

# **Cuyahoga Falls High School**

**Every Student, Every Day,  
Every Opportunity**

**Student Handbook**



**2300 Fourth Street  
Cuyahoga Falls, Ohio 44221**

**Phone: (330) 926-3808**



**2018**

**2019**

Dear Black Tiger Family:

This handbook has been planned and prepared by the administration of Cuyahoga Falls High School in order to acquaint everyone with the daily procedures and regulations of the high school.

We encourage you to reference this handbook throughout the school year. It will assist you in answering any questions you might have, and help you get the most from your education at Cuyahoga Falls High School. You will find that most everything you need to know about our high school, specifically behavior and academic expectations, is contained within this book.

Always remember that the entire staff is here to help you. If you have any questions regarding our policies and procedures, please do not hesitate to seek a staff member out.

Sincerely,

The CFHS Administrative Team

**BLACK TIGER FIGHT SONG**  
**TIGERS, TIGERS**

Tigers, Tigers, tear 'em up, you Tigers,  
For the Black and Gold, rah! Rah! Rah!  
Slash 'em, sock 'em, tackle, roll and  
block 'em For the Black and Gold, rah!  
Rah! Rah!  
Fight them with that vigor and zest;  
Come on and let them know Falls High is the best.  
So – Tigers, Tigers, tear 'em up, you  
Tigers, For the Black and Gold, rah!

**BLACK TIGER ALMA MATER**

As we stand with heads uncovered  
On this hallowed  
ground; Let there be  
in all our voices  
Gratitude profound.

**Chorus**

Alma Mater! Alma Mater!  
Echo far and near;  
Sturdy sons and loyal daughters, Hold your  
mem'ry dear.

Duty soon will lead us on;  
we May not tarry long.  
Still we'll always love your  
portals - Praise you in our song.

**Chorus repeated.**

May the touch of your loyal friendships  
In our young lives stay  
And the hours of love and  
learning Guide us every day.

**Chorus repeated.**

*Written by Carol Richards, Class of 1939, and Mary Barnes Crutchfield, Class of 1938.*

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**CUYAHOGA FALLS HIGH SCHOOL**  
**Home of the Black Tigers**

**Vision:** *The Hub of our community; committed to a culture of caring! We Innovate. We Create. We personalize education for all!*

**Mission:** *Every Student, Every Day, Every Opportunity*

**Principal:** Miss Allison Bogdan  
**School Counselor:** Mr. Chris Nauer  
Arts, Media, and Design

**Associate Principal:** Mr. Kevin Vargyas  
**School Counselor:** Mrs. Vickie Davis  
Engineering and  
Entrepreneurship

**Associate Principal:** Mr. Ramsey Inman  
**School Counselor:** Mrs. Cindy Hardy  
Human and Public Service

**Associate Principal:** Mr. Rob Slone  
**School Counselor:** Mr. Josh Stewart  
Health and Wellness

**Athletic Director:** Mr. Tom DiFrancesco

**School-Based Therapist:**

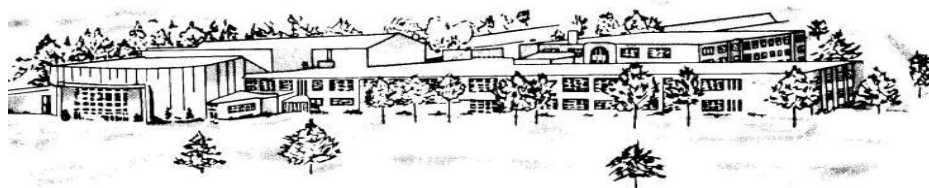
**School Psychologist:** Mrs. Alicia Veauthier

## DAILY SCHEDULE

The normal schedule will start at 7:45 a.m. and conclude at 2:40 p.m. Early Release Wednesday schedule will be from 7:45a.m. and conclude at 1:40 p.m. Students must be in classes for credit 5 periods per semester. Students not involved in supervised after-school activities should exit the building as soon as possible but not later than 20 minutes after the end of 8<sup>th</sup> period. On Early Release Wednesday's students can go to the cafeteria where they will be supervised. **Unsupervised students in the school building could face disciplinary action/or trespassing charges.** This policy is in place for the safety of the students, school employees, and the facility and its contents.

REGULAR DAY		WEDNESDAY	
HR	7:45-7:50	HR	7:45-7:50
IE	7:53-8:25	IE	7:53-8:25
1	8:29-9:13	1	8:29-9:03
2	9:17-10:01	2	9:07-9:41
3	10:05-10:49	3	9:45-10:19
4a	10:53-11:18	4a	10:23-10:48
4b	11:22-11:47	4b	10:52-11:17
4c	11:51-12:16	4c	11:21-11:46
5	12:20-1:04	5	11:50-12:24
6	1:08-1:52	6	12:28-1:02
7	1:56-2:40	7	1:06-1:40

## **HISTORY OF CUYAHOGA FALLS HIGH SCHOOL**



Early records of Cuyahoga Falls show the existence of several schools. The first known of these early structures was Central School, also called "The Lyceum," which was located north of Second Street and Portage Trail. East School was erected in 1871 for \$30,020. It was located on Germane Street and is no longer in existence. As the Falls began to grow rapidly around 1920, the need for a new high school was evident. The Board of Education purchased 11 acres on Fourth Street to build a new high school. When the square dark red brick building was dedicated October 26, 1922, the community boasted a population of 7,000. In 1922 there were only three clubs available to students: the Athenians, Delphian and Chestnut Burr Literary societies.

In 1927 the first unit of the high school was filled to capacity and a second unit was added. The industrial arts building was opened in 1948, and in 1961 a \$3.1 million addition was completed. This addition included a library, up-to-date science laboratories, attractive music classrooms, a new business department, modern cafeteria, efficient office area, an auditorium seating 1,700 and a gymnasium seating 3,500 with fully equipped wrestling and gymnastics rooms.

In 1969 a 12-room addition was built to house a growing vocational educational program. In 1977 the original building was completely renovated, and in 1979 the industrial arts annex was renovated.

In 1999, the addition, which was added in 1961, was updated.

### **SCHOOL SAFETY, BUILDING ACCESS SAFETY AND SECURITY INFORMATION**

Keeping our students safe in the school setting is of utmost importance. This is reflected in school rules regarding visitors and emergencies and the student conduct code. The administration has the right to employ accepted methods of school observation and inspection necessary to maintain a safe and secure environment. This may include, but is not limited to, the use of video recording devices, security officers, police dogs, adjustment in daily routines when necessary and restricted access to school property.

### **STUDENT ENTRY TO BUILDING**

All students should enter through the designated entrance doors prior to the start of the school day but after 7:15am. After the tardy bell, all students will enter and exit the building through either the front entrance (Welcome Center doors) or the rear entrance (Career Wing doors). At no time should students exit or enter through any other doors. Students are reminded that they must sign out through the Welcome Center or Career Office before leaving the school building. Students are not permitted to leave the building before the end of the last period class without the permission of an administrator.

### **PARENT DROP OFF/PICK UP**

Please avoid using the front loop before school hours and after school as this is a heavy pedestrian traffic area. Instead, parent drop offs need to take place off of 4th street. Student pick-ups after school should make use of the curb lane off of Tiger Lane (Stow Avenue). Please do not park in curb lane prior to the end of the school day.

### **STUDENT PHOTO ID CARDS/SCAN SYSTEM**

Each student will receive a new picture ID card each school year. The card is the property of Cuyahoga Falls High School so the ID cards should not be altered in any way with stickers, markings, etc. The student ID card must be on the student every day so they can be identified by staff at any time. The school ID is also used for checking out media center materials, to pick up purchased items (i.e. yearbooks, etc.), verify Internet access privileges, move throughout the building, and/or scan in and out of the high school. Cuyahoga Falls High School uses a software system that allows students to scan their ID cards to obtain passes and move throughout the building. This system tracks the movement of students and automatically reports violations such as tardies to the office. Please refer to the student tardiness portion of the handbook for more information.

If a student has lost their ID they will need to obtain a new one in the activities office. The replacement cost is \$5.

### **SURVEILLANCE CAMERAS**

The District authorizes the use of video cameras on school property and transportation vehicles to ensure the health, welfare and safety of all staff, students and visitors to District buses or property, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the CFCS, while safeguarding the privacy rights of students and staff. Actions recorded on these cameras may be used as evidence in disciplinary action and video recordings may become a part of a student's educational record. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

### **FIRE & TORNADO DRILLS**

State law requires that we periodically conduct emergency drills. In most cases, the drills we participate in are simply practice and preparation for a real emergency. We approach all emergency drills as if there was a true emergency taking place.

If an emergency situation does arise, it is important for all students to carefully listen to their assigned classroom teacher and administrators. As a reminder, the student code of conduct applies to your behavior during these procedures.

## **SCHOOL CLOSING**

In the event of bad weather conditions or other emergencies, the District Superintendent makes the decision as to whether school will be closed. Whenever schools are closed due to emergency, all extra- and co-curricular activities are also canceled unless otherwise noted by the Superintendent. In the event of a fire or tornado emergency occurring during the school day, the Superintendent will determine what actions will be taken regarding students being released to go home.

## **STUDENT DRIVING AND PARKING LOT REGULATIONS**

The Cuyahoga Falls Board of Education provides transportation for all pupils as required by the laws of the state of Ohio. **Thus, driving to school is a privilege for which the student must accept responsibility.** Students desiring to drive to school must register their cars with the administration in the main office and purchase a parking permit for \$50. This non-transferable parking pass must be purchased every school year. All fees and fines from previous years must be paid in full before obtaining a parking permit. The administration reserves the right to revoke the parking privileges of any student due to violations of the student code of conduct.

Student parking on school property during the school day is a privilege that is granted by the school to any student who has properly registered their vehicle. Parking identification labels must be hung on the rear view mirror of the student's vehicle at any time that car is parked in a school lot. Violators are also subject to the City of Cuyahoga Falls Code of Ordinance and may receive citations. For safety reasons, students may not return to their cars during the school day.

All student drivers must follow these rules:

- School busses must always be given the right of way.
- Smoking anywhere on school property, including in a vehicle on school grounds, is prohibited.
- Students may not park in any area designated for visitor, staff, career or college parking.
- Students loitering in the parking lot during school hours or leaving school property without permission during the regular school day is prohibited.
- Insubordination towards parking lot monitors or CFCS staff will not be tolerated.

## **PUPIL EVALUATION POLICY**

### **CFHS GRADING POLICY**

- Formative assessments are given often and provide practice for students in their pursuit to master content and standards. They are also used to assist teachers in the development of meaningful and purposeful lessons.
- Summative assessments are given as a way for students to prove mastery of content. When appropriate and in accordance with teacher requirements, students may be given an opportunity to earn additional chances to show mastery in the form of a summative assessment.
- Formative and summative instruction and assessments will be differentiated for the purpose of meeting the needs of all students. As a norm, at least 70% of a student grade will be determined by summative grades while 30% will be determined by formative grades.

- Students are expected to be involved in the assessment process, in record keeping, and in communicating about their achievement and progress.
- Pre-assessments are given to help determine the readiness level of students as teachers plan their instruction.
- We utilize PBIS (Positive Behavior Intervention Supports) to address behaviors as outlined in the student code of conduct. However, some academic behaviors may potentially have a negative impact on a student's grades. These include, but are not limited to, cheating and unexcused absences.
- Students will not be given credit for any work that does not meet the expectations set forth by the classroom teacher. A student may fail a course if he/she does not fulfill course requirements, such as semester exams, major papers, major tests, etc.

### **MINIMUM GRADUATION REQUIREMENTS**

<b>Subject</b>	<b>Credits &amp; Requirements</b>
English Language Arts	4 English Language Arts or equivalent
Mathematics	4 Algebra I, Geometry, Algebra II, plus 1 more
Science	3 Biology, Chemistry, plus 1 more
Social Studies	3 American History, World History, POD, plus 0.5 more
Health	0.5
Physical Education	0.5 PE 1, PE 2
Electives*	6 Fine Arts** (1 credit)
<b>State Testing Requirement***</b>	<b>Meet one of the following:</b> <b>1. End-of-Course Exams Cumulative Score</b> <b>2. College Entrance Exam Remediation-Free Score</b> <b>3. State Approved Industry Credential or License</b>

\*Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

\*\*Fine Arts credits may be taken in grades 7-12. Fine Arts credits taken in Grades 7 and 8 may not count for high school credit unless they meet ODE guidelines. Students who follow a career-technical pathway are exempt from the Fine Arts requirement.

\*\*\*End-of-Course Exam cumulative score of 18 (with at least 4 points in Math, 4 points in English Language Arts, 6 points in Science/Social Studies). College entrance exam score that has met or exceeded remediation-free standard score for that specific test. State-approved industry credential from the State Board of Education's approved list.

### **EARNING CREDIT**

A student must receive a passing Final Grade in order to receive credit for a course. Only Final Grades are reported on a student's transcripts. Quarter grades and GPAs are not. Final Grades are figured as such:

Type of Course	Quarter 1 Grade	Quarter 2 Grade	Semester 1 Exam	Quarter 3 Grade	Quarter 4 Grade	Semester 2 Exam
EOC*	25%	25%	---	25%	25%	---
All-year	20%	20%	10%	20%	20%	10%
1st Semester	40%	40%	20%	---	---	---
2nd Semester	---	---	---	40%	40%	20%

\*EOC – All courses with a state-mandated end of course exam

### **GRADING POLICY**

Percentage	Letter Grade	Regular	Quality Points	
			Honors	AP & College Credit Plus
90-100	A	4.0	4.5	5.0
80-89	B	3.0	3.5	4.0
70-79	C	2.0	2.5	3.0
60-69	D	1.0	1.0	1.0
59 & below	F	0	0	0

**Participation in commencement is a privilege and not a right. It can be revoked by Cuyahoga Falls school administration.**

### **HONORS DIPLOMA**

Depending on whether a student is completing a college preparatory or career-technical education curriculum, honors diploma requirements differ slightly. The student must meet the requirements for the regular diploma plus criteria for honors. These criteria are outlined in the Cuyahoga Falls High School Program of Studies.

### **HONOR ROLL**

Honor Roll is computed at the end of each nine-week grading period. All courses except college courses taken under the PSEO policy are used to determine a grade point average.

Award	GPA Requirements
High Honor Roll	4.0 +
Honor Roll	3.6 - 3.999
Merit Roll	3.4 - 3.599

## **GRADUATION HONORS**

Students will be awarded for earning a final high school cumulative average as follows:

<b>Award</b>	<b>GPA Requirements</b>
Summa Cum Laude	4.0 +
Magna Cum Laude	3.6 - 3.999
Cum Laude	3.4 - 3.599

## **POLICIES ON WITHDRAWING FROM COURSES/SCHEDULING CHANGES**

Each student received group or individual counseling regarding his/her schedule. Worksheets were sent home for parent approval and a final schedule was distributed with an opportunity to correct selections. Scheduling changes will not be permitted except for the following reasons:

1. Semester imbalances
2. Replacement of completed summer school courses
3. Adjustments for Post-Secondary classes
4. Inappropriate placement in a course (need prerequisite, teacher recommendation, etc.)
5. Original request appears on "Request Sheet" but not on schedule
6. Change of teacher if a failed course was previously taken with that teacher (if another teacher is available)
7. Level change (e.g. Enriched to CP)
8. Adding a course in place of a study hall (there must be spots available)

## **ADD/WITHDRAWAL TIMELINE**

This timeline starts from the first day of the school year for all-year courses and 1<sup>st</sup> semester courses and on the first day of the 2<sup>nd</sup> semester for 2<sup>nd</sup> semester courses. See a counselor for the appropriate form needed. Exceptions will only be made with administrator and counselor approval.

First 5 days	May add a new class for extenuating circumstances. Schedule changes must be made before the start of school.
First 4 weeks	May drop a class without penalty
After week 4	Student will receive a "Withdrawal F"

If a student is removed from a course for disciplinary and/or attendance issues, he/she may receive an "F" for the final grade. Other course removals may result in an "F" for the final grade.



## **WITHDRAWAL FROM SCHOOL**

If a student is withdrawing from school to transfer to another school, then the student and/or the parent must see the student registrar to complete the necessary paperwork. A student wishing to withdraw must be officially enrolled in another educational program. The student is given a withdrawal form, which must be signed by each teacher. The teacher will give the student a grade for work up to the date of withdrawal.

## **SCHOLARSHIPS**

Scholarships to colleges are awarded on the basis of financial need, academic achievement or special talent. Government agencies, war service organizations, foundation and business firms, as well as educational, fraternal, philanthropic and religious organizations award scholarships. Most scholarship awards are from the colleges. A student selects a specific college and applies for aid from that school. Many students are using loan funds from colleges as a means of meeting their college expenses.

## **NATIONAL HONOR SOCIETY**

When the National Honor Society was founded in 1921, the hope was to create an organization that would recognize and foster academic achievement while developing complementary characteristics essential to citizens in a democracy. The objective of the National Honor Society today maintains those historic ideals; to create an enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership and to encourage development of character in all students at Cuyahoga Falls High School.

Membership in this Society is one of the honors the school can bestow on any student. Students who aspire to membership are encouraged to meet these four ideals throughout their four years at Cuyahoga Falls High School.

Candidates are selected from the juniors and seniors who have achieved a minimum cumulative grade point average of 3.5 and have attended Falls High at least one semester. The remaining three standards must also be individually met. Service is determined by the candidate's completion of an activity information form, leadership and character are determined by faculty recommendation forms. A faculty committee appointed by the administrative principal makes the final selection.

Membership is both an honor and an obligation bestowed upon a select group. Once selected, members are expected to maintain and extend the qualities, which won them selection, by participation in National Honor Society projects and activities.

## **COLLEGE APPLICATION**

College requirements and recommendations vary with the type of college and the curriculum selected. College admission is based upon the student's high school academic average, curriculum selected, college entrance test scores, school recommendations and extra-curricular activities. For more specific information, students should read college bulletins and talk with their counselors.

Students who wish to apply for college should contact the college(s) of their choice for application blanks and a transcript form. Every senior receives one transcript with his/her final grade card, which records the credit he/she has earned through his high school career for his records. In addition, the school will mail official transcripts to colleges upon request by the student.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Cuyahoga Falls City Schools follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) and State law regarding all student records.

According to the Cuyahoga Falls City School District Policy 8830 – Directory Information, and in accordance with FERPA and State law, the school district shall release high school student directory information. Directory information, as designated by the Board of Education is: (a) a student’s name; (b) address; (c) telephone number; (d) date and place of birth; (e) photograph; (f) major field of study; (g) participation in officially-recognized activities and sports; (h) height and weight, if a member of an athletic team; (i) dates of attendance; (j) date of graduation; (k) awards received.

Directory information for any CFHS student shall be released to any person or party without the written consent of the parent or adult student. Directory information shall not be provided to any organization for profit-making purposes, but may be made available to District-related non-profit organizations.

Parents and adult students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District or the high school within ten (10) days after the receipt of this public notification.

In accordance with State law, the school district shall release the names and addresses of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces who request such information. Such data shall not be released if the student’s parent, or if an adult student, submits a written request not to release such information within ten (10) days after the receipt of this public notification.

### **ATTENDANCE**

All schools in the state of Ohio are required to meet attendance standards for the year. According to Ohio law and the Cuyahoga Falls Board of Education policy, attendance is required of all students enrolled during the day and hours that school is in session. Regular attendance and punctuality are necessary for success in school and later in life. Many interactive classroom activities take place during the school day that extends the understanding of the learned material. Students who miss school frequently often do not achieve to their best potential and do not develop good work habits for careers beyond high school. Parents are encouraged to schedule their child’s appointments during non-school hours. **If possible, because vacations are unexcused, parents are asked to schedule vacations during school breaks.**

## **STUDENT ABSENCE**

As provided in the Ohio Revised Code, and BOE Policy 6.09, students may be excused from school for one or more of the following reasons and will be provided the opportunity to complete missed work for credit:

Absences for the following reasons shall be considered as excused:

- A. Personal illness.
- B. Serious illness or death of a family member.
- C. Funeral.
- D. Medical and dental appointments that cannot be arranged during non-school hours.
- E. Unusual or emergency situations at home.
- F. Religious holidays and activities.
- G. Authorized school-sponsored activities.
- H. Approved college visits.
- I. Acts of God.
- J. Quarantine.
- K. Out-of-state travel, not to exceed four days per school year, for participation in an enrichment activity approved by the Board of Education or an extracurricular activity, defined as a pupil activity program operated by the district but not included in a graded course of study.
- L. At the superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

An absence for any reason other than those listed above shall be classified as unexcused.

Students with an absence for more than one (1) hour and twenty-five (25) minutes shall be considered absent for one-half (1/2) day.

A student shall have the opportunity to make up school work missed due to an excused absence; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his or her teacher(s). For excused absences, the student will have two calendar days to make up work

for each day absent. Building principals will develop a procedure for recording absences, determine procedures for follow-up of absences, and documentation of absences such as a note or call from a parent, if appropriate. A student shall receive full credit for school work made up pursuant to an excused absence.

The principal or his or her designee may request written verification of a student's illness from a physician licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness.

A student must be in attendance at school for half of the school day in order to participate in any school-sponsored activity that is conducted on that day; in cases of emergency the principal or his/her designee may grant an exception to this limitation.

Cuyahoga Falls City School District Board of Education 6.09

Chapter VI – Pupil Personnel

### **ATTENDANCE AND LOSS OF DRIVING PRIVILEGES**

A student shall be considered an habitual absenteeism problem by state law when, in spite of warnings and/or his/her parent's efforts to ensure attendance, he/she has accumulated sixty (60) consecutive hours in a single month or ninety (90) hours in a school year of unexcused absence.

Whenever any student under the age of eighteen (18) has more than sixty (60) consecutive hours in a single month or ninety (90) total hours in a school year of unexcused absence, the Board authorizes the Superintendent to inform the student and his/her parents of the attendance record and the district's intent and obligation to notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court in writing of the student's excessive absenteeism (O.R.C. §3321.13 (B)(2)).

After receiving such information from the Superintendent, O.R.C. §4507.061 requires the Registrar of Motor Vehicles to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar, under current law, is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches eighteen (18) or until the denial of driving privileges is terminated for another reason allowable under the Ohio Law.

In accordance with Ohio Law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he/she resides.

### **REPORTING ABSENCES FROM SCHOOL**

It is the responsibility of the parent/guardian to report all absences to the office. The message should include the name of the parent/guardian reporting the student absent, the student's first and last names, grade the student is in, and the reason for the absence, i.e. personal illness, religious observance, death in family, etc.

The absence will be recorded as excused or unexcused based on the reason given and the student's teachers will be notified of the absence by the office on the day of the absence. If a student is not

reported absent on the day of the absence, the parent/guardian must contact the office either by personal call or a note reporting the absence immediately upon returning to school. Phone calls and notes will be accepted three (3) days beyond the date of the absence. An absence note must bear the signature of the parent or guardian, the date(s) of the absence, and the reason for the absence. Absences not reported to the office will be recorded as unexcused.

## **PROCEDURES FOR PRE-ARRANGED ABSENCES**

**COLLEGE VISITATIONS AND PRE-ARRANGED ABSENCES** Students and parents are encouraged to visit the postsecondary schools they are interested in attending. Students are encouraged to visit colleges during the summer of their junior/senior year so that they can be ready to file formal application in the fall of their senior year. In order to do so, the following guidelines must be met:

- The visit must be arranged at least three (3) days in advance by turning in the absence form to the appropriate den office.
- When necessary, juniors and seniors will be permitted a combined total of three college visitation days prior to May 15.
- Only students having a scheduled tour/meeting/shadowing, which is verified by the university or business in advance, will be eligible for a pre-arranged excused visit. This information can be mailed, faxed, or brought in by person to the school.
- Absences for college and career visits where the pre-arranged approval process was not followed will be recorded as unexcused.
- Students in grades 10, 11 and 12 may request one day per year for career related experiences such as job shadowing or internships. The absence form is not required for these absences.

***Family or Personal Vacations: Student vacations scheduled during the school year will be considered unexcused absences from school.***

## **MAKE UP WORK**

A student shall have the opportunity to make up school work missed due to an excused absence; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his or her teacher(s). For excused absences, the student will have two calendar days to make up work for each day absent.

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Chapter VI – Pupil Personnel

## **STUDENT TARDINESS**

Students that are late to class must report directly to a Student Tardy Station (STS) located in Room 214 (HPS/E2 office) and in Room 417 (AMD office) where a pass will be given to them once they scan in. Teachers collect the white STS pass when students arrive to class and reflect this in their online

attendance system. Teachers will not accept a late student into class unless they have a white STS late slip in their hands or unless they have a traditional hall pass from a teacher. No student should be in the hallway without a pass. Each student will be given four free tardies per quarter. Once they reach their fourth late/tardy incident, the system will begin to automatically assign discipline.

Students are assigned discipline for not having their ID's once they have forgotten it for the fourth time. Unreported absences will be recorded as unexcused. Students that leave or come late for an appointment must provide proper medical documentation upon their return.

### **PERMISSION TO LEAVE SCHOOL**

Students must have prior approval by administration to leave school during the day. If a parent or another adult is coming in to pick up a student they must show identification and their name must be on the student's Emergency Medical Authorization form on file. The student is required to report to the office to scan in or out whether they be leaving or returning to school. Any student who leaves the building without permission will be considered "truant".

### **SCHOOL COUNSELING SERVICES**

School Counselors assist students in becoming increasingly self-directive and in formulating educational and career goals. Assistance with personal problems is provided in order that a student may gain in social and emotional maturity.

A group testing program, questionnaires, parental and teacher conferences, and student interviews are techniques used to help an individual in appraising career alternatives.

Students are welcome to seek information and assistance whenever desired and are encouraged to schedule interviews directly with the counselor or through the secretary. Such appointments should be confined to study hall periods or should be before and after school whenever possible.

### **STUDENT WORK PERMITS**

A student permit may be obtained by any student who is under eighteen years of age and is employed regular hours. The State of Ohio requires such a work permit and it may be obtained during the school year through the main office. Work permits are issued from the building secretary during the school year and in the Board of Education offices during the summer months. It is necessary for the student to have a different permit for each job.

### **TEXTBOOKS**

The school furnishes all basic textbooks for all classes to students. Classroom teachers distribute books and keep a record of which book is assigned to each student. If a textbook is lost, the student must obtain a book fine slip, and pay for the book in the student's office. The student must show a receipt for the payment of the book to his/her teacher before a new book will be issued in the course. If students misuse or damage books, they are required to pay for the damages. Students purchase laboratory manuals, workbooks, and other expendable teaching materials through fees.

## **THE MEDIA CENTER**

Cuyahoga Falls High School provides an excellent library media center with over 15,000 volumes, and subscriptions to Infohio databases. The databases provide access to thousands of newspaper and magazine articles, reference books, Opposing Viewpoints, literary criticism and much more. Bookmarks with the usernames and passwords for remote access to these databases are available at the circulation desk. The library is staffed by a full-time professional library information specialist.

The library is open from 7:35 AM until 3:05 PM. Each student must have their picture taken on school picture day in order to be issued a library/ID card. The card is required to come to the library from study hall or check out a book. Students will also have to scan in with their ID. Students may come to the library before or after school, during a study hall, or with a class. Students are to work on class assignments or read quietly while in the library. Computers are available when a class is not scheduled.

Students coming to the library from a class or office must present their pass and sign in at the circulation desk. Students coming from study hall must arrive before the tardy bell rings. Library rules are posted in the library as well as the consequences if the rules are not followed.

A student may check out a total of five items. All items circulate for a two-week period. Books may be renewed unless there is a demand for the material. A fine of five cents per school day will be assessed on late items with a maximum fine of \$2.50 per item.

An entire class may come to the library accompanied by the teacher to use either the computer lab or the printed materials. A calendar is available at the circulation desk to sign up for either the computer lab or the library classroom.

## **CAFETERIA PROCEDURES**

All students are required to eat their lunches in the cafeteria if they bring a lunch from home or buy cafeteria lunches. Students are not permitted to leave the school building or the cafeteria during lunch. They are required to eat in the school cafeteria during their assigned lunch period. The cafeteria has several serving lines and vending machines available. Disruptive behavior and/or leaving trash can result in loss of cafeteria privileges, as well as disciplinary consequences as deemed necessary by administration. All food must stay in the cafeteria. The cafeteria is cash free so students must put money on their account through the box in the activities office, the cafeteria, or through EZ Pay online. The money will be available in 24 hours.

## **LOST AND FOUND**

The lost and found is for the benefit of students. Each student should show responsibility and honesty in picking up and returning lost items. Books and folders and any items of value should be turned into the main office. Proper identification must be shown before these items can be reclaimed. Items lost in the gym should be reported to the physical education teacher of that hour.

## **PHONE CALLS**

The phones in the office are business phones and students are not expected to use them except for emergencies such as illness. Students may use office phones to make calls but the use of personal cell phones by students is prohibited unless for academic reasons. Unless there is an emergency, students will not be called to the office for phone calls. Only emergency messages and important information from parents/guardians will be shared with a student.

## **LOCKERS**

Each student is assigned a locker for their use while at school. The lockers are obtained through the student's homeroom. All students are required to use the assigned locker. Locks are highly encouraged to be kept on lockers at all times. A \$5.00 lock is available and can be purchased through the activities office. Non-school locks are permitted as well. When necessary, administration may require that locks are cut off from a locker.

Lockers should be kept in proper order, as the school reserves the right to inspect them at any time. Students are not permitted to share a locker or use a locker not assigned to them.

## **LOCKER SEARCH AND SEIZURE**

The lockers supplied in this school and used by the students are the property of the Board of Education. Therefore, the lockers and its contents are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. **This applies to vehicles in the student parking lot.**

The lockers in the gymnasium locker room are available during the physical education classes. Students should attach locks to lockers. All valuables should be locked in the PE Office during class time.

## **VISITORS**

Visitors must register in the Attendance Office where a visitor's badge will be issued, assistance given, and arrangements made.

Students are not allowed to bring visitors to school. Parents/Guardians are always welcome and must make an appointment to see a teacher, the principal, or visit their student's classes. Please allow at least 24 hours' notice in advance. When visiting the high school, please follow these protocols:

- The CFHS visitor parking lot is located on Tiger Lane and visitors are required to park there if there visit in the school will be more than 5 minutes.
- Visitors will need to show their driver's license and have it scanned and recorded to ensure student safety.
- A current photograph will be taken of every visitor.
- Visitors will be provided a personalized identification label that they will be required to wear during the entire length of their visit.
- Visitors will be asked to leave their keys with the receptionist to ensure that that they sign out properly.



- The staff of CFHS may remove any visitor if deemed necessary.

### **LOITERING**

Students shall not congregate or loiter in the high school or areas surrounding the building, including the parking lot, or in any other area adjacent to or across from the school site unless authorized by the administration. *Only those students who are involved with a supervised activity may remain in the building past 3pm on regular days and 1:50pm on Early Release Wednesday.* Students violating the loitering policy may be subject to disciplinary consequences.

### **WAIVER OF SCHOOL FEES**

Several programs at Cuyahoga Falls High School go beyond traditional teaching methods and therefore require special equipment or materials. A schedule of student fees has been established and approved by the Board of Education. Students and parents will be notified of student fees at the beginning of each school year. See the annual Program of Studies guide for fee details. Cuyahoga Falls City Schools shall waive academic fees assessed by the district for students whose parent/guardian is unable to afford them. Students eligible for a waiver of school fees include, but are not limited to, the following:

- Students who qualify for free lunches or breakfasts under the School Free Lunch Program Act
- Students whose families have suffered very significant losses of income due to severe illness or injury in the family or unusual expenses including, but not limited to, fire, flood, or storm damage
- Other good and just reasons

**Please contact the Activities Office if you have any questions regarding the fee waiver**

### **SENIOR FLEX PASS**

The Senior Flex Pass is a special opportunity for seniors only. Seniors will be allowed to 'flex out' of study hall if they meet the following criteria:

1. No office referrals from prior grading period
2. No unexcused absences
3. No Fs and must be on track to graduate

### **STUDENT USE OF MEDICATIONS**

The administration of medication (prescribed or non-prescribed) and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program. When this is the case, the high school nurse must be made aware of the situation as soon as conveniently possible so the incident can be documented.

Medication shall be defined as to include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. Prescribed narcotics for pain control are not permitted in a school setting. In addition, the school nurse will not administer homeopathic medications. Treatment shall be defined as to the manner in which a medication is administered and to health-care procedures, which require special training, such as catheterization.

Before any medication or treatment may be administered to any student during school hours, a written prescription from the student's physician accompanied by the written authorization of the parent must be on file. Medical authorization forms can be obtained in the Dent Offices, clinic, or district website. Students found to be in possession and/or transmitting medication may be subject to disciplinary action according to the Student Code of Conduct.

### **ASTHMA INHALERS/EPI PENS**

Students shall be permitted to carry and use, as necessary, an asthma inhaler or epi-pen, provided the student has prior written permission from his/her parent, a physician's order, and has filed with the school nurse. For students that require an epi-pen, state law requires that an epi-pen also be stored in the clinic

### **PRESCRIPTION DRUG POLICY**

1. Physician and the parent/guardian requesting that a prescription medication be given in school. The school must have a written order from the physician.
2. The drug must be sent to the school in the original container as dispensed by the physician or pharmacist. The school will not administer medication that has been removed from its original container. The school will not administer the first dose of any medication.
3. The parent or guardian agrees to submit a revised statement, signed by the physician, if there is any change in the medication order.

### **SCHOOL NURSE**

The school nurse is available in the Clinic. Students that need medication during the school day must report to the nurse. Students that become ill must have a pass when reporting to the clinic. The nurse will determine if the student should go home or return to class. Students are not to use phones in the den offices, or personal phones to call parents to go home when they feel ill. Students that are taking medications at home and forget to do so when they come to school should have their parents bring the medication to the nurse's office. The nurse does not supply over-the-counter medication. This is the responsibility of a parent or guardian to supply using the proper signed consent forms. Students will not be excused to go home to take medication.

## **POLICIES ON STUDENT BEHAVIOR**

Presented on the following pages is the Discipline Code for Cuyahoga Falls High School. The administration encourages all students and parents to carefully read this code:

**PHILOSOPHY:** *In creating an atmosphere for an effective learning situation and establishing the concept of a well-ordered school in which all individuals can work to the best of their ability, it is important to recognize that all segments of the school community (students, teachers, parents, classified staff and administration) have definite rights as well as definite responsibilities. These rights and responsibilities may be best outlined by the following points:*

- All people in a school have a right to learn without being disturbed.
- All people have a right to come to school and be in school without being afraid.
- All people in a school have a right to ask questions until they clearly understand what is being said.
- All people have a right to know what they are supposed to do before they can be held accountable for not doing it.
- All people in school are entitled to good teaching and a positive learning atmosphere.
- All people in school have a right to solve problems that are bothering them.
- All people have a right to due process.
- All people have a right to expect authorities to protect these rights.

## **STUDENT DISCIPLINE**

One of the most important aspects of a good school environment is the maintenance of an atmosphere conducive to good teaching and good learning. To this end, students have a responsibility to conduct themselves in a manner which promotes the maintenance of a good learning environment and respects the rights and property of other students, staff members, and the community at large.

Occasionally a situation arises where stringent measures become necessary to preserve control and to maintain a good learning environment. The following methods may be employed as appropriate when other less formal methods have not produced positive results.

## **SUSPENSION**

1. The Superintendent of Schools or the Principal may suspend a student from school for a period not to exceed ten school days.
2. The following procedures shall govern suspensions.
  - a. The Superintendent of Schools or the Principal shall give written notice of the intention to suspend and the reasons to the student.
  - b. The student shall have the opportunity to appear at an informal hearing before the one giving the written notice of the intention to suspend immediately after having received such notice. The student shall have the right to challenge the reason(s) for the intended suspension or otherwise explain his/her actions. This informal hearing under normal circumstances may take place immediately upon notification of the intention to suspend.

- c. Upon conclusion of the informal hearing the suspending officer shall take such action as is deemed appropriate. If the student is suspended, the suspending office shall, within twenty-four hours after the suspension inform the parents or guardian of the child and the Treasurer of the Board of Education in writing of such suspension and the reason(s) thereof. When the Principal is the suspending officer, she/he shall also notify the Superintendent of Schools in writing within the aforesaid time.
  - d. The notice of suspension shall include the reason(s) for suspension, the right of the pupil or parent to appeal the suspension to the Board of Education, or its designee, the right to be represented in the appeal, and the right to request the hearing on the appeal in an executive session, if the hearing is held by the board. A suspension must be appealed within five school days.
  - e. For the purposes of hearing of appeals of suspensions, the Board of Education shall hear the appeal at a public board of education meeting.
  - f. Upon receipt of the appeal, the hearing officer shall schedule an appeal hearing within 48 hours.
  - g. Upon appeal, a verbatim record of the hearing shall be maintained by appropriate methods by the Board of Education, or its designee.
  - h. The Board of Education, or its designee, shall take formal action to affirm, vacate or modify the suspension on appeal following the conclusion of the appeal hearing. Such formal action, by the Board of Education, will be at a regular or special meeting of the Board of Education. The hearing officers' decision shall be rendered within 24 hours of the hearing.
  - i. The decision of the Board of Education or its designee, relative to the appeal, can be further appealed to the Common Pleas Court of Summit County under provisions of chapter 2506 of the Ohio Revised Code.
  - j. The above procedures shall apply to out-of school suspension, in-school restriction and social suspension from attendance at or participation in extracurricular activities.
  - k. If at the time a suspension is imposed there are fewer than (10) days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part of the period of suspension to the following school year.
3. "In-school" restriction shall be counted as days present.
4. "Out-of-school" suspension shall be counted as unexcused days absent.

### **EXPULSION**

A student may be expelled only by the Superintendent. The procedures governing such expulsions are located in the Board Policy Manual. The Superintendent of Schools, Principal, Associate Principal, or Athletic Director may remove a student from the premises, from a room, or from curricular or extracurricular activities.

### **IN SCHOOL RESTRICTION**

Students in in-school restriction may make up work for credit. Efforts will be made to route schoolwork to the in-school restriction room; however, it will remain the student's responsibility to

complete the assigned work given by the classroom teacher as well as make up any class work missed.

### **DAILY/WEDNESDAY/FRIDAY/SATURDAY DETENTIONS**

Detentions may be issued to students for minor infractions of school policy and individual classroom guidelines.

1. Teachers may issue one detention per infraction.
2. Students will be responsible for serving detentions the following school day from when it was issued.
3. Failure to serve detention will result in further disciplinary action.
4. Teacher issued detentions will be served with the individual teacher at their discretion.

Friday Detentions and Saturday Detentions are alternative forms of detention, which may be assigned by a principal for student conduct code violations. Friday Detention is held from 2:45p.m. to 4:45p.m. on the assigned date. Saturday Detention is held from 8:00a.m to 10:00a.m or 12:00p.m depending on the time frame assigned. . Students assigned to Friday Detention and Saturday Detention must be prepared to work on class assignments. Late arrival or early dismissal is not permitted.

Students failing to serve Wednesday, Friday, or Saturday Detention or students removed from these may receive additional school consequences. Absence from Friday or Saturday Detention must be approved by the assigning principal prior to the assigned day. All school rules including dress code apply.

### **DUE PROCESS RIGHTS**

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the district's disciplinary procedures. To ensure appropriate due process is provided a student, the Board established the following guidelines.

Students subject to suspension: A student must be given both written notice of his/her suspension and the reasons therefore and the opportunity to appear and respond to the charges against him/her prior to the suspension. A written appeal may be addressed to the Superintendent whose decision will be final.

Students subject to expulsion: A student and his/her parent or guardian must be given written notice of the intention to expel and the reasons therefore, an opportunity to appear with a representative before the Superintendent to answer the charges.

The Superintendent shall ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

## **INTERROGATIONS AND SEARCHES**

### **Searches of School Property Assigned to a Student**

Students shall have no expectation of privacy in any in-school storage supplied by the Board and in those areas and instances set forth in this policy.

The lockers supplied by the Board and used by the pupils are the property of the Board. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

No personal lock may be used if the school issues locks or a built-in lock is provided, unless approved by the principal or his/her designee. If a personal lock is used, the student is required to provide the combination and/or key to the principal or his/her designee.

The Board directs that the following notice be posted in a conspicuous place in each school building that has lockers:

"The lockers supplied in this school and used by the pupils are the property of the Board of Education. Therefore, the pupil lockers are subject to a random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule."

Principals or their designee shall conduct a routine inspection of lockers at least annually.

Notwithstanding any other provisions of this policy, the principal of any school or his/her designee may search at any time the locker of any pupil and the contents of any locker of any pupil in the school if the principal reasonably believes that the locker or its contents contains evidence of a violation of a criminal statute or school rule, or if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property under the control of the Board and if a search of lockers and the contents of the lockers is reasonably necessary to avert that threat or apparent threat.

### **Searches of a Student's Person, Personal Property, or Vehicle by School Personnel**

School authorities may search the person or property, including vehicles of a student, with or without the student's consent, whenever they have reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the nature of the alleged infraction, the objective of the search, and the age and sex of the student. A search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

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A request for the search of a student or a student's possessions will be directed to the principal or designee. Unless circumstances do not permit such a search, searches should be conducted in the presence of the student and another staff member.

The principal or designee shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. A written copy shall immediately be forwarded to the Superintendent. The building principal or his or her designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

### **Searches of Student Property by Police**

A law enforcement agency is generally required to produce a warrant prior to conducting any search of the person or property of a student kept on school premises. However, when the police have probable cause to believe that a student is in possession of unlawful or dangerous items, a search may be conducted without a previously issued warrant.

### **Use of Canines for Detection of Evidence of Violation of Laws or School District Rules**

Since random searches have a positive impact on reducing drugs, weapons, and other criminal activity in the schools, it is the policy of the Board to permit building principals to search any locker and its contents as the principal believes necessary by the use of properly trained canines to detect evidence of the violation of laws or school district rules. Canine detection must be conducted in collaboration with law enforcement authorities, and the canines may be used to sniff lockers, automobiles, other places on school district premises, and students themselves for the presence of such evidence, according to the guidelines set forth below.

### **LOCKERS, AUTOMOBILES, AND OTHER PLACES**

Properly trained canines may be used at any time to sniff lockers, automobiles, and other places on school district premises for evidence of the violation of laws or school district rules. If a canine indicates the presence of evidence of the violation of laws or school district rules in a locker, automobile, or other place on school district premises, that locker, automobile, or other place, as well as its contents, may be searched for such evidence. A notice shall be posted in a conspicuous place which states:

“Motor vehicles driven by students to school and parked on school property are subject to random search by dogs trained to detect the presence of drugs. These searches may be conducted without regard to whether there is a reasonable suspicion that any motor vehicle or its contents contains evidence of a violation of a criminal statute or a school rule.”

Chapter VI

**Students**

If there is a reasonable basis for suspecting that a particular student has committed, or is committing, a violation of a law or school district rule, a properly trained canine may be used to detect evidence of that violation by sniffing that student. If a canine indicates the presence of evidence of the violation of laws or school district rules on the student's person, the student may be searched for evidence of the suspected violation. Any such search must be reasonably related to the objectives of the search and must not be excessively intrusive in light of the age and sex of the student, as well as the nature of the suspected violation.

The foregoing policy shall be included in the student handbook that is given to each student and posted in every building.

Before a student will be permitted to use district provided parking facilities, the student will be required to complete a form requesting permission to use the facilities. The form shall also require the student to consent to the search of the automobile with or without reasonable suspicion, as a condition of using the parking facilities.

**Interrogations by Law Enforcement Agencies**

A. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or attempted, unless the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours with or without notifying the parent or guardian.

B. Interrogations shall be conducted in private. It shall be the responsibility of the law enforcement officer questioning the student to determine whether the student is in police custody, which would require the student to be advised of his/her *Miranda* rights.

C. If a parent request, or parental contact has not been made, a school official will request to be present when an interrogation takes place within the school.

D. When the law enforcement agency feels it is necessary to remove a child from school, parental consent should first be obtained or a warrant, court order, or other legal document should be produced, which would give them authority to remove the child without parental consent. If the circumstances make it possible to make this notification to the parents, the principal or his/her designee should do so.

E. The Police Department should always be notified by the building principal whenever a student is involved in any type of criminal activity. When the building principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the Police Department. The school should not attempt to handle matters which are properly in the realm of the Police Department.



Adopted: May 20, 2014

## **ADMINISTRATION OF DISCIPLINE CODE**

The items in this Code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited conduct takes place while on property immediately adjacent to school property, within the line of sight of school property, on school transportation, or off of property owned or controlled by the district, but that is connected to an activity that occurred on property owned or controlled by the district, and misconduct that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee, or that affects the operation of the schools.

Violation on the part of students of any one or more of the following rules of conduct may result in disciplinary action, including detention, remuneration, confiscation of items, attendance at awareness programs, removal from a course, Wednesday detention, Friday detention, Saturday detention, In School Restriction (ISR), school suspension (OSS), possible criminal prosecution, or expulsion from school. This code of conduct applies during all school related activities, and/or on any school grounds.

- A. **Disruption Of School** - A student shall not by use of violence, force, coercion, threat, harassment, insubordination, or by other means cause disruption passively or aggressively to the educational process. This includes the incitement of others towards acts of disruption. This also includes false alarms and bomb threats.
- B. **Damage To Property/Vandalism** – A student shall not cause or attempt to cause damage, destruction, or defacement to school or private property on school premises or at any school activity
- C. **Degrading Acts** – A student shall not engage in any act which does, or may frighten, degrade, disgrace, threaten, intimidate or cause injury to any person within the school system.
- D. **Disrespectful/Defiant Behavior** – A student shall not through his/her actions, show, engage or behave in such a way which demonstrates insolent, disrespectful or defiant behavior to school personnel.
- E. **Fighting, Assault, Battery** – – A student shall not fight, physically touch or behave in such a way as could cause physical harm to another party, nor shall a student engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Any student involved in fighting will be emergency removed for the remainder of the school day.

- F. **Profane/Inappropriate Language or Gestures** – – Students shall not use profane or vulgar language or gestures. Note: The term language in these guidelines is intended to cover the use of profane, indecent, inappropriate or obscene language, including racial, sexual or ethnic slurs, in written or verbal communication. This shall include the use of obscene gestures, pictures, signs or clothing.
- G. **Disobedience/Insubordination** – A student shall not fail to comply with reasonable directions from teachers or other school personnel at any time while under the jurisdiction of the school. Examples of disobedience – insubordination are, but not limited to: refusal to identify oneself and/or to go to the office upon request; refusal to serve Friday School and refusal to serve In School Restriction.
- H. **Dangerous Weapons Or Instruments** - A student shall not possess, handle, transmit, conceal, or threaten to use any object, which might be considered a dangerous weapon or instrument. Some examples are, but not limited to, fireworks, explosives, guns, knives, look-alike weapon, or chemical spray. This offense is a violation of O.R.C. §2923.122. A violation of this rule is considered a major offense and will result in student suspension/expulsion from school.
- I. **Arson/Attempted Arson** – A student shall not burn or attempt to burn any property, whether public or private, within the grounds of the school system or while under the jurisdiction of school personnel.
- J. **Emergency Alarms and Equipment** – A student shall not discharge or use emergency alarms or equipment without just cause. A student shall not give false alarm of fire, bomb or other hazard.
- K. **Theft/Possession of Stolen Items** - A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor or employee of the school district
- L. **Leaving School Without Permission/Truancy** - A student upon arrival at school may not leave the school without parental notification, a pass from the office and administrative approval. A student will be considered truant if he/she misses a class, lunch or study hall without official permission.
- M. **Tobacco/Nicotine** - A student shall not possess, use, transmit, conceal, smoke, smell of, or otherwise make use of tobacco or related products (including lighters or matches), any alternative nicotine product, including electronic, vapor, or other substitute forms of cigarettes, cigars, cigarillos, or pipes or any tobacco or nicotine cessation products. Note: It is prohibited by Ohio law for a minor to use, consume, or possess cigarettes, other tobacco products, papers used to roll cigarettes, or alternative nicotine products. It is also now prohibited for a minor to assist, pay for or share in the cost of such products. Even though

there are some exceptions to this new law, those exceptions would not apply to use or possession of these products at school or school activities.

- N. **Forgery/Cheating** - Students shall not give false statements, make false accusations, and/or interfere with staff investigations, shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, signatures, addresses, or other data on school forms or school related correspondence. Failure to comply could be due cause of suspension.  
**Cheating** – Students shall not engage in any act of cheating, plagiarism or academic dishonesty. This includes any unauthorized use of instructional materials, fraudulent use of supplementary aids, or other intentional misrepresentation or deception.
- O. **Throwing Objects** – Students shall not throw objects on school property. This includes snowballs or throwing of food/liquids in the cafeteria.
- P. **Public Display of Affection** - – Students should not engage in an overt display of affection or sexual act on school grounds that presents an embarrassing appearance to fellow students, staff and school guests.
- Q. **Alcohol, Drugs, Narcotics** - A student shall not possess, use, transmit, sell, conceal or give evidence of having consumed any alcoholic beverages, dangerous drugs, any substance containing betel nut, narcotic or mind-altering substance, counterfeit or look-alike controlled substance, or over-the-counter drugs on school grounds or at school sponsored activities. Possession by a student of any type of drug paraphernalia is also prohibited.
- R. **Tardiness** - All students are expected to be on time for school and for each class. Students more than five (5) minutes late without a pass will receive a Friday School. Students habitually tardy will lose parking privileges, as well as other privileges at the high school such as attendance at extracurricular events.
- S. **Inappropriate Use of Technology** - – The use of computer technology and/or the Internet is a privilege and not a right. Inappropriate use includes, but is not limited to, vandalism to equipment, uploading or creating of computer viruses, harassment, sending of unwanted mail, wasting materials, initiating access to inappropriate material, and hacking.
- T. **Electronic Devices** Electronic devices are to be off and out of sight during the school day unless used for instructional purposes and with teacher authorization and supervision.

The item will be confiscated in its entirety without putting a block onto the electronic device. A parent/guardian or designee that is listed on the EMA Form will be required to pick up the item. A proper identification and signature will also be required before the item is released.

- U. **Harassment** – No student shall intimidate, insult, or in any manner abuse or harass, sexually or otherwise, another student, staff or other person. This prohibition of

harassment also includes any act of intimidation or threat that causes mental or physical harm or discomfort to another student or staff. Any incident should be reported to a staff member or building administrator.

1. Cyber Bullying or Telecommunications Harassment. The use of modern communication technologies to embarrass, humiliate, threaten, or harm a victim(s) is prohibited. Any oral, written, and/or electronic action or behavior towards any staff and/or student that is a declaration of intent to punish or hurt will not be tolerated and will be subject to disciplinary action.
  2. Libel is a written or oral defamatory statement or representation that conveys an unjustly unfavorable impression; a statement or representation published without just cause and tending to expose another to public contempt.
  3. Students and parents should be cautioned that creating fraudulent web pages (e.g.: My Space, Facebook, or other similar web sites) under another person's identity is considered a crime under the Ohio Revised Code. (Identify theft and fraud: O.R.C. §2913.29), (Libel: O.R.C. §2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law. Please be advised that identity theft is considered a felony in the State of Ohio.
  4. Dating violence is considered a form of bullying and aggressive behavior. Dating violence is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner.
  5. Sexual harassment may include, but is not limited to: • Sexual flirtation, touching, advances, or propositions • Verbal or physical abuse of a sexual nature • Graphic or suggestive comments about an individual's dress or body • The use of sexually degrading words to describe an individual • Displaying sexually aggressive objects or photographs • Sexually explicit or obscene jokes
- Harassment** - No student shall harass, sexually or otherwise, another student, staff or other person who is on school premises during a school activity, function or school sponsored event on or off school property. This prohibition of harassment also includes any act of intimidation or threat that causes mental or physical harm or discomfort to another student or staff. Any incident should be reported to a staff member or building administrator.

- V. **Inappropriate Dress or Appearance** - All students are to dress in a manner that is consistent with the Student Dress Code. Students in violation of the Dress Code will be given the opportunity, with parent contact if necessary, to immediately remedy the inappropriate dress or will be assigned to the In School Restriction room for the rest of the school day. Those in continued violation of the dress code will be subject to disciplinary measures.
- W. **Multiple Code Violation** - A student who accumulates 10 or more days of suspensions in the course of the school year may be recommended for expulsion from school. Serious violations of the student conduct code could result in a recommendation for expulsion before the accumulation of 10 days of suspension.

- X. **Possession of Inappropriate Materials** - A student shall not possess or distribute images or materials that are deemed inappropriate nor distribute or sell unauthorized materials on school property. This includes, but is not limited to, displays of violence, sexual materials, or drug and alcohol related images.
- Y. **Loitering/Trespassing** - Students not involved in supervised after-school activities should exit the building as soon as possible but not later than - 30 minutes after the conclusion of the school day. Unsupervised students in the school building could face disciplinary action/or trespassing charges.
- Z. **Gambling** – A student shall not engaged in any gambling activities, such as playing cards or gambling for money or other stakes.
- AA. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is enrolled.
- BB. The use, possession, or storage of electronic skateboards, including self-balancing boards/scooters and other similar equipment (hereinafter “hover boards”) constitute a fire risk and are prohibited on District property. Hover boards on District property will be confiscated and the parent/guardian or designee listed on the EMA form will be required to retrieve them.

Cuyahoga Falls City School District  
 Board of Education Policy 6.21  
 Chapter VI – Pupil Personnel

**ANTI-HARRASSMENT POLICY**

Board of Education maintains an education and work environment, which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. **Please refer to Board of Education Policy 10.05 for this policy in its entirety.**

This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

This policy applies to “electronic acts” committed through the use of a cellular telephone, computer, personal communication device, or other electronic devices.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District Community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school related events/activities (whether on or off School District property).

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- Students must report acts of harassment, intimidation, or bullying to teachers, district employees, and/or school administrators.
- The parents/guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator.
- Teachers and other school staff who witness acts of harassment, intimidation, or bullying shall notify school administrators.
- School administrators shall investigate and document any written or oral reports.

#### **OTHER VIOLATIONS OF THE ANTI-HARRASSMENT POLICY**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- > Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- > Filing a malicious or knowingly false report or complaint of harassment.
- > Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

#### **CONFIDENTIALITY**

School administrators shall notify the custodial parent/guardian of a student who commits acts of harassment, intimidation, or bullying and the custodial parent/guardian of students against who such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by ORC 3319.321 and the Family Educational Rights and Privacy Act.

### **STUDENT VIOLATION**

Student violations of the school district's anti-harassment policy shall result in disciplinary action according to the Student Code of Conduct.

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of the Cuyahoga Falls City School District to provide an educational opportunity for all students. Any person, who believes that the school or any staff member has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, or place of residence within the boundaries of the District has the right to file a complaint. Complaints and/or questions should be directed to the school district's compliance officer.

Mrs. Ellen McClure  
Director of Human Resources  
330-926-3800 ext. 502020

Complaints placed in writing will be investigated and a response provided to the person filing the complaint in a timely manner. The complaint officer can provide additional information concerning access to equal educational opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

### **AGGRESSIVE BEHAVIOR TOWARDS STUDENTS**

#### **Bullying and Other Forms of Aggressive Behavior**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

**Harassment, intimidation, or bullying** toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. Harassment, intimidation, or bullying is defined as any intentional written, verbal, graphic, physical or electronically transmitted acts, (i.e., Internet, e-mail, cellular phone, personal digital assistant (PDA), or wireless hand-held device) that a student or group of students exhibits toward another particular student more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

**Aggressive behavior** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Other examples of conduct that would be considered aggressive behavior, harassment, or bullying include:

- Physical violence and/or attacks.
- Violence within a dating relationship.
- Taunts, name calling, and put downs.
- Threats and intimidation (through words and/or gestures).
- Extortion or stealing of money and/or possessions.
- Exclusion from the peer group or spreading rumors.
- Repetitive and hostile behavior with the intent to harm others through the use of information on websites or other online medium including:
  - o Posting slurs on websites or apps
  - o Sending abusive or threatening instant text messages
  - o Using camera phones to take embarrassing photographs of students and posting them online
  - o Using websites to circulate gossip and rumors about other students, faculty, or staff

This policy applies to all activities in the District, including activities on school property or while in route 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.

Any student that believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal, assistant principal, teacher, nurse, counselor. Complaints against the building principal should be filed with the superintendent.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be harassment, intimidation, bullying or aggressive behavior directed toward a student. All complaints about such behavior that may violate this policy shall be promptly investigated. If the investigation finds a violation of this policy has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees and individuals may also be referred to law enforcement officials. The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Making intentionally false reports about harassment, intimidation, bullying or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated and will be followed with disciplinary action as indicated above.



**Please refer to Board of Education Policy 10.05 for the policy on Harassment, Intimidation, and Bullying in its entirety.**

### **STUDENT DRESS CODE**

Cuyahoga Falls High School recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. However, that style and individualization must also meet the dress code standards. CFHS also recognizes that the primary responsibility for students' dress and grooming rests with the students and parents/guardians.

A Cuyahoga Falls High School student's manners and attire directly reflects his/her self-esteem and school pride. Students' dress should be appropriate to the educational activities and the school environment and should be governed by good sense, good taste, and cleanliness. It is further recognized that student dress has an impact on the learning climate of a school and therefore a committee of staff, students, and parents has developed these guidelines in accordance with BOE policy 6.27.

1. Student dress should be neat, clean, in good taste, and in styles appropriate to the educational climate of the school. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety or health risk will not be permitted.
2. As a general rule, all clothes and proper undergarments should be worn as designed and fit appropriately. Student dress should not expose the midriff, shoulders, back, or undergarments.
3. Novelty signs and patches must be of acceptable taste for school-wear. Students will not be permitted to wear clothing and/or accessories that display drugs, alcohol, firearms, weapons, anything promoting violence, tobacco products, illegal substances, or anti-social behaviors. Profanity, obscenity, and sexual innuendoes on any clothing or accessories are prohibited.
4. Examples of inappropriate clothing and accessories that are not permitted in school are as follows:
  - a. Hats, hoods, headbands, jackets, coats (including letterman jackets), head coverings, scarves, gloves bandanas, or any item of clothing that obscures in whole or in part someone's identity are not to be worn in the building and are to be kept in assigned lockers. All hair bands must be no more than two inches in width, must be worn off the forehead and must be holding back hair.
  - b. Chains, studded bracelets, or collars, and other articles, which may be potentially harmful and/or destructive.
  - c. Shorts and skirts that are shorter than mid-thigh.
  - d. Cutoffs, bicycle/spandex and "droopy" pants. Form fitting clothes must be school appropriate.
  - e. Pajamas, slippers, night wear.
  - f. Shirts need to cover shoulders and stomach and need to have sleeves. No tank tops except during the months of August, September, and May where the 3 finger rule applies to the width of a top.
  - g. Bare midriff is defined as the showing of skin between the bottom of the shirt and the top of the pant. Shirts should be long enough to be tucked in. Tops and bottoms must overlap at all times.
  - h. Showing of skin/and or underwear (male or female) whether standing or sitting. Navels, cleavage, hip bones or underclothing should never be visible.

- i. Book bags or duffel bags during the school day. Students may bring book bags or duffel bags to school but must place them in their lockers at the beginning of the school day. If any bag or purse can contain a standard-sized textbook, it is too large and is prohibited to be carried during school. Students are permitted to carry cinch sacks in school.
  - j. Clothing that is torn, dirty, tattered, or contains holes above the knees are not permitted.
  - k. Sunglasses are not to be worn in school.
5. Building principals shall be ultimately responsible for the enforcement of this code, as well as decisions regarding individual cases of safety, questionable dress or grooming. Building principals may designate “special” days or events when some part of the dress code is adjusted, permitted, or changed.
  6. Students in violation of the Cuyahoga Falls High School Dress Codes will be given the opportunity to remedy the appropriate dress or will be assigned to the In School Restriction (ISR) room for the rest of the school day. Additional violations in dress code will result in disciplinary action in accordance with the Student Discipline Code, and/or the prohibition of wearing certain items of clothing.
  7. If there are any questions as to the appropriateness of any type of clothing, the school should be contacted in advance.

### **PLAGIARISM POLICY**

The term plagiarism means to use without verbal or written credit the ideas, expressions, treatment of a subject, or results of investigation and research, which is the work of another. These ideas and productions may appear in print, in music, in the electronic media and in art reproductions which are all forms of publication. Examples of these are, not limited to: all video tapes, posters, dramatic productions, speeches, movie films, magnetic tapes, computer programs, musical compositions, visual displays, and art works. Any plagiarism, intentional or not, is legally and morally wrong.

FORMS OF PLAGIARISM ARE, BUT NOT LIMITED TO:

1. Failure to give a bibliography or cite works in written or oral reports.
2. Failure to document copied material with quotation marks AND footnotes, endnotes or parenthetical documentation.
3. Failure to acknowledge paraphrased material with footnotes, endnotes, or parenthetical documentation.
4. Failure to cite correct author, source, title, and/or page number when giving credit in footnotes, endnotes, or parenthetical documentation.
5. Use of others’ work as one’s own; use of invented evidence as factual.
6. Use of ideas of another person as a basis for themes, creative writing, musical composition, art works, computer programs, speech, or dramatic performance without proper verbal or written documentation.

### **STUDENT CONDUCT OFF CAMPUS**

In compliance with BOE Policy 6.21, students will be held accountable for their conduct while on property immediately adjacent to school property, within the line of sight of school property, on school transportation, or off of property owned or controlled by the district, but that is connected to an activity that occurred on property owned or controlled by the district, and misconduct that, regardless of where it occurs, is directed at a district official or employee, or the property of such

official or employee, or that affects the operation of the schools. This regulation applies to student conduct on social media.

### **ACCEPTABLE COMPUTER/INTERNET USE POLICY**

In compliance with BOE Policy 7.29, computers are to be used by students only for educational purposes. If the student has any doubt about whether a contemplated activity is for educational purposes, he or she may consult with the person(s) designated by the school to assist the student in deciding if a use is appropriate.

The following uses of a computer or the internet service at CFHS is considered unacceptable:

1. Observing or downloading threatening and obscene material without consent from a teacher.
2. Use of obscene, pornographic, vulgar, threatening, harassing, abusive, defamatory language or other similar graphics which creates a risk of disrupting school.
3. Vandalism to equipment
4. Uploading or creating of computer viruses
5. Harassment or sending of unwanted messages or mail to other students or faculty
6. Initiating access to inappropriate material

Any student found to be using a CFHS school computer in an unacceptable fashion will lose their computer privileges and have possible additional discipline administered by a principal.

### **BRING YOUR TECHNOLOGY DEVICE POLICY**

In compliance with BOE Policy 6.21, a student's electronic devices are to be off and out of sight during the school day unless used for instructional purposes and with teacher authorization and supervision. If a student is not in compliance with this rule, the teacher will confiscate the device and give it to a principal's office where it will be picked up by a parent/guardian that is listed on the EMA form.

### **FIELD TRIP POLICY**

In compliance with BOE policy 7.22, students who participate in school events and field trips shall be held responsible for compliance with the student code of conduct and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular school program. In addition, students who have received a discipline for misconduct on a field trip can be kept from attending future field trips at the discretion of an administrator.

## **Flinn Scientific's Student Safety Contract**

### **STUDENT LAB SAFETY CONTRACT**

CFHS Science Department

#### **PURPOSE**

The Science curriculum at Cuyahoga Falls High School is a hands-on laboratory experience. Students will be asked to participate in some activities which require the use of hazardous chemicals and/or potentially dangerous equipment. Safety in the science classroom is the #1 priority for students, teachers, and parents. To ensure a safe science classroom, a list of guidelines has been developed and provided to you in this student safety contract. These rules must be followed at all times. We ask that you read through the rules carefully and abide by these guidelines in order to safely participate in our curriculum.

#### **GENERAL GUIDELINES**

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.
3. Never work alone. No student may work in the laboratory without an instructor present.
4. When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
5. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
6. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral: Unauthorized experiments are prohibited.
7. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
8. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks etc.) should be stored in the classroom area.
9. Keep aisles clear. Push your chair under the desk when not in use.
10. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are located.
11. Always work in a well-ventilated area. Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.
12. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
13. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the instructor. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink.
14. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed in the laboratory instructions or by your instructor.
15. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Wash your hands with soap and water after performing all experiments. Clean (with detergent), rinse and wipe dry all work surfaces (including the sink) and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.

16. Experiments must be personally monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.
17. Students are never permitted in the science storage room or preparation room unless given specific permission by their instructor.
18. Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, fume hoods turned off, any electrical equipment turned off.
19. Handle all living organisms used in a laboratory activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.
20. When using knives and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grab sharp instruments only by the handles.

### **CLOTHING**

21. Any time chemicals, heat or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule!
22. Dress properly during a laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes should completely cover the foot. Appropriate footwear as required by the teacher.
23. Lab aprons have been provided for your use and should be worn during laboratory activities.

### **ACCIDENTS AND INJURIES**

24. Report any accidents (spill, breakage, etc.) or injury (cut, burn, etc) to the instructor **immediately**, no matter how trivial it may appear.
25. If a chemical should splash in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 20 minutes. Notify the instructor immediately.

### **HANDLING CHEMICALS**

26. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.
27. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
28. Never return unused chemicals to their original containers.
29. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
30. When transferring reagents from one container to another, hold the containers away from your body.
31. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acid. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.
32. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
33. Never remove chemicals or other materials from the laboratory area.
34. Take great care when transferring acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

## **HANDLING GLASSWARE AND EQUIPMENT**

35. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
36. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.
37. Inserting and removing glass tubing from rubber stoppers can be dangerous. Always lubricate glassware before attempting to insert it in a stopper. Always protect your hands with towels or cotton gloves when inserting glass tubing into, or removing it from, a rubber stopper. If a piece of glassware becomes “frozen” in a stopper, take it to your instructor for removal.
38. Fill wash bottles only with distilled water and use only as intended, e.g., rinsing glassware and equipment, or adding water to a container.
39. When removing electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
40. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
41. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
42. If you do not understand how to use a piece of equipment, ask the instructor for help.
43. Do not immerse hot glassware in cold water; it may shatter.

## **HEATING SUBSTANCES**

44. Exercise extreme caution when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless specifically instructed to do so. Never reach over an exposed flame. Light gas (or alcohol) burners only as instructed by the teacher.
45. Never leave a lit burner unattended. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.
46. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.
47. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.
48. Never look into a container that is being heated.
49. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad. Allow plenty of time for hot apparatus to cool before touching it.
50. When bending glass, allow time for the glass to cool before further handling. Hot and cold glass has the same visual appearance. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.

In addition to these general guidelines, ALWAYS abide by any additional safety procedures provided by your instructor at the time of an activity.

## **ACTIVITIES AND CLUBS**

### **ACTIVITIES OFFICE**

The Activities Office is responsible for scheduling all activities of school clubs and for maintaining club funds. The advisor of each club is responsible for obtaining all facilities for student activities, such as the lighting, P.A. system, bleachers, etc. and also workers such as ticket takers and sellers, police and ushers.

The Activities Office handles all the money made by school clubs throughout the high school. All financial transactions of these activities are checked annually by an auditor.

All money-raising including club fundraisers must be affiliated in some way with a club or a class and must be approved by the administrative principal.

### **CLASS ORGANIZATION**

Every year each class elects officers and an executive committee. These students have the important job of transacting all business related to their class. The elected officers consist of a president, vice-president, secretary and treasurer. Sophomores, juniors and seniors elect them during the last six weeks of the preceding year. Freshman elect their officers at the beginning of the school year that they join the high school.

Students secure petitions in the office and are required to get a designated number of signatures from their classmates and teachers. Campaign restrictions will be presented at the elections. Students must also meet all eligibility requirements for extra-curricular activities.

### **STUDENT COUNCIL**

The mission of the Cuyahoga Falls High School Student Council is to involve the school and community with memorable school and community events. Student Council members are student leaders who work diligently and cooperatively to promote school spirit and make their school a better place. The membership of the Council shall consist of five (5) representatives from each class.

Applications and selection of new members are held for eighth graders, freshmen, sophomores, and juniors during the last nine weeks of the school year. Each applicant must possess five (5) teacher recommendations, complete a one page essay, and complete an application. Additionally, each applicant must maintain a 2.75 GPA. The newly elected Executive Council will anonymously select the next year's members.

Each member shall serve on this council for a period of one year. It is the responsibility of each representative to carry out Council activities and to meet eligibility requirements for extra-curricular activities.

Student Council meets during the day. There are five officers of the Executive Council: President, Vice President, Secretary, Treasurer, and Parliamentarian.

## **DRAMA AND MUSIC GROUPS**

The Performing Arts Department of Cuyahoga Falls High School offers numerous performance opportunities for students. The Drama Department annually presents the Fall Play, student directed One Act Play Festival and the Spring Musical. The Music Department performs concerts throughout the year with their curricular bands and choirs. Additionally, students have the chance to perform in various instrumental and choral extra-curricular ensembles, including Jazz Ensemble, Gold Tones, The Ambassadors and M&Ms.

## **CLUBS**

Cuyahoga Falls High School offers a wide variety of special interest clubs through which students can pursue hobbies, develop special talents, or help serve the school and community. Clubs meet after school.

## **PROCEDURES FOR THE ESTABLISHMENT AND OPERATION OF STUDENT ORGANIZATIONS**

1. Application for charter will be made to the administrative principal. Purpose and Goals statement will begin the application process and affiliations with outside groups, if any.
2. Applications must be signed by the faculty sponsor.
3. Within four weeks of the beginning of school or within four weeks of charter, a list of all members with club officers identified will be filed with the principal. Failure to do this will result in cancellation of the charter.
4. All club funds must be deposited with the Activities Office.
5. Speakers from the community may be invited by school clubs to appear on campus with the approval of the club advisor.
6. Students may organize clubs to discuss controversial issues. School clubs are permitted to discuss controversial issues but are not permitted to engage in activities of a political nature.
7. No publication of any form whether it is sectarian, partisan or denominational nature may be distributed by school clubs on campus unless in accordance to BOE policy.
8. The faculty sponsor for any school organization is responsible for the activities of the organization. All club decisions are subject to the sponsor's approval.
9. The activities of all school organizations are subject to review by a committee appointed by the administrative principal. The Board will review club operations as stated in the club charter and will make appropriate recommendations to the administrative principal based upon the review.

## **STUDENT EVENT POLICY**

Cuyahoga Falls High School students may bring guests who are enrolled and in good standing. Anyone not enrolled in Cuyahoga Falls High School may be considered to attend if they are 20 years of age or younger permitting administrative approval. Specific to formal dances, all guests must complete a permission form signed by the administration in order to attend. No middle school or elementary students are permitted to attend formal school dances.

## **PARTICIPANT STANDARDS OF CONDUCT AND RESPONSIBILITIES (All Activities)**

- A. A. Ohio Revised Code Policy 3313.664 prohibiting participation in extracurricular activities states in part: The board of education of an exempted village school district may adopt a



policy authorizing the district superintendent, other district administrative personnel, or personnel employed by the district to direct, supervise, or coach a pupil activity program as provided in the policy to prohibit a student from participating in any particular or all extracurricular activities of the district or a school of the district for a period of time as provided in the policy.

- B. A participant in the Cuyahoga Falls Athletics and Extracurricular Activities Program is a highly regarded representative of the school. A member's personal conduct reflects upon other Cuyahoga Falls activities, coaches, directors, advisors and the district in general. Conduct by a Cuyahoga Falls participant which might prove embarrassing or disgraceful shall be deemed a serious breach of discipline and may be grounds for denial of participation. Expectations for participant's conduct are not limited to the time period between the first official practice/tryout date and the last team contest ("in-season"). This is a year-round good behavior commitment whether on or off school property (including cell phone usage and internet "cyber-conduct"). Any participant whose conduct is judged as bringing dishonor to themselves, the team/band/group or the school in general will be subject to disciplinary action, up to and including permanent denial of participation from the extracurricular program.
- C. A participant is subject to all district rules and policies as outlined in this handbook, the building student code of conduct and all other sources of school policy. Participants are also subject to learn rules and guidelines as outlined by the coach/director/advisor of each activity. The minimum standards set by the school do not necessarily meet the standards of conduct, dress and appearance expected of participants, athletes and members of specific activities. Students that have been convicted of or plead 'no contest' to a felony may not participate in the extracurricular program.
- D. Each coach/director/advisor will provide information to participants setting forth any additional standards of training, behavior and appearance which are in effect for that team/band/group. These requirements are not necessarily the same from team/band/group to team/band/group or from coach/director/advisor to coach/director/advisor. This information will be furnished, in writing, at the beginning of the season/year. Parent and student acknowledgment of these standards may also be required.
- E. School disciplinary suspensions or teacher referrals involving a participant in the extracurricular program will be investigated by the coach/director/advisor to determine what further action, if any, is called for. In most cases, participants who violate curricular standards of conduct will also receive extracurricular consequences. Students are responsible for informing their coach/director/advisor of any such infractions immediately. Students may not participate in the extracurricular program while under official school suspension (including "Alternate School" and "In-School Suspension").
- F. School district policies concerning general student behavior apply at all times to participants in the extracurricular program, and violations which occur during participation in extracurricular activities shall be considered grounds for both extracurricular and school disciplinary action.
- G. Contest/performance/event playing time is determined by the coach/director/advisor of each team/band/group and may be used as disciplinary action. If the participant is disruptive, emergency removal may be utilized.
- H. When there is indication that team/band/group or extracurricular program rules or policies have been violated, and denial of participation is possible, the procedures outlined in the

school district's policy covering due process for extracurricular activities shall be followed. This policy shall be posted in the Director of Athletics & Extracurricular Activities office and made available to participants upon request.

- I. Repeated offenses calling for disciplinary action shall be considered grounds for denial of participation from the extracurricular program. Consequences may increase with subsequent violations up to and including permanent removal from the extracurricular program.
- J. Participants are to respect the property of the school and of others. Theft or willful destruction of property or equipment will call for severe disciplinary action, which may include denial of participation from the extracurricular program and reimbursement of any monetary damages.
- K. Profanity, outbursts of temper, fighting, insubordination or other such unbecoming or disrespectful behavior will not be tolerated, and will call for disciplinary action, which may include denial of participation from the extracurricular program.
- L. All types of hazing, harassment, intimidation and bullying are strictly prohibited and have no place in the extracurricular program. In accordance with the Cuyahoga Falls City Schools board policy which can be found at [www.cfalls.org](http://www.cfalls.org). Board of Education policies in its entirety, no students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying. Students, parents or guardians and school personnel may make formal or informal complaints of conduct that they consider to be harassment, intimidation and/or bullying to a teacher, school administrator or other school personnel. Such complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. Confirmation of such behavior will call for disciplinary action in compliance with board policy, including the possibility of permanent denial of participation from the extracurricular program.
- M. Other responsibilities for participants include (but are not limited to) keeping priorities in line, staying healthy and well-groomed (positive image), treating everyone with respect, being on time to all team/band/group functions and always doing their best in school as well as in extracurricular activities.

### **PROM AND HOMECOMING COURTS**

The combined Junior-Senior Prom is the only formal event of the year. The junior class sponsors the dance and only juniors and seniors may attend, or freshmen and sophomores if invited by a junior or senior. No middle school students are permitted to attend a student-sponsored event. Cuyahoga Falls High School elects a king, queen and court to reign over the homecoming dance and the Junior-Senior Prom. Students elected as Homecoming King and Queen may not be elected as Prom King or Queen.

### **SENIOR RECOGNITION PROGRAM**

Near the end of the school year, a program is held to recognize outstanding seniors. The top awards given at this are the Leadership Awards, The Manhood and Womanhood Awards, and Self-Reliance Award. Students will be recognized through a Cum Laude System. Many national, state

and local awards are also given to other outstanding seniors. The Student Council President and seniors who have served on Council are also recognized. In addition, scholarship winners are acknowledged. At the closing of the program, the Senior Class President bestows the wooden key, symbolic of the upcoming senior class.

### **PUBLICATIONS**

Cuyahoga Falls High School sponsors several publications every year. These school-sponsored publications are the only publications permitted for distribution on school grounds and during school-sponsored events. The Student Handbook, which is revised annually by the Administration and approved by the Board of Education, is made available to all students. The high school sponsors a few student-developed publications that are driven by curriculum and are advised by high school staff. These publications include *The Cuyahogan* which is a yearbook from the Yearbook course and a school newspaper *The Tiger-Times*, published by the journalism class.

### **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

In order to be eligible, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of (5) one-credit courses or the equivalent, which count toward graduation.

To protect your eligibility it is recommended that students enroll in at least six classes each semester. Remember that physical education is 0.25 credits. Summer school grades are not considered under the eligibility policy.

The eligibility or ineligibility of a student continues until the start of the fifth (5) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

A student enrolled in the first grading period after advancement from the eighth grade must have passed 5 classes of those subjects carried the preceding grading period, which met five days per week or its equivalent.

In addition to these eligibility requirements established by the Cuyahoga Falls City School District, to be eligible for any interscholastic extra-curricular activity, a student must have maintained at least a 2.0 grade point average for the grading period prior to the grading period in which she/he wishes to participate.

Students must be eligible and in good standing to participate in any official team/band/group functions, contests/performances and/or events (including team/band/group pictures, "senior night", "awards night" etc.). Ineligible students must be removed from the official team/band/group roster in

accordance with all applicable CFCSD and OHSAA policies. Upon coach/director approval in athletics and marching band, they may practice with the team/band during the season.

### **PARTICIPATION FEES:**

The high school students participating in activities/athletics are required to pay the following fees to participate. The fees will be used to assist in covering the general fund costs for the activity/athletic sport. *Students eligible for Free Lunch can apply for a 50% reduced fee for participation at any level.*

#### **CFHS Fees**

Athletics:	\$100.00 <del>\$75</del> for the first sport; \$75.00 <del>\$100</del> for two or more sports
Music/Band:	\$75.00 <del>\$50</del> fee for participation in Marching Band, Goldtones, M&M's
Activities/Clubs:	\$25.00 <del>\$10</del> fee for all extra-curricular Board recognized clubs

There is a **per person cap of \$200.00** ~~\$150~~ and a **per family cap of \$500** ~~\$250~~ for participation in any and all athletics and activities.

Example: Student A plays in Marching Band, Golf, Chess Club and Baseball - fees of \$275.00.  
**High School fee cap is \$200.00. Therefore, the student owes \$200.00.**

**If Student A is eligible for a Free Lunch, then the fee is ~~\$50~~ \$100.00 (\$200 x .5)**

The following activities are included in the above eligibility standards and subject to Board approved pay to participate fee:

Academic Challenge	Language Clubs
Book Club	M & M's
BPA	Marching Band
Career Tech Clubs	National Honor Society
Cheerleading	Project Love
Chess Club	Stage Bands
Class Officers/Exec Committee	Stage Crew
Dance Team	STAND
Department Clubs	Gay, Straight, Alliance (GSA)
Drama Club/Plays	Tigerbackers
Gold Tones	
HS and MS Sports	
Interact Club	
Jazz Ensemble	

**Recommended to be paid before activity/sport starts. Fee will not be reimbursed if student quits or is removed from activity or team.**

\*\*\*Keep in mind that participation in co-curricular and extra-curricular activities, including Commencement, is a privilege, not a right. Participation in these events is subject to CFHS administrative discretion.

## **ATHLETICS/EXTRACURRICULAR ACTIVITIES**

Cuyahoga Falls High School provides a comprehensive program in health and physical education for all students. The interscholastic athletic program is provided for students participating in particular sports. Cuyahoga Falls High School is a member of the Suburban League National Division.

### **TRADITION**

The Black Tigers are well known for their Athletic Tradition and have experienced success at all levels of State Competition. They had their first State Championship in 1965-66 in Boys Gymnastics and in 1979-80 the Girls Softball Team finished number one in Ohio. In more recent times Hayleigh Bartlett was a state champion in diving in 2010-2011, and Andrew Appleby was a state champion in the backstroke in 2012-2013. In 1989 the Boys Golf Team was state runner-up. Baseball was state runner-up in 1990 and 1999 while reaching the final four in 2003. Girls Basketball was a final four participant in 1991 and the Black Tiger Football Team reached the State Playoffs in 2001. Our athletes have been successful at many collegiate levels from the Big Ten to the Ohio Athletic Conference. They have had numerous All-American athletes at these levels and several professional participants in football and baseball. Quality athletes, teams and coaches have graced this school, including former Cuyahoga Falls High School Basketball Coach Bobby Knight of Indiana fame and Mark Schubert, a former Cuyahoga Falls High School Swim Coach, who was selected to coach the USA Olympic Swim Team for numerous years.

### **ATHLETIC TEAMS**

Cuyahoga Falls High School maintains an outstanding athletic program designed to provide a diverse offering of sports. The boys' athletic program consists of eleven sports: football, cross-country, basketball, wrestling, swimming, track, baseball, soccer, golf, bowling, and tennis.

The girls' program consists of volleyball, basketball, softball, swimming, track, cross-country, golf, tennis, soccer, bowling, cheerleading and gymnastics.

### **ATHLETIC/EXTRA-CURRICULAR CODE OF CONDUCT**

The Athletic/Extra-Curricular Code of Conduct applies to any student or student who:

- Is on Cuyahoga Falls City Schools property
- Is at school or any school sponsored activity

- Displays conduct at any time or place that has a direct and immediate effect on maintaining order and discipline in the schools or maintaining the safety and welfare of the students and staff
- Participation in athletics/activities is a privilege extended to the student body by the Board of Education of the Cuyahoga Falls City Schools. Students participating in athletics/activities act as representatives of the school district. All students and student athletes are expected to conduct themselves in such a manner as to meet the highest standards of the Cuyahoga Falls School District.
- The Athletic/Extra-curricular Code of Conduct is designed specifically to establish high expectations and standards for all participating students and student athletes. These expectations embody a total lifestyle approach with emphasis on the following core values:

**INTEGRITY** – *We do what is ethical under all circumstances.*

**EXCELLENCE** – *We strive to be our best on and off the field.*

**RESPECT**- *We honor and value ourselves and others.*

**TEAM**- *Together as one we pursue common goals.*

**COMMITMENT**- *We give total effort and sacrifice to achieve our purpose.*

- The Cuyahoga Falls Schools Athletic Code will be enforced from the date of signing, for a period of 12 consecutive months. For students who participate in at least one sport each school year, the code applies during their entire high school experience.
- The Athletic/Extra-Curricular Code of conduct deals with specific violations that should be applied within every athletic/extra-curricular program; however, this code is not intended to be all inclusive. *If no penalty is listed in the code of a violation, the coach has the authority to determine the penalty (consistent with the philosophy of the code).*
- A student who has an unexcused absence the day of an extracurricular event shall not participate in the scheduled activity.

### **ATHLETIC/EXTRA-CURRICULAR EXPECTATIONS/CODE VIOLATIONS:**

**\*The following can result in a code of conduct violation with appropriate consequences\***

If a coach or advisor desires to implement additional rules and regulations for his/her squad, then these additional policies must be given to the student and parents for them to sign and return to the coach/advisor. This signed copy verifies the athlete and parents are aware of any additional rules and regulations. These additional rules and regulations must be on file in the Athletic Office and accepted by the Athletic Department before they are enforced, as well as the Principal's office for non-athletic activities.

1. A student shall not engage in a fight or physical altercation which causes or threatens to cause harm to another person at any time.

2. A student shall not engage in stealing, cheating, hazing or any other act of poor conduct on or off school grounds at any time.
3. A student shall not engage in profanity or disrespectful language on the playing field toward or at an event toward another student, coach, advisor, fan or official. To do so would violate the spirit of good sportsmanship promoted by the Cuyahoga Falls City Schools District.
4. Misbehavior on or off the playing field, or at any event will be followed with disciplinary action.
5. Drugs, Alcohol, and Tobacco
  - Purchase, possession, or use of alcoholic beverages or illegal drugs.
  - Purchase, possession, or use of look-alike drugs on school property or at school sponsored events. This includes e-cigarettes and other electronic devices.
  - Purchase, possession, or use of tobacco.
  - THE CUYAHOGA FALLS SCHOOL DISTRICT STRONGLY DISCOURAGES THE USE OF ANY DRUG, MEDICATION OR FOOD SUPPLEMENT SOLELY FOR PERFORMANCE-ENHANCING PURPOSES.
6. Violation of Ohio Statutes, County and Municipal Ordinances. This includes but is not limited to:
  - Illegal gambling
  - Presence (without a parent) in an establishment that sells alcohol

*NOTE: DNR, motor vehicle, and traffic violations which are not criminal offenses and not alcohol or drug related will not be considered code violations (Example: speeding).*

#### **REPORTING AND ADMINISTRATION PROCEDURES FOR CODE VIOLATIONS**

- Athletic code violations may be observed or reported by administration, faculty, parents, students, or community members. When appropriate, as determined by the athletic director, the anonymity of the informant will be maintained.
- The athlete and his/her parent(s)/guardian(s) will be notified of the alleged violation within two school days of receipt of the report by the athletic director. The athletic director shall interview the athlete and/or his/her parent(s)/guardian(s) not later than two school days after the preceding notice.
- Upon conclusion of the interview and after such other and further investigation and inquiry as the athletic director deems appropriate, the athletic director shall issue his/her decision whether the athlete violated a code provision. The athletic director and principal shall determine and impose the appropriate consequence if a violation is found to have occurred. The athletic director shall be the sole finder of fact. Revised 5/05/2014

#### **CONSEQUENCES**

Participation in interscholastic athletics is considered extra-curricular. Failure to abide by the established rules will result in withdrawal of the privilege to participate. Violations of the code of conduct will be dealt with in the procedures that follow:

### **Honesty Option Reduction**

Student-athletes who admit to violations voluntarily when questioned for the first time during the first interview will receive a lesser consequence compared to those who do not cooperate or attempt to deceive school officials during the first interview. Additionally, student-athletes who report their violations to the athletic director of their own volition, could, at the discretion of the athletic director, have their suspension reduced by another contest.

**The honest option reduction is available on the first offense only!**

### **First Offense**

- Suspension from **20%** of the interscholastic season.
- A student athlete who uses the honesty option will have the suspension reduced by 50%.
- If the violation is for a drug or alcohol offense, the student athlete will be required to attend a Saturday Family Workshop class through
- Restorative Justice. A window of opportunity to complete this session will be developed by the athletic director.

### **Second Offense**

- Suspension from **1/2** of the interscholastic season.

### **Third Offense**

- Suspension from interscholastic athletics for **12 consecutive months** from the date of the offense.
- The student athlete will meet with the administration and school counselors to determine appropriate procedures for re-admittance to the athletic program.

### **Fourth Offense**

- No athletic participation for the remainder of their athletic career.

### **Increased consequences for serious violations**

1. If a student commits an act in violation of the athletic code which would be classified under Ohio state law or federal law as a felony or Class A misdemeanor, or which in the sole discretion of the athletic director is so serious that additional (increased) consequences are warranted, the athletic director may impose additional (increased) consequences including, but not limited to additional and increased suspension periods. These consequences are solely within the discretion of the athletic director and other district and building administration.
2. The consequences imposed pursuant to this section shall supersede all other consequences and shall not be subject to the "Honesty Option Reduction" and "Two Year Forgiveness" as outlined below.
3. The consequences imposed pursuant to this section are subject to the appeal procedure set forth by the Athletic Council.

**Suspensions-** Suspensions will be rounded to the nearest whole number of contests. Any suspension not completed in one sport will carry over to the next sport. A student athlete must complete a sport in good standing in order to satisfy the requirement of a suspension. Consequences for violations that occur while an athlete is already serving a suspension will result in



the additional suspension being imposed after the current suspension is completed. **Team Captains** - Any athlete who has a recorded violation of the athletic code cannot be a captain of a team.

**Two Year Forgiveness** - Athletic code offenses are cumulative. However, if a two-year time period has elapsed since the calendar date of the first offense, the student athlete will then have a clean slate. This does NOT apply to any athlete receiving their second violation.

**Athletic and Extra-Curricular Removal Procedures** Any student who is the subject of a removal has the right to notice of that removal and the opportunity to be heard with regard to that removal.

The student's coach or advisor may present the charges to the student, with the student having the opportunity to respond to the charges as a matter of athletic courtesy.

Before being removed, the Athletic Director, Principal, Associate Principal or Superintendent considering the removal shall provide the student with the following:

- ❖ Written notice of the intended removal, the length of the intended removal and the reasons for the intended removal; and
- ❖ An opportunity to appear at an informal hearing before the Athletic Director, Principal or Assistant Principal to challenge the reason for the removal, or to otherwise explain the student's actions.

If a removal is imposed, the student will receive written notice of the removal, including the reasons for the removal, and the beginning and end dates of the removal. The decision of the Athletic Director, Principal, or Superintendent shall be final.

The Athletic Department believes that by following the above rules and procedures, our athletes will create a positive self-image, gain peer acceptance, learn self control and self discipline and establish a positive set of values for future involvement in society.

### **Appeals Process**

After the coach holds a due process hearing and provides the proper forms, (The Intent to Suspend Form and The Removal From Team form) are issued, the athlete is told to take copies of the forms back to his/her parents. The coach should also call the parents to assure that they are aware of the removal. At this time, the parents should be aware of their right to appeal the suspension or discipline.

1. An appeal can be made by both the athlete and parent to the Principal and Athletic Director. The appeal should be done no later than five days after the removal forms were received, and the hearing scheduled within three days of the request.
2. As soon as it is made, a time to hear the appeal will be set by the Principal or Athletic Director.
3. Administration will notify the parties of their time options and schedule of the appeal.

4. The Administration will select two head coaches who are not in season (preferably) to sit on the appeal board.
5. The Principal will preside over this meeting and will explain the appeals process. The meeting is not confrontational, but a fact finding and information sharing session that allows the hearing panel to hear both sides concerning the suspected violation and to ask questions of all those involved. Likewise the parents and athlete may ask questions and plead their case.
6. Upon completion of the hearing, the two coaches, the Athletic Director and Principal remain, to further discuss all of the information and to vote on the following options.
  - 1) Uphold the removal; 2) Overturn the removal; 3) Modification of the discipline
7. Immediately after the decision, the Administration will notify the parents and athlete of their decision and a letter outlining the decision that was made will be sent. This meeting is confidential. The voting results shall not be discussed.

***Note: The Principal will ensure that due process is followed.***

### **CHEERLEADERS**

Each year a cheerleading clinic will be conducted during the spring for all girls who plan to try out. Tryouts for those meeting eligibility requirements as outlined previously will be held sometime after the clinic. Varsity, junior varsity, freshmen, and a competition squad of cheerleaders will be chosen.

### **ATHLETIC AWARDS**

Cuyahoga Falls High School athletic awards are issued and outlined in the athletic handbook

### **PHYSICAL EXAMINATIONS**

All candidates for athletic teams must have a physical examination and parental approval before they are permitted to engage in practice. The student must get his/her own examination from a doctor at his/her own expense before starting practice.

### **ATHLETIC INSURANCE**

Students who are candidates for any sport must carry insurance. In case of an injury, the parents are required to use their personal accident and hospitalization insurance to defray expenses.

### **SPORTSMANSHIP CODE**

- Applaud when the Tiger team enters the field or court.
- Cheer fine play and good sportsmanship by either team and encourage surrounding people to display the same.
- Show concern and applaud an injured player after treatment, regardless of the team...
- Officials are chosen on the basis of their ability. Accept their decisions as final and show them the utmost respect and courtesy.

- Show respect for your school and the opponent's school by standing when the alma mater of either school is played.
- Remember that athletic opponents are guests and should be treated with due courtesy. The sportsmanship reputation of your school depends upon your conduct.
- Applaud during the introduction of players, coaches and officials.
- Shake hands with participants and coaches at the end of a contest, regardless of the outcome.
- Treat competition as a game, not a war.