

**STUDENT-PARENT HANDBOOK 2009-2010  
CANFIELD HIGH SCHOOL  
CANFIELD, OHIO**

**MISSION STATEMENT**

The Canfield High School community, staff, students, and families are dedicated to creating a learning organization which promotes a positive environment conducive to high achievement, where quality teaching and learning experiences occur, thus, aiding all participants in becoming lifelong learners prepared to successfully interact in the global society of the 21<sup>st</sup> century.

Dear Student

It is quite possible that your success in life will be determined by the foundation you build during your high school years. Attendance, character, and academic achievement are factors which could be extremely important when future endeavors are attempted.

The Administration

*The purpose of this handbook is to give general information about the operation of Canfield High School. It is not an attempt to recreate the Canfield Local School District Bylaws, Guidelines, and Policies. For specific information and/or information not included in this handbook please contact the high school administration.*

Table of Contents

**Academic Information**

Class Rank	Pg. 2
Final Exams and Final Grades	Pg. 2
Grade Report and Deficiency Report	Pg. 3
National Honor Society	Pg. 3
Schedule Changes	Pg. 3

**Attendance and Tardiness**

Attendance Policy	Pg..3
Early Dismissal	Pg. 4
Late Arrival to School	Pg. 4
Make Up Work Policy	Pg. 4
Request to Leave School	Pg. 4
Tardy to Class	Pg. 5
Truancy	Pg. 5
Vacations	Pg. 5

**Emergency/Safety Procedures**

Fire Drill/Tornado Drill	Pg. 5
Medication	Pg. 5

**General Information**

Advertising	Pg. 5
Asbestos	Pg. 5
Book Bags	Pg. 5
Deliveries to Students	Pg. 6
Eighteen Year Old Students	Pg. 6
Equal Education Opportunity	Pg. 6
Guests/Visitors	Pg. 6
Guidance Office	Pg. 6
Lockers/Textbooks	Pg. 6
Lunch Periods	Pg. 6
MCCTC	Pg. 7
Student Insurance	Pg. 7

### **Student Activities**

Athletic/Extra Curricular Participation	Pg. 7
School Sponsored Dances	Pg. 7

### **Student Conduct**

Administrative Statement	Pg. 7
Cheating/Plagiarism	Pg. 7
Computer Usage	Pg. 8
Discipline Consequences	Pg. 8
Disrespect/Insubordination	Pg. 9
Disruption of School Days and Events	Pg. 9
Dress Code	Pg. 9
Fighting/Assault	Pg. 10
Habitual/Chronic Offenders	Pg. 10
Overnight Suspension	Pg. 10
Pagers/Cell Phones/Electronic Devices	Pg. 10
Profanity	Pg. 10
Public Displays of Affection	Pg. 10
Removal From Class	Pg. 10
Removal, Suspension, Expulsion	Pg. 11
Sexual Harassment	Pg. 11
Theft	Pg. 11
Threatening, Degrading, Disgraceful Acts and Gestures, Hazing, Bullying	Pg. 11
Tobacco, Alcohol, and Other Drugs	Pg. 11
Vandalism	Pg. 12
Weapons and Dangerous Instruments	Pg. 12

### **Transportation**

School Bus	Pg. 12
School Drivers	Pg. 12

## **Academic Information**

### **Class Rank**

Class rank is the common term associated with the academic ranking of students. The amount of credit for each course taken is multiplied by the numerical value of the grade obtained. The student with the highest total after 7.5 semesters is considered to be number one and all others are ranked accordingly. Ties are common. PE, volunteerism, eighth grade algebra, and summer school classes are excluded. Total quality points earned, not grade point average, determines a student's rank. It is possible that a student with a 4.0 GPA might not be ranked number one. There are three grade value scales used for awarding quality points: (1) Selected Advanced courses: A=6 points, B= 5, C=4, D=3, and F=0. (2) Most academic courses: A=5 points, B=4, C=3, D=2, and F=0. (3) Values for other courses will be on a scale of A=4 points, B=3, C=2, D=1, and F=0. Quality points are listed on the pre-registration sheet. Further questions may be directed to a guidance counselor. Each student may count only the six (6) courses which earn him/her the most quality points. Seniors may earn a maximum of 17 quality points for the first semester. NOTE: Because of course failure, credits earned via summer school or by correspondence course are limited to one credit per year and these credits must be approved by the administration prior to course consideration.

### **Final Exams and Final Grades**

All teachers must give final exams in some form in all classes. The exam must take place during the scheduled exam period.

## Grade Reports and Deficiency Report

Report cards are distributed at the end of each grading session of the school year. There will be four grading sessions per semester. Final report cards will be mailed home. Deficiency reports may be given to the student at the halfway point of each grading period. This is at the discretion of the teacher. This courtesy is given to those students who are in danger of failing a class or are lacking in their academic achievement for a particular subject area.

### National Honor Society

The National Honor Society is a service honorary recognizing students who have excelled NOT ONLY academically, but who have also demonstrated leadership, character, and service. A letter will be sent home in the fall of the freshman year that outlines, in detail, the criteria for NHS selection. NHS is a special privilege available to juniors and seniors who meet the following requirements when being considered for membership: (1) Have a cumulative GPA of 3.5 or higher. (2) Have participated actively and continually in school related and community character building activities.

### Schedule Changes

It should be remembered that pre-registration affords a student more than ample opportunity to arrange his/her schedule. Therefore, the only schedule changes that will be considered will be those necessitated by: (1) class failure, (2) summer school, (3) course cancellation, (4) computer error, (5) schedule conflict, (6) counselor and administration agreement that a change will be educationally beneficial to the student.

## Attendance and Tardy

### Attendance

It is the belief of the Canfield Local School that regular school attendance is vital to the academic, personal, and social needs of all students. Regular attendance promotes good citizenship, responsibility, character, and personal integrity. It is the basic responsibility of the parent to ensure the proper and consistent attendance of the student. If a student violates the attendance/tardy policy, driving privileges or early release may be revoked. With this in mind the following policy has been adopted.

The Canfield Local School recognizes three different kinds of absences:

1. **Verified:** In this case the attendance secretary was notified the day of the absence and the student brought in a signed, dated note from a physician; a document indicating a court appearance; or an approved vacation form. These notes and forms must be turned in to the attendance office within 24 hours of the student's return to school. The only other way that an absence can be verified is if an emergency or other circumstance is deemed by the administration to be of sufficient cause for absence from school. All "verified absences" will not count toward the "Excessive Absence Policy".
2. **Absence without Verification:** In this case the student was absent because of personal illness, family illness, or other reasonable situations. The attendance secretary was notified the day of the absence by the parent or guardian and the student brought in a signed, dated note from the parent or guardian within 24 hours of his/her return to school. Since the absence was not verified it does count toward the "Excessive Absence Policy".
3. **Truancy:** Truancy is defined as missing class or school without a legal reason. These days will also count toward the "Excessive Absence Policy". Discipline consequences may also be assigned. Senate Bill 181 creates two categories of truancy: Habitual and Chronic. An habitual truant is a child who has been absent without excuse for 5 consecutive days, 7 days in a month, or 12 days in a year without excuse. A chronic truant is a child who has been absent for 7 consecutive days, 10 days in a month, or 15 days in a year. The law expands the jurisdiction to juvenile courts in dealing with parents of truant students and created a new option allowing the court to order school districts to place a child in an alternative school if one has been established. Chronic and Habitual Truants will be reported to the Mahoning County attendance officer.

**EXCESSIVE ABSENCE POLICY:** Because the Canfield Local Schools encourages progressive instruction with an emphasis on activities that are student centered, hands on, and cooperative, it is sometimes impossible to duplicate a lesson outside of the normal classroom. With this in mind a

student's excessive absence without verification may warrant loss of privileges to make up work, denial of promotion, loss of academic credit, and /or possible court action. Students who exceed a maximum number of absences without verification in a class or school day may lose academic credit for those courses, be retained in the current grade, or possibly be recommended for expulsion for the remainder of the semester. The following number of days is the maximum allowed before penalties are considered: 9 week class (CHS only) 5 days or class absences, Semester class-9 days or class absences, Full year class-18 days or class absences.

#### Early Dismissal

All early dismissals must be approved by a building administrator. Early dismissal requests are considered on the basis of the student's academic achievement, attendance record, and behavior. All students with early dismissal privileges must sign out with the Attendance Secretary and then exit the school grounds in a timely and safe fashion. Any student found loitering on school grounds or not following the above prescribed policies will lose their early dismissal privileges. Please see early release application forms for specific rules.

#### Late Arrival To School

Students arriving at school after 8:10 AM must sign in with the Attendance Secretary and receive a note to class. It is understood that there are unforeseen reasons causing a student to be late to school. Therefore, a student will not be penalized for the first two "late to school" occurrences in each 9 weeks. Tardies start over each 9 weeks. However, the following penalties will be applied for each subsequent "Late Arrival to School" per 9 weeks.

3<sup>rd</sup> Tardy=One detention

4<sup>th</sup> Tardy=2 Saturday School Hours

5<sup>th</sup> Tardy=4 Saturday School Hours

6<sup>th</sup> Tardy=In School Suspension/loss of driving privileges

7<sup>th</sup> Tardy=Out of School Suspension

8<sup>th</sup> Tardy=Out of School Suspension with recommendation for expulsion

12 Tardies per year will result in referral to court.

#### Make Up Work Policy

Each type of absence has specific guidelines regarding make up work.

- a) **Verified Absence:** All work may be made up anytime a student is absent with verification. It is the responsibility of the student upon return to school to contact the teacher and make arrangements to schedule make up work. As a general rule students are expected to make up educational activities within a time period equal to the number of days that were missed. The teacher has the latitude to make special arrangements when necessary.
- b) **Absence Without Verification:** All work may be made up with the same rules as verified absences unless the student violates the "Excessive Absence Policy". In these cases make up work will be denied.
- c) **Truancy:** No work will be allowed to be made up and the student will receive no credit for those days missed.

#### Request to Leave School Early

With the change to intensive scheduling and the increased emphasis on the academic day, students are expected to stay in school the entire day. The only acceptable reasons for leaving school are: 1) doctor's appointment, 2) court appearance, 3) illness, 4) emergency situation. In the case of a doctor's appointment or court appearance, the event must be verified with a note from the doctor or court. With illness the student must first report to the nurse's office and be evaluated. In the case of emergency, requests must be approved by the assistant principal. In all cases, whether or not a student is 18 year of age, a parent or guardian must be contacted by the administration before a student is permitted to leave. All sign outs not verified by the administration will be treated as truancy with appropriate penalties assessed.

#### Tardy to Class

Tardy to class is defined as reporting to class after the tardy bell has rung without a written excuse. The following penalties will be applied for tardy to class:

- a) first late to class=1 detention
- b) second late to class = two detentions
- c) third late to class= referral to assistant principal/Saturday School

#### Truancy

Truancy is defined as missing class without permission. There are two kinds of truancy: 1) Truancy where a student chooses to miss class but stays in the building and, 2) truancy where a student misses the entire day and/or leaves the building. In the first case Saturday School hours will be issued. In the second case In School Suspension will be assigned. In all cases of truancy the parent will be notified and students will receive zeroes for any work missed. Students may not make up work. In repeated situations students may be suspended out of school with a recommendation for expulsion.

#### Vacations

The Canfield Local Schools realize that some parents can't control the dates of their vacations. We also realize that many problems can arise from leaving high school children at home for long periods of time. It is for this reason we will excuse students for vacations under the following conditions:

- a) Students must arrange with the building administration one week in advance for all excused vacations.
- b) The student must make arrangements with his or her teachers regarding make up work.
- c) If the vacation is not properly approved the absence will be unexcused.
- d) Tests will not be administered prior to the scheduled time.

### **Emergency and Safety Procedures**

#### Fire Drill/ Tornado Drill

Fire drills and tornado drills will be staged during the school year according to the laws of the state of Ohio. Any student who disrupts or does not follow the directions of staff during any safety drill will be dealt with severely. Safety drills are important to ensure the well being of all occupants of the building. The school requires complete cooperation from all students.

#### Medication

No medication will be distributed by secretaries. No medication is allowed in the school unless in compliance with Canfield's medication policies.

### **General Information**

#### Advertising

Any item that is going to be distributed or displayed on school property or at school events (home or away) must be approved by the building principal in advance.

#### Asbestos

Please be advised that asbestos is in the high school building in the following areas: floor tile, art kiln, chemistry exhaust hood, pipes in the ceiling and roof area of the gym. Certain precautions should be taken. Do not remove or disturb the ceiling tile. Avoid hitting the pipes in the gym with objects.

#### Book Bags

Book bags or similar type items may be brought into school but must be left in a student's locker.

#### Deliveries to Students

The school can not accept and will not deliver personal gifts, food items (fast food, pizza etc...) or "greetings" to students. Do not deliver or have delivered gifts, flowers, personal greetings, food items, etc...

#### Eighteen Year Old Students

All students, regardless of age, are required to abide by all school regulations. Adult students have this same responsibility and are required by the Board of Education to do so. Violations of school regulations may result in the students being expelled from school.

#### Equal Education Opportunity

In compliance with 1) Title VI of the Civil Rights Act of 1964, 2) Title IX of Educational Amendments of 1972, and 3) Section 504 of the OCR Vocational Educational Guidelines, we are notifying all students, parents, employees and the general public that the Canfield Local School District has adopted a non discrimination policy on the basis of race, color, creed, handicap, religion, sex, ancestry, national origin, or social/economic background. Any complaint regarding this discrimination policy should be referred to the Assistant Supt., 100 Wadsworth Street, Canfield, Ohio. Telephone: 330-533-3303. The board of education has established procedures for processing student grievances related to this non discrimination policy. Copies of the student grievance procedures and assistance are available from the Assistant Supt.

#### Guests/Visitors

Students may not bring to school any guests or visitors during the school day. Any adult who has business in the school must sign in at the attendance desk and wear a visitor's badge.

#### Guidance Office

The guidance office is open to all students during the school day and after school. Counselors are available to all students and are assigned alphabetically. The counselors are willing to help students with a variety of problems as well as make referrals to others. Though much information is stored in the office, students must be responsible for making their needs known. Guidance assignments are as follows:

- a) Mrs. Kay                      A-G
- b) Dr. Heikkinen:              H-O
- c) Mrs. Stephens              P-Z

#### Lockers/Textbooks

The State of Ohio deems it a proper function of school authorities to periodically inspect lockers. Please understand the school does not supply students with lockers for illicit use in harboring pilfered property, harmful substances, etc... Maintenance and care of textbooks and lockers are the individual responsibility of the student to whom they are assigned. Any damage or loss of a textbook or locker will require restitution. **LOCKS ARE STRONGLY URGED TO BE UTILIZED ON ALL LOCKERS IN THE SCHOOL.** It is the student's responsibility to purchase a lock and use it. This includes lockers in the hall, band room, athletic and PE lockers, or any locker in the building. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

#### Lunch Periods

It is important to remember that classes are held during lunch periods. Students are expected to stay in the cafeteria during the entire lunch period. If you have to leave the cafeteria please secure a pass from a staff member. The following procedures are in place:

- a) Students are not permitted in the parking lots during lunch or the school day.
- b) Food and drinks must remain in the cafeteria. Students are permitted to take bottles of drinking water to class.
- c) All students are expected to return cafeteria utensils and refuse to the designated clean up area.
- d) There shall be no reason for hall traffic during the lunch periods. Students are expected to use the restrooms and drinking fountains in the cafeteria.

- e) No delivery items will be permitted without administrative approval.

#### Mahoning County Career and Technical Center

Any student disciplinary action taken by the MCCTC is reciprocal with the home school. In addition, any student disciplinary action taken by the home school is reciprocal with the MCCTC. Suspension and/or expulsion of a student from either school are reciprocal.

#### Student Insurance

Brochures are available in the main office for student insurance. Schools do not provide insurance.

#### Student Activities

##### Athletic/Extra-Curricular Activities

Canfield High School offers a wide variety of athletic and non-athletic activities for students. A participant conduct code is posted. This code is in accordance with Ohio Law, the Ohio High School Athletic Association, the Canfield Athletic Council, and Canfield Local School Board. The participant conduct code authorization must be signed by the student and his/her parent and returned to the respective coach to be filed by the Athletic director. If the authorization is not returned participation may be denied. **Students have no absolute right to participate in athletic/extra curricular activities. Involvement is a privilege, not a right.** Note: ALL STUDENTS MUST ATTEND SCHOOL A MINIMUM OF FOUR PERIODS (TWO BLOCKS) IN ORDER TO PARTICIPATE IN ANY ATHLETIC/EXTRA CURRICULAR CONTEST, PRODUCTION, PRACTICE, ETC...

##### School Sponsored Dances

Canfield High School sponsors many dances and sock hops during the year. All sock hops and the Sadie Hawkins dance are closed dances permitting only CHS students to attend. No guests from other schools are permitted. All school dances shall end no later than 11:00 PM. Students planning to attend Homecoming, Sweethearts, and Prom may bring a date from another school with permission from the administration. Forms must be filled out prior to purchasing tickets. Student guests attending these special events must be at least high school freshmen but under the age of 21. All students attending the event are expected to dance in a respectful and appropriate manner. Explicit, provocative, or inappropriate dancing will not be tolerated. The administration reserves the right to deny permission to guests who are not in good standing with their home school or Canfield High School. Attending dances is a privilege, not a right.

#### Student Conduct

##### Administrative Statement

It is the responsibility of all students to follow the rules, regulations, and board policies of the Canfield Local Schools. If there are any questions or concerns about any rules or policies please contact the high school administration. Student rules and consequences are general in nature. The administration reserves the right to use its discretion in enforcing the rules and consequences. Due to a broad range of behaviors, mitigating circumstances, and a sincere desire to modify misbehavior rather than simply assign pre-determined consequences the administration will use discretion as it sees fit.

##### Cheating/Plagiarism

At Canfield High School cheating and plagiarism are two of the most serious offenses that threaten the educational goals of students. Cheating and plagiarism are defined as:

- a) Using another person's work in any form as your own.
- b) Copying or using another person's homework, test, book report, term paper, or any assignment or material used in the course.
- c) Using as your own, any person's ideas, expressions, or words without giving the original author credit including downloaded material from the Internet.
- d) Having in your possession or preparing to have any material or device which may give an unfair advantage.

- e) Failing to follow any and all testing procedures or instructions announced by the instructor.
- f) In any way taking unfair advantage to complete an assignment or any assessment.

A first offense will result in a grade of “zero” for the assignment or assessment. (Plagiarism of a research paper may result in course failure.) A second offense may result in removal from class and a letter grade of “F” for the final grade. All instances will also be put in a student’s discipline file and could jeopardize the student’s access to any and all academic honors and awards (NHS, Academic Banquets, etc...)

#### Computer Usage

Use of computers is a privilege which requires responsible student actions. Damage to or misuse of computers will not be tolerated. Any student found using the computer, e-mail, or the Internet, et.al. to transmit/receive profane, obscene, threatening messages, etc., will lose all computer privileges and, depending on the severity of the offenses, may be suspended/recommended for expulsion with notification of the action submitted to the proper authorities. This also includes the use of the Internet, e-mail, and et.al. from home or any other place off school property when the information is profane, obscene, threatening, or degrading and disrupts the good order and educational process of the school. (Additional guidelines, found in board policy governing computer use, will be followed and are available for inspection in the Main Office.) If a student uses a laptop in school, he/she is not allowed to print off the network. Should printing take place, disciplinary consequences will follow and the student will no longer have the privilege of bringing the laptop to school.

#### Discipline Consequences

Detention - If you receive a detention for violating a school policy please serve it. Detentions must be served within 48 hours of the assigned date. Regular detention is held after school in room 106 from 3:00-3:45 PM. Please sign in. For those unable to attend detention after school, there is also an early morning detention in the guidance office from 7:25-8:05 AM. Students who fail to serve detentions will be assigned Saturday school hours or ALE.

Saturday School - Saturday School is an option designed to keep students from losing academic credit because of out-of school suspension. Saturday school, which is held on designated posted dates, will begin promptly at 8AM and last until all time is served but not past noon. Students are expected to bring work to keep them busy for the entire time. Students missing Saturday School will be suspended.

Alternative Learning Environment (A.L.E.) – ALE was formerly known as “in school suspension”. It is for infractions that rise above the level of Saturday school but not as serious as OSS. If a student is assigned to ALE they will be isolated in the main office with the ability to do all of their school work assigned for that day. Students must sit and complete all of their assignments. They may not leave the room or see any other students. Teachers will provide assignments. Students are technically not suspended and may participate in after school activities.

Out of School Suspension (OSS) - Suspension out of school (OSS) means that a student has been removed from all related school activities, curricular and extra-curricular, for a period of time in excess of 24 hours but not to exceed ten school days. During this time the student is not to be on school premises at any time unless brought in for counseling or conferences. Students suspended out of school will not have the right to make up work. They may not participate in after school activities.

Overnight Suspension - Overnight suspension means that a student has been suspended until such time that a parent meets with the principal or his designee to reinstate the student. This can be done before the school day begins so there will not be an interruption of the academic process. If the parent does not appear for a reinstatement hearing, the student will be officially suspended until a hearing does occur.

Expulsion - Expulsion shall be understood to mean the exclusion of a student from all school attendance and related activities (both curricular and extracurricular) for the remainder of the semester. Student due process as prescribed and required by Ohio Law shall be followed when expulsion is recommended. An expelled student is not permitted on school grounds at any time for any reason with the exception of counseling/conferences with parents. No credit shall be given for work accumulated prior to expulsion for the current semester and letter grades of “F” shall prevail and appear on the student’s transcript for that current semester.

#### Disrespect/Insubordination

All students will comply with directions of school personal during any period of time the student is properly under authority of the school. This will include all rules and regulations from school sponsored activities. Non compliance will be considered Disrespect/Insubordination and may result in discipline consequences that may include suspension or expulsion..

#### Disruption of School Days and/or Events

Students who by words, acts or deeds directly or indirectly incite others or themselves to commit violence or disrupt the atmosphere or order and discipline of the school day may be subjected to suspension or expulsion. For example, but not limited to, a disruption would include: bomb threats, setting off fire alarms, use of incendiaries (fire crackers, smoke bombs, etc...), strikes or walk-outs, stink bombs, and or the impeding of free flow of traffic to or within the school. Also included would be any prank or activity which disrupts the educational process. **Attendance at any school-sponsored activity, home or away, subjects one to reasonable rules and regulations. If the behavior of anyone in attendance (parent, guest, student, adult or minor) becomes disruptive, demeaning, or dangerous they shall be required to leave the event immediately. School authorities have the right, authority and affirmative obligation to take action against disruptive behavior at any school event. Students, parents, and fans may be denied entrance to any and all school events.**

#### Dress Code

The Canfield Local Schools believes that the dress and appearance of the student is the basic responsibility of the parent or guardian. It is the purpose of this code to ensure that the educational process may occur without interruption. Freedom of expression is one of the basic civil liberties of the American way of life. With this liberty comes the responsibility of good citizenship manifested through decorum, modesty, common sense, and decency which enhance the process of education. With this in mind the following guidelines and policies are offered to ensure the optimal learning environment for all students.

- 1) Clothing must be generally clean and in good repair. No torn, cut, ripped, or frayed clothing is permitted.
- 2) Shirts, blouses and all tops must be long enough to cover the stomach area. All tops must have sleeves that cover the entire shoulder and top part of the upper arm. Mesh or see through tops are prohibited.
- 3) Appropriate undergarments must be worn at all times.
- 4) Hats, sweatbands, bandannas, scarves, sunglasses, or any garment that covers the head are not to be worn or carried during the school day. Sweatshirts with hoods may be worn but the hood may not cover the head.
- 5) Facial jewelry or visible body piercing will not be permitted with the exception of the ears. This includes but is not limited to any piercing or jewelry on or about the faces such as nose, eyebrows, tongues, and lips.
- 6) NO SHORTS OF ANY STYLE MAY BE WORN. CAPRI STYLE PANTS WHICH EXTEND BELOW THE KNEE TO THE CALF MAY WORN. Pants must be worn at the waist (no undergarments should show) and may not be oversized or undersized. Short dresses or short skirts are not permitted. ONLY KNEE LENGTH DRESS OR SKIRTS ARE PERMITTED.
- 7) Appropriate footwear must be worn at all times .Gym classes may require athletic shoes.
- 8) Coats, jackets, or any garment considered as wear for outdoors may not be worn or carried during the school day. Because of varying temperatures, students are strongly urged to keep a sweater in their locker to compensate for uncomfortable conditions. Because of safety concerns in the middle school and high school book bags or like items must be secured in lockers or designated areas.
- 9) Wallets with chains, spiked jewelry, or any item or garment which poses a safety risk is prohibited.
- 10) Clothing or accessories with writing, pictures, or slogans referring to or suggestive of inappropriate, derogatory, or offensive language, alcohol, drugs, tobacco, or obscenity are prohibited.
- 11) Hair color or style that is disruptive or distracting to the learning environment is prohibited.

- 12) Any student whose appearance, as determined by the administration, is distracting or disruptive to the optimal learning environment will be considered in violation of this code.
- 13) ALL DRESS CODE VIOLATIONS WILL RESULT IN IMMEDIATE CORRECTRION WITH DISCIPLINARY PENALTIES. FIRST OFFENSE =DETENTION, SECOND OFFENSE = SATURDAY SCHOOL, THIRD OFFENSE = SUSPENSION. ALL VIOLATIONS WILL REQUIRE THE PARENT TO BRING TO SCHOOL PROPER CLOTHING WHILE THE STUDENT ATTENDS "IN SCHOOL SUSPENSION." THE ADMINSTRATION SERVES AS THE FINAL AUTHORITY ON ALL MATTERS RELATED TO DRESS AND GROOMING.

#### Fighting/Assault

Behaving in such a way as to threaten or cause fear or physical injury to any student, members of the professional or classified staff or visitors may result in suspension and or expulsion depending upon the severity of each case. Acts of hostile bodily contact among students in or on school property, or while in attendance at any sponsored activity at home or away may result in suspension depending on the circumstances. If a student is approached in a hostile manner by anyone they are expected to "walk away", avoid hostilities, and contact the nearest staff member immediately. The aggressor may be dealt with in a more sever manner than the second party involved. Please understand that the determination of "who started it" can only be based upon what was seen or heard and can be verified not on what happened last period or last week.

#### Habitual/Chronic Offenders

Chronic offenders of school policy, school rules (curricular and extracurricular) and/or classroom procedures shall be considered habitual offenders and subject to restricted privileges, suspension and / or expulsion.

#### Pagers, Cell Phones, Radios, CD Players, I-Pods, MP 3 Players, Electrical Devices

Students are not permitted to use pagers, cell phones, CD players or any electrical devices upon entering the school building until school is dismissed at 2:55 PM. CELL PHONES MUST BE TURNED OFF UPON ENTERING THE BUILDING UNTIL 2:55 PM. If the use of the device is part of the curriculum and under the direct supervision and permission of a staff member use is permitted in the classroom. If any student violates this policy the following penalties will occur: First Offense = detention and confiscation (device returned to student at the end of the day), Second Offense = Saturday School and device returned to parent, Third + Offenses = suspension. PARENTS PLEASE DO NOT CALL YOUR STUDENTS CELL/PHONES OR TEXT MESSAGE THEM DURING THE SCHOOL DAY. If you need to talk with your child we will give them the message and provide an office phone for use.

#### Profanity

Profanity and obscene gestures, signs, pictures, and publications are not a part of an educational atmosphere and will not be tolerated. Use of profanity in any form will result in appropriate penalties, including but not limited to detention and Saturday school. Student acts of profanity involving school personnel will result in suspension.

#### Public Displays of Affection

There is a time and a place for all activities and schools are not appropriate areas for public displays of affection. The key words governing this policy are "commons sense" and "maturity". Students who engage in public displays of affection cause others to feel uncomfortable, create a distraction and demean themselves. Public displays of affection will not be tolerated and could result in discipline consequences.

#### Removal From Class

A teacher may remove a student from class for disruptive behavior. This is a serious offense that disrupts the educational process. The student shall report directly to the office and speak to an administrator. Discipline consequences could include Saturday School hours and/or suspension. If the problem becomes chronic and/or habitual the student may be removed from the class with a letter grade of "F".

#### Removal, Suspension, and Expulsion

Students may be removed or excluded from school when they pose a continuing danger to persons or property or represents an on going threat of disrupting the educational process. Such removal may be for a period of less than 24 hours without being subject to suspension and expulsion. An administrator may impose a suspension from school not to exceed 10 days duration. The administrator may also prohibit a student from participating in any or all co curricular and extra curricular activities in accordance with board policy (Section 5610)

#### Sexual Harassment

Sexual harassment of any type will not be tolerated. The penalty for sexual harassment may be suspension and/or expulsion. (Section 5517, Canfield School Policy)

#### Theft

The administration will not tolerate any theft. Theft of items such as lunches books, notebooks, clothing, calculators, purses, money etc... will be dealt with by suspension and possible expulsion. Depending on the severity of each case a report may be filed with law enforcement.

#### Threatening, Degrading, Disgraceful Acts or Gestures, Hazing/Bullying

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The school will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Suspension and/or expulsion may result. (Canfield Local Schools 5517.01)

#### Tobacco, Alcohol, and Other Drugs

The school prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law. This would include but not be limited to drugs, alcohol, and tobacco. HB 535 makes it a violation of state statute to sell or possess so called "look alike drugs/alcohol" when represented as controlled substances falsely represented to be a different type of illegal drug. The same penalties and procedures contained in the drug/alcohol policy shall be applied to the above infractions. The following steps will be taken in the discipline of students involving tobacco, alcohol, and other drugs. (Canfield Local School Policy 5530)

#### Drug and Alcohol Use

- 1) Information will be gathered. It is confidential and known only to those involved.
- 2) A parent conference will be held and recommendations made which may include the following: Participation in an insight group, an outside assessment, urine/blood screening, and plan of action. Student and family must follow all recommendations made by the school.
- 3) Students who violate the drug/alcohol policy will be suspended with possible recommendation for expulsion. First Offense will result in an immediate 10 day Suspension with possible reduction if the student and parent cooperate and follow all recommendations including outside assessments and possible blood/urine screenings. While suspended from school students are denied extra curricular activities and also make up work. Repeated Offense will result in a 10 day suspension and may carry a recommendation for expulsion.
- 4) A record of any offense will remain on the student's records. All such records should be expunged when the student leaves school.
- 5) If a City ordinance is broken the Canfield Police may be notified. Any illegal controlled substance or paraphernalia will be considered contraband and will be turned over to the police.

#### Sale and/or Distribution of Drugs or Alcohol

- 1) The sale or attempted sale and/or distribution of drugs, alcohol, or any chemical substances on or in the area of the school property or at any school-related function at home or away shall result in recommendation for immediate expulsion for up to 90 days.
- 2) A report will be filed with the Canfield Police Department.
- 3) After the expulsion period, a condition for re-admission may include participation in the tobacco, alcohol and/or drug awareness program, assessment and completion of all recommendations from the agency.

#### Tobacco Possession/Use

- 1) Persons using tobacco on school property will be given one day of ALE.
- 2) Participation in a tobacco awareness program may be required.
- 3) Possession of tobacco products, lighters, look alike chew, etc... will receive Saturday School.
- 4) Repeat offenders will be suspended out of school.

#### Vandalism

Damage and/or defacing school or private property including: buildings, grounds, equipment, motor vehicles, materials, or anything on school property shall result in suspension. Full restitution is required. Expulsion may be recommended depending on the severity of each case. Damage or defacing private property of any and all school personnel, on or off school grounds will be considered to be a school related offence. Acts of this nature may also be subject to criminal prosecution. Please understand that entry in the building after normal school hours must require authorization and/or supervision. Failure to acquire such authorization shall be classified as unlawful entry.

#### Weapons and Dangerous Instruments

Possessing, handling, transmitting, or concealing any weapon or instrument capable of harming another person shall result in immediate confiscation of the weapon or instrument, and immediate removal from school premises. Please understand that a pocket knife would be considered in this category. Suspension and/or expulsion may result.

#### Transportation

##### School Bus

All school rules also apply to students riding school buses. Failure to comply with these rules will result in suspension from riding the bus and/or other disciplinary action deemed appropriate.

##### Student Drivers

Driving to school is a privilege, not a right. This privilege may be revoked if the following procedures and rules are not followed.

- 1) All cars must be registered, a parking fee paid, and a tag displayed
- 2) Students are not permitted to go to their car during the day without administrative approval.
- 3) Cars must allow all buses to leave the school area before exiting the parking lot. Student drivers are not dismissed until the second bell at 2:55PM.
- 4) Students must drive in a safe and cautious manner, abiding by all traffic regulations.
- 5) Students must park in their assigned parking slot. Seniors and Juniors will be given first chance at a parking spot. Sophomores are advised not to drive to school. If a special situation occurs which requires driving sophomores will be assigned spaces if they are available. SOPHOMORES CANNOT BE GUARANTEED A PARKING SLOT.
- 6) Parking fees are not refundable.
- 7) Students could also lose driving privileges for the following reasons; parking without a valid parking tag, parking in the wrong spot, truancy, drug/alcohol violations, excessive tardies to school/class, poor grades, and discipline issues.
- 8) Be advised that the school conducts K-9 drug searches in the parking lot in conjunction with the Canfield Police.