

# STUDENT-PARENT HANDBOOK 2019-2020

CANFIELD HIGH SCHOOL  
CANFIELD, OHIO

## MISSION STATEMENT

As a community, we educate, motivate, and innovate for individual lifelong success.

## VISION STATEMENT

**We will create an educational environment which challenges each student to achieve at their highest potential, leading to top 10 rankings in Ohio by 2022**

Dear Students,

It is quite possible that your success in life will be determined by the foundation you build during your high school years. Attendance, character, and academic achievement are factors which could be extremely important when future endeavors are attempted.

The Administration

*The purpose of this handbook is to give general information about the operation of Canfield High School. It is not an attempt to recreate the Canfield Local School District Bylaws, Guidelines, and Policies. For specific information and/or information not included in this handbook please contact the high school administration.*

## I Academic Information

### *Honors Program*

**Weighted G.P.A.:** All AP classes and legally required College Credit Plus classes are weighted at 5 points, Honors and Advanced classes are weighted at 4.5 pts. and all other classes are weighted at 4 pts.

**Rank:** Students will *not* be ranked.

**Graduation Honors:** These will be determined under a three-tier weighting system. Summa cum laude will consist of all students with a 4.2 G.P.A. and above. Magna Cum Laude will be awarded to all students receiving a 4.1 to 4.19. Cum Laude will be awarded to all students with a 4.01 to a 4.09 G.P.A. This means that anyone receiving honors would have to take at least one honors class.

**Class of 2023 and Beyond:** Students in the class of 2023 and beyond will move to an unweighted GPA and a new honors system. Please consult the Course Description Guide posted on the high school web-site or contact the administration for details.

### *Final Exams and Final Grades*

All teachers must give final exams in some form in all classes. The exam must take place during the scheduled exam period.

### *Grade Reports and Parent Access*

Report cards are distributed at the end of each grading session of the school year. There will be two grading sessions per semester. Parents have continual access to student grade via Progress Book. Final report cards will be mailed home. The school applies the following grading system:

90 to 100 = A = Excellent Achievement  
80 to 89 = B = Good Achievement  
70 to 79 = C = Satisfactory Achievement

60 to 69 = D = Minimum-Acceptable Achievement  
59 and below = Failure = No Credit

#### ***National Honor Society***

The National Honor Society is a service honorary recognizing students who have not only excelled academically, but also demonstrated leadership, character, and service. NHS is a special privilege available to juniors and seniors who meet the following requirements when being considered for membership: (1) Have a cumulative GPA of 3.75 or higher. (2) Have participated actively and continually in school related and community character building activities. The class of 2023 and beyond will be under a new system.

#### ***Schedule Changes and Assignments***

It should be remembered that pre-registration affords a student more than ample opportunity to arrange his/her schedule. Therefore, the only schedule changes that will be considered will be those necessitated by: 1. Administrative discretion, 2. Missing prerequisite class or grade. 3. Failed class. 4. Erroneously scheduled into a class previously passed. 5. Gap in schedule. 6. A schedule change may also occur within the first 5 days of a semester for all AP, Advanced, and Honors classes. *Any student who requests to be removed from a class and doesn't meet the above criteria may drop the class with a WF (Withdraw Failure) and be placed in a study hall.* Please consult the course description guide (found on the school's web site) and/or the guidance office if you have any questions.

## **II Attendance and Tardy**

It is the belief of the Canfield Local Schools that regular school attendance is vital to the academic, personal, and social needs of all students. Regular attendance promotes good citizenship, responsibility, character, and personal integrity. It is the basic responsibility of the parent to ensure the proper and consistent attendance of the student. **Students and families are reminded that attendance is part of the student's official transcript.** If a student violates the attendance/tardy policy, driving privileges, early release, participation/attendance at extra-curricular activities, dances, or any privilege may be revoked. With this in mind, the following policy has been adopted. (See Canfield Local School Policy 5200)

#### ***Absence/Excused***

The Board and the Ohio Administrative Code consider the following factors to be reasonable excuses for time missed at school:

- a) Personal illness (*a written physician's statement verifying the illness may be required*)
- b) Illness in the family necessitating the presence of the child
- c) Quarantine of the home
- d) Death in the family
- e) Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- f) Observation or celebration of a bona fide religious holiday
- g) Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity
- h) Such good cause as may be acceptable to the Superintendent
- i) Medically necessary leave for a pregnant student in accordance with Policy 5751
- j) Service as a precinct officer at a primary, special or general election
- k) College Visitation (with verification)

Absences are counted as excused if the attendance secretary was notified the day of the absence by the parent or guardian or the student brought in a signed, dated note from the parent or guardian within 24 hours of his/her return to school. If a student misses thirty-eight or more hours in one school month, or sixty-five or more hours in a school year a physician's excuse or other valid legal document will be required for absences to be excused. Students who are absent from school due to illness but are seen in or around the school or in the community during the school day could have their absence marked as unexcused. Excused absences are not counted in truancy calculations.

#### *Absence/Unexcused*

When a student is not reported off and all attempts to contact a parent/guardian were unsuccessful the student is unexcused. These absences count in truancy calculations.

#### *Excessive Absenteeism*

House Bill 410 provides that "in the event that a child of compulsory school age is absent with or without legitimate excuse for thirty-eight or more hours in one school month, or sixty-five or more hours in a school year, the attendance officer of that school shall notify the child's parent, guardian, or custodian of the child's absence, in writing, within seven days after the date after the absence that triggered the notice requirement. At the time notice is given, the school also may take any appropriate action as an intervention strategy." A student's excessive absence may warrant loss of privileges to make up work, denial of promotion, loss of academic credit, intervention plans, restricted privilege, and/or possible court action. Students with excessive absences in specific class may lose academic credit for those courses or be retained in the current grade.

#### Early Release Policies

Be fully aware that early release is a privilege and not a right, and that privileges require responsibility. It is the student's responsibility to:

1. Be consistently in school and on time. (No more than 5 tardies each nine weeks.)
2. Have no failing grades in any class.
3. Drive to and from school in a safe manner.
4. Not return to school grounds without administrative approval.
5. Not take others with me when I leave who do not have early dismissal.
6. Realize that if there are any discipline issues, early release privilege will be revoked and students will be assigned to study hall.
7. Display a parking tag and follow all student driving and parking policies at all times.
8. Follow the directives of the administration, teaching staff, and all other adults in the building.

**I understand that if I should violate any of the above rules and conditions the administration will revoke my early release privilege and assign me to study hall.**

#### *Late Arrival To School (Tardiness)*

Students must be in prime time classes prior to the 7:45 AM tardy bell. Students not in prime time at this time or arrive at school after 7:45 AM are considered tardy and must sign in with the Attendance Secretary and receive a note to class. It is understood that there are unforeseen reasons causing a student to be late to school. Therefore, a student will not be penalized for the first two late arrival occurrences in each 9 weeks. Technically students could be tardy 8 times during the school year without any discipline consequences. Tardies start over each 9 weeks. However, the following penalties will be applied for each subsequent "Late Arrival to School" per 9 weeks.

3<sup>rd</sup> Tardy= Written Warning

- 4<sup>th</sup> Tardy= AM Detention (Parent Meeting)
- 5<sup>th</sup> Tardy= 2 AM Detentions
- 6<sup>th</sup> Tardy= 1 Saturday School Hour (Loss of Early Release)
- 7<sup>th</sup> Tardy= 2 Saturday School Hours (Restricted Privilege)
- 8<sup>th</sup> Tardy= 4 Saturday School Hours
- 9<sup>th</sup> Tardy= Alternative Learning Environment
- 10<sup>th</sup> Tardy= Out of School Suspension

#### *Make Up Work Policy*

Each type of absence has specific guidelines regarding make up work.

- a) Excused Absence: All work may be made up unless the student violates the “Excessive Absence Policy”. In these cases make up work will be denied. It is the responsibility of the student upon return to school to contact the teacher and make arrangements to schedule make up work.
- b) Truancy/Unexcused Absences: No work will be allowed to be made up and the student will receive no credit for those days missed.

Note-As a general rule, students are expected to make up educational activities within a time period equal to the number of days that were missed. There are exceptions. Examples:

- a) If a student is absent on a Monday, and returns to school on Tuesday, he/she is expected to have all make up work completed by Wednesday.
- b) If a student is absent on the day of a test, he/she is expected to take the test on the day of return.
- c) If any project or paper is due on the day of an absence, it must be turned in on the day of return.
- d) If a student arrives late with an excused tardy or absence on the due date of an assignment, he/she must turn in the assignment that same day.
- e) If a student leaves school with an excused absence on the due date of an assignment, he/she must turn in the assignment (paper, project, etc...) to the teacher before leaving school.
- f) If a student is absent or tardy unexcused, he/she will not be permitted to make up work.

The teacher has the latitude to make special arrangements when extraordinary circumstances occur. It is up to the student to speak to the teacher about any special arrangements.

#### *Request to Leave School Early/Illness*

Students are expected to stay in school the entire day. The only acceptable reasons for leaving school are: 1) doctor's appointment, 2) court appearance, 3) illness, 4) emergency situation. In the case of a doctor's appointment or court appearance, the event must be verified with a note from the doctor or court. With illness the student must first report to the nurse's office and be evaluated. In the case of emergency, requests must be approved by the administration or school secretary. In all cases, whether or not a student is 18 year of age, a parent or guardian must be contacted by the administration before a student is permitted to leave. All sign outs not verified by the administration/secretary will be treated as truancy with appropriate penalties assessed.

#### *Tardy to Class*

Tardy to class is defined as reporting to class after the tardy bell has rung without a written excuse. The following penalties will be applied for tardy to class:

- a) first late to class=1 detention
- b) second late to class = two detentions
- c) third late to class= referral to administration/Saturday School

#### ***Truancy***

Truancy is defined as missing class or school without a legal reason. Any student leaving the building without one of the above stated forms of permission will be considered “out of the building - unauthorized” and/or truant, and may be subjected to discipline consequences.. A student leaving the building for a legitimate reason but without permission will have the absence marked as unexcused.

A student will be deemed “habitually truant” if the student is absent without excuse for:

- 1. 30 consecutive hours of instruction or
- 2. 42 hours of instruction during one calendar month or
- 3. 72 hours of instruction during one school year.

The parent/s and/or legal guardian of a student who is deemed “habitually truant” will be required to comply with school adopted policies and procedures to address the student’s truant behavior. If a student is habitually truant and the student’s parent/legal guardian failed to cause the student to resume attendance, the Superintendent may file a complaint with the Juvenile Court and/or take other appropriate intervention actions as set forth in Board policy. In addition, truancy may result in loss of privileges to make up work, denial of promotion, loss of academic credit, intervention plans, and restricted privilege.

School or Class Truancy: Credit for missed assignments may be given to a student who is deemed habitually truant at the discretion of the administration.

#### ***Vacations***

The Canfield Local Schools realize that some parents can’t control the dates of their vacations. We also realize that many problems can arise from leaving high school children at home for long periods of time. It is for this reason we will excuse students for vacations under the following conditions:

- a) Students must arrange with the building administration one week in advance for all excused vacations.
- b) The student must make arrangements with his or her teachers regarding make up work.
- c) If the vacation is not properly approved the absence may be unexcused.

### **III Emergency and Safety Procedures**

#### ***Medication/Illness/Injury/Immunizations***

No medication will be distributed by secretaries. No medication is allowed in the school unless in compliance with Canfield’s medication policies. All injuries must be reported to a staff member or the office. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. All arrangements with parents must be made by a staff member. Students are not permitted to use school phones or cell phones to call parents without permission from a school official. All students must have all immunizations required by law. All students must have a current, complete Emergency Medical Authorization Form on file in the school. Please contact the school nurse for more complete information about any medical issue. (See Canfield Local Schools Policy 5330)

### ***Safety Drills***

Safety drills will be staged during the school year according to the laws of the state of Ohio. Any student who disrupts or does not follow the directions of staff during any safety drill will be dealt with severely. Safety drills are important to ensure the well being of all occupants of the building. The school requires complete cooperation from all students.

## **IV General Information**

### ***Adult Students***

All students, regardless of age, are required to abide by all school regulations. Violations of school regulations may result in disciplinary consequences.

### ***Advertising***

Any item (signs, fliers, posters, etc...) that is going to be distributed or displayed on school property or at school events (home or away) must be approved by the building administration in advance. No exceptions!

### ***Asbestos***

Please be advised that asbestos is in the high school building in the following areas: floor tile, art kiln, chemistry exhaust hoods, pipes in the ceiling and roof area of the gym. Certain precautions should be taken. Do not remove or disturb the ceiling tile. Avoid hitting the pipes in the gym with objects.

### ***Bags***

Generally, students are encouraged to leave bags in their lockers. All bags or similar items are subject to inspection by staff for safety purposes. If carrying a bag to class becomes a safety hazard, other arrangements will need to be made. This is at the discretion of the administration/staff.

### ***Deliveries to Students***

The school cannot accept and will not deliver personal gifts, food items (fast food, pizza etc...) or "greetings" to students. Do not deliver or have delivered gifts, flowers, personal greetings, food items, etc.

### ***Enrollment in the School***

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. Documents must be provided to prove residency and/or guardianship. Please contact the high school office for more specific information. (*See Canfield Local Schools Policy 5112*)

### ***Equal Education Opportunity***

In compliance with 1) Title VI of the Civil Rights Act of 1964, 2) Title IX of Educational Amendments of 1972, and 3) Section 504 of the OCR Vocational Educational Guidelines, we are notifying all students, parents, employees and the general public that the Canfield Local School District has adopted a nondiscrimination policy on the basis of race, color, creed, handicap, religion, sex, ancestry, national origin, or social/economic background. Any complaint regarding this discrimination policy should be referred to the Superintendent, 100 Wadsworth Street, Canfield, Ohio. Telephone: 330-533-3303. The board of education has established procedures for processing student grievances related to this nondiscrimination policy. Copies of the student grievance procedures and assistance are available from the Central Office.

### ***Fees***

Students may be charged fees for certain classes and activities pursuant to Board Policy 6152. School fees are waived per Ohio Revised Code 3313.642, for any student that qualifies for free lunch status. All workbooks, textbooks, and other materials issued by the school are the responsibility of the student. If they are lost or damaged, an appropriate charge will be made. A fee, not to exceed \$30, will be charged for all returned checks.

#### ***Guests/Visitors***

Reporting visitors' presence in the building is a legal requirement (ORC 291.7211). Students may not bring to school any guests or visitors during the school day. Any adult who has business in the school must sign in at the attendance desk and wear a visitor's badge.

#### ***Guidance Office***

Guidance counselors are available to all students and are assigned alphabetically. The counselors are willing to help students with a variety of problems as well as make referrals to others. Though much information is available in the office, students must be responsible for making their needs known. Guidance assignments are as follows:

- |    |               |  |
|----|---------------|--|
| a) | Dr. Heikkinen | A-K-Grades 10-12                       |
| b) | Mrs. Kalina   | L-Z-Grades 10-12                       |
| c) | Mrs. Reed     | All Freshman-District Test Coordinator |

#### ***Homeless Students***

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. For additional information contact the administration.

#### ***Lockers/Textbooks***

The State of Ohio deems it a proper function of school authorities to periodically inspect lockers. Please understand the school does not supply students with lockers for illicit use in harboring pilfered property, harmful substances, etc. Maintenance and care of textbooks and lockers are the individual responsibility of the student to whom they are assigned. Any damage or loss of a textbook or locker will require restitution. **LOCKS ARE STRONGLY URGED TO BE UTILIZED ON ALL LOCKERS IN THE SCHOOL.** It is the student's responsibility to purchase a lock and use it. This includes lockers in the hall, band room, athletic and PE lockers, or any locker in the building. Students are responsible for the care of their own personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**  
**Locks may be cut off during an emergency situation.**

#### ***Lunch Periods***

It is important to remember that classes are held during lunch periods. **Students are expected to stay in the cafeteria during the entire lunch period.** If you have to leave the cafeteria please secure a pass from a staff member. The following procedures are in place:

- Students are not permitted in the parking lots during lunch or the school day.
- Food and drinks must remain in the cafeteria. Students are permitted to take bottles of drinking water to class.
- All students are expected to return cafeteria utensils and refuse to the designated clean up area.
- There shall be no reason for hall traffic during lunch periods. Students are expected to use the restrooms and drinking fountains in the cafeteria.
- No delivery items will be permitted without administrative approval.
- Any student who misbehaves or causes a disturbance in the lunch room may be assigned a specific area to eat lunch and be assigned discipline consequences.

#### ***Mahoning County Career and Technical Center***

Any student disciplinary action taken by the MCCTC is reciprocal with the home school. In addition, any student disciplinary action taken by the home school is reciprocal with the MCCTC. Suspension and/or expulsion of a student from either school is reciprocal.

### *Students With Disabilities*

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. In accordance with State and Federal mandates the District assesses and appropriately services students with disabilities. Please contact the administration to inquire about evaluation procedures, programs, and services.

## **V Student Activities**

### *Athletic/Extracurricular Activities*

Canfield High School offers a wide variety of athletic and non-athletic activities for students. A participant conduct code is posted. This code is in accordance with Ohio Law, the Ohio High School Athletic Association, the Canfield Athletic Council, and Canfield Local School Board. The participant conduct code authorization must be signed by the student and his/her parent and returned to the respective coach to be filed by the Athletic director. If the authorization is not returned, participation will be denied. **Students have no absolute right to participate in or view athletic/extracurricular activities. Involvement is a privilege, not a right. Students placed on Restricted Privilege cannot attend these activities.** Any student who misbehaves at an extra/co-curricular event is subject to discipline consequences and may be banned from attending future events. Note: ALL STUDENTS MUST ATTEND SCHOOL A MINIMUM OF FOUR PERIODS (TWO BLOCKS) IN ORDER TO PARTICIPATE IN ANY ATHLETIC/EXTRACURRICULAR CONTEST, PRODUCTION, PRACTICE, ETC.

### *School Sponsored Clubs and Activities*

All school sponsored clubs and activities must be approved by the administration and follow district guidelines. (See *Canfield Local Schools Policy 5840*)

### *School Sponsored Dances*

Canfield High School sponsors many dances during the year. The Sadie Hawkins dance is a closed dance that only CHS students may attend. No guests from other schools are permitted. Students planning to attend Homecoming, Sweethearts, and Prom may bring a date from another school with permission from the administration. Forms must be filled out prior to purchasing tickets. Student dates attending these special events must be at least high school freshmen but under the age of 21. All students attending the event are expected to dance in a respectful and appropriate manner. Explicit, provocative, or inappropriate dancing will not be tolerated. The administration reserves the right to deny permission to guests who are not in good standing with their home school or Canfield High School. If a student attends a dance a breathalyzer may be used to determine sobriety. **Attending dances is a privilege, not a right. Students placed on Restricted Privilege cannot attend dances.**

### *Student Fundraising*

Student fund-raising by approved school organizations whose funds are managed by the Treasurer, may be permitted in school by the principal. Student fundraising in school may occur only when the funds are used for school purposes or for an activity connected with the schools.

## **VI Student Conduct**

### *Administrative Statement*

**It is the responsibility of all students to read and follow the rules, regulations, and board policies of the Canfield Local Schools. If there are any questions or concerns about any rules or policies please contact the high school administration.** Student rules and consequences are general in nature. **Students are expected to: act courteously to adults and fellow students; be prompt to school and attentive in class; work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background; complete tasks on time as directed; help maintain a school environment that is safe, friendly, and productive; act at all times in a**



manner that reflects pride in self, family, and in the school. ***The administration reserves the right to use its discretion in enforcing the rules and consequences.*** Due to a broad range of behaviors, mitigating circumstances, and a sincere desire to modify misbehavior rather than simply assign predetermined consequences, the administration will use discretion as it sees fit. (See *Canfield Local Schools Policy 5500*)

**Please note:** The Common Application and certain universities are now asking for information regarding student attendance, suspensions, and expulsions.

#### Attendance/Participation at Extra/Co-curricular Events

Attendance/participation at any school-sponsored activity, home or away, subjects one to reasonable rules and regulations. ***All school rules apply to Canfield High School Students while participating in and/or attending extra-curricular events.*** If the behavior of anyone in attendance (parent, guest, student, participant, adult or minor) becomes disruptive, disrespectful, demeaning, or dangerous they may be required to leave the event immediately. School authorities have the right, authority and affirmative obligation to take action against disruptive behavior at any school event. Students, parents, and fans may be denied entrance to any and all school events in the future. **Attendance at school-sponsored events is a privilege and not a right. Any student who violates a school policy may be prohibited from attending all extra and co-curricular activities in the future. "Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights."** (Board Policy 5610.05) **Spectator guidelines include:**

- a) Cheer enthusiastically for your team. No rude or inappropriate cheers.
- b) No cheers or communication should be directed toward the referee or opposing coaches, players, cheerleaders, and fans.
- c) Stay off the playing surface at all times.
- d) Honor, integrity, and character at all times.
- e) Cardinal Spirit Will Prevail!!!!

#### Cheating/Plagiarism/Falsification of Information

At Canfield High School cheating and plagiarism are two of the most serious offenses that threaten the educational goals of students. Cheating and plagiarism are defined as:

- a) Using another person's work in any form as your own.
- b) Copying or using another person's homework, test, book report, term paper, or any assignment or material used in the course.
- c) Using as your own, any person's ideas, expressions, or words without giving the original author credit including downloaded material from the Internet.
- d) Having in your possession or preparing to have any material or device which may give an unfair advantage.
- e) Failing to follow any and all testing procedures or instructions announced by the instructor.
- f) In any way taking unfair advantage to complete an assignment or any assessment.

A first offense will result in a grade of "zero" for the assignment or assessment. (Plagiarism of a research paper may result in course failure.) A second offense may result in removal from class and a letter grade of "F" for the final grade. All instances will also be put in a student's discipline file and could jeopardize the student's access to any and all academic honors and awards (NHS, Academic Banquets, etc.)

Falsifying signatures, data, or refusing to give proper identification or giving false information to a staff member is prohibited and subject to disciplinary consequences.

#### Computer/Electronic Device/Cell Phone Usage

Use of computers or any electronic device is a privilege, which requires responsible student actions. Damage to or misuse of computers will not be tolerated. Any student found using the computer, e-mail, or the Internet, et.al. to transmit/receive profane, obscene, threatening messages, etc., will lose all computer privileges and, depending on the severity of the offence, may be suspended/recommended for expulsion with notification of the action submitted to the proper authorities. This also includes the use of the Internet, e-mail, and et.al. from home or any other place off school property when the information is profane, obscene, threatening, or degrading and disrupts

the good order and educational process of the school. (Additional guidelines, found in board policy governing computer use, will be followed and are available for inspection in the Main Office.) If a student uses a laptop in school, he/she is not allowed to print off the network. Should printing take place, disciplinary consequences will follow and the student will no longer have the privilege of bringing the laptop to school. **All students may be required to sign an AUP (Acceptable Use Policy) before using computers in the school.**

#### *Discipline Consequences*

**Restricted Privilege** – If a student has violated certain school rules they may be denied or restricted privileges which may include but not be limited to: hall passes, driving privileges, attendance at/ participation in extra/co-curricular activities, early release, school dances, lunchroom restrictions, school assemblies, etc. The administration reserves the right to deny any or all privileges if students violate school policies.

**Detention** - If you receive a detention for violating a school policy please serve it. Detentions must be served within 48 hours of the assigned date. Regular detention is held after school on Tuesdays, Wednesdays, and Thursday from 2:30 – 2:55 PM in room 226. Please sign in. For those unable to attend detention after school, there is also an early morning detention every day in the guidance office from 7:15-7:40 AM. Students who fail to serve detentions will be assigned Saturday School or Suspension.

**Saturday School** - Saturday School is an option designed to keep students from losing academic credit because of out-of school suspension. Saturday school, which is held on designated posted dates, will begin promptly at 8AM and last until all time is served but not past noon. Students are expected to bring work to keep them busy for the entire time. Students missing Saturday School will be suspended.

**Alternative Learning Environment (A.L.E.)** – If a student is assigned to ALE they will be isolated in the main office with the ability to do all of their school work assigned for that day. It is for infractions that rise above the level of Saturday school but not as serious as OSS. Students must sit and complete all of their assignments. They may not leave the room or see any other students. Students are technically not suspended and may participate in after school activities. **The student is responsible for securing work from his/her teacher and either bringing a lunch or making arrangements with the administration to get lunch from the cafeteria.**

**Out of School Suspension (OSS)** - Suspension out of school (OSS) means that a student has been removed from all related school activities, curricular and extra-curricular, for a period of time in excess of 24 hours but not to exceed ten school days. During this time the student is not to be on school premises at any time unless brought in for counseling or conferences. Students suspended out of school will have the right to make up work and all work must be completed and turned in on the first day they return to school from the suspension. They may not participate in after school activities. **Student due process as prescribed and required by Ohio Law shall be followed when suspension occurs.** (See *Canfield Local Schools Policy 5611*)

**Overnight Suspension** - Overnight suspension means that a student has been suspended until such time that a parent meets with the principal or his designee to reinstate the student. This can be done before the school day begins so there will not be an interruption of the academic process. If the parent does not appear for a reinstatement hearing, the student will be officially suspended until a hearing does occur.

**Expulsion** - Expulsion shall be understood to mean the exclusion of a student from all school attendance and related activities (both curricular and extracurricular) for the remainder of the semester. **Student due process as prescribed and required by Ohio Law shall be followed when expulsion is recommended.** An expelled student is not permitted on school grounds at any time for any reason with the exception of counseling/conferences with parents. No credit shall be given for work accumulated prior to expulsion for the current semester and letter grades of “F” shall prevail and appear on the student’s transcript for that current semester.

#### *Disrespect/Insubordination*

All students will comply with the directions of all school personnel (teachers, aides, coaches, bus drivers, kitchen staff, maintenance, etc.) during any period of time the student is properly under

authority of the school. This will include all rules and regulations at school sponsored activities. Any sign of disrespect to any adult or student will be dealt with severely. Non compliance, disrespect, and insubordination in any form may result in discipline consequences that may include suspension or expulsion.

#### ***Disruption of School Days and/or Events***

Students who by words, acts or deeds directly or indirectly incite others or themselves to commit violence or disrupt the atmosphere or order and discipline of the school day may be subjected to suspension or expulsion. For example, but not limited to, a disruption would include: bomb threats, setting off fire alarms, use of incendiaries (firecrackers, smoke bombs, etc.), strikes or walk-outs, stink bombs, any threat of violence, and or the impeding of free flow of traffic to or within the school. **Also included would be any prank or activity, which the administration deems to be disruptive to the educational process or puts others at risk.** Anyone violating this policy may be referred to the Canfield Police Department.

#### ***Dress Code***

The Canfield Local Schools believes that the dress and appearance of the student is the basic responsibility of the parent or guardian. It is the purpose of this code to ensure that the educational process may occur without interruption. Freedom of expression is one of the basic civil liberties of the American way of life. With this liberty comes the responsibility of good citizenship manifested through **decorum, modesty, common sense, and decency**, which enhance the process of education. With this in mind the following guidelines and policies are offered to ensure the optimal learning environment for all students.

- 1) Clothing must be generally clean and in good repair. No ***badly*** torn, cut, or ripped clothing is permitted. Holes 3" above the knee must be covered.
- 2) Shirts, blouses and all tops must be long enough to cover the anterior and posterior stomach area. All tops must have sleeves that cover the entire top of the shoulder. Mesh or see through tops are prohibited.
- 3) Students should be neat, clean, and "covered." "Outerwear" must cover "underwear."
- 4) Hats, sweatbands, bandanas, scarves, sunglasses, or any garment that covers the head are not to be worn or carried during the school day. Religious exemptions may apply. Sweatshirts with hoods may be worn but the hood may not cover the head.
- 5) Facial jewelry or visible body piercing will not be permitted with the exception of the ears and discreet nose studs. This includes but is not limited to any piercing or jewelry on or about the faces such as eyebrows, tongues, and lips.
- 6) NO SHORTS OF ANY STYLE MAY BE WORN. CAPRI STYLE PANTS WHICH EXTEND BELOW THE KNEE TO THE CALF MAY BE WORN. Pants must be worn at the waist (no undergarments should show) and may not be oversized or undersized.
- 7) Short dresses or short skirts are not permitted with the specific intent of preserving decorum and modesty. Dresses and skirts must be three (3) inches from the top of the knee or longer. The administration will be the final judge on the appropriateness of skirt length.
- 8) Appropriate footwear must be worn at all times. Gym classes may require athletic shoes.
- 9) Wallets with chains, spiked jewelry, or any item or garment which poses a safety risk is prohibited.
- 10) Clothing or accessories with writing, pictures, or slogans referring to or suggestive of inappropriate, derogatory, or offensive language, alcohol, drugs, tobacco, or obscenity are prohibited.
- 11) Any student whose appearance, as determined by the administration, is distracting or disruptive to the optimal learning environment will be considered in violation of this code.
- 12) DRESS CODE VIOLATIONS WILL RESULT IN IMMEDIATE CORRECTION AND DISCIPLINARY PENALTIES MAY APPLY. THE TYPICAL PROGRESSION IS AS FOLLOWS: FIRST OFFENSE=WARNING, SECOND OFFENSE=DETENTION, THIRD OFFENSE=SATURDAY SCHOOL. ALL VIOLATIONS WILL REQUIRE THE PARENT TO BRING TO SCHOOL PROPER CLOTHING WHILE THE STUDENT ATTENDS "A.L.E." THE ADMINISTRATION SERVES AS THE FINAL AUTHORITY ON ALL MATTERS RELATED TO DRESS AND GROOMING.

#### ***Fighting/Assault/Threatening Behavior***

Behaving in such a way as to threaten or cause fear or physical injury to any student, members of the professional or classified staff or visitors may result in suspension and or expulsion depending upon the severity of each case. Acts of hostile bodily contact among students in or on school property, or while in attendance at any sponsored activity at home or away may result in suspension depending on the circumstances. If a student is approached in a hostile manner by anyone they are expected to “walk away,” avoid hostilities, and contact the nearest staff member immediately. The aggressor may be dealt with in a more severe manner than the second party involved. Please understand that the determination of “who started it” can only be based upon what was seen or heard and can be verified not on what happened last period or last week.

#### ***Gambling***

Gambling (i.e., playing a game of chance for stakes) is prohibited on school grounds or at any school sponsored event home or away.

#### ***Habitual/Chronic Offenders***

Chronic offenders of school policy, school rules (curricular and extracurricular) and/or classroom procedures shall be considered habitual offenders and subject to restricted or denied privileges, suspension and/or expulsion.

#### ***Profanity, Explicit/Inappropriate Material***

Profanity and obscene gestures, sexually explicit material, signs, pictures, and publications are not a part of an educational atmosphere and will not be tolerated. Use or possession of profanity or explicit material in any form will result in appropriate penalties, including but not limited to detention, Saturday school, or suspension. Any material, language, etc... that is demeaning to any person or group of people is prohibited. **Violations involving school personnel will result in suspension.**

#### ***Public Displays of Affection***

There is a time and a place for all activities and schools are not appropriate areas for public displays of affection. The key words governing this policy are “common sense” and “maturity”. Students who engage in public displays of affection cause others to feel uncomfortable, create a distraction, and demean themselves. Public displays of affection will not be tolerated and could result in discipline consequences.

#### ***Removal From Class***

A teacher may remove a student from class for disruptive behavior. This is a serious offense that disrupts the educational process. The student shall report directly to the office and speak to an administrator. Discipline consequences could include Saturday School hours and/or suspension. If the problem becomes chronic and/or habitual the student may be removed from the class with a letter grade of “F”.

#### ***Removal, Suspension, and Expulsion***

Students may be removed or excluded from school when they pose a continuing danger to persons or property or represents an ongoing threat of disrupting the educational process. Such removal may be for a period of less than 24 hours without being subject to suspension and expulsion. An administrator may impose a suspension from school not to exceed 10 days duration. The administrator may also prohibit a student from participating in any or all co curricular and extra curricular activities in accordance with board policy. (See *Canfield Local School Policy 5610*)

#### ***School Sponsored Speech***

School sponsored speech that is inconsistent with the school’s educational mission may be censored.

#### ***Search and Seizure***

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student’s consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or the contents of any other District property. School authorities may; conduct random searches of lockers and their contents at any time without announcement; use unannounced, random canine searches; and use video cameras on school property or at school events. Anything that is found in the course of a search

may be used as evidence of a violation of school rules or the law and may be turned over to police. The school reserves the right not to return items that have been confiscated. (See *Canfield Local Schools Policy 5771*)

#### ***Sexual Harassment***

Sexual harassment of any type will not be tolerated. The penalty for sexual harassment may be suspension and/or expulsion. (See *Canfield School Policy 5517*)

#### **Theft**

The administration will not tolerate any theft. Theft of items such as lunches, books, notebooks, clothing, calculators, purses, money etc. will be dealt with by suspension and possible expulsion. Depending on the severity of each case a report may be filed with law enforcement.

Threatening, Degrading, Disgraceful Acts or Gestures, Hazing, Harassment, Bullying

Harassment, extortion, intimidation, or bullying toward a student or anyone, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. **Harassment, intimidation, or bullying means: any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive education environment for the other student(s). Serious, heinous, or blatant acts need not occur more than once before discipline consequences are assigned.** Discipline consequences including suspension and/or expulsion may result. (See *Canfield Local Schools 5517 and 5517.01*) All incidents of suspected behavior included above should be reported to the guidance counselor or the administration in a timely fashion.

#### ***Tobacco, Alcohol, and Other Drugs***

The school prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law. This would include but not be limited to drugs, alcohol, and tobacco. HB 535 makes it a violation of state statute to sell or possess so called "look alike drugs/alcohol" when represented as controlled substances falsely represented to be a different type of illegal drug. The same penalties and procedures contained in the drug/alcohol policy shall be applied to the above infractions. The following steps will be taken in the discipline of students involving tobacco, alcohol, and other drugs. (See *Canfield Local School Policy 5530*)

#### **Drug and Alcohol Use**

- 1) Information will be gathered. It is confidential and known only to those involved.
- 2) A parent conference will be held and recommendations made which may include the following: Participation in an insight group, an outside assessment, urine/blood screening, and plan of action. Student and family must follow all recommendations made by the school.
- 3) Students who violate the drug/alcohol policy will be suspended with possible recommendation for expulsion. First Offense will result in an immediate 10 day Suspension with possible reduction if the student and parent cooperate and follow all recommendations including outside assessments and possible blood/urine screenings. While suspended from school students are denied extra curricular activities and also make up work. Repeated Offense will result in a 10 day suspension and may carry a recommendation for expulsion. Attendance at extra/co-curricular events may be denied.
- 4) A record of any offense will remain on the student's records. All such records should be expunged when the student leaves school.
- 5) If a City ordinance is broken the Canfield Police may be notified. Any illegal controlled substance or paraphernalia will be considered contraband and will be turned over to the police.

#### ***Sale and/or Distribution of Drugs or Alcohol***

- 1) The sale or attempted sale and/or distribution of drugs, alcohol, or any chemical substances on or in the area of the school property or at any school-related function at home or away shall result in the recommendation for immediate expulsion for up to 90 days.
- 2) A report will be filed with the Canfield Police Department.
- 3) After the expulsion period, a condition for re-admission may include participation in the tobacco, alcohol and/or drug awareness program, assessment and completion of all recommendations from the agency.

***Tobacco/ Electronic Smoking Device Possession/Use***

- 1) Tobacco and electronic smoking/vapor devices are prohibited.
- 2) Persons in possession of or using tobacco, electronic smoking/vapor devices, or associated paraphernalia will be given one day of ALE.
- 3) Participation in a tobacco/ electronic smoking device awareness program may be required.
- 4) A second offense will result in an Out of School Suspension and referral to the Canfield Police Department.

***Vandalism***

Damage and/or defacing school or private property including: buildings, grounds, equipment, motor vehicles, materials, or anything on school property shall result in suspension. Full restitution is required. Expulsion may be recommended depending on the severity of each case. Damage or defacing private property of any and all school personnel, on or off school grounds will be considered to be a school related offence. Acts of this nature may also be subject to criminal prosecution. Please understand that entry in the building after normal school hours must require authorization and/or supervision. Failure to acquire such authorization shall be classified as unlawful entry.

***Weapons, Ammunition, and Dangerous Instruments***

Possessing, handling, transmitting, or concealing any weapon or instrument capable of harming another person shall result in immediate confiscation of the weapon or instrument, and immediate removal from school premises. Please understand that a pocket knife would be considered in this category. Suspension and/or expulsion may result. For further information refer to Section 5772 of the Canfield Bylaws and Policies and/or the administration.

***Wireless Communication/Electrical Devices/BYOD***

These policies have been created to provide general guidelines for the use of electronic and mobile devices at Canfield High School. Each teacher retains the autonomy to establish his or her respective classroom guidelines regarding the usage of electronic and mobile devices in his or her classroom.

Electronic Devices – The use of certain electronic devices is permitted as described in the chart below:

<b>Location</b>	<b>Laptop/Netbook/Tablet/eReader</b>	<b>Mobile Phone</b>	<b>MP3 Player</b>
Classroom	Only as directed by the teacher for instructional purposes.	Only as directed by the teacher for instructional purposes.	As directed by the teacher for instructional purposes. <b><i>Earbuds required.</i></b>
Hallways, Study Halls, Cafeteria	Yes	Yes, but no voice communication.	Yes, earbuds required.
Media Center	As directed by media center staff/classroom teacher.	As directed by media center staff/classroom teacher.	As directed by media center staff/teacher.
Restroom Locker room	Yes, but <u>no</u> voice communication,	Yes, but <u>no</u> voice communication,	Yes, but <u>no</u> voice communication,

	video recording or use of camera.	video recording or use of camera.	video recording or use of camera.
Assemblies	NO	NO	NO
NOTES:		This policy prohibits the usage of mobile phones for voice communication in all school facilities and busing.	Use of earbuds must be at a volume that does not disrupt others.

**ABSOLUTELY NO VIDEO OR AUDIO RECORDING AT ANYTIME ON SCHOOL GROUNDS OR AT SCHOOL EVENTS WITHOUT TEACHER AND/OR ADMINISTRATIVE APPROVAL!**

**Misuse of Permissible Electronic Devices**

The misuse of electronic devices includes, but is not limited to:

- a) Use of any electronic devices in a classroom without the approval of the classroom teacher.
- b) Violation of the Canfield Local Schools' Acceptable Use Policy.
- c) Listening to video or audio without earbuds or at an unacceptable volume level.
- d) The use of any camera or video recording device without the permission of a teacher.
- e) Use of any electronic device to capture or disseminate school and state assessments.

**Prohibited Electronic Devices**

Recording devices, radios, pagers, laser pointers, and other electronic devices are deemed distracting to the educational process and are prohibited.

**Mobile Phones**

1. The use of mobile phones for any voice communication is not permitted during school hours, including the time spent in transportation on school buses, unless otherwise directed by school personnel.
2. Mobile phones must be muted during school hours and on school busses.
3. Mobile phones may possess advanced functions including Internet access, eReader, and video/audio playback functions. These functions may be used during study hall, lunch periods, and in the hallways. Use of these functions during classroom instruction is at the discretion of school personnel.

**Personal Electronic Accessories – Smart Watches**

Teachers may ask students to remove smart watches during testing or if at any point in time this device is causing a disruption to the learning environment. These devices must be set to silent during all instructional and testing times.

**Restrictions and Expectations**

The following actions are strictly prohibited and will result in consequences ranging from detention, Saturday School, A.L.E., OSS, Expulsion, and/or referral to local law enforcement:

1. The video/audio recording or photography of students or staff members without their consent.
2. The video/audio recording of any classroom materials (tests, assessments, etc...) without teacher approval.
3. Accessing, sharing, disseminating inappropriate content, including pornography, material with abusive language, drug/alcohol/weapon related content, or any information deemed harmful, shocking, or inappropriate.
4. Using technology for interactive communication in the form of posts on social media websites, including but not limited to Facebook, Twitter, Tumblr, Instagram, SnapChat, and other Blog/Chat/Messaging sites, during school hours or time spent in school transportation.
5. Any and all harassment/bullying and intimidation behaviors per the Ohio Revised Code:

**Harassment** (1) "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device. (2) "Harassment, intimidation, or bullying" means either of the following: (a) Any intentional written,

verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (i) Causes mental or physical harm to the other student; (ii) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. (b) Violence within a dating relationship. (ORC 3313.666)

#### **Consequences for inappropriate use of electronic devices:**

Violation of the appropriate use of electronic devices, as described above:

- (1) may result in detentions, Saturday School, A.L.E., or Out of School Suspension; and Expulsion with possible referral to law enforcement agencies.
- (2) students may be required to turn the device over to school personnel and the student and/or parent/guardian may pick up the device from the School Office at the end of the school day. If instructed to turn over a device, students are expected to do so without argument or confrontation.
- 3) students may lose the privilege of using an electronic device on school grounds.

#### **Internet Connection**

Students may connect to the Internet using their Internet provider, however, accessing and/or sharing inappropriate web content will result in confiscation of the electronic device until a parent/guardian retrieves it from the school, and possible consequences ranging from, but not limited to, detention, suspension, expulsion and/or the involvement of local law enforcement. Canfield High School will not be responsible for any Internet connection expense.

#### **Lost or Damaged Device**

Canfield High School assumes no responsibility for the theft, loss, or damage of an electronic device brought to school or on the district's buses. Students bring these devices to Canfield High School at their own risk.

#### **Policy Exemptions and Exclusions**

Building and District Administrators reserve the right to designate district classrooms and areas as non-use areas at any time as needed. The district also reserves the right to revise or amend this policy at any point to ensure a safe and appropriate educational environment. All assistive technology devices are permissible for use in the Canfield Local Schools in accordance to IEP and 504 accommodations.

#### **Printing**

Students may **not** use their device to print to school printers. All printing must be done using school computers. Files may be transferred by school email accounts or flash drives.

## **VII Transportation**

### *School Bus*

All school rules also apply to students who are riding school buses. Failure to comply with these rules will result in suspension from riding the bus and/or other disciplinary action deemed appropriate.

### *Student Drivers*

Driving to school is a privilege, not a right. This privilege may be revoked if the following procedures and rules are not followed.

- 1) All cars must be registered, a parking fee paid, and a tag displayed
- 2) Students are not permitted to go to their car during the day without administrative approval.
- 3) Students must drive in a safe and cautious manner, abiding by all traffic regulations.
- 4) **Students must park in their assigned area.** Seniors and Juniors will be given first chance at a parking spot. We will sell parking permits to sophomores when they are available. We have a limited number of spaces and when they are sold students must find their own way to school or take the bus.
- 5) Parking fees are not refundable.
- 6) Students could also lose driving privileges for the following reasons; parking without a valid parking tag, parking in the wrong spot, truancy, drug/alcohol violations, excessive tardies to school/class, poor grades, and discipline issues.



7) Be advised that the school conducts K-9 drug searches in the parking lot in conjunction with the Canfield Police.

8) Please see the parking tag application on the school website for more specific rules.

Student drivers are dismissed at 2:30 PM by the second bell at the end of Block 4.