

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.

Canal Winchester High School

300 Washington St.
Canal Winchester, OH 43110

Contact Information

CW High School Phone 614 833-2157
CW High School Fax 614 833-2163
Guidance Office 614 833-2166
District Office 614 837-4533

Office Email: CWHS@cwls.us
Twitter CWHS @CWHS_Office

High School Staff

Principal Kirk Henderson
Assistant Principal Greg Lahr
Assistant Principal Laurie Buchieri
Building Secretary Jill Hummel
Attendance Sec. Rebecca Baird
Guidance Counselor Joe Arndt
Guidance Counselor Laura Baffa
Guidance Counselor Bethany Hussong
Guidance Secretary Patty Brenner

Athletic Office

Athletic Director Pat Durbin
Athletic Secretary Kim Wirthman
Athletic Office Phone 614 833-2155
Athletic Office Fax 614 833-3177

Athletic Email: athletics@cwls.us
Twitter CWHS Athletics @CWIndians

School Hours

Grades 9-12 Hours 7:35AM-2:15PM

Breakfast & Lunch

Breakfast \$1.50
Lunch \$3.00

A copy of the student handbook can be found on our district website at www.cwlschools.org

High School Calendar 2018-19

Aug. 15 Freshman First Day of School/Orientation
Aug. 16 Grades 10-12 First Day of School
Aug. 21 Student Discovery Meetings (HS)
Aug. 27 Student Discovery Meetings (HS)
Sep. 3 NO SCHOOL Labor Day
Sep. 4 NO SCHOOL Staff Prof. Dev. Day
Oct. 6 Homecoming Dance
Oct. 12 Fall Break
Nov. 1 Parent/Teacher Conferences
Nov. 6 NO SCHOOL Staff Prof. Dev. Day
Nov. 21-23 Thanksgiving Vacation
Dec. 21 2 HR Early Release
Dec. 22-Jan. 6 NO SCHOOL Winter Break
Jan. 7 NO SCHOOL Records Day
Jan. 21 NO SCHOOL Martin Luther King Day
Feb. 8 NO SCHOOL Staff Prof. Dev. Day
Feb. 13 Parent/Teacher Conferences
Feb. 18 NO SCHOOL Presidents Day
Mar. 25-29 NO SCHOOL Spring Break
Apr. 12 Prom
Apr. 19-22 NO SCHOOL Easter Break
May 25 Graduation
May 27 NO SCHOOL Memorial Day
May 29 2 HR Early Release-Students Last Day

Safety

In constant effort to keep our students safe, the main office doors to ALL school buildings will be locked after the morning bell. To enter:

- parents/visitors will use a call box located by the main office door
- call box contains a camera that visitors will be required to show ID and state the reason for their visit
- if visitor does not have proper ID, they will NOT be permitted to enter

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 empower all students for success.

CWHS Student Handbook
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HIGH SCHOOL FACULTY AND STAFF

* For a list of all faculty and staff members please refer to our website at cwschools.org

Location	Phone Number
H.S. Office	833-2157
H.S. Fax.....	833-2163
Athletics	833-2155
Athletics Fax	833-3177
Board Office.....	837-453398
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 empower all students for success.

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. 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.canalwinchesterschools.org

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, tornado, and safety drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

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 in grades K-12 are required to have proof of immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hepatitis B, chicken pox, meningitis, tuberculosis testing if enrolling from a foreign country, and any other immunizations 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. In addition to the immunizations listed above, preschool students are required to have proof of immunization against influenza, haemophilus influenza type b, pneumococcal disease, hepatitis A, and rotavirus.

Physical Examinations

First grade students new to our district and all students in preschool and kindergarten must have a physical exam within twelve (12) months prior to attending school. The healthcare provider is to complete the Child Medical Statement (preschool) or Physical Exam Report (kindergarten/first grade) and this form is kept in the student's medical file in the school health office. Preschool students must have a physical exam and submit a new Child Medical Statement every thirteen (13) months thereafter, as long as they are enrolled in preschool.

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. Each building has developed goals to establish good health and nutrition habits through nutrition education, physical activity and other school-based activities.

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

All students are required to have a Student Health History and a Student information Form, which includes Emergency Medical Authorization, completed and updated annually. These forms are accessed online via the Parent OneView link on the cwschools.org website and are to be completed by the third day of school. Parents/guardians are requested to update

Parent OneView forms when health information, medications, allergies, telephone numbers, addresses 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
- 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.

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 prescription 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 and Treatment Authorization Form. This form is 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. However, students shall be permitted to carry and use diabetes supplies, an asthma inhaler, or epinephrine auto-injector with prior written permission from parent/guardian and licensed prescriber as indicated on the Medication and Treatment Authorization form or Diabetes Medical Management Plan.

Non-Prescription/Over-the-Counter Medications

- **Students in preschool who need over-the-counter medication during school hours are required to have a Medication and Treatment Authorization form completed by the licensed prescriber. See the Preschool Parent Handbook for more information.**
- **Students in grades K-12 may have age-appropriate over-the-counter medication if the required Non-Prescription Medication Authorization section of the Student Health History has been completed via Parent OneView. All medications must be provided by the parent/guardian in**

the original container labeled with the student's name and is to be stored only in the school clinic and *administered by authorized school personnel, the child's parent/guardian, or authorized caregiver only.*

- Students in **grades 6-12** may also carry and self-administer over-the-counter medications, but only when indicated by the parent/guardian on the Non-Prescription Medication Authorization section of the Parent OneView Health History. All self-carried medication must be in the original container labeled with the student's name.

Examples of non-prescription medications: Tylenol, Motrin, Advil, Benadryl, Tums, Maalox, **cough drops**, cold and cough medicines, and lactase products. Parents/guardians can review and revise the authorized medication list at any time in Parent OneView.

Any medication 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 833-3182.

Parents who believe their child has a disability that substantially limits major life activities should contact the 504/ADA Compliance Officer.

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 FEES:

In addition to individual course fees, CWHS students may be charged the following fees, when applicable: Parking Permit - \$20, PSAT (11th grade) - \$15 and Naviance fee - \$5

STUDENT COURSE FEE WAIVER:

Parents of students who qualify for free lunches, may complete an application to have the cost of fees waived. Fee waiver forms are available in the district office.

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 of EACH school year.

FIRE, TORNADO, AND SAFETY DRILLS¹²

The School complies with all fire, tornado, and safety laws 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. Students are expected to become familiar with each drill, observe the procedures developed, and comply with teacher/administrator expectations and directions before, during and after the implementation of the drill.

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, FOX 28 WTTE, ONN

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 according to District determined time.

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- two hour delay

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

Schedule B- 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.

Automated Parent Notification System Statement

This program allows the immediate notification to all households and parents, by telephone, of any critical or unplanned event that will cause school cancellation, delay or an early dismissal. The school will continue to use radio and television to broadcast school closings and delays due to weather. The system will also be used for general announcement calls, for example a reminder of parent/teacher conferences or other important school information.

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.

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, including Chromebooks, 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

C. When checking out books or electronic equipment, the student is financially responsible for items that are damaged or lost.

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. 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. The use of the District's network and technology resources by students is a privilege, not a right. Students and their parents agree to the adopted Acceptable Use Policy and Rules set forth in the Student/Parent Handbook. Students are permitted the use of personal devices on the school network as part of the AUP.

HALLWAY PROCEDURE

Any student who is outside the classroom after the tardy bell has rung must have a pass 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. Unclaimed items will be donated to charity.

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 during instructional/class time.

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.

Student Parking Permits allow for parking in the West & East Lots. Student Permits do not allow students to park in Visitor or Handicap Parking Spaces. (Students with legally issued handicapped placards may use such designated spots.) Failure to abide by parking permit rules may result in office disciplinary action (Office Detention, ESA, and/or possible parking permit revocation).

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 College Board Course Audit review process), will have .025 points added (per class) onto their cumulative GPA at the conclusion of the school year.

For the graduating class, a straight numeric rank will be used for end of the year honors. Senior recognition will be based on grades, grade point average, ACT/SAT scores at the end of the seventh semester

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 in determining a student's grade.

GRADING PERIODS

Students shall receive a report card at the end of each 9-week period indicating grades for each academic class. Interim report cards will NOT be issued.

When a student appears to be at risk of failure, notification 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 the number of credits earned. The total number of credits determines class placement.

CLASS PLACEMENT

Note: Class placement **will not** be changed until the end of each semester at the request of the student.

Freshman	less than 5 credits
Sophomore	5 to 9 credits
Junior	10 to 14 credits
Senior	15 to 21 credits
To graduate	21 or more credits

PROMOTION, PLACEMENT, AND RETENTION

Completing required coursework, earning necessary credits, and earning at least 18 points on End of Course Exams 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.

**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 earn at least 18 points on End of Course Exams, meet the school requirements for basic course work, and earn the total number of minimum credits.

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
Mathematics.....	4
Science (1 Life/1 Physical).....	3
Social Studies.....	3
Visual Performing Arts.....	1
Health.....	1/2
Phys. Ed.....	1/2
Financial Literacy	1/2
Electives.....	4 ½
Total	21

EARLY GRADUATION

Early graduates will be assigned to a senior homeroom.

To request early graduation, the student must have earned a total of at least 18 points on End of Course Exams.

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.

One Year early Graduation:

Students interested in graduating one year early should meet with their Guidance Counselor by May 15 (of their Sophomore year) in order to determine their early graduation eligibility and to make arrangements for any needed summer coursework. Parent and Administrative approval is required.

Mid-Year Graduation (1/2 year early); Students who are completing their Junior year and are interested in graduating mid-year (end of the 1st semester of Senior year) should meet with their Guidance Counselor by August 10th (before their Senior year) to make necessary schedule adjustments. Parent and Administrative approval is required.

Early graduates are not eligible for valedictorian or salutatorian status.

MID-YEAR GRADUATION

Seniors desiring to graduate at the end of first semester must submit a Mid-Year Graduation Request form to the high school principal no later than the first Monday in August.

To request mid-year graduation, the student must earned a total of at least 18 points on End of Course Exams, have obtained Senior status (15 credits), and have earned three Math and English Credits.

Mid-year graduates are not eligible for valedictorian or salutatorian recognition.

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 mastery of content via earning a total of at least 18 points on End of Course Exams.
- Meet at least **seven (7)** of the following **eight (8)** criteria:
 - a. Four (4) units of **English**
 - b. Four (4) units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that

contain equivalent content

- c. Four (4) units of **Science** that include instructional emphasis on the physical, life, and earth and space sciences including Chemistry and an upper level course; such as Physics, Advanced Placement Science course and/or College Credit Plus Science course with a lab.
- d. Four (4) 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. 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.
- h. Composite score of twenty-seven (27) on the American College Testing Program's (ACT) Tests or a 1210 on the SAT.

FLEX CREDIT

Credit flexibility is an opportunity for students to expand their learning in a non-traditional setting. Further information regarding credit flexibility is available online at canalwinchesterschools.org, high school, guidance, course information, course registration handbook. Students wanting to participate in credit flexibility must obtain and complete an application from the guidance office and receive approval prior to beginning the plan. All final documentation must be submitted and evaluated before credit can be awarded.

VALEDICTORIAN AND SALUTATORIAN

Valedictorian and Salutatorian will be determined by the final average at the end of the seventh semester 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 End of Course Exams 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.

COLLEGE CREDIT PLUS

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 earn a total of at least 18 points on End of Course Exams.

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.

Schedule changes for the 2018-2019 school year will NOT be made after June 1, 2018. This date has been communicated by the Guidance Department throughout the scheduling process. However, students finding themselves in special circumstances, and academically need their course selection changed must see their guidance counselor. A ten day window at the start of each semester is the time frame for such

special circumstance schedule changes.

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. Students participating in Dual Enrollment courses at the high school are subject to the college/university's add/drop policy.

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 and Parent OneView forms completed online.

NATIONAL HONOR SOCIETY

National Honor Society membership is an honor awarded to students in a highly competitive process that evaluates the following criteria:

- Scholarship - Students must have a cumulative GPA of 3.6 on a 4.0 scale
- Service - This involves voluntary contributions made by a student to the school or community, done without compensation.
- Leadership - Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- Character - The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

The selection process is as follows:

1. A student must have a minimum cumulative GPA of 3.60 to be eligible for NHS. Cumulative GPA includes any high school credit courses taken as a middle school student.
2. A packet that includes NHS membership expectations, application requirements, and

application paperwork will be distributed to eligible students.

3. All required forms must be completed and returned to the NHS advisor by the given deadline. All deadlines are firm and failure to meet a deadline will result in automatic ineligibility.
4. A completed application must include:

-An intent for consideration form, cover letter, academic résumé, three (3) recommendations from non-familial high school teachers or coaches, one (1) recommendation from a non-familial community member, and a completed service hours form.

5. All high school staff will then have the opportunity to evaluate the service, leadership, and character of applicants with whom they have had professional interaction (class, athletics, clubs, activities, etc.).
6. A five-member Faculty Council, who is appointed by the High School administration and remains anonymous, will then review, with names redacted, all applications, high school staff evaluations, attendance reports, and discipline records to determine selection into NHS.
7. The Faculty Council's decision is final. Council members' identities and all applicant information are kept confidential, before, during and after the process.
8. Non-selected applicants will receive a letter in the mail.
9. Selected applicants will be tapped during school hours. Induction ceremony shall occur approximately one (1) 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 for 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 2017-2018 school year are \$ 200.00. CWHS does not use a payment plan for the pay to participate activities.

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 have 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.

No school dances will be scheduled for an evening preceding a school day

- Advisors and chaperones are responsible for the building. Sponsors of dances must clean all areas and remove materials
- The Fall Homecoming dance will end at 10:30pm, and Prom will end at 11pm.
- For the safety and security of CWHS students the following guidelines are in place. In order to attend school sponsored dances, students must be in good standing with CWHS. Students who have been suspended from school may have their dance privileges revoked. Homecoming is only for CWHS students in grades 9-12. Only students in grades 11-12 and their invited dates may attend Prom. If a CW student wants to bring a date that does not attend CWHS, s/he must turn in a request form two weeks prior to Prom. All guests must be approved by the administration. Dates may not be 8th grade students or younger, and may not be over the age of 19.
- Any abusive or vulgar chants or dancing deemed inappropriate will cause students to be asked to leave, or 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. The fall dance is formal. Failure to follow school policy and rules may result in consequences according to this code of conduct.
- Once a student leaves the dance, he/she may not return unless authorized by a chaperone.

The Fall Homecoming Dance will be on

Saturday, October 6, 2018.

Prom will be held **Friday, April 12, 2019**, at the Westin in Columbus. CWHS students attending the prom will be allowed an early dismissal on this day if they have a prom ticket and are in attendance from 7:35 until the end of 5th period unless the school is notified by a parent/guardian that a student does not have permission to leave.

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.

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

Ohio Revised Code 2151.011 defines Habitual truant as a child of compulsory school age who is absent from school without legitimate excuse for the following number of hours:

- 30 or more consecutive hours or
- 42 or more hours in one school month or
- 72 or more hours in school year

Ohio Revised Code 2151.011.

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)
- Polling location volunteer
- 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. Students absent from school due to vacation may not participate or attend extracurricular activities.

EXCUSED ACTIVITIES

The following set of guidelines defines 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 or 4H Advisor

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

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
- 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 or attend unless approval is granted by an administrator.

REPORTING AN ABSENCE

When a student is ill the parent or guardian must call the school at 833-2157 by 8:00 AM to report the absence. 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.**

As of 5/1/12 "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 10th 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**, please check the teacher's online system (progress book, google classroom, canvas) for any work that may be posted there. Parents/Guardians may also email the teachers directly for assignments that may not be listed online.

VACATION PROCEDURES

These absences will count towards total parent/guardian excused call-in absences from school for a semester or for the year. Administration will only approve up to five total vacation days for the school year per student. A student going with parents on vacation during school time must **COMPLETE A VACATION FORM (OBTAINED IN THE OFFICE OR ON THE DISTRICT WEBSITE) 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.
- Students absent from school due to a vacation may not participate in or attend any extracurricular activities.

COLLEGE VISITATION PROCEDURES

To participate in a college visitation, a student must submit a parental permission slip approved by the guidance counselor. This permission slip must be provided to the Attendance Office at least **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 allowed to make-up school work and will receive credit for his/her first out of school suspension. Students will not receive credit for work on additional suspensions.

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 | - Free (No Discipline) |
| 3 rd | - Lunch Detention |
| 6 th | - After School Detention |

- 9th - Extended School Assignment
- 12th - Extended School Assignment
- 15th or more - Out of School Suspension

TARDIES TO CLASS

A student is **tardy** to class if s/he arrives within the first five minutes of the tardy bell for Periods 2-11.

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

CLASS CUTS/OUT OF AREA

Class cuts are accumulative for the school year. If a student is unexcused from any assigned period (including coming in after the tardy period), the following discipline progression may occur :

- #1: 1 Extended School Assignment (ESA)
- #2: 2 Days (ESA)
- #3: 3 Days (ESA)

Students will be given one "calamity" per semester if they arrive after the end of first period without a valid excuse. Any instances beyond that will be considered a class cut and will be given the appropriate consequence.

Also included in this category is being out of area in the building (for example, being in the cafeteria when not scheduled, or being in the hallway or elsewhere when assigned to be in the cafeteria).

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 ESA
- 50 - 80 points - 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

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 of up to one calendar year. ***Any infraction that violates the law or may cause an imminent harm to person or property may result in a police report being filed.***

1. Alcohol and/or Drugs

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 feet 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.

2. Distributing, selling, or offering to sell drugs and/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.

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.

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.

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, , 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.

9. Inducing Panic

No student shall induce panic, i.e. cause evacuation of any school building or otherwise cause serious public inconvenience or alarm by:

- a. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing that such a report or warning is false. Examples include, but are not limited to making a bomb threat, any threat of violence, social media threats, or making a hit list.
- b. A student shall not initiate a fire alarm or initiate a report warning of a fire without cause, or give false information or falsely report school incidents.

10. 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.

The school employee may file charges with the police.

11. 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.

PART II:

Any violation of the following rules may result in the assignment of **50 points** and a **five-day** out of school suspension. Repeated offenses may

result in a **10-day out of school suspension plus 60 points**. A recommendation for an expulsion may occur at any time for Major Offense Violations.

12. 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.**

13. 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.

14. 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 food, drinks, 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.

15. 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.

16. Assaulting Another Student

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

17. 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.

PART III:

Any violation of the following rules may result in the assignment of **40, 50 or 60 points** and up to a ten day out of school suspension and possible recommendation for expulsion based on the severity of the offense. Repeated offenses may result in **a 10-day out of school suspension and 60 points**. A recommendation for an expulsion may occur at any time for Major Offense Violations.

18. 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 is 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.

19. 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, and recording a fight on an electronic device 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. Students who physically attack or assault another student without provocation may be suspended out of school.

20. 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)

PART IV:

Any violation of the following rules may result in the assignment of **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.* Repeated offenses may result in a **10-day out of school suspension plus 60 points**. A recommendation for an expulsion may occur at any time for Major Offense Violations.

21. 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:

a. 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.

b. 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.

22. 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.

23. Sexting

The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute as a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd, or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.

24. 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.

25. 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.**

26. Intimidation or Bullying

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, social media apps, 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 (Cyber-Bullying). 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

27. 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).

28. Repeated Offenses of the Same Nature.

29. Point Accumulation of 180 points or more.

PART V:

Any violation of the following rules (*except tobacco usage or possession*) may result in the assignment of **20 points and 1 day OSS, 1 day ABIP or 1 day ESA** assignment. Repeated offenses may result in up to **3 days of out of school suspension plus 40 points per the discretion of the administration.** A recommendation for an expulsion may occur at any time for Major Offense Violations.

30. 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.

31. 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.

32. 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.

33. 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.

34. 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. Plagiarism includes taking another's paper and submitting it as your own, using a paper downloaded electronically and submitting it as your own, and/or providing another student your work to submit as his/her own. Submitting only portions of the previously cited examples also qualifies as plagiarism, and will be disciplined in the same manner as cheating.

Copying tests for other students will be considered cheating.

1st Offense: "0" zero on the assignment & parent contact from teacher

2nd & Subsequent Offenses: "0" zero on the assignment & office referral

35. Failure to Serve an Assigned Detention

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

36. Pornography/pornographic paraphernalia of any kind

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

37. Tobacco

A. (Possession) 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.

B. (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.

38. 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.

39. 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.

40. Throwing Food in the Cafeteria/Littering

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

41. Bus Conduct

Students are not permitted to ride any bus other than their assigned bus.

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 per the discretion of the high school administration:

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:
CLASSROOM/SCHOOL**

OFFENSES

The following violations may result in a teacher detention, an office detention, ABIP, 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.

42. 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.

43. 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.

44. 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

45. 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.

46. Class/Hallway/Cafeteria/Other Disruption

No disruption of any kind to the educational environment will be tolerated.

47. 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.

48. Unauthorized and/or Inappropriate use of Technology

Students are not to use, headphones, video games, or music listening devices, etc. during the school day unless permitted by the classroom teacher. 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, 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.

* Students who use electronic devices during instructional time or whose devices cause a disruption (including an audible sound such as ringing or vibrating) will receive consequences according to the teacher's classroom rules. Repeated violations may result in an office referral.

*Students may not use their cell phones in the Main Office without prior permission from office personnel.

*Using a cell phone or other personal communication device to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

49. Leaving class without permission

50. In the Hallway without a Hall Pass/Agenda Book

51. Not Prepared for Class, No Materials

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. Students should be covered from mid-quad to traps with no visible flesh or undergarments in between. Clothing should not be tight in the pec, glut, or hip flexor area.*

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 or cleavage visible. Students are prohibited from wearing shirts/blouses that are oversized or immodestly undersized.
- See-through attire must be accompanied by clothing worn underneath that is in compliance with the dress code. No undergarments should be exposed.
- Head apparel (hats, bandannas, 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 excessive rips, holes, cuts that expose the body inappropriately or displays of underclothes are not permitted.
- Swimwear or any spandex type/athletic

undergarments or clothing, shorts or shirts are not permitted. This includes leggings, jeggings, and yoga pants. Leggings, jeggings, and yoga pants may be worn if covered by a shirt that reaches fingertip length in front, back, and sides AND if they are not see-through.

- Appropriate footwear must be worn at all times.
- Pajama pants and blankets are not permitted.
- Oversized clothing, which includes pants and jackets, that are excessive or compromises the safety of students will not be permitted. The waistband of pants must be worn around the hips or higher.
- 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, religious intimidation, gender orientation intimidation or harassment.
- Gang related clothing and accessories will not be permitted.
- Chains, spike earrings, or studded accessories are not permitted and will be confiscated.
- Very short mini-skirts or shorts or garments of this nature are not acceptable. Shorts and skirts must come to the student's mid-quad.
- 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, picks/combs/hair brushes).
- Contact lenses that obstruct the view of a student's eyes will not be permitted.

Teachers will assume responsibility for overseeing dress code compliance. Any and all teachers are expected to help monitor dress code compliance and enter students in violation into Student Watch.

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 ABIP 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. At the administrator's discretion a lunch detention may be assigned.

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.

EXTENDED SCHOOL ASSIGNMENT (ESA)

An Extended School 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 hours and ten minutes 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.

*ESA monitor may make additional rules conducive to the environment.

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.

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 intact

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 will be permitted to make up work **for their first suspension only**. Students **will not be allowed to make up** any kind of **grades** that are recorded during any further suspensions. 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.

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** and the expulsion may be applied to the next school year.

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.

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