

# Welcome!



**to Canal Winchester Local Schools**

The Canal Winchester School District looks forward to partnering with you in the development and success of your student. Working together we can support academic achievement for all of our students. Please feel free to contact any of our school buildings and our friendly staff will be glad to assist you with any information or questions you may have.

## High School Calendar 2011-12

Aug. 25	Students Begin
Sep. 5	NO SCHOOL -Labor Day
Oct. 7	<i>Fall Homecoming</i>
Oct. 14	NO SCHOOL - Teacher In-service
Oct. 20	<i>Parent/Teacher Conferences</i>
Oct. 24	<i>Parent/Teacher Conferences</i>
Oct. 28	End of 1st Grading Period
Nov. 16	2-Hour EARLY RELEASE
Nov. 23-25	Thanksgiving Vacation
Dec. 22 –Jan 2	Winter Break
Jan. 3	School Resumes
Jan. 13	End of 2nd Grading Period
Jan. 14	<i>Winter Homecoming</i>
Jan. 16	NO SCHOOL Martin Luther King Day
Jan. 26	<i>Parent/Teacher Conferences</i>
Feb. 1	2-Hour EARLY RELEASE
Feb. 2	<i>Parent/Teacher Conferences</i>
Feb. 6	NO SCHOOL – Teacher In-service
Feb. 20	NO SCHOOL - Presidents Day
Mar. 23	End of 3rd Grading Period
Mar. 26-Mar. 30	Spring Break
Apr. 6-9	NO SCHOOL- Easter Break
Apr. 18	2-Hour EARLY RELEASE
May 7	NO SCHOOL – Teacher In-service
May 27	High School Graduation
May 28	NO SCHOOL - Memorial Day
May 31	Last Day for Students

### **Safety**

Join us in protecting your student; district procedure requires showing photo identification when picking up your student during the school day from any building. Thank you for your cooperation in this safety measure. \*\*This includes ALL Canal Winchester Schools Staff Members.

## Canal Winchester High School

300 Washington St.  
Canal Winchester, OH 43110

### Contact Information

CW High School Phone	833-2157
CW High School Fax	833-2163
Guidance Office	833-2166
District Office	837-4533

### Office Email

[CWHS@canalwin.k12.oh.us](mailto:CWHS@canalwin.k12.oh.us)

### School Staff

Principal	Lynn Landis
Assistant Principal	Shawn Haughn
Assistant Principal	Kirk Henderson
Secretary	Jill Hummel
Secretary	Rebecca Baird
Guidance Counselor	Joe Arndt
Guidance Counselor	Tammy Phelps
Guidance Secretary	Patty Brenner

### School Hours

Grades 9-12 Hours 7:30AM—2:20PM

### Breakfast & Lunch

Breakfast	\$1.30
Lunch	\$2.75

### Athletic Office

Athletic Director	Kent Riggs
Athletic Secretary	Kim Wirthman
Athletic Office Phone	833-2155
Athletic Office Fax	833-3177

[athletics@canalwin.k12.oh.us](mailto:athletics@canalwin.k12.oh.us)

For additional information please check our district website at [www.cwschools.org](http://www.cwschools.org)

Families are students' first and most important teacher. Our schools value families and their ability to help and encourage all students on the path to academic success. It is the district's vision to be a place of pride and excellence with learning opportunities for students, staff and the community. Together we can teach all students to become effective and responsible citizens.

# HIGH SCHOOL FACULTY AND STAFF

\* For a list of all faculty and staff members please refer to our website at [cwschools.org](http://cwschools.org)

Location	Phone Number
H.S. Office.....	833-2157
H.S. Fax .....	833-2163
Athletics .....	833-2155
Athletics Fax .....	833-3177
Board Office .....	837-4533
Guidance.....	833-2166
Transportation.....	833-2164

## WELCOME

Whether you are a newcomer to our school or have previously attended, we hope you find this school year to be a memorable and exciting one. Cooperation is the key, and toward that end, we suggest you read this handbook thoroughly. The handbook tells you exactly what we expect of you and what services and benefits you may expect from the school. We are looking forward to helping you have a successful and rewarding year. *This handbook supersedes all prior handbooks and other written material on the same subjects.*

## MISSION STATEMENT

The mission of the Canal Winchester Local School District is to teach all students to become effective and responsible citizens.

## CANAL WINCHESTER HIGH SCHOOL MISSION STATEMENT

The mission of Canal Winchester High School is to provide quality educational experiences whereby students become lifelong learners and develop into critical thinkers and responsible citizens who are schooled in basic academics. Canal Winchester High School is committed to excellence and high academic standards.

## NOTICE OF NONDISCRIMINATION POLICY – EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, sex, disability or age. The Board is committed to providing an equal opportunity for all children to achieve their maximum potential through the curriculum offered in the District regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence, or social or economic background.

Any person who believes that the school or any staff member has discriminated against them has the right to file a complaint with Canal Winchester's compliance officer, Ms. Barbara Harrison.

Complaints will be investigated and a response provided to the person filing the complaint. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

For more information, reference Board Policies 2260, 5517, 5517.01 available on the web at [www.canalwin.k12.oh.us](http://www.canalwin.k12.oh.us).

## DIRECTORY INFORMATION NOTICE

The Family Education Rights and Privacy Act (FERPA), a federal law, requires that Canal Winchester Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parent have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Canal Winchester Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing.

Canal Winchester Schools has designated the following information as directory information:

- Student's Name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Date of graduation
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

The primary purpose of directory information is to allow the district to include this type of information in certain publication such as; a playbill, showing your students role in drama or musical productions, yearbook, honor roll or other recognition list, and graduation programs.

## STUDENT RIGHTS AND RESPONSIBILITIES

As a student at Canal Winchester High School, you are expected to be aware of and to accept your individual responsibilities in the following areas:

### STUDENT RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe, and orderly environment. Students are expected to follow staff members' directions and obey all school rules. Additionally, adult students (age 18 or over) are expected to follow all school rules.

The staff expects students to arrive on time and be prepared to participate in the educational program.

In order to keep parents informed of their child's educational progress, parents will be provided information on a regular basis and as concerns arise. At times, it will be the responsibility of the student to deliver the information. The school may use the mail or hand delivery to ensure contact. Parents are encouraged to communicate with their child's teachers and support staff.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

## **PROHIBITION AGAINST HARRASSMENT, INTIMIDATION, AND BULLYING**

Harassment, intimidation, or bullying behavior by any student/school personnel in the Canal Winchester Local 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 House Bill 276, means any intentional 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/school personnel 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, that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in 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 student/school personnel.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The school nurse, the high school principal or designee will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **FIRST AMENDMENT RIGHTS**

In accordance with Board policies 5722 and 9700, students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, unsponsored written material, petitions, buttons, badges, or other insignia, **except expression which:**

- Is obscene, libelous, pervasively indecent or vulgar;
- Advertises any product or service not permitted to minors by law;
- Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
- Presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Material may not be displayed or distributed during or between class periods. Permission may be granted for display or distribution during lunch periods and after school in designated locations, provided exits are not blocked and proper access and egress to the building are maintained.

# **SECTION I: GENERAL INFORMATION**

## **ENROLLMENT**

Students are expected to enroll in the school district in which they live.

Students that are new to Canal Winchester High School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A birth certificate or similar document, Social Security Card
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations
- \* If the student enrolling is a foster child then BOTH of the following forms are required prior to attending school:
  - \* Magistrate's Order
  - \* Enrollment Transfer Letter from Placement Agency (Children's Services)

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The guidance department will assist in obtaining the transcript, if not presented at the time of enrollment.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

**Adult students (18 years of age or older)** must abide by all of the above rules. The principal reserves the right to grant an 18 year-old student to enroll him/herself if the student can verify written proof that he/she is living outside the parents' home.

## **WITHDRAWAL/TRANSFER**

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. Additionally, the Superintendent must authorize withdrawal from school for the purpose of obtaining a GED. Students under the age of 18 who withdraw from school shall be reported to the Bureau of Motor Vehicles for suspension of their driver's license.

Students who plan to transfer to another school must have their parent notify the principal. School records will be transferred upon the student meeting all school obligations.

## **STUDENT HEALTH AND MEDICAL INFORMATION**

### **Immunizations**

Students attending school are required to have proof of immunizations against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hepatitis, chicken pox, tuberculosis testing if enrolling from a foreign country and any other immunization required by Ohio law and board policy. Those students not providing proof of required immunizations within fourteen (14) calendar days of school attendance will be subject to exclusion. Any questions about exemptions or immunizations should be directed to the school health staff.

### **Wellness Policy**

As required by law, the Canal Winchester Board of Education has established a Wellness Policy for the Canal Winchester Local School District. The board of education recognizes that good nutrition and regular physical activity affect the health and well-being of the district's students and staff. Therefore, each building has developed goals to establish good health and nutrition habits through nutrition education, physical activity and other school-based activities. Further information may be obtained from your building principal.

### **Injuries and Illness**

**Injuries**—Injuries must be reported to a teacher or the office staff. If minor, the student will be treated and may return to class. If medical attention beyond the school health staff is required, the school emergency procedures will be followed.

**Illness**—A student who becomes ill during the school day must request permission from the teacher to go to the clinic. The school health staff will determine whether or not the student should remain in school or go home.

### **Emergency Medical Authorization Forms**

State law requires that all students must have an Emergency Medical Authorization Form completed, signed by a parent/guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Emergency Medical Authorization Forms, provided upon school admission, are to be returned by the third day of school. Notify the school if any telephone numbers, address or contacts have been added or changed during the school year. No student will be released from school without parental permission unless a serious or life-threatening condition warrants transportation to an emergency room. A reasonable attempt to contact the parent/guardian prior to transport will be made.

### **Conditions Requiring Exclusion from School**

The Ohio Department of Health has provided strict guidelines for preventing the spread of highly contagious infections in the school environment. These guidelines are meant to protect your child and others from unnecessary exposure to infectious or communicable organisms. If these conditions are found or suspected by the school health staff or office staff, a parent/guardian will be contacted to take the student home. A student should not be in school if any of the following conditions are present:

- Any contagious bacterial or fungal infection until treated with antibiotics for at least 24 hours including, but not limited to; strep throat, conjunctivitis, ringworm, skin infections and scarlet fever.
- Fever of 100 degrees F. or higher within 24 hours
- Vomiting or diarrhea within 24 hours
- Undiagnosed redness and secretions from the eye/s
- Head lice until school health staff examines for satisfactory treatment/removal of lice and nits
- Scabies, until initial treatment of an appropriate scabicide
- Impetigo, until there is no discharge and has been treated for 24 hours
- Chicken pox, until the 6th day after onset and until all sores (lesions) are dry, (students with shingles do not need to be excluded as long as sores are covered with clothing or bandages until sores have crusted)
- Undiagnosed rash—as per the guidelines submitted by the Ohio Department of Health, Division of Infectious Diseases, “all children sent to school with suspicious rashes must be excluded from school until the rash has been diagnosed by a physician”

### **Control of Casual Contact**

#### **Communicable Diseases**

Because schools have a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease. Specific diseases include, but not limited to; diphtheria, scarlet fever, strep infections, pertussis (whooping cough), mumps, measles, rubella, head lice and other conditions indicated by the local and state health departments. Any removal will be for the contagious period as specified in the school's administrative guidelines and per the department of health requirements.

### **Control of Non-Casual Contact**

#### **Communicable Diseases**

In the case of non-casual contact communicable diseases, the school has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person infected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, Human-Immunodeficiency (HIV), Hepatitis B (HBV) and other diseases that may be specified by the State Board of Health. As requested by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students and/or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **Use of Medications**

The Canal Winchester Board of Education shall not be responsible for the diagnosis and treatment of student illnesses. 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, the student would not be able to attend school if the medication or treatment were not made available during school hours or if the child is disabled and requires medication to benefit from his/her educational program. **For the safety of our students, the transportation of all medications to and from school is the responsibility of the parent/guardian.** For the purposes of this policy, “prescribed medication” shall include all medicines prescribed by a physician or licensed prescriber. Non-prescription medications shall include all age and/or weight appropriate 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 that require special training, such as catheterization.

## **Prescription Medications**

Before any prescription medication or treatment may be administered to any student during school hours, the Canal Winchester Board of Education requires the student's physician/licensed prescriber and parent/guardian to complete a Medication or Treatment Authorization Form. **The authorization form is required to be renewed each school year.** This document shall be kept on file in the school health clinic. Prescription medication must be in the original container, labeled with the date, student's name, prescriber's name and exact dosage. Staff designated by the superintendent may administer prescription medication or treatment as authorized in writing on the authorization form by a physician/licensed prescriber and parent/guardian. **All prescription medications must be stored and locked in the school health clinic.**

## **Non-Prescriptions/Over-the-Counter Medications**

Students in **grades Preschool-5** may have over-the-counter medication if the required Non-Prescription Medication Authorization Form is completed, signed by the parent/guardian and on file in the school health clinic. All medications must be provided by the parent/guardian and will be stored in the school health clinic and *administered by authorized school personnel or the child's parent only.* Students in **grades 6-12** may **self administer** over-the-counter medications only when the Non-Prescription Medication Authorization Form is completed, signed by the parent/guardian and on file in the school health clinic.

**All medications are to be provided by the parent/guardian. Canal Winchester Local School District does not supply medications.** Non-prescription medications must be in the original container with the student's name, current expiration date, dosing guidelines to validate appropriate dose for age and/or weight. Examples of non-prescription medications that may be stored and administered at school are: Tylenol, Motrin, Advil, Benadryl, Tums, Maalox, cough drops, cold and cough medicines, and lactase products.

**Any medication or medical equipment remaining at the end of the school year will be discarded one week after the last day of school.**

## **Health Screening Programs**

The Canal Winchester Local School District is continually concerned about the welfare and progress of children in the school. In an effort to consider your child's educational needs, the school conducts a variety of health screenings under the supervision of the school health staff and the speech/language pathologist to provide important information about each student. You will be notified if any of the screenings indicate problems or if there is a need for further medical advice. If you do not wish your child to participate in any of these screening programs, please contact the school immediately.

The evaluations that may pertain to your child (age and/or need appropriate) are listed below:

- Speech/language screening
- Hearing screening
- Vision screening

In addition to these screenings, the nurse, school health staff and speech/language pathologist cooperate with students, teachers, parents, administrators, guidance counselors, community agencies, physicians and other pertinent professionals as deemed necessary.

## **INDIVIDUALS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

Special Education services are obtained through specific evaluation and placement procedures. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Special Education Director at 833-2150.

Parents who believe their child has a disability that substantially limits major life activities, should contact the Superintendent at 833-2150.

## **STUDENT RECORDS**

Each year, the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "**directory information.**" The Board designates student "directory information" as: a student's name; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes.

Each student's record will be kept in a confidential file located at 300 Washington Street. **Information in a student's record will be available for review only by the parent or legal guardian, adult students (18 years of age or older), and those designated by federal law or district regulations.**

A parent, guardian, or adult student has the right to request a change or addition to a student's record and to obtain either a hearing with district officials or file a complaint with the U.S. Office of Education if not satisfied with record accuracy or the district's compliance with Federal Education Rights and Privacy Act.

## **RIGHTS OF ADULT STUDENTS**

- Parents or guardians of adult students may not be advised of school grades or other school records if the adult student and his/her parent signed the **Status of Eighteen-Year-Old Students Form.**
- **Withdrawing from school without parent permission.**

## **SEARCH AND SEIZURE**

School authorities are charged with the responsibility of safeguarding the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, purses, knapsacks, gym bags, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice.

**Student lockers are the property of the Canal Winchester Local Schools, and random searches of lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted.**

## **STUDENT FINES**

Failure to pay fines or charges will result in the withholding of grades and participation in commencement exercises.

## **STUDENT FEE WAIVER:**

Parents of students who qualify for free lunches, may complete an application to have the cost of fees waived.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are targets for theft. The school is not responsible for such items' safekeeping and the school is not liable for any loss or damage to personal valuables.

## Photography / Publication Disclaimer:

During the course of the school year, pictures, videotapes, etc., containing your child's image may be used in newspaper articles, television stories, newsletters, brochures, school web pages, yearbooks, promotional products and other similar publications. If you DO NOT want your child's image published in the manner described above, please notify the school office in writing as soon as possible and then verify with us that we have received your request. You must submit such a written notice to the office at the beginning or EACH school year.

## FIRE AND TORNADO DRILLS

The School complies with all fire safety laws and conducts fire drills in accordance with State law. Students are provided specific instructions on how to proceed by their teachers who are responsible for safe, prompt, and orderly evacuation of the building. Tornado drills are conducted during tornado season using procedures prescribed by the State. The tornado alarm system differs from the fire alarm system as it consists of continuous alert tones.

## EMERGENCY CLOSINGS AND DELAYS

If school must be closed or the opening delayed because of inclement weather or other conditions, district officials will notify the following radio and television stations: WLOH/WHOK, WBNS/1460, WTVN/610, WCOL/1230.

### WCMH CHANNEL 4, WSYX CHANNEL 6, WBNS CHANNEL 10.

Parents and students are responsible for knowing about emergency closings and delays.

#### Early Dismissal (PM)

In the event that school must dismiss early, high school students will be dismissed as soon as the decision has been made.

**Early dismissal for inclement weather will call for the automatic cancellation of all post-school activities.** Only varsity and reserve level contests may be played depending on a radical weather reversal judged safe by the high school principal at a later time following early dismissal.

#### Delays (AM)

Delays in the morning will follow one of the following schedules:

##### Schedule A - one hour delay

##### Schedule B - two hour delay

All grades will end at the regular time in the afternoon.

##### Schedule C - Cancellation of School Day

When school is canceled, all school activities and meetings will also be canceled with one possible exception: practices for varsity level sports may be held only if optional and voluntary.

## VISITORS

**To avoid interruption of the educational process, students may not bring visitors to school during the regular school day.**

Visitors, particularly parents, are welcome at the School. State law requires that any person visiting the school must report directly to the office and secure a visitors pass. Parents who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher.

Parents are encouraged to meet with the teacher during non-instructional hours to discuss the observation and to obtain answers to their questions. Teachers have a regularly assigned period of time for this type of conferencing. If a parent has a concern about what may be transpiring in his/her child's classroom, s/he should follow Board policy 9130 which states that the parent is to address the matter first with the teacher, and then, if not rectified, to the principal.

**No staff member is to transact business with a visitor who:**

- Does not have a visitor's pass
- Has not duly registered at the school office and received authorization to be present for the purpose of conducting business.

## DISABLED VISITOR

If a disabled person visits the school and requests accommodation s/he may submit in advance of the visit, **Request for Accommodation Form (9160A F1)**.

## USE OF SCHOOL MEDIA CENTER

The Media Center is staffed by a certified library media specialist and offers a variety of resources and equipment to meet the educational and informational needs of students and staff.

The Mission of the Library Media Center is to ensure that our students and staff are effective users of ideas and information. To achieve this mission, the library media specialist:

1. Provides physical and intellectual access to all types of information.
2. Promotes ethical behavior concerning the use of information.
3. Demonstrates that reading serves many purposes.
4. Provides students with the necessary skills for research.

In exchange for the use of the Media Center resources, I understand and agree to the following:

- A. The use of the Media Center is a privilege that may be revoked by the District at any time and for any reason. Any misuse of the Media Center resources or behavior not in accordance with Media Center guidelines will result in suspension of the privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
  - 1) Vandalism or theft of any Media Center property
  - 2) Disrupting the operation of the Media Center
  - 3) Interfering with others' use of the Media Center
  - 4) Illegal use of copyrighted material or resources
  - 5) Utilizing the Media Center resources to do other students' work

B. The use of the Media Center resources is for the purpose of (in order of priority):

- 1) Support of the Academic Program
- 2) Research
- 3) General Information
- 4) Recreational

In consideration for the privileges of using the Media Center resources, and in consideration for having access to the information contained in the Media Center, I hereby release the District from any and all claims of nature arising from my use, or inability to use the resources mentioned in this agreement. As a student, I also agree to abide by any rules or regulations that may be further added from time-to-time by the District.

As the student's parent or legal guardian, I support this agreement and will indemnify the District for any fees, expenses, or damages incurred as a result of my child's use or misuse of the resources or equipment. I also give my son/daughter permission to access the resources located in the Media Center and agree to notify the District of any changes in this agreement.

### **USE OF THE SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom and Principal permission to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

### **NETWORK AND INTERNET GUIDELINES**

Internet access is available to High School students. If parents wish for their son or daughter to NOT have internet access, they must sign a Denial of Permission for Internet Access Form at the beginning of each school year. This form can be downloaded from the district web site or picked up in the main office. Students are required to obtain a network user account and password from the technology instructor in order to gain access to the network. Rules and guidelines for the proper use of the network are set forth in the district's Acceptable Use Policy. Violation of this policy will result in disciplinary action as deemed appropriate in the student code of conduct.

### **HALLWAY PROCEDURE**

Any student who is outside the classroom after the tardy bell has rung must have his/her agenda book signed or a note from a staff member. It is the student's responsibility to obtain a pass prior to leaving the classroom. Students may not leave the room without a pass.

### **LOST AND FOUND**

The lost and found area is located in the high school office. If you have lost an article, please come to the office and describe that item for identification. Please bring items found to the office so that others may have an opportunity to reclaim them.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the Student Activities Coordinator. Violation of this rule may lead to disciplinary action.

### **USE OF TELEPHONES**

Phones are available for student use in the office. Students are to have permission prior to using the phone. Cell phones are not permitted for use.

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

### **DRIVING POLICY**

Driving onto school property is a privilege that can be revoked at any time. Students and their parents assume full responsibility for transportation to and from school. Students must register their vehicles in the high school office and must purchase a parking pass. Price for the parking pass will be determined each year. Students will drive in a responsible manner in the parking lot and will enter and exit the lot as directed. **The speed limit is 10 MPH. Violators will be subject to discipline by the administration.** Discipline will be based on the severity of the offense and may include suspension from school and/or revocation of parking privileges on school grounds. Students shall complete the **Student Vehicle Form 5515 F1** and provide:

- Driver's license;
- Insurance certificate;
- Registration.

### **ASSEMBLIES**

Assemblies will be presented periodically for the purpose of recognizing special achievements, presenting speakers, and encouraging school spirit. Students are required to attend assemblies or report to study hall.

At all times, student conduct should be appropriate. An indication of the cultural level of the school is the conduct of its student body at an assembly. Unacceptable conduct includes, but is not limited to: whistling, lying on the floor, uncalled-for clapping, inappropriate language, boisterousness, and talking during a program. Students who misbehave will be disciplined.

### **FOOD/DRINK IN BUILDING**

All food and drink will be at the discretion of the administration.

## **SECTION II: ACADEMICS**

### **GRADES**

Canal Winchester High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired learning. **In general, students are assigned grades based upon test results, homework, projects and classroom participation.** Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course.

If a student is not sure how grades will be determined, s/he should ask the teacher.

The grading scale is as follows:

Percent	Letter Grade	GPA Scale
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
0-59	F	0.0

Students who earn a C or higher in an Advanced Placement course (one taken at Canal Winchester High School that has been approved through the Collegeboard Course Audit review process), will have .025 points added (per class) onto their cumulative GPA at the conclusion of the school year. This policy will take effect beginning with the 2011– 2012 school year for all AP coursework offered.

For the graduation classes 2011, 2012, and 2013 all students with 4.0 or above GPAs will be identified as co-valedictorians. Beginning with this year's freshmen class (Class of 2014), straight numeric rank will be used for end of the year honors.

Percentages are averaged to obtain a final percentage grade. **It is imperative for students to understand that an incomplete assignment or an assignment not turned in will result in a "0%". This 0% will bring a high average down drastically.** For example: 96%, 93%, 90%, 87% and a 0% (two As, two Bs, and a 0) will average out to a 73% (C) because of the 0%.

Each individual teacher will determine if they allow extra credit, class participation credit, or any other form of credit to help bolster a percentage grade.

## **GRADING PERIODS**

Students shall receive a report card at the end of each 9-week period indicating grades for each academic class.

When a student appears to be at risk of failure, notification in a progress report will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

## **ACADEMIC ADVANCEMENT**

Students in grades 9 through 12 are promoted by subject, and the number of credits received determines class rank.

### **CLASS RANK**

Note: Class rank **will not** be changed until the end of each school year.

Freshman	less than 5 credits
Sophomore	5 to 9 credits
Junior	10 to 14 credits
Senior	16 to 21 credits
To graduate	21 or more credits

## **PROMOTION, PLACEMENT, AND RETENTION**

Completing required coursework, earning necessary credits, and passing the Ohio Graduation Test determines a student's progress toward graduation and receiving a diploma. A student is promoted only when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan.

It is the **student's responsibility** to keep in contact with his/her guidance counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

## **CANAL WINCHESTER HIGH SCHOOL ACADEMIC AWARDS CRITERIA**

### **HONOR ROLL**

Academic Letter – 1<sup>st</sup> year – 3.2 cumulative for the year

Bronze Star – 2<sup>nd</sup> year – 3.2 cumulative for the year

Silver Star – 3<sup>rd</sup> year – 3.2 cumulative for the year

Gold Star – 4<sup>th</sup> year – 3.2 cumulative for the year

#### **4.0 Honor Roll** (In addition to the above)

1<sup>st</sup> Year – 4.0 Average Pin and 1<sup>st</sup> Year Guard Attachment – 4.0 cumulative for the year

2<sup>nd</sup> Year – 2 Year Guard Attachment – 4.0 cumulative for the year

3<sup>rd</sup> Year – 3 Year Guard Attachment – 4.0 cumulative for the year

4<sup>th</sup> Year – 4 Year Guard Attachment – 4.0 cumulative for the year

### **P.E.P. INCENTIVES AND AWARDS**

- All "A"s
- Honor Roll with an **overall GPA of 3.2**
- An overall **GPA of 3.0**.
- Accumulative perfect attendance for the school year.

### **GRADUATION REQUIREMENT REGULAR DIPLOMA**

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student must pass all proficiency tests, meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education must earn the required credits indicated by the I.E.P.

#### **Alternative Way to Meet the Ohio Graduation Test Requirements**

Students may graduate and receive a diploma without passing all five tests of the OGT if they meet the following requirements:

- Pass four of the five tests and have missed passing the fifth test by no more than 10 scale score points;
- Have had a 97 percent attendance rate each of the last four years and must not have had an expulsion in the last four years;
- Have a grade point average of 2.5 out of 4.0 in the subject area missed and have completed the curriculum requirement in the subject area missed;
- Have participated in any intervention programs offered by the school and must have had a 97 percent attendance rate in any program offered outside the normal school day or year, including those offered by someone other than the school;
- Obtain letters of recommendation from each teacher in the subject area not yet passed and the high school principal.

Students in special education shall receive a diploma if certified they have properly completed the requirements of their IEP, and unless exempted, they take the tests required by the State Board of Education for graduation, with or without accommodations. Students should not be exempted from taking the prescribed tests unless no accommodation can be made to enable the student to take the test. They shall participate in all graduation activities.

### **SPECIFIC GRADUATION COURSE REQUIREMENTS**

<i>Course</i>	<i>Credit Requirement</i>
English .....	4
Health.....	1/2
Phys. Ed.....	1/2
Mathematics.....	3 (Beginning with the 2013- 2014 class 4 units will be required)
Science (1 Life/1 Physical) .....	3
Social Studies .....	3
Fine Art, Business	
Tech, or Foreign Language .....	1
Electives.....	6 (Beginning with the 2013 – 2014 class only 5 elective credits will be required)
Total .....	21

### **EARLY GRADUATION**

Early graduates will be assigned to a senior homeroom. Students desiring to graduate early must submit an Early Graduation Request form to the high school principal **no later than** the last day of school in November of the school year of requested graduation.

To request early graduation, the student must have passed all portions of the Ohio Graduation Test (OGT).

Early graduates with fifteen (15) credits will be considered as full members of the senior class. Early graduates with less than fifteen (15) credits will be considered as full members of the junior class, thus being eligible for all offices and honors of the junior class.

**Early graduates are not eligible for valedictorian or salutatorian status.**

## HONORS DIPLOMA

The Canal Winchester High School shall award the Diploma with Honors to any student who fulfills the following requirements:

- All Local Board requirements identified above.
- Demonstrated basic competency on the Ohio Graduation Test.
- Meet at least **eight (8)** of the following **nine (9)** criteria:
  - a. Four (4) units of **English**
  - b. Three (3) units of **Mathematics** which shall include at least the competencies obtained in **Algebra I, Algebra II, and Geometry**
  - c. Three (3) units of **Science** that include instructional emphasis on the physical, life, and earth and space sciences
  - d. Three (3) units of **Social Studies**
  - e. Three (3) units of one (1) **Foreign Language** or two (2) units each of two (2) Foreign Languages
  - f. One (1) unit of **Fine Arts**
  - g. Either one unit of **Business/Technology** and two additional units in (a) through (f) above or earn three additional units, in (a) through (f) above.
  - h. An overall high-school grade point average of at least **3.5** on a four (4) point scale up to the last grading period of the senior year.
  - i. Composite score of twenty-seven (27) on the American College Testing Program's (ACT) Tests or an equivalent composite score on the SAT.

## FLEX CREDIT

The concept of flexible credits for high school students will be implemented as guidelines are developed. The Canal Winchester Board of Education is in the process of adopting policy at the time this publication was printed. Further questions regarding the concept of flexible credits should be directed to individual guidance counselors.

## VALEDICTORIAN AND SALUTATORIAN

Valedictorian and Salutatorian will be determined by the final average at the end of the fourth grading period during the senior year. The student with the highest average for four years will be the Valedictorian and the student with the second highest average will be the Salutatorian. Percentage grades will be used to determine the Valedictorian and Salutatorian.

## COMMENCEMENT

It is a privilege, not a right, to participate in commencement exercises. Seniors must meet all local and state requirements, which includes state mandated proficiency tests in order to participate in the commencement exercise. Additionally, seniors must have paid all fees, fines, and charges, and served all disciplinary assignments before s/he can participate in the commencement exercise.

## POST-SECONDARY ENROLLMENT

Any student in 9th through 12th grade may enroll in a post-secondary program providing s/he meets the requirements established by law and by the District. Any interested student should contact the guidance department to obtain the necessary information, prior to March 30th. A student who is expelled will be denied high school credit for college courses taken while serving his/her expulsion.

## STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy.

Students are required to pass Ohio Graduation Test in the following areas: Reading, writing, math, science and citizenship.

Unless exempted, each student will be expected to pass the appropriate Ohio Graduation Test. Students need only retake those portions of the test they do not pass. Make-up dates are scheduled, but unnecessary absences are discouraged.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests are used to assess student progress and assign grades. These are selected or prepared by teachers to assess the achievement of specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The Guidance staff often administers these surveys.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing such services. College entrance testing information can be obtained from the Guidance office.

Depending on the type of testing, specific information and/or parent consent may be required. Canal Winchester High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## HOMEWORK

The assignment of homework should be expected. Student grades will reflect the completion of all work, including outside assignments. A student may receive an incomplete from his/her teacher for work not completed. In this situation, a student **may not receive credit** for the academic class in which s/he receives an incomplete. Homework is also part of the student's preparation for graduation.

Each teacher may count homework for a different percentage of a student's grade. Further, each teacher may have a percentage of homework that must be completed in order to pass each nine weeks grading period or a percentage that must be completed to get credit for the class.

Generally, homework will not be used for disciplinary reasons.

## SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based on student needs and available class space. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students must follow their schedules. Any variation must be approved with a pass or schedule change obtained from the guidance office. Course offerings are subject to change.

## **GUIDELINES FOR SCHEDULE CHANGES**

Any changes in a student's schedule must be handled through the guidance department. During the spring, a series of scheduling activities take place to assist each student in selecting appropriate courses for the next year. Considerable time is spent developing course planning information, advisement information, and in individual counseling by teachers and counselors. The final step of the scheduling process verifies the student's selections and offers an opportunity to correct or change selections.

Reasons that justify changes in student schedules include the following: semester imbalances, replacement of summer school course(s) successfully completed, schedule changes for extra-educational options approved by the administration, and adjustments for handicapped students.

## **FIELD TRIPS**

Field trips are academic activities held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

## **NATIONAL HONOR SOCIETY**

National Honor Society membership is an honor awarded to students in a highly competitive process that evaluates the four criteria of scholarship, character, leadership, and service. The process is as follows:

1. Any eighth grade student who took Algebra one and received a grade of C or higher will have this grade figured in with their overall GPA when being considered for NHS.
2. All eligible juniors and seniors must attend one of the informational meetings and obtain a Student Activity Information Form.
3. Students interested in consideration for the selection process must complete and return the Student Activity Information Form to the NHS Advisor by the given due date.
4. Faculty members use the Student Activity Information Form and personal experience to evaluate students they have had in class, athletics, or clubs/organizations. Candidates are rated on leadership, service, and character, with scores of 0-5. This is in accordance to established National Honor Society guidelines.
5. All scores are tallied and averaged. The candidate's 3.5 G.P.A. qualifies him/her for the scholarship criteria. Next, the other three criteria means are averaged to compute one number. These scores are then ranked from highest to lowest in numerical order.
6. A list of the scores in numerical order, with names erased is presented to a five-member Faculty Council. This group determines the cut-off for selection by finding the natural concentration of scores to indicate excellence. There is NO quota system and each candidate remains anonymous during this portion of the selection process.
7. The decision of the Faculty Council is final. Council members and all information are kept confidential, both during and after the process.
8. Students will be tapped during school hours. Induction shall occur approximately one week after tapping.

## **SECTION III: STUDENT ACTIVITIES**

Canal Winchester High School provides students the opportunity to broaden their learning through curricular related activities. A curricular related activity may be fore credit, required for a course, and/or contain subject matter.

The school has many student groups that are authorized by the Canal Winchester Local School District. It is the district's policy that authorized groups are those groups approved by the Board of Education and sponsored by a staff member. Examples of authorized groups include: Future Farmers of America, Choir and Band, and Family Consumer Science Association.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. Examples of extra-curricular activities include: Cheerleading, Football, Golf, Soccer, Volleyball, Cross Country, Basketball, Baseball/Softball, Track, Marching Band, Academic Team, and Jazz Vocals.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. In accordance with Board Policy 5610.05 participation in such activities is a privilege and not a right, and authorized school personnel without further notice, hearing and/or appeal rights may prohibit students from all or part of their participation.

Non-school sponsored clubs are organized for religious, political or philosophical reasons. These groups meet during non-instructional hours. The application for permission to meet at the school can be obtained from the principal. This application must verify the following: the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot. Examples of such groups include: Leo Club and Fellowship of Christian Students.

## **EXTRA-CURRICULAR FEES**

Pay to participate fees for the 2011 – 2012 school year are \$ 300.00. There is not a family maximum cap. Also, CWHS does not use a payment plan for the pay to participate activities.

School fees must be paid before the pay to participate fee. You must have your school fees paid or set up a payment plan with the school secretary by September 10, 2010. The payment plan for the school fees must stay current throughout the school year. Opportunities to play in a contest will be revoked until school fee obligations are met. The participation fee for athletics and activities must be paid before an athlete can compete. The fee is non-refundable except in cases where the student athlete becomes physically unfit to perform as determined by a physician. Refunds will be prorated.

Additionally, paying the activity fee does not guarantee: playing time, result in control over any conditions of the team or activity, does not alter policies of the Canal Winchester High School, Canal Winchester Board of Education, or the Ohio High School Athletic Association, and does not alter the district's extra-curricular code of conduct or the individual team/activity rules. Questions regarding the policy should be directed to the Coordinator of Student Activities (833-2155).

## **ELIGIBILITY STANDARDS FOR PARTICIPATION**

Eligibility for each grading period is determined by grades received the preceding grading period.

In order to be eligible, a student in grades 9- 12 , must be currently enrolled and must been enrolled in school the grading period (nine weeks) immediately preceding and must have received a grade point average of **1.65 or higher** in that preceding grading period. A student may receive an "F" and still participate as long as his/her

GPA is a 1.75 or above. Additionally, Ohio High School Athletic Association requires the following. In order to be eligible, a student in grades 9-12 must be currently enrolled, must have been enrolled in school the grading period immediately preceding (nine-weeks), and **must be receiving passing grades during that grading period in subjects that earn a minimum of 5.0 credits per year toward graduation.** (OHSAA)

**STUDENTS MUST BE PASSING FIVE (5) CLASSES/GRADING PERIOD AND PER SEMESTER WITH A CREDIT VALUE OF .5 OR HIGHER.**

### **MIDTERM GRADE CHECKS**

Eligibility is checked at midterm each grading period. Students must be enrolled in and passing at least five (5) classes with a credit value of .50 or above.

**Penalty:** If a student is found ineligible at the midterm check, s/he will be ineligible for the following week and will be checked weekly thereafter until eligibility is regained.

### **DANCE GUIDELINES**

- The Coordinator of Student Activities must approve all dances.
- Advisors and chaperones are responsible for the building. Sponsors of dances must clean all areas and remove materials
- All dances will end at 11:00 PM.
- No school dances will be scheduled for an evening preceding a school day.
- Dances are sponsored for Canal Winchester students and their dates. Only students in grades 9-12 may attend high school dances.
- If a CW student has a guest who does not attend CW, s/he must sign them up in the high school office one week prior to the dance. We strongly recommend prior approval for out of school and guests over the age of 19.
- Any abusive or vulgar chants will cause the dance to be terminated.
- Chaperones have the authority to dismiss students from the dance at any time.
- All school rules apply at dances and proper dress attire is required.
- Once a student leaves the dance, he/she may not return unless authorized by a chaperone.

## **SECTION IV: ATTENDANCE**

### **ATTENDANCE PHILOSOPHY**

Canal Winchester High School is committed to providing a formal quality education to its students. To achieve this goal students must attend school in a consistent manner. Students must attend school regularly if they are to derive benefits from such educationally sound activities such as:

- Class discussion and group activities
- Dialogue between students and teachers
- Lectures
- Lab Experiences
- Quizzes and tests
- Films and guest speakers
- Special instruction and individual help

Continuity in the learning process is seriously disrupted by excessive absences.

Make-up work cannot substitute adequately for classroom interaction.

### **CANAL WINCHESTER HIGH SCHOOL ATTENDANCE POLICY**

This policy is based on state attendance standards, clear and enforceable guidelines, and positive motivation for good attendance.

Ohio Revised Code 3321.04, Compulsory Attendance Law states: **Every parent of any child of compulsory age who is not employed under the Age and School Certificate must send such child to a school or a special education program that conforms to the minimum standards prescribed by the State Board of Education. The child must attend the full time the school or program is in session.**

The primary responsibility for school attendance rests with the student and then with the parents/guardians. The parent/guardian is responsible for permitting only excusable absences as identified by the State Department of Education and the Canal Winchester School District.

### **HOUSE BILL 204**

Under this bill, a student who is absent without excuse for **10 consecutive days** or for at least **15 total days** during a term or semester, or withdrawn from school, suspended, or expelled for use or possession of alcohol and/or a drug for abuse, can have his/her **driving privileges denied**, suspended and/or Revoked under section 4507.061 of the Ohio Revised Code.

### **ABSENCES FROM SCHOOL**

It is the responsibility of both student and parent/guardian to see that the student has regular daily attendance for the entire school year. **Punctuality** is also very important. A student's absences from school are excused by parent notification for a maximum of nine (9) days per school year. All other absences from school may require additional verification or notification in order to be considered excused (i.e., doctor's note, court documentation etc.). Absences from school are classified as excused or unexcused as per Ohio Revised Code Section 3321.04. "Habitual truant" or "Chronic truant". "Habitual truant" shall be defined as: any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year. Ohio Revised Code 2151.011. "Chronic truant" shall be defined as: any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend from seven or more consecutive school days, ten or more school days in one school month. Or fifteen or more school days on a school year. Ohio Revised Code 2152.02

**Excused Absences as accepted by the State of Ohio:**

- Personal illness, doctor/dentist appointment (This requires a doctor's note)
- Illness in family, student is requested to stay home
- Quarantine of home
- Death in the family

- Observation of Religious Holiday

**Canal Winchester High School also recognizes the following:**

- College visitation (See guidelines)
- Prearranged family vacations (See guidelines)
- Special administrative permission (not to exceed more than two times/year)
- Special circumstances due to the absence of parents or guardians
- Court appointment
- Pre-arranged and approved "Take a Child to Work" (treated as Family Vacation)
- Hunting may be excused if it is a prearranged family vacation.

**EXCUSED ACTIVITIES**

The following set of guidelines define the absences listed below:

**Fairfield County Fair** [Off Site Curricular Activity]

Student's name must be included on the list sent from the Fair Commission, 4H Advisor, or Vocational Agriculture teacher, or attending with parent/guardian. Excused Absence.

**Athletic OHSAA or State Sponsored Tournaments.** [Field Trip] if attending with coach. Excused Absence if attending independently with an approved note.

**Career Development Events** [Off Site Curricular Activity]

**UNEXCUSED ABSENCE EXAMPLES**

The following excuses are example of, but not an exhaustive list of reasons for unexcused absences.

- Truancy
- Tardy
- Visiting
- Shopping
- Oversleeping
- Personal Issues
- Missing the school bus or ride to school
- Hair appointment, tanning appointment, senior pictures
- Working/working at home (discretion of the principal)
- Baby-sitting
- Job interviews
- Absent from school, but able to work or be away from the home in the evening
- Appointments other than doctor, dentist, college visitation, or family vacation
- Car trouble

**Students who are absent from school may not participate in after school activities unless approval is granted by an administrator.**

**REPORTING AN ABSENCE**

When a student is ill the parent or guardian must call the school at 920-2701 by 8:00 AM (accessible 24 hours/day) to report the absence. Dial 8 for Attendance then 1 for the high school attendance. If our voice mail is full, please call us at 833-2157.

If a parent does not report a student's absence, the attendance officer must attempt to call during the morning of the absence to verify your child's whereabouts. As a service to parents, Canal Winchester Schools will call a phone number you choose, via an automated system whenever your child is absent without notice. It is possible for a proper response to this system, to count as proper notification of your child's absence.

**CONSEQUENCES FOR UNEXCUSED ABSENCES**

**TRUANCY:**

Truant from school is defined as: **When a student is missing from school and the parents/guardians are not aware of his/her absence; or when a student is missing from school and the parents/guardians are aware of the student's absence but the absence is unexcused; or when a student is absent and there is no contact from any parent/guardian to the school about the absence.**

"Habitual truant" or "Chronic truant". "Habitual truant" shall be defined as: any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year. Ohio Revised Code 2151.011. "Chronic truant" shall be defined as: any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend from seven or more consecutive school days, ten or more school days in one school month. Or fifteen or more school days on a school year. Ohio Revised Code 2152.02

In the event the school and parent/guardian do not make contact, the parent/guardian should send a written explanation on the student's first day back to school. Students will be notified upon their return if the absence is excused. Students have one day (24 hrs.) to bring a note regarding the absence. **Unexcused absences result in a zero for the time the student was absent.**

**ATTENDANCE PROCEDURE**

Student absences will be determined by the following guideline:

Students who arrive at school any time during first period will be considered tardy. An early dismissal will be constituted as any student who leaves during the last period of the day. Any student arriving during second period through the end of sixth period will be considered half a day absent.

**A full day unexcused absence will result in denied participation in any extracurricular activity for that day.**

## NEEDS MEDICAL EXCUSE

Because school attendance and academic success are so closely linked, CWHS has a procedure to address students who accumulate **ten days or more of absence from school**. When a student reaches **10** days of absence, he/she may be required to bring in a doctor's note or court documentation verifying the student's absence. In the event that the school is not provided with such a note, he/she will be considered unexcused.

Parents/guardians are still required to notify the school office by 8:00 a.m. when the student is absent.

## MAKE UP WORK

Each student who is excusably absent from school is responsible for arranging make up work with his/her teacher. The student will be granted **one day per each day of absence** to make up work. Work must be handed in on time or the student may be given an "I" for incomplete assignment. **Students may not receive credit for a class with an "I" grade.**

***If projects or long term assignments are due during the period of a prearranged absence, the student will be required to turn in the assignment prior to the absence. If a student's absence is not prearranged, he/she must submit a doctor/hospital note upon return for the assignment to be accepted by the teacher.***

If a student is going to be absent for an extended time due to an illness, **more than two days**, the parent or guardian may call the high school office to make arrangements to pick up home work for the student or email the student's teachers for assignments.

## VACATION PROCEDURES

These absences will count towards total absences from school for a semester or for the year. A student going with parents on vacation during school time must **COMPLETE A VACATION FORM (OBTAINED IN THE OFFICE) AND RETURN IT TO THE OFFICE AT LEAST ONE (1) WEEK PRIOR TO VACATION**. Please refer to make-up work procedure for homework guidelines.

- Projects, special assignments due during vacation, must be turned in prior to leaving for vacation.
- Vacations will not be approved the last five days of the student's school year

## COLLEGE VISITATION PROCEDURES

To participate in a college visitation, a student must submit a parental permission slip approved by the guidance counselor **two days in advance of the visit**. Students are responsible for all missed work and **must be passing all classes at the time of the visit**. Juniors are permitted **one (1) visit** during the school year and seniors are permitted **three (3) visits** during the year. Students will be required to submit proof of attendance upon their return to school.

## EARLY DISMISSALS

**No student may sign out without the permission of the high school principal or his/her designee. Failure to do so will result in being considered truant from school. Eighteen-year-old students are included in this rule.**

If a student needs to be dismissed from school before the end of the school day, he/she must have a written request from his/her parent/guardian stating the reason for the early dismissal. All notes for early dismissal must be turned in to the high school office before 8:00 AM.

**The following are the only reasons for an excused early dismissal from school:**

- Doctor/dentist appointment
- Going out of town (vacation)
- Court/court related matter
- Emergency circumstances

When leaving school for an early dismissal, the student must **sign out** on the sheet provided in the high school office.

A note from the student's appointment, doctor/dentist/court must be turned in to the high school office secretary upon returning to school. Failure to bring a note back from the appointment may result in an **unexcused** dismissal.

***Early dismissals will be excused absences, according to the regulations, but excessive dismissals may require a medical excuse for further absences.***

## ABSENCE DUE TO SUSPENSION

A student suspended out of school is not allowed to make-up school work and will receive no credit for days missed.

Suspensions occur only during days when students are in attendance. Calamity or snow days will not count towards days of suspension.

## TARDIES TO SCHOOL

**Any student late to school must report to the high school office and sign in.**

***Continual tardiness to school will result in disciplinary action. This is based on per nine weeks. Additionally, students will not be permitted to make up work for any unexcused tardy.***

1st Tardy - Free (No Discipline)

2nd Tardy - Calamity

3rd and any additional tardies will result in an After School Detention

## TARDIES TO CLASS

A student is **tardy** to class if s/he arrives within the first **five** minutes of the tardy bell for Periods 2-7.

Unexcused tardiness of 5 minutes or more may result in a class cut.

## LATE ARRIVAL

Each student is allowed two late arrivals during each nine weeks.

**A calamity pass must be used the same day of the late arrival.**

## CLASS CUTS

Class cuts are accumulative for the school year. If a student is unexcused from any assigned period, the following discipline progression may occur :

- #1: 1 Day Alternative Educational Placement or an Extended School Assignment (ESA)
- #2: 2 Days Alternative Educational Placement or 2 days ( ESA)
- #3: 3 Day Alternative Educational Placement or 3 days ( ESA)
- #4: 3 Day out of school suspension due to insubordination and repeated offense of the same nature. 40 points will be assigned.

## SECTION V: CODE OF CONDUCT

### DISCIPLINE CODE POINT SYSTEM

Canal Winchester High School uses a point system as the basis for its disciplinary action. It is impossible to list or categorize all the various types of disciplinary violations, thus the administration reserves the right to administer discipline as the facts of the case dictate.

Violations of the Discipline Code at the high school level may result in disciplinary action including, but not limited to, parent conferences, detention, alternative educational placement, extended school assignment, out-of-school suspension, expulsion, loss of privileges, or removal from school.

### HOW THE POINT SYSTEM WORKS

Violation of school rules will result in the assignment of points.

20 - 40 points - 1 Day AEP or 1 Day ESA

50 - 80 points - 3 Days AEP or 3 Days ESA

90 - 120 points - 3 Days OSS

130 - 170 points - 5 Days OSS

180 points or more - 10 Days OSS and a recommendation to the superintendent to initiate an expulsion hearing

AEP = Alternative Educational Placement

ESA = Extended School Assignment

OSS = Out of School Suspension

A recommendation for an expulsion hearing may occur at any time for Major Offense Violations.

Students may earn a reduction of points accumulated by maintaining a consecutive four (4) week period of NO disciplinary offenses including unexcused absences from school, or more than 3 tardies to school starting with the first day of the appointment. If the student realizes a consecutive four-week period without any disciplinary infractions, points will be reduced.

### STUDENT RULES OF CONDUCT: SCOPE OF JURISDICTION AND FIRST WARNING

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 of incidents that have occurred on school district property; and 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 possession of these rules constitutes a first warning. No further warnings will be given.**

### AUTHORIZATION

The administration shall have the power and the responsibility to regulate student behavior and to discipline students whose behavior is judged unacceptable. Disciplinary action may be adjusted at the discretion of the administrator.

## CODE OF CONDUCT

### PART I:

Any violation of the following rules may result in the assignment of **sixty (60) points** and an immediate **ten (10) day** suspension from school. Violators may be referred to civil authorities and may be subject to expulsion.

#### 1. Narcotics, Alcoholic Beverages, Stimulant Drugs, Prescription Drugs, Mind Altering Substances, Non-alcoholic Beer, or any drug paraphernalia

During any hours a student is on school premises, or authorized transportation, or any school sponsored activity held on or off the school premises, students shall not knowingly possess, use, sell, offer to sell, offer to purchase, supply, or transmit; alcohol, non-alcoholic beer, and/or other drugs or drug paraphernalia. Students who possess large sums of money may cause the administration to have reasonable suspicion of drug related activities. The School has a "Drug Free" zone that extends 1000 ft beyond the school boundaries.

**Possession**—includes, without limitation, retention on the student person, in purses, wallets, lockers, desks, automobiles parked on home school property or at any other school while in attendance of a school function.

**Use of**—is defined as showing signs of chemical misuse such as staggering, reddened eyes, odor of chemicals or alcohol, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other behavior not normal for the particular student. Students may be required to submit to a breathalyzer test when deemed appropriate by the administration. Use also includes consuming any amount of alcohol or drugs prior to attending school or a school related activity through admission or detection.

**Drugs/Drug paraphernalia**—includes, without limitations, steroids, poisonous intoxicants, anabolic steroids, or any other body building drugs, look-a-like substances, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, and prescription drugs, (unless prescription was authorized by a licensed physician, and drugs are kept in the original container. The original container must contain the student's name and the directions for the proper use of the medication.), or any drug type paraphernalia. All medicine will be kept in the nurse's office.

**Discipline: Sixty (60) points and an immediate ten (10) day suspension from school. Recommendation to the superintendent for expulsion.**

**2. Distributing, selling, or offering to sell drugs or alcohol**

A student shall not have in his/her possession a quantity that can be construed as being possessed for sale or transmittal by that student. **Any student caught distributing, selling, or offering to sell drugs or alcohol on the school grounds or at a school function away from the school will be recommended for expulsion for the 1st offense.**

**3. Counterfeit Controlled Substances**

A student shall not possess, make, conceal, supply, transmit, sell or offer to sell, give, or deliver a counterfeit controlled substance. "Possession" is defined in Section 1 above. A student shall not directly or indirectly represent or describe a "counterfeit controlled substance" as a "controlled substance."

- a. Any drug that is identified by a trade name or trademark without authorization of the owner of the trade name or trademark.
- b. Any unmarked or unlabeled substance that is represented to be a controlled substance with a specific trade name or trademark.
- c. Any substance that is represented to be a controlled substance, but in fact is not a controlled substance, or is different than the substance being represented.
- d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

**Discipline: Sixty (60) points and an immediate ten (10) day out of school suspension from school and recommendation to the superintendent for expulsion.**

**4. Possession or Use of Weapons or Dangerous Instruments**

A student shall not possess, transmit or conceal a dangerous weapon, dangerous instrument or "look-alike" counterfeit weapon or instrument. Such items include, but are not limited to, explosives, mace, firearms, knives, razor blades, brass knuckles, or any object that can reasonably be considered a dangerous instrument. Look-alike weapons could include, but are not limited to, starter pistols, stun guns, or any other object indistinguishable from a weapon, may be considered a weapon or dangerous instrument. In addition, any student who creates panic by making statements about the possibility of a weapon in school may be disciplined per this rule.

Additionally, Section 2923.122 of the ORC makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by, or controlled by, or to any property actively held under the auspices of a school.

It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

**Discipline: Sixty (60) points and an immediate ten (10) day out of school suspension from school and recommendation to the superintendent for expulsion. In some cases the recommendation would be for an exclusion from school for one calendar year.**

**5. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on.

**Discipline: Sixty (60) points and an immediate ten (10) day out of school suspension from school and recommendation to the superintendent for expulsion.**

**6. Threats of violence or actions of violence**

Students are expected to refrain from making threats of violence and/or actions of violence towards the school district or school employee. This involves students which are responsible for making threats of violence or actions of violence on or off school property directed towards the school district or a school employee. In addition a police report will be filed and criminal charges may be brought against the student(s) involved in the incident.

**7. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

**8. Disruption of the Educational Process**

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, **pulling the fire alarm**, or any other conduct, cause the disruption or obstruction of any lawful mission, process, or function of the school, or urge other students to engage in such conduct.

The following actions are prohibited:

- a. Occupying any school building, school grounds, or part thereof, to deprive others of its use.
- b. Blocking the entrance or exit of any school building or corridor or room therein, to deprive others of lawful access to or from, or use of, the building, corridor or room.
- c. Preventing or attempting to prevent the convening or the continued functioning of any school, class, activity, or of any lawful meeting or assembly on the school grounds.
- d. Any communication (oral, written or electronic) of a bomb threat.
- e. Blocking normal pedestrian or vehicular traffic.
- f. Starting or attempting to start any **FIRES** on school grounds.
- g. Pulling a fire alarm without proper provocation
- h. Placing a false 911 call

**Discipline: Sixty (60) points and an immediate ten (10) day out of school suspension from school and recommendation to the superintendent for expulsion.**

**9. Physical Abuse of a School Employee, School Employee's Family Member, or a Person Working for the School District in an Official Capacity**

A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonably be anticipated to cause physical injury to a school employee, employee's family member, or person working for the school district in an official capacity, (during any part of the calendar year while student in question is attending Canal Winchester High School), will be suspended from school.

**Discipline: sixty (60) points, 10-day suspension and a recommendation for expulsion. The school employee may file charges with the police.**

**10. Sexual Activity**

No student shall take part in any sexual activity while on the school grounds, or in any school vehicle, or at any other school facility.

#### 11. Sexual Harassment/Physical Contact/Coerced Sexual Intercourse

No student shall act in such a manner causing another student to feel threatened by him or her sexually. This includes verbal exchanges, unwanted touching, or coerced sexual intercourse.

**Discipline: Sixty (60) points and an immediate ten (10) day out of school suspension from school and recommendation to the superintendent for expulsion. The violated student may file charges with the police.**

### PART II:

Any violation of the following rules may result in the assignment of **50 points** and a **five-day** out of school suspension. A recommendation for an expulsion may occur at any time for Major Offense Violations.

#### 1. Harassing or Threatening a Staff Member or Staff Member's Family On or Off the School Grounds

No student shall direct to a school employee or employee's family member(s) words or phrases which are considered to be slanderous, degrading in nature, threatening, obscene or profane as defined by the majority of our society. This may also include communication that implies a threat or harassment of another individual.

This rule will apply throughout the **calendar year** for all students as long as they attend Canal Winchester High School. **Also: referral to the police.**

**Discipline: 50 points and a five-day out of school suspension.**

#### 2. Harassing or Threatening a Student

No student shall direct to another student words or phrases that are considered to be slanderous, degrading in nature, obscene or profane as defined by the majority of our society. This may also include communication that implies a threat or harassment of another individual.

**Discipline: 50 points and a five-day out of school suspension.**

#### 3. Damage, Destruction, Theft or Forgery of School or Private Property and Other Students property

No student shall knowingly cause or attempt to cause damage to school property, including that of another student, teacher, administrator, or any other school employee, including the private property of school employees on school grounds.

No student shall steal or attempt to steal (unauthorized use) school property or private property from any teacher, administrator or school employee, or fellow student. This shall include school keys, tests, test keys, or any other items from the teacher's classroom. No student shall have any of the above items in his/her possession without the proper permission from the school employee. Theft shall also include: copyright infringement and unauthorized duplication of material. **Repair cost will be the responsibility of the parent/guardian or custodian of the student in question.**

**Discipline: 50 points and a five-day out of school suspension.**

#### 4. Indecent Exposure and Gross Sexual Misconduct

No student shall expose him/herself indecently while on the school grounds, participating or attending an extra-curricular activity home or away, or while riding in a school vehicle to or from school grounds.

No student shall expose another student indecently by pulling down his/her pants or pulling up a shirt or garment of a female student.

**Discipline: 50 points and a five-day out of school suspension.**

#### 5. Assaulting Another Student

Students who physically attack (assault) another student without provocation may be suspended for five school days.

**Discipline: 50 points and a five-day out of school suspension. 2nd offense: 10-day out of school suspension plus 60 points.**

#### 6. Extortion

No student shall commit an act of extortion, threatened extortion or threaten reprisals in order to secure an object, benefit, or service from another person. Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law.

**Discipline: 50 points and a five-day out of school suspension.**

### PART III:

Any violation of the following rules may result in the assignment of **40 points** and a **three-day** out of school suspension. A recommendation for an expulsion may occur at any time for Major Offense Violations.

#### 1. Acts of Disrespect/Insubordination to a Staff Member or School Employee

No student shall be disrespectful or insubordinate to any teacher, student teacher, substitute teacher, principal, or authorized personnel. School staff is acting "in loco parentis", which means that the school staff are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student.

**Disrespect/Insubordination** shall be defined as being abusive, obscene, profane, or using offensive language, gestures, or signs toward a staff member or unwilling to comply or cooperate with a reasonable request or directive by a teacher, substitute teacher, or staff member.

**Discipline: 40 points and a three-day out of school suspension.**

#### 2. Fighting and Physical Abuse of another student while on the school grounds, school property, or at any school function (home or away)

A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonable be anticipated to cause physical injury to another student may be suspended from school.

In the event of a student physical confrontation, any student who **does not fight back will not be subject to suspension for physical abuse.** Those students who are physically abused should report the incident to the high school principal or any other faculty member immediately.

Students are advised to move away from the area of the disturbance, send someone for an adult, do not get in the way of an administrator or faculty member who is trying to break up the confrontation.

Standing around, standing on tables, standing in aisles so as to hinder school officials, refusal to leave the scene when asked to do so are all considered a violation of the **"no physical abuse"** policy. These conditions constitute the offense **"party to an affray"** and are subject to the same disciplinary action.

Students who are found to have **instigated a fight** but are not actively involved, that is, students who **carry rumors, put others up to fighting, carry information back**

and forth between other individuals who subsequently fight, submit themselves to the same penalties as those who are involved in the fight.

In summary, fighting will not be tolerated on school grounds, on any school transportation vehicle, or at any school-sanctioned event.

**Discipline:** 40 points and a three-day out of school suspension. 2nd offense: 5-day out of school suspension and 50 points; 3rd offense: 10-day out of school suspension and 60 points and a recommendation to the superintendent for expulsion from school.

Students who physically attack or assault another student without provocation may be suspended out of school for 5-10 days.

### 3. Hazing Another Student or Students

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

**(Board Policy 5516; R.C. 2307.44, 2903.31)**

**Discipline:** 40 points and a three-day out of school suspension.

## PART IV:

Any violation of the following rules may result in the assignment of **40 points** and a **Three-day out of school suspension**. A recommendation for an expulsion may occur at any time for Major Offense Violations.

### 1. Verbal/Physical Harassment, Threatening Another Student

The administration of the school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the school staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

#### 1A. Verbal

No student shall direct to another student words or phrases, which are considered to be slanderous, degrading in nature, obscene, or profane as defined by the majority of our society. Obscene notes, profanity, and obscene gestures could be considered a violation of this rule. This includes the use of the "F" word.

#### 1B. Physical Harassment

No student shall physically harass another student. Actions such as pushing, shoving, unwanted touching or any kind of physical intimidation shall be construed as physical harassment.

**Discipline:** 40 points and a three-day out of school suspension.

### Sexual Harassment

#### A. Verbal

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.

#### B. Nonverbal

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.

#### C. Physical Contact

Threatening or causing unwanted touching, contact, or attempts at the same, including patting, pinching, or pushing the body upon a fellow student, staff member, or other person associated with the district.

**Discipline:** 40 points and a three-day out of school suspension.

### 2. Gender/Ethnic/Religious/Disability Harassment

#### A. Verbal

1. Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.

2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.

#### B. Nonverbal

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other persons associated with the district.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should take immediately the following steps:

**If the alleged harasser is a student, staff member, or other person associated with the district, other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.**

**Discipline:** 40 points and a three-day out of school suspension.

### 3. Endangering Another

No student shall **endanger** another student while on school grounds, during any school function home or away, or while riding any school transportation vehicle. **Endangering shall be defined as any act that could or may cause harm to another person.**

**Discipline:** 40 points and a three-day out of school suspension.

### 4. Violations of the Conditions of Suspension

Students may not violate the conditions of suspension. Conditions of suspension are explained on the suspension form. Violations of suspension rules may result in additional days of suspension or expulsion from school (Section 3313.66 of the Ohio Revised Code, Policy H, Rule 14).

### 5. Repeated Offenses of the Same Nature.

**Discipline: 40 points and a three-day out of school suspension. The consequence could double for offenses of the same nature, depending on the severity of the offense. A recommendation for an expulsion may occur at any time for Major Offense Violations.**

## **PART V:**

Any violation of the following rules (**except tobacco usage or possession**) may result in the assignment of **20 points and 1 day AEP or 1 day ESA** assignment. A recommendation for an expulsion may occur at any time for Major Offense Violations.

### **1. Truancy**

Truancy from School will be defined as: When a student is not present at school and there is no report from the student or the parent of the student's absence. Or when the parent is called about the student's absence and the parent does not have any idea about the student's absence. Students are not permitted on school grounds when they are absent from school.

**Discipline: 20 points and 1 day AEP assignment**

### **2. Removing/Altering School Records, Writing Forged Notes, Making Phony Phone Calls to the High School Office**

No student shall remove any student record from its official place of deposit to alter or in any way change such record.

No student shall knowingly forge any note, paper document or official paper from the school in order to deceive any authorized staff member. No student shall knowingly make a phony phone call pretending to be a parent, guardian, or other person so as to deceive an authorized staff member or office worker.

**Discipline: 20 points and 1-day AEP assignment or ESA 2nd offense: 1 day out of school suspension - 40 points. This offense may be severe enough to warrant a possible recommendation of expulsion to the superintendent.**

### **3. Leaving the School Grounds without permission**

No student may leave the school grounds without the proper permission from the high school principal or designee. Students must sign out before leaving the building and must sign in when they return to the building the same school day. The following conditions will apply:

- a. The school nurse, school secretary, or high school principal must notify parents before a student will be permitted to leave the school grounds due to illness or for any other reason. The school nurse, high school principal, or principal's designee must be seen before permission will be granted. This rule also applies to eighteen-year-old students as well.
- b. Students requesting to leave the school grounds to return home for something forgotten, change of clothing, etc., must have the permission of a parent/guardian before permission to leave is granted. Permission for leaving for the above reasons is at the discretion of the principal or his/her designee.
- c. To leave the school for a "guided learning activity" or field trip, a student must have authorized papers signed by a parent/guardian and on file in the high school office or with an employee responsible for the trip.
- d. Being in the parking lot without permission from the principal or his/her designee.

**Discipline: 20 points and 1 day AEP or 1 day ESA assignment. 2nd offense: 3 days of AEP plus 30 points; 3rd offense: 3 days of out of school suspension plus 40 points; and may be recommended for expulsion.**

### **4. Unauthorized Entry to any Part of District Buildings Without Permission**

No student shall be in any part of the high school outside of the regular school hours without the authorization of a staff member or coach.

No student shall be in any area of the high school, middle school, or elementary school that is not designated for student use without the permission of an authorized school employee.

**Discipline: Minimum 20 points and discipline per administrative discretion**

### **5. Cheating, Copying Tests for Other Students, Plagiarism**

Cheating of any kind is not acceptable. Students who are caught cheating by any teacher are subject to a "0" zero for the assignment, homework, quiz, or test with no make up possibility.

**Plagiarism**—is also considered as cheating. Taking another's paper or one downloaded electronically and using it as your own will be considered a "0" zero for the assignment, homework, quiz, or test with no make up possibility.

Copying tests for other students will be considered cheating.

**Discipline: 1st offense: conference with parent; 2nd offense: 20 points and 3 day AEP or 3 day ESA assignment; 3rd offense: 3 day out of school suspension.**

### **6. Failure to Serve an Assigned Detention**

Any changes of an assigned detention must be made with the high school principal or his/her designee.

**Discipline: 20 points and 1 day AEP or 1 day ESA assignment assignment.**

### **7. Pornography/pornographic paraphernalia of any kind**

No student shall have pornography or pornographic paraphernalia of any kind on school grounds at any time.

**Discipline: 20 points and 1 day AEP or 1 day ESA assignment. 2nd offense: 1 day OSS; 3rd offense: 3 days of OSS**

### **8. Tobacco**

No student shall carry, possess, or use any tobacco product or a cigarette lighter while attending school or any school function either home or away. Tobacco products include, but are not limited to cigarettes, look-a-like cigarettes, e-cigarettes, cigars, pipe tobacco, chew tobacco, snuff or any other matter or substance that contains tobacco.

**Reasonable Suspicion of Smoking** - any student who has a **very strong** odor of cigarette smoke or strong odor of cigarette smoke as s/he speaks, may be associated with **recent** smoking and may be disciplined with smoking on school grounds.

**Discipline: 1st offense: 30 points and 3 days OSS; 2nd offense: 40 points and five day out of school suspension; 3rd offense: 50 points, 10 day suspension, and recommendation for expulsion.**

### **9. Behavior that warrants more than a detention**

Any action judged by the administration of this high school to involve misconduct and not specifically mentioned in other sections of this student code of conduct may be dealt with as insubordination.

#### 10. Refusal to accept discipline

When a student refuses to accept the usual discipline for an infraction, the refusal can result in a more serious disciplinary action.

#### 11. Throwing Food in the Cafeteria/Stealing Food/Littering

No student shall throw food in the cafeteria or at another student, teacher, or staff member. All food taken from the serving area must be purchased. There should be no food, paper, or trays/utensils remaining when a student leaves his/her seating area.

**Discipline:** 30 points and a one-day out of school suspension. 1st offense may be waived to an In-School Suspension depending upon the offense.

#### 12. Bus Conduct

A student who is 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 the bus.** The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with the Federal law.

**Misconduct** will be reported in writing by the driver to the principal. Violations of the rules will generally result in the following consequences:

**1st offense: Warning and notification of parents**

**2nd offense: 1-3 days removal from the bus**

**3rd offense: 5-10 days removal from the bus**

**4th offense: removal from the bus for a grading period, semester, or remainder of school year**

### EXPECTED BUS BEHAVIOR

#### Previous to loading on the road and at school

Each student shall:

- Be on time at the designated loading zone
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the bus driver signals it is safe;
- Go immediately to a seat and be seated.
- It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

#### During the trip each student shall:

- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver
- Not eat
- Not tamper with the bus or any of its equipment.

#### Leaving the bus each student shall:

- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

**The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.**

## PART VI: CONDITIONS OF SUSPENSION/EXPULSION

### SENATE BILL 51

This Bill allows the superintendent of a school district to extend or apply, fully, a suspension or expulsion into the following school year. All current due process procedures remain in tact and expulsions are not to exceed eighty (80) school days. Any penalty of twenty or more days must be accompanied with information on social agencies where a student may seek help.

### SUSPENSION

1. The superintendent, principal, or assistant principal may suspend a student from school.
2. The superintendent, principal, or assistant principal may give **written notice of intent to suspend** a student, which enumerates the reason(s) for the intended suspension. This notice must be given to the student prior to the suspension. This notice will include the following: the name of the student, date, date of the offense, reason(s) for intended suspension, **duration of the suspension, opportunity for an informal hearing, and the release of notice to the parent/guardian of an eighteen year old student.**
3. The suspension cannot exceed ten (10) days.

4. An informal hearing will be held before the superintendent or the principal or his/her designee. The student may challenge the reason(s) for the intended suspension, and otherwise state his/her position concerning the matter.
5. The superintendent, the principal, or his/her designee shall give notification of the decision to suspend in writing to the parents, guardian, or the custodian of the student, and the treasurer of the Board of Education within 24 hours of the suspension. The notice must include the reason(s) for the suspension and the right of the student or parent to appeal to the superintendent or his/her designee. A copy will be put in the student's file.
6. An appeal to a suspension can be made to the superintendent or the superintendent's designee. The appeal must be in writing and submitted within **48 hours after notification** of suspension. The appeal must contain the challenge to the reason(s) for the suspension and an explanation of the student's action.
7. A student may be kept from class, school, or extracurricular activity until disposition **of the matter**.
8. While subject to an out of school suspension a student **may not be allowed to make up** any kind of **grades** that are recorded during the suspension period. Students are encouraged to do the work anyway so as to stay abreast of the material that was missed.
9. If a student's presence in school poses a continuing danger to the student or others in the school or property in the school or the student is an ongoing threat to disrupting the academic process in the classroom or elsewhere on the school premises, then the student may be suspended without the notice and hearing requirements of this policy.
10. Suspended students are not to be on school property, or in attendance at a school function, or any athletic contest, home or away, during the period of the suspension. A student who violates the conditions of the suspension will be subject to additional suspension days or may be recommended for expulsion to the superintendent.
11. Suspensions of one (1) school day or less will not be subject to appeal. **Policy AG 5610.**

**Suspensions occur only during days when students are in attendance. Calamity or snow days will not count towards days of suspension.**

### **EMERGENCY REMOVALS**

1. The superintendent, the principal, or his/her designee may remove a student from the classroom, extracurricular activity, or the school premises for a period of no longer than 24 hours when the student's presence is considered to be dangerous to the other persons or property or disrupts the academic process.
2. A teacher may remove a student from the classroom or extra curricular activity, but not from the premises for the reasons stated above. The teacher must submit the reasons for the removal in writing to the principal as soon as it is practical after the removal of the student.
3. A hearing must be held within 72 hours of the removal if the removal could extend for more than 24 hours.
4. **Prior** to the hearing, the student must be informed **in writing** of the hearing by the school officials. The person who ordered the removal must be present at the hearing. The student has the opportunity to appear and challenge the reason for removal. If the superintendent or the principal remove the student, or other disciplinary action is taken, written notification must be given to the parent, guardian, or custodian of the student within 24 hours of the hearing.

### **EXPULSION**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the student and the parents. This written notice will include the reasons for the intended expulsion, notifications of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. A formal hearing will be scheduled no earlier than three (3) days nor more than five (5) days after the notice is given. The superintendent or his/her designee may grant an extension of the time when requested by the student or his/her representative. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing. The student may be kept from school until disposition of the matter.

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

If a student is expelled, the student and the student's parents will receive written notice within one (1) school day of the imposed expulsion.

Within fourteen (14) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. The appeal will also be formal in nature with sworn testimony. All opportunity to earn grades or credit ends when a student is expelled. Additionally, a student who is expelled will be denied high school credit for college courses taken while serving his/her expulsion. Expulsion for some violations may result in revocation of student's driver's license. If the expulsion is upheld, the next step in the process is to the Court of Common Pleas.

The superintendent may expel a student from school for a period **not to exceed 80 days**.

As per Board Policy 5611, suspensions do not become part of a student's permanent record.

### **PERMANENT EXCLUSION**

When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that he/she may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school.

1. Conveying deadly weapons onto school property or to a school function;
2. Possessing deadly weapons on school property or at a school function;
3. Carrying a concealed weapon onto school property or at a school function;
4. Trafficking in drugs on school property or at a school function;
5. Murder, aggravated murder on school property or at a school function;
6. Voluntary or involuntary manslaughter on school grounds or at a school function;
7. Assault or aggravated assault on school property or at a school function;
8. Rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
9. Complicity in any of the above offenses, regardless of the location

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

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), the American Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

## **PART VII: CLASSROOM/SCHOOL OFFENSES**

The following violations may result in a teacher detention, an office detention, AEP, ESA or OSS depending on the severity of the offense and the number of similar

offenses. Other than teacher detentions, the assigned discipline will be at the discretion of the administrator.

**1. Profanity of any kind**

No student shall use profanity while in school or class. Profanity is defined as any language that a majority of the society deems inappropriate in a school setting.

**2. Public Displays of Affection**

Demonstration of affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.

**3. Vandalism**

Any act of vandalism on a minor scale such as: tampering with another student's locker; writing on a desk top, walls locker, restroom facility, table, or school equipment; and/or any kind of damage done to any books or property of the school.

**A. Vandalism of computer Network**

A student shall not knowingly attempt to disrupt operations of the computer network by "hacking" into or vandalizing the network resources. This may include but is not limited to *malicious* attempts to:

1. Hack, alter, harm or destroy any software hardware or data
2. Upload, download create or transmit any computer virus, worm, Trojan Horse or other harmful component or corrupted data
3. Gain access to other users files and information
4. Disrupt or degrade the operation of the network through any means intended for that purpose

**4. Gangs**

Gangs and/or gang related activities will not be tolerated at school. This includes any activity that can be construed or perceived as gang related. These activities can include signs, symbols, clothing etc... Punishment will be at the discretion of the administration based upon the nature of the offense.

**5. Class Disruption**

No class disruption of any kind will be tolerated during any class.

**6. Gambling**

No student shall participate or initiate any type of gambling for money or valuables while on the school grounds, on an authorized school vehicle, or attending a school related function.

**7. Possession of Electronic Equipment/ Cell Phones and Other Games (Toys)**

Students are not to use CD players, headphones, radios, video games, pagers, etc. during the school day. Students are discouraged from bringing electronic equipment to school. The school district is not responsible for lost, stolen or damaged electronic equipment.

\* Students are permitted to use cell phones in the hallway between classes, restroom, study hall and at lunch. Additionally, students are NOT permitted to use cell phones during instructional time unless instructed by the teacher. Instructional time is considered the period of time students are taking a class for high school credit. During this period of time students may NOT use their cell phones in the hallway or restroom.

\* Any disruption or use during instructional time will result in the phone being confiscated and turned into the office. Students will be disciplined in the following ways:

- 1<sup>st</sup> offense – Extended School Assignment (ESA) lasting from 2:30 – 5:00 p.m. 20 points
- 2<sup>nd</sup> offense – Two (2) Extended School Assignments 30 points
- 3<sup>rd</sup> offense – One (1) Day Out of School Suspension 40 points
- 4<sup>th</sup> offense and over – One or more day(s) of Out of School Suspension

\*\* Excessive offenses may constitute Insubordination and students may receive a recommendation for expulsion.

\*\* If a student is using his/her cell phone during class this will/may result in a day of AEP, ESA or an Out Of School Suspension depending upon the number of similar offenses. This also includes student's phones that ring, vibrate, or text messaging while in class.

**8. Leaving class without permission**

**9. In the Hallway without a Hall Pass/Agenda Book**

**10. Not Prepared for Class, No Materials**

**11. No Food or Drink permitted in school except the cafeteria**

**STUDENT DRESS CODE**

Students will come to school dressed in an appropriate manner according to the following rules listed below. While fashion changes, the reason for being in school does not. Students are in school to learn. ***Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to the student or others, s/he may be removed from the school and sent home.***

**Student Attire and Accessories Regulations**

- There will be no midriff, tank tops, halter-tops, muscle shirts; sun-dresses, or spaghetti straps. Shirts, blouses, and dresses must completely cover the abdomen and back. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Students are prohibited from wearing shirts/blouses that are oversized or immodestly undersized.
- Head apparel (hats, headbands, bandannas, other head coverings, and sunglasses) are not permitted to be worn in the building, except for religious or medical purposes.
- Clothing that advertises alcohol, drugs, or tobacco products **and** clothing with look-a-like alcohol, drug, tobacco slogans, or trademarks are not permitted.
- Clothing with writing and/or symbols that are obscene or suggestive of obscenities, violence, and/or drug/alcohol related are not permitted.
- Clothing with rips, holes, cuts that expose the body or underclothes are not permitted.
- Swimwear or any spandex type clothing, shorts or shirts are not permitted.

- Appropriate footwear must be worn at all times.
- Oversized clothing and jackets that are excessive or compromises the safety of students will not permitted.
- Clothing with writing and/or symbols that advertise or promote activities or behavior against school regulations is not permitted. This includes clothing that causes racial, gender, ethnic, or religious intimidation or harassment.
- Gang related clothing and accessories will not be permitted.
- Chains or studded accessories are not permitted and will be confiscated.
- Wearing bib-overalls with a half shirt underneath is not permitted.
- Very short mini-skirts or shorts or garments of this nature are not acceptable.
- Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided (i.e. grills/fronts, gloves).
- Contact lenses that obstruct the view of a student's eyes will not be permitted.
- **1st period teachers will assume responsibility for overseeing dress code compliance. Students in violation of dress code will be sent to the office.**
- **In situations where a disagreement exists regarding this dress code, the principal shall make the final decision.**
- **A written record of violators will be kept in the office. Obvious violators will be required to change, sent home to change or sent to AEP for the remainder of the day. Students will be unexcused for class missed for dress code violations.**

## **DETENTIONS**

### **Administrative Detentions**

Students may be given detention(s) by the administration for various offenses. This detention will be served as assigned, up to 40 minutes in length.

### **Teacher Detentions**

A teacher may assign students detention(s). Each teacher is responsible for supervising his/her own detentions. Detentions may ONLY be served AFTER school and may be no longer than 30 minutes in length. Students must be notified in writing and be given at least twenty-four (24) hours notice to arrange for their transportation.

## **ALTERNATIVE EDUCATIONAL PLACEMENT**

An Alternative Educational Placement assignment is served entirely in the school setting and students receive credit for the work completed in AEP. Additionally, an AEP assignment does not require any notice or hearing and is not subject to appeal.

- While in AEP, students lose the privilege of talking to anyone except the teacher.
- Students will attend AEP daily from the beginning of the school day until its conclusion.
- All tardies are unexcused and all tardy time must be made up.
- Students will face the front of his/her study station at all times and sit in an upright position. SLEEPING IS NOT PERMITTED.
- Students will be permitted two supervised five minute restroom breaks a day.
- No food or beverages will be permitted other than at lunchtime.
- Students will furnish their own paper, pens, pencils, textbooks, and reading material.
- Students will notify the supervisor of any prescribed medication they are taking. A signed note from a parent must be turned in with the medication.
- When assignments are completed students will turn them in to the AEP teacher with the classroom teachers name at the top.
- When a student is absent from school the parent must call the school by 8:00 a.m. or the absence may be unexcused. The student will then serve the AEP assignment upon his/her return to school.
- Students are restricted to the AEP room and all other areas are off limits. (lockers, hallways, etc.)

All school rules and policies will apply to students in the AEP room, as well as the rules above. AEP teacher may establish additional rules to maintain an environment conducive to study. Refusal to abide by these rules may result in the student receiving an out of school suspension.

### **EXTENDED SCHOOL DAY ( ESA )**

An Extended School Day assignment is served entirely in the school setting and will be served after school hours. Students receive credit for the work completed in ESA. Additionally, an ESA assignment does not require any notice or hearing and is not subject to appeal.

- \* While in ESA, students lose the privilege of talking to anyone except the teacher.
- \* Students will attend ESA for 2 ½ hours after school.
- \* Students will face the front of his/her study station at all times and sit in the upright position. SLEEPING IS NOT PERMITTED.
- \* No food or drink will be permitted in the ESA room.
- \* When assignments are completed students will turn them in to the ESA teacher.

## **WORK ASSIGNMENT**

This assignment may be issued at the discretion of the administration so the student renders some constructive services to the school as retribution for rules violations. The assignment will be for a designated period of time.

# **CANAL WINCHESTER HIGH SCHOOL 2010-2011 SCHOOL YEAR**

## **VACATION REQUEST**

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Dates of Vacation:

First day of school student will miss \_\_\_\_\_

Date student will be **returning to school** \_\_\_\_\_

Destination \_\_\_\_\_

**Please list all of your teacher's below.**

_____	_____
_____	_____
_____	_____
_____	_____

Parent/Guardian Signature \_\_\_\_\_

Administration Approval \_\_\_\_\_

Parking Permit \_\_\_\_\_

**CANAL WINCHESTER HIGH SCHOOL  
PARKING PERMIT APPLICATION**

Student Driver \_\_\_\_\_  
Last First Grade

Address \_\_\_\_\_  
Street City Zip

Home Phone No. \_\_\_\_\_

Vehicle#1: License Plate No. \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

Vehicle#2: License Plate No. \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name and Address of Insurance Company \_\_\_\_\_

Phone \_\_\_\_\_ Type of Coverage: \_\_\_\_\_

I hereby authorize my son/daughter to drive the above described vehicle(s) to and from school and verify that the information on this form is accurate to the best of my knowledge. I am aware that if I drive another vehicle I must either display the permit or notify the office.

I further agree to abide by all rules established by the school, community, and the State of Ohio regarding the operation and parking of my vehicle. I also understand that if it is determined the driving privilege has been abused, or lost because of disciplinary action, his/her driving permit will be revoked, by the school administration, with no refund of the parking fee.

In connection with my request to park either my automobile or any automobile I am permitted to drive on school grounds, I consent to the unlocking and inspection of the automobile and its contents while on school grounds. I agree to make any and all lock keys available to the principal or his/her designee for this purpose. I agree that this permission shall last as long as I am a student and have authorization to park on school premises.

Excessive tardiness, truancy, skipping class, and other infractions are grounds for revoking a student's parking privilege. This will require the student to ride the school bus, parking off the school grounds, or arrange alternate transportation.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

## **CANAL WINCHESTER HIGH SCHOOL**

### **PARENTAL STATEMENT**

This page of the Handbook must be returned to your 1st period teacher by September 10, 2010. It must have the appropriate signature below.

#### **ACCEPTANCE AGREEMENT**

For and in consideration of the acceptance of the student named below as an enrolled student at Canal Winchester High School during the 2010-2011 school year. We hereby agree to accept and abide by all the rules, regulations and procedures adopted or implemented by Canal Winchester High School.

By our signatures below, we also hereby acknowledged that we have been furnished with a copy of the 2010-2011 Parent/Student handbook for Canal Winchester High School and that we have read such Handbook and that this Agreement had been entered into of our own free will and accord.

I understand that I am responsible for the payment of all financial obligations such as class dues, class fees, lost books or damages to books, resulting from my son/daughter's attendance at Canal Winchester High School.

Residential Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_