



**Cedarville  
High School  
2022-2023**

## **STUDENT HANDBOOK**

**Mr. Chad Haemmerle**  
PRINCIPAL

**Cedarville High School  
194 Walnut Street  
Cedarville, Ohio 45314**

**High School Office: (937) 766-1871**

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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**MISSION STATEMENT**  
**Cedar Cliff Local School District**

**The mission of Cedar Cliff Schools is to provide students with the best well-rounded education that teaches, challenges and develops the mind, body and character and prepares responsible graduates to contribute within society.**

\*\*\*\*\*

Welcome to Cedarville High School, proud home of the Indians!

Whether you are a returning or new student, we're excited about you being part of our school!

Education is a partnership between students, parents, teachers, and administrators. Communication and teamwork by all are vital to student success. When we work together, students benefit and have a more fulfilling educational experience.

We are rich in tradition and thankful for our students, parents, and community. We are committed to excellence and look to opportunities to continue to improve our schools.

I invite you to join us in our commitment to excellence. For more information on Cedarville High School, please call us or visit our district website at [cedarcliffschools.net](http://cedarcliffschools.net).

Sincerely,

*Chad Hammerle*

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## **HIGH SCHOOL PERSONNEL**

**Principal–Chad Haemmerle,**

**chaemmerle@ccliff.net**

Secretary - Darceil Barger, Carrie Smith

College/Career Counselor- Rachell Tingelstad

Counselor- Valerie Walker

Library Media Specialist -Karen Mossing

Athletic Director – Glen Satchell

Network Administrator – Cris Sidell

Cedarville High School

P.O. Box 45

Cedarville, Ohio 45314

Phone: (937) 766-1871 FAX: (937) 766-4717

Attendance Office: (937) 766 –1871

## **EDUCATIONAL PHILOSOPHY OF THE CEDARVILLE HIGH SCHOOL**

The public schools of the Cedar Cliff School District are organized to perpetuate and improve the American way of life. To do this, schools have been organized to teach young people to assume their individual civic and social responsibilities.

The public school system is a foundation of the democratic way of life. It seeks to develop in each student high moral cultural standards, so that he/she may make positive contributions to society, and to the American way of life.

It is the function and purpose of the Cedar Cliff Schools, within its financial means, to provide each student with the maximum opportunities for obtaining the knowledge, the experience, and the marketable skills which will best prepare him/her to assume a position of respect in our present day society.

## **GENERAL AIMS AND OBJECTIVES OF THE CEDARVILLE HIGH SCHOOL**

The practical application of the philosophy of the Cedar Cliff Local School District is to provide the opportunities, within the individual capacities of each student, to:

1. Develop knowledge and understanding of his natural environment.
2. Develop moral and ethical values.
3. Develop skills for effective participation in the democratic process.
4. Develop mental, physical, and emotional health.
5. Develop the skills for the effective communication of ideas.
6. Develop a sense of responsibility for others.
7. Develop the necessary competencies in economic practices.
8. Develop an appreciation of the arts.
9. Develop a wise use of leisure.
10. Develop a zeal for self-improvement.

## **STUDENT HANDBOOK AWARENESS STATEMENT**

Students must sign a paper in their first period class affirming that they have received the Student/Parent Handbook. It is important that the contents be read and discussed with parents.

## **SCHOOL TIME SCHEDULES**

### **• REGULAR BELL SCHEDULE**

7:40 am -7:55am	Report to 1 <sup>st</sup> period
7:55-8:40	Period 1
8:43-9:28	Period 2
9:31-10:16	Period 3
10:19-10:46	Intervention
10:49-11:34	Period 4
11:37-12:22	Period 5
12:25-12:55	Lunch
12:58-1:24	Required Study Hall
1:27-2:12	Period 6
2:15-3:00	Period 7

Students are permitted to be in the high school building for scheduled detention, meetings or school activities.

### **• ONE -HOUR DELAY**

8:40 am -8:55am	Report to 1 <sup>st</sup> period
8:55-9:40	Period 1
9:43-10:28	Period 2
10:31-11:16	Period 3
11:19-12:04	Period 4
12:07-12:37	HS Lunch
12:40-1:25	Period 5
1:28-2:13	Period 6
2:16-3:00	Period 7

### **• TWO-HOUR DELAY**

9:40 am -9:55am	Report to 1 <sup>st</sup> period
9:55-10:32	Period 1
10:35-11:12	Period 2
11:15-11:51	Period 3
11:54-12:30	Period 4
12:33-1:03	HS Lunch
1:06-1:42	Period 5
1:45-2:21	Period 6
2:24-3:00	Period 7

### **• TWO-HOUR RELEASE**

7:40 am -7:55am	Report to 1st period
7:55-8:31	Period 1
8:34-9:10	Period 2
9:13-9:49	Period 3
9:51-10:28	Period 4
10:31-11:08	Period 5
11:11-11:47	Period 6
11:50-12:20	Lunch
12:23-1:00	Period 7

## **EMERGENCY NOTIFICATIONS /DELAYS AND CLOSINGS.**

Emergency notifications, as well as weather delays and cancellations will be announced via a One Call Now phone system. The phone number given to the school at the beginning of the year will be the one used for this service. If you are not receiving these calls, please contact the school office.

Should the weather prompt a delay or closing, listen to the following stations, but PLEASE DO NOT CALL THE SCHOOL.

WHIO TV 7 – Dayton

WKEF TV 22 - Dayton

WDTN TV 2 - Dayton

## **STUDENT RESPONSIBILITIES AND RIGHTS**

### **STUDENT RESPONSIBILITIES:**

Students attending the Cedar Cliff Local School District shall have the responsibility to:

- attend** school daily and be on time to all classes and pursue their course of studies;
- be aware** of all rules governing student behavior and to conduct themselves accordingly;
- submit** to reasonable corrective action or punishment imposed by school authorities;
- express** their opinions and ideas in a respectful manner so as not to libel or slander others; or cause fear or distress;
- dress in a manner** that is not disruptive to the educational process and is not threatening to the health and safety of themselves or others;
- conduct** themselves in a manner that will not disrupt or deprive others of their education;
- follow** established procedures in seeking changes in those policies, rules or regulations which affect them and with which they disagree;
- comply** with the reasonable and lawful instructions of school personnel in the performance of their duties;
- identify** themselves, upon request, to any school district personnel or authority in the school building, on school grounds, at school-sponsored events, or on school buses.

### **STUDENT RIGHTS:**

Students attending the Cedar Cliff Local School District shall have the right to:

- freedom** of inquiry, speech, expression, and assembly subject to reasonable limitations upon the time, place, and manner of exercising such rights;
- be secure** in their persons, papers and effects against unreasonable searches and seizures;
- present** petitions, complaints, and grievances to school authorities and have the right to prompt replies subject to reasonable limitations upon the time, place, and manner of exercising such right;
- use established channels** to voice their opinions in the development of the curriculum;
- be informed** on rules and regulations as related to their rights and responsibilities;
- equal educational opportunity** and freedom from discrimination because of race, religion, sex, national origin, economic status, marital status, pregnancy, previous arrest or incarceration, or a physical, mental, or sensory handicap;
- consult** with teachers, counselors, administrators and other school personnel at reasonable and appropriate times;
- freedom of dress and personal appearance** as long as appearance and dress are consistent with health and safety regulations and the maintenance of an orderly educational process;
- comply with the dress code;

**fair and equitable treatment** from school authorities, which shall include due process, (i.e. to ask questions and tell their side, when suspension from curricular or extra-curricular activities is proposed).

**view the contents** of their cumulative academic record and be apprised, with parental permission, of the contents of their supplemental record at reasonable times during school hours;

**know the requirements** of a course of study and to know on what basis their grade will be determined;

**be involved in school activities** provided they meet the reasonable qualifications of the sponsoring organizations.

## **ABSENCES AND ATTENDANCE REGULATIONS**

### **STATE ATTENDANCE REQUIREMENTS (BP 5200)**

Ohio Law requires Cedar Cliff Schools to start corrective action when any student is either excessively absent or habitually truant by missing school with or without a legitimate excuse. Per HB 410, “excessive absences” and/or “habitually truant” are defined as:

#### **Habitual Truant**

Absent 30 or more consecutive hours without a legitimate excuse.

Absent 42 or more hours in one school month without a legitimate excuse;

Absent 72 or more hours in one school year without a legitimate excuse.

#### **Excessive Absences**

Absent 38 or more hours in one school month with or without a legitimate excuse;

Absent 65 or more hours in one school year with or without a legitimate excuse.

Corrective action can include but is not limited to parent, child and school conference; counseling and making up time in Saturday School. Furthermore, Ohio Law requires the school to file a complaint against the child and parent with Juvenile Court if a child is habitually truant by missing school without a legitimate excuse.

#### **□ EXCUSED ABSENCES**

An excused absence is an absence caused by hospitalization or by visits to the office of a doctor, dentist, psychologist or any other licensed professional health or legal person with a legitimate note from the office of the licensed professional. **Students with an all-day excused absence (missing four or more class periods) are not permitted to attend and/or participate in co-curricular and extra-curricular activities on the day of their all-day absence even if they have licensed professional documentation.**

Students may also be excused from school with a call or note from a parent. All absences must fall within the guidelines of HB 410.

1. Personal illness – illnesses that are not serious enough to require a doctor’s visit
2. Illness in family – applies only to students fourteen or older
3. Quarantine – for the length of the quarantine as established by proper health officials
4. Death of friend
5. Work at home due to absence of parents/guardians – applies only to the days the parent/guardian is absent from the home
6. Observance of religious holidays

7. Family vacations and/or Family business
8. Early dismissals without a note from a licensed professional
9. Participation in events such as "Take Your Child to Work Day"

It is the student's responsibility to contact teachers the day he/she returns from an absence to arrange to do his/her make-up work. A student will be allowed one day of make-up time per each excused day of absence. If a student was in class when a teacher indicated a test, paper or project deadline, the one day may not apply. Following the deadline for completion, the incomplete work may be given a zero.

#### **UNEXCUSED ABSENCES**

An unexcused absence is when a student misses school without a legitimate excuse (such as doctor's note or other licensed professional health or legal person) or exceeds his/her number of five (5) nonmedical days per semester. Failing to bring an absence note within one week of a student's return to school also constitutes an unexcused absence.

Students with an unexcused absence or tardy **MAY NOT** receive credit for any work done or due during the time of an unexcused absence or tardy nor can they attend/participate in extracurricular activities the day of their absence. A student who participates in an extra-curricular activity (i.e. athletic team, cheerleading, drama production, etc.) and exceeds the five (5) days of nonmedical absences may be required to drop such activity for the remainder of the semester.

**Students with a non-medical absence, whether it is a HALF DAY OR FULL DAY absence, are not permitted to attend/participate in extra-curricular activities the day of their absence.**

#### **TRUANCY**

Truancy is based on the number of unexcused absences a student has accumulated. We will notify you if your student is in danger of becoming truant. We will also file a complaint with the county attendance officer when your child exceeds the hours under HB 410. Such action may result in a complaint being filed in the county juvenile court. You, the parent, may be taken to court, ordered to parenting classes, fined or imprisoned as prescribed in the State of Ohio Revised Code (ORC) 3313.663(B) and ORC 2919.222.

### **PROCEDURES FOR ABSENCES**

When a student is absent from school, his/her parent or guardian shall call the **MAIN OFFICE (766-1871) between 7:30 AM and 9:00 AM**; if not, the school will call home or email if no phone response.

Upon returning to school from an absence, the student must bring a note to the **MAIN OFFICE, prior to 7:55 AM** with a written explanation signed by the parent or guardian. The student will receive an admit slip for admittance to class.

#### **EARLY DISMISSALS**

Once a student arrives on school property, the student must remain on school property unless permission to leave is granted through the office. The OFFICE will accept notes with a written explanation for early dismissal from parents or guardians until 7:55 AM.

After 7:55 AM, the parent or guardian **MUST COME TO THE OFFICE OR PERSONALLY CONTACT THE OFFICE TO SIGN THE STUDENT OUT OF SCHOOL**. An admit slip must be obtained from the Office prior to admission to classes missed.

Classes missed as a result of an early dismissal from school will count against the five (5) nonmedical absence days per semester.

□ **COLLEGE VISITATIONS, JOB SHADOWING AND GCCC GREENE DAYS**

The administration allows three college visit/job shadow days for seniors, two college visit/job shadow days for juniors, and two GCCC Greene Days for sophomores yearly. The student must pick up and return a college visitation/job shadow packet from the Office **ONE WEEK prior to the visit**; otherwise, the student's college visit absence will count toward his/her pardon days. No college visit/job shadowing/Greene Days will be excused during proficiency testing, standardized testing or semester exam testing days. The administration does have the right to deny visitation days if deemed necessary. All college visitations must be approved by the Principal and completed by May 1.

□ **EXTENDED ILLNESS**

In the event of an extended illness, the student or parents should contact the attendance office secretary to schedule make-up work and the guidance counselor to schedule home instruction. If a student's absence exceeds TWO or MORE DAYS, the parent should call the attendance office BEFORE 9:00 AM to request make-up work. **Please do not call the attendance office requesting make-up work UNTIL AFTER the student has missed more than TWO days.** All tests and exams will be made up at CHS and monitored by a certified Cedar Cliff employee unless otherwise determined by the principal.

□ **FAMILY VACATIONS**

A family vacation is an excused absence, but may or may not be excused depending on the student's regular attendance. Students who are considered habitually truant will not be approved. Therefore, a student who exceeds his/her number of nonmedical absences due to family vacation *without prior principal approval* will be in danger of failing the semester with the minimum grade of "50" in each of his/her classes. Parents should make a request for the appropriate form from the office and turn it into the school ONE WEEK in advance of the vacation time. Upon returning to school, the student has the same number of days he/she was absent to complete his/her make-up work. Teachers may assign work before or after student returns from the vacation.

□ **FUNERALS**

Students who attend a funeral of an immediate family member will receive an excused absence for one but not more than two days with a legitimate note from parent/guardian. They will have the opportunity to make-up the class work missed upon returning to school as well as participate in the after-school/evening extra-curricular activities that occur on the day of the funeral. Students who attend a funeral of a friend or another person can use one of their "pardoned" days with a legitimate note from parent/guardian. They will have the opportunity to make-up the class work missed upon returning to school.

□ **LOSS OF CREDIT**

Any student in grades nine through twelve, who attends Cedarville High School shall not exceed a total of five (5) days absence in ANY class without losing credit for that semester of class work in that particular class. Failure would be recorded as a grade of "50" (F) or lower for that semester's work. A student must bring an absence note to the office within one week of their absence date. Otherwise, make-up work turned in for the missed class period may only receive 50% or less for the completed assignment(s).

☐ **TARDY TO SCHOOL**

A tardy to school is defined as not being in class at the 7:55 AM bell and extends from 7:55 AM to 8:40 A student shall not be tardy to school more than three (3) times in a semester. Consequences will be given to those students who exceed three tardy incidents within a semester. In addition, there is also a loss of credit for each class in which a student has exceeded five unexcused tardy/absences within a semester.

To participate in co-curricular (class activities that occur after school hours) and extra-curricular activities, students must be in attendance by 8:25 a.m.

☐ **ATTENDANCE FOR 18 YEAR OLDS**

Every student 18 years of age or older shall be deemed to be an adult and shall have the legal capacity to act as a person 21 years of age. However, such students must comply with attendance rules and regulations established by the Cedar Cliff Board of Education.

☐ **PERFECT ATTENDANCE**

Perfect Attendance is defined as a student having had 100% attendance throughout the entire school year. Perfect Attendance is a *privilege* that students have the potential of earning throughout the school year. To achieve perfect attendance a student may not have any tardy incidents, excused or unexcused absences *of any kind* such as college visit days and/or doctor’s appointments.

**ACADEMIC ISSUES**

**ACCREDITATION**

The North Central Association has accredited Cedarville High School since 1922.

**CLASS LOAD**

Cedarville High School students must be considered a full-time student as defined by Cedar Cliff Local School district policy (unless participating through the home-school option). Courses can be a combination of high school campus courses, CCP coursework, or courses taken through the Greene County Career Center. Home school students may enroll in a maximum of two full credit courses or equivalent per year. Cedarville High School does not honor or allow students to audit classes throughout the school day.

The number of academic credit a student earns by the first day of school determines his/her grade assignment for the academic school year.

Freshman	Completion of Grade 8
Sophomore	Completion of 6 credits
Junior	Completion of 12 credits
Senior	Completion of 16 credit

**CLASS RANK BP (5430)**

Class rank is the numerical comparison assigned to students within a class. Class rank is determined by the cumulative grade point average of all high school level classes given a letter grade; *weighted classes are not used to determine class rank for the class 2023 and 2024, however; weighted grades will be used to determine class rank beginning with the class of 2025.* To be listed in the final class rank a student must have completed at least

twelve (12) credits while in full time attendance at an accredited educational institution. Listed below is the grading scale as it relates to quality points for determining class rank:

Grade	Percentage	Quality Points
A	94 – 100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7
F	Below 60	0

### **CO-CURRICULAR ACTIVITIES**

Co-curricular activities are out-of-class activities and competitions tied to a specific class with participation in co-curricular activities generally limited to students enrolled in the specific class. Participation may be mandatory and grades will be issued; however, students enrolled in the associated class do not have to meet extra-curricular eligibility requirements but are required to adhere to “full day” absence policies. Examples are: Mock Trial in Business Law, Marching and Concert Bands in Band, FFA activities in Agricultural Science, etc.

### **EARLY GRADUATION (BP 5464)**

Students who will meet all graduation requirements may apply to the guidance counselor *and* the principal in writing during the first quarter of their junior year and continue as full-time student (*earning five or more credits*) at Cedarville High School **OR** attend Cedarville High School under College Credit Plus Options. The principal may honor the request for early graduation if all conditions for high school graduation are met by the student. Credits earned outside of school hours and/or in the summer that count toward graduation requirements must be from an accredited post-secondary institution of learning; Credits earned in high school summer school or American School correspondence courses do not count toward early graduation.

### **EDUCATIONAL OPTIONS (BP 2271; 2370; 2460)**

There are several educational options available to Cedarville High School students. These options include Correspondence Courses, Educational Travel, Independent Study, Tutorial Program, and College Credit Plus. See the guidance counselor for the requirements to be involved in these options. Programs and guided learning experiences not supervised by the high school and conducted off the Cedarville High School Campus are not generally recognized as high school activities. Some examples of Off Campus Learning Activities include foreign educational experiences, summer school, college classes, proprietary schools, internship, etc. Off campus academic work may not qualify as credit toward the twenty-two (22) credits required for graduation.

Students enrolled in off-campus learning experiences may not qualify for extra-curricular activities, grade level trips, commencement ceremonies and other privileges afforded to full time students. To comply with compulsory education laws, insure credit toward graduation and insure continued enrollment at Cedarville High School, students shall have all Off Campus Learning Experiences approved in advance by the high school principal.

Students who terminate an Off Campus Learning Activity must immediately re-enroll into available classes at CHS. Students participating in off campus learning activities are personally responsible to keep informed about all events, deadlines, announcements, etc.

The responsibility for recognition or honors attained in an accelerated program lies with the institution conducting the program. Students wanting credit for off campus learning must have the program approved in advance. An accrediting agency such as; The Ohio Department of Education, The Ohio Board of Regents or The North Central Association of Schools and Colleges must approve the institutions issuing credit. One or more of the following agreements will govern students who wish to participate in off campus experiences:

**SELF STUDY** - Examples of Self Study are studying in a foreign country, attending a proprietary school or being involved in home education. Accepted Self Study credit will be awarded on a pass-fail basis and will not count toward the twenty-two credits required for graduation.

**CREDIT FLEXIBILITY EXPERIENCE** - Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21<sup>st</sup> century skills. In accordance with State law, the District must develop and implement a credit flexibility plan that enables students to earn high school credit by completing coursework, testing out or showing mastery of course content, pursuing an educational option and/or individually approved option and/or any combination of the three.

The Superintendent/designee develops the District's credit flexibility plan consistent with the provisions of the following regulation. The opportunity to take advantage of the **Credit Flexibility** is just that, an opportunity to gain knowledge and skills outside of the traditional school setting and one that is generated on the part of an individual *high school* student. It is not designed as a way for a student to circumvent difficult classes and/or teachers in order to boost his/her GPA and position within the class rank. Cedar Cliff Local School District is not responsible for developing Credit Flexibility schedules or proposals for a student and/or for any of the cost incurred by a student's participation in the program. Parents should also be aware that Credit Flexibility credits may not be necessarily accepted by colleges or universities, especially in the core academic areas. A student is responsible for keeping documentation for the Credit Flexibility class for future reference in order to justify his/her Credit Flexibility experience when applying to post-secondary pursuits. This shall be limited to 1 academic credit per year and/or 3 credits while enrolled in Cedar Cliff Schools.

See the guidance counselor for more details regarding deadlines and enrollment. Students wishing to participate in Credit Flexibility must complete a detailed application process outlining learning goals and expectations as well as learning activities for the proposed credit which he/she desires to earn.

Students may be excused from a half (1/2) unit of Physical Education by participating in interscholastic athletics. For more information on this opportunity, see the section titled Health and PE of the CHS Course of Study catalogue.

**COLLEGE CREDIT PLUS PROGRAM -**

Students at Cedarville High School in grades 7-12 may enroll full or part time for NONSECTARIAN college courses for high school and/or college credit. To receive credit, all college courses taken for high school credit must meet the similar subject area/or comparable course requirement. It is also the responsibility of the student to adjust his/her CCP schedule to accommodate Cedarville's High School daily class schedule. A CCP student will receive a tardy

if he/she arrives late to his/her high school classes. The student must be enrolled in the school as a full-time student in order to participate in the CCP program.

#### Full Time Status

- 4 (3 hour) CCP Semester Classes
- 3 (3 hour) CCP Semester Classes and 1 class at CHS
- 2 (3 hour) CCP Semester Classes and 3 classes at CHS
- 1 (3 hour) CCP Semester Class and 5 classes at CHS

\*\*\* Please recognize each student schedule is unique and the administration reserves the right to review the schedule and full time status on a case by case basis. This table is meant to serve as a guide when making course selections.

Students who are participating in extracurricular activities must enroll in an additional unit in order to insure eligibility. He/She may elect at the time of college enrollment one of the following options:

OPTION A – course are taken for high school and/or college credit. Under this option the student is responsible for tuition, books and fees (A.C. 3565.04).

OPTION B – courses taken for college credit and high school credit. Under this option the school district is responsible for tuition, books and fees (A.C. 3565.04).

See the guidance counselor for more details regarding deadlines and enrollment. (One (1) high school credit will be granted for each 3 semester hour college course. **Applications for CCP option must be turned into the counselor no later than April 1st.**

- **Students who do not successfully pass CCP courses will be required to reimburse Cedar Cliff Local School District for the cost(s) associated with those classes. Additionally, any student who withdraws from a course after the 14<sup>th</sup> day will also be required to pay for any cost(s) associated with the coursework.**

MAKE-UP FOR FAILED CLASSES - Students repeating a high school class during summer school to make up for the failed class must have the summer school provider approved by the office. A student may qualify for sixty hours of classroom instruction, instead of the normal one hundred and twenty hours per credit. Students who present the principal with written verification, from the teacher, that the student attempted seventy-five percent of the class work during the school year may receive approval from the principal to receive full credit for the sixty hour make-up. Classroom instruction make up by correspondence must be a full credit. Pre-approved Cedar Cliff staff members must supervise final exams for correspondence courses.

#### **EXAM EXEMPTION ELIGIBILITY:**

Any student in grades 9-12 who meets the following criteria is eligible for exam exemptions during the second semester:

**Senior Exemption** Senior Exam Exemptions are granted from one year and half year courses. Seniors will be exempted from an exam if the following criteria are met:

They have an "A" for **each of the nine week grading periods including the first semester exam** in an all year class; in a semester class - an "A" in each of the two nine week grading periods

**Consistent Attendance:** To achieve consistent attendance a student may not miss more than 8 days of school during the 2021-2022 school year. This includes college visit days and/or routine doctors appointments. Any student who has maintained consistent attendance may be exempt from second semester exams in each of the classes in which he/she has received a passing grade for the year. Any absence related to a Covid-19 quarantine will not count against one of the 8 days of missed school.

Students may also earn 1 exam exemption for every quarter they have perfect attendance. Example: If a student has perfect attendance the 1<sup>st</sup> and 3<sup>rd</sup> quarter they could exempt 2 exams provided they received a passing grade for the year.

**AP Exemption :** A student may be exempt from taking the district’s second semester exams in each of the classes in which he/she has completed an AP Test, and has received an average grade of a “C” or higher in that course.

### **FIELD TRIPS**

All homework or assignments shall be handed in on the due date. It is the student’s responsibility to turn in assignments before leaving on a field trip or to make arrangements in advance with teachers about tests, etc. Students who are unable to hand-in their work during the school day are permitted to drop off their assignments in the office on the day that it is due prior to the start of school. **Students are required to attend all field trips directly related to course of study and designed as a part of the instructional activities within the classroom.** Students who do not attend a class trip are required to attend regular classes or an alternative schedule assigned by the principal and/or teacher. When students are involved in “extended” overnight field trips (i.e. Model UN, Marching Band Trips, etc.), teachers need to provide students with at least *three school days* upon returning from trip to do their make-up work. Different arrangements may be made only with the approval of the principal.

### **GRADING SCALE FOR HIGH SCHOOL STUDENTS**

A	94 – 100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7
F	Below 60	0

## **GRADUATION REQUIREMENTS (BP 5460.01)**

If for some reason, a senior intending to graduate with his/her class comes up short of the minimum number of Carnegie units at the end of the term, only those seniors who have earned the minimum number of

**22 Carnegie units of required credit** will be allowed to participate in graduation ceremonies. Students who have met all credit requirements but have not passed all parts of the State mandated examinations will also be permitted to participate in the graduation ceremonies, however they will not receive a diploma. *Students who have not paid their school fees/fines will not be permitted to participate in the graduation ceremonies.*

## **INCOMPLETES**

Under normal circumstances, incompletes from a grading period must be made up within two (2) weeks. Any work not completed will be considered a zero and averaged with work completed to obtain the final grade.

## **INTERVENTION**

Intervention is a thirty minute period included in a student's daily schedule to provide opportunities for tutoring, make-up work and assistance in mastering academic content. When necessary, teachers will assign particular students to specific intervention periods each week; these assignments are mandatory and disciplinary consequences will occur for those students who do not attend their assigned interventions. Intramurals, social study halls and other club activities are available for those students who are not assigned to specific intervention periods.

## **LAB FEES/WORKBOOKS**

In some courses, fees are required to cover the cost of workbooks, goggles, and/or other consumable materials. In addition, fines, repair or replacement costs will be charged in case of property damage. All fees are to be paid to the Treasurer.

## **PROGRESS REPORTS**

Midway through each nine weeks, students will receive a progress report with each of their students. A parent who desires further explanation should contact the office to make an appointment with those teachers whom they wish to speak.

## **REPEATING COURSES**

Students may only repeat courses in which the student had earned a grade lower than a C-. The earned grade from the previous year will be averaged with the newly earned grade to determine the transcript grade; students will only receive one credit for the class. This policy does not apply if the student has failed to earn a credit in the class during the school year and must repeat the failed class in order to earn the credit.

## **REPORT CARDS/AVERAGES**

Report cards will be issued within one week following the end of each grading period. Grade cards DO NOT have to be returned. If there is a question about a grade, please contact the teacher within one week. All discipline and monetary debts must be paid before the last grade card of the school year may be released.

Quadrupling each of the nine weeks grades, adding the semester exam grade and then dividing the total by nine will calculate High School grades for the semester. Year grades are the average of the two semester grades.

Parents and students may access their grades on a daily basis per the school's on-line grading system. Students taking courses for CCP credit will allow grades for Clark State courses to be entered on progress book and parent access for high school and/or college credit.

### **REQUESTS FOR DOCUMENTS**

Requests for transcripts, attendance profiles, work permits and other documents shall be made, in writing, **THREE** school days in advance.

### **SCHEDULE CHANGE POLICY**

Below are the only reasons schedule changes may be made. Changes require a counselor and principal/parent contact in person except for those preceded by an \*.

- \* 1. Correction of administrative error.
- \* 2. Failure to complete a prerequisite course.
- \* 3. Excused for medical reasons.
- 4. Change in career goals.
- 5. Course difficulty inappropriate to student's ability.
- 6. Schedule too heavy or too light.
- 7. Conflicts with personal beliefs.

During the first week of the course, a student may drop a class and add a new class with no grade being assigned for the original class. After one week and up until the interim/progress report date, a student may drop a class with WDF (failing) pending principal approval. After the first interim/progress report date, a student who drops a class will receive an "F" for the class; this failing grade will become a part of his/her GPA and transcript. The grade will also become a part of the student's grade point average. In addition, a written note must be sent from both the parent and the teacher showing that both parties are aware of the schedule change BEFORE the change can occur; this note will be placed in the student's permanent record.

### **TEACHER/STUDENT AND OFFICE AIDES**

A student aide is a school service privilege that requires a student to meet eligibility requirements, behavioral and attendance standards. Student aides must be *sophomores, juniors or seniors* and approved by the office; they will receive ¼ credit for each 120 contact hours in a school year. The credit will not be graded and shall not count toward graduation but may appear on the official transcript. While serving as an aide, the student must maintain the **2.5 GPA** throughout each nine weeks grading period. If a student drops below this GPA at any time throughout the year, he/she forfeits his/her leadership position from the remainder of the school year. A student can be removed from this position for misconduct or abuse of the student/office aide responsibilities.

### **TEXTBOOKS**

Textbooks are school property and should be covered and cared for properly. Damage beyond normal wear and tear will be the financial responsibility of the student. The student is to sign his/her name on the designated place in the textbook.

## **WITHDRAWAL PROCEDURES (BP 5130)**

A student withdrawing from school shall report to the office with his parent(s)/guardian to obtain a withdrawal form. Each teacher signs this when all books and fees have been received. Records will not be forwarded, or transcripts released, until all fees are paid.

## **CONDUCT AND DISCIPLINARY ISSUES**

The purposes of the Code of Conduct are to provide a climate where students can learn the adopted curriculum and be physically and emotionally - safe in an efficient climate while at school, school activities or going directly to and from school or school activities. The high school principal or his designee will make the decisions regarding appropriate discipline. Discipline may include reprimands, loss of privileges, detentions, Saturday School, suspensions and/or expulsions.

### **DISCIPLINARY ISSUES**

#### **☐ ACADEMIC MISCONDUCT**

Academic misconduct may take many forms including copying off another student, giving information to another student, plagiarism, using crib notes, copyright violation, obtaining or transferring any unauthorized academic information, etc. Misbehavior may result in a grade of zero for the entire test, paper, etc. In addition, there is a risk of being denied admission to the National Honor Society, losing out on scholarship opportunities, and being disciplined.

#### **☐ BULLYING (BP 5517.01)**

Harassment, intimidation, or bullying/cyber bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. Harassment, intimidation or bullying, in accordance with R.C. 3313.66 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA) or wireless hand-held device, either overt or covert by a student or groups of students toward other students, including violence within a dating relationship with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. This policy applies to all activities in the District, including activities on school property, on a school bus or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. Individuals engaging in such conduct will be subject to disciplinary action. Any student who believes she/he is the victim of aggressive behavior should immediately report the situation to a teacher or the building principal.

\*Cyber bullying is not limited to school grounds, events and transportation in accordance with The Jessica Logan Act – HB116 (AG5517.01.)

□ **CHEMICAL SUBSTANCE USE OR POSSESSION (BP 5530)** Cedarville High School has a zero tolerance policy toward chemical substances. Chemical substances are defined as, *BUT NOT LIMITED TO*, alcohol, marijuana, narcotics, barbiturates, amphetamines, inhalants, opiates, paraphernalia, volatile substances, explosives, vegetation, hallucinogens, nonprescription drugs, state or federally defined controlled substance, non-alcoholic beers, or steroids. Cedarville High School also includes tobacco and tobacco products in its definition of chemical substances. Students shall not manufacture, consume, possess, dispense, conceal, transmit, distribute; use, in, around or just prior to school or any school activity, or on the property of another school any chemical substance as defined above. Connecting students with drugs or soliciting drugs during school hours and activities may also merit disciplinary action. Furthermore, students may not possess drug paraphernalia. See Saturday School, Suspension or Expulsion for possible consequences.

□ **CLASS CUTS**

All students are expected to attend all of their classes as well as assigned intervention throughout the school day. Only the office or the teacher of the scheduled class can excuse a student, except in the case of school events scheduled on the school calendar (i.e. Band trips, athletic trips, field trips, etc.). Skipping a class period or missing assigned intervention is a serious offense, resulting in a more serious consequence than after-school detention.

□ **COMPUTER USAGE (BP 7540)**

All students must comply with the rules/regulations of the computer use form that they sign at the beginning of each school year. Students who violate the computer policy will lose their computer privileges as well as receive disciplinary action.

**Insurance:**

Repeated breakage and abuse of student Chromebooks will result in the cancellation of insurance coverage and all subsequent cost(s) shall be the student and/or family's responsibility. The administration reserves the right to cancel coverage at any time for excessive Chromebook abuse and may do so annually or upon excessive repairs required. Any additional fees/costs shall be added to the student fees and must be paid per the normal student fee policy.

**Chromebook Polices:**

Students are responsible for good behavior on school computer networks as well as when using granted Internet Email rights just as they are in a classroom or any other school environment. Communications on the network are often public in nature. All school rules for behavior and communications apply. Violations may result in loss of access as well as other disciplinary or legal action.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene or suggestive language
- Harassing, insulting or attacking others, disregarding individuals or groups (hate groups)
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folder, work or files
- Wasting limited resources (paper, disk space, etc.)
- Using the network for personal, non-educational, or commercial purposes
- Installing, copying, deleting, modifying files without the prior approval of the instructor

Although the Cedar Cliff Local School District acknowledges that accidents do occur with computers and situations that are out of the student's span of control, students who engage in malicious, intentional and purposeful misuse of the Cedar Cliff Local School District's Chromebooks will result in the following consequences:

First Offense – 3 day suspension of Chromebook Privileges

Second Offense- 5 day suspension of Chromebook Privileges

Third Offense- 10 day suspension of Chromebook Privileges

Network administrators and instructors may review files communications to maintain system integrity and insure that users are using the system responsibly Users should not expect that files stored on school computers will be private.

□ **DANCES and PROM ATTENDANCE**

All students who attend Cedarville High School Dances and Proms must comply with the rules/regulations of the Cedar Cliff Local School District. Cedarville high school students may bring an "outside" guest to the school dances as long as their guest is presently enrolled in another high school and has a permission form from the guest's principal. Students may ask an "outside" guest to the Junior/Senior Prom who is not presently attending high school as long as the guest is under the age of 21.

□ **DRESS CODE (BP 5511)**

The knowledge and practice of appropriate personal appearance should help the student maximize employment and service opportunities. Dress or personal appearance that is contrary to the school philosophy, is disruptive or offensive will not be permitted. The dress code as approved by the Board of Education upon the recommendation of the administration, staff, parents and student:

1. Slacks, blue jeans and dress shorts may be worn as long as they are not provocative, excessively form-fitting or tight nor sagging. (*Sagging* is defined as wearing pants below the waistline and reveals one's underwear whether or not the sagging pants are covered by a shirt.)
2. Length of shorts be no more than **three inches** above the knee. Measurement shall be from the top of the knee. Skirt and dress length may not be shorter than **3 inches** above the top of the knee whether or not the student wears opaque tights or leggings.
3. Shoes, which insure safe and efficient movement through school, must be worn. Slippers are not acceptable.
4. Sheer blouses or shirts or those that reveal cleavage may be worn only with appropriate undergarments. No "plunging" necklines with cleavage showing
5. Tinted eyeglasses are prohibited unless they are prescription.
6. Mustaches, sideburns, and beards are permitted as long as they are neatly trimmed.
7. Bare midriffs, shoulders or backs are unacceptable. Clothing should be long enough to cover the midriff, the shoulders and the back. Tops and bottoms must overlap at all times, including when arms are raised.
8. Any garments exceptionally tight (i.e. spandex-type material, yoga pants, leggings etc.), provocative or unacceptable by the administration shall not be worn. Apparel promoting alcohol, drugs, tobacco, any substance abuse, profane language, gangs, other unacceptable messages or logo is not permitted.

9. Tank tops, (i.e. clothes having shoulder straps narrower than 4 fingers and/or large arm holes such as muscle shirts), cutoff sweats, and spandex garments unless covered by another non-spandex garment will not be permitted to be worn during the school day except for Physical Education classes.
10. All clothing worn to school should be clean, in a good state of repair, not torn nor with holes, EXCEPT from the *bottom* of the knee to the ankle.
11. Head coverings, bandannas and sweat bands are prohibited in school during the school day unless worn for religious purposes.

*This dress code applies to all in-school and extra-curricular activities such as sporting events, school dances/proms and field trips*

**ELECTRONIC DEVICES (BP5136)**

No cameras, disc devices, electronic games, cell phones, etc. are permitted to be used during the academic school day except as approved as an instructional aide by the principal. School electronic systems are for school-related educational purposes only. All electronic devices **MUST REMAIN OFF AND PUT AWAY DURING THE SCHOOL DAY 8:00 AM –3:00 PM**. Electronic devices confiscated during the school day will be turned into the office and only returned to the parent/guardian of the student who brought the device to school. In addition, the student will also be assigned disciplinary action for failure to follow school rules.

**FIGHTING**

Cedarville High School has a zero tolerance policy toward violence and disruptive behavior. Students shall not assemble to encourage or observe harassment, threats, fights, hitting, unauthorized touching, or other acts that endanger persons or disrupt the educational process.

**GUM CHEWING**

Careless disposal of gum in drinking fountains, computers, books, on furniture, and on floors presents sanitation and cleaning problems and costly repair. Therefore, gum chewing is not permitted.

**HALL PASS**

Students are to use the “hall passes” in their agenda books whenever they are in the hallways during class times.

**HALLWAY CONDUCT**

Students are expected to conduct themselves in the hallways in a respectful and quiet manner as they would in any classroom.

**HAZING**

No student shall engage in hazing that injures, degrades or disgraces a fellow student. Hazing is defined as “doing any act or coercing another, including the victim, to do any act of initiation against any student or other that causes or creates a substantial risk of causing mental or physical harm to any person”.

**POP MACHINES**

Pop machines for students are located in the cafeteria area. Students are able to purchase pop from the machines before and after school or as authorized by the principals and faculty. Students are not to carry

pop bottles in the hallway during school hours. Pop machines located in teacher's lounges are off limits to students.

**PUBLIC DISPLAY OF AFFECTION**

Public display of affection, with the exception of holding hands, is not appropriate for school.

**SEXUAL HARASSMENT (BP5517)**

Sexual harassment is defined as "any activity of a sexual nature that is unwanted or unwelcome," including, but not limited to: unwanted touching or patting, verbal comments of a sexual or sexually suggestive nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, unwanted body contact, and exposure to physical gestures, body movements, visual or auditory material of a sexual nature which would be perceived by a reasonable person as offensive.

Suspected student to student, student to staff, or staff to student sexual harassment should be reported to the administration and will result in disciplinary consequences.

**TOBACCO USE, POSSESSION or CONSUMPTION OF TOBACCO PRODUCTS (BP 5512)**

Students shall not possess, use, or transfer tobacco, tobacco look-alike, or paraphernalia (paper, pipe, etc.) on school property or another school or at a school activity. The penalty for the first offense is three (3) consecutive Saturday Schools. Subsequent offenses could lead to suspension and/or expulsion. (See Suspension - Chemical Substance) It is in violation of federal law to smoke in any indoor facility receiving U.S. tax dollars.

**TRESPASS (BP5520)**

When the behavior of an individual is disruptive or dangerous on school grounds or during any school activity that individual may be requested to leave. Failure to comply with a reasonable request to leave may result in trespassing charges being filed as well as school discipline.

**DISCIPLINARY ACTIONS**

**DETENTION SYSTEM (BP5610.03)**

The student is required to sign the detention form to verify twenty-four hour notice. Detention Hall will be held after school (3:05 - 3:35 PM) on Monday, Wednesday, and Friday in the posted room. Generally,

students will serve detention on the next scheduled school day.

A student missing a detention for the first time will be assigned an additional detention. A second missed detention and each miss thereafter in a semester will result in a Saturday School, in addition to the detention. Students arriving late (within 3 minutes) will serve that detention plus one more. Students arriving after 3 minutes will not be permitted to serve and will have to make up the detention and an additional detention will be issued. If a student receives a fifth (10<sup>th</sup> or 15<sup>th</sup>, etc.) detention in a semester that detention will not be served. Instead the student will be assigned to Saturday School.

**EMERGENCY REMOVAL (BP 5610.03)**

If a student's presence poses a continuing danger to persons or property or is an on-going threat of disruption of the academic process, then:

1. The Superintendent or Principal may remove the student from the premises, whether a curricular, co-curricular, or extra-curricular activity.
2. A Teacher may remove a student from curricular, co-curricular, or extra-curricular activity under his/her supervision. If a teacher makes an emergency removal, his/her reasons must be submitted to the principal in writing as soon after removal as practical.
3. If a teacher removes a student from the classroom for disrupting the educational process, a parent conference may be required before the student may return to class.
4. A due process hearing must be held within 72 hours after the removal is ordered.

□ **EXPULSION (BP 5610)**

As stated in the O.R.C., Section 3313.66, only the Superintendent of a local school district may expel a student from school for more than ten (10) days and up to eighty (80) days. Incomplete expulsions may carry over to the following school year. Should the Superintendent feel that a student's behavior warrants an expulsion, the following procedure shall be followed:

1. Prior to the expulsion, the superintendent shall give written notice of his intention to expel to the student, his parent, guardian or custodian. Such notice shall also include the reason(s) for the intended expulsion and notification of the opportunity of the student and his parent, guardian, custodian, or representative to appeal before the Board of Education or their designee and to request that such hearing be held in executive session. The Superintendent or his designee will meet with the parents/student who wishes to challenge the reasons for the intended expulsion or otherwise to explain the pupil's actions. The hearing before the Superintendent may not be held earlier than 3 or later than 5 days after notice is given, unless the Superintendent grants an extension of time.
2. If the expulsion stands, the Superintendent shall, within 24 hours after the time of a student's expulsion, notify in writing the parent, guardian, or custodian of the pupil, and the Treasurer of the Board of Education of such expulsion. The notice shall include the reason(s) for the expulsion and also shall include notification of the right of the student or his/her parent, guardian, or custodian to appeal such action to the Board of Education and to request that such hearing be held in executive session.

The Board shall make a verbatim record of hearings held. Any action by the Board shall be taken in public session and not in executive session. Any cost incurred at the hearing for a student (for a written transcript or tape recording) will be shared equally by the parties involved. Ohio law requires the Superintendent to notify the Registrar of Motor Vehicles and the juvenile judge when a student is suspended, expelled or permanently excluded from school for a gun or dangerous weapons violation. The Registrar must suspend the student's driver's license or permit or prohibit the student from obtaining one. Ohio law requires that a superintendent initiate expulsion proceedings against a pupil who has committed an act that warrants expulsion even if that student has already withdrawn from school. **THE SEVERITY AND/OR FREQUENCY OF AN ACT (CONDUCT) MAY BE A DETERMINING FACTOR IN THE LENGTH OF AN EXPULSION OR IN THE TYPE OF DISCIPLINE DETERMINED.**

**Reasons for Expulsion**

1. Malicious destruction of, unauthorized use of, or damage to, or theft of Cedar Cliff school information, property or property belonging to another school.
2. Malicious destruction or unauthorized use of, or damage to, or theft of private property including copyright infringement on school premises or premises of another school.
3. Excessive truancy.

4. Possession, use, or consumption of Chemical Substances on school property, another school property or school activity, as defined earlier. (See Chemical Substance Use or Possession, pg. 22)
5. Possession or use of tobacco or tobacco substitutes in any form (third offense may result in expulsion).
6. Unauthorized touching, hitting, fighting, threats, hazing, bullying, cyber-bullying and sexting that would create fear, distress or injury to a school employee, student or other person while upon school property or while in the custody or control of the school, or in the course of a school related activity
7. Unacceptable racial, ethnic, religious, or hate speech; profane, vulgar, or foul language (spoken, written, gestured or electronically transmitted).
8. Continual or frequent abuse, wanton disrespect, or failure to comply with reasonable directions of teachers, student teachers, substitute teachers, or other authorized school personnel by employing any form of violence, force, excessive noise, coercion, threat, intimidation, fear, or passive resistance.
9. Maliciously activating a false fire alarm or issuing a bomb threat, other threats of violence, or inciting panic.
10. Taking, possessing, or concealing stolen property on school property.
11. Possession on school property or another school's property of fire crackers, smoke bombs, stink bombs, and/or explosives, poisons, chemicals, invitro germs and dangerous gases.
12. Possession or use, on school property or another school's property; at any school sponsored event not on school property; of a gun, knife, weapon look alike or other dangerous weapon or an instrument that reasonably can be considered a weapon. Possession of a dangerous weapon may result in an expulsion for up to one year. (B.P 5772)  
In addition, the Board believes that students, staff members and visitors are entitled to function in a safe school 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.
13. Regardless of where it occurs, malicious destruction or damage to the property of authorized school personnel; violence, coercion, threats, intimidation, unauthorized hitting or touching of authorized school personnel.
14. Other acts severe enough to cause expulsion.

□ **SATURDAY SCHOOL (BP5610.02)**

In accordance with Ohio School Attendance Law (R.C. 3321.04), a student's attendance to school, class, and assigned discipline is the responsibility of the student's parents or guardian.

Saturday School is a more severe disciplinary action than a detention. Depending upon the severity of the infraction and/or violation of school policy, multiple Saturday Schools may be assigned before moving to the next disciplinary step, an out-of-school suspension. Final authority to determine whether a student is suspended out-of-school or assigned to Saturday School rests with the building principal.

A student assigned to Saturday School will serve the first Saturday School assigned after notification has been mailed to the parent/guardian by the high school office.

Any student receiving three (3) Saturday School assignments during a Semester, (a multiple Saturday School assignment is counted as one Saturday School assignment) may be given an out-of-school suspension. Saturday School lasts approximately three and one half

(3 ½) hours and is supervised by a school employee. Students and parents/guardians are notified, in accordance with the law, regarding Saturday School and are given the benefit of due process. The following rules must be adhered to:

1. Students are to be in the Saturday School room by 8:00 a.m. and stay until 11:30 a.m. Students arriving between 8:00 a.m. and 8:05 a.m. will be assigned additional minutes at the proctor's discretion.
2. STUDENTS ARRIVING AFTER 8:05 a.m. WILL NOT BE ADMITTED. Students who fail to attend Saturday School without an excused approval by the administration may be assigned to serve the next two (2) Saturday Schools or suspended out of school.
3. Requests to be excused from Saturday School and be assigned a later date must be made by a student's parent/guardian and received by the principal in the high school office prior to 3:00 p.m. on the last school day *BEFORE* the scheduled Saturday School. Students may not be excused after the fact nor be excused without a legitimate note from a licensed professional. A job or extra-curricular activity such as family outing is NOT considered an *excused* absence. A student may have only request ONE reassignment per semester.
4. A student must come prepared to do school work for the full time. Library books, assignments, news magazines, and reviewing text books and notes are examples of appropriate work. Students who do not bring work will be given work to do. Students refusing to do the assigned work may be assigned one (1) Saturday School and one (1) day out-of-school suspension.
5. All regular school rules apply to Saturday School. Students are expected to stay in their seat, be alert, on task, and respectful.
6. Failing to follow school rules during Saturday School may result in the student being sent home immediately, and being assigned to serve the next day of Saturday School as well as one day out- of-school suspension.
7. Students WILL NOT have Saturday School time reduced except an emergency as recognized by the proctor. Students will have to make up the Saturday School missed.
8. Transportation will be the responsibility of the student or parent.
9. Saturday School may be closed if poor weather conditions exist. Students should listen to "weather delays and closings" stations. Students will be expected to attend the next scheduled Saturday School.
10. Suspension from school DOES NOT excuse a student from a previously assigned Saturday School (unless authorized by principal) but delays it until after the suspension is served. Failure to report to Saturday School results in DOUBLE (2 Saturday Schools) assignments. Failure to report to either of these assigned Saturday Schools may result in a THREE day out-of-school suspension in addition to the assigned Saturday School.
11. Students dismissed early from Saturday School for disciplinary reasons will be required to call home to be picked up early.

**NOTE:** Students may be subject to an out-of-school suspension during the final nine weeks of the school year, instead of Saturday School, if not enough Saturdays are left in the school year. In addition detentions, Saturday Schools, and suspensions may be carried over to the new school year.

□ **SUSPENSION (Out-of-School) (BP 5610)**

The out-of-school suspension is a consequence that is more severe than a Saturday School. The student who receives an out-of-school suspension will be excluded from classes, school property and co-curricular /extra-curricular events *with the exception of exams* for the specified number of days he or she is suspended from school. **A student will have the opportunity to make-up class work missed**

**during the suspension, receiving no higher than a grade of “50%” for each assignment handed-in to his/her respective teachers. Upon returning to school, the student must complete and turn in his/her make-up work to the teacher within the same amount of days he/she was suspended** (*i.e., If a student is suspended for three days, the student has three days to complete his make-up work for a grade no*

*higher than 50%*). A student who does not complete his/her make-up work within the designated time period after he/she returns from his/her suspension will receive “zeros” and will not be given another opportunity to complete this work.

The administration will consider recommending expulsion if a student receives more than five (5) days out-of-school suspension in a semester.

1. A suspension is a temporary situation in which a student is excluded from class.
2. As provided in R.C. 3313.66 of the Ohio Revised Code, only the Superintendent or Principal may suspend.
3. The Superintendent or Principal must give written notice of intention to suspend and of the reasons for the suspension to the pupil being suspended.
4. The informal hearing must be held within a reasonable time and prior to the suspension.
5. The pupil SHALL be given an opportunity to appear at an informal hearing before the Principal, the Superintendent, or his designee, and have the RIGHT to challenge the reason for the intended suspension, or to otherwise explain his actions.

THE SEVERITY AND/OR FREQUENCY OF AN ACT (CONDUCT) MAY BE A DETERMINING FACTOR IN THE LENGTH OF A SUSPENSION OR THE DIFFERENCE BETWEEN A SUSPENSION AND/OR EXPULSION.

**Reasons for Suspension**

The following conduct or actions shall be considered possible reasons for suspension and possible criminal charges when a law has been violated:

1. Malicious damage, or unauthorized use or possession, destruction, or theft of property, belonging to C.C.L.S. or another school district.
2. Malicious damage, unauthorized use or possession, destruction, or theft: theft of information including copyright infringement, of personal property located on the school premises, or at a school activity, or on another school’s property.
3. Possession, use, or consumption of tobacco or tobacco substitutes or look-alikes in any form (first offense, three Saturday School Assignments; second offense, three days out-of-school suspension; third offense five days out-of-school suspension with possible recommendation for expulsion).
4. Unauthorized touching, threats, hitting, hazing, bullying, cyber-bullying, sexting and fighting that could create fear, distress or injury.
5. Sexual, racial, religious, or other harassment of a school employee, student or other person while on school property or while in the custody or control of the school, or in the course of a school related activity.
6. Improper clothing or dress.
7. Excessive absenteeism or skipping of classes.

8. Lying about, falsifying or forging a school related record, document, excuse or pass.
9. Unacceptable, profane, vulgar, or foul language; hate speech, racial, ethnic, religious (spoken, written, audio, video, gestured, or electronically transmitted).
10. Possession or use on school property or another school's property; at any school sponsored event not on school property; a gun, knife, lighter, noxious gas, weapon look-alike or other dangerous weapon on an instrument that reasonably can be considered a weapon. (BP 5772)
11. Sale, possession, use, in around or just prior to school, or another school, or any school activities, or consumption of an alcoholic beverage, vapes, marijuana, narcotics, look-alikes, barbiturates, amphetamines or other dangerous or illegal drugs. In this section, odor of alcoholic beverage on breath constitutes use. See Board Policy 5530 - see Chemical.
12. Possession or sale of any instrument, equipment, or implements used for drug abuse.
13. Abuse, blatant disrespect, or failure to comply with reasonable directions of teacher, student teachers, substitute teachers, or other authorized school personal by employing any form of violence, force, excessive noise, coercion, threat, intimidation, or passive resistance that could cause fear, panic or distress.
14. Multiples of 3 Saturday School assignments.
15. Possession, use, distribution of fire crackers, smoke bombs, stink bombs, explosives, poisons, chemicals, invitro germs and dangerous gases.
16. Activating a false fire alarm, disaster alarm, issuing a bomb threat.
17. Damage to computers, software; introduction of computer viruses into school computers or technical equipment; deletion of files, changing of data bases. Consistent violation of the school's computer usage agreement.
18. Recording, viewing, using, or distributing elicited or illegal materials using school or personal devices consistent with violation of school policies. Including distribution of materials that could be considered cyber bullying.
19. Inciting panic.
20. Concealing stolen property on school property.
21. Malicious mischief or damage. Regardless of where it occurs, malicious destruction or damage to the property of authorized school personnel; violence, coercion, threats, intimidation, unauthorized hitting or touching of authorized school personnel.
22. Any other actions deemed serious by the Board of Education.

NOTE: Each day of suspension constitutes a 24 hour period and will begin at 8:00 a.m. The suspended student will be excluded from participation in any extra-curricular or co-curricular activities *with the exception of exams* scheduled within that 24 hour period ending at 8:00 a.m. the following day. A student may be subject to emergency removal if the behavior requires it in the judgment of the high school principal or designee.

**□ PERMANENT EXCULSION (BP 5610.01)**

Students 16 years of age and older who have been convicted of crimes committed on school property or at a school activity that involves violence, possession of dangerous weapons, trafficking of controlled substances and/or physical or sexual assault may be excluded from public schools permanently by the local Board of Education.

□ **PROCEDURES FOR GRIEVANCE AND DISCRIMINATION (BP 5517)**

Students who believe they have been harassed or discriminated against on the basis of race, color, national origin, sex or disability should inform the principal in writing. The Title VI, (Civil Rights Compliance Officer) IX and 504 Coordinator for the district is Mrs. Mary Ann Fenwick.

**STUDENT ACTIVITIES**

**AWARDS (BP 5451)**

Numerous awards are given to Cedarville students each year to honor their leadership, service and scholastic achievements. Awards have ranged from certificates of honor to scholarships worth several thousand dollars. Every student at Cedarville High School is eligible to compete for scholastic honors.

□ **ACADEMIC “C”**

Cedarville High School students have the privilege to earn the Academic “C” Award by fulfillment of the following requirements:

1. To be a candidate for the Academic “C”, the student must be a full-time student enrolled in grade nine through twelve at Cedarville High School.
2. To be eligible to receive the award, a student must be taking at least four (4) 1 credit academic courses at his grade level or above for credit. A grade of 90 or better, in all academic subjects, is required. The following courses, because of the material studied, teaching techniques employed, and allotted class time are not considered to be academic subjects and therefore, *may* not be counted toward the Academic “C” Award: Agriculture Classes, Art Dept. Classes, Business Classes, Music Dept. Classes, Physical Education, Yearbook/Newspaper, Health, Computer Application Classes.
3. Off campus courses shall not count toward the earning of an Academic “C”.
4. Students taking courses without percentage grades are not eligible for this award.

□ **OUTSTANDING STUDENT LEADERSHIP AWARD**

Each month students from each high school grade level are selected by the faculty as Students of the Month. These students must show academic effort and/or improvement, be passing all subjects, and have positive attitudes toward school and classmates, demonstrate good behavior and true “Indian” pride by participating in school activities. At the end of the year, the staff selects one of these students who best exemplify the true “Indian” spirit to receive an award.

□ **NATIONAL HONOR SOCIETY**

A student eligible for National Honor Society must have spent at least one semester at Cedarville High School and must have attained an average of four core subjects each year and must attain at least three core subjects during the senior year whether or not he/she has attained the average of the four core subjects during his/her high school career. The National Honor Society is open to Juniors and Seniors. Those students who are attending the vocational school must have taken four core credits each year while attending Cedarville High School and must be taking five credits each year at the vocational school. (Core classes include 1 full credit non-remedial courses in English, math, social studies, science and foreign language, excluding on-line high school courses and

correspondence courses.) The election of academically eligible members to this chapter shall be by an evaluation by a committee of five faculty members selected by the principal. The faculty considers the areas of Scholarship, Service, Leadership and Character are in choosing candidates for this organization. A student must have at least a cumulative 3.40 GPA. In addition, a student must have at least a 3.4 out of 4.0 rating by the faculty committee in leadership, service and character.

Candidates are chosen at the end of the fifth semester as juniors or seventh semester as seniors. Membership in the National Honor

Society is an honor rather than a *legal entitlement* and therefore, doesn't warrant the requirements of due process of law. Dismissal will occur by the National Honor Society Faculty Advisory council if a student fails to maintain the requirements of the NHS standards.

□ **PRESIDENT'S AWARD FOR ACADEMIC EXCELLENCE**

Open to seniors who have a 3.5 GPA or higher for high school, were at or above the 85<sup>th</sup> percentile on either ACT or SAT. and passed at least twelve credits in Math, English, Science, Social Studies, Foreign Language and Computer Science.-

□ **PRINCIPAL'S HONOR, MERIT and SCHOLASTIC ACHIEVEMENT ROLLS**

The Principal's Honor Roll is published each nine weeks and is composed of all straight A students (4.0). Merit Roll consists of students with a 3.67 average, and students with a 3.5 grade average are on the Scholastic Achievement Roll. In order to qualify for this award, students must take five or more 1 credit academic classes from the high school course of study and must be placed on the Honor Roll at least three of the four nine week grading periods.

□ **SUBJECT AREA AWARDS**

These awards are presented to students in each subject area who are selected by their teachers as the best all-around student in that particular area. This award requires not only scholastic excellence, but superior citizenship and leadership.

□ **VALEDICTORIAN AND SALUTATORIAN**

These two awards are presented to the seniors with the two highest scholastic averages. In order to be chosen as Valedictorian or Salutatorian Cedarville High School students or GCCC students must meet the following criteria:

***Cedarville High School Students:***

1. To be an eligible candidate for either Valedictorian or the Salutatorian, a senior must have attended Cedarville High School his/her entire **Junior and Senior Year** or be enrolled in post-secondary enrollment options during his/her Junior/Senior Year and be classified as a FULL-TIME student (which includes option and Career Center students).
2. The student must have earned at least twelve Carnegie units of credit as a full time student in an accredited institution.
3. The candidate must have been enrolled in and completed a minimum of four core academic subjects in each grade (9 through 11) and presently be enrolled in a minimum of four core academic subjects or the equivalent as a senior (i.e. CCP classes). An academic subject is defined in Minimum Standards for Ohio High School 1968 Standard ED-403-01. (Section Q).

***Greene County Career Center Students:***

Cedarville High School students attending Greene County Career Center may qualify for consideration as follows:

GCCC-One Year Program

- 1). Must have completed at least twelve academic units with a minimum of four academic credits earned at Cedarville High School.
- 2). Must be enrolled in one GCCC academic subject in addition to the normal load of vocational subjects.

GCCC-Two Year Program

- 1). Must have completed at least eight academic credits at Cedarville High School in addition to the normal load of vocational subjects.
- 2). Must have completed or be enrolled in a minimum of two GCCC academic subjects

*Selection Criteria for determining Valedictorian and Salutatorian:*

1. The Valedictorian and Salutatorian shall be chosen on the basis of the highest cumulative point average (on the 5,4,3,2,1 system) based on all high school credits accumulated. (Tabulated at the end of the third nine weeks grading period of the senior year).

Five point courses are:

English:	Writing & Composition, ENG 1112, ENG 1600
Math:	Math 1340, Math 2200
Science:	Physics, AP Biology, AP Chemistry, PHY 1500
Language:	SPN 1112, SPN 2111
Social Studies:	HST 1120, PLS 1100

2. For the purpose of determining the Valedictorian and Salutatorian, only academic subjects shall be counted. These two honors are determined by grade calculations for all academic classes and the amount of high school credits earned in academic classes taken during a student's career.
  - a. A Cedarville High School student may not include the following non-academic courses: Vocational Agriculture, Industrial Technology, Business Classes, Physical Education, Health, Vocal and Instrumental Music, Art Classes, Yearbook/Newspaper and Reading.
  - b. A Cedarville High School student may not include correspondence courses and/or credit flexibility classes.
    - c. A Cedarville High School student attending GCCC will not be permitted to include grades earned in an individualized learning center at GCCC. Lab and related courses at GCCC WILL NOT be counted.
  - d. CCP enrollment options and "on campus" college classes will be weighted provided they are comparable and aligned with the five point courses listed above.

**\*\*\*Beginning with the class of 2025 Valedictorian and Salutatorian will be chosen from class rank.** All AP and “core CCP” classes will be weighted, this excludes any remedial level courses.

Five-point courses are:

English:

On-Site Classes-Writing & Composition, ENG 1111, 1112, 1600

Off-Site College Classes could include English/Journalism/Creative Writing/Literature course headings of (ENG), (JOUR)/(JOU), (CWRT), (LIT)

Math:

On-Site Classes- Math 1340, Math 2200

Off-Site College Classes could include College Math classes with course headings of (MTH)/(MATH)/(GMTH), (MAT)

Science:

On-Site Classes - Physics, AP Biology, AP Chemistry, PHY 1500

Off-Site College Classes could include Biology, Biotechnology, College Chemistry, Geology, Physics, General Science with course headings of (BIO)/(GBIO)/(BTN), (CHM)/(CHEM)/(CHE), (GLG)/(GEOL), (PHY)/(PHYS), (GSCI)

Language:

On-Site Classes SPN 1112, SPN 2111

Off-Site College Classes could include Spanish, American Sign Language, French, Chinese, Arabic, German, Japanese with course headings of (SPN)/(SPAN)/(SPA), (ASL), (FRN)/(FREN)/(FRE), (CHN), (ARBC), (GER), (JPN)

Social Studies:

On-Site Classes HST 1120, PLS 1100

Off-Site College Classes could include History, Geography, Political Science, International Studies with course headings of (HST)/(HIST), (GEO), (PLS)/(POLS), (INTL)

**If you have questions about what is or is not weighted see Mr. Haemmerle or Mrs. Tingelstad.**

### **EXTRA-CURRICULAR ACTIVITIES (BP2430)**

Cedar Cliff Local School District recognizes participation in extra-curricular activities is a privilege and students must meet ideals and standards as participation requirements. For any Cedarville Middle or High School student to participate in any extra-curricular activity or athletic activity, a student must be full-time status as defined by district policy. Students must be enrolled in the equivalent of five individual periods on their academic schedule AND successfully passing a minimum of five credits. This can be through a combination of regular coursework, CCP courses, or other educational options and this status must be maintained *throughout the entire academic year.*

Extra-curricular activities are those out of class activities and competitions not tied to a specific class. Examples of extra-curricular activities are: Athletics, Quiz Team, Model UN, Envirothon, Drama, etc. Participation in extra-curricular activities is a privilege, not a right, for full time Cedarville students enrolled at Cedarville High School, GCCC or an approved PSEO/Credit

Flexibility program who have met specified academic, attendance and behavioral qualifications. Students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights. Because we require students to “take care of business” before pleasure, the school’s extra-curricular activities take precedence over all “outside activities” such as recreational/community league programs, activities at other local high schools, fine arts events and family/church social gatherings. Awards programs are considered a required part of our extra-curricular activities.

Additionally, beginning with the 2017-2018 school year, the Cedar Cliff Local School District initiated a mandatory drug-testing program for all students participating in high school athletic and various extra-curricular programs. More information can be found in both the extra-curricular and athletic handbooks regarding this program.

□ **ACADEMIC/ATHLETIC ELIGIBILITY (BP 2430; 2431)**

The number of credits passed, NOT the number failed, as well as a grade point average (GPA) determines academic eligibility. A pupil must have passed subjects the preceding grading period (**both the nine weeks and the semester**) that would be equivalent to five (5) or more credits that count toward graduation. In addition, a GPA of 1.5 or higher must have been earned the previous nine-week grading period. If the grading period is the last one in the semester, the student must also pass five (5) credits for the semester. *Students must meet the requirements of academic eligibility to try-out, practice, travel with and/or compete in extra-curricular activities and/or on athletic/academic teams, effective after the completion of the first nine weeks grading period.*

Only credits earned on campus, approved CCP and College Accredited “on campus” classes at an approved institution of higher learning count toward eligibility. CCP students must have faculty members assure CHS, in writing, of passing grades at the end of the nine weeks and at the completion of the course(s). An incomplete may be made-up within the specified time to regain eligibility (two weeks after the grading period ends); however, students are not permitted to participate in scheduled competitions until the incomplete work has been handed in and graded accordingly. Failing grades cannot be made up after the completion of the grading period. Summer school, night school, correspondence classes, etc. cannot substitute for failed courses.

Students must be in attendance by **8:25 A.M.** to participate in extra- curricular activities. If a student arrives late, or must leave early for a legal or medical appointment he/she must bring an excuse from the legal or medical professional on the day of the appointment to the middle/high school office as well as the coach/advisor to be able to participate. *However, students with an all-day excused absence (missing four or more class periods) are not permitted to attend and/or participate in extra-curricular activities on the day of their all- day absence.* Other circumstances will be at the discretion of the high school principal. In this, and in all other areas regarding interscholastic athletics, Cedarville High School complies with the directives of the Ohio High School Athletic Association.

*It is the student’s responsibility to inform his/her coach and/or advisor that he/she is not permitted to practice or participate in extra- curricular activities when failing to meet attendance requirements. If a student violates the attendance policies and participates in practice competitions or performances, he/she will not be permitted to participate in the next two day’s practices/activities/performances upon discovery of the infraction.*

Students who quit an athletic team before the end of the first week of practice may join another team with permission from both coaches. If an athlete chooses to quit after this time, they will not be permitted to join another team. Students attending extra-curricular activities are subject to school rules. Respectful behavior toward coaches, officials and opponents is mandatory.

□ **ATHLETIC OPPORTUNITIES**

Cedarville students who meet certain academic, attendance and behavioral standards may have the privilege to compete in the following athletic competitions when student interest warrants:

<u>Sports:</u>	Girls/Boys Cross Country	7-12
	Boys Golf*	9-12
	Boys Football	7-12
	Girls Volleyball	7-12
	Girls/Boys Basketball	7-12
	Boys Baseball	9-12
	Girls Softball	9-12
	Girls/Boys Track	7-12
	Boys Tennis*	9-12

\*The Ohio High School Athletic Association permits girls to play on boys' non-contact team sports when a comparable team is not available. Boys may not participate on girls' teams. An athletic handbook will be furnished to each student during his/her first sport season of the year.

□ **CLUBS AND ORGANIZATIONS**

All clubs and organizations formed within the school are governed by School Rules and Regulations and must provide a copy of their current constitution and budget to the Principal, Superintendent and the Board

of Education. All meetings for grades 9-12 may be held during intervention time and/or before and after school. A request for a class meeting must be approved three days in advance by the principal and placed on the monthly intervention/activity calendar. Guidelines, budget and criteria for establishing new clubs or organizations must go through the high school principal and meet Board of Education standards.

GCCC students who attend class meetings/assemblies and other activities during school hours are expected to abide by Cedarville's school policies and procedures. Each GCCC student must sign in at the office when he/she arrives at school and must sign out at the office when he/she leaves the building. Students who refuse to comply with Cedarville's school policies/procedures will forfeit the privilege of attending in-school activities.

□ **HOMECOMING**

Homecoming is sponsored by Student Council and the following criteria applies:

1. Each class will nominate three girls and three boys to represent their grade level using the complete class roster. One boy and one girl attendant will be elected from each grade 9, 10, and 11 by all students in grades 9-12. The king and queen will be chosen from grade 12.
2. Winners from the three candidates will be elected by the students in Grades 9-12, on a designated date, during homeroom.
3. Ballots will be counted by the Student Council Advisor and a Principal designee.

4. Student Council will plan and execute the Homecoming Week Activities. Candidates will be introduced and crowned at the pre-game activities.
5. Student Council, the sponsoring organization, will also bear the costs of the flowers, crown, and any other incidental expenses involved with Homecoming.
6. Each class has the responsibility of furnishing its candidates with a Homecoming corsage to be worn at the game. Boutonnieres for the male escorts will be furnished by Student Council.
7. The Senior Student Council Representatives will select the Crown Bearer and Flower Girl from the Third Grade Class.

#### **YEARBOOK**

The “Warrior” is the school yearbook. Staff is made up of high school students only. Students who enroll in the one credit Yearbook class must demonstrate appropriate typing and grammar skills.

**STUDENT GOVERNMENT/CLASS OFFICE ELIGIBILITY** To be eligible to run for a class officer or student government, a student must have a 2.5 GPA from the total of the three preceding nine weeks. While in office, students elected to a class office position must maintain the 2.5 GPA throughout each nine weeks grading period. If a student drops below this GPA, he/she forfeits his/her leadership position for the remainder of the school year.

### **MISCELLANEOUS INFORMATION**

#### **ADVERTISING POLICIES**

School sponsored organizations have the privilege of advertising upcoming events via the PA system and the school bulletin boards with permission from the office. Outside organizations (example: baseball leagues, bowling leagues, etc.) may not use the PA and must obtain permission from the high school principal before any advertising materials are distributed or posted in the building.

#### **ASSEMBLIES/PEP RALLIES**

Assemblies and Pep Rallies are special events planned to promote school spirit and community. These activities are a privilege, not a right; students will be banned from participation because of inappropriate behavior. All students are expected to move quickly and quietly to assembly locations. Students are expected to be respectful and attentive to speakers, presenters, etc.

#### **BOOK BAGS**

Students are permitted to bring book bags to and from school. However, the book bags are to remain in student lockers throughout the school day.

#### **COLLECTION OF DEBTS**

The final grade card of the year will be held and work permits and official transcripts may not be issued if the student has a debt to the school for lost or damaged books, materials, and/or equipment; club or organization materials or fund raising merchandise or money not turned in; damages to school property or buildings; or any other debt deemed to be legitimate by the Principal. *Students who have not paid their school fees/fines will not be permitted to participate in graduation ceremonies.*

## **DIRECTORY INFORMATION (BP 8330)**

### **The Release of Directory Information**

The Family Educational rights and Privacy Act (FERPA), a Federal law, requires that Cedar Cliff Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Cedar Cliff Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Cedar Cliff Schools to include his type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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.

If you do not want Cedar Cliff Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the second Tuesday in September. Cedar Cliff Schools has designated the following information:

<b>Student's name</b>	<b>Participation in officially</b>
<b>Address</b>	<b>recognized activities and sports</b>
<b>Telephone listing</b>	<b>Weight and height of members of</b>
<b>Electronic mail address</b>	<b>athletic teams</b>
<b>Photograph</b>	<b>Degrees, honors, and awards</b>
<b>Date and place of birth</b>	<b>received</b>
<b>Major field of study</b>	<b>The most recent educational</b>
<b>Dates of attendance</b>	
<b>Grade level</b>	

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communication with family and outside service providers.

### **Student Records**

You have a right to review your student's records by making a written request to the principal. The request will be honored within a reasonable period of time (no more than 10 working days). Exceptions to this time frame may be made, if necessary, during school vacation periods. Review of student records may be prohibited by a court order or other legally binding document.

Review of your student's file shall take place in the presence of the school principal or his designee. The request for review of your student's records will be placed in the student file as well as the date, time, and a list of individuals present at the time of the review.

A nominal copying fee will be charged if copies of student records are needed, and a receipt will be provided.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Family Educational Rights and Privacy Act (FERPA) does permit school districts to disclose appropriately designated "directory information" without written consent, unless a parent has advised the district to the contrary in accordance with district procedures. The school may release directory information in student directories, school programs, publications, bulletins, honor rolls and news releases as well as to school-related parent organizations, military recruiters and booster clubs. Directory information includes: name, address, telephone, parents' names, date and place of birth, major studies, diploma and awards received, dates of attendance and personal statistics for members of athletic teams. *Parents/guardians may request, in writing, that the school not release directory information.*

Parents have the right to inspect upon request any instructional material used as a part of the educational curriculum for their student. See Board Policy 2416 for the procedures for making such a request. Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520. This Notice will be transmitted to disabled parents and students or to non-English speaking parents and students in a format designed to accommodate their disability or in their native language. Call the Office of the Superintendent at (937) 766-6000 for assistance and information.

## **FUND RAISING**

The high school advisor and principal must approve all fund raising activities and canvas solicitations by September 20<sup>th</sup> of each school year. All beverages for resale at school activities must be purchased directly from Pepsi.

## **LUNCH PERIOD**

All food and drink must be consumed in the cafeteria or other areas designated by the principal. Commercial establishments may not deliver food to students during the lunch period unless authorized by the principals.

## **LUNCH FEES**

Lunch fees may be transferred to another lunch account however; they cannot be refunded. Lunch funds remaining in lunch accounts will carry over to the next school year for student use when they return from summer break.

Funds remaining in graduating senior accounts will be handled as follows:

- A) Those students with younger siblings will have remaining monies transferred to the sibling account.
- B) Those graduating seniors with no siblings will have their remaining monies utilized in the Cedarville Emergency Fund to assist those students in need in the Cedar Cliff Local School District. Families who wish to have remaining funds reimbursed rather than utilized in the emergency fund, must submit their request in writing to the treasurer's office by June 15 of the year in which the student graduates. 38

**\*\*PLEASE NOTE:** The free lunch program, available to all students due to the COVID-19 pandemic is no longer in place. Students may still qualify for free or reduced lunch. Contact the cashier for more information.

Students who withdraw from the Cedar Cliff Local School District will have lunch monies reimbursed to them.

### **LUNCH CHARGE POLICY**

It is the responsibility of the parents to provide for lunch for their children while at school. However, it is important to provide that children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch. An elementary student (Grades K-5) may charge two (2) meals in succession. An elementary child will be sent to the front office for assistance after the second charge.

A middle school student (Grades 6-8) may charge only two (2) meals at any time until their charges are paid. There will be no charges allowed for high school students or for adults. Disabled and handicapped students at all grade levels will continue to receive their school meals with no interruption while their parents are being contacted for payment.

A student's parents, teacher, and principal will all be notified of the delinquency in the student's account each time it is necessary for the student to charge a meal to give the parents time to send a check or cash to school with their child to give to the Cashier or Cafeteria Manager.

Parents may also pay for school meals via the Internet through the District's Nutrition Services website.

At the discretion of each principal, a school or private service fund may be established to pay for student's charged meals, rather than to offer the alternative meal. The Nutrition Services Manager will work with each principal to determine a payment schedule for these meals.

### **GUIDANCE SERVICES**

These services are provided to help the students plan their high school schedule to meet and optimally develop academic, educational, and career, interest and artistic goals. Each student in grades 9-12 should schedule conference with the counselor in the winter; seniors should schedule a conference with the counselor in the fall. Guidance Services are also available to assist students in applying for college scholarships as well as help the students work through problems that may be affecting their school performance.

### **INSURANCE**

The school, by state law, does not carry liability insurance for student injury. It is strongly recommended that each student be insured through a family plan.

## **LIBRARY MEDIA CENTER**

The LMC will be open from 7:55 a.m. - 3:30 p.m., except during HS lunch period. Students may use the LMC during intervention and study halls with permission of their respective teachers.

Students who wish to come to the LMC from study hall should sign the sign-up sheet before school or at the beginning of the period. Students coming to the LMC from another class must have a pass from their teacher. Students who do not wish to sign up for the entire period are welcome to browse, return books or check out books. Students who do not study or read quietly will be sent back to their class or to study hall.

No chewing gum, candy, or food is permitted in the LMC. The LMC may be closed to general use when a teacher requests to use the LMC for a class.

Books may be checked out for two weeks and may be renewed unless there has been a request for the book by another student. Students are responsible for items checked out in their name. If a book or magazine is lost, the cost of the book or magazine will be charged to the student who was responsible for checking out the item.

Students should not check out books or magazines for other students. Some books are marked "overnight only" and must be returned before first period the following day. Magazines, encyclopedias, and some reference books may be checked out overnight only. Computers are available to be used for electronic resources, including our online catalog, typing homework assignments and limited use of school email accounts.

Students may use audio visual equipment and materials under special circumstances and with permission of the library media specialist. (See "Equipment Use").

## **LOCKERS (BP 5771)**

Lockers are the property of Cedar Cliff Schools and are provided for student convenience. Lockers are subject to a random search by a building administrator at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation or a criminal statute or a school rule. Students shall be present, if in school, during the search and be informed of the reason for the search. ***Signs and pictures are to be attached to the locker with magnets only.*** Lockers are not to be marked on, have stickers, defaced, damaged, altered, etc.

Students are to use the built-in combination locks. In the event of a broken lock or no lock, the student may use a personal lock by giving the office a key or the lock combination. The physical education teacher or coach must have a key or combination for all non-school locks used in the locker room. Lock combinations should not be given to others. ***Students are not to change nor share lockers without the permission of the high school office.*** Lockers are to be locked after use, as students are responsible for all contents in their locker.

## **SEARCH AND SEIZURE (BP 5771)**

The school exercises exclusive control over such school property and a student should not expect privacy regarding items placed in or on school property. Student lockers, desks, computers and other like property are examples of school property. School property is subject to search, by school officials, at any time.

School administrators are permitted to search the person and personal property (purse, pocket, wallet, book bags, gym bag, student tool kit, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either a law or school rule. Students who bring personal computers, files, and/or DVD's are subject to review and inspection at any time. The following rules apply to such cases:

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. Personal searches will be conducted by an administrator with a staff member of the same sex as the student present.
3. A parent or guardian of a minor student who is the subject of a search will be notified of the occurrence of the search, as well as the reason for the search, as soon as practicable after completion of the search.
4. Where evidence indicating that a student has violated the law is discovered, law enforcement officials may be notified.
5. Student-owned or operated motor vehicles, motorcycles, and bicycles parked on school property or used during school- sponsored activities held off school grounds may be searched on the same basis and in the same manner as described above for other personal property.
6. The student, if in school, shall be present, and informed of what item is being searched for.

### **LOST AND FOUND**

Items found should be turned in to the office. Clothes and jewelry not claimed are sent to charity. Students missing a valuable item should file a written report with the principal.

### **LUNCH PERIOD**

All food and drink must be consumed in the cafeteria or other areas designated by the principal. Commercial establishments may not deliver food to students during the lunch period without prior notification and permission from the high school office. Throwing of food will not be tolerated. Due to the possibility of breakage, glass containers are not permitted in school. Students are to remain in designated supervised areas near the cafeteria. VISITORS are not permitted during the lunch period unless they are out-of-town guests who have made arrangements with the principal at least 24 hours in advance. Cedarville students who attend the GCCC are welcome to have lunch in the building as long as they have signed in at the high school office.

***OPEN LUNCH FOR SENIORS ONLY....***Seniors who have a "B" or higher GPA (per nine weeks) and are enrolled in at least FOUR full credit academic core content classes will be able to participate in open lunch. Students will have an extended lunch period (12:26 – 1:24 PM) **TWO** times during a nine week grading period (*as designated by the principal*) to go off school campus to have lunch.

#### **Requirements:**

- Students must have a parental permission slip to leave each time they participate in Open Lunch.
- Students will only be permitted to walk to lunch destinations; students will not be able to drive their vehicles or be driven by someone other than their parent/guardian.

- Students' extended lunch period will include lunch as well as the RSH time. Students who return early from open lunch will be required to sign in at the office and return directly to their RSH assignment. Students will not be able to remain on campus when participating in open lunch unless the principal determines the weather is unacceptable; in bad weather conditions, students will be reassigned to another open lunch date.
- Students can have this privilege revoked by the principal.

### **SPECIAL DELIVERIES TO STUDENTS**

Special deliveries for occasions such as birthdays, holidays and congratulatory events can be delivered to the high school office at any time during the school day. In order to minimize classroom

interruptions the high school staff will distribute these items to the specific students at the end of the day during seventh period.

### **MEDICATIONS (BP 5330)**

Students may be permitted to possess and use prescribed medication during school hours when the building administrator has received the following:

1. Written permission from the parent or guardian (PMA Form- Prescribed Medication Authorization).
2. A physician's verification of the necessity for the medication to be taken during school hours and an identification of the medication dosage and time interval it is to be taken. (PMA)
3. A statement releasing and holding the Board of Education and/or school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student signed by the student's parent or guardian. (PMA)

An employee shall not dispense or help with the administration of any medication unless conditions exist which, in the judgment of the employee, merit giving assistance to a student (Example: immaturity of the student, nature of the medication).

### **MISSING CHILDREN ACT (BP 5215)**

A pupil at the time of his/her initial entry to school, shall present to the person in charge of admission, a copy of his/her certificate of birth and copies of those records pertaining to him/her maintained by the school that he/she most recently attended. If the pupil or parent does not comply with this requirement, the school principal must notify the law enforcement agency having jurisdiction in the area, informing that agency that the child could possibly be a missing child as defined in the legislation. Parents/Guardians must notify the school by phone by 9:00 a.m. on the day that a student is absent unless previous notification has been given in accordance with school procedures for excused absences. The absent student must bring a written note signed by the parent giving the reason for absence on the day that he/she returns to school. If no phone call is received, the principal or his designee will notify the student's parents, guardian, legal custodian, or other person responsible for him/her when the student is absent from school. The responsible parent/guardian will be notified by phone when possible. If the parent or other person responsible does not have a telephone, a written notice shall be mailed on the same day that the student is absent, unless the parent/guardian has already contacted the school. Parents or other persons responsible shall provide the school with their current home and work telephone number and home address, as well as an emergency telephone number.

A fingerprinting program will be developed with the Cedarville Police Department for the purpose of providing a means to aid in the location or identification of a missing child. The program will be voluntary and:

1. no student or minor shall be required to participate;
2. written parental consent will be required;
3. all fingerprint cards will be given to parents and not be retained by the school or law enforcement agency; and
4. the program shall be offered on a periodic basis, and parents as well as residents shall be notified periodically about the program and its purpose.

School personnel will provide access to law enforcement personnel conducting missing child investigations. Any person or company who is authorized to take school pictures will be requested to provide a free wallet size photo to the district for inclusion in student files for identification purposes.

### **MOTOR VEHICLES/STUDENT DRIVING RULES**

The operation of a motor vehicle on school property or the property of another school is a privilege. Students and the vehicles must be properly insured and licensed. Students are responsible for the contents and for the safe operation of the vehicle. Student parking is in the east lot (near the gym) in marked spaces. The front lot and all parking spaces adjacent to the building are reserved for staff members. There is to be no loitering in or near vehicles. Students may have their driving privilege revoked for disciplinary reasons per the administration.

### **STUDENT SURVEYS (BP 2416)**

Students will not be asked to complete surveys or evaluative instruments that utilize identifiable and confidential information without parent/guardian consent.

### **MATERIALS DISTRIBUTED TO PUBLIC (BP 5722)**

All materials from students sent to the public shall be submitted to the Principal's Office seven days before distribution. Libel, obscenity, profanity, personal attacks, and encouragement of violation of laws and school rules are prohibited. Articles must identify the student, author, editor and publisher.

### **SOLICITATIONS**

Students shall not solicit money for personal gain or outside groups. Furthermore, all solicitations by school groups must be approved by the principal.

### **SENIOR TRIP REQUIREMENTS**

The senior trip is a privilege and school rules apply. A student must be a full-time student taking at least five (5) credits or the equivalent under post-secondary enrollment options, Credit Flexibility and/or College Accredited "on campus" classes at an approved institution of higher learning. See hand book section titled Class Load for additional questions regarding full time status. Students who plan to graduate early and meet the credit requirements by the end of the school year may go on the trip. Board approval is required for the destination of the senior trip.

## **STUDENT EARLY DISMISSAL FOR A JOB**

Only seniors and IEP work study students will be considered for early dismissal for a job. Early dismissal for seniors working will be only at the beginning of seventh period. Seniors leaving early for a job need to have a letter sent from their employer to the high school office.

The letter should indicate the starting time of the job and the days of the week that the student will need to leave early for their job. Parental

permission is also required. Any student wanting to be dismissed earlier than seventh period to work must enter the Senior Co-Op Program at Greene County Career Center where the work experience will be monitored.

## **TECHNOLOGY**

The school's information technology resources, including e-mail and internet access, are provided for educational purposes. Misuse of the computers will result in disciplinary actions. Students must have a Student User Responsibility Form on file to access the internet. Violation of the school's Student User Responsibility Form or failure to adhere to established School Board Policy may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Adherence to the following policy is necessary for continued access to the school's technological resources. Students must:

Respect and protect the privacy of others.

Respect and protect the integrity, availability and security of all electronic resources.

Respect and protect the intellectual property of others. Respect and practice the principles of community.

The specific definitions of each of these categories are clearly defined in the Student User Responsibility Form that each student is required to sign and place on file with the school office.

## **VIDEO/CAMERA USE AT SCHOOL (BP 7440.01) (BP 5136.01)**

For school purposes, video recording of events, practices, presentations and/or other school activities may be periodically conducted throughout the school day with the knowledge and permission of the administration. The Board of Education has installed recording devices throughout the building and surrounding school property. Rotating cameras are located on buses to aid in monitoring student behavior. If a student misbehaves within the school building or on surrounding school property and his/her actions are recorded, the recording will be submitted to the Principal as evidence of misbehavior.

**In addition, students are not permitted to use cameras of any kind at school or during extra-curricular activities without the permission of teachers and/or principals.**

**TELEPHONE USAGE DURING SCHOOL HOURS** Emergency phone calls from parents or guardians for students will be handled in an appropriate manner and must come through the high school office. **To ensure the integrity of the instructional process, parents are not permitted to directly contact students via cell phone or texting during the school day from 7:55 AM – 3:00 PM nor are students permitted to directly contact their parents via cell phone or texting during the school day from 7:55 AM – 3:00 PM.** In the case of an emergency, the office will contact a student immediately; as appropriate in all other situations, the office will give permission to a student (via a note or intercom) to call the parent or guardian during lunch or between classes. All phone calls are limited to three (3) minutes.

If a student becomes ill during the day, he/she must first report to the clinic and/or office before calling home. The nurse or office personnel will determine whether or not the student is ill enough to go home and will inform the parents and/or guardian. A student who calls for a parent/guardian to come to school to take them home due to illness, without permission from the appropriate school official will receive an unexcused absence as well as school discipline.

### **TRANSPORTATION (BP 8600)**

Bus transportation is provided for students living one mile or more from the school. The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal to be used as evidence of misbehavior.

#### **□ Conduct on Buses**

Any misbehavior, which jeopardizes the safety of students riding buses, will result in consequences and lead to suspension of transportation privileges and necessitate a parent contact. Some actions that constitute a Bus Referral are...

1. Any body part sticking out of a window
2. Profane/vulgar language
3. Possession or consumption of Illegal substances in, around or just prior to boarding the bus
4. Vandalism
5. Opening one or more emergency door and exits without permission.
6. Eating/drinking on bus
7. Any act of inappropriate or dangerous nature
8. Failure to follow seating assignments and bus procedures.

#### **□ Bus Changes and Late Bus Arrivals**

Temporary bus changes are approved with the principal's signature and a valid reason explained in writing from the student's parents/guardians. ANY permanent changes must come through the Superintendent's office. Late bus arrivals are not considered tardy. However, students must report to the ATTENDANCE OFFICE to sign in and receive a pass before going to class. However, students who are late due to inclement weather and transported to school by a private vehicle will receive tardy.

### **VISITORS (BP 9150)**

Persons wishing to visit Cedarville Middle School and Senior High School must report to the High School office. Student visitors to classes and/or lunch must be overnight, out-of-area guests approved by the office and have notified the administrator twenty-four (24) hours in advance of the visit. Visitors who create disturbances or danger at any school activity or on school property may be asked to leave and appropriate legal action may be initiated.

### **WORK PERMITS**

Application cards for work permits may be secured from the Superintendent's office. The completed work permits are to be returned to the Superintendent's office.