

Student Handbook 2015-16

# Cloverleaf High School

8525 Friendsville Rd.  
Lodi, Ohio 44254

330-925-2500, 330-302-0328, 330-722-1515, 330-336-7822

Fax: 330-302-0530

This book belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_



**DAILY SCHEDULE**

**Five-minute bell - 7:25 a.m.**  
**1<sup>st</sup> Period 1 --- 7:30 --- 8:45**  
**2<sup>nd</sup> Period 2 ----8:50 --- 10:05**  
**3<sup>rd</sup> Period 3 --- 10:15 ----11:55**  
 lunch           A----10:20 – 10:50  
                   B----10:55 – 11:25  
                   C----11:25 – 11:55  
**4<sup>th</sup> Period 4----12:00 -----1:15**  
**5<sup>th</sup> Period 5---- 1:20 ----- 2:35**

**Two Hour Delay Schedule**

**Five minute bell ----- 9:25**  
**1<sup>st</sup> Period -----9:30 -10:17**  
**2<sup>nd</sup> Period-----10:22-11:09**  
**3<sup>rd</sup> Period -----11:15 -12:45**  
 lunch           A – 11:15 – 11:45  
                   B - 11:45 – 12:15  
                   C– 12:15 – 12:45  
**4<sup>th</sup> Period -----12:50 ---- 1:40**  
**5<sup>th</sup> Period----- -----1:45-2:35**

**PRINCIPAL’S WELCOME**

Dear Cloverleaf High School Families,

On behalf of the staff of Cloverleaf High School, we want to welcome you to the 2015-16 school year.

At Cloverleaf High School, a campus that exemplifies tradition, pride and excellence, we guarantee all students will have the opportunity 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 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.

Mr. Randolph and I encourage our students to make the most of their opportunities at CHS and to do their part to make CHS a better place.

This Student Agenda 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. We hope that students will use this planner to organize and prepare for daily, weekly, monthly, and even yearly obligations.

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

Ms. Jamie Lormeau, Principal  
Mr. Bart Randolph, Associate Principal

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## 2015-2016 CALENDAR

### August

- 12 Freshman Orientation
- 19 Students First Day of School

### September

- 7 Labor Day
- 12 Cavalcade of sound
- 16 Picture Day
- 24 College Planning Meeting – Juniors
- 24 Parent/Teacher Conference – 5-7:30

### October

- 14 PSAT/NMSQT
- 14 Medina County College Fair
- 16 NEOEA Day – No School
- TBA Senior Panoramic
- 19-23 Spirit Week
- 23 Pep Assembly
- 24 Band Contest (Brunswick)
- 24 Homecoming Dance
- 26 OGT Testing – (Juniors & Seniors)
- 27-28 ACT Aspire Test

### November

- 5 Autumn Concert – 7:00 p.m.
- 5-7 Fall Play – 7:30 p.m.
- 7 Band State Finals (Brunswick)
- 11-12 1<sup>st</sup> Trimester Final Assessments
- 12 End of 1<sup>st</sup> Trimester
- 12 Band Stadium Review
- 13 Waiver Day
- 25-27 Thanksgiving Break

### December

- 17 Choir concert – 7:00 p.m.
- 21 Winter Break Begins

### January

- 4 Back from Winter Break
- 7 Parent/Teacher Conferences 5-7:30
- 15 Teacher In-Service Day – No School
- 18 Senior Photos – Woodard
- 18 MLK Jr. Day
- 21 Financial Aid Night – 6:00 p.m.

### February

- 4 Solo and Ensemble Recital – 7:00 p.m.
- 8 College Credit Plus - 6:00
- 13 H.S. Solo and Ensemble (Brunswick)
- 13 King of Hearts
- 15 Presidents Day – No school
- 18 Choir Concert
- 18 Band-O-Rama – 7:00
- 23 Band Concert – H.S. – 7:00 p.m
- 25-26 2<sup>nd</sup> Trimester Final Assessments
- 26 End of 2<sup>nd</sup> Trimester
- 29 Waiver Day – No Students

### March

- 2 Senior Meeting - Graduation
- 10-12 Spring Musical
- 14 OGT – (Juniors & Seniors)
- 21-25 Spring Break

### April

- 7 Parent/Teacher Conferences 5-7:30
- 15-16 Arts EXPO
- 22 Talent Show
- 27 NHS Induction – 6:00 p.m.
- 29 Pre Prom Assembly
- 30 Prom – (Senior/Junior)

### May

- 3 Band Concert
- 4-12 AP Testing
- 11 Spring Concert – 7:00
- 12 Academic Letter Night – 6:00 p.m.
- 13 Scholarship and Awards Assembly 8:30 a.m.
- 13 Seniors Last Day
- 13 Senior Picnic
- 13 Act one play – 7:00p.m.
- 16-18 Seniors Finals
- 19 Teacher Excellence Awards Assembly – 9:30 a.m.
- 20 Graduation Practice (Mandatory) – 9:00 a.m. – 12:00 noon  
(Please refrain from scheduling vacations or work on this day.)
- 22 Graduation – Seniors
- 25-26 3<sup>rd</sup> Trimester Finals
- 26 Students last day
- 30 Marching Band Memorial Day Parade

\*\*\*This calendar is subject to change. Please refer to district website for updated dates and times.

### **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 six 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 2015-16 calendar: [www.cloverleaflocal.org](http://www.cloverleaflocal.org)

### **POLICY REFERRAL**

All policies of the Cloverleaf Board of Education are available on-line at [www.cloverleaflocal.org](http://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:

Attend school to receive an education. No person shall interfere with the education of others.

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

7. 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.

### **STUDENT DIRECTORY INFORMATION**

Cloverleaf Schools is required by Ohio law to release student Directory Information when requested for non-profit use.

Student Directory Information includes:

1. Name
2. Address
3. Telephone numbers
4. Date and place of birth
5. Participation in official school activities and sports
6. Height and weight, if a member of a sports team
7. Awards and honors
8. Major field of study
9. Dates of enrollment
10. Date of graduation

Parents, guardians or eligible students have two weeks from issuance of this handbook to advise the Superintendent's Office in writing of any or all items they refuse to permit as Directory Information about their student. For more, see Board Policy JO at [www.CloverleafLocal.org](http://www.CloverleafLocal.org).

Cloverleaf seeks to highlight positive student achievement by posting news and photos on the district Web site, on district social media, in district publications and through the news media. Parents, guardians or eligible students have two weeks from issuance of this handbook to advise the Superintendent's Office in writing if they wish their student's name, photo and / or achievements not to be posted or printed.

<b>CLASS DUES</b>	\$10.00
<b>CONSUMABLE</b>	\$ 25.00
<b>LOCK</b> (9 <sup>th</sup> /new st)	\$ 5.00
<b>PARKING TAG</b>	\$ 30.00
<b>AP COURSES</b> - listed fees and cost of exam	

**ART**

Art Experience	\$25.00
Advanced Art	\$50.00
Art I (101, 102)	\$20.00
Crafts I, II & III	\$30.00
Ceramics I, II & III	\$30.00
Digital Art I& II	\$25.00
Drawing I, II, &II	\$25.00
Graphic Design I&II	\$25.00
Painting I, II, & III	\$30.00
Sculpture	\$40.00
Senior Art	\$25.00

**BUSINESS**

Accounting I	\$24.00
Business Mgmt.	\$5.00
Business Law	\$3.00
Word Processing	\$3.00

**ENGLISH**

Debate	\$6.00
English 9	\$18.00
English 10	\$19.50
English 9H, 10H, 11H	\$12.00
English 11A	\$6.00
English 12A	\$8.00
Reading Skills & Strategies	\$10.00
Intro to Journalism	\$3.00
Journalism	\$6.00
Senior Composition	\$13.00
AP English 12 – Cost of Exam	

**FOREIGN LANGUAGE**

French I	\$18.00
French II	\$18.00
French III	\$18.00
Spanish I	\$11.00
Spanish II	\$12.00
Spanish III	\$13.00
Spanish IV	\$17.00

**INDUSTRIAL TECH.**

Home Maintenance	\$ 30.00
Mech Draw I	\$ 15.00
Mech Draw II	\$ 25.00
Plastics	\$ 30.00
Wood Technology	\$ 25.00 or \$35.00 (plus cost per project)

**MATHEMATICS**

Alegebra II	\$10.00
AP Statistics – Cost of AP Exam	
Intro To Programming	-\$3.00

**MUSIC**

All Choirs (each)	\$20.00
Bach to Rock	\$10.00

Band/Vocal Combo	\$20.00
Guitar (all levels)	\$10.00
Concert Band/9 <sup>th</sup> Grd	\$10.00
Marching Band/Auxil	\$250.00
Music Appreciation	\$10.00
Jazz Ensemble	\$10.00
Music Theory	\$10.00
Wind Ensemble	\$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
Exploring Robotics	\$20.00
Robotics	\$20.00
Solution Chem.	\$8.00
Sport Science	\$8.00
Bio Tech	\$15.00

**SOCIAL STUDIES**

Cultural Geography	\$20.00
Mock Trial I&II	\$35.00
Political Science	\$15.00
Space Race	\$14.00
AP American History	\$25.00
AP European History	\$25.00
Sociology	\$15.00
World Geography	\$15.00
American Government	\$15.00

**Vocational/wkstudy**

Marketing Ed.	\$15.00
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**Physical Education**

Golf “Fore” Me	\$50.00
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**Health**

Sports Nutrition	\$15.00
Leadership	\$18.00

# I. Activities

## 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 5 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 7<sup>th</sup>-8<sup>th</sup> grade school.
  - b. Your eligibility shall be established by one of two situations:
    1. Participating in a contest (scrimmage, preview or regular season contest) prior to the opening day of a school, or
    2. 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 50 % of the season in any sport you participated in at your previous school during the previous 12 months, 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.

# II. ATTENDANCE

School attendance laws in the state of Ohio require each child between the age of six and eighteen to attend school for the full time the school is in session. Parents have the legal obligation to see that their children attend school. We do recognize that there are occasions when a student cannot be present.

## ABSENCE CALL-IN PROCEDURE

A parent should call the school before 8:00a.m on the day the student will be absent. The parent should call direct at 330-302-0325 and leave a message on the attendance voice mail or email at [debbie.wentz@cloverleaflocal.org](mailto:debbie.wentz@cloverleaflocal.org) . In order to comply with the Missing Child's Act, the school will call the home to verify the absence when the parent or guardian has not called. If the parent/guardian is not contacted directly, the school will send a card home. If the attendance secretary contacts a parent/guardian to verify the student's absence, parent/guardian will need to send a note to school upon the students return. It is not necessary to bring in a note when the normal call off procedures are followed. Medical documentation may be faxed to 330-302-0530.

## ABSENCES, EXCUSES, and, LEGAL CONSEQUENCES

All students are to be in school and in all classes on time each day. 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.

## 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, funeral, 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 any course that exceeds the 7 day limit. 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:**

A letter will be sent to parents when the 8th non-certified day of absence is reached in each class.

\*\*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, for the academic school year, 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**

1. Parents and students will be notified of attendance problems before the loss of credit. Means of notification include:
2. Five-day notice and referral to guidance counselor
3. Grade cards/mid-terms
4. 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(s), counselors and teachers. The committee is selected at the start of each school year and will function for that academic 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.

### **APPOINTMENTS:**

All students who leave during the school day must present a written note from their parents to the attendance office window **prior to the start of homeroom**. The time of their dismissal will be noted on the faculty's daily absence list. The student may take their pass and leave the building for their appointment at the indicated time. In the event of an unexpected event requiring a student to leave **during the day**, the parent will have to come into the office and sign the student out. We will call the student down upon the arrival of the parent. This allows us to be sure that the student leaves with an authorized person listed on the emergency medical form and that the student misses minimal instructional time. Upon returning to school the same day, the student must sign back in at the attendance window.

### **CHRONIC ABSENCES**

Parents of students missing more than ten days will be notified by letter that any further student absences must be verified by written medical documentation. It is the responsibility of the student and parent to communicate with the school. In cases covered by medical documentation, the parents should contact the counselor or principal to review the case and discuss any other options to help keep the student current with class work. Any undocumented absences totaling 5 in a row, 7 in a month, or 12 in a year will be considered truant and may result in the student being referred to the Juvenile Prosecutor.

### **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 attendance office in the 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 sign out. If the student returns to school later in the day, he/she needs to sign into the attendance office.

### **EXCUSED ABSENCE**

The **Ohio Revised Code** and **Cloverleaf Board of Education** state the following six conditions under which an absence from school may be excused.

1. **Personal Illness:** The school may require a certificate of a physician, especially if absences go beyond 10 days per year.
2. **Illness in the family:** The absence under this condition shall not apply to children under 14 years of age.

3. **Quarantine of the home:** The absence from school, under this condition, is limited to the length of the quarantine as fixed by the proper health official.
4. **Death of a Relative:** This condition is limited to a period of three (3) days unless a reasonable cause may be shown by the applicant for longer absence.
5. **Observance of Religious Holidays:** Any child of any religious holiday consistent with his/her creed belief.
6. **To assist a parent in the event of an Emergency:** The set of circumstances, which, in the judgment of the Principal, constitutes a good and sufficient case for the absence from school.

“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 by the principal and the respective teachers, in conjunction with local school board policy. Students will be requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

### **EXCUSED ABSENCE WORK**

Students who missed school due to an excused absence are required to make up the work they miss. Upon returning to school, the student will have the same number of days he/she missed to make up the work.

### **ILLNESS**

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

As a general rule, the office will call the parent(s) of any student who is in the office ill for more than 45 minutes. Parents/guardian are asked to pick up their child in the office and properly sign 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.

### **PERFECT ATTENDANCE**

The perfect attendance program will include the following:

1. All Cloverleaf students who have achieved perfect attendance during the academic school year will be given a Perfect Attendance Pass. 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.
2. Perfect attendance is defined as being present for all days as prescribed by the school calendar. 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.
3. Post-Secondary students must provide appropriate documentation.

### **PROVISION FOR 18 YR. OLDS: (An Administrative meeting is required for initialization):**

1. Any adult student who is absent from class or classes without prior approval shall be required to submit in writing the reason(s) for said absence.
2. Parents or guardians of adult students will not be advised of school grades or other appropriate school records unless the school has a valid written consent of the adult student authoring the release of same to them. (Note: IDEA regulations provide somewhat more decision making authority and records access to parents of adult students under an IEP.)
3. Adult students will comply with all school regulations, including those regulations pertaining specifically to adult students.
4. Adult students residing in the Cloverleaf Local School District are entitled to attend school without payment of tuition until their 22<sup>nd</sup> birthday.
5. All consents, waivers, etc., that are normally required of parents or guardians of minor students for specific purposes such as immunizations, participation in activities or sports, etc., will be by the adult student.

### **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:
3. All school work is completed.
4. The documented absences for medical and/or legal reasons place the student at a level of less than 8 days.

### **TARDINESS TO CLASS**

Students are responsible for being on time to homeroom and classes. Students who are late to school should check in at the attendance office upon their arrival, 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 office will keep a record of all tardies 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.

### **TEACHER RESPONSIBILITY FOR ATTENDANCE:**

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.

### **TRUANCY AND TARDINESS**

#### **1. Truancy**

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.

### **UNEXCUSED ABSENCES**

Students absent for a reason other than the six listed categories above or a pre-approved vacation will be considered unexcused or truant. Notification of absence from a parent will still be required to comply with the Missing Children's Act; however, it may not automatically excuse an absence. Truancy is defined as unexcused absence from a class or school. If a student is considered truant or unexcused, no credit will be issued for the work missed. Although students will receive no credit for the work missed during an unexcused absence, students will be encouraged to make up work missed, since doing the work does help them keep current and become prepared for future lessons.

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.

In accordance with state law, the school system recognizes the following, but not limited to, as acts of truancy:

1. Leaving school without signing out.
2. Oversleeping.
3. Transportation problems.
4. Shopping.
5. Babysitting.
6. Emergency removal from class.
7. Skipping class or removal.
8. Other absences listed as excused.
9. Failure to come back to school on the same day.
10. Failure to provide a doctor's excuse for absence when requested.

## Vacations

Family vacations must be approved prior to the absence in order to be excused. It is the principal's discretion to approve vacation as an excused absence. Students must be in good academic and attendance standing to be considered for excused absence. Vacation permission forms are available at the office window. Any vacation without prior approval will be considered an unexcused absence. The school must be notified by note or phone call of each student's absence prior to or on the day of the absence. (See reporting students absent).

## III.

## DISCIPLINE

### 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 room 143, or designated room, on Tuesdays, Wednesday and Thursdays and will start at 7:00 a.m. sharp and end at 7:25 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, two Friday detentions will be assigned. If the students continues to miss his/her Friday detention(s), an in-school suspension will result for each Friday missed. (Administrative Discretion)

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

### 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 the 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 or more than five days after the notice is given unless he grants an extension of time.
- 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 in an 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.

### **IN-SCHOOL SUSPENSION**

Students will report to the in-school suspension room by 7:30 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.

#### **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.

#### **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.

#### **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.
- 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.

#### **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 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.

## **IV. 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

### **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 approved before announcement is made.

### **ASBESTOS MANAGEMENT PLAN**

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

### **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.

### **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.

### **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.

### **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:

- |   |                                      |
|---|--------------------------------------|
| 1 <sup>st</sup> - Teachers                      | 4 <sup>th</sup> - Principal          |
| 2 <sup>nd</sup> – Counselors                    | 5 <sup>th</sup> - Superintendent     |
| 3 <sup>rd</sup> - Assistant/Associate Principal | 6 <sup>th</sup> – 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 waived;
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.

### **SCHOOL INFORMATION**

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

## **V. GRADES, CREDITS & GRADUATION**

The students recognized shall include:

1. Academic Diploma with Honors: 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 academic diploma with honors.
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:
  1. They have met all the course requirements for the Cloverleaf Local Schools, but have not met the State of Ohio Graduation Test requirements.  
Or
  2. 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.

### **Academic Diploma with Honors**

#### **REQUIREMENTS:**

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

Pass all five sections of the Ohio Graduation Test  
and

Meet all but one of the criteria listed on the next page for college preparatory curriculum (7 of 8) or the vocational career-technical diploma with honors curriculum (7 of 8).

## **ASSESSMENTS**

In addition to course credits, students must earn points towards graduation on seven end-of-course exams. These exams will replace the Ohio Graduation Tests.

The courses in which students take an end-of-course exam will be:

English I and II, Algebra I, Geometry, Integrated Math I and II, Biology, American History, and American Government. Beginning in 2015-16 districts may have the option to use the state end-of-course exam to replace their current course final exam and use the state's test as part of the class grade. This will help avoid double testing in future years.

Students can earn from 1-5 points for each exam, based on their performance.

- 5- Advanced
- 4- Accelerated
- 3- Proficient
- 2-Basic
- 1-Limited

Students who take physical science, American history, or American government as part of Advanced Placement, International Baccalaureate or college dual credit programs can use their scores from the programs' end-of-course exams in place of the state end-of-course exams to accumulate graduation points.

A student who earned high school credit in any of the courses before July 1, 2014, automatically will receive a score of three points per course exam toward the total points needed for graduation. Middle school students this year who take one of these courses for high school credit must take the corresponding state end-or-course exam in this school year.

\*The language in this section is according to state law which is subject to change.

## **College Credit Plus**

The College Credit Plus Program has been established to permit students in grades seven 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 students to experience college courses.

This program is available at no cost to the parent, other than the transportation to the university or college. All public universities in Ohio participate in the program, as well as some 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 college credit plus institution.

## **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 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 demands for 21<sup>st</sup> 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 any combination of the above.

### College Preparatory Program

High School Academic Diploma with Honors for  
 Graduating Classes of 2011 and Beyond.  
 Students need to fulfill only 7 of the following 8 criteria.

Subject	Criteria
English	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year level sequence of course that contains equivalent content
Science	4 units, including physics, and chemistry
Social Studies	4 units
Foreign Language	3 units (must include no less than 2 units for which credit is sought) i.e., 3 units of one language or 2 units each of two languages.
Fine Arts	1 unit
Career-Technical	Not counted towards requirements and may not be used to meet requirements.
Electives	Not counted toward requirements
Grade Point Averages	3.5 on a 4.0 scale unweighted
ACT/SAT Score [excluding scores from the writing sections]*	27 ACT / 1210 SAT
Additional Assessment	None

\* Writing sections of either standardized test should not be included in the calculation of this score.

**Diploma with Honors requirement pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:**

*1/2 unit physical education\*\**

*1/2 unit of health*

*1/2 unit in American history*

*1/2 unit in government*

\*\* SB 311 allows school districts to adopt a policy exempting students who participate in athletics, marching band, or cheerleading for two full seasons from the physical education requirement.

### Vocational Program

Career-Technical Diploma with Honors for  
 Graduating Classes of 2011 and Beyond.  
 Students need to fulfill only 7 of the following 8 criteria.

Subject	Criteria
English	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year level sequence of course that contains equivalent content
Science	4 units, including two units of advanced science
Social Studies	4 units
Foreign Language	Not counted toward requirements
Fine Arts	Not counted toward requirements
Career-Technical	Not counted in Electives
Electives	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship or be part of an articulated career pathway which can lead to post secondary credit
Grade Point Averages	3.5 on a 4.0 scale unweighted
ACT/SAT Score [excluding scores from the writing sections]*	27 ACT / 1210 SAT
Additional Assessment	Achieve the proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent

\* Writing sections of either standardized test should not be included in the calculation of this score.

**Diploma with Honors requirement pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:**

*½ unit physical education\*\**

*½ unit of health*

*½ unit in American history*

*½ unit in government*

**\*\* SB 311 allows school districts to adopt a policy exempting students who participate in athletics, marching band, or cheerleading for two full seasons from the physical education requirement.**

**EARLY GRADUATION**

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

3. 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).
4. A student must adhere to all school policies and maintain good attendance.

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. 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.

**GRADING SYSTEM**

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

Grade	Percentage Points	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 .....59-0	0	0

\*Credit is given each trimester based upon the student’s achievement during the twelve-week period which includes a final assessment.

**Graduation Requirements**

<b>Graduation Requirements</b>	<b>Cloverleaf High School Student</b>	<b>Cloverleaf High School Student attending MCCC Full –time</b>
English	4	4
Math	4	4
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
Economics & Financial Literacy	.5	0
Electives	8	8
Business/Technology/Fine Arts/Foreign Lang. (MCCC requirement)	0	1
Ohio Graduation Tests (Required for Graduation) Class of 2015, 2016, and 2017	Must pass five sections.	Must pass five sections.
Class of 2018 and beyond is required to follow regimens describe in Ohio laws	See Below**	See Below**
<b>Total Credits</b>	<b>24</b>	<b>24</b>

*Note: A student’s final two credits must be earned at Cloverleaf unless they are enrolled at the MCCC.*

\*\* Class of 2018 and beyond, graduation next generation assessments.

## **GRADUATION POINTS**

The State Board of Education has not yet approved the minimum number of points a student must accumulate to become eligible for a high school diploma. However, the Board's Graduation Requirements Committee will propose 18 points as the minimum for graduation eligibility. Of those points, students must earn a minimum of four total points across the English end-of-year exams, four total points across the math exams, and six points across the science and social studies exams.

\*Please note that this is current Ohio law and is subject to change. Cited from:

<http://education.ohio.gov/Parents/Parents-news/Updated-on-Ohio%E2%80%99s-New-High-School-Graduation-Repair>

**Promotion is based on the number of credits earned, as of August 1st.**

<b>Class Status</b>	<b>Credits Required</b>
Sophomore	5 ½
Junior	11
Senior	17

## **HONORS AND ADVANCE PLACEMENT (AP) REQUIREMENTS**

For Honors and AP courses, a student receiving a grade of C- or lower for an interim report will be placed on probation for the trimester. 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 AP courses.

## **HONOR AND MERIT ROLLS**

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

## **SCHOLARSHIP AWARDS**

Students of Cloverleaf are eligible for scholarship awards as follows:

Individual scholastic awards are given each year at an Academic Letter Awards 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.

1. Individual academic excellence awards are given each year at an assembly to outstanding students chosen by their teachers in each subject offered at Cloverleaf.

Local scholarships are available from different community organizations. These applications are available in March during the senior year. Seniors should consult your guidance counselors for more information.

# **VI. Guidance**

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. Monica Froelich 330-302-0332  
Grades 9 - 12 (A thru G)

Mrs. Kelli Esakov 330-302-0333  
Grades 9 - 12 (H thru O)

Mr. Robert Preusser 330-302-0331  
Grades 9 - 12 (P thru Z)

Mrs. Sherry Smith 330-302-0330  
Secretary

### **CHILD FIND & ANNUAL PUBLIC NOTICE**

Cloverleaf Local Schools is committed to the location and identification of all un-served individuals with disabilities from birth through 22 years of age. Location and referral of children meeting these criteria (Child Find) may be initiated by anyone with knowledge of the child and suspecting the child may have a disability. Please contact the Director of Special Services, Margo Gibson-Costello, Ph.D., at (330) 302-0316 or [margo.costello@cloverleaflocal.org](mailto:margo.costello@cloverleaflocal.org), with any questions, concerns, or names for Child Find referral within the Cloverleaf Local School District.

Federal Title Grants / Annual Public Notice

Participation in the Federal Title Grants under the Elementary and Secondary Education Act  
Annual Public Notice

Cloverleaf Local School District participates in the federally funded grant programs (Title I – Improving the Academic Achievement of the Disadvantaged; Title II – Improving Teacher Quality; Title IVB -Individuals with Disabilities Education Improvement Act). These federally-funded programs provide supplemental assistance to school districts for supporting the educational program and the provision of a Free and Appropriate Public Education (FAPE) to all students. If you have any questions or comments regarding the district’s use of these federal funds, please contact the Director of Curriculum, Robert Hevener (330) 302-0303 or [Bob.Hevener@cloverleaflocal.org](mailto:Bob.Hevener@cloverleaflocal.org). Please contact the Director of Special Services, Margo Gibson-Costello (330) 302-0316 or [margo.costello@cloverleaflocal.org](mailto:margo.costello@cloverleaflocal.org), with any questions or concerns regarding the special education services within the Cloverleaf Local School District.

### **FEDERAL TITLE GRANTS & ANNUAL PUBLIC NOTICE**

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### **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 five periods of class per trimester.
- B. Schedule changes will be made for the following reasons:
  - Correcting incomplete schedules (less than five 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 3<sup>rd</sup> period classes.
- E. Specific teacher requests will only be acceptable with administrative approval.

### **PERSONAL COUNSELING SERVICES**

The guidance counselors and prevention counselors 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 prevention counselors. 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.

## VII.

# **POLICIES & PROCEDURES**

### **ACADEMIC DISHONESTY**

**Cloverleaf High School takes a strong position that cheating and plagiarism hinder the learning process are not acceptable practices.** Emphasizing the need for students to submit original work or properly acknowledged work of others is a responsibility of the school. Students found cheating or plagiarizing will be penalized and disciplinary action may be taken.

Cheating includes but is not limited to:

- A. Copying homework from another
- B. Securing answers in a dishonest manner
- C. Allowing work to be copied by another
- D. Transmitting answers from one class to another
- E. Obtaining copies or digital images of tests/exams without teacher approval

Plagiarism is using another's thoughts, writings, drawings, etc., as one's own. Plagiarism includes but is not limited to:

- A. Failure to document materials with quotation marks from other sources.
- B. Failure to acknowledge paraphrased materials (from someone else's ideas)
- C. Failure to provide a works cited (bibliography)
- D. Failure to provide sources for any visual (drawing, sketch, painting, etc.)

The above mentioned points include works taken from the internet, software, published or non-published works and computer disks and/or files. Individual teachers may adapt this policy to include course-specific requirements.

Students found cheating/plagiarizing will receive consequences that may include: loss of credit for assignment, mandatory recompletion of assignment, referral to administrator for disciplinary action, and/or other consequences deemed appropriate by the teacher and/or administrator involved.

### **ASSEMBLIES**

Assemblies are held during the school year for a variety of reasons, including recognition, special speakers and promotion of school spirit. Students are expected to be attentive and courteous. Students may not leave during an assembly. At the conclusion of the assembly, students will be dismissed by the Principal or the designated leader. Consequences will be assigned for inappropriate behavior, which may include denial of the privilege of attending future assemblies.

While in pep assemblies, students are expected to show support for their fellow students. All students are expected to attend assemblies unless excused by the Principal.

### **BACKPACKS & BOOK BAGS**

All backpacks and book bags must be stored in the student's locker upon entering the building. These items are not allowed in the classrooms. This is necessary for health and safety reasons. Special exceptions for injury or disability may be approved by the Principal.

### **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**

1. 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.
2. Students will be transported to and from a given location five days per week.
3. The a.m. may or may not differ from the p.m. location.
4. 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.

**C. 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 child.
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.

**CELL PHONE & MOBILE DEVICES**

Mobile devices are powerful communication tools. Cloverleaf High School defines mobile devices to include cell phone, iPods, iPads, MP3s, laptops, etc. While it's understood they are a powerful communication tools, for the same reason, mobile devices can be considered a classroom distraction. In an effort to prepare students for the world in which they live, students will be permitted to carry mobile devices on their person with the following guidelines/expectations:

- When using a mobile device to access the Internet, students are required to connect using the district network;
- Mobile devices are REQUIRED to be on silent at all times;
- Mobile devices MUST remain in pockets or lockers until it is time for their use (under teacher discretion in the classroom and/or lunch period)

- Any activity conducted on a mobile device in class, any school-sponsored activity, and/or any way at school CANNOT be published to the Internet without the permission of administration, teacher, and/or students who are involved in the text/image/audio/video file.

AT NO TIME ARE STUDENTS PERMITTED TO USE THEIR CELLULAR DEVICE TO MAKE TELEPHONE CALLS DURING THE SCHOOL DAY. SHOULD A STUDENT NEED TO MAKE A TELEPHONE CALL, HE/SHE MUST GO TO THE MAIN OFFICE AND USE A SCHOOL PHONE.

\*\* The use of mobile devices is a privilege not a right. This privilege may be revoked or modified at any time at the discretion of Administration.

\*\* CHS Administration, teacher, or designee(s) reserves the right to confiscate a student's cell phone.

\*\* Cloverleaf High School is NOT responsible for lost, damaged, or stolen cell phones.

### **Headphones**

**Headphones may be used at the discretion of the teacher in charge. While walking in the hallways, headphones are not to be used for your safety and others. Head phones are not to be worn around your neck or on your head during the day unless a staff member has given you permission to do so.**

### **Mobile Device Use Scheme: (When a student can use a mobile device.)**

Permission to use personal mobile devices will vary depending on the location of the building. The following color scheme will identify levels of permission of use for specific areas at Cloverleaf High School.

Green Zone(s): students will be permitted to use mobile devices at their convenience for educational purposes. These areas will include; the cafeteria, lobby during lunch only, and library unless directed otherwise by school personnel.

Yellow Zone(s): students are permitted to use mobile devices with permission of the classroom teacher or other school personnel. These areas include; Classrooms, gymnasium, and extended learning labs.

Red Zone(s): Students are NOT permitted to use electronic devices. Red areas include; hallways, restrooms, locker rooms, and lobby outside of lunch periods.

### **DANCE POLICY**

1. Students of Cloverleaf High School (CHS), 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. 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 Cloverleaf High School in good standing. Graduates from other high schools are not permitted to attend any dances at Cloverleaf.
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 will 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.

#### **PROM – All dance policies apply to Prom.**

1. Only Juniors, Seniors, and Cloverleaf Graduates are permitted to attend Prom.
2. Cloverleaf High School graduates that are 21 years of age or older are **NOT** permitted to attend Prom.
3. No hats will be permitted at Prom. (i.e. Baseball Caps)
4. All guest(s) must be pre-approved before purchasing a ticket.
5. A picture I.D, from all guest(s), will be required to attend Prom.

### **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 handbook. Students will be granted driving privileges for the following reasons:

A parking application 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 parking

permit, students must provide the registration of the vehicle and a valid driver's license along with the parking application. All school fees must be current before a parking permit can be purchased.

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 should lock their 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.
4. Transferring a parking permit without permission. Parking permits are not transferable unless authorized by Administration.
5. Using a siblings parking permit. Siblings wanting to transfer a parking permit MUST meet requirements and fill out proper paperwork.

\*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 parking 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.

**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.

**Fees**

Students will need to have a zero balance on their school account in order to purchase a parking pass, request transcripts, or graduate. This includes: lunch accounts, school fees, fines, and latchkey accounts. Please see the building secretary to handle any outstanding fees.

**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, the student should show the pass to the requesting staff member. Students ARE NOT permitted to destroy, vandalize, or remove any pages from the agenda during the school year. Abuse of the agenda/hall pass will result in disciplinary action. One student per pass is permitted.

**HARRASSMENT, INTIMIDATION, and BULLYING**

Harassment, Intimidation, or Bullying: Harassment, intimidation, or bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or 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. This includes violence within a dating relationship. Harassment, intimidation, or bullying also means electronically transmitted acts, including those acts transmitted via the Internet, cell phone, or wireless/ cellular handheld device, that a student has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student/school personnel, and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel. Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel.

Examples of conduct that could constitute prohibited behaviors include:

- Physical violence and/or attacks
- Threats, taunts and intimidation through words and/or gestures
- Extortion, damage or stealing money and/or possessions
- Exclusion from peer group or spreading rumors

- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites, such as the following:
  - o Posting slurs on websites where students congregate or on web logs
  - o Sending abusive or threatening instant messages/texts.
  - o Using cameral phones to take embarrassing photographs of students and posting them online
  - o Using websites to circulate gossip/rumors to others
  - o Excluding others from an online group by falsely reporting them for inappropriate language to Internet providers

Harassment, intimidation, or bullying is strictly prohibited and may result in disciplinary action including suspension and/or expulsion from school. These behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation (including on the school bus to and from school) or at any official school bus stop. The administration may take disciplinary action for any harassment, intimidation, or bullying which causes a disruption on school grounds regardless of where it occurs. Students who are bullied or observe bullying should report this activity or event to a teacher, counselor and/or principal. Harassment/Intimidation/Bullying reports are available in the office. Students found to have purposely made a false report may face disciplinary action.

### **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.

### **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 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.

*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. All students must have an acceptable usage policy form signed and on file with the library. These forms will be kept in the library for verification.

**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.

**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 to search lockers, desks, backpacks or storage spaces. These searches may be conducted at any time.

**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.

**SEARCH OF STUDENT'S / PERSONAL PROPERTY**

Principal and designees are permitted to search student's 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)

**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.

**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.

**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.

**VIII. STUDENT CODE OF 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.

**Rule 1 : ACADEMIC DISHONESTY**

See: Academic Dishonesty in policies and procedures.  
(Administrative Discretion)

**Rule 2: AIDING AND/OR ABETTING**

A student shall not aid or abet another student who is in violation of any rule outlined in this code of conduct and may be subject to the same or similar disciplinary action.  
(Administrative Discretion)

**Rule 3: 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.

- Assault/Battery/Fighting/Serious Bodily Injury:
- 1<sup>st</sup> 3 Days OSS and intervention
  - 2<sup>nd</sup> 7 Days OSS with recommendation for expulsion

**Rule 4: BUS MISCONDUCT**

Student shall observe school rules aboard school transportation. See bus conduct in policies and procedures above.  
(Administrative Discretion)

**Rule 5: BOOK BAGS AND BACKPACKS**

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

**Rule 6: CELL PHONES/MOBILE DEVICES**

Cell phones/mobile devices may be possessed by students and utilized according to the Mobile Device Use Scheme defined in the handbook. Cell phone/mobile devices are prohibited in RED ZONE areas and shall be kept turned-off and out of sight at all times. YELLOW ZONE areas allow cell phone/mobile device use under the discretion of the staff member in charge. Green Zones areas allow students to use their cell phones/mobile devices for school appropriate activities. Phones are not to be used on school transportation unless the student is given the consent of their adult supervisor.

Violation of this policy will result in the following progression:

- 1<sup>st</sup> offense: Friday detention, device will be confiscated and returned to the student at the end of the day.
- 2<sup>nd</sup> offense: one day ISS, device will be confiscated and returned to parents.
- 3<sup>rd</sup> offense: three day ISS device will be confiscated and returned to parents with loss of cell phone privileges at school
- 4<sup>th</sup> offense: five day OSS device will be confiscated and returned to parents.

**\*This policy may be altered or updated at the discretion of the administrator.**

**Rule 7: 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, caffeine pills or nicotine gum.)
- D. Electronic cigarettes, vaporizers, look-a-like cigarettes, nicotine, any type of inhalants mechanism, or products with nicotine.

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.

1<sup>st</sup> offense- 10 days OSS/ notification of police and recommendation for expulsion

**RULE 8: DAMAGE TO PROPERTY**

A student shall not cause or attempt damage to school or private property on the school premises at any time or at school activities on or off school grounds. The nature and severity of the damage will determine the consequence and possibility of criminal charges.

*(Administrative discretion)*

Replacement cost may be assessed to fees. Full payment of actual repair, replacement or cleaning will apply when appropriate. Students may not participate in graduation until full payment is made

**Rule 9: 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.

*1st offense:* 10-day suspension and recommendation for expulsion with a possibility of criminal charges filed and/or permanent exclusion.

**Rule 10 : 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.

Administrative Discretion : Friday /PM Detention to Suspension/Expulsion

**Rule 11: DRESS CODE**

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:

1. Tight-fitting and/or excessively short shorts or slacks such as spandex or yoga pants, etc. Skirts and shorts will be of moderate length (mid-thigh) and not excessively tight.
2. Unduly revealing clothing, (i.e. no cleavage). 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.
3. Ripped or torn clothing.
4. 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.
5. 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.
6. 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.
7. The wearing or possession of chains, sharply spiked or studded jewelry and clothing.
8. Pants/skirts worn below the waist, not on the hips (no drooping). At no time shall underwear be visible.
9. Coats are not to be worn during the day without administrative approval.

**RULE 12: Extortion**

A student shall not use violence, the threat of violence, intimidation, force, or deception to compel another person to act in a given way. Extortion is against the law.

*(Administrative Discretion with the possibility of criminal charges filed)*

**RULE 13: Failure to Serve**

Failure to serve after/before school detention will result in two detentions issued.. Failure to serve Friday PM detention will result in two Friday PM detentions and suspension. Chronic failure to serve will be treated as insubordination (See Rule 21).

(Administrative Discretion)

**RULE 14: Fighting**

A student shall not engage in physical confrontations while under the jurisdiction of the school

*1<sup>st</sup> offense: 3-day O.S.S.*

*2<sup>nd</sup> offense: 7-day O.S.S. and recommendation for expulsion to the Superintendent.*

**Rule 15: FIRE ALARM**

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

*1<sup>st</sup> – 5 days O.S.S.*

*2<sup>nd</sup> Offense – 10 days O.S.S. with recommendation for expulsion. (Administrative Discretion with the possibility of criminal charges filed)*

**Rule 16: FOOD AND DRINKS**

Students are not permitted to have food or drinks in the classroom without medical documentation or teacher approval.

*1<sup>st</sup> offense – Detention*

*2<sup>nd</sup> Offense – Friday Detention*

*3<sup>rd</sup> Offense – 1 day ISS*

**Rule 17: HARASSMENT**

Cloverleaf High School is committed to eliminating and preventing harassment.

**Rule 18: 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.

**RULE 19: Inappropriate Physical and/or Menacing Behavior**

A student shall not behave in such a way that he or she may cause physical harm or the threat of physical harm to another person. A student shall not engage or participate in the harassment in any form (physical, psychological, racial, religious, sexual, verbal, non-verbal, and technological) of another individual or group of individuals.

*(Administrative Discretion, may range from suspension to recommendation for expulsion with the possibility of criminal charges)*

**RULE 20: Inappropriate/ Unauthorized Use of Technology**

A student shall abide by the Board’s Computer/On-Line Services Acceptable Use Policy. A student shall not use school and/or personal technology to engage in the violation of any rule.

*(Administrative discretion)*

**Rule 21: 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.

*1<sup>st</sup> offense: Friday detention or up to a 3 day suspension*

*2<sup>nd</sup> offense: 5-day suspension*

*3<sup>rd</sup> offense: 10-day suspension with recommendation for expulsion*

**Rule 22: Loitering, Restricted areas, or Trespassing**

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.

**Trespassing or Loitering**

*(See Loitering in school policies and procedures section)*

*1<sup>ST</sup> OFFENSE – Warning*

*2<sup>nd</sup> Offense – Friday detention*

*3<sup>rd</sup> Offense – 3-day ISS – Student will be restricted to no after school activities without parent supervision.*

*4<sup>th</sup> Offense – 5-day ISS – trespassing charges may be filed.*

**Rule 23: Misconduct against a school official or employee or the property thereof regardless of where it occurs.**  
(Administrative discretion)

**Rule 24: Misconduct by a student that occurs off school property, but is connected to Cloverleaf activities on property owned by the district.**  
(Administrative discretion)

**Rule 25: Profane, Obscene, Abusive, or Inappropriate Language to another student or staff member.**

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.

**To a student:**

- 1st Offense – Friday detention
- 2<sup>nd</sup> Offense – 1-day ISS
- 3<sup>rd</sup> Offense – 3-day ISS
- 4<sup>th</sup> Offense – 5-day OSS

**To a Staff Member:**

- 1st Offense – 3- days O.S.S
- 2<sup>nd</sup> Offense – 5 – days O.S.S
- 3<sup>rd</sup> Offense – 10 days with recommendation for expulsion.

**Rule 26: PUBLIC DISPLAY OF AFFECTION (PDA)**

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

- 1st Offense – Friday detention
- 2<sup>nd</sup> Offense – 1-day ISS
- 3<sup>rd</sup> Offense – 3-day ISS
- 4<sup>th</sup> Offense – 5-day OSS

**Rule 27: REFUSAL TO PARTICIPATE IN THE EDUCATION PROCESS**

Students are expected to engage in the process of learning both in and out of the classroom. Students are expected to comply with requests to complete class and homework assignments, work productively during class time, complete assessments, organize their materials, report to class prepared, and work effectively in learning groups. Teachers at CHS will make numerous attempts to problem solve when students are struggling or failing to complete assignments, but may refer the case to the office if it is determined that the problem is primarily behavioral.

(Administrative Discretion)

**Rule 28: SEXUAL HARASSMENT**

Cloverleaf High School is committed to eliminating and preventing sexual harassment. Sexual harassment is improper, immoral, illegal, and detrimental to the educational environment of our school. This procedure is implemented to inform students as to the definition and procedure to be followed in dealing with sexual nature. 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, electronically transmitted acts, 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.

*(Range of consequences will be from Friday detention to suspension with recommendation for expulsion.)*

**Rule 29: THEFT/FORGERY**

A students shall not take, borrow or move property, which does not belong to him/her. This includes property belonging to the Cloverleaf School Board, another student, teacher, other staff members, or visitors to the school. A student shall not imitate another individual’s or entity’s signature, handwriting, or likeness. A student shall not engage in unauthorized copying or copyright infringement. The nature and severity of the damage will determine the consequence and possibility of criminal charges. Replacement cost may be assessed to fees.

(Administrative discretion)

**Rule 30: UNAUTHORIZED TOUCHING OR WORDS OF PROVOCATION**

A student shall not engage in physical conflict, unauthorized contact, threats, challenges, or words/actions that incite altercations or physical violence.

(Administrative discretion)

**Rule 31: USE OR POSSESSION OF TOBACCO PRODUCTS, LIGHTERS, OR ELECTRONIC CIGARETTES**

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, lighters, electronic cigarettes, or nicotine gum. 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.

1<sup>st</sup> Offense – 2-day ISS including an Insight Program

2<sup>nd</sup> Offense- 4-dayISS, Charges with the Sheriff’s Department, and Conference with Parents.

3<sup>rd</sup> Offense- 7- Day OSS with recommendation for expulsion

**Rule 32: Violation of Individual/Classroom/School Rules**

Every learning environment may have differing rules for students. These rules exist to maintain a safe, orderly, and productive learning environment. To this end, students shall be oriented to these specific rules, all of which shall be consistent with this code of conduct and board policy.

(Administrative discretion)

**RULE 33: Any Act or Deed that is Detrimental to the Operation and/or Welfare of the School.**

(Administrative discretion)

**Rule 34: Chronic Misconduct:** Students who have chronic behavioral or attendance problems may have unruly charges filed with the Medina County Juvenile Court. Unruly child as defined in sections 2151.01 to 2151.54, inclusive, of the Ohio Revised Code, include any child:

- A. who does not subject himself to the reasonable control of his parents, teachers, guardians or custodian, by reason of being wayward or habitually disobedient;
- B. who is an habitual truant from home or school;
- C. who departs himself/herself as to injure or endanger the health or morals of himself/herself or others;
- D. who marries, visits/associates with undesirables, works illegally, or breaks the law.