

COPLEY-FAIRLAWN CITY SCHOOLS

ARROWHEAD PRIMARY SCHOOL

FORT ISLAND PRIMARY SCHOOL

HERBERICH PRIMARY SCHOOL



**PRIMARY SCHOOL
STUDENT-PARENT HANDBOOK
2011-2012**

Learning Today, Leading Tomorrow

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WELCOME

Welcome to the Copley-Fairlawn City School District.

Arrowhead, Fort Island, and Herberich staff and administration pledge to work as your partner to provide a quality education for your child. Parents, staff, and administration, working together, will create the best educational atmosphere for all students. Please feel free to call the school at any time for any issue.

IMPORTANT CONTACT INFORMATION

Superintendent, Brian Poe	330.664.4801
Assistant Superintendent, Aaron Sable	330.664.4803
Director of Pupil Services, Tracey Foley	330.664.4855
Transportation, Patricia Hickey	330.664.4820
Food Services, Dale Panovich	330.664.4809
Arrowhead Main Office	
Principal, Andrew LaBadie	330.664.4885
Fort Island Main Office	
Principal, Robert Whitaker	330.664.4890
Herberich Main Office	
Principal, Kathleen Ashcroft	330.664.4991

HOURS OF OPERATION

Office Hours	8:15 a.m. - 4:15 p.m.
Teachers' Hours	8:45 a.m. - 3:55 p.m.
Students' Hours (Grades 1-4)	9:05 a.m. - 3:45 p.m.
Kindergarten Sessions	9:05 - 11:45 a.m. and 1:05 - 3:45 p.m.
Preschool (Herberich)	9:05 - 11:45 a.m. and 1:05 - 3:45 p.m.
Tardy time for students	9:06 a.m.

STUDENT ENROLLMENT

When enrolling a child in one of our elementary schools, a parent must complete the registration packet and provide the following:

1. Residency Affidavit Form (part of the registration packet)
2. Rent, Lease Agreement, certified deed/letter from real estate broker or bank officer verifying there is a contract to purchase a house, that you are waiting upon the date of closing the mortgage loan and the house is at the location indicated by you/a letter from the builder confirming that a new house is being built for you and that the house is at the location indicated by you.
3. Two of the following proofs of residency with your name and current Copley-Fairlawn address:
 - a. Utility Bill (e.g. gas, electric, telephone, cable)
 - b. Work records (e.g. pay stubs)
 - c. Public assistance (e.g. check stubs, form)
 - d. Driver's license
 - e. State identification
 - f. Voter registration
4. Official birth certificate (registrar to copy the original)
5. Social security card (registrar to copy the original)
6. Court mandated custody form (notarized)
7. Immunization Record
8. Report card (grades 1 – 9)
9. Unofficial transcript (grades 10-12)
10. Special needs (IEP, MFE, 504 Plan)

We ask that parents register their kindergarten student on our scheduled registration day. If you are not able to make that day, we do ask that you register your child before June 1st of each year. This allows us enough time to make the necessary decisions and to insure a smooth transition into school for your child.

Students enrolling into kindergarten must be five years of age prior to September 30th of that school year. Any parent believing his/her child is ready for kindergarten but whose birthday falls between October 1st and December 31st may apply for early entrance testing. Upon completion of that testing, the educational team will determine if the child is ready for kindergarten. The same procedure is used for those parents believe their child is ready for first grade but whose sixth birthday falls between October 1st and December 31st.

STUDENT PLACEMENT

The principal will assign each student to an appropriate classroom, based on a variety of factors (i.e. grade level, class size, student's needs, class personality, etc.) If you have any questions as to the classroom your child is assigned to, please direct those to the principal.

STUDENT WITHDRAWAL

Parents should complete and sign a student withdrawal records release at the school office at least one week prior to the student's last day of school. All student fees and materials should be returned before leaving. School records shall be transferred to the receiving school within fourteen days. All records, including disciplinary records, regarding suspensions and/or expulsions, must be included and will not be withheld due to non-payment of fees, fines, etc.

ATTENDANCE

Regular attendance by all students is very important. The Board of Education is required to enforce regular attendance of students. The Board recognizes that regular attendance and promptness are critical to a student's academic success. In many cases, irregular attendance is the major reason for poor schoolwork. Therefore, all parents and students will be urged to plan to shop, make doctor and dental appointments, do personal errands, and so forth, outside of school hours.

Regular attendance is required of all students enrolled in the district during the days and hours that school is in session. In light of our obligations to enforce regular attendance of students and to promote their academic progress, we must limit the number and reasons for student absence. The following reasons for which absence from school will be excused and not counted against the absence limitation:

1. observation of a bona fide religious holiday on that holiday
2. failure of buses to operate
3. school-sponsored functions (field trips, etc.)
4. quarantine for contagious disease

In addition, the student may be permitted an opportunity to make up work missed due to the following absences, but such absences will count toward the 12-day absence limitation.

1. personal illness – doctor's excuse may be requested in the case of prolonged absence (5 days or more)
2. illness in the family – prior approval is required
3. family emergency – the administration shall determine circumstances which constitute a sufficient cause
4. family vacation – when circumstances necessitate a student to accompany his/her family on vacation, his/her request for vacation time will be considered on an individual basis and must have prior approval by the administration. A student's attendance record must be considered in evaluating such a request. The request must be submitted five days prior to departure date.
5. death of a relative – number of days to be approved by the building principal

A student will be considered habitually truant if the student is absent without a legitimate excuse for five or more consecutive school days, for seven or more school days in one month, or twelve or more school days in one school year. (Further attendance policies can be found in the Board's Policy Manual, JED.)

REPORTING ABSENCES

In order for the school to have more information concerning the health, welfare and safety of students, parents should do the following:

1. Call the school in the morning if the student is going to be absent or late in arriving. We have 24-hour voicemail service at each of the schools, so you can call the absence in at anytime.
 - a. Arrowhead attendance number 330.664.4885
 - b. Fort Island attendance number 330.664.4890
 - c. Herberich attendance number 330.664.4991
2. If we have not been notified of your student's absence within ½ hour after school begins, we will call all known phone numbers to verify the child's absence and reason for being out.
3. Students arriving late must report to the office with their parent. The tardy bell rings at 9:05. Doctor and dental appointments are the only excused reasons for tardiness.
4. Students arriving ½ day late for school will be marked with a ½ absence.

MAKE UP POLICY FOR ABSENCES

Each student who misses work due to an absence must make arrangements to make up the work, upon his/her immediate return to school. The teacher will list the assignments for the student, explain any of the missed work, and allow at least an equal number of days for make up work as days absent. If a parent calls into the school, requesting student work to be sent home, we ask that you call early enough in the day to permit teachers the necessary time to complete the assignments.

EARLY ARRIVAL/DISMISSAL

Due to the proper lack of supervision in the morning, we ask that no parent drop his or her students off prior to 8:45 a.m.

If it is necessary for students to be taken out of school early, a note should be sent into the teacher. Students can then be called to the office at the appointed time. Phone calls requesting that students meet parents outside will not be honored. In the event that a parent or guardian wishes another person to pick up the student, the parent or guardian must provide written authorization, or verbal contact by telephone, to allow the student to be released to another person. The person having authority to take the student must produce proof of identity to sign the student out of the office. If one parent has been awarded custody of the student in a divorce settlement, the parent in custody so deferred in statute (R.C. 3313.64) shall provide a copy of the decree defining any limitations in the rights of the non-custodial parent.

Students must have a note if they are going home with someone else, or staying after school for scouts or any other activity. Students are permitted to ride only the bus to which they are assigned.

STUDENT EMERGENCY INFORMATION

Emergency forms are kept on file in the office. New forms are sent home for completion each fall. **Please help keep records up-to-date by notifying the school of any changes in address, telephone, or parent's place of employment.** If you work out of town, please be sure to give a local contact in case of an emergency. All unlisted numbers are kept in confidence if you mark that the number is unlisted.

The Copley-Fairlawn School District will annually distribute the Emergency Medical Forms. In the event emergency medical treatment for a student is necessary, the district will adhere to the instructions on the authorization form.

According to Section 3313.71.2 Ohio Revised Code, all parents and guardians must complete the Emergency Medical Authorization Form and return it to the school. The purpose of the form is to enable parents and guardians to authorize the provision of emergency treatment for students who become ill or injured while under school authority when parents/guardians cannot be reached.

FIRST AID FOR STUDENTS

We do administer routine first aid and maintain a clinic to comfort students who are injured or become ill at school. First aid consists of applying ice, washing wounds, stopping bleeding, and applying bandages. Parents or another designated adult will be notified as soon as possible in case of illness or serious injury. Please make sure to complete and return the "Emergency Form" sent home the first week of school. Also, be sure to let the school know of any changes in address and phone number. If we send a child home with a fever, we ask that parents do not send the child back to school until the child is fever-free for 24 hours without the help of medication. It is impossible to care for sick or injured students in the office for long periods of time; therefore, it is the parents' responsibility to arrange for pick up of their child. A nurse is in the district and can be contacted as needed.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State Law. Any questions about immunizations or waivers should be directed to the nurse.

Immunization requirements call for:

- Diphtheria – four or more doses of DTP or DT vaccine or any combination thereof, is the minimum acceptable. Three Td (diphtheria-tetanus toxoids, adult type) is the minimum acceptable for children age seven and up
- Measles – single dose of live measles virus vaccine or vaccine combination on or after 1st birthday, and an additional dose of the MMR vaccine given at least thirty days from the first for all students.

- Rubella – same as measles
- Mumps – same as measles
- Polio – three oral or inactivated plus one oral vaccine booster. The final dose on or after the 4th birthday prior to kindergarten entry.
- Tetanus – three Td
- Hepatitis B – three doses. The second dose must be at least 28 days after the first dose. The third dose must be 3 months after the second and after six months of age. Students who start kindergarten must be immunized against Hepatitis B or in the process.
- Varicella – 2 doses. The second dose must be prior to Kindergarten entry.

ADMINISTRATION OF MEDICATION TO STUDENTS

The Board of Education Policy JHCD and Ohio State Law both require signed Medication Authorization Forms on file before any medication can be disbursed at school. Parent signature alone is required for over the counter medications, and both parent and physician signatures are required for prescription drugs. These forms are available in the office, or can be faxed to your physician in an emergency. All medications, prescription and OTC must be in their original containers and be handed in by parents. No student is permitted to transport medication.

GUIDANCE

A guidance counselor is available to assist students or parents in making educational decisions or working through personal concerns. The elementary guidance program involves three components: classroom guidance, small group discussions, and individual sessions. Parents or students may contact the counselor through the school office.

Guidance Counselor: Mrs. Pamela Long-Rice 330.664.4887

SCHOOL MEALS

Copley-Fairlawn City Schools have a hot lunch program, which includes milk. Prices for the lunch will be announced in the school newsletter menu. Students may buy the complete lunch or may pack part of their lunch and buy selected items a la carte. The lunch menu is located on the Copley-Fairlawn City Schools website, www.copley-fairlawn.org.

Applications for free and reduced-priced lunches are sent home during the first week of school. The applications are also available on the Food Services web page. The preferred method of payment is "Pay For It" (link on the district website). This is an online payment program and the student's ID number is needed to set up an account - any amount can be debited. Parents/guardians will be notified when the balance runs out, and are also able to view students' expenditure. Every student receives and must use his/her number if getting a school lunch regardless of full or reduced or free under the National School Lunch program. Lunch pre-payments may also be made by sending in a check which will be deposited into the students account. Please

write the student's ID number and name on the memo line. The cafeteria is unable to make change for cash payments. If cash is tendered the entire amount is credited to the student's account.

SAFETY DRILLS

Fire drills are conducted each month at all elementary schools. Tornado drills are practiced four times a year. Lock down safety drills are required by state law to be held a minimum of once a year. The Bath, Copley, and Fairlawn Fire Departments monitor these drills. The staff members are all informed on procedures necessary for security and evacuation drills, as well. All safety procedures are posted in the classrooms and hallways.

LOST AND FOUND

The "Lost and Found" items are located in a designated area in the school. Please encourage your child to check for lost articles. Labeling your child's belongings minimize losses. Unclaimed articles will periodically be donated to charitable organizations.

SCHOOL SUPPLIES

Your child will be receiving a grade level school supply list, which will list the items needed for class. Each child should also bring a book bag, labeled with his/her name. Books and other instructional materials are provided by the Board of Education. Students are responsible for the care and return of all Board materials. Fines will be charged for damaged or lost items.

Students are NOT to bring any electronic items to school, as well as toys, cards, candy, gum, and weapons.

LIBRARY

Each building has an LRC (Learning Resource Center) to provide students with books. While there are no overdue charges, a fee will be charged for damaged or lost books.

ASSEMBLIES AND FIELD TRIPS

Programs and field trips are planned during the year for the educational and enjoyment of the students. Courteous, undivided attention of students is expected. This is necessary for the enjoyment and safety of others.

SCHOOL WIDE PARTIES

Parties are held at special times throughout the school year. These are arranged by the room parents, in consultation with the classroom teacher.

SCHOOL CLOSING DUE TO THE WEATHER

During the winter months there may be times when school must be closed due to bad weather. This decision is not made until 5:00 a.m. We will make every effort to see that the closing decision is announced by 6:00 a.m. The decision to close will be carried by radio stations **WAKR/1590 AM, WNIR/100.1 FM, WKDD/98.1 FM, and WTAM/1110 AM**, as well as television stations **Channel 3, 5, and WJW Channel 8**, as soon as they

receive notification from our districts. A phone call will be made through the district's automated phone calling system. The call will be made to your primary contact number you indicated on the Emergency Notification System Contact Information Update. **Please notify the school office whenever you have a change in contact information.**

The decision to keep schools open does not mean you must send your child. It means that the buses can run safely and the majority of the community activities will be near normal. You must then decide whether conditions in your neighborhood are safe enough for your child to walk to school or to the bus stop. If you do choose to keep your child home, you must still call and notify the school. If you do not hear Copley-Fairlawn City Schools on the closing list, schools will be open. You may also call our 24 hour Copley-Fairlawn hotline at 330.664.4917.

VISITORS/VOLUNTEERS

We welcome the assistance of parent volunteers; however, for the safety of our students, we ask that you follow these simple procedures upon entering the building:

1. Please sign in at the office. Take a visitor/volunteer badge, which will identify you while in the building.
2. If you know where you need to go and are expected by that teacher, you will be able to proceed to your destination.
3. If you are coming to visit but the teacher is not expecting you, we ask that you wait until we check with the teacher to see if that is a convenient time or not. We try to keep interruptions to our instructional periods to a minimum.
4. We do ask that parents/volunteers do not visit on the playground. Our monitors cannot possibly know all of the parents/volunteers, thus supervision becomes a real problem.
5. Once you have completed your business, we ask that you sign out at the office and, if necessary, return your badge.

GRADING PERIODS

There are four grading periods in each school year. The first one runs from August through the end of October, the second begins in November and runs through January, the third begins at the end of January and goes until the end of March, and our final period goes from April to the end of the school year.

CONFERENCES

The dates of our conferences are published in the School District Calendar and in our newsletters. Parents may request a conference at any other time throughout the school year by contacting the appropriate personnel. The purpose of a conference is to inform and problem solve. Parents are an important team member in this process.

HOMEWORK

Education is a lifetime process and it is important to promote independence and responsibility for the students through the completion of assigned work. The following suggestions are offered:

1. Take an interest in your child's work. Ask what assignments they have and if they need help in understanding what to do.
2. Set aside a specific time each day after school for them to do their work.
3. Provide a comfortable area at a table or desk.
4. Keep distractions to a minimum. The area should be quiet.
5. Ask to see the completed assignment. If possible, spend a few minutes going over the assignment with your child. This will add reinforcement to what they have learned.

TESTING

The students participate in both district and state testing throughout the school year. Below you will find the specific tests for each grade level:

- Kindergarten - AIMSweb (Achievement Improvement Monitoring System)
 - KRA-L (Kindergarten Readiness Assessment – Literacy)
- First Grade - AIMSweb
- Second Grade - AIMSweb
 - Inview/Terra Nova
- Third Grade- AIMSweb
 - Ohio Achievement Assessment (OAA) Reading (fall and spring)
 - Ohio Achievement Assessment Math (spring)
- Fourth Grade - AIMSweb
 - Ohio Achievement Assessment (OAA) Reading (spring)
 - Ohio Achievement Assessment Math (spring)
 - CoGAT (Cognitive Abilities Test)

All test materials (except for practice test materials) are considered secure. No test questions or materials should be reproduced in any manner.

Parents can prepare their students for tests by making sure they get plenty of rest the night before the test, a good nutritious breakfast on the morning of the test, and constant reassurance that they will do fine during the testing process.

REPORT CARDS/INTERIM PROGRESS REPORTS

Report cards are sent home with students in grades K-4 within a week after the close of the grading period. Students in grades K-4 take home interim progress reports midway through each of the four grading periods.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATION OPPORTUNITY

The Copley-Fairlawn City School District is an equal opportunity education institute and will not discriminate on the basis of race, color, creed, disability, religion, gender, ancestry, age, and national origin, place of residence within the boundaries of the District or social or economic background in its activities, programs or employment policies. Please contact the office of Pupil Services with any inquiries or complaints regarding discrimination or denial of equal access relevant to Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination in Federal Assisted Programs Act.

A formal complaint can be made in writing to the district's compliance officer listed below:

Director of Pupil Services
3797 Ridgewood Road
Copley, OH 44321
330.664.4855

The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

Section 504/ADA Prohibition Against Discrimination Based on Disability

Pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, participation in, or treatment, or employment in, its programs or activities. As such, the Board's policies and practices will not discriminate against employees and students with disabilities, will provide equal opportunity for employment, and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District. As used in this policy and the implementing administrative guidelines, "an individual with a disability" means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. For more information regarding protection under Section 504 please contact the guidance office.

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.

The Copley-Fairlawn City School District provides a variety of special education programs and services for students identified as having a disability by the Individual with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. 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 Director of Student Services at 330.664.4855.

STUDENT RECORDS

Confidential records contain educational, behavioral, disciplinary information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio Law. This information can only be released with the written consent of the parents or guardians. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional agency. If parents prefer, they may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parent have the right to review all records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. If a review of records is wanted, please contact the school principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

BUS RULES AND REGULATIONS

The bus stop can be a dangerous place if children do not line up and stand in an orderly manner. Please discuss with your child the danger involved while he/she is waiting for the bus. Do not permit him/her to leave home too early. He/she should arrive at the bus stop about 5 minutes before the bus is due. Children who have a long wait for the bus will often begin to run and play. This is not only dangerous, but yards and shrubs are often damaged.

Children are given permission to get off the bus at stops other than their own only if they bring written consent from their parents. Notes must be approved by the principal or his/her designee and a bus pass issued by the office.

Requests to change buses will be considered for emergency purposes only! These considerations need to be directed to the transportation supervisor at the Transportation Department 330.664.4820.

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The students need to follow the following rules, while riding on a school bus:

1. Follow the driver's directions.
2. Stay in seat.
3. Talk quietly.
4. Be silent at railroad crossings.
5. No eating or drinking.
6. Be polite and show respect.
7. Wait for the driver's signal before crossing in front of the bus.
8. Follow the Student Code of Conduct.

CAFETERIA RULES AND REGULATIONS

The school lunch period is a time to relax and to enjoy a nutritious meal. For the safety and well being of all students, we ask students to follow these rules:

1. Follow the monitor's directions.
2. Always walk in the cafeteria.
3. Get your food the first time you go through the line.
4. Raise your hand if you have forgotten anything or need assistance of some sort.
5. Talk quietly.
6. Follow the Student Code of Conduct.

RECESS RULES AND REGULATIONS

We ask that all children follow these rules while participating in recess:

1. Use the equipment appropriately.
2. Follow the monitor's directions.
3. Play safely and fairly.
4. Respect others and the school property.
5. Walk quietly to line up as you enter the school.
6. Follow the Student Code of Conduct.

The rules of the playground are made and enforced for the benefit of the students. Recess is indoors when it is raining or extremely cold (the temperature or wind chill is below 20 degrees.) It is school policy that all students go outside during recess when the recess supervisor is outside.

STUDENT CODE OF CONDUCT

Teaching personnel are responsible for managing student behavior and handling discipline problems that occur within their scope of responsibility. Teachers may call on other school personnel to assist them in discharging these responsibilities. Teachers may refer students to the building administrator who is then responsible for determining further disciplinary action. Referrals will be made to the appropriate law enforcement agency in regard to suspected criminal offenses.

An administrator may deal with student misconduct in a variety of ways, including but not limited to counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, in-school alternative placement, out-of-school suspension, and recommendation for expulsion.

The following conduct/behavior may subject a student to disciplinary action:

1. **Absence and/or tardiness** – A student shall not be absent from or tardy to class and/or school to the point that successful completion of class assignments is not possible.
2. **Arson and related offenses** – A student shall not cause or attempt to cause the setting of fire, use any incendiary device (such as fireworks), cause false fire alarms, misuse of fire extinguishers, or make bomb threats.
3. **Assault** – A student shall not cause, threaten to cause, or participate in any act tending to cause injury to any other person.
4. **Class cutting** – A student shall not deliberately cut class. Class cutting is an unexcused class absence.
5. **Computers/Technology** – Inappropriate use of computer hardware or software and/or misuse of other technologies will not be tolerated.
6. **Damage** – A student shall not cause or attempt to cause damage or destruction to school property or private property on school premises.
7. **Dangerous Instruments and Weapons** – A student shall not use, possess, exhibit, handle, transmit, or conceal any object that could be classified as a weapon or dangerous instrument. Such weapons and dangerous instruments shall include but not be limited to, any object, which may be used or is used to threaten or inflict physical harm. Reproductions or replicas of and imitation weapons are also prohibited.
8. **Disrespecting school personnel** – All employees of the Copley-Fairlawn City School District warrant proper respect. Any disrespectful or inappropriate words or actions directed at school personnel will be addressed as will any conduct that causes physical harm to school personnel or their property whether the conduct occurs on or off school property.
9. **Disruption** – A student shall not by use of profane, vulgar, or other improper language, violence, force, coercion, or threat, harassment, intimidation, or any other action, cause nor threaten to cause the disruption or obstruction of any function or operation of school.
10. **Electronic devices** – Students may be allowed to possess pagers, cellular telephones and other electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are turned off during school hours. First time violators of this policy are reported to the principal, who confiscates the device and holds it in his/her office until the end of the school day. The District assumes no liability if these devices are broken, lost or stolen.

11. **Extortion** – A student shall not compel or attempt to compel any student, school employee, or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation.
12. **Failure to comply with directives, rules, and regulations (insubordination)** – A student shall accept direction and/or comply with directives of authorized school personnel and all posted rules and regulations. Failure to comply with any reasonable request made by a staff member shall constitute insubordination.
13. **Falsification** – A student shall not falsify, verbally or in writing, the name of another person, times, dates, grades, addresses, or other forms of information.
14. **Fighting** – A student may not participate in any act, which may have the potential to cause physical harm, such as pushing, shoving, wrestling, punching, hitting, or attacking.
15. **Gambling** – A student shall not play any game for money or other compensation.
16. **Harassment/Bullying** – Everyone in Copley-Fairlawn City Schools has a right to feel respected and safe. Consequently, our plan to prevent sexual harassment, harassment/bullying because of race, religion, disability and other human differences is as follows:
 - a. A harasser may be a student or an adult. Harassment may include the following when related to sex, race, religion, disability or other differences:
 - i. Name calling
 - ii. Pulling on clothing
 - iii. Graffiti
 - iv. Notes or cartoons
 - v. Unwelcome touching of a person or clothing
 - vi. Offensive or graphic posters or books covers
 - vii. Violent acts
 - b. If any words or actions make a student feel uncomfortable or fearful, he/she needs to tell or make a written report to a teacher, counselor, the principal, or the district's Grievance Officer/Director of Pupil Services (330.664.4855).
 - c. A student's right to privacy will be respected as much as possible.
 - d. The school district will take seriously all reports of sexual harassment and harassment based upon race, religion, disability and other human differences, and will take all appropriate actions to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conducts.
 - e. The School District will also take action if any one tries to intimidate a student or to harm that student because he/she made such a report.

- f. This is a summary of the district's policy against sexual harassment and harassment because of race, religion, disability or other human differences. A complete copy of the policy is available at the Board of Education office upon request.

*Sexual harassment and harassment based on race, religion, disability or other human differences are against the law.
Discrimination is against the law.*

17. **Hazing** – A student shall not participate in any act of initiation that causes or might cause mental or physical harm to anyone. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
18. **Inappropriate dress** – A student shall not dress or appear in a manner, which interferes with the normal school environment or the student's or other students' health or safety. Any sleeveless shirt, such as halter-tops, muscle shirts or revealing tank tops (straps less than 3 inches in width) are unacceptable. Items such as mesh clothing, half T-shirts, or sagging pants, and any clothing or jewelry containing reference to chemical substances, tobacco, may be asked to change inappropriate apparel before returning to class.
19. **Hats/Headgear** – No hats, bandannas, or other headgear are to be worn in the building. Hats may be taken by school personnel.
20. **Loitering** – A student shall not loiter or make frequent stops and pauses in restrooms, hallways, the parking lot, etc.
21. **Narcotics, Alcoholic Beverages, and Drugs** – A student shall not use, abuse, possess, transmit, conceal, apply, sell or be under the influence of alcohol, illegal or non-prescription drugs, any paraphernalia or look-alike and counterfeit drugs on school property or at any school-sponsored or school-related function. "Under the influence" is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep/dozing in class, memory loss, abusive language or any other behavior not normal for the particular student. "Under the influence" also includes the mere ingestion/consumption of a chemical followed by attendance at a school function, without regard to whether the student manifests physical signs of chemical consumption.
22. **Plagiarism and cheating** – A student shall not plagiarize, that is, use someone else's writing, ideas, or work and claim it as one's own. Cheating on homework, tests, and/or assignments is prohibited and will normally result in failure.
23. **Profanity** – Profanity has no place in the educational setting and is strictly prohibited.
24. **Refusal to identify oneself** – A student shall not refuse upon request to identify himself/herself to proper school

authorities on school premises and/or property or at a school-sponsored event.

25. **Shorts** – Shorts are only permissible during the first and fourth grading periods. They must be deemed acceptable by the building principal. Cut-offs, bike shorts, or other shorts, which may interfere with normal school environment, will not be allowed. A length guideline is that shorts should be no shorter than the place where the fingertips reach when the arms are hanging at one's side.
26. **Theft** – A student shall not take or attempt to take school property or the personal property of any individual.
27. **Tobacco and related products** – A student shall not smoke, chew, possess, handle, transmit, nor conceal tobacco or other related smoking products on school premises or property, or at any school activity in or out of the school.
28. **Trespass** – A student shall not be on school grounds or in a school building to which the student is not assigned during or after school hours except with the express permission of the building principal or with permission to attend or participate in a school-sponsored event which students from his/her school have been invited to attend.
29. **Transportation Regulations** – A student shall not interfere with or disrupt the operation of a school vehicle through activities, which pose or tend to pose a danger to the safe operation of that vehicle.
30. **Truancy** – A student shall not be absent from school without a valid excuse.
31. **Misconduct affecting school officials, employees, and other students** – Students shall refrain from acts which may cause injury or embarrassment to, or the loss or damage to the property of, other students or school district officials or employees, whether on or off school property. Students shall comply with all state laws and municipal ordinances with regard to their conduct toward the person or property of school officials, employees, or other students.
32. **Miscellaneous** – In general, disciplinary action will result from, but is not limited to: habitual or extreme acts of misconduct; misappropriating teachers' school records; being in an unauthorized area on school premises; serving as a "look-out" for any inappropriate behavior; complicity, aiding others in violating rules or not reporting violations; leaving class or school premises without proper authorization; littering; refusing to pay for purchases; any behavior or possession of any item (i.e. squirt gun, laser light, etc.) that disrupts the educational process; or any conduct in violation of the criminal code of the State of Ohio or local ordinances.

SUSPENSION OF A STUDENT

An administrator can assign a student to suspension for any of the violations listed above.

An In-School Alternative Placement (ISAP) is a disciplinary action where the student is removed from class and is placed in an alternate learning environment with direct supervision. No hearing notice is required prior to this placement

The superintendent, principal, assistant principal, or any other certificated administrator may assign a student to an out of school suspension. No period of suspension will extend beyond ten school days. Suspensions may extend beyond the current school year if at the time a suspension is imposed; fewer than ten days remain in the school year. In these cases, the superintendent may apply any or all of the period of suspension to the following year.

The superintendent may require a student to perform community service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension to the following school year. The guidelines listed below will be followed for all out-of-school suspensions:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. During the period of a suspension, students are excluded from classes and all school-related activities. All assignment should be completed. While serving suspension, students are denied participation in all co-curricular activities.

Within 24 hours after the time of a student's suspension, the superintendent or principal shall provide written notification of the suspension to the parent, guardian or custodian of the pupil, and the treasurer of the Board of Education. The notice shall include the reasons for the suspension and notification of the right of the pupil or his/her parent, guardian, or custodian to appeal such action to the Board of Education or its designee, to be present in all such appeal proceedings, and to be granted a hearing before the Board or its designee in order to be heard against such suspension (such hearing may be held in executive session if it is held before the Board).

Any such appeal must be filed with the Treasurer of the Board of Education in writing within three days.

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

PARENT AND STUDENT SIGN-OFF SHEET

We have read, reviewed, and discussed the contents of this handbook with our student. We agree to uphold the operations of the school.

Parent Signature(s) _____

Date _____

Parent Questions and/or Comments:

I have reviewed this handbook with my parents and understand its content. I agree to uphold the operations of this school.

Student Name _____

PLEASE PRINT

Student Signature _____

This form must be return to the student's classroom teacher as soon as possible.