dress requirements will not be admitted to the Prom. Only those students classified as a junior (minimum of 11 credits) or senior will be permitted to buy a ticket to the Prom. The principal and/or class advisors will set other guidelines. Those who wish to bring a guest must follow the dance guidelines.

### **PROPERTY SEARCH AND SEIZURE**

Students should be aware that all areas that are on school property, including lockers and vehicles, are subject to search as per Board of Education policy. Approved law enforcement agencies may, in conjunction with school administrators, search and seize items on school grounds. *If it is illegal, then don't bring it to school.*

### **RELEASE OF DIRECTORY INFORMATION**

Senate Bill 26, which went into effect on September 14, 1995, requires the release, if requested, of names and addresses of students in grades 10-12 to armed forces military recruiters, unless the student or his/her parents object to the release in writing. At the beginning of each school year, students will be provided with a form to prevent recruiters from obtaining their personal information. This form must be returned to the office by the end of the first week of school.

### **“STUDENT OF THE GRADING PERIOD”**

At the end of each grading period, the faculty will choose two students from each grade to receive this honor. Students who consistently work hard and demonstrate good citizenship may be chosen, as well as students who have made strides in improving their grades with a spirit of cooperation.

### **STUDY HALL GUIDELINES**

1. Students are to be in their assigned seats when the tardy bell rings.
2. Students are to remain absolutely quiet unless the staff member on duty approves conversing for educational purposes.
3. Books or schoolwork are to be brought to study hall.
4. Students are to remain in their assigned seats unless given permission to move by the study hall supervisor.
5. Any form of “horseplay” or throwing of any object is prohibited.
6. Students are not permitted to use the vending machines during study hall.
7. Students who are not assigned to study hall must, upon entering, report to the study hall supervisor with a note from the sending teacher.

### **TEXTBOOKS**

All textbooks are loaned to students for their use during the school year. Once a textbook is issued to a student, the student is fully responsible for the book until it is returned to the teacher at the end of the semester or year.

A fine will be assessed for marking in or defacing books in any way, or for other types of misuse or abuse. If a book is lost, damaged or destroyed, the following formula is used in assessing costs (as determined by the condition of the book when issued):

New:	100% of cost
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Excellent:	80% of cost
Good:	65% of cost
Poor:	20% of cost

### **VISITORS**

All visitors should report to the main office to receive permission to enter the building, to sign in on our visitor's log, and to secure a visitors badge. Visitors will only be admitted at the discretion of the building principal. Safety of our students and employees are our number one concern, and we want to avoid all unnecessary interruptions during instructional time.

The following will normally be approved:

1. Parents wishing to meet with teachers during their conference time.
2. People on official business such as guest speakers.
3. College students who wish to visit former teachers during their conference or lunch periods.
4. Others as determined by the principal.

Students are not permitted to bring "friends" to school. Only students who are enrolled in our school district may be in the building during the school day unless he/she is involved in an activity that has been approved by a staff member and our principal.

## SECTION II – ATTENDANCE POLICIES AND PROCEDURES

Ohio’s compulsory education law requires the proper education of all children in the state because the education of all citizens is fundamental to the advancement of a civilized society. The Caldwell Exempted Village School’s Board of Education believes that regular attendance is necessary for learning, and frequent absences interrupt the continuity of the instructional process and hinder the student’s academic and social adjustment. It is the **responsibility of the student and the parent** to maintain regular attendance.

Each instance of absence or tardiness, whether excused or unexcused, becomes part of the student’s cumulative record. This permanent record of attendance may be shared (along with other information) with other educational institutions and prospective employers.

The intent of this policy and related administrative procedures is to help students maintain good attendance in order to maximize educational achievement and to enhance future education and employment opportunities.

\*Ref: In accordance with Public Law 93-380  
Revised 07/96

### ATTENDANCE AND GRADES

- Ohio law “prohibits a student’s promotion to the next grade level if the student is truant for more than ten percent of a school year and has failed two or more required curriculum subject areas.” R.C. 2293.609.
- Attendance shall be a factor when assessing a student’s semester and yearly grades. The state of Ohio (O.R.C. Sec. 3302.01 and 3302.02) requires schools to maintain a 93% student attendance rate and prohibits social promotion in the case of excessive absence.

The following attendance guidelines will apply:

- More than **FIVE (5) DAYS** absence in one nine week period in a class will result in the student failing the class for the grading period. If the student’s average is above 64%, the student will receive a 64% for the grading period. If the

student's average is lower than 64%, the student will receive the lower grade.

- More than **TEN (10) DAYS** of absence in either semester results in the student failing the class for that semester. If the student's semester average is above 64%, the student will receive a 64% for the semester. If the student's average is lower than 64%, the student will receive the lower grade.
- More than **TWENTY (20) DAYS** of absence in one year results in no credit given for the class(es) affected.

The following guidelines will apply for students who are tardy to school or miss part of a class period:

- Students who are late for school must report to the main office to sign in and obtain a tardy slip for admission to class.
- Students who miss 10 or more minutes of a class period will be considered absent for the entire period unless he or she provides a note from a health care professional excusing the absence.
- Missing 10 or more minutes over 5 times in a class period without a medical excuse will result in the same grading consequences as the 5-day, 10-day, or more than 20 days absence rules.
- Other penalties for being tardy in the morning or for class during the day are as follows:
  - (1) First tardy = no penalty.
  - (2) Second tardy = no penalty.
  - (3) Third tardy = detention.
  - (4) Fourth tardy = detention.
  - (5) Fifth tardy = 1 day in-school suspension
  - (6) Sixth tardy = 2 days in-school suspension
  - (7) Seventh tardy = 3 days in-school suspension and unruly charges filed in the Division of Juvenile Court.

**Excusable reasons for an absence or tardy that counts toward the 5-day rule:**

- Personal illness
- Illness in the family
- Quarantine in the family.
- Necessary work at home due to the absence of the parents or guardians.
- Family emergencies. (If deemed necessary by the principal.)
- Driver's test.

- Deer hunting during the season and for one day only. The student must provide a note from home and a copy of his/her hunting license.
- Any and all other days that do not fall under the below section.

***“Personal” is not an excusable absence. Other unexcused absences include haircuts, getting senior pictures taken, and going out to eat. All other situations will be at the discretion of the principal.***

**Absences and tardies that do not count towards the 5-day rule:**

- School sponsored field trips.
- Sick days that are certified by a written document ***from a doctor or other licensed medical professional***. A note from a parent will not suffice. If you forget to obtain an excuse, you may ask your healthcare professional to fax us an excuse at 740-732-2532.
- Family vacations that are unavoidable for the student. For these to be excused, arrangements must be made in advance with the principal by the parent/guardian and the student. Caldwell High School strongly recommends that families attempt to plan vacations around school days for the benefit of the students learning, class progress, and educational success. Students of all abilities suffer when they are not present for class.
- Job shadowing that is a requirement for a class.
- College visits. Students must obtain a form from the office and secure signatures ahead of time from his/her teachers, principal, and guidance counselor. Seniors are permitted 3 college days, and juniors are permitted 2. Additional days will count towards the 5-day rule unless your guidance counselor certifies that an additional college visit is needed for the purpose of taking an entrance or scholarship test, meeting with financial aid officials, or other important meetings.
- Observance of religious holidays.
- Death in the family.
- Family Emergencies (If deemed necessary by the principal).

**How Absences are recorded:**

- Students who miss more than 10 minutes during a class period will be counted absent for the entire period unless the absence falls under “absences that do not count towards the 5-day rule.” ***Leaving school 10 minutes early will also count as an absence for the last period of the day.*** We

strongly discourage early dismissals as they are a disruption to the entire class.

- Students who are counted absent 6 times or more during a class will fail the class for the 9-week grading period during which he/she was absent. Again, absences that do not count towards the 5-day rule will be applied if appropriate. The failing grade will be recorded as a 64 percent unless the student has earned a lower grade. In that case, the lower grade will be recorded.
- Absences will be recorded on grade cards and transcripts according to tardies, half-day absences, and whole day absences. Two periods or less equals one tardy, four periods equals ½ day absence, and five to eight periods equals one whole day.
- Athletes must be present for four full periods, including 4A and 4B, in order to be eligible to practice or participate in a competition.

#### **Absence Procedures for Parents and Students:**

- **On the day of the absence:** Parents should call the school at 732-5634 before 9:00 to report why a child will be absent. We encourage students to contact their peers to collect their assignments and books, but if this is not possible, parents should ask that assignments be collected when they call the school. We will put the request on our daily bulletin and parents may pick up assignments after school. We will not be able to collect assignments for students if the parent makes the request after 9:00 as we cannot interrupt class time to do so.
- **On the day the student returns to school:** Students must report to the main office upon returning to school with a note from his or her parent stating the reason for the absence. A “green slip” will be issued to the student for readmission to class stating whether the absence is excused or unexcused. Students failing to provide a note will be automatically unexcused until the note is delivered to the office. A note from home upon return to school is required *in addition to* the parent notifying the school by telephone when a student will be absent.
- **On the day a student must leave early or for part of a day:** If a student needs to leave the school grounds during the school day, the parent should write a note and the student should deliver it to the office by 8:10 a.m. to receive a “school ground excuse.” The school ground excuse should be presented to the teacher as the student leaves class. Anyone leaving the school must come to the office to be signed out by

the parent unless the principal deems it necessary to do otherwise.

- **Notes should include the following:** The date, reason for the absence, parent signature, and a phone number where the parent may be reached.
- **Pre-arranged Absences:** work assigned for a pre-arranged absence is due upon return to school or will result in zeroes.

#### **Unexcused Absences:**

Absences for any reasons other than those cited in this handbook shall be considered unexcused. **When an absence from school is unexcused the student is considered to be truant. If the student is consistently truant, charges will be filed and the case will be handed over to the Prosecuting Attorney and the court system.** Disciplinary actions will be imposed for unexcused absences as determined by the rules set forth in this board-approved handbook.

The principal, as the educational leader, is charged with responsibility of insuring that all students receive the benefit of the district's educational program. Therefore, a primary responsibility of the principal is the implementation and enforcement of the board of education's procedures for attendance.

Students have the right to make up all work missed, but work assigned during an unexcused absence will be averaged in with other assignments as a zero unless otherwise directed by the principal.

#### **STEP I – When a student's cumulative absences reach five (5) or more days during the school year:**

- A. The teacher shall notify the principal or designee.
- B. If the principal or designee makes the determination that absences are excessive, a written notification (letter 1) will be sent to the parent/guardian.
- C. The principal, teacher, and guidance counselor will explore intervention strategies.
- D. Steps A, B, and C will be documented as part of the attendance record.

In the event that school personnel have been informed of serious illness, hospitalization or death in the family, documentation will still be made for the student's attendance record.

#### **STEP II – When a student's cumulative absences reach or exceed ten (10) days during the school year:**

- A. The teacher shall notify the principal or designee.



B. The principal or designee shall conduct a careful review of the student's attendance record and initiate a conference with the parent, either by phone or in person.

1. According to recent changes in ORC, this meeting may be conducted with the attendance committee. Said meeting will be conducted at the school, at the convenience of the school and parent.

C. The student will be required to have a medical excuse or a pre-approved absence from the principal, or his/her absence will be considered unexcused.

D. Steps A, B, and C will be documented as part of the attendance record.

In the event that school personnel have been informed of serious illness, hospitalization or death in the family, steps A, B, and C may be waived.

**STEP III. Habitual Truant:** *A child who is absent from school without legitimate excuse for 5 or more consecutive days, 7 or more days in a month, or 12 or more days in a school year. (ORC 2151.011)* When a student becomes a "Habitual" truant student:

- a. A letter (letter 2) notifying the parent/guardian will be sent along with a request for a meeting with the attendance committee.
- b. The committee will provide recommendations for the student's attendance.

B. If the student fails to comply with the recommendations, or the student and family do not meet the requirements of this process, a complaint will be filed jointly against the child and parent in the Division of Juvenile Court.

C. Attendance will continue to be monitored throughout the school year.

**NOTE:** *Step III may occur independently of Steps I or II and may be implemented whenever two (2) or more unexcused absences have occurred.*

In the event that school attendance personnel have been informed of serious illness, hospitalization or death in the family, steps A and B may be waived; however, documentation must be made in the student's attendance record indicating the reasons(s) for the waiver.

**STEP IV. Chronically Truant Student:** *A child who is absent from school without legitimate excuse for 7 or more consecutive days, 10 or more days in a month, or 15 or more days in a school year. (ORC 2152.02)* When a student becomes a "chronically" truant student:

A. A formal truancy complaint may be filed with juvenile court. In addition, a referral may be made to Noble County Children Services for “parental educational neglect.”

B. A written notification will be sent to the parent/guardian (letter 3) as official notification of the action taken.

C. Documentation of steps A and B and disposition of the court will be recorded on the attendance file. In the event that school personnel have been informed of serious illness, hospitalization or death in the family, steps A and B may be waived; however, entry must be made on the attendance record indicating the reasons(s) for the waiver.

**STEP V.** After court action the following shall occur:

A. The principal, assistant principal, counselor, and/or facilitator of student services will obtain a copy of the disposition document and place it in the student’s cumulative folder.

B. The principal, assistant principal, or counselor shall monitor the student’s attendance and behavior to insure compliance with the court’s guidelines.

C. Documentation of steps A and B, as well as further action by the court will be recorded in the attendance record.

## **SECTION III- ACADEMIC POLICIES**

### **Planning a Course of Study**

The best high school course of study is one based on your interests and aptitude that will propel you towards your career goals. There are many courses that are required to earn a high school diploma, but as you progress from grade level to grade level, you should be pleased to learn that you will increasingly have more and more freedom to choose courses that you are interested in.

You will be taking a course entitled “Career Options” during your first year in high school, which will be an invaluable aid in helping you make plans for your future. You will be wise to also consult with your guidance counselor as well as anyone else who has a vested interest in your future to help you make and adjust your plans for the future during the next four years.

### **Course Registration:**

The process of selecting and enrolling in specific courses is required of each student yearly. Your guidance counselor will provide you with information to help you select courses and programs to help you reach your career goals. Your course request form must be signed by a parent or guardian before submitted to the office.

Each student is required to enroll in **no fewer** than six courses per semester with the exception of students who commit to enrolling in A+ Program courses, early enrollment courses through area colleges, or online AP courses. Seniors with special circumstances, such as an employment opportunity that may lead to experience in a chosen career field, may be excused from taking a full schedule pending approval by the principal. Students desiring to participate in athletics should be careful to maintain at least 5 credits each semester to satisfy eligibility rules set by OSHAA, which are non-negotiable.

### **Class Change Policy:**

The purpose of filling out a course request form each spring is to provide information to serve as the basis for planning the master schedule. When a student wishes to change his or her course requests after the master schedule is set, it may adversely upset the balance of classes, creating an undesirable educational outcome for other students. Therefore, once registration is completed, schedule changes will be

permitted *only in extreme circumstances, and only if the change would help balance the size of classes*. Before any change may take place, the parent/guardian, the school counselor, and the principal must be in agreement that the change is warranted.

Other schedule changes will be made only because of:

- Clerical errors by the office.
- Program changes such as leaving Caldwell High School to attend one of the career centers.
- Career Center students wishing to transfer back to Caldwell High School after attending the required 5 days at the beginning of the school year.
- Students withdrawing from the Post-Secondary Options Program to return to our school by our 6<sup>th</sup> day of classes.
- Documented health concerns by a medical professional requiring a modified schedule.
- Adding a class in place of a study hall. (Pending room in the class.)

Other than the above, the following policy will govern all schedule changes:

- No course may be added after five class days.
- No class may be dropped until the student has attended the class for at least two days.
- A course dropped after the twelfth (12<sup>th</sup>) day of class will result in a grade of WITHDRAWN FAILING (WF), unless approved by the counselor, teacher, principal, and parent/guardian.
- Required courses may not be dropped for any reason.
- No partial credit will be awarded for courses not complete.
- The school counselor and principal will review extenuating circumstances on an individual basis.

**Grade Classification:**

The classifications of students are determined as follows:

Less than 5 ½ credits earned = freshman  
 A minimum of 5 ½ credits earned = sophomore  
 A minimum of 11 credits earned = junior  
 A minimum of 15 credits earned = senior

**Grade Point Average:**

The grade point average earned each nine week grading period will be used to determine eligibility for the honor roll and for participation in sports. The cumulative GPA is based on all final grades earned for each course and will be used to determine class rank. Grade point

averages are calculated by converting final letter grades to the values based on a 4.0 scale and dividing the total points by the number of credits attempted. Cumulative GPA's are rounded to two decimal places.

**Grading Scale:**

Our grading policy is based on the following scale:

- 92-100% = A – Excellent Achievement
- 83-91% = B – Good Achievement
- 74-82% = C – Satisfactory Achievement
- 65-73% = D – Minimum Acceptable Achievement
- Below 65% = F – Failure

A student must earn a 65% average in a course for the year in order to earn credit. The percentage achieved during a nine-week grading period will carry twice the weight of the percentage achieved on the semester and final exams. Course requirements in order to receive credit may also include participating in an event, such as a choir concert, or completing an art project, or writing a research paper. Failure to complete course requirements could result in failure of a course.

**Graduation Ceremony Requirements:**

A student must meet all standards as established by the State Board of Education and the Caldwell Exempted Village School District Board of Education in order to earn the distinction as a graduate of Caldwell High School. In order to participate in the graduation ceremony and receive a diploma, a student must earn at least 22 credits, pass all required courses, pass all sections of the Ohio Graduation Test (unless exempt), and pay all fees owed to the Caldwell Exempted Village School District.

**Graduation Requirements:**

Twenty-two (22) credits are required for graduation. The following credits must be completed:

- English – 4 credits
- Health – ½ credit
- Physical Education – ½ credit
- Mathematics (Must include 1 unit of Algebra II) – 4 credits
- Social Studies:
  - World History – 1 credit

- American History – 1 credit
- Economics – 1 credit (Career Center students are exempt.)
- Democracy – 1 credit
- Science:
  - Physical Science – 1 credit
  - Biology – 1 credit
  - An addition Science credit which may be a physical science, life science or advanced
  - Other science course – 1 credit
- Fine Arts – 1 credit (Career Center students are exempt.)
- Career Options/Life Planning – 1/2 credit
- Electives – 4 ½ credits (Career Center students must earn 6½)

### **Honors Diploma:**

The criterion for graduating seniors to earn a “Diploma with Honors” has been established by the Ohio Department of Education. To qualify, students must meet at least seven of the following eight criteria:

- (1) Earn four credits of English.
- (2) Earn four credits of mathematics which must include Algebra I and II, Geometry, and one higher level math unit.
- (3) Earn four credits of science which must include chemistry and physics. (Career Center students may substitute two advanced science credits for chemistry and physics.)
- (4) Earn four units of social studies.
- (5) Earn three units of one foreign language, or two of one language and two of another. (Career center students are exempt from this requirement.)
- (6) Earn a cumulative grade point average of 3.5 on a 4.0 scale.
- (7) Earn at least a 27 composite score on the ACT or a 1210 on the SAT.
- (8) Earn one fine art credit. (Career Center students are exempt, but must earn 4 units in a Career-Technical program and achieve the benchmark of achievement on the Ohio Career-Technical Competency Assessment.

**Honor Roll:**

Students are eligible for the honor roll based on their grade point average for each nine weeks grading period according to the following scale:

Principal's List – 3.84 – 4.00

First Honors List -- 3.50 – 3.83

Second Honors List – 3.00 – 3.49

**Incomplete Grades:**

In some cases, due to absences, it may be impossible to have all work finished by the end of the grading period. The teacher may then record an "I" for a grade if the absences are excused. If the absences are unexcused, the work may be made up, but the grade for the assignments will be assigned a value of "0."

If a student receives an incomplete, he or she must see the teacher about any assignments missed. Incomplete work must be made up within two weeks after the end of the grading period. If the work is not completed and turned in by this deadline, the missing assignments will be assigned a value of "0" and averaged in with remaining grades to determine the nine weeks grade.

If the incomplete work is not made up and is necessary for meeting the course requirements, an "F" will be assigned as a final grade in the course and no credit will be awarded.

**Methods for Making Up Credit Deficiencies:**

Students may make up credit deficiencies by taking correspondence courses through the American School, by hiring a teacher/tutor certified in the subject matter to be taught, or through our A+ Program. The A+ program is purchased by CEVSD and is therefore limited in the number of students it can accommodate, so all additions will be made at the discretion of the building principal. Students in need of recovery credits will be considered first for A+ courses, but all students are encouraged to consider A+ courses to supplement and personalize their high school instruction.

**Correspondence Courses through the American School:**

Caldwell High School students taking correspondence courses must abide by the following guidelines in order to receive credit from the school.

1. The correspondence course shall be taken from the American School
2. The student must pay for the total cost of the course(s).
3. Students must complete the final examination supervised by school personnel. No notes or study guides are allowed.
4. All course work must be completed and final grades received from the American School **NO LATER THAN MAY 1** of the senior year if the student wishes to participate in the graduation ceremony. American School generally requires at least one month processing final transcripts; therefore, seniors would be wise to complete all coursework by April 1<sup>st</sup>.

Tutorial Credit:

In order to receive tutorial credit, the following conditions must be met **PRIOR TO** approval being granted:

1. The student must employ a teacher certified in the subject to be taught. The teacher's certificate number must be included on the application.
2. An instructional plan must be submitted that includes the course objectives, activities to be completed, and how the student is to be evaluated.
3. The instructional plan must include how the earned credit will apply toward the student's graduation requirements.
4. To receive one-half unit credit, a student must meet with the teacher/tutor a minimum of twenty-four (24) clock hours and be assigned thirty-six (36) additional clock hours of work.
5. To receive a full unit credit, a student must meet with the teacher/tutor a minimum of forty-eight (48) clock hours and be assigned seventy-two (72) additional clock hours of work.
6. Physical Education (1/4 credit) is considered a lab course. To complete the requirements, a teacher certified to teach physical education at the high school level must document sixty (60) hours of physical activity.
7. At the conclusion of the course, the teacher/tutor shall submit to the guidance office documented proof of the clock hours taught, the additional clock hours of work assigned along with the assignments completed, test results, the final grade, etc.
8. The student or the student's parent/guardian must pay all costs.
9. This is a make-up **ONLY** program. It may not be utilized by a student to avoid taking required courses offered in the school's regular program.
10. Credit will be granted to the student upon complete evaluation of the program. The credit shall be placed on the student's transcript at the high school.



11. All course work must be completed and final grade received from the teacher/tutor NO LATER THAN MAY 1 of the senior year if the student wishes to participate in graduation.

**The A+ Program:**

Students may utilize our A+ Program free of charge on their home computers, during study halls, or in the guidance office after school until 4:00 p.m. each school day. Students are expected to work only on the A+ Program when assigned to a school computer for this purpose, or they will be withdrawn from the program.

**Post-Secondary Enrollment (College Credit Plus) Option Program:**

This program permits high school students to enroll in a participating Ohio college either on a full or part-time basis. Successfully completed courses will earn high school and/or college credit. Students and their parents who are interesting in participating in this program must sign and return a contract outlining the rules of the program by the last school day of March.

Parents and students will be required to sign a contract stating that they have received information about the pros and the cons of the program which will be made available by our guidance counselor. This contract releases Caldwell High School and the Caldwell Exempted Village School District of any liability in the event of academic problems or should the student be physically harmed.

Students must have achieved at least a 3.0 GPA in the course areas in which they desire to take courses. Furthermore, students must qualify to attend the college through admission testing and/or ACT scores.

Parents are liable for any cost incurred for dropped or failed courses. Students will not be permitted to participate in our graduation ceremony until such restitution has been made to our school district.

Further information is available from our guidance counselor.

**Selection of the Valedictorian/Salutatorian:**

The honor of valedictorian will be awarded to the student holding the highest grade point average for grades 9 through 12, while the designation of salutatorian will be bestowed to the student holding the second highest cumulative GPA. The final tally of grades will occur at the end of the third grading period of the senior year.

The final grade in each course will be given the letter grade value, i.e., an A average will be worth 4 points in a full credit course, a B average will be worth 3 points, a C average will be worth 2 points, and a D average will be worth 1 point. Courses worth more or less than a

full credit will be prorated mathematically, i.e., an A in a course worth 1.25 credits would be given a value of 5 points.

The cumulative grade point average will be figured to two (2) decimal places and will be rounded up if the third decimal place has a value of 5 or more. Consideration for valedictorian or salutatorian shall occur only if the student has been enrolled for four (4) consecutive semesters.

For those students participating in the Post-Secondary Enrollment Options Program during the senior year, the fall semester grades will be the final grading period factored into the determination of the class valedictorian and salutatorian. It is the responsibility of the student to insure that the guidance counselor has received grades from the college.

The valedictorian and salutatorian will be offered the opportunity to participate in the Caldwell High School graduation ceremonies. Speeches must be submitted in print and approved by the principal prior to the ceremony.

#### **SECTION IV-CODE OF CONDUCT & DISCIPLINE**

The Board of Education of the Caldwell School District, in an effort to promote an improved learning environment, unfettered by disruptive student conduct, codifies these district policies and procedures dealing with student behavior. This comprehensive Code of Student Conduct is developed for the encouragement of knowledge, creativity, understanding, tolerance and protection of all learners.

Proper discipline is fundamental to a sound educational environment and is essential for safe and orderly schools. It is intended that the Code of Student Conduct give direction for proper student behavior in the classrooms, halls, and grounds of the school system during school hours and during any extracurricular or school-sponsored event on or off campus.

This Code of Student Conduct is to establish behavior standards for students, delineate specific violations of school rules, and outline appropriate responses to student misbehavior. Acts of gross misconduct, flagrant discourtesy, abusive or vile language, acts of violence and/or deliberate insubordination are not to be tolerated and should be referred immediately to the administration or the dean of students.

Procedures for emergency removal, suspension, expulsion, and permanent exclusion are included. The authority of the Board of Education to regulate matters of student behavior is identified in various portions of the Revised Code of the State of Ohio as indicated.

### **Scope of Jurisdiction**

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

In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property.
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

1. The rights and limits of students respecting freedom of speech, press, and assembly shall be in accord with the First Amendment of the United States Constitution.
2. Students shall have the right of representation and due process procedures in matters of suspension, removal, and expulsion.
3. In light of these orderly procedures for dealing with student concerns, no student shall disrupt any school-related activity.
4. Every member of the school community, including students, parents, and the school staff, has the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult or injury, and maximum opportunities for learning on the part of each student.
5. The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed, or national origin.

### **STUDENT GUIDELINES FOR REASONABLE CONDUCT AND RESPONSIBILITY**

The Board of Education and School Administration recognize the rights of students as individual. It is also recognized that these rights must be balanced with the interests of an orderly and effective educational process in a school environment conducive to the healthy growth and development of all students. Teachers must be able to teach, supervise, and conduct their educational program.

Students should not lose their right to a good education because of the disruptive actions of another student. In general, we all must consider the rights of others and assume the responsibilities that our rights place upon us.

In order that this may be accomplished, the following student conduct code for Caldwell High School is established.

**Expectations for Student Behavior:**

Students at Caldwell High School are to maintain high standards of behavior. Students are expected to:

- Attend school on a regular basis consistent with the attendance policy of the district and the Ohio Revised Code.
- Demonstrate respect for the rights and property of others.
- Follow the directions of appropriate persons of authority,
- Remain free from the influence of illegal drugs, alcohol or tobacco.
- Behave in a manner consistent with all safety rules and regulations.
- Follow all other rules of the school and board of education.
- Be prepared for all classes and follow the teachers' directions.

**Bullying and Other Forms of Aggressive Behavior,  
Including, but not limited to, Harassment and Intimidation**

Harassment, intimidation, or bullying behavior by any student in the Caldwell Exempted Village School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentionally written, verbal, graphic or physical act including electronically transmitted acts i.e. Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence with a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual on reasonable fear of physical harm and /or damaging of students' personal property; and,

- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

**Definitions of Terms:**

“Harassment, Intimidation or Bullying” means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once, on school property and the behavior both:

- A. Causes mental or physical harm to the other student; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

“Harassment, Intimidation or Bullying” also means cyber-bullying through electronically transmitted acts i.e. Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- A. Causes mental or physical harm to the other student; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

“Harassment, Intimidating, or Bullying” also includes violence within a dating relationship.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device. In accordance with state and

federal statutes, and at the advisement of legal counsel, the district cannot and will not discipline a student for acts committed off of school grounds, including through digital media, unless these acts are having an impact on the operation of the school. This will be determined by administration, and students/parents are advised to proceed through legal channels in both cases to ensure just results.

**Types of Conduct:**

Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- A. Physical violence and/or attacks.
- B. Threats, taunts, and intimidation through words and/or gestures.
- C. Extortion, damage, or stealing of money and/or possessions.
- D. Exclusion from the peer group or spreading rumors.
- E. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as “cyber-Bullying”), such as the following:
  - 1. Posting slurs on web sites where students congregate or on web logs (personal on-line journals or diaries).
  - 2. Sending abusive or threatening instant messages.
  - 3. Using camera phones to take embarrassing photographs of students and posting them on-line /or otherwise distributing them.
  - 4. Using web sites to circulate gossip and rumors to other students.
  - 5. Excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.
- F. Violence within a dating relationship.

Building principals and the Superintendent have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. Any student, employee or third party who has

knowledge of conduct in violation of this policy or feels s/he has been a victim of aggressive behavior and/or bullying in violation of this policy shall immediately report his/her concerns.

**Bullying Procedures:** Caldwell High School takes bullying seriously and has therefore worked with local agencies to provide the staff training on the district anti-bullying policy. This training was available and conducted with all staff members in an attempt to ensure a safe and respectful learning environment.

In the event of bullying, the building administration will follow disciplinary procedures, provide opportunity for anonymous reporting, follow disciplinary procedures for possibility of false reporting and employ strategies for protecting other persons (in addition to the victim) from harassment or retaliation after a report has been made.

**Transgender Policies:** The bullying policies extend, but are not limited to, students who identify as transgender, gender neutral or gender fluid.

Caldwell High School works to consistently provide a safe environment with equality for all students. In accordance with state and federal precedent, students that identify as transgender will use the restroom or locker room consistent with the gender they identify with. However, in an attempt to protect the safety and rights of all students we ask that any student that identifies as transgender first meet with the administration, with a parent/guardian present, to ensure fair and equal treatment in the use of the facilities. The same policies will be extended according to Title IX and the district asks for a similar notification.

Any student that falsifies, or inappropriately claims a right to such access will be handled with a tier three disciplinary measure compliant with building and district bullying procedures.

**Violations of the Code of Conduct:**

The following are violations of the code of conduct. Some of these offenses are considered to be more serious than others. Type I offenses are considered to be the least serious. Type II offenses are considered to be more serious. Type III offenses are considered to be the most serious. It is important to note that repeated violations or cumulative offenses of even the less serious offenses can result in suspension or

expulsion, especially if other means have been exhausted in changing the student's pattern of conduct. Some of the more serious violations, depending upon the circumstances, may require emergency removal, suspension, expulsion, or even permanent exclusion of the student after the first offense. Specific responses to these violations are outlined in building handbooks.

#### **Type I Offenses:**

**Type I** offenses are the least serious. Disciplinary responses will vary according to the grade level and may include: teacher warning or teacher conference; parent notification; parent conference; and detention or other loss of privilege assigned by the teacher. A Type I offense may be reclassified as a Type II offense when at the discretion of the principal if the offense is extreme in nature or if the student continually repeats the offense.

1. **Dress Code Violations**--A student shall not dress or appear in a fashion deemed inappropriate pursuant to board policy. Dress code violations include, but are not limited to the following: a. clothing or apparel that is an interference with the safety, health, welfare of that of other students including the wearing of rings, belts, or chains that may cause injury to other students or damage to property; b. clothing or apparel that promotes the use of drugs, tobacco or alcohol or anything else deemed offensive and inappropriate by the principal; c. non-accordance with the requirements of specific programs; d. disruption or interference with the educational process including violations of local standards of decency, and other violations as outlined in the school's handbook or at the discretion of the principal.

#### **DRESS CODE SPECIFICATIONS:**

The Dress Code is designed foremost to ensure the health and safety of our students. It is also intended to create a positive image of our students and school, so we ask that students dress appropriately for school related events such as field trips. Students are expected to regulate their appearance in order to avoid disruption of the educational process by distracting others while in class.

Students whose appearance or inattention to hygiene is deemed inappropriate for school will be sent home or will be sent to the office to wait while a parent delivers appropriate attire. If available, students may be provided with appropriate clothing so they may return to class as quickly as possible. Class time that is missed during such an incident will be considered an unexcused absence.

The following guidelines are to be observed:

- Clothing should be clean and neat.
- Head coverings such as hats, visors, bandanas, and hoods are not to be worn inside the building.



- Sunglasses are not to be worn inside the building.
- Chains, such as choker chains and wallet chains are prohibited.
- Shoes or sandals must be worn at all times. Shoes worn while in shop and P.E. must meet the teachers' guidelines to prevent injuries. Shoes with rollers are strictly prohibited.
- All tops must cover both shoulders and be at least 2 ¼ inches wide. Sleeveless shirts are appropriate if the armholes are closely fitted and are not "blown" or cut out to expose areas below the intended sleeve. Shirts must be long enough to meet the top of pants, shorts and skirts without the mid-drift showing or lower back showing. Cleavage must be covered up.
- Pants must be worn at the hips and cannot have any holes below the mid-thigh area (as judged by the finger tips test).
- Yoga pants will be considered a violation of dress code unless they are worn as an undergarment with pants, shorts or a skirt over top that meets the length requirements listed for said item. A shirt that covers the length requirements will not be excused without "bottoms" being worn over the yoga pants.
- Language and graphics that are vulgar, offensive, or suggestive with references to sex, drugs, alcohol, weapons, or any other controversial subject are strictly prohibited.
- Coats, jackets and hoods are not to be worn during the school day.
- All book bags and bags large enough to conceal a regular sized book are to be kept in your locker during the school day.
- Uncommon hair colors, excessive hair styles and excessive piercings are prohibited. Two piercings in each ear is appropriate, anymore, or piercings in other areas of the face or body is prohibited during school hours. The inability to remove these piercings will not be an acceptable excuse.

The administration will have the final say in regulating the dress code.

#### **PENALTIES FOR DRESS CODE INFRACTIONS:**

##### **1. First Offense**

- a. Student will be asked to correct infraction before returning to class.
- b. Student may call home for new clothing if the offense cannot be rectified at school.
- c. If not corrected, the student will be sent to In-School Suspension.

##### **2. Second Offense (infraction must be corrected)**

- a. Detention will be issued.
- b. If the infraction cannot be rectified, the student will be placed in In-School Suspension.

### 3. Additional Infractions (infraction must be corrected)

- a. Detention will be issued.
- b. In School Suspension will be issued regardless of the ability to correct the offense with repeated violations punishable by Out of School Suspension.

#### Other Type I Offenses:

2. **Disruption of School** – A student shall not disrupt or obstruct the educational process during any curricular or extra- curricular activity.
3. **Littering** – A student shall not litter any interior or exterior area owned by or under the control of the Caldwell Board of Education.
4. **Loitering** – A student shall not loiter in rest rooms or other areas of the building, nor participate in an activity for which the area was not designated or intended.
5. **Profanity** – A student shall not use profane language or obscene gestures.
6. **Prohibited Items** – In order to avoid disruption of the educational process and to minimize the risk of loss of student property, students are asked to refrain from bringing to school the following items: radios, tape players, compact disc players, pagers, cell phones, electronic entertainment devices, skateboards, laser pointers or other electronic devices. If a student is found with the above listed items it will be confiscated until claimed by the parent or legal guardian.
7. **Public Display of Affection** – Students shall refrain from excessive displays of affection such as kissing or sustained hugging.
8. **Tardiness** – is disruptive to the educational process and is subject to school guidelines. Excessive tardiness is subject to further disciplinary measures and may affect student achievement and grades. A tardy will be unexcused if late to school without parental contact/note with appropriate excuse. Late to class without the appropriate pass is also considered unexcused tardy to class. (See Section II – Attendance Policies and Procedures.)

#### Type II Offenses

1. **Chronically Truant Student** – A “chronically” truant student is any child of compulsory school age who is absent without a legitimate excuse for seven (7) or more consecutive school days, or ten (10) or more school days in one (1) month or fifteen (15) or more school days in a school year.
2. **Damage to Property** – A student shall not cause or attempt to cause damage to school property, public property, or the personal property of others at any school activity on or off school grounds. Damage under \$100.00 will be considered a Type II offense.
3. **Emergency Evacuation Procedures** – A student shall not interfere with any emergency evacuation procedures for fire or tornado drills by failing to comply with drill procedures.
4. **Fraudulent Behavior** – A student shall not cheat, lie, mislead, forge, misrepresent, plagiarize, or engage in any other deceitful act while under the jurisdiction of the school, while fulfilling responsibilities associated with being a student, or while representing the school in

any capacity. This includes compliance with the district computer use policies and procedures.

5. **Frightening, Degrading, or Disgraceful Behavior** – A student shall refrain from behavior which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace, any person by written, verbal, or gesture means during any period of time when the student is under the jurisdiction of the school.
6. **Gambling** – While on school premises or attending a school sponsored activity, no student shall engage in gambling or games of chance. **Playing cards, dice and other items commonly associated with gambling shall neither be brought to, nor used in school,** unless part of an approved educational game or activity. Approved school groups may sponsor fundraising raffles with the permission of the building principal.
7. **Habitually Truant Student** – A “habitually” truant student is any child of compulsory school age who is absent without a legitimate excuse for five (5) or more consecutive school days, or seven (7) or more school days in one (1) month or twelve (12) or more school days in a school year.
8. **Inappropriate Use of the Internet** – The use of the Internet for illegal, inappropriate, or unethical purposes by students is prohibited. Students using the Internet on school grounds are expected to comply with the acceptable use policy and procedure of the district. The use of the Internet must be in support of education and research and consistent with the educational objectives of Caldwell High School. Use of the network and computer resources must comply with rules appropriate for that network. Specific examples of inappropriate use are found in files EDE board policy and procedure “Computer Networks/Internet Use” and are contained in the acceptable use agreement signed by each student with Internet access. This acceptable use agreement is also signed by the student’s parent or legal guardian.
9. **Insubordination, Disrespect** – A student shall obey all reasonable directions and instructions given by school personnel, including support staff, and act in a respectful manner toward all district school personnel during any period of time when the student is under the jurisdiction of the school.
10. **Safety** – A student shall not perform or participate in any act that could result in injury to oneself or another person, including engaging in rowdy behavior, rough play, or running in inappropriate areas.
11. **Trespassing** – A student shall not trespass within or upon premises that are specified as being off limits. Students who have been removed from school through emergency removal, out-of-school suspension, expulsion, or permanent exclusion are not permitted on school grounds. Students are not to be in the building at any time before or after school hours unless they have permission from a staff member and are properly supervised by a designated staff member. Students are not permitted to loiter outside the building or in the parking lots unless they are present for a specific purpose such as waiting for a staff member to arrive for an extra-curricular activity.
12. **Truancy and Unexcused absences** – Truancy is declared when a student is absent from the school for any portion of the school day

without school authorization. Excuses from school must meet the conditions stipulated in the board policy and administrative procedures and the Ohio Revised Code. In cases of a prolonged or excessive absence, a doctor's certificate may be required to verify the absence in question. (See attendance policies and procedures in Section III.)

13. **Plagiarism** – Definition: Plagiarism is presenting as one's own – in whole or in part – the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgement. Examples include but are not limited to:
- Using another person's written or spoken words.
  - Using information from a World Wide Web site, CD-ROM or other electronic sources.
  - Using statistics, graphs, charts and facts without acknowledging the source of the ideas.
  - Paraphrasing, this is using someone else's idea without acknowledging the source by imitating the idea using other words.
  - Online, pocket, calculator style translators may not be used.
14. **Cheating** – The following is classified as cheating:
- To copy, fax, duplicate assignments that will each be turned in as "original".
  - To exchange assignments by printout, disk transfer or modem, then submit as "original."
  - To write formulas, codes, key words on your person or objects for use in an evaluation.
  - To use unauthorized reference sheets during an evaluation.
  - To exchange answers with others (either to give or to receive) unless directed by the teacher.
  - To take someone else's assignment and submit it as your own.
  - To communicate in any form during an evaluation without teacher permission.
  - To misrepresent one's performance or someone else's performance on an evaluation.
  - To submit material (written or designed by someone else) without giving the author/artist name and/or source any form of plagiarism.
  - To give or receive knowledge of an evaluation prior to its administration.
- Consequences:
- The student will receive a zero (0) on the assignment or test.
  - The teacher will notify the parent(s) and the principal of the incident.
  - 1<sup>st</sup> offense = one (1) day of detention.
  - 2<sup>nd</sup> offense = one (1) day of In-School Suspension
  - 3<sup>rd</sup> offense = three (3) days of In-School Suspension
  - 4<sup>th</sup> offense = Out of School Suspension

### **Type III Offenses**

Type III offenses are considered the most serious. Disciplinary responses will vary and in addition to the measures listed above may include: Referral to outside agencies (including law enforcement); home visitation; referral to an intervention assistance team; restitution, In-School Suspension, Saturday School, out-of-school suspension; or expulsion.

1. **Assault, Fighting, or Hitting** – A student under the jurisdiction of the school shall not cause or threaten physical injury nor behave in such a way which could cause physical injury to another.
2. **Dangerous weapons and instruments** – A student, while under the jurisdiction of the school, shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence pursuant to board policy. Possession shall be defined, but not be limited to the following: objects carried or concealed on one's person; objects contained in one's locker or any other setting selected to conceal such item(s) or materials(s); and objects contained in a vehicle owned or driven by such person.

**The use of any instrument in a fight or assault is prohibited:** Students may not bring guns, knives, bullets, martial arts equipment, explosives, etc., to school. Dangerous weapons will be dealt with pursuant to the following BOE policy and compliance with state and federal laws. The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives and other dangerous weapons in the schools.

**The definition of a firearm shall include:** Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive, the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C. Section 921), which includes but is not limited to any explosive, incendiary, or poisonous gas bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

***Students are prohibited from bringing or possessing a firearm on school property or in a school vehicle. If a student brings a firearm on school property or in a school vehicle; the Superintendent shall expel the student from school for a period of one calendar year.*** Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement, on a case-by-case basis, based upon mitigating factors such as mistake or lack of intent or other reasons required by law.

**Students are also prohibited from bringing or possessing knives on school property or in a school vehicle. A**

knife shall be defined as a cutting instrument consisting of a sharp blade capable of inflicting serious bodily harm. If

a student brings a knife on school property or in a school vehicle; the Superintendent may expel the student from

school for a period not to exceed one year and such expulsion shall extend, as necessary, into the school year

following the school year in which the incident that gives rise to the expulsion takes place.

**LEGAL REFERENCES: ORC3313.66, 3313.661, 20 USC 8921 - TITLE IX 9001-9005/18 USC**

**921.**

3. **Drug Possession**: including marijuana, narcotics, alcoholic beverages, and illegal/non-prescription drugs--A

student, while under the jurisdiction of the school, shall not possess, use, transmit, conceal, or show any sign of

consumption of any alcoholic beverage, illicit drug, inhalant, illegally obtained prescription medication, counterfeit

or look-alike drugs or drug paraphernalia as specified in board policy.

Possession shall be defined, but not be

limited to, the following: objects carried or concealed on one's person; objects contained in one's locker or any

other setting selected to conceal item(s) or material(s); and objects contained in a vehicle owned or driven by such

person.

**Possession shall include but not be limited to the following:**

a. objects carried or concealed on one's person

b. objects contained in one's locker or any other setting selected to conceal item(s) or material(s)

c. objects contained in a vehicle owned or driven by such person.

Additionally, no one shall deliver, attempt

to deliver or cause to be delivered a non -controlled substance which the person represents to be a

controlled substance, or represents to be of a nature, appearance or effect which will allow the recipient to

display, sell, distribute, or use the substance as a controlled substance.

4. **False Alarms** – A student shall not participate in any false alarm or threat related to emergency procedures.

5. **Harassment - Hazing** – No student or person in attendance at this school will conspire to haze or engage in

hazing, nor commit an act that injures, frightens, degrades or disgraces a fellow student or person attending such

institution.

6. **Harassment - Racial Harassment** – A student while on school premises or at a school-sponsored activity shall not

engage in any behavior that could be characterized as racial harassment. Racial harassment can include: threatening

behavior, intimidation, degrading actions, racial slurs or epithet, (whether pictured, spoken, written, or computer

generated), unwanted physical contact, discrimination, or violence.

**NOTE:** If you believe you are a victim of racial harassment, you are to contact the building principal immediately.

Any retaliation against any individual who has filed a complaint or participated in any manner in an investigation of a racial harassment complaint is expressly prohibited.

7. **Harassment - Sexual Harassment** – A student, while on school premises or at a school-sponsored activity, shall

not engage in any behavior that could be characterized as sexual harassment. All types of sexual harassment are prohibited. Sexual harassment will include, but not be limited to, the following: verbal abuse, insults, suggestive comments, sexual demands, leering, subtle forms of pressure for sexual activity, physical aggressiveness including any unwelcome physical contact, exposing another to sexually oriented pictures or text, telling sexually oriented jokes, attempted rape, or rape.

**NOTE:** If you believe you are a victim of sexual harassment, you are to contact the building principal immediately.

8. **Harassment - Staff Members** – A student shall not interfere with the life style of any staff member. Interference

may include disrespect, harassment, vandalism or any other disruptive actions.

9. **Serious Safety Violations** – An action will be considered a Type III offense when the student commits an act that

could result in serious injury to self or to others.

10. **Theft** – A student, while on school premises or at a school-sponsored activity, shall not steal, attempt to steal, or be

in possession of stolen property or equipment belonging to the school district or the personal property of another student, teacher, visitor, person(s) or business.

11. **Tobacco** – A student shall not possess or use tobacco in any form while on school property (including buses,) or at

any school-sponsored function, pursuant to board policy. Students that are in Violation of the Law may be cited into

Juvenile Court and will receive a ticket.

12. **Vandalism** – A student shall not willfully destroy, damage, or deface public or private property. Damage over

\$100.00 will be considered a Type III offense.

13. **Violations of the law** – A student shall obey all laws and ordinances when the student is under the jurisdiction of

the school.

14. **Threats by Students** – Caldwell hereby prohibits threats against school district staff members or students. A

threat will be considered to exist when there is an avowed present determination to injure another or his property

whether presently or in the future. A threat will be considered as:

- A. A communicated intent to inflict physical or other harm on the person or property of a staff member or student.

- B. A declaration of purpose or intent to inflict injury to the person, property or rights of another. Staff members shall report all threats against staff members and/or serious threats against students to their building administrator as soon as practical.

**Incidents that will be construed to represent serious threats include but are not limited to:**

- A. A student threatens to kill another.  
 B. A student threatens to cause serious bodily harm or injury to another.  
 C. A student threatens to cause serious destruction of public or private property.  
 D. A student threatens to bring a dangerous weapon or explosive to the school or campus.

### **Disciplinary Options of Conduct Violations**

When a student violates this Code of Student Conduct, the school will appropriately intervene to help the student regain self-direction and control through a variety of school-centered responses. Parental involvement is considered to be a very important part of our response to student misconduct. The individual student, the grade level of the student, special education status of the student, and the circumstances surrounding disciplinary event will be considered.

#### **Repeated Violations:**

A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principal, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Disciplinary measures may be more severe when a student has repeated violations or cumulative offenses.

#### **Law Enforcement:**

In the event that an incident of student misconduct is also a violation of the law, school officials should first refer the incident to the appropriate law enforcement officials. This should include but not necessarily be limited to any incident involving dangerous weapons, drug possession, theft, and assault.

#### **Emergency Removal:**

If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the superintendent, a principal, or an assistant principal may remove a pupil from curricular or extra-curricular activities or from the school premises, and a teacher may remove a pupil from curricular or extra-curricular activities under his/her supervision, without notice or hearing requirements. As soon as practical after making such a removal, the teacher shall submit in writing to the principal the reasons for such removal. The guidelines for emergency removal of a student are outlined in administrative procedure.

If the superintendent or the principal reinstates a pupil in a curricular or extra-curricular activity under the teacher's supervision prior to the hearing



following a removal under this division, the teacher shall, upon request, be given in writing the reasons for such reinstatement.

### **Suspension:**

The superintendent or the principal may suspend a pupil from school for not more than **ten (10) school days**. A suspension may carry over semesters and school years. If a suspension is carried over from one school year to another, it must be a suspension that is executed by the superintendent. No pupil shall be suspended unless prior to the suspension all due process rights are followed as specified in board policy and administrative procedures. These rights include:

1. The superintendent or principal must give written notice of the intention to suspend and the reasons for the intended suspension (and, if applicable, notice that the superintendent may seek permanent exclusion) of the pupil. The notice should include all rules violated.
2. The pupil must be given an informal hearing to challenge the reasons for the intended suspension or otherwise explain his actions.
3. If the student has been suspended, the superintendent or principal must notify the parent, custodian, or guardian and the board's treasurer, in writing, within one (1) school day of the suspension and such notice must include the reasons for the suspension, the right to appeal the action to the board or its designee, the right to a hearing, the right to request the hearing be held in executive session, if applicable, notice that the superintendent may seek permanent exclusion.

### **Threats by Students:**

Upon learning of a confirmed threat to a staff member or student, the building administrator shall take the following action:

1. The student will be suspended for ten (10) days. Notice of intent to appeal such suspension will not result in the student returning to school until the appeal is heard.
2. Notify the Caldwell Police Department or Noble County Sheriff's Department of the incident. If the threat was made against a staff member, they may make a written request to not notify law enforcement. If the threat was made to a student; the parents/guardians of the threatened student shall be notified of the threat.
3. A conference will be scheduled with the parents/guardians as soon as practicable to explain the necessary steps to return to school.

### **Expulsion:**

The superintendent of schools may expel a pupil from school for one calendar year as stipulated in board policy, "Dangerous Weapons In The Schools." Otherwise, the superintendent may expel a pupil from school for a period not to exceed **eighty (80) school days**. If there are fewer than 80 days remaining in the school year, the expulsion may be carried over into the

following school year. No pupil shall be expelled unless prior to his expulsion all due process rights are followed as specified in board policy and administrative procedure. These rights include:

1. The pupil and his parent, guardian, or custodian must be given written notice of the intention to expel.
2. The written notice must include the reasons (and, if applicable, notice that the superintendent may seek permanent exclusion); the opportunity to appear before the superintendent or his designee to challenge the reasons; the date of the hearing; appraisement of the right to be represented; and the right to request an extension of time.

### **TYPES OF DISCIPLINARY MEASURES**

Listed below are the basic types of disciplinary action that may be used in conjunction with violations of the school conduct code. Please be advised that these disciplinary measures may be used in combination without constituting double jeopardy.

1. Issue verbal reprimand.
2. Restrict or remove privileges.
3. Assign detentions (before or after school or at lunch)
4. Place student on restricted list.
5. Advise parents by telephone.
6. Advise parents by letter.
7. Hold conference with parents and/or student
8. Refer student to counselor.
9. Emergency removal of student from class.
10. Assign students to perform custodial duties.
11. Withhold grades and/or transcripts.
12. Out-of-school suspension (1 to 10 days).
13. Recommend expulsion to the Superintendent.
14. Remove student from an activity or school organization; remove student privileges.
15. Require restitution (in case of stealing or property damage).
16. Notify police and/or court authorities.
17. Move to cite student to court.
18. Refer student to Children's Services.

The severity of disciplinary measures taken is dependent on the severity of the offense committed. However, the progression from least severe to most severe is as follows:

1. Placement on restricted list
2. Office assigned detention
3. Saturday School
4. Out of School Suspension
5. Recommendation for Expulsion

### ACCUMULATION OF OFFENSES

The intent of disciplinary actions taken is to modify the behavior that led to the disciplinary measure. Certain measures are not always effective with all students. Therefore, the following accumulation of offenses will take place. Once a student progresses to the next level, he/she may not return to a lower level.

6. On the third (3<sup>rd</sup>) time a student is placed on the restricted list, an office detention will also be assigned.
7. On the fourth (4<sup>th</sup>) office detention, a Saturday School will be assigned instead.
8. On the fourth (4<sup>th</sup>) Saturday School, a one (1) day out of school suspension will be assigned instead.
9. On the fourth (4<sup>th</sup>) time that a student is suspended from school, a recommendation for expulsion will be made, with the possibility of charges being filed in Juvenile Court.

### DISCIPLINARY RESPONSES TO CODE OF CONDUCT VIOLATIONS

**THREATENING HARM** – No student shall physically, verbally, or in writing, threaten to harm another student, faculty member, other school employees, or their family members or property. This includes insinuations of threats to do so.

10. 1<sup>st</sup> Violation – 1-3 days OSS, Saturday School(s) or ISS
11. 2<sup>nd</sup> Violation – 3 – 5 days OSS, Saturday School(s) or ISS
12. 3<sup>rd</sup> Violation – 10 day OSS with recommendation for expulsion

**FIGHTING/MUTUAL COMBAT** – A student should not engage in physical conduct toward another person which leads, or under the circumstances could lead, to harm such other person or bystanders.

13. 1<sup>st</sup> Violation – 3 days OSS, Saturday School(s) or ISS
14. 2<sup>nd</sup> Violation – 5 days OSS, Saturday School(s) or ISS
15. 3<sup>rd</sup> Violation – 10 day OSS with recommendation for expulsion

**ASSAULT** – No student shall knowingly or with reckless disregard cause physical injury to any person while such student is on school premises, under school authority (including buses) or while at any school-sponsored activity.

16. 1<sup>st</sup> Violation – 10 days OSS, Charges may be filed
17. 2<sup>nd</sup> Violation – 10 day OSS with recommendation for expulsion

**\*\*In summary, fighting, hitting, and similar actions will not be tolerated at Caldwell High School, on the school bus or at any school activity.**

**DAMAGE TO PROPERTY** – No student shall cause or attempt to cause damage to school or private property on school premises or at any school activity or function on or off school premises.

18. 1<sup>st</sup> Violation – 1-3 days OSS, Saturday School(s) or ISS
19. 2<sup>nd</sup> Violation – 3 – 5 days OSS, Saturday School(s) or ISS
20. 3<sup>rd</sup> Violation – 10 day OSS with recommendation for expulsion

**THEFT** - No student shall cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, other person, or employee of the school district. Assisting another person to violate this rule is also considered a violation. Full restitution must be made and, if appropriate, law enforcement officials will be notified in addition to:

21. 1<sup>st</sup> Violation – 1-3 days OSS, Saturday School(s) or ISS
22. 2<sup>nd</sup> Violation – 3 – 5 days OSS, Saturday School(s) or ISS
23. 3<sup>rd</sup> Violation – 10 day OSS with recommendation for expulsion

**TOBACCO** - No student shall use, sell, or possess any tobacco product in school buildings, on school grounds, or on school buses. For purposes of this policy, tobacco is defined as all tobacco products (i.e. cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, clove cigarettes, etc.).

24. 1<sup>st</sup> Violation – 3 days OSS, Saturday School(s) or ISS
25. 2<sup>nd</sup> Violation – 5 days OSS, Saturday School(s) or ISS
26. 3<sup>rd</sup> Violation – 10 day OSS with recommendation for expulsion.

**CONTROLLED SUBSTANCE AND SUBSTANCE ABUSE** - No student shall use, exhibit the signs of being under the influence, sell, attempt to sell, possess, give, package, or deliver any prohibited substance while on school property or while involved in a school activity or function. For purposes of this policy, a prohibited substance is defined as:

1. All alcoholic beverages.
2. All dangerous controlled substances as so designated and prohibited by Ohio statute.
3. All chemicals that release toxic vapors (i.e. glue, gasoline, cleaning fluids, white out, etc.).
4. Any prescription or patent drugs except those for which permission to use in school has been granted pursuant to Board policy.
5. Any drug that bears, or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
6. Any unmarked or unlabeled substance that is represented to be a controlled substance.
7. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
8. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
9. The use or possession of inhalants or of drug paraphernalia.

**1<sup>st</sup> Violation** – 10 days OSS, with possible recommendation for expulsion, and counseling. A Caldwell Exempted Village School District guidance counselor or an outside agency at the parent's expense may do the counseling requirement. Students will be

readmitted after the period of suspension only after showing proof of participation in or successful completion of a counseling program.

2<sup>nd</sup> Violation – 10 days OSS, with recommendation for expulsion, and counseling. A counselor must do the counseling from an outside agency at the parent/guardian's expense. Students will be readmitted after the period of suspension only after showing proof of successful completion of the counseling program.

INTIMIDATION/DEGRADATION - No student shall engage in any act which intimidates, degrades, or disgraces or tend to intimidate, degrade, or disgrace a teacher, school employee, fellow student, visitor, administrator, or member of the Board of Education by physical, written, verbal, or gestured means.

- 27. 1<sup>st</sup> Violation – 1 - 3 days OSS, Saturday School(s) or ISS
- 28. 2<sup>nd</sup> Violation – 3 – 5 days OSS, Saturday School(s) or ISS
- 29. 3<sup>rd</sup> Violation – 10 day OSS with recommendation for expulsion

DANGEROUS WEAPONS - The Board of Education will not tolerate the possession of weapons or other devices designed to inflict bodily harm by anyone while on District property or at a school-related event. This prohibition shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely cause a dangerous condition.

1<sup>st</sup> Violation – 5 – 10 days OSS with possible recommendation for expulsion

ANY STUDENT WHO BRINGS A FIREARM ONTO SCHOOL PROPERTY SHALL BE EXPELLED FOR AT LEAST ONE (1) YEAR UNLESS THE SUPERINTENDENT REDUCES THE PUNISHMENT FOR REASONS JUSTIFIED BY THE PARTICULAR CIRCUMSTANCES OF THE INCIDENT.

FAILURE TO SERVE SATURDAY SCHOOL – No student shall fail to report to Saturday School as assigned.

- 30. 1<sup>st</sup> Violation – 1 day OSS or Saturday School
- 31. 2<sup>nd</sup> Violation – Referral to Juvenile Court
- 32. Subsequent Violations – Referral to Juvenile Court.

#### **ANTI-HAZING POLICY**

It is the policy of the Caldwell Exempted Village Board of Education that hazing activities of any type are inconsistent with the educational process and prohibits all such activities in school facilities, on school property, or at any school-sponsored events.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibition contained in this policy.

Administrators, faculty members, and other employees of the School District shall be particularly alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with the law.

### **SCHOOL TRANSPORTATION**

The same regulations regarding care of property in the classroom or on the school grounds apply to those pupils who ride the school bus. Bus pupils are not permitted to go home any other way than on the bus and must not ride any bus other than their route unless special permission is obtained from the principal. The following regulations are in effect for transported students:

1. The bus driver shall be in full charge of the bus at all times and shall be responsible for order.
2. The driver of the bus may assign each pupil a seat.
3. All pupils shall be ready in the morning at the scheduled time for the bus to arrive at each established stop. The bus cannot wait for those who are tardy.
4. Students may ride only the bus to which they are assigned by the Transportation Director.
5. Students riding the bus will observe the following rules:
  - A. Load and unload from the bus at its designated stop in an orderly manner.
  - B. There must be absolute quiet at railroad crossings and other places of danger as specified by the driver.
  - C. Noise on the bus should be kept to a minimum. The same behavior is expected on a school bus as in a classroom.
  - D. Pupils should not change seats while the bus is in motion.
  - E. Pupils must not throw anything while a passenger in the bus.
  - F. Pupils must not hang any object or part of their body outside the bus window.
  - G. Any student who insists on misbehaving may be denied the privilege of riding the bus by the proper authority.
  - H. Students who ride the school bus to school must report directly to school upon arrival.
  - I. Students should go directly to the bus when dismissed from school. When discharged from the bus, they should go directly to their homes.
  - J. Students must ride the same bus at all times unless they have a note from the parent/guardian signed by the principal.
  - K. Smoking or the use of other forms of tobacco is not permitted on the bus.
  - L. Students must sit only in their seat when assigned.
  - M. Violation of rules in the Student Conduct Code may be cause for suspension and/or expulsion from the bus.

6. Any student who is reported to the principal for misconduct on a school bus may be suspended from riding a Caldwell Exempted School bus for a period of time. Serious offenses may result in permanent exclusion from riding a school bus for the remainder of the school year.
7. When a student is suspended from riding a school bus, it is the responsibility of the parent/guardian to transport the student.
8. Any student who damages a school bus in any way will be denied bus transportation and will be required to reimburse the district for damage.

#### **Penalties for Infractions**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

#### **Sequence of Discipline for all Caldwell Exempted Village School Buses**

A. For violations of bus rules that do not immediately pose a threat to the safety of self, other riders or the driver

Examples: standing while bus is in motion, yelling, sticking body parts outside of the window.

Incident 1 – Verbal warning by the driver.

Incident 2 – Written warning by the driver with a copy given to the administrator responsible for bus discipline.

Incident 3 – One day of suspended bus riding privileges

Incident 4 – Three days of suspended bus riding privileges

Incident 5 – Five days of suspended bus riding privileges

Incident 6 – Ten days of suspended bus riding privileges

Incident 7 – Suspension of bus riding privileges for the remainder of the school year.

B. For violation of bus rules that endanger self, other bus riders or the bus driver and/or are offensive in nature

Examples: fighting, throwing items on the bus, throwing items out of the bus, profanity, refusal of a student to follow a bus driver's directions, smoking, and destruction of property.

Parent/Guardian will be responsible for restitution.

Incident 1 – One to three days' suspension of bus riding privileges.

Incident 2 – Five to ten days' suspension of bus riding privileges.

Incident 3 – Suspension of bus riding privileges for the remainder of school year.

\*Penalties will carry over into the following school year.

\*Severe violations of bus rules may result in the immediate suspension of bus riding privileges for the remainder of the

school year. Examples: possession of drugs/alcohol, possession of a weapon.

### STUDENT DRIVING

The rules below apply to all students who operate any type of vehicle on the way to or from school, school activities, or on school grounds. Violation of these rules may result in removal of driving privileges and/or discipline measures as specified in the Code of Conduct. Student driving and student parking are privileges extended to those exhibiting good judgment and responsibility in the operation and supervision of a vehicle. Although parking areas are provided as a convenience, they are subject to school supervision, control, and search of vehicles.

***Driving to school is a voluntary activity. The Caldwell Exempted Village School District and the Caldwell High School Faculty and Administration are not responsible for accidents or damage to vehicles while parked on school property.***

1. The basic rule is a simple one – Vehicles must be operated in a responsible manner at all times.
2. Students shall not park motor vehicles in any area designated as off-limits to student vehicles. Students shall not part in “No-Parking” or “Handicapped” zones. Other “Off-Limits” parking areas include in front of the District Office and assigned staff parking areas. Vehicles may be towed at the cost of the student.
3. Students will be required to register at the beginning of each school year before being permitted to park in the student lot.
  - A. Students must list all vehicles they may drive throughout the year, provide a valid driver’s license and a listing of vehicles and their license plate designations.
  - B. In the event of the addition of a new vehicle, students must notify the office in a timely manner to prevent issues.
4. Students shall not loiter in vehicles on school grounds.
  - A. Upon arriving, students shall park their vehicles in a proper parking space, leave the parking lot area, and report to the building.
  - B. Students shall not go to vehicles during the school day without the permission from the principal or his designee.
5. The transporting of other students off school grounds when they do not have permission to leave will be considered as serious an offense as leaving yourself without permission.
6. All state and local traffic laws must be obeyed.
7. When you drive to school, you must accept the consequences for your inability to get to school on time. Mechanical breakdown, weather conditions, road construction, running out of gas, and other similar incidents will not be considered acceptable reasons for tardiness.

Students who choose to violate these driving regulations may have their driving privileges revoked for a specified period of time or for the remainder of the school year.



## **SECTION V- INTERNET USE AND AGREEMENT**

### **ACCEPTABLE USE AND INTERNET SAFETY**

The Caldwell High School is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. In order for the school district to be able to continue to make its computer network and Internet access available, all students and staff must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the "Acceptable Use and Internet Safety Policy" (Policy) of the school district and the data acquisition site that provides Internet access to the school district. Upon reviewing, signing, and returning this Policy as directed, each student and staff member will be given the opportunity to enjoy Internet access at school and is agreeing to follow the Policy. If a student is under 18 years of age, the parent(s) or legal guardian(s) must read and sign the Policy. **(Signing of the school handbook is accepted by the district as a direct signing of the policy.)**

The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the school as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians. Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this Policy, the user's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

### **I. PERSONAL RESPONSIBILITY**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this Policy, but has the effect of harming another or his or her property.

### **II. TERM OF THE PERMITTED USE**

A student or staff member who submits to the school, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only (extended contract personnel shall have access as required by employment.) Staff and students will be asked to sign a new Policy each year

during which they are employees or students in the school district before they are given an access account.

### **Terms and Conditions**

#### **III. ACCEPTABLE USES**

**A. Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for only education purposes. If you have any doubt about whether a contemplated activity is education, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.

**B. Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them. Quoting personal communications in a public forum without the original author's prior consent is also considered an unacceptable use.
2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communication or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in networks, or information systems. Destruction, modification, or abuse of network hardware and software in any manner is prohibited.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
5. Use of the network to load or download unauthorized games, programs, files or other electronic media.

**C. Netiquette** All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses, which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or

other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to their parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted.) Be sure that the file is not too large to be accommodated by the recipient's system and is in a format, which the recipient can open.

#### **IV. INTERNET SAFETY**

##### **A. General Warning –Individual Responsibility of Parents and Users.**

All users and their parent/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

**B. Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18.) Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

**C. "Hacking" and Other Illegal Activities.** It is a violation of this Policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

**D. Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

**E. Active Restriction Measures.** The school, either by itself or in combination with the data acquisition site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not

accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 or older. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254{h} {7}.)

#### **V. PRIVACY**

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

#### **VI. FAILURE TO FOLLOW POLICY**

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the users tenure in the school district. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates his Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances. The district will cooperate with civil authorities any supply evidence of violations which may constitute a criminal offense.

#### **VII. WARRANTIES/INDEMNIFICATION**

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the data acquisition site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user’s parent(s) or guardian(s) agree to cooperate with the school in the event of the school’s initiating an investigation of a user’s use of his or her access to its computer network and the Internet, whether that use is in a school computer or on another computer outside the school district’s network.

**VIII. UPDATES**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

### **Students Agreement**

**Every student must sign, regardless of age or year of school.**

I have read, understand and agree to abide by the terms of the foregoing "Acceptable Use and Internet Safety" policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school and/or civil disciplinary action may be taken against me.

**Parental signing of the handbook signifies agreement to the above.**

If I am agreeing to this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

### **PARENT'S OR GUARDIAN'S AGREEMENT**

**To be read and agreed to by parents or guardians of students who are under 18.**

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's "Acceptable Use and Internet Safety Policy" for the student's access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the school, the school district and the data acquisition site that provides the opportunity to the school district for computer network and

Internet access against all claims, damages, losses and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

**Parental signing of the handbook signifies agreement to the above policies, procedures, rules and regulations.**

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**DETEACH AND RETURN TO YOUR ADVISOR**

**PARENT/STUDENT AGREEMENT**

I have read, understand and agree to abide by the terms of this "Parent-Student Handbook". I also understand that this serves as agreement to Internet Use Policy.

**(Print Parent Name)** \_\_\_\_\_

**(Print Student Name)** \_\_\_\_\_

**(Parent Signature)** \_\_\_\_\_

—  
**(Student Signature)** \_\_\_\_\_

**(Date)** \_\_\_\_\_ **(Grade Level)** \_\_\_\_\_