

# **Moreland Hills School**

## **Student-Parent Handbook** 2018 - 2019

**Mrs. Renee S. Tuttle**  
Principal

**Mrs. Kim L. Collins**  
**Mr. Michael A. Brewer**  
Assistant Principals

**32000 Chagrin Blvd.**  
**Pepper Pike, Ohio 44124**  
**216-831-8600**

**SCHOOL HOURS**  
**8:30 a.m. – 3:30 p.m.**

**[WWW.ORANGESCHOOLS.ORG](http://WWW.ORANGESCHOOLS.ORG)**

*Note: The following pages have been **updated and/or revised** and will be effective August 2018.*

## FOREWORD

The handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook contains important information that you are responsible for knowing. Become familiar with the following information, and keep the handbook available for reference by you and your parents. If you have any questions about this handbook, please contact the Moreland Hills School Administration.

## PURPOSE

This Student handbook is your reference for important information about Moreland Hills Elementary School. Read the handbook carefully with your parents, as you will be asked to sign to indicate that you have done so.

## ORANGE SCHOOLS

### MISSION

***To authentically engage students in a positive, supportive, nurturing, and safe environment in order to develop critical-thinking and civic-minded citizens who will contribute to the local community and our global society.***

### VISION

***The Orange School District will empower our students, staff and community to be passionate and innovative global citizens committed to excellence in learning, leading and making a difference.***

## WELCOME

Welcome to Moreland Hills School! All the members of the Moreland Hills Staff are pleased to have you as a student and will do our best to help make your experience here as productive and successful as possible. We look forward to working together as members of the "Moreland Hills Family".

Sincerely,

The Moreland Hills Staff

## **NOTICE OF NONDISCRIMINATION/EQUAL EDUCATION OPPORTUNITY**

It is the policy of the Orange School District to provide an equal opportunity for all students.

Any person who believes that another member of the Orange School District community has discriminated against a student on the basis of race, color, creed, disability, age, religion, gender, sex, ancestry, national origin, place of residence within the boundaries of the District, social or economic background or any other unlawful basis has the right to file a complaint. Complaints and/or questions should be directed to the School District's Anti-Harassment Complaint Coordinator.

Director of Human Resources  
216-831-8600 Ext. 6622

Complaints placed in writing will be investigated and a written report of the investigation will be prepared. Upon review of the report, the Superintendent will provide a written decision to the Complainant. The Complaint Coordinator 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.

**Use the Safe School Helpline to report threats of violence, depression and illegal activity that could harm children in our school.**

**Your report is private, confidential, and anonymous.**

**216-418-6423 ext. 359**

**[www.safeschoolhelpline.com](http://www.safeschoolhelpline.com)**

**Text: 66746 then type TIPS**

# TABLE OF CONTENTS

Foreword	
Purpose	
Orange Schools Mission	
Welcome	
Notice of Nondiscrimination/Equal Education Opportunity	
Safe School Hotline	

## **MHS Information and Procedures**

### **General**

Visitors.....	1
Visitation.....	1
PBIS.....	1
Volunteers.....	1
Emergency Closings/Delays.....	1
Students with Disabilities.....	2
Protection and Privacy of Student Records.....	2
Books.....	2
After School Notes.....	2
After School Recreation Program Transportation Information...	3
Dismissal.....	3
Parent Pick Up Procedure.....	3
Food Service Programs.....	4
Playground.....	4
Health Services.....	5
Health Forms.....	5
Health Procedures.....	5
Medicines at School.....	5-6
Special Dietary Health Needs.....	6
Emergency Contact and Medical Authorization.....	6
Safety Drills.....	7
Fire Drills.....	7
Tornado Drills.....	7
School Supply Lists.....	7
Student Fees, Fines and Charges.....	7
Religious Obligation Policy.....	7-8
Fundraising.....	8
Field Trips.....	8
Acceleration.....	8
Media Center Guidelines.....	9
Internet and Email Rules.....	9
Lost and Found.....	9
Parties.....	10
Birthday Celebrations.....	10
Telephone.....	10
Video Surveillance and Electronic Monitoring.....	10

## Attendance

Absence From School.....	10
Excusable Reasons for Absence From School.....	11
Early Arrival.....	11
Tardiness to School.....	11
Truancy.....	12
Excessive Absences.....	12
Withdrawals from Moreland Hills School.....	12

## Code of Conduct

### Discipline Infractions

Aiding or Abetting Violation of School Rules.....	14
Academic Integrity.....	14
Arson or Attempted Arson.....	14
Assault.....	14
Assigned Discipline, Failure/Refusal to Serve.....	14
Bullying, Harassment and Intimidation.....	14-15
Bus Conduct Requirements, Violation of.....	15
Bus Rules and Expectations.....	15
Closed Campus Violation.....	16
Damage or Attempted Damage to Private Property.....	16
Damage or Attempted Damage to School Property.....	16
Disrespect/Use of Profanity.....	16
Disruptive Behavior/Horseplay.....	16
Distribution of Unauthorized Materials in School or at School Related Activities.....	16
Dress Code Violations.....	16
Drugs, Drug Paraphernalia, and Alcohol Involvement with.....	16-17
Electronic Equipment and Wireless Communication Devices ...	17
Endangerment.....	17
Extortion.....	17
False Fire Alarms and Bomb Threats.....	18
Fighting/Physical Misconduct.....	18
Fireworks and other Explosives, Involvement with.....	18
Gambling.....	18
Hazing.....	18
Insubordination.....	18
Loitering on School Property.....	18
Public Display of Affection.....	18
Repeated Violation of School Rules.....	18
Recreational Equipment.....	18
Sexual Harassment.....	18-19
Student Right of Expression.....	19

Theft.....	19
Throwing Objects.....	19
Tobacco, Lighters and Matches.....	19
Trespassing.....	19
Truancy, Class Cuts and Tardiness.....	19
Violation of Board of Education Policies or School Rules and Regulations.....	19
Violations of Local, State or Federal Laws.....	19
Weapons, Involvement with.....	19-20

**Discipline Action**

Due Process Rights.....	20
Detentions (OHS only).....	20-21
Emergency Removal.....	21
Disciplinary Removal.....	21
Alternative Educational Placement (AEP).....	21
Suspension.....	21
Expulsion.....	21
Permanent Exclusion.....	21

**Bullying, Harassment, Intimidation and Other Forms of Aggressive Behavior**

Reporting Harassment, Intimidation, Bullying and/or Aggressive Behavior Incidents.....	22
Procedures for Reporting Harassment, Intimidation, Bullying, and/or Aggressive Behavior Incidents.....	23
Procedure for Complaint Documentation.....	23
Investigation Procedures.....	23-24
Intervention Strategies for Protecting Victims.....	24
Prohibition of Retaliation.....	24-25
Complainant/Parent/Guardian Notification.....	25
Privacy/Confidentiality.....	25
Reporting Requirement.....	25
Notification.....	25
Immunity.....	26
Education and Training.....	26
Index.....	27

## **MHS INFORMATION and PROCEDURES**

### **A. GENERAL**

#### VISITORS

All visitors must identify themselves and sign in at the reception area/ main office for a **visitor pass**. All visitors' passes must be visible. *Student visitors are not permitted without prior permission.*

#### VISITATION

Parents are welcome to visit our school. Building tours are arranged with the building principal at 216-831-8600, ext. 4606. If parents wish to observe in their student's classroom, arrangements need to be made with the building principal 48 hours in advance. Duration of the visit will be no more than 30 minutes in length.

#### PBIS

Positive Behavior Interventions and Supports (**PBIS**) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. MHS will focus on four positive behavior expectations that are easy to remember and will be practiced throughout the school year.

- Be Responsible
- Be Safe
- Be Respectful
- Be Engaged

#### VOLUNTEERS

Parents are welcome to volunteer at Moreland Hills School. At the beginning of the school year, PTA sends home information asking parents for help throughout the building, library and office. Classroom teachers also have parents sign up at the Fall Open House to help in the classroom during the year. **FOR THE PROTECTION OF OUR STUDENTS AND TO COMPLY WITH STATE LAW, ALL VISITORS INCLUDING PARENTS MUST REPORT TO THE OFFICE, SIGN IN AND PUT ON A VISITORS TAG BEFORE GOING TO ANY AREA OF THE BUILDING.**

#### EMERGENCY CLOSING/DELAYS

In case of an emergency, a school closing, a delayed opening or an early dismissal, a school official will contact a central news agency. Listen to the radio or turn to a local television news station. You can also visit [www.orangeschools.org](http://www.orangeschools.org). If Orange is not listed as closed, presume that we are open. The district also is using a parent notification communications system that allows it to contact all parents and guardians via telephone and e-mail should there be a closing, delay or early dismissal due to inclement weather or an emergency. The contact information on your child's emergency form, in the "Parent Portal", will be used for this system. Should you need to update or add additional telephone numbers or email addresses please do this via the "Parent Portal" or call 216-831-8600, Ext. 4605.

### STUDENTS WITH DISABILITIES

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), the Americans with Disabilities Act (A.D.A.), and Section 504 of the Rehabilitation Act of 1973. A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Coordinator of Special Education, at 216-831-8600 EXT. 6618.

### PROTECTION and PRIVACY of STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family outside service providers. To review student records, please provide a written notice identifying requested student records to the Principal. (Board Policy 8330)

### BOOKS

Textbooks and library items are owned by the school and are loaned items. It is expected that everyone will treat our books with as much care as possible. Lost library books and lost textbooks must be paid for at the purchasing price. The textbook replacement cost list is available in the school office. Book fines on textbooks are administered at the end of the year in cases where books show excessive wear or damage. Children who do not meet their responsibilities for lost or damaged books will not receive their report cards until their fines or costs are paid.

### AFTER SCHOOL NOTES

When students are not following their usual after school plans, a written note or email to the [MHSPickUp@orangecsd.org](mailto:MHSPickUp@orangecsd.org) is required for the child's safety. We encourage sending notes in with the student, or emailing by 2:00 p.m. A confirmation email will be sent in a timely manner. All notes are approved with an initial, recorded in the Front Office, and returned back to the child's teacher to be distributed before dismissal. Phone calls to plan after school arrangements are discouraged except in case of an emergency. *All notes/emails **must be legible and signed** by the student's parent/guardian.*

*After school notes **must** contain the following information:*

*-Date*

*-Student's First & Last Name*

*-Teacher's Name*

*Please specify details such as:*

*-If a student is riding the bus to someone's house, please indicate the student's full name and accurate bus number.*

*-If a student is being picked up with another student, please include who will be picking them up. \*Limited bus space does not permit large numbers of students to ride together to attend group functions.*



### AFTER SCHOOL RECREATION PROGRAM TRANSPORTATION INFORMATION

Any student participating in after school programs under the direction of the Orange Community School and Recreation Department must adhere to the following rules:

- A. Parents must fill out an activity waiver when registering at OCER for an activity, at least 4 days prior to the beginning of the activity.
- B. Waivers must be filled out if children are taking a bus to the activity or if they are staying in their own school building for the activity.
- C. If the child is unable to attend, the parent must notify the school office in writing, as well as calling OCER, 216-831-8601, or the organization sponsoring the activity.

It is the parent's responsibility to be sure the child is picked up immediately after the activity. It is extremely important that parents and children know the dates the activity is being held. An error can mean a child remains at school where there is no supervision or returns to a locked and empty house.

### DISMISSAL

- Students remain inside their classroom until all busses have arrived and their grade level has been dismissed over the PA system.
- MHS staff supervise and release students to parents.
- Parents must come into the school to sign out their child when picking up children prior to dismissal.
- Parents are encouraged to arrive no later than 3:00pm when signing their child out before dismissal.
- Bus drivers are not allowed to release students to parents from the bus loop.
- When all students have boarded buses, the entire fleet will depart.

### PARENT PICK UP PROCEDURE

- Car riders will be dismissed over the PA system to report to Café 2 at 3:22pm.
- Students will begin to dismiss from Café 2 to the Car Line at 3:26pm.
- Car signs are used to increase the efficiency and safety of our students. All families are eligible for two car signs that will include the student's full name. The signs will be available at the beginning of the school year Kick-Off and upon request throughout the school year in the Front Office.
  - The sign will need to be visibly placed on the passenger side dashboard to ensure that our staff members can easily see the name associated with the vehicle.
  - In the event that you do not have your car signs, you will need to park your car and enter Café 2 to show a driver's license or state ID for verification.
  - Cars must form a single line in the curb lane.
  - Students will not be released to siblings or babysitters under the age of 18 unless confirmed as an Emergency Contact by the parent or guardian.
- MHS staff will supervise the students as they wait on the stage to be called out to their vehicle or released to their parent/guardian/verified transporter.
- If you plan to enter the building to pick up your child, we ask that you enter into Café 2 door (A21) no earlier than 3:15pm with your car sign.
- At 3:40pm any students remaining in Café 2 will be escorted to the Front Office where their parent/guardian/verified transporter will need to pick them up inside.
- You must submit a Daily or Permanent After School Note to the front office staff indicating your parent pick up plans.

## FOOD SERVICE PROGRAM

1. Student's food service ID number is the last 6 digits of the student ID. Food service ID number is required to set up an account on line.
2. Parents are encouraged to utilize the online system for depositing lunch money – [www.payforit.net](http://www.payforit.net). Directions and the web link are on the Orange Schools' web pages under the lunch menu tab. This system enables parents to deposit monies online from their checking account. It also allows you to track purchases and will notify you, via email, when the student account is low. The food service ID is required for this system.
3. If paying by cash or check (payable to Orange Board of Education), students need to deposit all monies before 10:00 am. Cash is not accepted in lines. Students are to give check or money to their homeroom teacher. Please make sure to write your child's name legibly on the outside of the envelope. Do not share your food service ID with anyone.
4. If you are applying for a **free or reduced lunch**, please be aware that there is up to a five day "waiting period", so please pack a lunch or send money for the first week. You will receive a confirmation letter in the US mail.

## PLAYGROUND

### a. Recess

A 25-30 minute play period is scheduled for each classroom. Adult supervision is provided. **STUDENTS ARE NOT PERMITTED TO REMAIN INDOORS DURING RECESS WHEN OUTDOOR PLAY IS IN PROGRESS FOR THE GROUP.** The outdoor play is an important part of the student's school day, and unless a student has a note from his/her physician, the student is well enough to go outside for recess. In severe weather (steady rain, high winds, temperature below 15 degrees wind chill) students remain in their classrooms for recess.

### b. Morning or Afternoon recess

Classes may take a short break as specified in the grade level schedule. Supervision is necessary by one or more of the classroom teachers.

### c. General Playground and School Safety Rules

1. Students are expected to follow all school rules and supervisor personnel.
2. Students are not permitted to leave the school grounds unless permission is granted by the office.
3. Students will stay outside during the entire play period unless the adult in charge gives permission.
4. Students will play in a safe manner and use equipment properly.
5. Students have the right to play without the fear of harassment, threats or physical harm.
6. Students will line up immediately when the supervisor signals the end of recess.
7. Food, candy and gum are not permitted on the playground.
8. Students are to WALK QUIETLY into and out of the building and in hallways at all times.
9. Students are to report to their teacher or supervisor immediately any injuries received on the playground.
10. Students will use appropriate language. Obscene language will not be tolerated.
11. Disrespectful behavior will not be tolerated.
12. Students are not permitted to return to their classrooms to retrieve items from their classrooms.
13. Students are expected to abide by the Student Code of Conduct.

## HEALTH SERVICES

Moreland Hills Elementary School is staffed with a full-time licensed School Nurse during regular school hours. Research shows that healthy children are ready to learn, and the school nurse's goal is to have each student entering school healthy and learning. Please contact the School Nurse directly to discuss your child's medical needs and care plan, 216-831-8600 ext. 4622.

### HEALTH FORMS

To care for your child while at school, it is important to have all 3 of the following health forms completed and returned to the school nurse by the *first day of school*:

- Immunization Record. Immunizations are a requirement to attend school (ORC 3313.671). Parents have 14 days from the start of school to provide the school nurse with evidence of required immunizations. Failure to do so will require the student to be excluded from school until evidence of immunizations is provided. Please visit the Ohio Department of Health for a list of the current immunization requirements for the school year.  
<https://www.odh.ohio.gov/odhprograms/bid/immunization/imunchsc.aspx>
- Physician Entrance Report. All students, especially kindergarteners and newly enrolled students, are asked to provide a Physician Entrance Report completed by their physician.
- Student Health History. Parents are asked to complete the Student Health History form for their child and to update this form yearly if their child's health and well-being changes.

### HEALTH PROCEDURES

- Children should stay home when they do not feel well and if any of these symptoms are present:
  - Fever of 100 degrees or higher without medication
  - Diarrhea
  - Vomiting
  - Severe sore throat
  - Persistent or severe cough
  - Undiagnosed rash
  - An earache or draining ear
  - Cold symptoms such as sneezing, runny nose, cough that are not being managed well by the student
- Students must stay home for 24 hours after last episode of vomiting
- Parents will be contacted when their child needs to go home due to illness or injury.
- A communicable disease confirmed by the child's physician must be reported to the School Nurse. Communicable diseases are Chickenpox, Coxsackie Virus (Hand, Foot, Mouth Disease), Croup, Fifth Disease, Flu (Influenza), Hepatitis, HIV, Impetigo, Lice, Measles, Mumps, Pertussis (Whooping Cough), Pink Eye (Conjunctivitis), Pinworms, Ringworm, Scabies, and Strep Throat.
- Vision is routinely screened in grades K, 1, 3, 5, 7, and 9.
- Hearing is routinely screened in grades K, 1, 3, 5, 9, and 11.

### MEDICINES AT SCHOOL

In order to safeguard all students, we must adhere to the following regulations for the administration of medicines to students while at school. Before a student may be given any medication, prescription or over-the-counter medication, the Medication Administered Record for the Authorization of Medication Administration at School (Board Form 5330 F1) must be completed and signed by the physician and the parent.

- Ohio Revised Code 3313.716 permits students to carry their asthma inhalers at school if they have the written consent of their physician and parent and the Authorization for Student Possession and Use of an Asthma Inhaler form has been completed by both physician and parent. The completed form must be provided to both the principal and school nurse assigned to the building. A back up inhaler must be kept in the clinic. In order to protect the health of the student, school personnel must be informed so they will be able to act appropriately should the student not receive relief from an asthma attack.
- Ohio Revised Code 3313.718 permits students to carry and use an epinephrine auto injector at school if certain requirements are met, and both parents and physician complete the Authorization for the Student Possession and Use of an Epinephrine Auto injector form. A back up Epinephrine Auto injector must be kept in the clinic. All medical forms are available in the clinic. Self-administration is reserved for students with extreme allergies and asthma.

Please note that no other medications, including Tylenol, cough medication or stomach relievers may be carried or self-administered by students at school or on the school bus, without administrative approval. At the end of the school year parents are responsible for picking up student medication from the clinic. We will dispose of any medication that is not claimed.

All medical forms are available in the MHS clinic and on the Orange Schools website ( <http://www.orangeschools.org/HealthServices.aspx> )

#### SPECIAL DIETARY HEALTH NEEDS

Each school year a statement from a recognized medical authority must support special dietary requests for lunch services. The medical statement must include the following:

- Identification of the medical or other special dietary condition which restricts the child's diet
- Food or foods to be omitted from the child's diet; and
- Food or choice of foods to be substituted.

#### EMERGENCY CONTACT and MEDICAL AUTHORIZATION

The Board has established a policy that requires every student to have an *Emergency Contact and Medical Authorization* form completed yearly and on file in the school building attended. This form is to be completed at the time of enrollment and at the beginning of every school year, via the Parent Portal, go to the Orange Schools website: <http://www.orangeschools.org/parentportal>, select the Parent Tab, scroll down to select Parent Portal. **It is the parent/guardians responsibility to update and resubmit any/all changes in the Parent Portal.** Any time a student is taken out of the District to participate in a school event, the *Emergency Contact/Medical Authorization* form must also be taken. This includes, but is not limited to music trips, athletic trips, field trips and academic contests, but does not include student spectators at events.

If a parent/guardian is not reachable, the nurse may contact another person listed on the Emergency Contact and Medical Authorization form. A student will not be released from school for health reasons without authorization from one of the persons. If a parent or a person who is listed on the emergency medical authorization form cannot be reached, the nurse will provide care in the best possible manner. Continued efforts to reach the parents will be made.

#### SAFETY DRILLS

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can occur for a variety of reasons (i.e. lock down, shelter-in-place, evacuation) and procedures will be directed at the discretion of the school administrator.

#### FIRE DRILLS

Fire drill instructions are located in each classroom. Everyone must evacuate the building at the sound of the fire alarm and move away from the building. It is necessary that there be no talking so that directions may be given. Teachers will advise students as to where specific fire exits are located.

#### TORNADO DRILLS and SHELTER IN PLACE

Tornado drill and Shelter in place instructions are located in each classroom. In the event of a tornado warning, all students and staff will assemble at their predetermined location. The warning and "all clear" signal will be given over the public address system or via an air horn.

#### SCHOOL SUPPLY LISTS

There has been an increase in school fees for the 2017-18 school year. However, you will also notice **very few items** your child will need to begin the school year. Typical items from the previous grade level supply lists such as markers, pencils, folders, composition notebooks, glue, notecards, crayons, paper, scissors, etc. will be purchased and provided for students. Supply lists are mailed home in June with the final report card. For new students, supply lists are included in the registration packet. All grade level supply lists are also available on the school website.

#### STUDENT FEES, FINES AND CHARGES

Kindergarten and Grade 1	\$55
Grades 2-4	\$60
Grade 5	\$70

Fees may be waived in situations where families face financial hardship. Contact the building principal for more information. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Failure to pay fines, fees or charges will result in holding of the final report card or credits.

Depending on student's classes, there may be specific fees for activities and/or materials. Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school building or property.

Outstanding fees/fines can be accessed and paid for via the Orange Schools website: [www.orangeschools.org](http://www.orangeschools.org), select the **Parent** tab, scroll down to select **Pay For It**.

#### RELIGIOUS OBLIGATION POLICY

Students may be excused to meet their religious holiday obligations consistent with their creed or belief. If observance of such a holiday requires only attendance at a religious service, the student should attend such a service before or after school hours if possible. On days of high absentee rates because of religious obligations, teachers should refrain from introducing new material, testing, having field trips, or any other activities requiring

full participation of the class. Tests should not be given on the day following a religious holiday.

### FUNDRAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action. Fundraising programs are designed for friends and family only. Door to door fundraising is prohibited.

### FIELD TRIPS

All students must have a signed field trip permission slip in order to attend a class field trip. Emergency medical forms must be in as well.

### ACCELERATION

Beliefs Regarding Acceleration:

- Students who are requesting acceleration should be evaluated on the same basis as students who have previously taken the course.
- Acceleration policies and procedures should help determine the best possible educational placement for a student.
- Acceleration should be viewed longitudinally in terms of its effects on the student and the curriculum throughout his/her entire career in Orange Schools. Parents and students should be informed of the immediate and long-term effects of acceleration.

Description of Acceleration:

A student is said to be accelerated within a specific content area when he/she is enrolled in a class in which the content and pace may not be typical for the majority of students at that grade level but reflect what is expected of students at higher grade levels.

Assessment will be conducted by school personnel within 45 calendar days to the start of the school year preceding placement in the accelerated program. Students new to the district will be assessed using the same criteria. Students are recommended for placement in the accelerated program on the basis of the data collected as described above.

Students submitting a referral, requesting placement in an out of sequence course will be required to successfully demonstrate mastery of the content of the course they wish to bypass. The assessment will be administered by school personnel, and the student will be held to the same standard as those students who have previously taken the course. The acceleration committee including the parents meet to discuss data of the student and the next steps for academic success.

*\* All referrals received during the first calendar days of school will be considered for same year placement. Referrals received after the first 45 calendar days will be considered for placement in the following school year. Students who are accelerated will have a Written Acceleration Plan (WAP) in order to encourage academic success and a successful transition into acceleration. Once successful acceleration is complete, the WAP becomes a part of the student's permanent record.*

### MEDIA CENTER GUIDELINES

All materials except for reference books and special collections can be checked out and then returned the following week. All general behavior rules stated in the handbook apply in the media center. Students are responsible for the safe return of library materials in a timely manner.

#### INTERNET AND EMAIL RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications, apply. Proprietary rights to a work product using district technology belong to the district.

The network is provided for students to conduct research and communicate with others. Access to network service is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege-not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks- it is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, and activities necessary to comply with State and Federal law, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network administrators may review files and communications to maintain system integrity, insure that users are using the system responsibly, or for any other reason. Users should have no expectation of privacy when using District computer systems or internet access.

District policy encourages the development of responsible freedom of speech and discriminating access to information. During school hours, teachers of younger students will guide them toward appropriate materials. Families bear the primary responsibility for their child's development of responsible and discriminating use of information sources such as television, telephone, movies, radio and other potentially offensive media. As outlined in Board policy and administrative guidelines on student network and internet acceptable use and safety, copies of which are available in school offices, actions including but not limited to the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Using another's password
- Trespassing in another's folder, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Violating copyright laws

Violations may result in the loss of access as well as other disciplinary or legal action.

#### LOST and FOUND

The lost and found area is located outside the Kindergarten wing. Unclaimed items will be donated to a local charity periodically.

## PARTIES

There are three class parties during the year. They are held to celebrate Halloween, Winter Holidays and Valentine's Day. The PTA will be in charge of the specific party plans after prior planning with the classroom teacher. Classroom parties will be 45 min in length and will be held from 2:30-3:15, unless otherwise indicated by homeroom teachers.

## BIRTHDAY CELEBRATIONS

With respect to student health and wellness, we are asking that all birthday treats and party favors be a part of your home celebration. Your child's birthday will be recognized at school that day with an all-school morning announcement along with a special birthday pencil. We would like to encourage you to consider our Birthday Book Dedication. This is a wonderful opportunity to support our MHS library and honor your child's birthday. Your child will have the opportunity to pick out their special Birthday Book, and a personalized bookplate is placed inside the cover of that book. Information regarding our Birthday Book Dedication program will be sent to all parents at the beginning of the school year.

## TELEPHONE

Students may use the office or classroom telephone only with the permission of the classroom teacher.

## VIDEO SURVEILLANCE and ELECTRONIC MONITORING

In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g. theft and vandalism), the Board of Education authorizes the use of video surveillance and electronic monitoring equipment inclusive of audio on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

## **B. ATTENDANCE**

Public education is a state function. Execution of compulsory state attendance laws in the spirit in which they are written is a duty delegated by the state to the local school districts. The state code classifies absence from school into two categories -- excused and unexcused.

If the Orange Schools are open, students are expected to report to school; weather related absences will not be excused since bus transportation is available. Students late to school may receive an excused tardy, based on administrative discretion.

## ABSENCE FROM SCHOOL

Parents must call or email the school by 9 a.m. to report student absences or late arrivals. The reason for the absence must be stated. No notes are required if such a call is made on the day of absence. If the illness appears to be a lengthy one, parents should so indicate in order that a daily call or email is not necessary. Absences must be reported by calling 216-831-8600 Ext. 4610 or 216-839-6338, or emailing [www.MHSAttendance@orangecsd.org](mailto:www.MHSAttendance@orangecsd.org)



## EXCUSABLE REASONS FOR ABSENCE FROM SCHOOL

1. Personal illnesses, injury or disease
2. Quarantine of the home
3. Illness in the family
4. Professional (medical, dental, legal etc.) appointments; documentation (within (3) days) is required. (Effort should be made to arrange appointments during non-school hours. Absences due to medical appointments should be limited to the amount of time needed for the appointment and reasonable travel time). Please allow teachers 24-hour notice to prepare make up work.
5. Death in the family
6. Observance or celebration of bona fide religious holidays
7. Special family circumstances, family vacation, (requests should be made one (1) week before the absence is to occur and a **Pre-Planned Absence Form must be completed**), the student may be given assignments and materials to be completed. The time missed will be counted as authorized excused absence but will not be a factor in determining grades unless make up work is not completed.
8. School sponsored or approved activities
9. Family Emergency

All other absences from school shall be considered unexcused. Note: The building administrator may deny a pre-arranged absence request if he/she believes an absence is unjustified or that a student has exceeded a reasonable limit of absences. In all cases, the building administrator will make determinations regarding whether or not an absence is considered excused or unexcused. Also, requests from students or parents for early dismissal, or other activities during the school day, will be reviewed on an individual basis. When a student is out more than five (5) consecutive days, due to illness, the school will require medical verification. **It is the firm belief of the Orange Board of Education that regular attendance and punctuality are necessary habits for future success in life.**

**IMMEDIATELY UPON ARRIVAL and/or PRIOR TO LEAVING THE BUILDING, STUDENTS MUST BE SIGNED IN/OUT AT THE FRONT OFFICE BY PARENT/GUARDIAN.**

### EARLY ARRIVAL

Parents who bring students to school should plan to **arrive no earlier than 8:30 AM**. There is no supervision prior to that time. Please do not park along the sidewalk in the front of the building as it is fire lane and you may be ticketed. Before and after school care is available through the Orange Education and Recreation Department at Pepper Pike Learning Center.

### TARDINESS TO SCHOOL

**Students who are tardy to school, arriving in class after 8:50 am, must be brought into the building and signed in by a parent or guardian. Do not drop children off at the front door; you must park and walk your child inside.** Students with excessive tardiness will receive a notification letter addressed to the parents/guardian. Appointments require verification (doctor, dentist, etc.). If a note is not provided to the Main Office within 24 hours, the tardy will be considered unexcused. Time missed due to being tardy to school will be calculated into the total hours of excused or unexcused absence.

## TRUANCY

Truancy is defined as an absence without authorization or an excusable reason. The disciplining of truant students shall be in accord with Board policies and due process (as defined in Policy 5611) and the Student Code of Conduct.

A student of compulsory school age shall be considered a "habitual truant" by State law when he/she is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month or for seventy-two (72) or more hours in one school year.

If the student has been habitually truant, the Superintendent shall inform the student and his/her parents that the District will notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court of the child's persistent absence unless the student or his/her parents wish to challenge the record. Parents will be notified that they may appear in the principal's office at a scheduled date and time which shall be no earlier than three (3) or later than five (5) days after the date of the notification. The principal may grant an extension, if requested.

Notification will be sent within two (2) weeks after the Superintendent receives the information or the conclusion of the hearing and the attendance record is upheld. The student's name, address, birth date, school, district, and attendance record shall be sent to the Juvenile Judge in writing as required by Ohio Revised Code 3321.04.

## EXCESSIVE ABSENCES and TARDIES

Excessive absences will be followed by a series of letters to parents in an attempt to keep the parent/guardian informed. Notification will be done according to the schedule listed below:

<i>30 hours (4.2) unexcused</i>	<i>1st letter sent to parents</i>
<i>45 hours (6.4) unexcused</i>	<i>2nd letter sent to parent &amp; parent/guardian conference with administration</i>
<i>72 hours unexcused or 72 hours excused</i>	<i>3rd letter (additional absences require doctor/medical note)</i>
<i>73+ hours of unexcused absences</i>	<i>Juvenile court filing if appropriate per Ohio Revised Code</i>

## WITHDRAWALS

The school office and the student's teacher should be informed when a student is withdrawing from school. Parents should contact the office as soon as possible in order to sign a withdrawal form that is also consent for the release of student records to the new school.

## **CODE OF CONDUCT For Orange City Schools**

In order to maintain a safe, orderly and academic atmosphere, intervention will occur if a student violates these tenets. Certain irresponsible acts can result in **student conferences, loss of privileges, community service, and removal from activities, detention, Saturday School, Alternative Educational Placement, parent conferences, emergency removal, suspension, expulsion, permanent exclusion and/or referral to Juvenile Court or other authorities.**

The Code of Student Conduct governs student behavior at all times, on school grounds, while riding school transportation, during all curricular, co-curricular and extracurricular activities in any location and on school related trips. Students may also be subject to discipline for violation of the regulations in this Handbook and the Code of Student Conduct even if the misconduct occurs on property not owned or controlled by the Board but is connected to activities or incidents that have occurred on District property and misconduct by a student that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

## DISCIPLINE INFRACTIONS

The following infractions are clearly disruptive to any given school day or extracurricular activity and may result in disciplinary action and/or police involvement. These infractions include, but are not limited to:

1. **Aiding or Abetting Violation of School Rules:** If a student assists another student in violating any school rule, he/she will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
2. **Academic Integrity:** Including, but not limited to, cheating, misuse of privileges, plagiarism, forgery and falsification of information. The use/possession of electronic devices (including, but not limited to, cell phones and ipods) without teacher permission during an assessment will be considered a violation of academic integrity.

### **For Cheating and Plagiarism**

#### **First Incident:**

- a. The student will be given no credit for that entire piece of work.
- b. The teacher will meet with the student and document this meeting.
- c. Following this conference, the teacher should call the parents to discuss the situation. If needed, a parent, student, teacher conference should be held. The appropriate guidance counselor and/or administrator may be included in the meeting at the teacher's discretion.

#### **Second Incident:**

- a. **Repeated offense on homework or classwork assignment:** Parent/Teacher conference and a zero for the assignment
  - b. **Assessments/ Major project or Assignment:** The teacher and principal will meet with notification to the parents. If necessary, a meeting of all parties will be arranged. The student will receive an "F" for the quarter in which they are presently enrolled or in which the occurrence took place.
3. **Arson or Attempted Arson:** Setting fire to the property of another or the burning of one's own property or school property is strictly prohibited.
  4. **Assault/Threats:** A student shall not physically attack nor cause harm to another person, nor shall a student threaten any such physical attack or harm.
  5. **Assigned Discipline, Failure/Refusal to Serve:** A student shall serve assigned disciplinary action of teachers or administrators. Failure or refusal to serve will result in a more severe form of discipline.
  6. **Bullying, Harassment, and Intimidation:** Bullying, harassment, and intimidation toward a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition applies to all activities in the District, including activities on school property or while en route to or from school, in a school vehicle, and those occurring off school property if the student 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. Harassment, intimidation, or bullying shall include electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment or violence within a dating relationship 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. This type of

behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidation, menacing, coercion, name-calling, taunting, making threats, and hazing. The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries. Retaliation for reporting concerns is a form of intimidation and/or harassment. The Board of Education's policy prohibiting bullying, harassment, and intimidation (Board Policy 5517.01) may be found in its entirety at the end of this handbook

7. **Bus Conduct Requirements, Violation of:** Activities which pose or tend to pose a danger to persons or property or to the safe operation of a school bus, including but not limited to failing to remain seated, throwing objects at passengers, the driver, or out of the bus, shouting or other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention or the refusal to comply with the directives of the driver are not permitted. All sections of this Code of Conduct apply on buses, whether an Orange Schools bus, or another bus used for an Orange Schools function. In addition, violation of specific bus conduct rules may result in suspension or loss of bus riding privileges, in addition to referral for school discipline.
8. **Bus Rules and Expectations:** While on the school bus, students are under the direct authority of the driver. Violation of these rules can result in suspension of bus privileges temporarily or permanently.
  - a. Board your bus only at the assigned location (a.m. & p.m.)
  - b. Be there five (5) minutes early
  - c. Board and unload in an orderly manner
  - d. Cross the street at least 10 feet in front of the bus upon the signal of the driver
  - e. Go immediately to your bus at the end of school. When discharged from the bus they should go directly home.
  - f. Sit in your assigned seat
  - g. Change seats only with the approval of the driver
  - h. Keep noise to a minimum on the bus
  - i. Be absolutely quiet at the railroad crossings and places of danger as required by the driver.
  - j. Don't bring anything on the bus that will cause a disturbance
  - k. Keep your personal items with you at all times on the bus
  - l. Eating and littering are not permitted on the bus
  - m. Never throw anything in or from the bus
  - n. Keep your arms and hands inside the bus; don't hang any object from the windows
  - o. No animals are allowed on the bus
  - p. Positively no smoking is allowed on the bus
  - q. Repeated misbehavior may result in your being denied the privilege of riding the school bus

9. **Closed Campus Violation:** Each Orange School, individually, is a closed campus. Students are not permitted to leave the individual campus during lunch or at any other period of the day. Closed campus violations include:
- Leaving the courtyard or its defined grassy boundaries
  - Going to the parking lot without a written authorization or pass from the office.
  - Leaving school property without written authorization from an administrator.
10. **Damage or Attempted Damage to Private Property** of students, teachers, or other persons.
11. **Damage or Attempted Damage to School Property** such as, but not limited to, buildings, grounds, equipment or materials. Student will have to pay for repairs or replacements.
12. **Disrespect/Use of Profanity:** The act of writing or verbally stating an obscene comment of insult, irreverence, or contempt. This includes abusive or degrading actions, gestures or expressions, as well as profane, racial, ethnic, or religiously offensive statements made to an individual or group of individuals. Also see #5 -- Bullying Harassment & Intimidation.
13. **Disruptive Behavior/Horseplay** A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, bullying, fear, passive resistance, obstruction, interference with classes or activities, horseplay, stunts, use of water balloons or food or any other conduct, cause, attempt or threaten to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Included in this prohibition are those students who assist or in any way participate in the violation of this rule.
14. **Distribution of Unauthorized Materials in School or at School Related Activities:** Students are not permitted to distribute any type of written or printed material, or distribute or sell items to members of the student body without obtaining permission from his/her building Principal before dissemination.
15. **Dress Code Violation:** Students are expected to dress in a manner that is safe and appropriate for the standards of decency in a public school setting. During the school day, students are not permitted to have bare midriffs, strapless shirts, bare feet, sagging pants, see-through clothing, hats, hoods or head coverings of any kind (except for religious purposes). Any fashion that presents a safety risk or promotes illegal behavior (i.e. references to drinking, smoking, drug use etc.) will not be permitted. Students dress should not be revealing or overly exposing the body (i.e. shorts, tops etc.) Students who are representing the school at a official function or public event may be required to follow specific dress requirements. \*Students' dress may be subject to administrator's approval.
- .
16. **Drugs, Drug Paraphernalia, and Alcohol Involvement with:** A student shall not possess, use, consume, transmit, buy, sell, or conceal any drugs of abuse or controlled substances as described in Board Policy 5530, or counterfeit drugs (defined as "look-alike substances intended to be treated, by the user or one to whom the substance is transmitted, as a drug of abuse or alcohol") or have used or consumed any drug of abuse so recently that the student is under the influence of a drug of abuse or controlled substance at school or at a school sponsored or related event. With regard to alcohol, a student is considered "under the influence" if there is any alcohol on the student's breath or in the student's bloodstream. Further, a student shall not possess, use, transmit, buy, sell or conceal any drug related paraphernalia or counterfeit drugs

of abuse or controlled substances at any time the student is subject to the authority of the school. Examples of drugs of abuse include but are not limited to narcotic drugs, over the counter drugs, look-alikes, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, inhalants, prescription drugs, or other substances that could modify behavior. Use of drugs authorized by medical prescription from a licensed physician is not considered a violation of this rule so long as the District guidelines for possession and use of medications in school have been followed. However, transfer of prescription drugs under any circumstances, or possession or use of prescription drugs where the student has not been written a prescription for that drug is prohibited. The first instance of the use, consumption, or possession of a drug or abuse by a student will result in suspension and chemical dependency assessment and the possibility of expulsion; the second use, consumption, or possession of a drug or abuse by a student will result in the recommendation for expulsion. Selling or transmitting drugs, drug paraphernalia and any item related to or associated with substance abuse to another student will result in a 10-day suspension and a recommendation for expulsion as well as a referral to the public safety force of record.

17. **Electronic Equipment and Wireless Communications Devices:** Students shall not use Wireless Communication Devices ("WCDs") or Electronic Equipment in a manner that violates School Board Policy 5136 or 5136.01. Students should refer to those policies for detail, but the following is an outline. Devices of concern include, but are not limited to: any personal electronic device with or without Internet access.

Students are permitted to have electronic equipment that is used for educational purposes under the direction of a classroom teacher. Students may have WCD's at Orange High School, but shall not use them to send or receive text or email messages or telephone calls or connect to the internet during any class or school activity unless specifically permitted by the teacher, coach, or advisor.

a. Students shall not use WCDs or electronic devices to disrupt the educational process. All WCDs and electronic equipment must be used in a responsible and legal manner.

b. Students using their own WCDs and electronic devices are not permitted to access internet sites otherwise blocked to students at school.

c. Students shall not record any student or staff member without that person's permission. Students shall not use any WCD or electronic equipment to violate the Bullying, Harassment and other forms of Aggressive Behavior Policy (5517.01), or the Anti-Harassment Policy (5517).

d. Students shall not photograph or otherwise record any student or staff member in any situation where a reasonable expectation of privacy exists such as in bathrooms, locker rooms, and showers. Students should be aware that transmitting naked images of other students may subject sender to criminal prosecution.

e. Students shall not use WCDs or electronic devices to capture or transmit tests or other information in a manner that constitutes cheating, theft, fraud, or academic dishonesty.

f. Electronic equipment may be searched if a school official reasonably suspects the search is required to discover evidence of a violation of law or school rules.

g. Having WCDs and electronic equipment at school is a privilege, not a right. School officials may withdraw that privilege and WCDs and electronic equipment may be confiscated. The school assumes no responsibility for the security of any confiscated items.

18. **Endangerment:** A student shall not engage in any behavior that is harmful to himself/herself, other students, or staff members during the regular school program or related activities.

19. **Extortion:** Defined as any act, verbal, written or physical, (strong-arm or shakedown) whereby a student attempts to secure property from another person on school property or at any school-sponsored or related activity or event.

20. **False Fire Alarms and Bomb Threats:** A student shall not, through written or verbal means, cause false fire alarms and/or make bomb threats or any other threats which disrupts or threatens to disrupt the educational process and/or endanger or threaten to endanger the safety of school occupants.
21. **Fighting/Physical Misconduct:** Any overt display of physically inappropriate action(s) between two or more individuals is prohibited. Students shall not assemble to observe or encourage a fight or inhibit school personnel from intervening when a fight occurs. A student shall not engage in sexual acts, nor shall they engage in simulated sexual acts on school premises, or while under school supervision for any school related function.
22. **Fireworks and other Explosives, Involvement with:** To include the possession, use, or threatened use thereof. Explosives, fireworks, and chemical reaction objects such as smoke bombs small firecrackers, poppers and other combustible materials, are forbidden.
23. **Gambling:** A student shall not participate in a game of chance for stakes.
24. **Hazing:** Acts of hazing are prohibited. Hazing is defined as any act coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or created a substantial risk of causing mental or physical harm. Permission, consent or assumption of risk by any individual subjected to hazing shall not lessen the prohibition contained in this code of conduct.
25. **Insubordination:** A student shall comply with directions of teachers or other authorized school personnel during any period of time when the student is under the authority of school personnel.
26. **Loitering on School Property:** Includes, but is not limited to, standing, sitting, or moving through areas of the building (inside or out) that have been designated as off limits or unsupervised, parking areas on the campus, and standing or sitting in the lavatories other than when specifically using these facilities as intended. Loitering is prohibited and this provision applies to all school facilities on a twenty-four hour basis.
27. **Public Display of Affection:** Students should refrain from showing affection toward other members of the student body while present on school grounds and/or at school-related functions.
28. **Repeated Violation of School Rules:** Students shall refrain from repeat occurrences of Code of Conduct violations.
29. **Recreational Equipment:** A student shall not bring recreational equipment, such as skateboards, roller blades, scooters, wheely shoes or any recreational device that can disrupt school functions onto school property.
30. **Sexual Harassment:** A student shall not sexually harass another student or school employee during the regular school program or related activities. Sexual harassment includes physical contact and verbal or nonverbal conduct. Verbal sexual harassment includes but is not limited to the making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, and sexual propositions or threats to a member of the school district community. Non-verbal sexual harassment includes causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, or whistling to another member of the school district community. Physical contact may constitute sexual harassment when it consists of threatening or causing unwanted touching, contact or attempts at same, including patting, pinching, pushing or coerced sexual intercourse with another member of the school district



community. Sexual harassment shall also include any speech or action that creates a hostile intimidating, or offensive learning environment. Some forms of sexual harassment of a student by another student may be considered a form of child abuse which would require the student-abuser to be reported to proper authorities in compliance with State law.

31. **Student Rights of Expression:** Students must have permission from the building principal to display or distribute non-sponsored, non-commercial written material and petitions; buttons, badges or other insignia; clothing, insignia and banners; and audio and video materials. Materials cannot be displayed if they are obscene to minors, libelous, pervasively indecent or vulgar, advertise any product or service not permitted to minors by law, intend to be insulting, intend to incite fighting or present a likelihood, either because of content or the manner of distribution or display, of disrupting school, a school event, a school regulation, or of law. (Administrative Guidelines 5723 in accordance with Policy 5722 and 9700.)

32. **Theft** is prohibited. This shall include but is not limited to intellectual property including tests, test scores, or answers, unauthorized private information from another's data bank, computer software, unauthorized hardware usage, etc.

33. **Throwing Objects:** Including all objects such as, but not limited to, snowballs, water balloons, food, or food items is prohibited.

34. **Tobacco, Lighters and Matches:** No student shall possess or use any tobacco product, vaping paraphernalia and/or lighters.

35. **Trespassing:** A student shall not enter into the private property or school assigned property of another student, staff member or the public. This shall include, but is not limited to, unauthorized areas, lockers, automobiles, book bags, etc. A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during or after hours except with the express permission of the school principal of that building, or to attend or participate in a school sponsored event in which his/her regularly assigned school is involved where students from his/her regularly assigned school have been invited to attend and/or participate. A student already under suspension or expulsion shall not enter upon the grounds or premises of the student's regularly assigned school building without the express permission of the principal.

36. **Truancy, Class Cuts, and Tardiness:** Truancy is declared when a student is absent from school without school authorization and parent consent. Class cutting is declared when a student fails to report to a class or assigned area. Being absent from class or classes, or any assigned area without permission, is recorded as unexcused. The student who is unexcused may receive a "0" for the class work missed, unless otherwise determined. Tardiness is declared when a student fails to report at a prescribed time and place.

37. **Violation of Board of Education Policies or School Rules and Regulations:** Such policies and rules and regulations will be posted on school bulletin boards and/or printed in the student handbook. Students are responsible for becoming familiar with those items. The online version of the District policy manual is on the Orange Schools' website ([www.orangeschools.org](http://www.orangeschools.org)) at "our district-policy".

38. **Violation of Local, State, or Federal Laws:** Police involvement.

39. **Weapons, Involvement with:** A student shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon, look-a-like weapon, or dangerous instrument, at any time the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is

intended to be used or is represented as capable of inflicting bodily harm or property damage, as well as endangering the safety of persons. Weapons include, but are not limited to firearms, guns of any type, including air and gas powered guns (whether loaded or unloaded), knives, razors, clubs, electronic weapons, metallic knuckles, martial arts weapons, ammunition, or explosives. This prohibition shall also include chemical agents. Students are required to report knowledge of dangerous weapons and/or threats of violence. Failure to report such knowledge may subject the student to discipline. [Always a police matter.]

### **DISCIPLINE ACTION**

*While suspended, expelled, or removed from school, the student (if he/she is 18 years of age or older) and/or the parents, guardian, or custodian are responsible for the conduct of the individual. While suspended, expelled, or removed from school under this policy, students are not permitted to attend curricular or extracurricular activities or to be on school property. If a student is expelled, suspended, or removed only from a particular class or activity, he/she may not attend the class or participate in the activity for the duration of that suspension, expulsion, or removal. Exceptions to that which is stated in this paragraph can be made by the building Principal and/or Superintendent of Schools.*

### **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 better ensure appropriate due process is provided a student, the Board establishes the following guidelines which are more fully addressed in Policy 5610-5611.

A. Students subject to suspension: a student must be given written notice of his/her suspension and the reasons therefore, the opportunity to appear and respond to the charges against him/her prior to the suspension, and the opportunity to appeal the suspension.

B. 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 thereof, an opportunity to participate in a hearing regarding the intended expulsion, and to appeal the expulsion.

It should be noted that the above referenced due-process procedures do not apply to in-school restriction/alternative educational placement, Saturday School, removal from extracurricular activities and transportation privileges. Further information regarding these procedures can be found in Policies 5610-5611.

**DETENTIONS** may be assigned for violation of school rules and policies. Students are to be given a 24-hour notice on all detention assignments. **Teacher** issued detentions may be held after or before school or during unscheduled class time and at the direction (time/location) and convenience of the individual teacher. Failure to serve a "teacher issued" detention will result in an office referral. **Administrative** assigned detentions are held after school or during lunch periods. After school detentions are held in a

designated classroom and are from 2:30 to 3:00 p.m. You must sign in, in order to receive credit for serving. If you were issued a lunch period detention(s), the following rules must be followed:

- A. Bring packed lunch from home
- B. You must be at assigned detention room when bell rings to begin period
- C. You will remain in detention the entire lunch period
- D. Bring books, reading material, or assignments to work on after finishing lunch

NOTE: Any violation of rules or unexcused absence may result in further disciplinary action or the extension of lunch detention for two additional days

**EMERGENCY REMOVAL** is defined as the exclusion of a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises in accordance with Policy 5610 and applicable law.

**DISCIPLINARY REMOVAL** is defined as the removal of a student from a class or participation in an extracurricular activity for less than 24 hours.

**ALTERNATIVE EDUCATIONAL PLACEMENT (AEP)** is defined as the removal of a student from regular classes due to disciplinary reasons. The student is confined in a self-contained classroom for a class period(s) of one day or several days depending on the severity of the infraction(s) of the Code of Student Conduct.

**SUSPENSION** is defined as the temporary exclusion of a student from the schools of this District, including school buildings, school campus and all District-related programs by the Superintendent, Principal, Assistant Principal, or any other administrator for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time the suspension is imposed, fewer than ten (10) days remain in the current school year.

**EXPULSION** is defined as the exclusion of a student from the schools of the District, including school campus and all District related programs and activities for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or one (1) calendar year for violations involving firearms, knives, bomb threats or violent conduct, or as otherwise provided by law in accordance with policy 5610.

**PERMANENT EXCLUSION** The Board may seek to permanently exclude any student sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for one of reasons set forth in Board Policy 5610.01 and applicable law (includes weapons, drugs, and violent offenses).

## **5517.01 – BULLYING, HARASSMENT, INTIMIDATION 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. This policy has been developed in consultation with parents, District employees, volunteers, students and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

This policy applies to all activities in the District, including activities on school property or while en route to or from school, in a school vehicle, 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 schools' control, in a school vehicle, or where an employee is engaged in school business. 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 and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation.

Harassment, intimidation, or bullying shall be defined as any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) 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); or violence within a dating relationship.

Harassment, intimidation, or bullying shall include electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student 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. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidation, menacing, coercion, name-calling, taunting, making threats, and hazing.

### **Reporting Harassment, Intimidation, Bullying and/or Aggressive Behavior Incidents**

Every student is encouraged, and every staff member is required to report any situation that they believe to be harassment, intimidation, bullying, and/or aggressive behavior directed toward a student. Reports may be made to the school principal and/or other administrators.

In addition, a student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official.

## **Procedures for Reporting Harassment, Intimidation, Bullying, and/or Aggressive Behavior Incidents**

Any student or student's parent/guardian who believes s/he has been or is the victim of harassment, intimidation, bullying and/or aggressive behavior regardless of whether it fits a particular definition, should immediately report the situation to the building principal or assistant principal, or the Superintendent so that an administrator can determine the appropriate course of action. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e. to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

### **Procedure for Complaint Documentation**

Students and/or their parents/guardians may file written reports regarding suspected harassment, intimidation, and bullying and/or aggressive behavior. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, bullying and/or aggressive behavior, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal or appropriate administrator for review, investigation, and action.

Students, parents/guardians, and school personnel may also make informal complaints of conduct that they consider to be harassment, intimidation, bullying, and/or aggressive

behavior by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, bullying and/or aggressive behavior, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal or appropriate administrator for review, investigation, and appropriate action.

### **Investigation Procedures**

All complaints about harassment, intimidation, bullying and/or aggressive behavior that may violate this policy shall be promptly investigated.

Upon completion of an investigation the building principal or appropriate administrator shall prepare a written report.

Such report shall include findings of fact, and determination of whether acts of harassment, intimidation, and bullying and/or aggressive behavior were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and bullying and/or aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

### **Intervention Strategies for Protecting Victims**

Students who make informal complaints may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, bullying, and/or aggressive behavior.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Intervention strategies for protecting the complainant and/or victim are detailed in the administrative guidelines and include some of the following procedures for protecting a victim from additional harassment, intimidation, bullying, and/or aggressive behavior as retaliation following a report.

- A. Provide adult supervision during recess, lunch time, bathroom breaks and in the hallway during times of transition;
- B. Maintain contact with parents and guardians of all involved parties;
- C. Provide counseling for the victim if assessed that it is needed; Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassment, intimidation, bullying and/or aggressive behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- D. Check with the victim daily to ensure that there have been no incidents of harassment, intimidation, bullying and/or aggressive behavior type of retaliation from the offender or other parties.

### **Prohibition of Retaliation**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, bullying and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition she/he should report it and allow the administration to determine the

appropriate course of action. This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

### **Complainant/Parent/Guardian Notification**

The building principal or appropriate administrator shall notify the complainant of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of harassment, intimidation, bullying and/or aggressive behavior against a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the victim of such finding. In providing such notification, care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, bullying and/or aggressive behavior.

If after investigation acts of harassment, intimidation, bullying and/or aggressive behavior by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the district web site. The list shall be limited to the number of verified acts of harassment, intimidation, bullying and/or aggressive behavior whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations, in all school buildings and departments within the District and discussed with students as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, bullying and/or aggressive behavior promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student or volunteer determined to have made an intentionally false report about harassment, intimidation, bullying and/or aggressive behavior.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of harassment, intimidation, bullying and/or aggressive behavior and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment, intimidation, bullying and/or aggressive behavior in general, will be age and content appropriate.

Students in grades seven (7) through twelve (12) shall receive age appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the schools, will be afforded an opportunity to review the materials within a reasonable period of time.

To the extent that State or Federal funds are appropriated for these purposes the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

<p style="text-align: center;"><b>Safe School Hotline</b> <b>Students, who wish to <u>anonymously</u> report a threat, bullying, or dangerous situation, can call the Safe School Hotline at:</b> <b>800-418-6423 Ext. 359</b> <b>Web: <a href="http://www.safeschoolhelpline.com">www.safeschoolhelpline.com</a></b> <b>Text: 66746, then type TIPS</b></p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



## INDEX

Absence From School.....	10
Academic Integrity.....	14
Acceleration.....	8
After School Notes.....	2
After School Recreation Program Transportation Information...	3
Aiding or Abetting Violation of School Rules.....	14
Alternative Educational Placement (AEP).....	21
Arson or Attempted Arson.....	14
Assault.....	14
Assigned Discipline, Failure/Refusal to Serve.....	14
Birthday Celebrations.....	10
Books.....	2
Bullying, Harassment and Intimidation.....	14-15
Bus Conduct Requirements, Violation of.....	15
Bus Rules and Expectations.....	15
Closed Campus Violation.....	16
Complainant/Parent/Guardian Notification.....	25
Damage or Attempted Damage to Private Property.....	16
Damage or Attempted Damage to School Property.....	16
Detentions (OHS only).....	20-21
Disciplinary Removal.....	21
Dismissal.....	3
Disrespect/Use of Profanity.....	16
Disruptive Behavior/Horseplay.....	16
Distribution of Unauthorized Materials in School or at School Related Activities.....	16
Dress Code Violations.....	16
Drugs, Drug Paraphernalia, and Alcohol Involvement with.....	16-17
Due Process Rights.....	20
Early Arrival.....	11
Education and Training.....	26

Electronic Equipment and Wireless Communication Devices ...	17
Emergency Closings/Delays.....	1
Emergency Contact and Medical Authorization.....	6
Emergency Removal.....	21
Endangerment.....	17
Excessive Absences.....	12
Excusable Reasons for Absence From School.....	11
Expulsion.....	21
Extortion.....	17
False Fire Alarms and Bomb Threats.....	18
Field Trips.....	8
Fighting/Physical Misconduct.....	18
Fire Drills.....	7
Fireworks and other Explosives, Involvement with.....	18
Food Service Programs.....	4
Fundraising.....	8
Gambling.....	18
Hazing.....	18
Health Forms.....	5
Health Procedures.....	5
Health Services.....	5
Immunity.....	26
Index.....	27
Insubordination.....	18
Internet and Email Rules.....	9
Intervention Strategies for Protecting Victims.....	24
Investigation Procedures.....	23-24
Loitering on School Property.....	18
Lost and Found.....	9
Media Center Guidelines.....	9
Medicines at School.....	5-6
Notification.....	25
Parent Pick Up Procedure.....	3
Parties.....	10
PBIS.....	1
Permanent Exclusion.....	21
Playground.....	4
Privacy/Confidentiality.....	25
Procedure for Complaint Documentation.....	23
Procedures for Reporting Harassment, Intimidation, Bullying, and/or Aggressive Behavior Incidents.....	23
Prohibition of Retaliation.....	24-25

Protection and Privacy of Student Records.....	2
Public Display of Affection.....	18
Recreational Equipment.....	18
Religious Obligation Policy.....	7-8
Repeated Violation of School Rules.....	18
Reporting Harassment, Intimidation, Bullying and/or Aggressive Behavior Incidents.....	22
Reporting Requirement.....	25
Safety Drills.....	7
School Supply Lists.....	7
Sexual Harassment.....	18-19
Special Dietary Health Needs.....	6
Student Fees, Fines and Charges.....	7
Student Right of Expression.....	19
Students with Disabilities.....	2
Suspension.....	21
Tardiness to School.....	11
Telephone.....	10
Theft.....	19
Throwing Objects.....	19
Tobacco, Lighters and Matches.....	19
Tornado Drills.....	7
Trespassing.....	19
Truancy, Class Cuts and Tardiness.....	19
Truancy.....	12
Video Surveillance and Electronic Monitoring.....	10
Violation of Board of Education Policies or School Rules and Regulations.....	19
Violations of Local, State or Federal Laws.....	19
Visitation.....	1
Visitors.....	1
Volunteers.....	1
Weapons, Involvement with.....	19-20
Withdrawals from Moreland Hills School.....	12