



CEDARVILLE  
MIDDLESCHOOL  
2023-2024

## STUDENT HANDBOOK

PRINCIPAL

**Mr. Chad Haemmerle**

*Cedarville Middle School  
194 Walnut Street  
Cedarville, Ohio 45314  
(937) 766-1871*

*Phone (937) 766 – 1871  
Attendance Office (937) 766-6002*

***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 Middle 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 Middle School, please call us or visit our district website at [cedareliffschools.net](http://cedareliffschools.net).

Sincerely,

*Chad Haemmerle*

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## **PERSONNEL**

**Principal** – Chad Haemmerle,  
chaemmerle@ccliff.net  
**Secretary** - Darceil Barger  
**Secretary**- Carrie Smith  
**College/Career Counselor** - Rachell Tingelstad  
**Counselor** – Valerie Walker  
**Library Media Specialist** - Karen Mossing  
**Athletic Director** – Glen Satchell  
**Network Administrator**- Brandi Thompson

## **GENERAL AIMS AND OBJECTIVES** **CEDARVILLE MIDDLE SCHOOL**

Our goal for every middle school student is to provide him or her with an atmosphere and opportunity for success. We want our students to...

1. Develop knowledge and understanding of their 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.

## **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

## **SCHOOL TIME SCHEDULES**

### **❖ REGULAR BELL SCHEDULE**

7:40 am -7:55am	Report to 1st period
7:55-8:40	Period 1
8:43-9:28	Period 2
9:31-10:16	Period 3
10:19-10:46	Intervention
10:49-11:19	Lunch
11:22-12:07	Period 4
12:10-12:55	Period 5
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 middle school building for scheduled detention, meetings or school activities.

### **❖ ONE-HOUR DELAY**

8:40 am -8:55am	Report to 1st period
8:55-9:40	Period 1
9:43-10:28	Period 2
10:31-11:16	Period 3
11:19-11:49	Lunch
11:52-12:37	Period 4
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
11:54-12:24	MS Lunch
12:27-1:03	Period 4
1:06-1:42	Period 5
1:45-2:21	Period 6
2:24-3:00	Period 7

### **❖ TWO- HOUR EARLY DISMISSAL**

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
9:51-10:21	MS Lunch
10:24-11:08	Period 5
11:11-11:47	Period 6
11:50-12:20	Lunch
12:23-1:00	Period 7

## **ABSENCES AND ATTENDANCE REGULATIONS**

### **ABSENCES (BP5200)**

#### **❖ EXCUSED ABSENCES**

Absences are considered excused if there is a written note from an appropriate authority received by the school within five (5) days of the absence. Any written excuses for a student absence from an appropriate authority will be excused, regardless of number.

#### **Reasons for Excused Absences:**

- Personal illness
- Quarantine of the home
- Illness in the family
- Work at home, i.e. care of sibling/parent, assist with duties at home, etc.
- Death of a neighbor/friend
- Observance of religious holidays/ religious events
- Emergency or set of circumstances which an appropriate authority constitutes a good and sufficient cause for absence from school.

#### **Appropriate Authority for Excused Absences:**

An appropriate authority is someone who, by occupation, is legally authorized to make a determination of absence, such as:

- Physician/dentist/healthcare provider
- Health district authority (combined health district/public health)
- Religious leader (minister, priest, rabbi, etc.)
- Local law enforcement (in cases involving a disaster or other situation that would prevent the child from attending school)
- School principal or superintendent

Students are permitted up to five (5) days per semester of absences from school without a legitimate note from a licensed professional.—One half-day absence is defined as missing at least one (1) and not more than three (3) class periods within the school day. Missing four (4) or more class periods constitutes one day's absence. Therefore when a student has used all of his five (5) pardoned absences within a semester grading period, he/she

may be required to provide a legitimate note from a licensed professional for every subsequent absence after the five nonmedical absences per semester and may also lose credit at the minimum "F" for each class in which the student has more than five nonmedical absences per semester.

#### **❖ UNEXCUSED ABSENCES**

Unexcused absences are when:

- No notification of absence is received within five school days of the student's return to school.
- The student has exceeded (5) five days per semester of absence that can be ~~pardoned~~: excused
- The absence is not caused by one of the reasons for excused absence.

Missed work during an unexcused absence will result in a grade of "zero".

#### **❖ Truancy is based on the number of unexcused absences a student has accumulated.**

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.

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**

You must notify the school between 7:30 A.M. and 9:00 A.M. on the day that a student is absent unless previous notification has been given. Please call the main office at 766-1871. School personnel will attempt to contact you by telephone for verification of your student's absence if notification of absence is not provided. If no contact is made between you and school, we will send written notification to you of your student's absence as required by the Missing Children Act.

Any student who has been absent and has returned to school must bring to the Office, prior to 7:55 A.M., a written explanation signed by the parent or guardian. The student will then receive an admission slip for admittance to class.

Excuses should be turned in no later than the **fifth** school day after the student returns to school. Make up work may only be given 50% credit if a written excuse is not received by this deadline. Work missed due to unexcused absence will result in a grade of "zero".

#### **❖ EARLY DISMISSAL**

Students who must leave early for excused reasons must provide a note (stating the time and the reason) to the Attendance Office by 7:55 A.M. the morning of the dismissal. You must come to the middle/high school office to sign out or pick up your student for an early dismissal. Your student will be called to the office on the intercom.

#### **❖ EVENING PROGRAMS**

Your student may participate in many extracurricular activities. Some of these programs include music and sports. Any student desiring to be a part of a music program, sporting event or any program that has an evening engagement, must be in attendance the day of the evening engagement. Athletes should also check the Athletic Handbook to ensure that they are following the attendance rules established by the Athletic Council.

#### **❖ FAMILY VACATION**

Please understand that a high priority is placed on a student's school attendance. However, should a parent wish to have their student miss school for a family trip, the days missed will be counted among the five (5) days of nonmedical absences per each semester. Family vacations may or may not be excused depending on the student's regular attendance. Students should pick up a vacation form from the office and have it turned in a week prior to their trip. Students who are considered habitually truant will not be approved for a family vacation. Days exceeding the five-day limit will result in unexcused absences. Make up work will be available upon the student's return. The student will have one day for each day of vacation absence to complete the work missed.

#### **❖ 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.

#### **❖ MAKE-UP WORK**

It is the student's responsibility to contact teachers the day he/she returns from an absence to arrange to make up work. A student will be allowed one day of make up time per each excused day of absence. An excused absence note must be received within one week for the child to receive full credit for his make-up work. If an absence note is not turned in, the make-up work completed by the student will only receive 50% credit. Following the deadline for completion, incomplete work may be given a zero. If a student was in class when a teacher indicated a test, paper or project deadline, the one day may not apply.

In the event of an extended illness, the student or parents should see the guidance counselor to schedule make-up work or home instruction. If a student's absence is to exceed two (2) days, the parent or student should allow teachers 24 hours notice if requesting homework assignments. Please call the high school office with assignment requests.

All tests and exams will be made up at school and will be monitored by a certified Cedar Cliff employee.

❖ **TARDINESS**

A tardy to school is defined as not being in class at the 7:55 bell and extends from 7:55 AM to 8:43 AM. 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 (5) unexcused tardy/absences within a semester.

**ACADEMIC ISSUES**

**ACADEMIC ASSISTANCE**

Student success is a high priority for everyone at Cedarville Middle School. If your student is not being successful, you will be contacted. If these interventions do not produce the desired results, psychological testing may be requested. This testing, or **Multifactor Evaluation (MFE)**, can provide more information about your child's strengths, weaknesses, and learning styles/difficulties. It can also identify learning disabilities. If a disability is identified, your student is eligible for special services under the Individuals with Disabilities Education Act (IDEA). An **individual education plan (IEP)** will be written to meet your student's learning needs. This plan is reviewed annually. If you have questions about these services, please contact the principal or guidance counselor.

❖ **GUIDANCE SERVICES**

Several guidance services are available upon request or utilized when needed. You may contact the office to request these services or obtain any additional information about each service. These services include:

❖ **GUIDANCE COUNSELORS**

Serve the middle school and community through small group counseling, individual counseling, classroom guidance lessons, career education, achievement and aptitude testing, conferences with parents and/or teachers, guidance newsletter. The guidance counselor will help students plan their schedules and work through problems that may be affecting their school performance.

❖ **SCHOOL PSYCHOLOGIST**

Our staff Psychologist is available for psychological and testing services.

❖ **SCHOOL BASED MENTAL HEALTH THERAPIST**

Is provided through the Greene County ESC to help families, provide counseling to students on an individual or group basis, and act as a resource for families to determine which social services might be available.

❖ **SPECIAL THERAPISTS**

Is provided through Greene County ESC to determine need and provide services after a need is identified in these areas: Speech/Language Therapy; Occupational Therapy; Physical Therapy; Adaptive Physical Education.

**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, as well as other disciplinary action.

**CO-CURRICULAR ACTIVITIES**

Co-curricular are out of class activities and competitions tied to a specific class. Participation in co-curricular activities is generally limited to students enrolled in the specific class. Participation may be mandatory and grades may be issued; however, students enrolled in the associated class do not have to meet extracurricular eligibility requirements

**COMPUTER USAGE**

All students must comply with the rules/regulations of the Student Computer Use Agreement 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.

**GRADING SCALE**

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

### 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 beyond a detention 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.

### MONITORING STUDENT PROGRESS

You have numerous ways to determine your child's progress in school. Your student will bring his or her **report card** home at the end of each nine-week grading period. You can also monitor your student's progress with the following:

- Check the child's agenda book to determine what has been assigned for homework for that day.

- Papers and tests are returned to students to be taken home and shown to parents or guardians.
- An interim report is provided mid-way through each nine weeks.
- Parent/Teacher Conferences are held once in the fall and once in the spring.

Parents are encouraged to contact teachers anytime they have questions or concerns about a child's progress.

### PROMOTION/RETENTION

All students who have demonstrated academic readiness with passing grades will be promoted to the next grade level. A student who receives failing grades during any academic term will have his or her case reviewed by the Intervention Assistance Team (IAT).

An **Intervention Assistance Team (IAT)**, which may be composed of the student's teacher, parents (if available), counselor, psychologist, intervention specialist, Title I teacher, supervisors, principal, and/or other therapists and specialists, will be formed. The IAT will discuss difficulties your student is having and will formulate interventions that will help your student succeed. The following process explains the steps taken when a student experiences academic difficulty:

1. The parents or guardian is contacted.
2. The IAT is formed.
3. The IAT and student's parents or guardian will meet to discuss the academic difficulties the student is experiencing.

Interventions will be established to assist the student towards academic success in those areas. The IAT will evaluate the student for academic preparedness for the next grade.

Reasons for evaluation by the IAT are:

- Failing grades at the end of the year in any two or more of the following: reading, math, English, science, or social studies.
- Truant for more than 10% (i.e. 18 days) of the required attendance days of the current school year.

### PROGRESS/INTERIM REPORTS

Midway through each nine weeks, students will receive a progress report. A parent who desires



further explanation should contact the office to make an appointment with those teachers whom they wish to speak.

### **REPORT CARD/AVERAGES**

Middle School grades for a one-year class will be calculated by averaging the students' first quarter and second quarter grades divided by two for the semester average; the same procedure is followed for the second semester with the two semester averages added together and divided by two for the final grade calculation. *Students taking classes for high school credit will receive semester grades according to high school computations.* Report cards will be issued within one week following the end of each grading period. All discipline and monetary debts must be paid before the last grade card of the school year may be released.

Parents and students may access their grades on a daily basis per the school's on-line grading system program.

### **TEXTBOOKS**

Textbooks are school property and should be 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.

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

A student withdrawing from school shall report to the office 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**

### **DISCIPLINARY ISSUES**

#### **❖ AUTHORITY OF STAFF**

Employees and approved volunteers are vested with legal public authority. Refusal on the part of the student to respect this authority shall be considered as insubordinate conduct.

#### **❖ BULLYING (BP 5517.01)**

Harassment, intimidation, or bullying/cyberbullying 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 policy applies to all activities in the District, including activities on school property, on school buses 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 Middle 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 Middle 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. Furthermore, students may not possess drug paraphernalia. See Saturday School, Suspension or Expulsion for possible consequences.

#### **❖ CLASS CUTTING**

Only the office or the teacher of the scheduled class can excuse a student from attending a class except in

the case of school events scheduled on the school calendar. (i.e. Band trips, athletic trips, field trips, etc.). Missing an *assigned intervention* is a class skip and will warrant disciplinary action more severe than an after-school detention.

#### ❖ **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, or 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 students:

1. All clothing worn to school should be clean, in a good state of repair, not torn nor containing holes, EXCEPT from the bottom of the knee to the ankle. Slacks, blue jeans and dress shorts may be worn as long as they are not provocative and meet the dress code standard length.
2. Length of shorts/dress/skirt must be no higher than fingertip length, *even if* opaque tights that extend to the knee are worn.
3. Shoes, which insure safe and efficient movement through school, must be worn. No slippers.
4. Sheer blouses or shirts may be worn only with appropriate undergarments.
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 are unacceptable. Clothing should be long enough to cover the midriff.
8. Any garments exceptionally tight (yoga pants, spandex, 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 logos is not permitted.
9. Tank tops, (i.e. clothes having shoulder straps narrower than **FOUR** fingers and/or large arm holes), cutoff sweats, and spandex garments unless covered by another non-spandex garment will not be worn during the school day except for Physical Education classes.
10. Specific classes may have additional requirements due to health and safety concerns.
11. Head coverings, bandannas and sweatbands are prohibited in school during the school day unless worn for religious purposes.

#### ❖ **ELECTRONIC DEVICES (BP5136)**

No cameras, disc devices, electronic games, cell phones, etc. are permitted during the academic school day, at co-curricular activities or on the school buses except as approved by the principal as an instructional aide. School electronic systems are for school related educational purposes only. Electronic devices that are not approved by the principal will be confiscated from the student and only returned to the student's parent(s) and/or guardian. In addition, the student will receive detention. The school is not responsible for stolen electronic items.

#### ❖ **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**

Gum chewing is not permitted at any time during the school day.

#### ❖ **HALL PASS**

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

#### ❖ **POP MACHINES**

Pop machines located in teacher's lounges are off limits to students. 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.

#### ❖ **PUBLIC DISPLAY OF AFFECTION (PDA)**

Public displays of affection, with the exception of holding hands, are 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.

❖ **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 from 3:05 PM -3:35 PM on Monday, Wednesday, and Friday in the posted room. Generally, students will serve detention on the next scheduled detention school day. A student will be permitted one detention date change per semester. 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 an additional detention will be issued. If a student receives a fifth (10th or 15th, 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 and to request that such hearing be held in executive session. The Superintendent or his designee in order 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 the 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.

**Possible 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. 8)
5. Possession or use of tobacco or tobacco substitutes in any form (third offense may result in expulsion).
6. Unauthorized, touching, hitting, fighting, or threats that would create fear, distress or injury to 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.
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 firecrackers, smoke bombs, stink bombs, and/or explosives, poisons, chemicals, in vitro germs and dangerous gasses.
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, noxious chemicals, 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.

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 suspension.

**❖ 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 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 1/2) 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:

- 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. 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.
- 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 only request ONE reassignment per semester.
- A student must come prepared to do school work for the full time. Library books, assignments, news magazines, and reviewing textbooks 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.
- All regular school rules apply to Saturday School. Students are expected to stay in their seats, be alert, on task, and respectful.
- 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.
- 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.
- Transportation will be the responsibility of the student or parent.
- Saturday School may be closed if poor weather conditions exist. Students should listen to "weather delays and closings" stations listed on pg. 4. Students will be

expected to attend the next scheduled Saturday School.

- Suspension from school DOES NOT excuse a student from a previously assigned Saturday School, but delays it until after the suspension is served.
- Students will be given one 10-minute break (not necessarily all at the same time) to go to the restroom and get a drink. The students must stay in the area of the building designated by the Saturday School proctor for the break period. Trips to lockers are at the discretion of the proctor during break.
- Failure to report to Saturday School may mean 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.
- 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 six 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 extra-curricular events 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/her make-up work for a grade of 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.

#### **Possible 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, harassment, threats, cyberbullying, sexting, hitting, 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; of a gun, knife, lighter noxious chemicals, 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.

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.
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 personnel 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 firecrackers, smoke bombs, stink bombs, explosives, poisons, chemicals, in vitro germs and dangerous gasses.
16. Activating a false fire, 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 databases.
18. Recording, viewing, using, or distributing elicited or illegal materials 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 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.

#### **❖ GRIEVANCE AND DISCRIMINATION PROCEDURE (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.

#### **MISCELLANEOUS ADVERTISING**

School sponsored organizations have the privilege of advertising coming 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 a school principal before any advertising materials are distributed or posted in the building.

#### **BOOKBAGS**

Students are permitted to carry book bags TO and FROM school; however, they will need to leave their book bags in their locker during the school day.

#### **BUSES**

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.

Any misbehavior that distracts the driver is a very serious hazard to the safe operation of the vehicle and as such jeopardizes the safety of all passengers. The following are examples of acts that may result in the suspension of transportation privileges and necessitate a parent contact:

1. Throwing of any object outside and/or inside the school bus.
2. Hands, head or any part of the body sticking out of a window.
3. Profane, vulgar language, or harassing language.
4. Possession, consumption, or use of tobacco, drugs, alcohol or counterfeit substances, in, around or just prior to boarding a bus.
5. Unauthorized use, any act of vandalism—marking on or destroying any part of the bus.
6. Opening one or all of the exit and emergency doors without driver permission.
7. Unauthorized touching, fighting, pushing or tripping that could create fear, panic, distress or injury.
8. Carrying a concealed weapon or dangerous instrument that could be considered a weapon.
9. Any act endangering the safety and well being of the students or driver.
10. Not keeping the aisle way clear or improperly sitting in the seat.
11. Eating or drinking on the bus.
12. Any act of an inappropriate or dangerous nature.

Students are to remain at the driver-designated place of safety until the bus has come to a complete stop. Those students caught walking or running after a moving bus will receive a bus citation. Once the bus starts moving, drivers are instructed not to stop for a late student running to catch the bus because of the danger of serious injury.

### **BUS CHANGES**

Temporary bus changes are approved through the attendance office and a valid reason explained in writing from the student's parents until 10:30 a.m. After 10:30 a.m., temporary bus changes will be approved through the principal's office. No transportation changes by telephone will be accepted, except in an emergency situation. An emergency is one that is unexpected and cannot be delayed until after the normal time the child would arrive home. Permanent changes must come through the Superintendent's office.\*

### **COPY MACHINE**

A copy machine is provided in the school library media center, for a nominal fee, as a service to all students.

### **FIRE/TORNADO DRILL REGULATIONS**

Fire and tornado drill regulations are posted in every classroom. Teachers require that students take a serious demeanor throughout the drills.

### **EQUIPMENT USE**

Students are permitted to use school equipment during/after school hours only if a teacher is with the student and the teacher is confident in their use of that equipment. Students must also have obtained proficiency in a course that enables them to use the equipment adequately.

### **LATE BUS ARRIVALS**

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.

### **CLINIC/EMERGENCY PROCEDURES**

If a student becomes ill or has an emergency during the school day, the student is to obtain a pass from his/her teacher and go directly to the Elementary school office. Disciplinary action may be taken if a student calls home before the staff has determined the nature of the illness or injury. Adults listed on the Emergency Medical Form may grant approval for the student to be released from school if prior permission is granted to the school in writing by the legal guardian.

### **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.

### **Lunch Account**

Lunch account balances can be transferred however they cannot be refunded.

### **FUND RAISING**

All fundraisers must be approved by the middle school principal. The principal must approve all canvas solicitations by September 20th of each school year. Students in grades 6-8 will be involved in QSP Reader's Digest Magazine Sales. All beverages for resale at school activities must be purchased directly from Pepsi.

### **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 get a pass to use the LMC during intervention and during study halls.

Students who wish to come to the LMC from study hall should get a pass from the librarian BEFORE school starts that day on which they wish to come. 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 three weeks and may be renewed unless there has been a request for the book by another student.

If a book or magazine is lost, the cost of the book or magazine will be charged to the student who checked out the item. Students are responsible for items checked out in their name.

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 for use of electronic resources, including on-line catalog, INFOhio, internet and for typing homework assignments. Students may use audiovisual 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 search by a building administrator at any time. 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 with non-marking transparent tape. Lockers are not to be marked on, have stickers, defaced, damaged, altered, etc. Students may use magnets to attach pictures and other small wall items in their lockers.

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 lockers. Lockers are to be locked after use, as students are responsible for all contents in their locker.

### **LOST AND FOUND**

Items found should be turned in to the office. Clothes and jewelry not claimed are sent to charity. The "lost and found" box will be emptied at the end of every nine weeks. Any 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 unless authorized by the principals. 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.

### **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.

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

**\*\*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.

### **LUNCH CHARGE POLICY**

It is the responsibility of the parents to provide 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.

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.

### **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.

### **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.

### **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, knapsack, 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, CD's, and/or cassettes 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 is being searched for.

### **SOLICITATIONS**

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

### **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.

### **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.

### **TELEPHONE USE**

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.

### **VIDEO 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.

## **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 this 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:

Student's name

Participation in officially recognized activities/sports

Address/ Electronic mail address

Telephone listing

Weight and height of members of athletic teams

Photograph

Degrees, honors, and awards

Date and place of birth

Major field of study

Dates of attendance

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.

### **VISITORS**

Persons wishing to visit Cedarville Middle School must contact the office for permission 48 hours before coming to the school. For definition purposes, school-age students as well as relatives living within an hour radius of the school are not considered “visitors” and will need to visit with Cedarville students outside of the academic school day.

You are welcome to visit the school to observe our programs and to volunteer. Guidelines have been established for volunteers and visitors in order to provide a safe and effective learning environment. Tours, arranged through the school office, are available for new students and their families.

To assure the safety of our students, the State has mandated that all visitors report to the school office upon entering the building. This includes parents bringing forgotten items or picking up children for appointments. All visitors must sign in to receive a “visitor’s badge”. 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. Parents as well as siblings are more than welcome to eat lunch with their students as long as arrangements have been made in advance.

### **Volunteers**

Volunteers are an important part of our total program at Cedarville Middle School. In addition to helping with a variety of PTO activities, volunteers also assist the school as classroom helpers. You can express your interest in being a volunteer within the school by contacting your child’s teacher. **All school volunteers must have successfully completed a background check.** This check may be completed by visiting the district website.

## **STUDENT ACTIVITIES**

### **ACADEMIC AWARDS (BP5451)**

Awards are designed and given to encourage a climate of academic excellence and regular school attendance. Your student may achieve one or more of the following forms of recognition:

- ❖ **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 a tardy, excused or unexcused absence of any kind such as college visit days and or doctor’s appointments. Students who have perfect attendance may be exempt from second semester exams in each class in which they have received a passing grade for the year.
  
- ❖ **Citizenship Award ~** Students who demonstrate the traits of good citizenship throughout the school year and were chosen by his or her teacher as Student of the Month have the opportunity to receive this award.
  
- ❖ **Honor Rolls**  
Honor rolls are posted at the conclusion of each grading period to encourage your student to strive to do his or her best academic work. Students who have been on the “A” or “A/B” honor roll three of the four nine-week grading periods will receive a certificate of recognition.  
  
“A” **Honor Roll** ~ Students receiving all “A’s” in academic areas qualify for this honor roll.  
  
“A/B” **Honor Roll** ~ Students receiving “A’s” and “B’s” in all academic areas qualify for this honor roll.

## **CLASS AND ACTIVITY MEETINGS**

Special activities and meetings for grades 6-8 will be held during intervention period. A request for a meeting must be approved through the intervention coordinator and placed on the monthly activities calendar.

## **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.

Guidelines, budget and criteria for establishing new clubs or organizations must go through the high school principal and meet Board of Education standards.

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

Extra-curricular activities are those out of class activities and competitions not tied to a specific class. Examples of extracurricular activities are: Athletics, Quiz Team, Drama, Power of the Pen, etc. Participation in extracurricular activities is a privilege for full time Cedarville students enrolled at Middle School who have met specified academic, attendance and behavioral qualifications. Awards programs are considered a part of the activity.

### **❖ ATTENDANCE**

Students must be in attendance by **8:25 A.M.** to participate in extracurricular activities. Students absent during any of the seven class periods for legal or medical appointments 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 extracurricular 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 extracurricular 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.

### **❖ Overnight Trips**

Guidelines regarding overnight trips for athletic or extracurricular purposes are outlined in both board policy and the specific handbooks (athletic and extracurricular handbooks). Students and their families are directed to those resources for additional information.

### **❖ ELIGIBILITY (BP2430)**

Middle School eligibility starts the second nine weeks after the sixth grade. Seventh and eighth grade students must pass seventy-five percent (75%) of the CORE subjects (Math, Science, English, Reading, Social Studies), as well as, seventy-five percent (75%) of all classes both the nine weeks and semester. Students must have earned a 1.5 or higher GPA the previous nine weeks.

An incomplete may be made-up within the specified time to regain eligibility; however, failing grades cannot be made up after the completion of the grading period. Summer school cannot substitute for failed courses. In this, and in all other areas regarding interscholastic athletics, Cedarville Middle School complies with the directives of the Ohio High School Athletic Association.

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.

Students attending extra-curricular activities are subject to school rules. Respectful behavior toward coaches, officials and opponents is expected.

❖ **ATHLETICS (BP2431)**

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:

Boys Football	7-8
Girls Volleyball	7-8
Girls/Boys Basketball	7-8
Girls/Boys Track	7-8
Girls/Boys Cross Country	7-8

\*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. Interested parents and students must contact the organization for information regarding their programs. An athletic handbook will be furnished to each student during his/her first sport season of the year.