

STUDENT HANDBOOK 2010 • 2011

Cloverleaf High School

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44254

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This agenda belongs to:

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Mr. Paul Kidd, Director of Special Services (ext. 3516)
Mrs. Pamela George, Special Services Secretary (ext. 3517)
Mrs. John Ewart, Asst. Director Transportation (ext. 3800)
Mrs. Carrie Beegle, Director of Food Service (ext. 3614)

DAILY SCHEDULE

Five-minute bell	7:35 am	Lunch 3A	10:18-10:49 am
HR/Period 1	7:40-8:52 am	Lunch 3B	10:54-11:25 am
Period 2	8:57-10:07 am	Lunch 3C	11:30-12:01 pm
Announcements	10:07-10:13am	Period 4	12:06-1:18 pm
Period 3	10:18-12:01 pm	Period 5	1:23-2:35 pm

PRINCIPAL'S WELCOME

Dear Student and Parent/Guardian:

On behalf of the staff of Cloverleaf High School, I want to welcome you to the 2010-2011 school year. This high school is where high academic and behavioral expectations are realized. At Cloverleaf High School, a campus that exemplifies tradition, pride and excellence, we guarantee all students will have the ability to achieve their goals and possess the skills necessary to become contributing citizens by offering an innovative core curriculum with diversified elective courses delivered by highly qualified staff in a safe, respectful and caring environment. To provide the best educational environment for each student, we need your continued support and cooperation.

It is the collective responsibility of the Cloverleaf High School community to build a learning environment that encourages and challenges the individual student to become a self-directed, life-long learner. As educators, we promise to provide an atmosphere in which all students can experience success. At Cloverleaf High School, we are dedicated to providing the best education for our children in the safest environment possible.

As principal, I challenge you to make the most of your opportunities at CHS. I also challenge you to make Cloverleaf High School a better place because you walked through the doors and in these halls.

This Student Agenda Book is provided to help students become familiar with their responsibilities, as well as the general school procedures and requirements. This book can serve as a valuable planning tool. The planning format will enable students to organize and prepare for daily, weekly, monthly, and even yearly obligations. This book may help you in achieving your goals.

Have pride in your Cloverleaf High School and your entire Cloverleaf School District. I wish you a successful and memorable year.

Ronald L. Tisher
Cloverleaf High School Principal

TABLE OF CONTENTS

2010-2011 Calendar	6
Mission Statements & Educational Objectives	7
Student Responsibilities	8
GENERAL INFORMATION	
Alma Mater & School Information	8-9
Lines of Communication / Announcements	9
Parent Right to Information	9
Assemblies	10
Asbestos Management	10
Emergency School Closings	10
Free and Reduced Meals	10
Class Activities/Fees	10-11
Visitors and Dance Policy	12-13
GUIDANCE PROGRAM	
Descriptions	13
Guidance Assignments	13
Information Services	13
Pupil Appraisal / Record Services	14
Registration / Schedule Changes	14-15
Personal Counseling and Other Services	15-16
GRADES, CREDITS & GRADUATION	
Honor Roll / Recognition	16
Grading System	17
Early Graduation	17
Post-Secondary Options	17-18
Graduation Requirements	18
Promotion	19
Scholarship Awards	19
Honors Diploma	19-20
Credit Flexibility	21
STUDENT ATTENDANCE	
Student Absences, Excuses & Legal Consequences	21-22
Attendance Requirements	23-24
Tardiness and Early Dismissal	25
Perfect Attendance	26
Illness	26
STUDENT OPERATING PROCEDURES	
Transportation Policy and School Bus Conduct	26-28
Cafeteria	28
Driving and Parking	28-29
Lockers, Valuables and Money	29

Emergency Procedure	30
Hall Passes & Agenda Book	30
Search of Persons or Personal Property	30
Library Media Center	30-31
Lost and found	31
Posters, Leaflets, Newspapers and Signs	31
Soliciting, Selling & Distributing	32
Telephone and Vending Machine Use	32
Work Permits	32
STUDENT DISCIPLINE	
Purpose & Rationale	32
Jurisdiction & Application	33
Detention (Morning & Friday After-School)	33
Suspension	34-35
Emergency Removal	35
Expulsion and Permanent Expulsion	36-37
CODE OF STUDENT CONDUCT	
Assault/Fighting	37
Book Bags / Backpacks	38
Cell Phones and Pagers	38
Chemicals	38
Dangerous Weapons & Instruments	39
Damage and Theft of Property	39
Disruption of School	39
Fire Alarm	40
Harassment, Hazing	40
Insubordination	41
Inappropriate/Profane/Obscene Language	41
Student Use of Internet/Server	41
Loitering/Restricted Area	41
Public Display of Affection	41
School Dress	41-42
Tobacco	42
Truancy and Tardiness	43
Other	43
CODE OF STUDENT CONDUCT	
Discipline Guidelines	43-46
STUDENT ACTIVITIES	
Activities & Athletics	45-46
Athletic Eligibility	47

2010-2011 CALENDAR

SEPTEMBER

- 6 Labor Day – No School
- 11 Cavalcade of Sound 6p
- 27 Huddle Induction 7p

OCTOBER

- 4 Spirit Week Starts
- 4 Parent/teacher Conf. 5pm
- 8 Pep Assembly
- 9 Homecoming Dance
- 13 PSAT/NMSQT
- 15 NEOEA Day - No School
- 27 Homecoming Dance
- 28 College Planning Meeting
- Juniors

NOVEMBER

- 3 Fall Sports Banquet #1
- 4-6 Fall Play 7:30p
- 12 Dodge ball Tournament
- 17 Fall Sports Banquet #2
- 17-18 Final Assessments
- 18 End of 1st Trimester
- 19 Waiver Day – No School
- 24-26 Thanksgiving Break

DECEMBER

- 8 PLAN Test for Grade 10
- 14 Blood Drive
- 19 School-Wide Assembly
- 22-31 Winter Break Begins

JANUARY

- 3 Back to school from break
- 10 Parent/Teacher Conf. 5p
- 17 MLK Jr. Day - No School
- 20 Financial Aid Night 6:30p
- 24 Inservice day - No School

FEBRUARY

- 3 Post Sec Parent Mtg 6p
- 19 King of Hearts Dance 7-10

- 21 Pres. Day - No School
- 28 Final Assessment – 2nd Tri.

MARCH

- 1 Final Assessments – 2nd Tri.
- 1 End of 2nd Trimester
- 2 Waiver Day – No School
- 11 Senior Meeting
- 11 Dodge ball Tournament
- 14-18 10th - OGT
- 15 Winter Sports Banquet
- 18 Sophomore Activity Day
- 24-26 Spring Musical

APRIL

- 1 Student Auction
- 4-8 Spring Break
- 15-16 Arts Expo
- 13 Parent/teacher Conf. 5pm.
- 19 Blood Drive
- 22-25 Easter Break
- 23-25 Spring Musical
- 27 NHS Induction 6p

MAY

- 7 Prom
- 13 Senior Night
- 15 One Act Plays 2p
- 18 Scholarship Awards 7:30p
- 19 Academic Letter Night 6:00
- 20 Senior Last Day Classes
- 24 Spring Sports Banquet
- 30 Memorial Day - No School
- 26-27 Senior Final Assessment
- 27 Graduation Practice 9am
- 29 Graduation Day
- 30 Memorial Day

JUNE

- 2-3 Final Assessments
- 3 Last Day for Students
- 3 End of 3rd Trimester

DISTRICT MISSION STATEMENT

The mission of the Cloverleaf Local Schools, a unified community committed to an interactive approach to life-long learning, guarantees all students an excellent education that prepares them for life's challenges, by providing innovative instruction filled with engaging, experience-based opportunities, delivered by highly qualified educators in a safe, stimulating, and respectful environment.

HIGH SCHOOL MISSION STATEMENT

The Mission of Cloverleaf High School, a campus that exemplifies tradition, pride and excellence is to guarantee all students will have the ability to achieve their goals and possess the skill necessary to become contributing citizens by offering an experiential, innovative, core curriculum with diversified elective courses delivered by a highly qualified staff in a safe, respectful and caring environment.

EDUCATIONAL OBJECTIVES

1. 100% Graduation Rate
2. 100% of students will be employed or attend an institution of higher learning within 6 months of graduation
3. 100% of students will be involved in some type of school-sponsored activity
4. 100% of parents/guardians will participate in one school-sponsored event per year

TACTICS

We will develop and implement ways to:

1. Guarantee and challenge every student to achieve their highest goals and aspirations
2. Increase parental and community support of schools
3. Update and expand technology
4. Create a learning environment that engages and excites all learners
5. Provide facilities to meet program needs

District Calendar

Click on District Calendar at our website for our 2010-11 calendar:
www.cloverleaflocal.org

Policy Referral

All policies of the Cloverleaf Board of Education are available on-line at www.cloverleaflocal.org. If unable to access the internet, hard copy policies are available in each school building or in the office of the Board of Education.

STUDENT RESPONSIBILITIES

All students have a responsibility to ensure that the rights of all are protected. All students have the responsibility to:

1. Attend school to receive an education. No person shall interfere with the education of others.
2. Attend daily unless ill or legally excused. Ohio law requires a student to attend school until the age of eighteen. Teachers cannot educate students who do not attend.
3. Be on time for all classes. Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to succeed in the world of work.
4. Come to class with necessary materials. A teacher should not have to delay instruction because a student has come to class unprepared. This is interfering with the rights of others to learn and study.
5. Complete all in-class and homework assignments and meet deadlines. The full responsibility for student learning does not rest solely with the teacher. There can be no effective education unless students participate in class and complete outside assignments.
6. Obey school rules and school personnel. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous and respectful to everyone who works in our schools.
7. Make all visitors to our school feel welcome and treat them with respect. It is common to have visitors in our building. Visitors to our building may include parents, community members, speakers, substitute teachers and law enforcement officers.
8. Be able to state the daily objective of each lesson in each class upon request. The objective of each lesson will be posted in every class daily.

SECTION I: GENERAL INFORMATION

ALMA MATER

O hail, to this dear school of mine;
your memories linger in my heart,
of days gone by and friends far away.
I'll stand by you forevermore.
Be strong, oh school, and do not fail
to build the youth of coming years.
I'll cheer and sing for you to win...
Cloverleaf

SCHOOL INFORMATION

Colors - Green and White Team Name - Colts
Conference- Suburban League Yearbook - Equestrian
Newspaper – The Observer

LINES OF COMMUNICATION

Those students or parents with questions or concerns about the school are encouraged to utilize the lines of communication in the following

order: Teachers
Counselors
Assistant Principal
Principal
Superintendent
Board of Education

PARENT RIGHT TO INFORMATION

A Parent has the right to request information regarding the professional qualifications of their child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

1. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
2. if the teacher is teaching under an emergency status for which state licensing requirements have been waved;
3. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
4. if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact the school.

ANNOUNCEMENTS & BULLETINS

All regular announcements will be made each morning at the end of second period. All announcements should be submitted to the office on an announcement form, signed by a faculty member or the principal, and placed in the announcement box by 7:40 A.M. the day they are to be read.

ASSEMBLIES

While pep assemblies are being presented, students should show support and respect for their fellow students. During informational assemblies, students are to maintain classroom behavior. Students are assigned seats in the gym for assemblies by classes. Students should attend assemblies unless excused by the principal.

ASBESTOS MANAGEMENT PLAN

Cloverleaf Local Schools has an approved, comprehensive Asbestos Management Plan. Information regarding this plan can be obtained through our maintenance department.

EMERGENCY SCHOOL CLOSING

In the event of school closing for inclement weather, accurate information will be made available to parents and students using the automated phone service and on the following television stations: WEWS (Ch. 5), WOIO(Ch. 19), WKYC(Ch. 3), WJW(Ch. 8)

Please help by not calling school offices, homes of school officials, radio or television stations. Such calls may tie up lines, which should be kept open in order to cope with the emergency.

FREE AND REDUCED LUNCH PROGRAM

Students may qualify for free or reduced meals at school, based on family size and income. Families who qualify for this program are encouraged to apply by picking up an application in the school office. All information provided on the application will be treated with discretion and appropriate confidentiality.

CLASS ACTIVITIES & FEES

All social events need to be cleared through the administration at least two full weeks prior to the scheduled date of the event.

Class activities will be chaperoned with at least two of the advisors in attendance. The number of chaperones will depend on the number of participants and will be determined by administration.

Class funds are subject to the regulations concerning school accounts, and prior authorization must be obtained to spend class funds. Class dues/activity fee will be \$10.00 per year and is subject to change. All students are responsible for fees. Availability of class materials is dependent on students paying their fees.

CLASS DUES	\$ 10.00
CONSUMABLE	\$ 25.00
LOCK (9 th /new st)	\$ 5.00
PARKING TAG	\$ 30.00

AP COURSES - listed fees and cost of exam

ART

Advanced Art	\$ 40.00
Art I, Senior Art	\$ 30.00
Crafts I, II & III	\$ 25.00
Ceramics/ Sculpture	\$ 20.00
Digital Art	\$ 15.00
Drawing / Graphic D	\$ 15.00
Printmaking, Painting	\$ 20.00

BUSINESS

Accounting I	\$ 19.00
Advanced Manag.	\$ 25.00
Business Academy	\$ 25.00
Business Found II	\$ 15.00
Computer Apps	\$ 3.00
Desktop Publishing	\$ 3.00
Word Processing	\$ 3.00

ENGLISH

Am. Romanticism	\$ 6.00
Debate	\$ 6.00
English 9	\$ 6.00
English 9H, 10, 10H	\$ 7.50
English 11A	\$ 6.00
English 11H	\$ 8.00
English 12G	\$ 5.00
English 12A	\$ 8.00
Intro to Journalism	\$ 3.00
Journalism	\$ 6.00
Reading in Content	\$ 3.00

FOREIGN LANGUAGE

French I, III, IV	\$ 17.00
French II	\$ 18.00
Spanish I, II	\$ 13.00
Spanish III	\$ 14.00
Spanish IV	\$ 30.00

MATHEMATICS

Data Collections	\$ 10.00
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INDUST/GRAPHIC ARTS

Exploring Robotics	\$ 20.00
Graphics I & II	\$ 15.00
Home Maintenance	\$ 20.00
Mech Draw I & II	\$ 15.00
Plastics	\$ 20.00
Robotics	\$ 20.00
Wood Technology	\$ 20.00
(plus cost per project)	

MUSIC

All Choirs (each)	\$ 20.00
Bach to Rock	\$ 10.00
Band/Vocal Combo	\$ 20.00
Guitar (all levels)	\$ 10.00
Concert Band/9 th Grd	\$ 5.00
Fn Arts West Culture	\$ 10.00
Marching Band/Auxil	\$ 35.00
Music Appreciation	\$ 10.00
Music Theory	\$ 10.00

SCIENCE

Applied Science	\$ 8.00
AP Biology	\$ 15.00
Biology H, I, Biotech	\$ 15.00
Chemical Kinetics	\$ 8.00
Chemistry I, H	\$ 15.00
Environmental	\$ 8.00
Physics I & H	\$ 15.00
Physical Science	\$ 15.00
Solution Chem	\$ 8.00
Sports Science	\$ 8.00

SOCIAL STUDIES

Contemp. Affairs	\$ 15.00
Cultural Geography	\$ 10.00
Law	\$ 5.00
Mock Trial	\$ 15.00
Political Science	\$ 12.00
Space Race	\$ 14.00
World History	\$ 5.00

VOCATIONAL/WKSTUDY	CBI 10	\$ 21.50
CBI 9	Marketing ED	\$ 30.00
\$ 23.25		

INTEGRATED PEST MANAGEMENT

The Board is committed to providing students with a safe learning environment free of pests, pesticides and other harmful chemicals through adoption of an integrated pest management policy. The goals of the District’s integrated pest management program are:

1. to provide the healthiest learning environment possible by preventing unnecessary exposure of children and staff to toxic pesticides;
2. to promote safer alternatives to chemical pesticides while preventing economic and health damage caused by pests;
3. to ensure that clear and accurate notification concerning the use of pesticides is given so that measures may be taken to prevent and address pest problems effectively without endangering the health of those within the school building and
4. to reduce the need for reliance on chemical pesticides.

The Board directs the administration to develop regulations that detail cost-effective strategies that reduce the use of pesticides that pose health risks to students and staff. The regulations must include procedures for the identification of pests and conditions that attract pests, prevention and monitoring techniques, education and training, approved least toxic chemical use and pre-notification of chemical use.

In order to keep the facilities and grounds safe, the administration may investigate a variety of chemical and nonchemical methods that are designed to control pests effectively while minimizing potential exposure to students and staff.

VISITORS

All persons coming into the school for business are to report to the main office (Per Ohio Revised Code 3313). Approved visitors should be wearing visitor pass nametags issued through the office. If you see a person whom you believe is not a member of our student body or staff please immediately report this to the office or to the nearest staff member. Cloverleaf does not allow student visitors or guests during the academic day.

DANCE POLICY

1. Students of Cloverleaf High School, invited alumni, and his or her date or personal friend, with permission, are welcome to attend. Middle School students and guests over the age of 20 are not permitted.

2. Cloverleaf High School (CHS) students wishing to bring a non-CHS student to a dance are to have a guest approval form completely filled out and submitted to the CHS administration prior to the date of the dance. Guests are not admitted without prior approval.
3. Student guests must be currently enrolled in high school or have graduated from high school in good standing.
4. One personal friend of the host student will be permitted if the above-mentioned steps have been completed.
5. The host student is responsible for his or her guest's conduct. All CHS rules will be in effect at this function and are applicable to both the CHS student and their guest. Guests may be asked to provide picture identification at the event.
6. Students leaving a dance are required to leave school property.
7. A student may return to a dance only if he or she has special permission from the chaperons.

SECTION II: SCHOOL GUIDANCE PROGRAM

Guidance services are available for every student in the school. These services include assistance with educational and occupational planning; helping students identify their abilities, achievements and interests; group guidance and individual counseling; and parent teacher administrator conferences. Confidentiality is maintained; therefore, students should feel free to discuss their concerns with their counselor.

GUIDANCE ASSIGNMENT

Mrs. Cathy Kelker
Grades 9 - 12 (A thru G)

Mrs. Deann Markle
Grades 9 - 12 (H thru O)

Mr. Robert Preusser
Grades 9 - 12 (P thru Z)

INFORMATION SERVICES

The counselors provide for the collection, maintenance and dissemination of current educational, occupational, and personal/social data for use by students, parents, teachers and administrators. The guidance department:

1. Registers and schedules students.
2. Coordinates college or technical school visitations.
3. Maintains a file on educational and work opportunities.
4. Provides information on scholarship and financial aid programs.
5. Coordinates career awareness activities.

6. Assists with college preparation.
7. Assists with vocational school coordination.

PUPIL APPRAISAL & RECORD SERVICES

The guidance program helps students identify their abilities, achievements, and interests. The counselors:

1. Administer our testing program.
2. Interpret test results to students, parents and teachers.
3. Conduct a credit check for all students.
4. Supervise early graduation program.
5. Maintain guidance records.

REGISTRATION AND SCHEDULING SERVICES

Registration for courses is the most important part of a student's educational experience. Constant care and consideration must be given to selecting the schedule that will best prepare the student for post-high school plans, whether to enter college, seek employment, or pursue some other further training.

Course selections should be firm. Students should consult with parents, teachers, and counselors before making final course decisions.

Instructor changes will not be made unless the student has past history with a teacher in a previous school year. **Schedule changes will not be made after the first 7 days of each trimester.**

Considerations for course selections:

- Specific courses and number of credits for graduation
- Prior success and failures
- Special interests and aptitudes
- Future college and career plans

The courses you select determine:

- How many sections are needed of that particular class
- Total master schedule staffing (the number of teachers needed)
- The number of textbooks needed

From the beginning of the scheduling process, many opportunities are provided for the students to take an active part in the development of his or her schedule. Therefore, schedule changes will be made only when absolutely necessary, and only within the first 7 days of each trimester. When it becomes necessary to change a schedule, the following procedures will be followed:

- A. Additional course requests should be made prior to June 1st; Students must maintain 5 periods of class per trimester.
- B. Schedule changes will be made for the following reasons:
 - Correcting incomplete schedules (less than 5 classes per trimester).
 - To resolve conflicts in course selections.
 - To meet graduation requirements.
 - To accommodate approved educational programs/special needs students
- C. Level changes may be recommended by a teacher (with department chair approval) only after the first day of school.
- D. Lunch request cannot be accommodated for 3rd period classes.
- E. Specific teacher requests will only be acceptable with administrative approval.

PERSONAL COUNSELING SERVICES

Our Guidance Counselors and Student Assistance Coordinators provide personal counseling services. The hub of a guidance program, individual and small group counseling provides the opportunity for students to discuss concerns and decisions. The student, parents, teachers or the counselor may request individual counseling sessions. Confidentiality is maintained; therefore, students can feel free to discuss their problems and concerns with their counselor.

Individual

Students experiencing difficulty maintaining academic concentration because of personal and/or family stress may participate in individual sessions with our guidance counselors and/or student assistance coordinators. Any issue that may require more in-depth services will be referred to an outside agency. Parents and their support are an integral part of these services.

Groups

Tobacco Insight/Cessation: provides correct information regarding nicotine use and its consequences and/or to support students who make a serious commitment to stop their nicotine use.

Alcohol & Other Drug Insight: provides correct information regarding chemical use and its consequences.

The following issue groups are also offered on an as needed basis: Grief, Stress, Anger Management, Changing Families, and Support to Stay Chemical Free.

OTHER SERVICES

In addition, the guidance department services include:

1. Holding of parent, teacher and administrator conferences.
2. Assisting students in transition from the middle school to the high school and from the high school to post secondary choices.
3. Assisting students in high school courses of study.

SECTION III: GRADES, CREDITS & GRADUATION

RECOGNITION

The students recognized shall include:

1. Honor Graduates: The students who have met the requirements for graduation established by the Cloverleaf Local Schools and attained the established criteria for the State of Ohio honors diploma.
2. Graduates: The students who have met the requirements for graduation established by the Cloverleaf Local Schools and the State of Ohio.
3. Non-Graduates: Non-graduates can participate in the commencement ceremony with the permission of the principal if:
 - a. They have met all the course requirements for the Cloverleaf Local Schools, but have not met the State of Ohio Graduation Test requirements.

Or

 - b. They have met the State of Ohio Graduation Test requirements and have no more than one credit needed for graduation, which will be completed by Sept. 1 of the next school year.

HONORS AND A.P. REQUIREMENTS

For Honors and AP courses, a student receiving a grade of C- or lower for a grading period will be placed on probation for the grading period. A student receiving a C- or lower grade for a trimester will be transferred to the next level of the class (if available). Students must continue to meet this standard in order to continue in the honors and A.P. programs.

HONOR AND MERIT ROLLS

Students who receive a grade average of 3.5 or higher are High Honor Roll students. Students who receive a grade point average of 3.0 to 3.499 are Merit Roll students.

GRADING SYSTEM

Students are graded each twelve-week trimester, and grades are determined by the following percentages.

		HONORS / AP	
A	93-100	4.0	5.0
A-.....	90-92	3.6	4.6
B+.....	87-89	3.4	4.4
B	83-86	3.0	4.0
B-.....	80-82	2.6	3.6
C+.....	77-79	2.4	3.4
C	73-76	2.0	3.0
C-.....	70-72	1.6	2.6
D+.....	67-69	1.4	0
D	63-66	1.0	0
D-	60-62	0.6	0
F	59 and below	0	0 (failing)

Credit is given each trimester, based upon the student's achievement during the twelve-week period including a final assessment.

EARLY GRADUATION

Students that have completed the total course requirements by the end of the second trimester of their senior year may graduate early. A student may be approved only under the following conditions:

1. A student must complete a contract provided through the guidance office. The contract must be completed and signed by the student and parents or guardian(s). It must be on file by the beginning of the last trimester a student is enrolled at Cloverleaf.
2. A student must adhere to all school policies and maintain good attendance.

If a student has completed all but one credit by the end of the junior year and the only remaining credit is senior English, the student may take their English credit during summer school or by correspondence. The student will have been approved for early graduation by the end of their sophomore year. Administrator approval is necessary for any change of plans.

POST-SECONDARY ENROLLMENT OPTIONS

The Post Secondary Enrollment Options Program has been established to permit high school students in grades nine through twelve to earn college and high school graduation credit through successful completion of college courses. The program is intended to provide expanded opportunities for appropriately qualified high school students to experience course work at the college or university level. This

Post-secondary enrollment options continued

program is at no cost to the parent, other than the transportation to the university or college. All state universities in Ohio participate in the program, as well as some Ohio private colleges. A counseling session with the counselors is required. This evening session is usually held in February of each year during which pros, cons, individual college requirements and Cloverleaf's procedures are discussed. Upon completion of course work, it is the student's responsibility to arrange for a transcript to be sent from the post secondary institution.

REQUIREMENTS FOR PROMOTION AND GRADUATION

Graduation Requirements

Graduation Requirements	2010-12 CHS	2010-12 MCCC (if attending Career Center full-time)
English	4	4
Math	3	3
Science	3	3
Social Studies	3	3
Health	.5	.5
Physical Education	.5	.5
Fine Arts (music, graphic arts/design, speech, drama, theater)	.5	0
Consumer Economics	.5	0
Electives	9	9
Business/Technology/Fine Arts/Foreign Lang. (MCCC requirement)	0	1
TESTS REQUIRED FOR GRADUATION	Must pass 5 sections of Ohio Graduation Exam	
Total Credits	24	24

Note: A student's final two credits must be earned at Cloverleaf unless they are MCCC

Promotion is based on the number of credits earned.

Class Status	Credits Required
Sophomore	5 ½
Junior	11
Senior	17

SCHOLARSHIP AWARDS

Students of Cloverleaf are eligible for scholarship awards as follows:

1. Individual scholastic awards are given each year at a spring recognition program. Students qualify for an award by maintaining a 3.5 GPA, for each of the first two twelve-week trimester grading periods that academic year. This is based upon Cloverleaf academics. These awards are supplied by the Seville & Lodi Chambers of Commerce. The High School PTO helps with the invitations and dessert buffet.
2. Individual awards are given each year at a spring banquet to outstanding students chosen by their teachers in each subject offered at Cloverleaf.
3. Local scholarships are available from different community groups. These become available in March during the senior year and are subject to change. Seniors consult your counselors for more information.

REQUIREMENTS FOR HONORS DIPLOMA

The Ohio Department of Education and the Ohio Legislature have established requirements for an Honors Diploma, which are awarded to graduates of Ohio high schools who meet the following standards:

1. Pass all sections of the Ohio Graduation Test
and
2. Meet all but one of the criteria listed on the next page for college preparatory (8 of 9) or the vocational curriculum (9 of 10).

College Preparatory Program

- A. Four units of English
- B. Three units of mathematics that include Algebra I, Algebra II, and Geometry or complete a three-year sequence of courses that contain equivalent content
- C. At least three units of science that include instructional emphasis on the physical, life, and earth and space sciences
- D. Three units of social studies
- E. Either three units of one foreign language or two units of each of two foreign languages
- F. One unit of fine arts
- G. Either one unit of business/technology and two additional units in (A) through (F) above or earn three additional units, in (A) through (F) above
- H. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
- I. Obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score on the Scholastic Assessment Tests (SAT)

Vocational Program

- A. Four units of English, which may include one unit of applied communication
- B. Three units of mathematics, which should include Algebra and Geometry or a sequence of courses that contain equivalent content
- C. Three units of science that develop concepts for physical, life and earth and space sciences
- D. Three units of social studies
- E. Two units of a foreign language; or two units of business/technology; or one unit of each
- F. Three units in the student's career-technical education curriculum
- G. Two additional units in (A) through (F) above, or in fine arts
- H. Maintain an overall high school grade point average of at least a 3.5 on a 4.0 point scale up to the last grading period of the senior year
- I. Complete a career passport that reflects achievement of the occupational proficiency benchmark established for the Ohio Vocational Competency Assessment or the equivalent
- J. Obtain a composite score of 27 on the ACT tests or an equivalent composite score on the Scholastic Assessment Tests (SAT)

Credit Flexibility

The Board recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning.

Credit Flexibility shifts the focus from “seat time” to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21st century skills.

In accordance with State Law, the District must develop and implement a credit Flexibility Plan that enables students to earn high school credit by :

1. Completing coursework;
2. Testing out or showing mastery of course content;
3. pursuing an educational option and/or an individually approved and/or
4. any combination of the above.

SECTION IV: STUDENT ATTENDANCE

All students are to be in school and in all classes on time everyday. Cloverleaf High School has a closed campus. Administrative approval is required for a student to leave the building.

Regular attendance by all students of the school district is very important. In many cases, irregular attendance is the major reason for poor schoolwork. Therefore, all students are urged to make doctor appointments, do personal errands, etc., outside of school hours.

EXCUSED ABSENCES

The State of Ohio will only allow schools to issue excused absences for the following reasons:

1. Personal illness
2. Illness in the immediate family
3. Death in the immediate family
4. Quarantine
5. Religious holiday
6. To assist a parent in an emergency situation

“Personal” and “needed at home” excuses will be approved by the administration on an individual basis, depending on the specific reason given for the absence.

Students having normal excused absences have the number of days absent to make up the work; however, students having an authorized absence are expected to have the work completed on the date prearranged by the student and the teacher before the student's date of absence.

Students who are absent from school for reasons not permitted by state law may or may not be permitted to make up work. Each case will be considered on its merits by the principal and the respective teachers, in conjunction with local board policy. Students will be requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

LEGAL CONSEQUENCES FOR TRUANCY

The State of Ohio defines a “Habitual Truant” as any child of compulsory age who is absent without legitimate excuse for five or more consecutive school days, seven or more school days in one month or twelve or more school days in a school year.

The State of Ohio defines a “Chronic Truant” as any child of compulsory age who is absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one month or fifteen or more school days in a school year.

Truant students and their parents may be referred to the Medina County Prosecutor to resolve truancy issues.

The Medina County Board of Education authorized the superintendent to establish a hearing and notification procedure for the purpose of denying a student's Ohio driving license if that student is of compulsory age and has been absent without a legitimate excuse for more than 10 consecutive days or a total of at least 15 days during a trimester or term.

SCHOOL ABSENCE CALL-IN PROCEDURE

Your parent should call the school before 8:00a.m, the day you are absent. Please call 721-3525 or call 948-2500, 722-1515, and 336-7855 and ask for extension 3525. In order to comply with the Missing Child's Act, the school will call your home to verify your absence on the days that your parent has not called. If your parent or guardian is not contacted directly, the school will send a card home. If our attendance secretary contacts your parent to verify your absence, your parent will need to send a note to school with you upon your return. If your parent calls you off ill in the morning, you do not need to send a note upon your return.

ATTENDANCE REQUIREMENTS

Attendance in class:

Credit for a course is not issued when a student exceeds the allotted number of days (7) absent per trimester. **Absences certified for medical or court reasons are not counted toward the 7-day limit.** (Please provide valid documentation from the doctor or court.) The student will not receive credit on his grade card for that course. The student will have the right to appeal to a committee. Make-up work for student absences will be the responsibility of the student.

Consequences for exceeding maximum days of absence allowed:

A letter will be sent to parents when the 8th non-certified day of absence is reached in each class. Credit will not be issued for the course(s) listed in the letter. You may appeal this to the attendance committee if the student is passing the course. A request for an appeal should be made, in writing within 10 days of the dated letter.

New students to the school will be prorated from the time of enrollment.

What constitutes an absence?

1. Students need to be in class more than half a period to be considered present for an entire period.
2. Vacation days are considered absent from class when determining the total number of days absent per trimester.

3. Seniors may have up to two (2) days of college visits certified and not counted toward their seven-day limit if the college visit certification procedure is followed.
4. Early dismissals and late arrivals are considered absent for the classes missed.
5. In or out-of-school suspension is considered absent from class. Students are encouraged to complete class work to keep pace with the class.

**School related activities or functions will not count as an absence.

Notification of attendance problems / loss of credit

Parents and students will be notified of attendance problems before the loss of credit. Means of notification include:

1. Five-day notice and referral to guidance counselor
2. Grade cards/mid-terms
3. Personal-teacher phone call

Once a student has accumulated the number of absences to deny him/her credit a letter will be sent by mail.

Attendance appeals

The committee will consist of an administrator, counselor and several teachers. The committee is selected at the start of each school year and will function for that school year.

1. Request for appeal should be given to the assistant principal in writing within 10 days of date on the loss-of-credit letter. A parent or guardian is to be present at the hearing.
2. The parent or guardian will be notified in writing of the committee's decision.
3. Appeal hearings will only be held at the conclusion of each trimester.

Teacher responsibility

1. Keep accurate records of daily attendance.
2. Make students aware of the attendance policy the first day of class.
3. Warn students regarding attendance problems.
4. Notify the office when a student has reached eight days of absence for that class.

Reinstating lost credit

1. The appeal committee may reinstate credit if the student in question meets the established criteria set by the committee.
2. The appeal committee will consider documented medical and legal matters as excused absences as long as all documentation is turned in. After reviewing the records, the appeal committee will waive the appeal hearing if the following conditions have been met:
 - a. All schoolwork is completed.

- b. The documented absences for medical and/or legal reasons place the student at a level of less than 8 days.

TARDINESS TO HOMEROOM AND CLASS

Students are responsible for being on time to homeroom and classes. Students who are late to first period or school should check in at the office upon their arrival to school so that they may be recorded as present. If a teacher delaying a student causes tardiness, the student should request a pass from the teacher responsible for the delay and report to the office if this occurs during first period. See the discipline section of this document for disciplinary action for excessive tardiness. The attendance department will keep a record of all tardiness to school.

Tardiness will be excused for doctor and dental appointments, which cannot be scheduled outside school hours. A statement from the doctor or dentist's office should be presented when the student returns to school. Car trouble may be excused only if the school does not provide bus transportation.

EARLY DISMISSAL

In some instances, students may need to leave school during the day. For example: dentist/doctor appointments, etc. To be excused during the school day, the student should bring an absence note on the proper form indicating what time he/she needs to leave school. This form should be turned into the office that morning, BEFORE first period. When it is time to leave, the student should show the teacher the permission slip to leave and report to the office to be checked out. If the student returns to school later in the day, he/she needs to check into the office.

PERFECT ATTENDANCE

The attendance program will include the following:

1. All Cloverleaf students who have achieved perfect attendance during the school year will be given a Perfect Attendance Pass which shall allow the student to gain free admission to most school sponsored activities for the succeeding school year.
2. Perfect attendance is defined as being present for all days as prescribed by the school calendar.
3. Post-Secondary students must provide appropriate documentation.
4. Absence during any part of the day for less than one and one-half (1 1/2) hours will be counted as early dismissal and shall be counted as a full day of attendance.

5. The Perfect Attendance Pass may be used at athletic events, musicals, dances, plays, etc. By October of each year, the building principal shall designate activities for which the Perfect Attendance Pass may be used. Any student with two or more unexcused tardies cannot be considered for perfect attendance.

ILLNESS

When a student becomes ill at school and cannot attend class, the student should obtain permission from the teacher to report to the office. Student should report to office immediately.

As a general rule, any student who is in the office ill for more than 45 minutes should have arrangements made for a parent to take them home. The assistant principal or a member of the office staff will assist in making these arrangements. Parents are asked to pick up their student in the office and properly check them out. It is required that students check out at the office when leaving for home. School employees will assist with first-aid when needed, but are not allowed to dispense medicine.

SECTION V: STUDENT OPERATING PROCEDURE

TRANSPORTATION POLICY

The vast majority of Cloverleaf School District students are transported by bus. The transportation department assumes responsibility for getting these students to and from school in a safe and efficient manner.

BUS PASSES

Bus passes will be issued for childcare and emergency reasons. Bus passes will not be issued for a student to ride alternate transportation home or for employment reasons. Additional students riding on a bus add to the responsibility of the bus driver in respect to discipline, changes in seating arrangements, proper dismissal at a requested stop, and possible overcrowding.

A. Childcare

We recognize the need for parents to have their children picked up or dropped off at a childcare provider or day care center.

Therefore, with certain restrictions, transportation will be provided to and from childcare.

- 1) Students will be transported to and from a given location five days per week.
- 2) The a.m. may or may not differ from the p.m. location.
- 3) Various locations during the week and/or weekly changes cannot be accommodated.

B. Emergency

An exception will be made to the above-stated policy for medical or accident-related emergencies only. The parent or legal guardian will contact the building principal with an alternative bus request to get the child home safely. The building principal or his designee will complete the necessary paperwork. This paperwork will include a medical authorization form, which will be given to the bus driver.

CONDUCT ON A SCHOOL BUS

A program for reporting and disciplining students shall be undertaken to help insure the safety of all students and school buses. (Video cameras are now on buses and may be used in disciplinary hearings.)

All of the district's codes of conduct apply to students while on the buses and supersede bus rule violations.

- 1) Student behavior, which may affect the safety and/or welfare of any student or adult, will result in an immediate suspension of bus riding privileges. Bus drivers may bring a loaded bus back to school when the behavior of any student endangers the riders on the bus.
- 2) If there are any questions about a bus discipline report a conference will be held with the parties involved.
- 3) Parents are responsible for the safety of students going to and from the pick up points and for meeting the bus on schedule.
- 4) The school does not enter disputes between parents and students prior to pickup or after drop off. However, school personnel may intervene in disputes they have witnessed.
- 5) Buses are on a time schedule and cannot wait for tardy students. Students who miss the bus are responsible for getting themselves to school on time.
- 6) Parents are responsible for any damage to a bus caused by their student.
- 7) Eating and littering are not permitted on the bus.
- 8) Noise on the bus will be maintained at a safe level as determined by the driver. Absolute quiet must be maintained at all railroad crossings.
- 9) Students are to return to their side of the street or road. Cross at least ten feet in front of the bus.

- 10) In case of emergency medical situations the driver will contact the transportation supervisor who will in turn contact the proper authorities. In bad weather, if your bus arrives late to school, please report to the office before going to your locker or your class. It is the responsibility of the student to get to school if he or she misses the bus. Students will be expected to enter the building immediately upon arrival at school.

CAFETERIA / LUNCH

Students are to remain on school grounds at lunchtime. Each student is assigned a thirty minute lunch period. You may buy a complete lunch in the cafeteria; bring your own lunch or purchase part of your lunch from the vending machines or the snack bar. Lunches may not be charged. During the lunch periods, students are expected to behave in an orderly manner with respect for others and school property. Students shall keep the area in a neat, clean fashion. Food may not be purchased and brought into the cafeteria without permission.

DRIVING & PARKING

Students shall drive in a safe and responsible manner so to not endanger the safety of other students, school personnel, visitors, or self while on school property or traveling to and from school. A student shall adhere to school driving regulations as outlined in this book. Students will be granted driving privileges for the following reasons:

The application to park may be picked up in the office. It should be completed and returned to the office with a 30.00 nonrefundable fee. (A \$30.00 replacement fee will be charged to replace any lost or stolen permits.) To obtain a permit, students must provide the registration of the vehicle and a valid driver's license along with the application. All school fees must be current as of the end of the last school year.

Due to scarcity of parking spaces, only juniors and seniors are considered for driving privileges at Cloverleaf High School. There are a limited number of parking permits and are issued on a first-come, first-serve basis. Students who are granted a permit to drive shall not transport other students during school hours. Student cars must be parked in the west lot. Upon arrival at school, students will lock cars and enter the building.

Driving permits may be suspended under the following conditions:

1. Any violation of driving regulations or reckless driving on or in the vicinity of the school grounds. (A speed below ten miles per hour will be maintained at all times.)
2. Any student that is truant, habitually tardy or does not comply with school regulations.
3. Students in work programs who do not comply with the attendance regulations as outlined for these programs or who are temporarily suspended from their job.

*Students taking home middle school students should pick them up at the high school.

In accepting a school parking permit, or by parking on school property, students agree that school personnel may search a student vehicle if there is reasonable suspicion that illegal materials have been brought onto school property. Possession or use of any illegal materials in a student vehicle may result in loss of permit and banning of vehicle from school property, plus disciplinary action and/or prosecution. Driving to school is a privilege. Cloverleaf High School assumes no liability for any damage or loss from vehicles parked in the Cloverleaf High lot. Failure to adhere to the regulations will result in revocation of the permit with no refund and/or towing and storage of the vehicle at cost to the owner. Any parking permit lost or stolen may be replaced by purchasing a new permit.

LOCKERS

Homeroom teachers will assign students individual lockers.

The following guidelines are for locker use:

1. School-issued locks are to be used on lockers. Replacement locks can be purchased from the office for \$5.00.
2. Combinations are to be registered with homeroom teachers.
3. Students should use their assigned lockers only.
4. Students should not share lockers.
5. Lockers should be kept locked at all times.
6. Lockers should be kept neat and orderly.
7. Students are responsible for cleaning out their lockers at the end of year before grade cards will be issued.
8. School officials have the right to cut off unauthorized locks.
9. Physical education students and students participating in sports will be assigned lockers in the locker rooms and varsity team room. These are to be used for storage of athletic equipment only.

Student lockers are the property of the district. It is the policy of the board of education to permit the building administrator or designee of the building administrator to search lockers, desks, or storage spaces. These searches may be conducted at any time.

EMERGENCY PROCEDURES

Schools are required to have periodic fire and tornado drills. Directions for evacuation or places of safety are posted in each room and must be followed unless circumstances dictate alternative methods of operation. It is imperative that all students move quickly and quietly during these procedures to their designated areas of safety.

HALL PASS / AGENDA BOOKS

Students will have a hall pass in their agenda book or a valid office request to be allowed in the halls during class time. Upon request, a student should show the pass to the requesting staff member. Abuse of the hall pass could result in disciplinary action. One student per pass is allowed.

SEARCH OF STUDENT'S PERSON / PERSONAL PROPERTY

Principal and designees are permitted to search person and personal property (purse, vehicle, book bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either law or school law. Notice of this policy is posted in every building of the district. (As per Ohio Revised Code 3313.20)

LIBRARY MEDIA CENTER

Visit and use your library media center often. Take advantage of our many new titles and displays, and other materials selected with your needs in mind.

Library Media Center Hours

Library media center hours are 7:20 AM to 2:50 PM. weekdays.

Circulation Procedures

Books: All circulating books may be checked out for a two-week loan period. Books may be renewed provided there is not a demand for that particular title or subject matter.

Reference Books: These books circulate overnight, except for encyclopedias, which are used for reports. They may be checked out for one week.

Periodicals: All issues of magazines circulate for two-week periods.

PLEASE MAKE EVERY EFFORT TO RETURN LIBRARY MATERIALS ON TIME! OTHER STUDENTS MAY BE LOOKING FOR THEM TOO.

Lost or Damaged Materials

Lost materials or those damaged beyond reasonable wear need to be paid for at the purchase price. If this information is not available, a mutually agreed upon cost will be charged. Students also have the option of purchasing another copy of the material, in the same format (hardcover book, periodical, paperback book).

Library Media Center Access

All students coming to the library must have a pass from a teacher. Please show the pass in your agenda book to the librarian and then sign in on the library attendance sheet. Depending on availability, a student may be limited to use of the library media center. A list of library media center rules is posted on the bulletin board in the library media center. If you have any questions please see the librarian.

Library Media Center Computers

The library media center has computers for student use. These computers are for school related projects and research.

* Your acceptable use policy sticker needs to be visible on your agenda book in order to have access to the computer.

Library Behavior

Students using the library media center are expected to be engaged in individual study, homework, or recreational reading. The library media center isn't the place for group discussions or socializing. In order to ensure the cleanliness of the library and its materials, gum, food or drink of any kind is not permitted. Students who choose not to follow the rules will be sent back to class. Repeated offenses may result in the loss of library privileges.

LOST & FOUND

All articles found should be turned in to the office. Students losing articles should check the office to see if their articles were turned in.

POSTERS, LEAFLETS, NEWSPAPERS, AND SIGNS

Posters and school signs are to keep students informed of school related activities or events. Administrative approval is needed for students desiring to put up posters or school signs. Masking tape is to be used for all posters or signs displayed on the walls. Posters shall not be posted on showcases and bulletin boards designed for specific groups. Students putting up posters are responsible for taking them down immediately following the event. Special care should be taken that all tape is removed.

Leaflets, newspapers, or materials are to be distributed in the building or on school grounds only with administrative approval.

SOLICITING, SELLING & DISTRIBUTING

No person is permitted to solicit, sell or distribute anything in school, on buses, or on school grounds without the permission of the principal.

TELEPHONE USE

Students will be called to the office phone in case of an emergency. The main office will take and deliver emergency messages. Phone messages will be taken from parent or guardian only. The office telephone is to be used only with the permission of the office staff.

USE OF VENDING MACHINES

Vending machines may be used during class change times, before and after school hours. If any difficulties occur while using the vending machines please report this information to the main office.

WORK PERMITS

Work permits should be obtained before a student under eighteen years of age may be legally employed under the child labor laws of Ohio. To obtain a full-time permit, an applicant must be at least sixteen years of age. Applications may be made at the high school office.

SECTION VI: STUDENT DISCIPLINE

PURPOSE

To provide the regulations and guidelines governing student conduct and discipline in the Cloverleaf Local Schools.

RATIONALE

Education cannot proceed without an atmosphere of good order and discipline necessary for effective learning. The intent of this code is to help create a positive educational environment, which holds young people accountable for their actions and teaches them to live with the consequences of their decisions.

The board of education and the administration of Cloverleaf Local Schools, in consultation with representatives of the faculty, students, and parents, have established these guidelines. We feel they will aid in achieving the best possible atmosphere. The code is also intended to standardize procedures to guarantee equally the rights of every student within the district.

This code meets the intent the Ohio Revised Code. However, we realize that it is impossible to foresee every possible situation or circumstance. Thus, this is not meant to be a complete list of all rules and regulations. Further, this code will be reviewed and updated by the board of education as it is deemed necessary.

JURISDICTION

This code and its provisions shall be applicable, not only during school hours, but also at all school related events and activities whether or not they are on Cloverleaf School property.

APPLICATION

It is considered a fundamental understanding by each student and his/her parent that any administrator, teacher, or other school official has not only the right, but also the duty to insist on good behavior. The building principal is charged with the overall responsibility of proper enforcement of discipline in the total school setting. However, he/she has discretionary authority to authorize other certificated personnel to use the following measures to correct pupil behavior:

- Teacher-student conferences
- Teacher-parent conferences
- Referral to guidance and student assistant director/team
- Assigned detentions
- Referral to the assistant principal
- Removal from class activity for 24 hours or less

Disciplinary action by administration may include the following actions:

1. Detention (Morning or Friday After-School)
2. Suspensions (ISS/OSS)
3. Emergency removal
4. Removal from class
5. Expulsion
6. Referral to police

DETENTIONS (Morning & Friday After-School)

Among the corrective measures that may be used in the discipline of students, is a detention. Classroom teachers may keep pupils after or before school for improper conduct, etc., and this takes precedence over all other school activities. Office and tardy detentions will be served in the gym balcony on Tuesdays, Wednesday and Thursdays and will start at 7:10 a.m. sharp and end at 7:35 a.m. Students who have been assigned a detention should be given a one day notice prior to serving the detention. If a student misses a detention:

1. It will be reassigned with one additional detention to be served.
2. If a student misses a second detention, Friday After-School detention will be assigned (2:45 p.m. - 6:00 p.m.).
3. If the Friday After-School detention is missed, an in-school suspension will result.

Friday After-School detentions are served on Friday from 2:45 - 6pm.

SUSPENSIONS

The Superintendent, Principal or Assistant Principal will give the pupil actual written notice of intention to suspend.

The pupil will have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or superintendent's designee to challenge the reason for the intended suspension or otherwise explain his/her actions.

If the administrator determines, as a result of the hearing, that the pupil should be suspended, then within twenty-four hours of the suspension,

Suspensions continued

the parent, guardian, or custodian of the student will be sent notification in writing. The notice must include the reasons for the suspension and the right of the pupil, parent, guardian or custodian to appeal the action to the board of education or its designee. The first step of the appeal process will begin with the building level administrator. If the parent elects to pursue a formal appeal, after this meeting, parents shall file a notice of such appeal, in writing, with the treasurer of the Board of Education within seven calendar days of the suspension. The student or his/her parent, guardian or custodian may be represented in the appeal proceeding and shall be granted a hearing before the board's designee to be heard. If an appeal is taken before the Board of Education's designee, such appeal will be heard in executive session. The student shall remain out of school and not participate in any activities during the period of appeal.

During in-school suspension or out-of-school suspension students are not permitted to participate in any school-related extracurricular activities.

IN-SCHOOL SUSPENSION

Students will report to the in-school suspension room by 7:40 a.m. and will remain there until their regular 2:35 p.m. dismissal time. Students are to bring educational materials to the in-school suspension room. Failure to bring books or materials will result in further disciplinary action.

Students should get their assignments before starting in-school suspension. Students are not permitted to leave the in-school suspension room to get assignments. Students should turn in all assignments the first day back to classes.

The student must complete any additional assignments made by the in-school suspension teacher. Students are not permitted to talk or sleep during in-school suspension.

Students will use restrooms as directed by the teacher in charge of in-school suspension. Restroom privileges will be limited to once in the morning and once in the afternoon, as a group, unless there is an emergency. Students are not permitted to leave the in-school suspension room without permission.

There will be a lunch period. Students will have to provide a sack lunch. Lunch will be eaten in the in-school suspension room. Lunch program students will have lunch provided. Other than the assigned eating time there will be no eating or gum chewing.

Students need to be present their full scheduled day for the day to be counted. Days of partial attendance will not be counted.

Students who refuse to report to in-school suspension, who leave without permission, or who disrupt the quiet atmosphere may be suspended out of school with additional days.

EMERGENCY REMOVAL

The superintendent, principal, or assistant principal may remove the student from curricular or extracurricular activities or from the school premises.

A teacher may remove the pupil from curricular or extracurricular activities under his/her supervision but not from the school premises altogether.

If a teacher makes an emergency removal, the reason for the removal must be submitted to the principal as soon as possible.

If the superintendent or principal reinstates a student removed by a teacher prior to the hearing following removal, reason in writing must be given to the teacher upon request.

A hearing will be held as soon as practical after the removal but within seventy-two hours after the initial removal is ordered. Written notice of the hearing must be given to the pupil as soon as practical prior to the hearing. The hearing must be held in accordance with either the suspension or expulsion procedure, depending on the probable action that will be taken. An important additional requirement is that the person who ordered, caused, or requested the removal must be present at the hearing.

EXPULSION

Only the superintendent of schools may expel a student. When a superintendent wishes to expel a pupil, the following procedures must be utilized:

- A. The superintendent will give written notice to the pupil and his parent, guardian, or custodian. The notice must include the written reason for the intended expulsion and that the pupil and his parent, guardian, custodian or representative have the opportunity to appear before the superintendent or his/her designee to challenge the expulsion or explain the pupil's action. The notice must state the time and place to appear which must be not less than three nor more than five days after the notice is given unless he grants an extension of time.

Expulsion continued

- B. The pupil or his parent, guardian, custodian or representative may request an extension of time and the superintendent may grant the request. If an extension of time is granted, the superintendent is required to notify the pupil and his parent, guardian, custodian or representative of the new time and place.
- C. A hearing is held before the superintendent or his designee at the appointed time and place. The pupil, his parent, guardian, custodian or representative is given the opportunity to defend against the charges.
- D. Written notification of the decision and the right to appeal to the board of education or its designee is required, as it is for a suspension. The notice must include the reason for the expulsion, the right to be in the appeal, and the right to request the hearing is held in executive session.

A student, his parent, guardian, or custodian may appeal a suspension or expulsion to the board of education or its designee. Thus, the board may either review the case itself or appoint a hearing officer to act in its place. As previously noted, the student has the right to representation at the hearing. At the request of the pupil, his parent, guardian, custodian, or attorney, the board or its designee may hold the hearing in executive session. Formal action on the appeal may only be taken in a public meeting. By a majority vote of the board of education or by action of the board's designee, the order of suspension or expulsion may be affirmed, the pupil may be reinstated, the action reversed, vacated or modified.

PERMANENT EXPULSION

In accordance with Ohio H.B. 154, the board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

- A. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance and/or
- B. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, or if the victim is a district employee.

In addition, complicity in any of the above acts may be the basis for permanent exclusion. Any building administrator witnessing or having knowledge of one of these acts must report the incident to the local superintendent within 24 hours, whether or not the student is over 16 years of age.

If the local superintendent receives notification that a student has been found guilty of or is adjudicated delinquent for any of the listed offenses, he/she will determine whether the student's continued attendance in the district endangers the health and safety of other students or school employees or whether his attendance poses a danger of disruption to the district's graded course of study. If the superintendent determines that either danger exists, he/she may recommend that the board adopt a resolution requesting the state superintendent of public instruction to permanently exclude the student from attendance in any Ohio school. Written notice of the local superintendent's recommendation for permanent exclusion will be provided to the student and his parent, guardian or custodian.

The board will act upon the local superintendent's recommendation within 14 days.

CODE OF STUDENT CONDUCT

Violation on the part of a student of any one or more of the following rules of conduct may result in disciplinary action, including detentions, suspensions, emergency removal, and expulsion and/or court referral.

ASSAULT/BATTERY/FIGHTING

A student will not cause nor threaten to cause physical or mental injury to school personnel, other students, or visitors while under the

jurisdiction of the school. *Please note: baiting, taunting, or provoking a fight is considered to be a suspendible infraction.

If during a reasonable effort to break up a fight, a staff member is struck, the result will be a ten-day suspension for the student and a possible recommendation for expulsion.

BOOKBAGS AND BACKPACKS

Book bags, backpacks and other large bags and purses should not be carried by students during the school day. These items should be secured in lockers upon arrival to school.

CELL PHONES AND PAGERS

Cell phones and pagers may be possessed by students but shall be kept turned-off, kept out of sight, and are not be used between 7:40am – 2:35pm. Phones are not to be used on school transportation unless the student is given the consent of their adult supervisor.

CHEMICALS

A student shall not possess, use, transmit, conceal, or be under the influence of:

- A. An alcoholic beverage or nonalcoholic beer.
- B. Counterfeit controlled substance (as described in Ohio Revised Code 2925.01 (P)). Example: A substance that is used, possessed, concealed or transmitted that appears to be or is represented as a controlled substance.
- C. Drugs or Controlled Substances: Any drug, including illegal drugs, narcotics, hallucinogens, amphetamines, steroids, barbiturates, marijuana, chemical preparation, plant, seed or derivative thereof, inhalants, legal prescription and over the counter drugs used or possessed or distributed for unauthorized purposes. (For example, this would include but not be limited to look-a-like drugs, performance altering substances, or caffeine pills.)

The use of the same is strictly prohibited, except when their possession has been actually prescribed by a physician and school policy has been followed. If prescribed by a physician, proof must be required.

This also includes any apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of a drug or narcotic.

DANGEROUS WEAPONS & INSTRUMENTS

A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person, such as guns, rifles, knives, ice picks, switch blades, brass knuckles, bars, etc. (Included in this prohibition would be the use of chemicals, gasses, mace, firecrackers, smoke bombs, explosives, etc.) on school premises, at school activities, or while being transported to and from school or school-sponsored activities. Look-alike instruments that have the same impact will be treated as real weapons.

Unless a student is permanently excluded, the superintendent shall expel a student from school for a period of one calendar year for bringing a firearm to a school operated by the Board or onto any other property owned or controlled by the Board.

DAMAGE OR THEFT OF PROPERTY

A student shall not cause or attempt to cause damage to school or private property on the school premises at any time or at school activities on or off the school grounds.

A student shall not take or attempt to take into possession the public property or equipment of the school, property of another student, school personnel, or visitor.

Staff should report in writing any damage or theft of school or private property. Nature and severity of the damage will determine the punishment at the administrator's discretion. Parents are financially responsible for any damages that occur.

DISRUPTION OF SCHOOL

A student shall not, by use of violence, force, coercion, threat, harassment, or insubordination, cause any disruption or obstruction to the educational process, including all curricular and extracurricular activities and transportation in board authorized vehicles.

- A. Non-instructional, electronic devices are prohibited. This includes, but is not limited to two-way radios, radios, and audio/video players. These items should not be brought to school. Staff may confiscate items and forward them to appropriate administrator.
- B. Gambling of any kind is prohibited on school grounds. Card trading is not permitted during school hours.
- C. Note writing to other students will not be permitted during classes. Notes may be confiscated.

FIRE ALARM

A student shall not initiate a fire alarm, false alarm, or warning of a fire without just cause.

HARASSMENT

Cloverleaf High School is committed to eliminating and preventing harassment.

Sexual Harassment

Ohio and federal law defines sexual harassment as unwanted sexual advances, or unwanted visual, verbal or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to:

1. Unwanted sexual advances
2. Making or threatening reprisals after a negative response to sexual advances
3. Nonverbal conduct; leering, making sexual gestures, displaying sexually suggestive objects
4. Verbal conduct, making or using derogatory comment, epithets, slurs, or jokes, making sexually based remarks about another person or one's own body
5. Verbal abuse of a sexual nature, graphic, verbal commentaries and suggestive or obscene letters/writings

Other Harassment

The verbal harassment of a student, adult, school employee, teacher, or authority figure, such as making threats of physical harm, physical intimidation, hazing, writing threatening notes, letters, phone calls or derogatory comments is considered harassment and is a suspendible offense. Derogatory comments or intimidation based on race, ethnicity, gender, sexual orientation, disability or other factors will not be tolerated and will result in severe consequences. Extortion and threat of violence while asking for money, goods, or services, including panhandling, is a suspendible offense.

Physical assault on another student, adult, school employee, teacher, or authority figure will be handled as a school matter first and a police matter second. If a person is deemed to be out of control and a danger to those in the educational setting, then the police will be called to remove the student, adult or visitor from the school premises.

HAZING

No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as forcing another to perform a harmful or humiliating act in order to become a member of a group. The victim's consent does not change consequences.

INSUBORDINATION

A student shall not disregard or refuse to obey reasonable directions given by school personnel. Violation of minor rules, directives, or disciplinary procedures shall constitute insubordination. The nature and severity of the act will determine punishment at the administrator's discretion.

INAPPROPRIATE/PROFANE/OBSCENE LANGUAGE

A student shall not use inappropriate, profane, obscene language (written or verbal), or vulgar gestures in communication with other students, visitors or school personnel while under the jurisdiction of the school.

STUDENT USE OF THE INTERNET AND FILE SERVER

Students are required to sign a contract about rules pertaining to the Internet and the file server. These rules apply to students in the areas of conduct, file names, confidentiality, and proper and improper use of these new technologies. Violation of the contract rules may result in detentions or suspensions as well as the student being banned from using these services for the entire year. See the specific Internet guidelines for more detail.

LOITERING/RESTRICTED AREAS

A student shall not loiter or stay in or around a school building without any purpose for being there. This includes school buildings and board owned property during unauthorized period. Also included are areas that are restricted from students during regular school hours. Loitering in restrooms and hallways is not permitted.

PUBLIC DISPLAY OF AFFECTION

PDA is not acceptable in the building or on school property or at school related activities. Handholding is acceptable.

SCHOOL DRESS

We attempt to provide our students and staff with an appropriate educational environment that promotes civility and respect for others; is safe, friendly and productive; and is free of offense, hostility, intimidation and harassment. Students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hairstyle, which is considered contrary to this goal, is not permitted. The school will not permit:

- A. Tight-fitting and/or excessively short shorts or slacks such as spandex, etc. Skirts will be of moderate length (mid-thigh) and not excessively tight.

- B. Unduly revealing clothing. Clothing should be so constructed and worn in a manner that is not unduly revealing. All shirts worn by male and female students must have sleeves. Apparel must provide cover for midriff.
- C. Ripped or torn clothing.
- D. Hats, visors, bandanas, headbands or other head coverings including sunglasses to be worn or carried around during the school day. These items may be collected from a student and turned over to an administrator. The administrator may require the item to be retrieved by parent/guardian.
- E. Clothing with group markings or clothing associated with a group or gang; e.g. bandannas, dew rags, shirts, sweats, coats of the same color or making, jewelry, confederate symbols, swastikas.
- F. Any apparel showing suggestive or profane pictures or wording; showing alcohol, tobacco, or drug related sayings or pictures; promoting sex, violence or self destructive behavior; any item that defames the nation, state, community or an individual; or racial, religious, or ethnic symbols.
- G. The wearing or possession of chains, sharply spiked or studded jewelry and clothing.
- H. Pants/skirts worn below the waist, not on the hips (no drooping). At no time shall underwear be visible.

TOBACCO

Students shall not possess, use, transmit, conceal or sell cigarettes or tobacco products. State law prohibits students smoking in any school building. This includes possession or the use of matches or lighters. No warning will be given for smoking violations. A student is considered smoking when seen with a cigarette, leaving a discarded one, or any other evidence indicating smoking. There will be no smoking or use or possession of tobacco products on school properties, buses or at other school-related functions.

New changes have been made to Ohio law making possession of tobacco products by minors illegal. Minors found in possession of a tobacco product may be referred to the School/Sheriff Liaison Officer.

The tobacco insight programs will be established by the chemical dependency coordinator and may or may not meet during the school day. Tobacco insight programs may be used at any level of violation.

TRUANCY AND TARDINESS

Truancy is declared when a student is absent from school or any portion thereof without school authorization and parent consent. Three or more unexcused incidents of tardiness to class or school will result in consequences.

Emancipated 18 year olds may call themselves off ill or write their own notes. Other students caught doing this will be considered truant. Emancipated 18 year olds are those students living on their own, paying their own bills, and having proof of independence such as a rent receipt, etc. **Administrative approval is necessary for emancipated status.**

Unauthorized or chronic absence from school or habitual absence without legitimate excuse may result in suspension of your Ohio drivers' license.

Any staff member should report a student truant when unaccounted for.

OTHER

Any misconduct, which is contrary to the school's educational mission, is prohibited.

CODE OF STUDENT CONDUCT DISCIPLINE GUIDELINES

Detentions: Tuesday, Wednesday, and Thursday 7:10 - 7:35 am

Friday After-School Detentions: 2:45pm - 6:00pm

The guidelines listed below do not limit the administration, but only serve as a general reference. Dependent upon the severity of the infraction, the administration may assign a more or less severe punishment than these guidelines state.

Assault/Battery/Fighting/Serious Bodily Injury:

- 1st 3 Days OSS and intervention
- 2nd 7 Days OSS with recommendation for expulsion

Disruption of School: Determined by nature and severity of act.

Non-Instructional Electronic Devices:

- 1st Warning and appropriate measures taken
- 2nd Detention and appropriate measures taken
- 3rd Friday After-School Detention and appropriate measures taken
- 4th 2 Friday After-School Detentions and appropriate measures taken
- 5th 3 Day ISS and appropriate measures taken

Cell Phone/Pager

- 1st Friday After-School Detention
- 2nd 1 Day ISS and Intervention
- 3rd 3 Day ISS and Intervention
- 4th 5 Day OSS

**If student removes battery or chip to disable the device, the device will not be returned to the student. Parent/Guardian is to be notified and must personally collect the device.*

Chemicals: (Including Alcohol)

- 1st 10 Days OSS/notification of police and recommendation for expulsion

Damage or Theft of Property: Determined by nature and severity of act.

Dangerous Weapons / Instruments:

- 1st 10 Days OSS, recommendation for expulsion and notification of police (if convicted, permanent expulsion)

Fire Alarm:

- 1st 5 Days OSS with notification of law enforcement
- 2nd 10 Days OSS with notification of law enforcement and recommendation of expulsion

Hazing: Determined by nature and severity of act.

Harassment: Determined by nature and severity of act.

Insubordination: Determined by nature and severity of act.

Inappropriate School Dress:

- 1st Warning
- 2nd Detention
- 3rd Friday After-School Detention
- 4th 2 Friday After-School Detentions
- 5th 3 Day ISS

**All instances require dress to be corrected prior to returning to class*

Loitering / Restricted Areas: Determined by nature and severity of act.

Profanity / Obscene Language:

A. General

- 1st Friday After-School Detention
- 2nd 2 Days ISS and intervention
- 3rd 4 Days ISS and intervention
- 4th 7 Days OSS with recommendation for expulsion

B. Directed to a staff member

- 1st 3 Days OSS
- 2nd 5 Days OSS
- 3rd 10 Days OSS with recommendation for expulsion

Public Display of Affection:

- 1st Administrative or staff warning
- 2nd Friday After-School Detention
- 3rd 1 Days ISS and intervention
- 4th 3 Days ISS / conf. with parents

Student Computer Use: Determined by nature and severity of act.

School Bus Rules:

- 1st/2nd Warning by Driver and/or an administrator
- 3rd Friday After-School Detention
- 4th 5 Days off Bus or administrative discretion
- 5th 7 Days off Bus with recommendation for removal

*All above may also include additional disciplinary consequences beyond removal from transportation.

Truancy / Tardiness:

A. Truancy

- 1st 1 Day ISS and intervention
- 2nd 3 Days ISS
- 3rd 5 Days ISS
- 4th 10 Days OSS with recommendation of expulsion

B. Tardiness to School (per trimester)

- 3 Unex. Tardies Detention
- 4 Unex. Tardies Friday After-School Detention
- 5+ Unex. Tardies ISS and/or permanent loss of driving privileges

C. Tardiness to Class (per trimester)

- 3 Unex. Tardies Detention
- 4 Unex. Tardies Friday After-School Detention
- 5+ Unex. Tardies ISS

Tobacco:

- 1st 2 Days ISS including Tobacco Insight program
- 2nd 4 Days ISS / conference with parents
- 3rd 7 Days OSS with recommendation for expulsion

Other: Determined by nature and severity of act.

Upon receiving his/her third suspension of a trimester the student may be recommended to the superintendent for expulsion.

*ISS will also include intervention at any of the above levels.

No-show for assigned Detention:

1. Doubled - Detention
2. Friday After-School Detention
3. ISS and intervention

No-show for Friday After-School Detention:

1. ISS and intervention

SECTION VIII: STUDENT ACTIVITIES

STUDENT ACTIVITIES

The following activities are available to Cloverleaf High School students. We strongly encourage students to become involved in extra/co-curricular activities.

Acad. Challenge	Jazz Band	STAMP
Chatter	Marching Band	STAND
Chess Club	Nat'l Hnr Society	Student Council
Concert Band	Office Aide	Student of Month
Concert Choir	Pep Band	Swing Choir
Drama Club	S.A.D.D.	Varsity C
Extreme Challenge	School Mascot	VOFT
Flags/Auxiliary	SHUDDLE	Women's Choir
Fun Club	Ski Club	Yearbook Staff
HUDDLE	Spirit Club	

** Each local club has its own criteria and selection for membership.

HIGH SCHOOL ATHLETICS

Boys

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country	Basketball	Baseball
Football	Wrestling	Tennis
Golf	Swimming	Track & Field
Soccer		

Girls

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country	Basketball	Softball
Cheerleading	Gymnastics	Track & Field
Golf	Swimming	
Tennis	Cheerleading	
Soccer	Volleyball	

ATHLETIC ELIGIBILITY

A student must be present in school periods three through five or present by 8:40am if involved in a work-study program.

1. A student enrolling in ninth grade for the first time must pass 75% of all courses taken during the final grading period of their eighth grade year to be eligible during the first trimester.
2. 9-12th grade athletes must have received passing grades during the preceding trimester (12 weeks) in subjects that earn a minimum of 1.7 credits per trimester toward graduation.
3. The student must also have earned a minimum 1.00 grade point average from the previous trimester. If the criteria are met, a grade of "F" will not prohibit a student from participating.
4. Students Transferring Schools / Open Enrollment
 - a. You may attend any public or non-public high school in which you are accepted when you enter a high school from a 7th-8th grade school.
 - b. Your eligibility shall be established by one of two situations:
 - i. Participating in a contest (scrimmage, preview or regular season contest) prior to the opening day of a school, or
 - ii. Attending the first day of school at any member school
 - c. Once eligibility has been established at a member school, you will be ineligible for athletic purposes for one year should you transfer to another school unless one of the exceptions to the transfer bylaw is met. See your principal or athletic administrator for the exceptions to this bylaw.
 - d. Always check with your school principal or athletic administrator before you change schools to determine whether it will affect your eligibility.

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