

This book belongs to:

Name: _____

School: _____

Teacher: _____

Grade: _____ Bus: _____

Cambridge City School District

HOME OF THE “BOBCATS”



Student Handbook 2018-2019

School Addresses and Phone Numbers

Cambridge High School
1401 Deerpath Drive
Cambridge, OH 43725
(740) 435-1100

Cambridge Middle School
1400 Deerpath Drive
Cambridge, OH 43725
(740) 435-1140

Cambridge Intermediate School
1451 Deerpath Drive
Cambridge, OH 43725
(740) 435-1180

Cambridge Primary School
1115 Clairmont Avenue
Cambridge, OH 43725
(740) 439-7547

www.cambridgecityschools.org

GO CATS !!!



CAMBRIDGE CITY SCHOOLS
2018 – 2019 SCHOOL CALENDAR

Wednesday, August 15, 2018..... NO SCHOOL (students) – All Staff 1st Day (8-12; 1-3)
Thursday, August 16, 2018..... NO SCHOOL (students) – Teacher Day (8-7) & Open House (12-4; 5-7)
Friday, August 17, 2018..... NO SCHOOL (students) – Teacher Work Day (8-12)
Monday, August 20, 2018..... 1st thru 6th & 9th Grade Students Report & Scheduled Kndg. Appts.
Tuesday, August 21, 2018..... ALL 1st thru 12th Gr Students Report & Scheduled Kndg. Appts.
Wednesday, August 22, 2018..... Kndg. Girls Report – Stagger Start
Thursday, August 23, 2018.....Kndg. Boys Report – Stagger Start
Friday, August 24, 2018.....Kndg. Girls & Boys Report
Monday, September 3, 2018..... NO SCHOOL – Labor Day
Friday, September 14, 2018..... NO SCHOOL (students) – Fair Day, Teaching Staff Prof. Dev. (PD)
Friday, October 19, 2018.....End of 1st Grading Period
Friday, October 19, 2018.....NO SCHOOL (students) – Staff Professional Dev. (PD)
Thursday, November 8, 2018..... *Evening* Parent/Teacher Conferences
Friday, November 9, 2018.....NO SCHOOL (students) – *Daytime* Parent/Teacher Conferences
Monday, November 12, 2018..... NO SCHOOL – Veteran’s Day Observed
Wednesday, November 21, 2018..... NO SCHOOL – Thanksgiving Break
thru
Monday, November 26, 2018
Thursday, December 20, 2018..... End of 2nd Grading Period
Friday, December 21, 2018..... NO SCHOOL – Christmas Break
thru
Wednesday, January 2, 2019
Monday, January 21, 2019..... NO SCHOOL – Martin Luther King Day
Monday, February 18, 2019..... NO SCHOOL – President’s Day
Tuesday, February 19, 2019..... NO SCHOOL (students) – Staff Professional Dev. (PD)
Friday, March 8, 2019.....End of 3rd Grading Period
Friday, March 8, 2019..... NO SCHOOL (students) – Staff Professional Dev. (PD)
Thursday, March 14, 2019..... *Evening* Parent/Teacher Conferences
Thursday, April 18, 2019..... NO SCHOOL – Spring Break
thru
Monday, April 22, 2019
Sunday, May 19, 2019.....12th Grade Graduation Ceremony
Tuesday, May 21, 2019..... Student’s Last Day; End of 4th Grading Period
Wednesday, May 22, 2019..... Teacher’s Last Day
Monday, May 27, 2019..... NO SCHOOL – Memorial Day

Mission and Vision Statement

Our mission is to provide an inviting and safe learning environment, which empowers all students to achieve their fullest potential as lifelong learners who contribute positively to society.

Through effective communication among the community, home, and school, we shall provide a safe, secure, inviting and empowering environment that will produce caring, knowledgeable, and disciplined life-long learners as they pursue their fullest potential in the world today.

SCHOOL	START TIME	END TIME
Cambridge High School (9-12)	7:45	2:35
Cambridge Middle School (6-8)	7:35	2:25
Cambridge Intermediate School (3-5)	7:50	2:00
Cambridge Primary School (K-2)	8:05	2:15

Attendance

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose certain privileges, and/or have their parents/guardians taken to court. The CCS D follows the attendance law and protocols set forth by the state of Ohio.

In accordance with 3321.04 of the Ohio Revised Code (ORC), every parent, guardian, or other person having charge of any child of compulsory school age must send such child to school for the full time the school is in session. In addition, the ORC provides that the Superintendent shall require from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause of such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance may result in district directed intervention or juvenile court action.

Notification of Absence -

If a student is going to be absent, the parents must contact the school and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance. **PARENTS/GUARDIANS MUST NOTIFY THEIR CHILD'S SCHOOL IF THEIR CHILD IS ABSENT OR TARDY.** Telephone contact may be made by calling the school directly. Parents are asked to leave a message on the school's answering machine if calling before school hours. If a child is absent and parents do not notify the school by 9:30 a.m., and automated phone service makes an effort thereafter to contact the absent child's home. A signed note of excuse from a parent or doctor is required when the student returns to school.

Excused Absences -

Ohio Revised Code, Administrative Code 3301, classifies absences from school as EXCUSED or UNEXCUSED. The Ohio Revised Code identifies the following conditions as constituting reasons for excused absences from school:

- I. Personal illness. The school may require the certificate of a physician.
- II. Medical or dental appointments.
- III. Illness in the family necessitating the presence of the child.
- IV. Quarantine of the home.
- V. Death in the family. The absence is limited to a period of three days unless of reasonable cause may be shown.
- VI. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- VII. Observation or celebration of a bona fide religious holiday.
- VIII. Emergency or set of circumstances which in the judgment of the superintendent of schools or designee constitutes a good and sufficient cause for absence from school

Exceptions -

The school discourages family vacations during regular school days. Students leaving on family vacation must notify the office well in advance of departing for vacation. Students need to show a written note from parents and secure permission in writing from the Principal. The student will then notify the teacher. Those students attending the Guernsey County Fair will need to submit their fair excuse prior to the start of the fair. It will be the responsibility of students to obtain all of their assignments before leaving or when they return. An absence from school due to family vacation will be considered excused with the student permitted to make up work.

Tardiness -

A student is tardy if he/she arrives after the start of the posted school day.

Dismissal -

Early dismissal will count towards truancy laws of the Ohio Revised Code. If someone other than a parent/guardian will be signing a student out, please call the school to inform us. We are unable to release a student to an unauthorized person. ***Appropriate identification will be necessary.***

Excessive Absences -

- A. Absent 38 or more hours in one school month with or without a legitimate excuse ; or
- B. Absent 65 or more hours in one school year with or without a legitimate excuse

Truancy Laws -

Ohio Revised Code also defines the parameters for what is considered “Habitually” Truant while also setting guidelines for students who are considered “unruly” or “delinquent.”

Considered Habitually Truant if a student is absent without a valid excuse for

- A. 30 or more consecutive hours (approx. 5 days)
- B. 42 or more hours in a school month (approx. 7 days)
- C. 72 or more hours in a school year (approx. 12 days)

**A school month consists of four school weeks.*

Absence Intervention Team -

Within 7 days of the student being designated habitually truant by school, an Absence Intervention Team must be created, comprised of a representative from the child’s school, another representative from the school who knows the child and the child’s parent/guardian or custodian.

- I. An Unruly Child is “a child who does not subject the child’s self to the reasonable control of the child’s parents, teacher, guardian or custodian, by being wayward or habitually truant.”
- II. A Delinquent Child is “any child who violates ay law of Ohio or the United States, or any ordinance or regulation of a political subdivision of the state, that would be a crime if committed by an adult (Senate Bill 181 has expanded the definition to include [ORC 2141.02] any child who is a” habitual truant” and who previously has been adjudicated an unruly child for being a “habitual truant” and any child who is a “chronic truant.”

The state code says, reading “habitual truants,” that the Board or its designee may file a complaint in juvenile court jointly against the child and the parent. The complaint must state that the child is an ‘unruly child’ by virtue of being a “habitual truant,” and that the child’s parent violated the School Attendance Law.

Extracurricular/Participants Special Schedule Days -

Students are required to be present in school at least one-half of the school day in which they would participate in any school activity. This rule includes activities that are normally after school such as sports events/practice, band and drama presentations/practices cheerleading,

dances, etc. **If a student does not attend at least one-half of the school day. (with or without a doctor excuse), the student will NOT participate in the school day activity or extra-curricular activity that day.** If a student is suspended from school, he/she will not be permitted to participate in or attend any school events while the suspension is in effect. In-School Suspension will also result in in disqualification from evening athletic or social events.

Make-up Work/Tests-

It is the parent's/student's responsibility to see teachers either prior to or upon returning to school in order to obtain missed work. In the event of pre-arranged absences or extended illness absences parents, too, may request homework that they may pick up from the school. Students who had an absence from school shall be given the opportunity to make up work that has been missed for full credit. The parent/student should contact the teacher(s) as soon as possible to obtain assignments. Students will be given the number of days on an absence within which to made up the work. If a student misses a teacher's test due to an absence, she/he may make arrangements with the teacher to make up the test for full credit.

Suspension-

Suspensions will be considered an excused absence. Students will be expected to complete any and all assignments during their suspension due upon their first day back.

Early Dismissal Procedures

Early Dismissal will be granted for the same reasons allowable for a legal absence. Students are encouraged to schedule appointments with doctors and dentists and all other health care providers before or after school hours or around lunch times.

- I. A. To obtain an early dismissal slip, students must bring a note or appointment card to
A. the office signed by a parent/guardian and indicating the reason for the dismissal.
- II. B. Parents/Guardians must come to the main office to sign the student out on the early
A. dismissal sheet. **STUDENTS WILL NOT BE RELEASED TO WALK HOME FOR APPOINTMENTS WITHOUT A PARENT/GUARDIAN.** The name of the parent or guardian needs to be on the student's emergency care card. Parents are encouraged to keep the care cards up to date.

Activities and Attendance

Participants in extracurricular activities must attend school a minimum of one-half day on the day the event is scheduled to be eligible to participate. Lunch is not an academic time and therefore cannot be counted. Students who have an absence on the day of a game/match or other event will not be permitted to participate unless that absence has been coordinated with the principal. If a student is suspended from school, he/she will not be permitted to participate in or

attend any school events while the suspension is in effect. In-School Restriction may result in disqualification from evening athletic or social events. (Principal discretion)

Out-of-School Suspensions

These are excused absences from school. In-School Restrictions do not count as an absence since the student is in attendance at school.

Positive Behavior System In Regards to Attendance

In addition to the awards that are distributed during Achievement Programs in regards to attendance at the end of each school year, the building will provide opportunities to recognize students for excellent attendance each grading period.

Procedures and Expectations

The district attendance policy will be distributed to parents at the beginning of each school year and will be published in the students' agenda books in addition to being reviewed in the classrooms within the first week of school (usually the first day for students). Parents are expected to review the policies with their students as well. This policy was Board adopted 5.18.2010.

Student Wellbeing

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock-down and tornado drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately. Any student injured at school should report that injury as soon as possible to a staff member. Video cameras are in place in building hallways and on the outside of the building to help monitor these areas.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Please keep this form up-to-date. Students with specific health care needs should submit the specific needs, in writing and with proper documentation by a physician, to the school office. All medications are to be delivered to the office. Medications will be given out during the school day if a form signed by the child's physician is on record in the office. Students are not to have in their possession any prescribed or over-the-counter medications. If necessary, parents may be called to dispense needed medication to their child at school. Student meds will be thrown away at the end of the school year with the opportunity provided for parents to collect them prior to their disposal.

Health/Safety

Use of Medications

In those circumstances where students must take prescribed medications during the school day, the following guidelines are to be observed.

PARENTS SHOULD DETERMINE WITH THEIR PHYSICIAN'S COUNSEL WHETHER THE MEDICATION SCHEDULE CAN BE ADJUSTED TO AVOID ADMINISTERING MEDICATION DURING SCHOOL HOURS.

The Medication Request and Authorization Form must be filed with the respective Building Principal before the student will be allowed to begin taking any medication during school hours.

All medications must be registered with the Principal's office. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and /or bus aid) at parent request. This should be arranged in advance. A two-to-four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication and when. This log will be maintained along with the physician's written request and the parent's written release. No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.

Counseling and Support Services

Counseling and support services at CCSD offer a variety of options for the developmental needs of each student. These include aid in the areas of academic, career and social/emotional. Outside agencies may also be called upon for student appraisal and counseling. Further, an RTI process will be used for team decisions pertaining to a child's success of which will include the parent/guardian of the child. Other forms of assistance include coordination of services with teachers, community agencies, and other school personnel. We strive to contribute to the maximum development of each student's potential.

Testing Program

The school administrator/counselor will be overseeing the administration of standardized tests, as prescribed by the state of Ohio, to all students. Students are encouraged to do their best as the results become part of their permanent records and become part of the district report cards. If parents have questions or concerns, they may contact our school counselor.

The district's Special Services Office is responsible for identifying potential learning disabilities. However, requests for testing must be referred through the school's counselor or principal first.

Student Withdrawal

Students who are withdrawing from CCSD should notify the counseling department several days before the last day of attendance. The school counselor will issue a withdrawal form to the student, which the student will then take to every teacher/aide on his/her schedule. The office must then sign the form. Upon withdrawal, all school property must be returned and all obligations need to be paid in full.

Enrolling in CCSD

Students are expected to enroll in the district in which they live. If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it should be done through an application obtained at the Garfield Administrative Center.

Students who are new to a school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring a certified birth certificate, court papers allocating parental rights and responsibilities or custody (if appropriate), proof of immunizations, proof of residency (i.e. bills with name and address listed) and social security number to the Superintendent's Office located at 518 South 8th St. Cambridge.

The Missing Child Law (ORC 3301.25) requires CCSD to contact the previous school within 24 hours requesting the student's official records. Records must be received within fourteen calendar days of the student's admission to the new school. If the records are not received within that time frame, the principal is bound to notify the Superintendent and the Cambridge Police/Guernsey County Sheriff. In addition, if CCSD is notified that a missing child is attending the City School District, the principal shall immediately give notice of this fact to the State Department of Education, Superintendent of Schools, and the local Police/Sheriff.

Individuals with Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. The protection applies not just to the student, but to all individuals who have access to the district's programs and facilities. The Cambridge City School District provides a variety of special education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special services through the proper evaluation and placement procedure. Parent involvement in this procedure is strongly encouraged. To inquire about the procedure or program, a parent should contact the Special Education Coordinator at 439.4019. Parents who believe their child may have a disability that substantially limits major life activities of their child should also contact the Special Education Coordinator at 740.439.4019.

Academics

CCSD operates on a nine-week grading system. Report cards will be distributed on the Friday following the end of the nine-week grading period. Progress reports will be distributed to all students at the midpoint of each grading period. The final report card will be passed out to elementary students on the last day of school. CMS and CHS student report cards will be mailed home. All students should check that a grade is recorded for each subject in which they are enrolled during each grading period. Students should report any discrepancies to the counselor.

Parents should consult the teacher at once concerning any “D” or “F” grades appearing on the report card. As the year progresses, students and parents need to be aware of the cumulative effect of grades on a child’s success in school. Unpaid fees will result in the withholding of the student’s grade card. Progress Book, a computer program offered by Cambridge City Schools, is now available to all parents. We ask that parents check it weekly and call the teacher with any questions or concerns. At any given time with a code assigned by the school, parents and students can see their grades in all their courses via any computer/phone that has Internet access.

Mark	Percentage	Point Value
A+	98 – 100	4.00
A	92 – 97	4.00
A-	90 – 91	3.67
B+	87 – 89	3.34
B	82 – 86	3.00
B-	80 – 81	2.67
C+	77 – 79	2.34
C	72 – 76	2.00
C-	70 – 71	1.67
D+	67 – 69	1.34
D	62 – 66	1.00
D-	60 – 61	0.67
F	00 – 59	0.00

Honor Rolls

A standard four point system of grading is used for determining the honor rolls below:

A=4

B = 3

C =2

D = 1

F = 0

Principal's List 4.0 GPA

First Honors 3.5 – 3.99 GPA

Second Honors 3.0 - 3.49 GPA

O= Outstanding

S= Satisfactory

N= Needs Improvement

U=Unsatisfactory

Advanced Courses

Advanced courses were created to challenge the thinking and extend the potential of our high achieving students. Potential advanced courses are Pre-Algebra, Algebra, Advanced Art and Advanced Language Arts. Students are placed in these classes based on ability. Student grades in previous school years and standardized test scores carry the most weight when considering enrollment into an advanced class. To a lesser degree, student attendance will be taken into consideration. In the cases of limited space, student behavior may be taken into consideration. Once enrolled into the advanced course, the student is expected to behave in a manner that is conducive to the highest level of achievement and respectful to those with the shared vision. Failure to maintain that level of respect could result in the removal from the advanced course.

Homework Policy

- I. Students are expected to turn in homework on the day it is due.
- II. Homework is to practice/review a skill. It will not be more than 10% of a student's nine week grade.
- III. In the event of an excused absence from school, students will have an equal number of days to make up work as they were absent. Example: Two excused days = Two make-up days for homework
- IV. Following an excused absence, it is the student's/parents' responsibility to collect and return the make-up work. The purpose of this policy is to help students become more responsible, to improve their grades, and to help them prepare for the future.

Promotion, Retention, Assignment

The promotion/retention of a student in any grade level should be in the best interest of the student. School Board guidelines state that a student may be retained if he/she is truant for 10% or more of the required school days and has failed at least two courses of study. Academics may not be the sole factor in the determination of retention; the student's age, maturity level, emotional and social criteria will also be considered.

Assignment is for a student who has not met the requirements for promotion. He/she may be placed in the next grade by the principal and/or a retention/assignment committee when it is felt that placement in the next grade would be more beneficial than retention.

Parent-Teacher Conference

Parent-teacher conferences are scheduled each year; however, a conference should be scheduled anytime throughout the year when a parent or teacher feels the need. Please remember, no conferences are held during the times classes are in session unless by agreement.

Progress Book

Progress Book is a web-based program that allows students and parents access to a student's grades. The school office will distribute separate administrative codes to both students and parents/guardians at the beginning of the year and at any point while school is in session and from any computer that has Internet access, parents and students can view current grades.

Visions

VISIONS is a program for students who have met a criteria set by the State of Ohio and who have high academic ability, academic achievement, creative ability, and performing arts talent. Students who qualify for the program can participate in VISIONS activities offered throughout the year. They will be advised of these special programs, competitions and resources appropriate to their needs.

Day Trips/Field Trips

Before a student may participate in a day trip/field trip, a parental permission/emergency care authorization card must be completed and signed by the parent/guardian. These experiences are a privilege, which the student can work to achieve. Participation in class, as well as the completion of class work is required. Through the school year, the student must show academic performance appropriate for his/her ability, acceptable behavior, and attendance. Teachers and school administrators reserve the right to deny any student the privilege of attending day/field trips based on behavior (past and present) and attendance. Students must follow all Code of Conduct policies while on a trip. Students going on the trip or any other school-related function, causing absences from class, must obtain assignments from teachers prior to the activity.

Internet Privileges

With access to the Internet comes the responsibility of efficient, ethical and legal utilization of all resources. All students and staff at CCSD may use this service for innovation, communication, and the seeking of resources of information. Failure to use the Internet or e-mail privileges appropriately, as per board policy and administrative guidelines, may result in denial of these privileges, disciplinary and possible legal action as well as financial responsibility for damages caused to individual machines and/or the network. CCSD students must agree to an acceptable use policy, and both student and parent/guardian must sign this policy acceptance.

Use of the School Equipment and Facilities

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment/facility they are allowed to use.

Athletic/Extracurricular Eligibility

(Scholarship Standards for students in Grades 7-12)

To be eligible to participate in athletic and extracurricular activities, a student must be currently enrolled in a member school of the OHSAA. Any 7th grade student athlete wanting to participate in fall sports can do so without any academic requirement. Each season following the fall season will require minimum academic achievement. The OHSAA states that students must be enrolled in at least five classes and must have received passing grades in at least five classes the previous/current grading period. The Cambridge City School Athletic policy adds the following requirement that 7 and 8th grade students must maintain a 1.5 GPA or higher to participate in athletics. These expectations follow the student to their 9th grade fall season.

Student Behavior

One of the most important lessons education teaches is self-discipline. Self-discipline is the ability to demonstrate self-control, respect, orderliness, courtesy, and a sense of responsibility. All students attending CCSD are expected to behave in the following ways:

1. Act in ways that clearly demonstrate that they understand and accept the rights of others.
2. Act in a courteous and respectful manner to all members of the school community.
3. Use their time in school for its intended purpose to gain the best possible education.
4. Demonstrate through their actions that they understand and respect the need for authority.

Rules of Conduct and Consequence Matrix

The purpose of this code of conduct is to maintain an appropriate educational atmosphere.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes;

- 1) Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
- 2) Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Violation of the Code Of Conduct may result in verbal or written warning or reprimand, referral to school counselor, parent contact or conference, detention, in-school restriction, Saturday School, Friday School, community service, emergency removal, referral to law enforcement agencies, suspension, or expulsion.

SCHOOL ADMINISTRATION RESERVES THE RIGHT TO AMEND ANY OF THE BELOW CONSEQUENCES PER INDIVIDUAL SITUATIONS.

Violations include and may result in the following:

ILLEGAL POSSESSION OR USE

Use, Possession, Sale, Distribution, of Illegal and Prescription Drugs: First Offense – 10 Days OSS, Immediate Removal, Police Notified, Recommendation to Expel; Second Offense (If not expelled or student returns to school during school year) – 10 Days OSS, Immediate Removal, Police Notified, Recommendation to Expel.

Use, Possession, Sale, Distribution or Any Alcohol or Alcoholic Product: First Offense-10 Days OSS, Immediate Removal, Police Notified, Recommendation to Expel; Second Offense (If not expelled or student returns to school during school year) – 10 Days OSS, Immediate Removal, Police Notified, Recommendation to Expel.

Use, Unauthorized Possession, Sale or Distribution of Over-The-Counter Drugs/Counterfeit: First Offense – 5 Days OSS, Immediate Removal, Police Notified; Second Offense – 10 Days OSS, Immediate Removal, Police Notified, Recommendation to Expel.

Use/Possession of Tobacco/Vaping Devices, Lighters, Paraphernalia: First Offense – 1 Day CLC, Confiscation, Resource Office Called, Possible Charges and \$100.00 Fine; Second Offense – 1-3 Days OSS, Confiscation, Juvenile Court Warning, Resource Office Called, Possible Charges and \$100.00 Fine; Third Offense – 6 Days OSS, Confiscation, Juvenile Court Referral, Resource Office Called, Possible Charges and \$100.00 Fine; Fourth Offense – 8 Days OSS, Confiscation, Juvenile Court Follow-up, Resource Office Called, Possible Charges and \$100.00 Fine.

Possession of a Weapon: First Offense-Confiscation, 10 Days OSS, Recommendation to Expel, Juvenile Court Referral, Charges Filed

Use of an Object as a Weapon/Look-alikes: Confiscation, 10 Days OSS, Recommendation to Expel, Juvenile Court Referral

Arson, Explosives, Setting False Alarms, Fire/Bomb Threats/Intentional Damaging Exceeding \$500.00/Unauthorized Materials: First Offense – 10 Days OSS, Recommendation to Expel, Immediate Removal from the Building, Juvenile Court Referral

Gambling/Gaming Devices (After Initial Warning): First Offense – After-School Detention; Second Offense – 1 Day ISR; Third Offense – 1 Day OSS; Fourth Offense – 3 Days OSS

ASSAULT AND HARASSMENT

Physically Assaulting a Staff Member: First Offense – 10 Days OSS, Recommendation to Expel, Juvenile Court Referral.

Physically Assaulting A Student with the Intent to Harm (Other Student Does Not Strike Back): First Offense – 3 to 10 Days OSS, Immediate Removal, Juvenile Court Warning, Anger Management Referral to Student Assistant Specialist, Recommend Expulsion depending on severity; Second Offense – 10 Days OSS, Immediate Removal, Recommendation to Expel, Juvenile Court Referral

Mutual Fighting/Combat (Combat in Which Both Parties Have Contributed to the Situation by Verbal and/or Physical Action): First Offense – 1 to 5 Days OSS, Immediate Removal, Juvenile Court Warning, Anger Management Referral to Student Assistant Specialist; Second Offense – 5 to 7 Days OSS, Immediate Removal, Juvenile Court Referral (Unruly Charge), Continued Sessions with Student Assistant Specialist; Third Offense – 7 to 10 Days OSS, Immediate Removal, Juvenile Court Referral (Delinquency Charge), Continued Sessions with Student Assistant Specialist; Fourth Offense – 10 Days OSS, Immediate Removal, Juvenile Court Referral, Recommendation to Expel.

Hitting (Without Intent to Harm As Determined by Administration): First Offense – Warning or After-School Detention (Depending on Severity); Second Offense – After-School Detention or 1 Day ISR (Step); Third Offense – 1 Day OSS; Fourth Offense – 2+ Days of OSS

Inciting/Recording acts of Violence/Fighting : First Offense – 1 Day ISR, 1 to 3 Days OSS; Second Offense – ISR (Step), OSS (Step); Third Offense – ISR (Step), OSS (Step), Juvenile Court Warning; Fourth Offense – OSS (Step), Juvenile Court Referral, Recommendation to Expel

Verbally Assaulting a Staff Member or School Visitor: First Offense – 1 to 5 Days OSS; Second Offense – 2 to 7 Days OSS; Third Offense – 3 to 9 Days OSS, Juvenile Court Warning; Fourth Offense – 4 to 10 Days OSS, Juvenile Court Referral (Unruly), Recommendation to Expel

Verbally Assaulting a Student: First Offense – 1 to 3 Days ISR; Second Offense – 3 to 5 Days ISR (Step); Third Offense – 1 to 3 Days OSS; Fourth Offense – 3 to 5 Days OSS (Step)

Sexual Imposition or Gross Sexual Imposition: First Offense – 10 Days OSS, Immediate Removal, Recommendation to Expel, Juvenile Court Referral; Second Offense (If not expelled or if student returns to school) – 10 Days OSS, Immediate Removal, Recommendation to Expel, Juvenile Court Referral.

Sexual Harassment/Unwelcome Sexual Conduct: First Offense – 5 Days OSS, Juvenile Court Referral, Police Report Filed, Sessions with Student Assistant Specialist /Counselor; Second Offense – 10 Days OSS, Juvenile Court Referral, Police Report Filed, Recommendation to Expel.

Harassment of Race/Gender/Religion: First Offense – 1 – 3 Days OSS, Sessions with Student Assistant Specialist /Counselor; Second Offense – 3 – 5 Days OSS (Step), Sessions continues with Student Assistant Specialist, Juvenile Court Warning; Third Offense – 5 – 7 Days OSS (Step), Juvenile Court Referral (Unruly); Fourth Offense – 10 Days OSS, Recommendation to Expel

Intimidation/General Harassment/Bullying: First Offense – Counseling to 1 day ISR; Second Offense –2 to 5 Day ISR; Third Offense - 1 to 5 Day OSS; Fourth Offense – 6 to 10 Days OSS, Recommendation to Expel

Extortion: First Offense – 1 to 3 Days OSS; Second Offense – 5 Days OSS, Juvenile Court Warning; Third Offense - 7 Days OSS, Juvenile Court Referral; Fourth Offense – 10 Days OSS, Recommendation to Expel

Gang Activity: First Offense – Referral to Court Liaison/Juvenile Court and Police and/or 5 to 10 days of OSS and possible recommendation to expel

ATTENDANCE

Tardiness to Class (other than to school): First Offense – After-School Detention on Fourth Tardy (per nine weeks); Second Offense – After-School Detention on Sixth Tardy (per nine weeks); Third Offense – 1 Day ISR on Eighth Tardy (per nine weeks); Fourth Offense –Friday School on Tenth Tardy (per nine weeks).

***Prior to an office referral (First offense = fourth tardy), teachers must follow the following consequences through classroom discipline: First tardy to class = Warning; Second tardy to class = Warning; Third tardy to class = Teacher assigned detention (before/after school or lunch); Fourth tardy to class = Teacher assigned detention (before/after school or lunch). After these classroom managed consequences have been assigned, students can be referred to the office for the “First Offense” as stated above.

Leaving School Grounds: First Offense – 1 Day ISR, Phone Call to Parent and Police if Student Doesn't Return; Second Offense – 2 Days ISR, Phone Call to Parent and Police if Student Doesn't Return; Third Offense – 1 Day OSS, Phone Call to Parent and Police if Student Doesn't Return; Fourth Offense – Three Days OSS, Phone Call to Parent and Police if Student Doesn't Return

Class Cutting/Skipping: First Offense – After-School Detention, Phone Call to Parent and Police if Student Doesn't Return; Second Offense – 1 Day ISR, Phone Call to Parent and Police if Student Doesn't Return; Third Offense – 1 Day OSS, Phone Call to Parent and Police if Student Doesn't Return; Fourth Offense – 3 Days OSS, Phone Call to Parent and Police if Student Doesn't Return

DAMAGING OR THEFT OR UNAUTHORIZED USE

Theft of School Property/Staff Property (Student Must Return On His/Her Own Volition To Avoid Consequences): First Offense – 1 - 3 Days OSS, Juvenile Court Warning; Second Offense – 3 Days OSS, Juvenile Court Referral; Third Offense – 5 Days OSS, Juvenile Court Follow-up; Fourth Offense – 7 to 10 Days OSS, Juvenile Court Follow-up, Recommendation to Expel

Theft of Personal Property (Given a Chance to Return): First Offense – 1 day ISR-3 days OSS (depending on severity of offense and value of item taken); Second Offense –3 days ISR to 5 days OSS (contact juvenile court); Third Offense – 5 Day OSS; Fourth Offense – 10 days OSS

Technology Damage: First Offense – Restitution to School, 1 – 3 Days ISR (1 – 3 Days OSS for Severe Cases), Loss of Computer Privileges; Second Offense – Restitution to School, 1 – 3 Days OSS (Step), 4 – 6 Days OSS (Step); Third Offense – Restitution to School, 4 – 6 Days OSS (Step), 8 – 10 Days OSS (Step); Fourth Offense – Restitution to School, 10 Days OSS, Recommendation to Expel

Intentional Damaging (School/Staff Property): First Offense – 1 –2 Days ISR, Restitution; Second Offense – 3 Days OSS, Restitution; Third Offense – 5 Days OSS, Restitution; Fourth Offense – 7 Days OSS, Restitution

Intentional Damaging (Student Property): First Offense – After-School Detention; Second Offense – 1 Day ISR; Third Offense – 1 Day OSS; Fourth Offense – 3 Days OSS

Accidental Damage (School/Staff Property): First Offense – Restitution; Second Offense – Restitution; Third Offense – After-School Detention, Restitution; Fourth Offense – 1 Day ISR, Restitution

Unauthorized Use of School Property (Consequences based on Severity): First Offense – Warning, After-School Detention, ISR, OSS; Second Offense – After-School Detention (Step), ISR (Step), OSS (Step); Third Offense – 3 Days OSS; Fourth Offense – 5 Days OSS

Trespassing (After Initial Warning): First Offense – After-School Detention; Second Offense – 1 Day ISR; Third Offense – 1 Day OSS; Fourth Offense – 3 Days OSS

Student Notice Safe Schools

Effective immediately, students involved in serious physical or verbal violence may be immediately transported to the Guernsey County Juvenile Court for immediate consideration of being placed in a juvenile detention center. Parents and/or student may also be fined for their unacceptable behavior. Out of school suspension will also be used and could result in expulsion from school.

Guernsey County Juvenile Judge
Cambridge City Schools Board of Education
Superintendent of Schools
Adopted October 5, 1994

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at times, non-sponsored non-commercial written material and petitions; buttons, badges, or other insignia; clothing and banners; and audio and video materials. All items must meet school guidelines.

1. Materials cannot be displayed if it:
 - a. Is obscene to minors, libelous, indecent or vulgar;
 - b. Advertises a product or service not permitted to minors by law;

- c. Intends to be insulting or harassing;
- d. Intends to incite fighting or presents a likelihood of disrupting school or a school event.

2. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in a designated location, as long as exits are not blocked, and there is proper access to and egress from the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal 24-hours prior to display.

DRESS CODE

Dress Code: Office Referral, Call Home for Alternate Clothing or Accept Clothing from Office. If clothing cannot be obtained, students will spend the day in ISR on the day they wore the unacceptable clothing.

Wearing Inappropriate Jewelry/Piercings Office Referral, Jewelry Removal.

TECHNOLOGY *(student technology may be confiscated by administrator if deemed necessary)*

Unauthorized use of cell phone/personal computing device: First Offense—Warning-1 day ISR (for minor cases) 1-5 days OSS (for severe cases) Second Offense 1 day ISR-5 days ISR (minor) 5-10 days OSS (severe)

Unauthorized Downloading of Music, Videos, Software, Hardware: First Offense – Warning; Second Offense – After-School Detention; Third Offense – 1 Day ISR; Fourth Offense – 1 Day OSS

Pornography *Internet (Viewing and/or Downloading) *Sexting: First Offense – 1 Day OSS, Confiscation, Juvenile Court Warning; Second Offense - 2 Days OSS, Confiscation, Juvenile Court Warning; Third Offense – 3 Days OSS, Confiscation, Juvenile Court Follow—up; Fourth Offense – 4 Days OSS, Confiscation, Juvenile Court Follow-up

Video/audio recording teacher/student w/o permission: First offense-Parent conference : Second offense-parent conference and loss of technology during school day: Third offense- Parent conference, O.S.S. and potential charges filed with Juvenile court

INAPPROPRIATE/DISRUPTIVE BEHAVIORS

Forgery Of Notes/False calls: First Offense – After-School Detention; Second Offense – 1 Day ISR; Third Offense – 1 Day OSS; Fourth Offense – 3 Days OSS

Assisting in the violation of School Rules (Consequences based on Severity): First Offense – Warning, Detention, ISR, OSS; Second Offense – Detention (Step), ISR (Step), OSS (Step); Third Offense – ISR (Step), OSS (Step); Fourth Offense – OSS (Step)

Public Displays of Affection: First Offense – Warning; Second Offense – After-School Detention, School Counselor Contact, Parental Contact; Third Offense – 1 Day ISR, School Counselor Contact, Parental Contact; Fourth Offense – 1 Day OSS, School Counselor Contact, Parental Contact

Cheating/Plagiarism (School-wide): First Offense – Zero on Work, After-School Detention, Parent Notification by Instructor; Second Offense – Zero on Work, 1 Day ISR, Parent Notification by Instructor; Third Offense – Zero on Work, 1 Day OSS, Parent Notification by Instructor; Fourth Offense – Zero on Work, 2+ Days of OSS, Parent Notification by Instructor

Vulgar or Profane Acts/Language (Based on Severity): First Offense – After-school Detention, ISR, OSS; Second Offense – ISR (Step), OSS (Step); Third Offense – ISR (Step), OSS (Step); Fourth Offense – OSS (Step)

Pornography (Possession, Sale, Distribution): First Offense – 1 Day OSS, Confiscation, Juvenile Court Warning; Second Offense - 2 to 5 Days OSS, Confiscation, Juvenile Court Referral; Third **Offense- 5-9** Days OSS, Confiscation, Juvenile Court Follow-up; Fourth Offense – 10 Days OSS, Confiscation, Juvenile Court Follow-up

Horseplay (Excessive)(Depending on Severity): First Offense – Warning, After-School Detention; Second Offense – After-School Detention; 1 Day of ISR; Third Offense – 1 Day ISR, 1 Day OSS Fourth Offense – 1 Day OSS, 2+ Days OSS.

Spitting: First Offense – Warning/Clean; Second Offense – After-School Detention; Third Offense – 1 Day ISR; Fourth Offense – 1 Day OSS

Loitering In or Outside Building: First Offense – Warning; Second Offense – After-School Detention; Third Offense – 1 Day ISR; Fourth Offense – 1 Day OSS

Disruption of School or the Educational Process (Depending on Severity): First Offense – Warning, After-School Detention, ISR, OSS; Second Offense – After-School Detention, ISR, OSS; Third Offense – ISR, OSS; Fourth Offense – OSS

Classroom Disruptive Behavior/Insubordination/Disrespect/Other Behavior Problems: First Offense – After-School Detention; Second Offense – After-School Detention, ISR ; Third Offense – After-School Detention ISR ; Third Offense – After-School Detention, ISR , OSS ; Fourth Offense – ISR, OSS

Security Recordings

The Cambridge City School District may record security footage on District property. This footage, which is recorded for the protection and welfare of the school community, typically contains images of many students, as well as District employees and other persons.

Security footage contains personally identifiable information about students. State and federal laws generally prohibit the release of this information, and the District has not designated the footage as “directory information” that may be disclosed without prior written consent of the students’ parents or guardians.

Security footage, and the personally identifiable information contained on the footage, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. The footage otherwise will not be disclosed to any person.

***Juvenile Court (Disruptive Behavior) – It is the belief of the staff and administration that when a student reaches ten office referrals for disruptive behavior, insubordination, disrespect and other behavior problems and when all alternatives of consequences that are available to the school have been exhausted that the child has become unruly, and the administration reserves the right to file charges on the student in juvenile court on behalf of the school district.

***Juvenile Court (Assault/Fighting) – A Juvenile Court Referral will result on the second offense for assault/mutual fighting (unruly charge). On the third such incident, delinquent charges will be filed in Juvenile Court.

OFF CAMPUS--AFTER HOURS

Violation of Bus Conduct: All consequences are based on Bus Driver/Transportation Director's/Administrator's recommendations. These consequences could include a warning or removal from the bus for stipulated amounts of time.

Dance Activities: Since dances are school-sanctioned functions, the consequence for misbehavior will result in the removal of the student from the dance and require that the student not attend another dance for the remainder of the nine weeks. Students will also be subject to disciplinary actions in school per the discipline policy.

Sporting Events: Students will participate in sportsmanlike conduct at all athletic events. All consequences will result in the removal from the sporting event and require that the student not attend another sporting event for the remainder of the nine weeks. Also, students will be subject to disciplinary actions in school per the discipline policy.

Field Trips: All consequences will follow the code of conduct based on the infraction

Assemblies: All consequences involve removal from the event and following the code of conduct.

Due Process Rights

Before a student may be suspended, expelled, or permanently excluded from the Cambridge City School District (CCSD), there are specific procedures that must be followed.

Suspension from school - When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing within one day or by phone, of the reason for, and the length of the suspension. The suspension may be appealed, within five days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. The appeal shall be conducted in a private meeting and the student may be represented. Sworn,

recorded testimony shall be given. If the appeal decision upholds the suspension, the next step in the appeal process is to the Board of Education; then to the Court of Common Pleas.

Expulsion from school - When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing will be scheduled with the Superintendent, during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice. Within ten days after the superintendent notifies the parents of the expulsion, the expulsion can be appealed, in writing to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Expulsion for certain violations may result in revocation of a student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

Permanent Exclusion - (See Policy 5610.01)

If disciplinary action does not result in removal from class/school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

This policy is governed by ORC 3313.66

Consequences Defined

1. **Conference** – A meeting with a student and/or parent
2. **Referral** –A referral made to the school counselor, school social worker, school court liaison, or to a social agency.
3. **After-School Teacher Assigned Detention** – Fifteen – 45 minutes in length assigned before or after school by the teacher.
4. **Lunch Detention** – Students are detained during lunch with assigning teacher or in the office.
5. **After-School Detention (School Assigned)** – One hour or less (usually 2:25 – 3:25). Time and date will be provided on the detention notice. Transportation needs to be arranged by student/parent/guardian.
6. Friday School-Students will stay after school with a licensed teacher until 6pm. Transportation needs to be arranged by student/parent/guardian.
7. **ISR/CLC – Corrective Learning Center** - Students are walked to CHS and spend the day with a licensed teacher completing assignments in a designated classroom. Assignments will be collected for the student and will be worth the same percentage as if they attended class.
8. **OSS** – Out of School Suspension – Shall be the temporary exclusion of a student from the district's program for a period not to exceed ten school days. If at the time of a suspension there

are fewer than ten days remaining in the school year, the Superintendent may apply any or all of the remaining period of the suspension for the following year. Work for these days count as 60%.

9. **Juvenile Court Referral** – If a student has been assigned all available disciplinary actions and shows no improvement, the student will meet with the school’s court liaison or principal in an immediacy step. If the behavior continues, unruly or delinquent charges may be filed with Juvenile Court. Charges filed in relation to assaults or possession of illegal substances are referred based on Safe Schools (no fighting) and Drug Free policies.
10. **Expulsion** – Shall be the exclusion of a student from the schools of this district for a period not to exceed the greater of eighty school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place, unless the incident involves a firearm. If a student brings a firearm onto school property, a school vehicle, or to any school-sponsored activity, he/she shall be expelled for one year unless the Superintendent reduces the punishment for reasons related to the specific circumstances. The Superintendent may also expel a student from school for a period of one year for bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the district. The Superintendent may expel a student for up to one year if the student brings a knife onto school property, a school vehicle, to any school-sponsored activity, or an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the school district or in which the district is a participant. A student may also be expelled for one year if he/she possesses a firearm or knife at school or any other property owned or controlled by the Board or at any interscholastic competition, an extracurricular event, or any other school program or activity which a firearm or a knife was initially brought onto the property by another person. In compliance with federal law, the superintendent shall also refer any student expelled for possession of a firearm to the criminal justice or juvenile delinquency system serving the district. A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar devices. A knife is defined as any cutting instrument consisting of at least one sharp blade.

*If at the time of an expulsion, there are fewer than 80 days remaining in the school year, the superintendent may apply any or all of the remaining period to the following school year.

*The superintendent shall initiate proceedings to expel a student even if the student has withdrawn from school prior to the hearing or decision to impose the expulsion. If, following the hearing, the student would have been expelled for a period of time had the student still been enrolled in the school, the expulsion may be imposed for the same length of time as for a student who has not withdrawn from the school.

*The superintendent may expel a student for up to one year if the student commits an act at school or on other school property that is a criminal offense if committed by an adult that results

in serious physical harm to either persons or property while the student is at school, on any property owned or controlled by the Board, or at any other school program or activity.

11. Permanent Exclusion – shall mean the student is banned forever from attending a public school in the state of Ohio. (See Policy 5610.01)

POLICY 5610 – REMOVAL, SUSPENSION, EXPULSION AND PERMANENT EXCLUSION OF STUDENTS

Dress Code

A dress code is established to ensure that CCSD maintains an environment that promotes a positive, safe, and threat free atmosphere where all students feel comfortable. Our students are to wear clothing that matches the time of year and weather conditions. CCSD wishes to have the cooperation of parents and students in the wearing of appropriate clothing. Clothes with the Bobcat logo are always in fashion. In the event that a student is not wearing suitable clothing, a parent/guardian will be contacted in order to bring a change of clothes. The following are guidelines. Final determination rests with the school administration.

1. **BOTTOMS**-Any type of shorts/skirts/dresses worn to school need to pass the “fingertip rule” in regards to length. When a student allows his/her arms to rest alongside the body, the shorts must be as long or longer than the fingertips to be acceptable for school.
2. **TOPS**-Tank tops, muscle shirts, mesh shirts, sheer tops, shirts with the sides cut out, and tube tops need a shirt worn under or over them. Straps are to have a width of at least two inches (Three finger rule). Halter tops/dresses and crop tops should not be worn. At no time is it acceptable for a student’s midriff or excessive cleavage to be visible.
3. **FOOTWEAR**- must be worn at all times. Footwear must be sufficiently secured to ensure the student’s safety while moving throughout the building. CPS & CIS students - shoes must have a back (no flip flops).
4. **HEADWEAR**-Hats, bandanas, outside coats and sunglasses may not be worn inside the building. Bandanas will not be exposed or attached to the student. Hoodies are considered hats and will not be worn on top of the head while inside the building.
5. **YOGA**-All pants and shorts for both boys and girls must fit appropriately. Skin-tight pants are not appropriate. This includes yoga, leggings and any skin tight garment. Wearing these style garments is prohibited unless a shirt covers the pant to the fingertip length.
6. **HOLES**-Jeans and/or shorts with open holes in any part of the material above the fingertips will not be allowed, regardless if leggings or other material is present underneath the jeans/shorts. Frays will not be considered holes, even above the knees, unless skin or material underneath is showing. Frays, whether skin/material is showing or not, will, however, be considered inappropriate if they are located in places on the jeans/shorts that are unacceptable to the administration. Holes below the fingertips will be allowed as there is not more skin showing than if the student had worn shorts. Students need to make sure that any baggy jeans do not cover

their shoes (safety) or reveal any underwear even if a shirt worn outside the pants is raised above the waist.

7. **PROHIBITED**-No pajama bottoms or tops are allowed to be worn at school. There is to be no shower shoes, slippers, or other nighttime footwear.
8. **LOGO/ADVERTISEMENT**-Clothing, jewelry or other articles (notebooks, book bags, jackets, etc.) should not advertise or promote beer, wine, other alcohol, tobacco, or drugs or communicate obscenities, vulgarities, or double meanings.
9. **JEWELRY**-There are to be no chains from piercings attached to clothing or studded neck or wrist-wear (safety).

TECHNOLOGY-

Cell phone/Personal computer policy: please use responsibly

1. Students must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy and all Board Policies, particularly Internet Acceptable Use.
2. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
3. Approved devices must be in silent mode while on school campus, unless otherwise allowed by an administrator/teacher. Headphones may be used with administrator/teacher permission.
4. Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
5. Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by an administrator/teacher.
6. Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum
7. School computers are property of Cambridge City Schools and damage to these devices will result in restitution to school by offending party.

Discipline of Students With Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973. Further information is available through the special education coordinator, the school counselor, or the building principal.

Positive Behavior Program

In order to offset the consequences of negative misbehavior, CCSD offers the PRIDE Program in order to reward positive behaviors that occur in the classroom and in the school. Building wide and grade level rewards will occur throughout school year. All students are eligible.

Textbooks and School Supplies

Students are expected to have the necessary supplies for each class every day. Lists are made available at the end of each year for the upcoming grade.

Textbooks are furnished free of charge to all pupils by the Board of Education. Students must write their names in all books as directed by teachers. A normal amount of wear is to be expected each year, but when a textbook is damaged by carelessness or is lost, the cost of that book shall be paid by the parent/guardian to the Board of Education. All school property should also receive proper care. Book covers should be used to protect books.

A fee is charged for art and technology supplies at CHS and CMS. The fee will be collected during the first weeks of school.

Students who misplace books will be charged full replacement value. Students are encouraged not to loan books or borrow books, as the student whose name is in the book will be charged for the loss if the case arises.

Articles Prohibited in School

Problems can arise if students bring articles to school that are hazards to the safety of others or interfere in some way with school procedures. Knives, guns, sharp objects, any type of object that could be used as a weapon, firecrackers, smoke bombs, cigarette lighters, drugs, alcohol, tobacco products (including any vaping products), look-alike substances/items and gambling devices including playing cards are not permitted.

Personal electronic devices are permitted to be used with certain expectations.

1. The school holds no responsibility for lost/stolen/broken devices
2. Students may use responsibly before school, after school and during lunch (CMS/CHS Privilege)
3. Students might use phones in class with TEACHER permission only and will adhere to teacher expectations.

VALUABLES-Students are encouraged not to bring items of value to school. Items such as jewelry, money, expensive clothing, and electronic equipment are tempting targets for theft and vandalism. The school cannot be responsible for their safekeeping. CCSD is not liable for loss or damage to personal valuables. Students are not permitted to eat food items, drink pop, or have open liquid containers during the school day in classrooms, hallways, or the gym unless through an organized activity. No parties are permitted in the cafeteria during lunchtime.

Students may carry books and personal items to and from school in book bags and backpacks. Due to the crowding of hallways and other safety factors, students MAY NOT carry book bags/backpacks and purses between classes or to classes (with the exception of Physical Education). Students must keep all book bags, backpacks, and purses in lockers throughout the school day. Female students should be allowed access to purses in their lockers, if need be, for personal reasons.

Restroom Policy

Students are expected to use the restroom between classes.

Lockers Use

Lockers at all grade levels will only be used for educational purposes and storage of appropriate personal items.

Lockers/Search and Seizure

Lockers are provided by CCSD for student use. Students are expected to keep lockers clean and in good repair. Students are responsible for the security of their lockers and the contents therein. Students are not to share lockers or combinations for security purposes. Students are not to leave their lockers open or “jammed.” Students possess the right of privacy as well as freedom from unreasonable search and seizure of property. Although school authorities will respect the rights of students in their lockers and property, it should be understood that all lockers are the property of the school. It is the policy of the district to **permit the building administrator to search** any locker and its contents as he/she sees fit with possible assistance from another administrator, a teacher/aide/school staff personnel, or the police.

Harassment/Bullying

It is a violation of Federal Law and school rules for any student or staff member to be involved in any sexual, racial, ethnic, or other form of harassment/bullying toward a student, a staff member, or any other person associated with the school district while on district property or at any district-related event on or off District property. The District’s complete anti-harassment/bullying policy is available in the office in all of the buildings.

Bullying is often misunderstood and we offer the following definition in an effort to share our thought process. *Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.*

Transportation

Students being transferred are under the authority of the bus driver/transportation supervisor/administrator. The school bus driver is responsible for the students on his/her bus, and the students, in turn, are responsible to the bus driver. Good conduct is essential for the safety of each student. Rules of conduct are posted on each bus. **Failure to follow the rules may result in a student forfeiting his/her rights to ride the bus. The loss of privilege can be for a period of days or the entirety of the year depending on the nature of the misconduct.**

Students may only be picked up at designated stops. Once arriving at school, students should go directly to the gymnasium or cafeteria. There should be no loitering around the school building.

Unplanned Early Dismissal

If it becomes necessary to dismiss school early for any reason (i.e. weather), the decision to dismiss will come from the district office. Please listen to the local radio and TV stations, check the school district's Twitter (@cambridge_cs), or go online to www.cambridge.k12.oh.us or www.yourradioplace.com for dismissal information. The school district's automated voice system may also be used to contact parents with early dismissal plans.

Changing Classes

The teacher, not the tone/bell, dismisses classes. Students need to gather up their belongings and wait until the teacher's dismissal. Students are expected to be in assigned classrooms at the beginning of each period. Students are expected to move quietly in the hallways. No loitering should be done in the hallways.

Visitors

Visitors, particularly parents, are welcome at the school. For our students' and staff's safety, each visitor must report to the office upon entering the school. If a person wishes to speak with a member of the staff, he/she should call ahead for an appointment prior to coming to the school. Staff members will stop and check on anyone who is not familiar in our building. Students from other buildings and/or school districts are not admitted to buildings within CCSD.

Assemblies

Assemblies are presented periodically for the purpose of recognizing special achievements, presenting speakers and encouraging school spirit. Attending an assembly at CCSD is a privilege. At all times a student's behavior should be courteous and controlled. Unacceptable conduct includes whistling, booing, boisterousness or talking during a presentation. Students will be permitted to leave an assembly only with the teacher's permission. Students who misbehave in an assembly may lose the privilege of participating in all future assemblies.

CCSD Dances

CCSD holds a series of dances throughout the school year. The following procedures may be in effect for each dance pursuant to its location within the district.

1. Only CCSD students may attend. No friends, relatives or students from other schools are permitted
2. Students may not leave and reenter; students may not leave the dance until it is over.
3. Dance times will be determined by school administration.
4. Normal rules of conduct apply as do school consequences. Parents and teachers may be chaperones.
5. If a student is absent or suspended the day and /week of the dance, he/she will not be permitted to attend without the principal's permission.
6. Students who fail to meet attendance, academic and behavior expectations may lose permission to attend dance.

**Parents need to pick up their child as soon as possible after the conclusion of the dance (if applicable)

Money Raising Projects

The principal must approve all money-raising projects. Tickets or articles of any kind other than associated with school-sponsored activities are not to be sold on school property. CCSD conducts school-wide fundraisers each year in the fall and late winter/early spring for public support money. This money is used to pay for activities, student incentives, and items that will benefit the entire student body. Parents and community members' help is requested to make this a success.

Funds raised by a student as a result of his/her sale are placed in the budget of the sponsoring organization. These funds are not returned to the student for any reason. Fundraisers for field trips and/or overnight trips will be held throughout the year.

Use of Telephones/Messages

Office telephones are available to be used in an emergency. Students are not permitted to use their cellphones for personal calls/text without permission. Students need to plan ahead for each school day. Students are discouraged from making calls home for items that have been forgotten. Students will

not be called to the office to receive a telephone call. Parents who call to leave a message for their child need to call early in the day to assure their child will receive it. If plans change for how a student is to get home for a particular day, the office asks that you make those arrangements 30 minutes prior to dismissal.

Lost and Found

Students need to be responsible for their own personal belongings. They need to make sure their personal belongings are well marked with their name. A quick check needs to be made each time they leave a room or an area to make sure that they have all their belongings.

Announcements and Bulletin Boards

All correspondence going home from organizations or clubs must be shared with and approved by the superintendent/principal.

Student Forms/Permissions

Students will be asked to review, sign and return the following permissions:

1. A media release to allow your child to appear on TV, in the newspaper, the CMS web page, building/classroom Twitter page or on the radio. All appearances will be a part of regular educational activities or school functions.
2. Fundraiser participation
3. Acceptable Use Policy for building computers that access the Internet.
4. Acknowledgement of both the parent and student reading and understanding the "Student Handbook"

**Failure to have any of the above signed may result in denial of one or more privileges.

Lunch Accounts

Parents have the ability to place funds on their student's account. Please send checks made to Cambridge City Schools Food Services with students name in the memo section to the office. **Students** with negative balances greater than 50 dollars cannot participate in extracurricular activities until balance is below 50 dollars.

Use of the Handbook/Agenda

A student receives one handbook/agenda book per school year. It is her/his responsibility to keep the book with them and in good shape. If a book is lost, the student will need to pay for a second copy.

CCSD encourages parents to monitor the agenda daily to ensure all assignments are completed. We recommend for parents/guardians to initial assignments in the agenda each evening as students complete them

CAMBRIDGE CITY SCHOOLS BYLAWS & POLICIES

NOTICE OF NONDISCRIMINATION AND ANTI-HARASSMENT (including Title II, Title VI, and Title IX, Section 504, and ADA)

Cambridge City Schools is committed to ensuring that all employees, students, parents, guardians, and community members are aware of their rights to be free from unlawful discrimination, harassment, and retaliation. In furtherance of that goal, the District has recently updated its anti-harassment and non-discrimination policies, guidelines, and grievance procedures. Specifically, the District revised Board Policy 2260, Board Policy 2260.01, and Administrative Guideline 9160C. A copy of the District's anti-harassment and non-discrimination policies, guidelines, and grievance procedures (including those specifically mentioned above) can be found at the following new website: <https://www.boarddocs.com/oh/camr/Board.nsf/Public>. Any questions about the District's anti-harassment and non-discrimination policies, guidelines, and grievance procedures should be directed to the District's Compliance Officers listed below.

Carmen Feldner
Student Services Director
518 S. 8th Street
Cambridge, OH 43725
740-439-5021
carmen.feldner@cambridgecityschools.org

Dan Coffman
Superintendent
518 S. 8th Street
Cambridge, OH 43725
740-439-5021
dan.coffman@cambridgecityschools.org

3122.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

The Board of Education does not discriminate against any employee or applicant for employment with respect to hiring, compensation, terms, conditions, or privileges of employment based on genetic information. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information. Retaliation against an applicant or employee for engaging in protected activity is prohibited.

The Board shall only acquire and/or disclose genetic information of an employee or applicant for employment as provided by Federal law and regulation.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. Nondiscrimination Act of 2008 is provided to staff members.

42 U.S.C. 20000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635
Adopted 5/18/10

4122.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

The Board of education does not discriminate against any employee or applicant for employment with respect to hiring, compensation, terms, conditions, or privileges of employment based on genetic information. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information. Retaliation against an applicant or employee for engaging in protected activity is prohibited.

The Board shall only acquire and/or disclose genetic information of an employee or applicant for employment as provided by Federal law and regulation.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II of the Genetic Information Nondiscrimination Act of 2008 is provided to staff members.

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635
Adopted 5/18/10

5530 F2 - MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The superintendent shall require that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term “parent” includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

A.C. 3301-35-02©, 3301-35-01(D)(5)

20 U.S.C. 1232(g)(h)

Revised 10/10/07

9130 - PUBLIC COMPLAINTS

Any person or group, having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the principal.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

C. Third Level

If a satisfactory solution is not achieved by discussion with the principal, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. The specific nature of the complaint and a brief statement of the facts giving rise to it;
2. The respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;

Should the matter be resolved in conference with the Superintendent, the Board shall be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, shall provide the complainant with its written decision.

The complainant shall be advised, in writing, of the Board's decision, no more than five (5) business days following the meeting. The Board's decision will be final on the matter, and it will not provide a meeting to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding an Administrative Staff Member

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

Matters Regarding the Superintendent or Treasurer

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The board, after reviewing the request, may grant a meeting before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

Matters Regarding a Classified Staff Member

In the case of a classified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

Matters Regarding District Services or Operations

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

Matters Regarding the Educational Program

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the supervisor and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. See AG 9130A and Form 9130F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

- A. The criticism is to be addressed to the principal, in writing, and shall include:
 1. author;
 2. title;
 3. publisher;
 4. the complainant's familiarity with the material objected to;
 5. sections objected to, by page and item;
 6. reasons for objection.
- B. Upon receipt of the information, the principal shall, after advising the teacher of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of:
 1. One (1) or more professional staff members including the principal;
 2. One (1) or more Board members.
- C. The Superintendent shall be an ex officio member of the committee.
- D. The committee, in evaluating the questioned material, shall be guided by the following criteria:
 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
 2. the accuracy of the material
 3. the objectivity of the material
 4. the use being made of the material
- E. The committee's recommendation shall be reported to the Superintendent in writing within ten (10) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- F. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- G. The Board shall review the case and advise the complainant, in writing, of its decision within thirty (30) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

20 U.S.C. 1232h

5780 - STUDENT/PARENT RIGHTS

The Board of Education recognizes that students possess not only the right to an education but many of the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the Board shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, the Board recognizes that no student may be deprived of the basic right to equal access to the educational program, and his/her constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with school rules.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The Superintendent shall, in consultation with parents, develop a procedure addressing the right of parents as described herein and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. See AG 9130A and Form 9130 F3.

This policy shall not supercede any rights under the Family Education Rights and Privacy Act.

R.C. 3109.01
20 U.S.C. 1232h

9130 F4 - NOTIFICATION TO PUBLIC REGARDING INSPECTION OF INSTRUCTIONAL MATERIALS

The principal's at each building are responsible for coordinating inspections of instructional materials at their school. His/Her office is located at their respective buildings or s/he can be reached by calling their school.

8330 - STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term “parents” includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term “eligible student” refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student’s consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

“Legitimate educational interest” is defined as a “direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District” or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student’s family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 1. a reasonable attempt is made to notify the student’s parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board’s annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer);
 2. the parent or eligible student, upon request, receives a copy of the record; and
 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. provide “personally-identifiable” information to appropriate parties, including parents of an eligible students, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student’s special education and disciplinary records to the authorities for their consideration;
- D. release de-identified records and information in accordance with Federal regulations;
- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies “for, or on behalf of” the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students’ names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

- F. Request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building at least five (5)

business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within three (3) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

R.C. 9.01, 149.41, 149.43, 1347 et seq., 3113.33, 3319.321

34 C.F.R. Part 99

20 U.S.C., Section 1232f through 1232i (FERPA)

26 U.S.C. 152

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

Revised 8/25/09

8330 F9 - ANNUAL NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS AND SPECIFIC EVENTS/ACTIVITIES

STUDENT RECORDS

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over eighteen (18) years of age ("adult students" or "eligible students") certain rights with respect to the student's education records. On August 25, 2009, the Board of Education adopted a policy regarding the disclosure of education records and the rights of parents and students to access

education records. Copies of this policy and related guidelines are located in all school buildings and individual copies are available from the District's Records Officer ("DRO"). The DRO is responsible for the supervision of student records in the school and his/her office is located at the Superintendent's office or s/he can be reached by calling 740-439-5021.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the Board's policy include a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board had outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). An individual will have a "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family.

A parent or adult student has the right to:

- A. inspect and review the student's education records within forty-five (45) days after the School receives a request for access or within such shorter period as may be applicable to students with disabilities. The School has a form that can be used to submit such a request. The Custodian of Records ("COR") (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the education records of other students. If there is a valid reason why a parent or adult student cannot personally inspect and review a student's education records, or if the parent or adult student specifically requests copies of education records, the COR may arrange for copies of the requested records to be delivered to the parent or adult student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.

request the amendment of the student's education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the record is not changed to the parent's or adult student's satisfaction or if the COR informs the parent or adult student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or adult student will be informed of his/her right to request a hearing. The parent or adult student may submit a written request for a hearing. The hearing will be conducted by a hearing officer who will submit his/her findings to the Superintendent. The Superintendent will make the final decision concerning whether to parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school as a form that may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.

- B. consent to disclosures of personally identifiable information contained in the student's education records, except the extent that Federal and/or State law authorizes disclosure without consent (e.g. disclosure to school officials with legitimate educational interests). The school's AG 8330 describes those exceptions and is available upon request. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)
- C. challenge the Board's noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when the individual is notified of the opportunity for a hearing. (See Paragraph B above.)
- D. obtain a copy of the District's policy and administrative guideline on student records (Policy 8330 and AG 8330).

Both FERPA and Ohio's Student Privacy Law (R.C. 3319.321) require that the Board, with certain exceptions, obtain a parent or adult student's written consent prior to the disclosure of personally identifiable information about a student. However, the Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. Examples include: a playbill, showing a student's role in a drama/musical production; the annual yearbook; honor roll or other recognition lists; graduation programs and sports activity sheets (e.g. showing weight and height of team members). Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult

student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings - unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

The District has designated the following information about each student as "directory information":

(REFER TO POLICY 8330 FOR THE INFORMATION THE DISTRICT HAS DEFINED AS DIRECTORY INFORMATION.)

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information" () a student's name; () address; () telephone number; () date and place of birth; () major field of study; () participation in officially-recognized activities and sports; () height and weight, if a member of an athletic team; () dates of attendance; () date of graduation; () awards received; () honor rolls; () scholarships; () telephone numbers only for inclusion in school or PTO directories.

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within seven (7) days (refer to Policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purpose.

SPECIFIC EVENTS/ACTIVITIES

The Protection of Pupil Rights Amendment ("PPRA") requires the Board to notify parents and eligible students and obtain consent to allow parents or eligible students to opt the student out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one (1) or more of the following eight (8) area ("protected information surveys"):

- (1) political affiliations or beliefs of the student or the student's parent;
- (2) mental or psychological problems of the student or the student's family;
- (3) sex behavior or attitudes;
- (4) illegal, anti-social, self-incriminating, or demeaning behavior;
- (5) critical appraisals of other with whom respondents have close family relationship;
- (6) legally recognized privileged relationships, such as those of lawyers, physicians, and ministers;
- (7) religious practices, affiliations, or beliefs of the student or the student's parent; and/or;
- (8) income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Board will provide parents, within a reasonable period prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to adult students or an emancipated minor under State law.)

Surveys, including third party surveys, that include one or more of the above delineated items are scheduled or are expected to be scheduled on Option A or Option B located on the web site in Section 8330 F9 of the Board Policies.

Parents have the right to inspect upon request a survey created by a third party before the survey is administered or distributed by the school to its students. See Board Policy 2416 concerning the procedures for making such a request.

Parents have the right to inspect upon request any instrument used in the collection of personal information from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose) before the instrument is administered or distributed to the students. See Board Policy 2416 concerning the procedures for making such a request.

Non-emergency, invasive physical examination(s) or screening(s) are scheduled or expected to be scheduled, parents will be notified (refer to Policy 5310). These examinations/screenings are: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or other students. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Parents may opt their child out of participation in any activity described above.

Parents have the right to inspect upon request any instructional material used as a part of the educational curriculum for their student. See Board Policy 2416 for the procedures for making such a request.

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act (“FERPA”) or the Protection of Pupil Rights Amendment (“PPRA”), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

This Notice will be transmitted to disabled parents and students or to non-English speaking parents and students in a format designed to accommodate their disability or in their native language. Call the Office of the Superintendent at 740-439-5021 for assistance and information.

2111 - PARENT AND FAMILY INVOLVEMENT

The Board of Education recognizes and values parents and families as children’s first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student’s parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

In accordance with statute and the State Board of Education Parent and Family Involvement Policy, use of the term “families” is used in order to include children’s primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

In cultivating partnerships with families and communities, the Board is committed to the following:

- A. Relationships with Families
 - 1. cultivating school environments that are welcoming, supportive, and student-centered;⁴
 - 2. providing professional development for school staff that helps build partnerships between families and schools;^{2,3,4}
 - 3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;^{2,3}
 - 4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.³
- B. Effective Communication
 - 1. providing information to families to support the proper health, safety, and well-being of their children;
 - 2. providing information to families about school policies, procedures, programs, and activities;^{2,3,4}
 - 3. promoting regular and open communication between school personnel and students’ family members;^{1,4}
 - 4. communicating with families in a format and language that is understandable, to the extent practicable;^{2,3}
 - 5. providing information and involving families in monitoring student progress;³
 - 6. providing families with timely and meaningful information regarding Ohio’s academic standards, State and local assessments, and pertinent legal provisions;^{2,3,4}
 - 7. preparing families to be involved in meaningful discussions and meetings with school staff.^{2,3,4}
- C. Volunteer Opportunities
 - 1. providing volunteer opportunities for families to support their children’s school activities;^{1,3}
 - 2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.^{3,4}

- D. Learning at Home
 - 1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;^{1, 2, 3, 4}
 - 2. working with families to establish learning goals and help their children accomplish these goals;¹
 - 3. helping families to provide a school and home environment that encourages learning and extends learning at home.^{1, 2, 4}

- E. Involving Families in Decision Making and Advocacy
 - 1. involving families as partners in the process of school review and continuous improvement planning;^{3, 4}
 - 2. involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families.^{2, 3, 4}

- F. Collaborating with the Community
 - 1. building constructive partnerships and connecting families with community-based programs and other community resources;^{2, 3, 4}
 - 2. coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.^{2, 3, 4}

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

¹Indicates R.C. 3312.472 State Requirements

²Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

³Indicates Title I Section 1118 parental involvement requirements

⁴Indicates State Board Parent and Family Involvement Policy recommendations

R.C. 3313.472

Revised 1/12/10

*Board of Education Policies and Guidelines are available in the
Principal's office and at the Board of Education Office at
J-518 South 8th Street. Cambridge, OH 43725*

