

COPLEY INDIANS

COPLEY-FAIRLAWN

CITY SCHOOLS

2024 ~ 2025

STUDENT HANDBOOK

Copley High School

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COPLEY-FAIRLAWN CITY SCHOOL DISTRICT
Central Office Administration (330-664-4800)

Mrs. Aimee Kirsch
Superintendent of Schools

Mr. Brian Williams
Assistant Superintendent

Mr. John Wheadon
Treasurer

Mr. Steve Robinson
Business Manager

BOARD OF EDUCATION

Mr. James L. Borchik, President

Mrs. Beth Hertz, Vice President

Mr. Trevor Chuna, Member

Mr. Steven Doss, Member

Mrs. Paula Lynn, Member

HIGH SCHOOL ADMINISTRATION (330-664-4822)

Mr. Eric Smith, Principal

Mrs. Jaala Lewis, Assistant Principal

Mr. Dylan Ruff, Dean of Students

GUIDANCE DEPARTMENT (330-664-4827)

Mr. Daniel Campana

Ms. Christa Hovey

Ms. Elaina Kraft

Mrs. Marija Simcox, Secretary

ATHLETIC OFFICE (330-664-4833)

Mr. Andy Jalwan, Athletic Administrator

MAIN OFFICE

Mrs. Carla Zahler, Secretary (330-664-4822)

Mrs. Kim Keith, , Secretary (330-664-4823)

ACADEMICS 1.00

1.01 ALTERNATIVE EDUCATIONAL OPTION AND CREDITS

Students who earn alternative credits toward graduation and wish to apply those credits toward graduation requirements must submit final transcripts to the guidance department no later than the last day for senior exams. All summer, night, and correspondence work must have prior approval of a counselor (and/or principal), if credit is to be granted. The following regulations are in effect.

- Those institutions offering summer, night, and correspondence programs must be properly accredited.
- A maximum of three (3) units of credit for summer school work can be counted as part of the student's graduation requirements. Additional credit(s) must be pre-approved by the high school principal.
- A maximum of two (2) units of credit through a correspondence school can be counted as part of the student's graduation requirements. Additional credit(s) must be pre-approved by the high school principal.

1.02 CLASS RANK & GRADUATION HONORS

Class rank will no longer be utilized by Copley High School. This process was amended starting with the class of 2021. The top 5% of Copley High School seniors will be honored at commencement. In addition to the top 5%, students will be able to apply for one of two Senior Farewell Speech givers at Commencement.

Beginning with the class of 2021, students will be honored using a cum laude system. Students will be honored based solely on their cumulative GPA as follows:

Summa Cum Laude (With Highest Honors) 4.20 and above

Magna Cum Laude (With High Honors) 3.89 – 4.19

Cum Laude (With Honors) 3.56 – 3.88

During the years of transition (the graduating classes of 2019 and 2020), the students will be recognized using a combination of both systems.

1.03 SEMESTER GRADE DETERMINATION

The semester grade is calculated by using a weighted average. Each Quarter Grade carries a 40% weight (2/5) and the Semester Exam carries a 20% weight (1/5).

Two methods for calculating a semester grade are provided below:

Method 1

Formula			Example			
	Grade % for Quarter	x 0.4		93%	x 0.4 =	37.2%
	Grade % for Quarter	x 0.4		83%	x 0.4 =	33.2%
+	Grade % for Exam	x 0.2	+	83%	x 0.2 =	16.6%
= Final Semester Grade			= 87% = B+			

Method 2

Formula			Example			
	Grade % for Quarter	x2		93%	x 2 =	186
	Grade % for Quarter	x2		83%	x 2 =	166
+	Grade % for Exam	x1	+	83%	x 1 =	83
Final Semester Grade = Total Points divided by 5			435 divided by 5 = 87% = B+			

1.04 MINIMUM FAILING GRADE

A minimum failing percentage will be enacted for a student earning a 49% or lower for a given quarter and/or exam. A student earning a 49% or lower for a given quarter and/or exam will be given a 50% on his/her report card for semester grade calculation purposes. This is a requirement of the percentage system. *A student must continue to pass two of three categories (quarter grade, quarter grade, exam grade) to earn credit for a semester course, regardless of point total.*

1.05 GRADING PROCEDURES FOR GRADES 9-12

Letter grades shall be used as follows:

A = demonstrates excellent competency and understanding of the skills presented in homework, testing, classroom participation, etc.;

B = demonstrates above-average achievement in testing, homework, classroom participation, etc.;

C = demonstrates average achievement in testing, homework, classroom participation, etc.;

D = demonstrates a below-average achievement in testing, homework, classroom participation, etc.;

F = demonstrates failure of achievement in testing, homework, classroom participation, etc.

The above grades shall translate into the following numerical grading scale for all students in Grades 9-12 as follows:

A+ 98 – 100	B+ 87 – 89	C+ 77 – 79	D+ 67 – 69	F 50 – 59
A 93 – 97	B 83 – 86	C 73 – 76	D 63 – 66	
A- 90 – 92	B- 80 – 82	C- 70 – 72	D- 60 – 62	

Evaluation focuses on the development of a more precise grading scale. Students will be issued percentage grades on all interim and report cards (i.e. 94%) instead of a letter grade. The semester average on the report card and transcript will still be reported as a letter grade based upon the conversion formula detailed in section 1.03. Any questions regarding grades should be referred to the classroom teacher.

1.06 ROUNDING

Final quarter, exam, and semester grades will be rounded to the one's place. For example, a 92.5% would be rounded to a 93%.

1.07 CREDIT FLEXIBILITY OPTIONS

Copley High students have the opportunity to utilize alternative methods to earn academic credits for

graduation. Students interested in pursuing a credit flex option must apply by November 30th for spring semester and April 30th for fall semester. Application packets can be accessed in the guidance office.

All proposals must be approved prior to implementing a credit flex program. Credit is not awarded retroactively. New optional methods to earn credit include:

Flex Out. A student flexing out of a Copley High School class **demonstrates mastery** of the course content based on previous learning and experiences **at the time of application**. The committee will provide to the student approved requirements for the earning of credit.

Flex Plan for a New Course. By completing thirty (30) hours of coursework to earn one-quarter ($\frac{1}{4}$) credit, sixty (60) hours of coursework to earn one-half ($\frac{1}{2}$) credit or one hundred twenty (120) hours of coursework to earn one (1) credit, a student can pursue an elective area of interest that is not currently served in the Copley High School curriculum.

1.08 DIPLOMA WITH HONORS

Requirements and guidelines for the honors diploma are available in the guidance office.

1.09 EXAM POLICY

Exams are scheduled at the end of each semester for everyone - no exceptions. A program for senior exam exemption may be available for spring exams at the discretion of the administration. **Academic, attendance, and disciplinary requirements must be met for exam exemption.** This program is for seniors only. Students deliberately not taking a final exam will fail for the semester.

1.10 GRADUATION REQUIREMENTS

The following are the minimum units of credit required for graduation. Please note that these are minimum requirements. Students following a regular program, without failures, should earn more than the minimum credits.

English	4 credits
Mathematics	4 credits
Science	3 credits (Science must include 1 unit of Physical Science and 1 unit of Biological Science)
U. S. Studies	1 credit
Government/Financial Literacy	1 credit
World Studies	1 credit
Health	$\frac{1}{2}$ credit
Physical Education	$\frac{1}{2}$ credit
Electives	6 credits (One elective credit must come from the areas of Business/Technology, Fine Arts, or World Language)

Grade placement and promotion of Copley High School is as follows:

- **Ninth Grade:** A student entering the Freshman class (first semester, 9th grade) should have passed or been assigned from the 8th grade.
- **Tenth Grade:** A student entering the Sophomore class (first semester, 10th grade) should have earned a total of $5 \frac{1}{4}$ units of credit.
- **Eleventh Grade:** A student entering the Junior class (first semester, 11th grade) should have earned a total of $10 \frac{1}{2}$ units of credit.
- **Twelfth Grade:** A student entering the Senior class (first semester, 12th grade) should have earned a total of $15 \frac{3}{4}$ units of credit.

Note: These guidelines should be viewed as minimum. Usually a student will have earned more credits than are needed for promotion. It is the student's responsibility to see that requirements for graduation are met. The high school will make every effort to keep up-to-date records and to keep students and parents informed about the status of progress toward compiling the necessary course

work for graduation requirements. However, it is the student's responsibility to be acquainted with the necessary requirements for graduation.

Additional Graduation Requirements:

- **Senior Volunteer Hours:** Students must also complete a minimum of 12 hours of community service through two different experiences. The hours must be completed from June 1st through April 30th of the senior year. Students must fill out the appropriate forms and submit their hours for approval.
- **Testing:** There are three pathways for students to meet their state testing requirement for graduation. They are:
 1. The scores will be set by the State Board of Education. A student must take all End of Course Exams required by the Ohio Department of Education and Workforce (English 10, Algebra I, Geometry, American History, American Government, and Biology). All students must demonstrate competency by earning at least a 684 on both the Algebra I and ELA 10 assessments. If a student does not receive a 684 on either of the above mentioned assessments they will be required to complete another program to demonstrate competency.
 2. Earn a "remediation-free" score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th grade students in the Class of 2018 and beyond to take the exam free of charge.
 3. Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

1.11 NATIONAL HONOR SOCIETY

Membership in National Honor Society is based on scholarship, leadership, service and character. The following criteria have been established to determine membership in the National Honor Society:

1. 3.65 grade point average after 4 semesters
2. Active participation in school activities
3. Active participation in community service activities
4. Faculty recommendations
5. Majority vote of the NHS faculty council

A GPA of 3.65 qualifies a student for **consideration** to become a member of NHS. Membership is **not** based on GPA only. Leadership, service and character are equally important in determining membership.

1.12 NINE WEEKS' GRADING PROGRAM

Copley High school shall formally evaluate its students every nine weeks of the school year. The dates of these formal evaluations shall be recognized and identified on the adopted school calendar.

1.13 PASS-FAIL OPTION

In physical education and swimming courses the student has the option of receiving a regular grade or taking the course with a pass or fail grade. A failing grade will be averaged with all other grades and will lower the student's average. A "pass grade" will not be averaged for the purpose of honor roll, class rank, point average, etc.

1.14 WEIGHTED GRADES

Advanced placement courses (A.P.) offer a weighted grade (1.0 bump) for students earning an A, B, C or D. Students who enroll in A.P. level classes are expected to take the A. P. exam in the spring. Students who choose not to take this exam are not awarded the weighted grade. The fees for this exam must be paid before the end of the first semester.

In addition to A.P. courses, honors courses offer a weighted grade (0.5 bump) for students earning an A, B, C or D. Eligible classes include any course with “honors” or “pre-AP” in the course name, as well as Symphonic Band, Concert Chorale, and Level III & IV world language classes

1.15 COLLEGE CREDIT PLUS

The program is intended to provide expanded opportunities for appropriately qualified high school students to experience coursework at the college or university level on a college campus or on the high school campus via Distance Learning. The high school continues to be responsible for providing a comprehensive and challenging college preparatory curriculum including Advanced Placement and other advanced level courses for students. College courses should either contribute to or supplement the broad academic preparation needed by high school students. For college credit plus opportunities, please see your guidance counselor.

1.16 SENIOR OPTION

Senior option is available to eligible seniors who are on track to graduate with regard to credits and state testing. This option is a privilege that can be revoked at any time due to grades, attendance, behavior, or administrative discretion. Senior option allows students to have two study halls or utilize the 2nd study hall to arrive to school one period late or leave one period early if the student's schedule permits. Applications are available in the Guidance Office.

1.17 Schedules

Regular Time Schedule			Homeroom Schedule		
Mods			Mods		
First Bell	7:20 am		First Bell	7:20 am	
Mods 1-2	7:25 am - 8:10 am		Mods 1-2	7:25 am - 8:14 am	
Mods 3-4	8:14 am - 8:59 am		Homeroom	8:19 am - 8:26 am	
Mods 5-6	9:03 am - 9:48 am		Mods 3-4	8:31 am - 9:20 am	
Learning Lab	9:52 am – 10:35 am		Mods 5-6	9:25 am - 10:14 am	
Mods 7-8	10:39 am – 11:24 am	Lunch 7 10:39 – 11:09	Mods 7-8	10:19 am - 11:08 am	Lunch 7 10:19 - 10:49
Mods 8-9	11:13 am - 11:58 am		Mods 8-9	10:54 am - 11:43 am	
Mods 9-10	11:28 am – 12:13 pm	Lunch 9 11:28 - 11:58	Mods 9-10	11:13 am - 12:02 pm	Lunch 9 11:13 - 11:43
Mods 10-11	12:02 pm - 12:47 pm	Lunch 11 12:17 - 12:47	Mods 10-11	11:48 am - 12:37 pm	Lunch 11 12:07 - 12:37
Mods 12-13	12:51 pm - 1:36 pm		Mods 12-13	12:42 pm - 1:31 pm	
Mods 14-15	1:40 pm - 2:25 pm		Mods 14-15	1:36 pm - 2:25 pm	
One-Hour Delay			Two-Hour Delay		
Mods			Mods		
First Bell	8:20 am		First Bell	9:20 am	
Mods 1-2	8:25 am - 9:10 am		Mods 1-2	9:25 am - 9:55 am	
Mods 3-4	9:15 am - 10:00 am		Mods 3-4	10:00 am - 10:35 am	
Mods 7-8	10:05 am - 10:50 am	Lunch 7 10:05 - 10:30	Mods 7-8	10:40 am - 11:15 am	Lunch 7 10:40 - 11:05
Mods 8-9	10:35 am - 11:20 am		Mods 8-9	11:10 am - 11:45 am	
Mods 9-10	10:55 am - 11:40 pm	Lunch 9 10:55 - 11:20	Mods 9-10	11:20 am - 11:55 pm	Lunch 9 11:20 - 11:45
Mods 10-11	11:25 am - 12:10 pm	Lunch 11 11:45 - 12:10	Mods 10-11	11:50 am - 12:25 pm	Lunch 11 12:00 - 12:25
Mods 5-6	12:15 pm - 12:55 pm		Mods 5-6	12:30 pm - 1:05 pm	
Mods 12-13	1:00 pm - 1:40 pm		Mods 12-13	1:10 pm - 1:45 pm	
Mods 14-15	1:45 pm - 2:25 pm		Mods 14-15	1:50 pm - 2:25 pm	

ATTENDANCE POLICY 2.00

2.01 ATTENDANCE: PHILOSOPHY AND REGULATIONS

The Copley High School faculty and administration feel strongly that good attendance and punctuality are essential to academic achievement and that they also prepare students to be successful in life after school. The attendance policies of Copley High School have been established to set reasonable expectations for attendance that will ensure the appropriate, active involvement of students and help them to attain their educational goals.

2.02 COLLEGE/CAREER-RELATED VISITS

Students may be excused from school for up to two (2) days (except during the last two weeks of school and during special state testing times) to visit and evaluate colleges, post-secondary technical schools, or career-related positions.

2.03 EARLY DISMISSALS

No student shall leave Copley High School property unless he/she has received permission to do so and has properly signed out in the main office. All early dismissals shall comply with the following guidelines:

1. *Students will not be permitted to leave without a written note from their parents/guardians explaining the reason for the request and providing telephone numbers where they can be reached should questions arise.* All requests must be given to the Attendance Secretary by 7:20 a.m. of the day of the desired early dismissal. Students leaving school prior to 12:40 PM will be documented as a half-day absence on their attendance. Students granted permission to leave must sign out in the Main Office before leaving and sign in upon returning (if they return on the same day).
2. Medical or dental appointments should not be made during school hours unless it is an emergency. Appropriate telephone numbers and names (i.e. doctor/dentist) should be included on the note. Attendance office personnel will confirm appointments for medical or dental visits. Falsification of information regarding early dismissals is grounds for disciplinary action.
3. Students leaving early due to illness may not be taken home by other students. Students who become ill at school must report to the Attendance Office to speak with school officials and to call home. Students who contact parents using personal communication devices will be subject to disciplinary action (rule 8).

Students who do not follow the above procedures will be considered truant and will be responsible for the consequences.

2.04 EMERGENCY MEDICAL AUTHORIZATION FORMS

All students must have an Emergency Medical Authorization form on file in the attendance office no later than September 15; those who do not may be prohibited from attending school.

2.05 EXCESSIVE ABSENCES (LIMIT FOR PARENT-EXCUSED ABSENCES)

Students may not be absent for more than 78 hours in a semester. A school day is 6.5 hours long (excluding lunch) therefore 78 hours equates to 12 full school days. Parent notes will not be accepted for absences beyond the 78 hour limit. **All absences beyond the 78 hour limit will be unexcused unless they are accompanied by a physician's note or a court document.** Students do not earn credit for work collected during an unexcused absence. Students, who are excessively absent, both excused and unexcused, find themselves in danger of forfeiting academic credit, per individual class, for the semester.

2.06 EXCUSED ABSENCES (78 HOUR LIMIT PER SEMESTER)

Attendance is governed by the Ohio Compulsory Attendance Laws. Copley adheres to these regulations, which are specific and leave little option for school officials to excuse students from school. Acceptable reasons for an excused absence are:

1. Personal illness or illness in the immediate family (or quarantine of the home)
2. Funerals (up to 13 hours (2 full school days excused))

3. Work at home [emergency only; not to exceed 32.5 hours (5 school days)]
4. Religious holidays
5. Medical or Dental health issues, excused with a physician's note within 5 days of the absence
6. Prearranged absences (see: Prearranged Absences and Family Vacation Absences below)
7. School sponsored field trips, juvenile detention, court appointments
8. College, career-related or military visitations, only when forms are properly submitted prior to the absence [up to 13 hours (2 days) excused per year]
9. In-School Alternative Placement and Out-of-School suspensions (see discipline definitions, student code of conduct)

When a student is unable to attend school, parents or guardians are to call the high school attendance office at 330-664-4822 before 7:25 a.m. on the day of the absence. For your convenience, a voice mail message can be left by calling the same number during non-school hours. If there is no call, the school will make all attempts to verify the absence by calling the parent(s) at home or work. If they cannot be reached, the school may contact individuals listed on the student's Emergency Medical Authorization form. These attempts to verify a student's whereabouts are required by Ohio Missing Child regulations.

Upon the student's return to school following the absence, he/she must bring a note from his or her legal guardian giving the date(s) and reason for the absence if phone contact has not already been made. Absences not confirmed through a phone call or accompanied by notes will become unexcused. Students must submit a note to the office no later than the second school day after they return to school. Late notes will not be accepted.

2.07 FAMILY VACATION ABSENCES

Family vacations are absences that will count in the 78 hour limit on approved absences. The absence will be unexcused unless all of the following criteria are met:

1. One of the student's parents or legal guardian accompanies him/her on the vacation.
2. The Vacation Form, obtained in the Attendance Office, is submitted 5 days prior to the absence.
3. The student must not be in danger of failing any classes and must have an acceptable attendance rate.
4. The student must obtain assignments and submit them before the vacation or on the first day returning to school, as determined by the individual teacher.

Note: Maximum of 5 vacation days (32.5 hours) for the school year allowed. No vacations will be approved during the last five days of any semester.

2.08 INCOMPLETE WORK

It is the responsibility of the student to be sure that all assigned work is completed on time. If for reasons of extended absences (illness, etc.) the student receives an F for incomplete work, it is the student's responsibility to arrange make-up work with the teacher. Failing grades that are not made up within the number of days absent (not to exceed one week without teacher or administrative approval) will remain an F on student transcripts.

2.09 MAKE UP WORK

Upon return to class from an excused absence the student must make arrangements with teachers to make up missed work. Other than pre-planned absences, the number of days to complete work missed shall not exceed the number of days absent. Students who are absent on the day of a test or quiz will be expected to take a makeup test or quiz on the day of their return to school if the test date was announced while they were present. **Students will not earn credit for schoolwork collected during unexcused absences.**

2.10 MILITARY TESTING/PROCESSING

Students who must have military testing and/or processing done before the end of the school year may be excused for up to 13 hours (2 days; except the last 2 weeks of school or during special state testing times). All requests for excused absences for military testing must be made through the Guidance Office. A military processing form must be completed and submitted at least one day in advance of the anticipated absence, or the absence will not be excused.

2.11 PRE-PLANNED ABSENCES

Students taken out of school for trips, vacations, college or career related visitations or military testing/processing must complete a pre-planned absence form available in the main office or on the school website. Failure to complete form may result in unexcused absences.

2.12 STUDENTS WHO BECOME ILL IN SCHOOL

Whenever possible, students who become ill will be assessed by the school nurse and parents will be contacted by school personnel. Students are not to use personal devices to contact parents during class. Students must receive prior teacher approval and note to the clinic before reporting to the clinic, even when the student chooses to report to the clinic in between class changes. Students feeling ill will not be excused for attending the restroom or other areas without adult permission in lieu of the clinic. A student will only be released to go home after a parent/guardian or emergency contact has been notified by school personnel. To prevent the spread of communicable disease, students can be sent home if they have a fever, vomiting, diarrhea, undetermined rash, yellow/green eye drainage, or lice/nits in their hair. Students may remain in school for minor complaints such as cold symptoms, headache or cramps. Students who leave without following proper procedures will be subject to discipline for leaving school without permission.

2.13 TARDY TO SCHOOL

Any student not in class by the beginning of first period is tardy to school, and must register in the main office before going to class. Except for a medical reason, all tardies are unexcused. Students who are tardy due to medical reasons must provide a note from a physician upon their entrance to school.

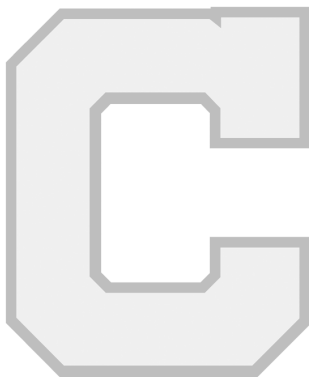
Parent/guardian notes will be accepted only twice each semester. A tardy to class is defined as missing less than 10 minutes of a class period. Missing more than 10 minutes of a class will be considered a class cut, assuming the tardy is not a result of arriving to school late. If a note is not provided upon the student's arrival, the tardy will be marked unexcused. See the student code of conduct for consequences as a result of tardiness. Failure to sign in at the main office when tardy will result in disciplinary action.

2.14 UNEXCUSED ABSENCES

The law does not allow the school to excuse absences due to job interviews (not made through approved work programs), going to work, transporting friends or relatives to airports, baby-sitting, shopping trips, driver's permit or license tests, transportation problems (including traffic jams, accidents, etc.), oversleeping, vacations with anyone other than parents, vacations in excess of five days, exams not sanctioned by the school or other similar events, or parent-excused absences beyond the 78 hour (12-day) limit each semester (district policy). Personal business should be attended to after school. Students will not earn credit for schoolwork collected during unexcused absences.

2.15 ADULT STUDENTS

Students who reach the age of 18 are required to abide by the above attendance policy. Only the parent or guardian of record may provide permission for students to leave early, arrive late, or authorize absences.



INFORMATION 3.00

3.01 AFTER SCHOOL ACTIVITIES AND HOURS

Students are permitted in the school at 7:00 a.m. daily. All students are expected to leave the school building by 3:00 p.m. unless they are participating in an after-school activity. Unsupervised groups will not be allowed to use the building or school facilities.

3.02 BRING YOUR OWN TECHNOLOGY (BYOT)

Privileged use of certain personal devices is permitted. The BYOT Student Pilot Guideline is consistent with Board policies at the building and classroom levels. **Students must adhere to the District Acceptable Use Policy, District BYOT Policy and the Student Code of Conduct at all times.** Violations will result in appropriate disciplinary action and the potential loss of privilege. Implementation, regulation, and monitoring of the BYOT Student Guideline rest at the classroom level. *Individual teachers/school personnel make all decisions as to the practicality and necessity of BYOT in their classrooms.* **CHS administration may, at any time, suspend or alter the BYOT program for the purposes of safety, security or revision.** Please do not leave electronic devices in an unattended book bag or purse, out in the open, out of sight, or out of your secured locker.

Consequences for violations of the BYOT Student Guideline are addressed in the Student Code of Conduct.

Electronic Devices

Electronic technology is classified as disruptive, non-disruptive, and mobile phone. Permissibility of each type of electronic device is described as follows:

A. Disruptive Electronic Devices

1. Recording devices, laser pointers, and other discretionary electronic devices are deemed distracting to the educational environment. As such, these devices are not permitted in any area of Copley High School.
2. The misuse of permissible electronic devices in a manner distracting to other students or school personnel is not allowed. The misuse of acceptable technology includes, but is not limited to:
 - a. Use of any electronic device in a classroom or other area of Copley High School not authorized by school personnel.
 - b. Violation of the Copley-Fairlawn City Schools' Acceptable Use Policy.
 - c. Listening to video or audio without headphones or earbuds.
 - d. Use of headphones/earbuds at a volume level where others can hear.

B. Non-disruptive Devices

1. Non-disruptive devices are defined as electronic devices primarily used for educational purposes.

2. The categories of non-disrupted devices are (a) laptops, (b) netbooks, (c) tablets, (d) eReaders, and (e) audio players.
3. These devices may be used:
 - a. During classroom instruction and in the Media Center as permitted and directed by individual teachers/school personnel.
 - b. in study hall and lunch as permitted and directed by individual teachers/school personnel.

C. Mobile Phones

1. Use of mobile phones for any voice or text communication is not permitted during school hours. This includes the use of social media.
2. Mobile phones may possess advanced functions for educational use including eReaders, video/audio functions, word processing, etc. Mobile phones with these functions may be used educationally in a classroom, study hall, and lunch period as permitted and directed by individual teachers/school personnel.

Internet Connection

Wireless Internet connection will be provided by the Copley-Fairlawn City Schools for students to connect their devices to the Internet. Internet access from outside sources, including, but not limited to, cellular phone data plans or mobile hotspots is not permitted on school grounds in order to promote safe, filtered Internet access. Students must have a completed Acceptable Use Policy signed and on file at Copley High School and may only connect to the Internet when permitted and directed by individual teachers/school personnel.

Lost or Damaged Device

Copley High School assumes no responsibility for theft, loss, or damage of an electronic device brought to school. Students bring these devices to Copley High School at their own risk.

District-Level BYOT Policy items not covered in the Acceptable Use Policy or this Guideline

1. Approved devices must be in silent mode while on school grounds, unless otherwise allowed by a staff member.
2. Individuals may not use devices to capture, record, transmit or post audio, video or photos of other students, faculty, or staff, unless otherwise allowed by a teacher or school official.
3. Individuals are responsible for servicing their personal electronic devices. The District will not service, repair or maintain any non-district owned technology brought to, and used at school.
4. Individuals should strive to maintain appropriate bandwidth for school-related work and communications. The District does not guarantee connectivity or quality of connection with personal devices.

3.03 BUS CONDUCT

Although the Copley Local School District provides transportation in accordance with Ohio Law, it does not relieve parent(s)/guardian(s) of the responsibility of supervision until such a time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Once a student boards the bus, and only at this time, does the student become the responsibility of the school district. Bus assignments and bus stops are assigned by the transportation department and do not change during the year without administrative approval.

When riding any form of transportation to or from school, students are expected to conduct themselves in a mature manner. Any student judged guilty of misconduct on any of the buses will be subject to a written citation as outlined in the Code of Conduct. Students may lose their bus privileges for failure to follow bus rules or disrupting the safe operation of the bus. The Copley-Fairlawn City Schools Transportation Department may provide transportation to/from an alternate location, provided there is room available on the route and the following guidelines are met:

1. The alternate location is consistent five days per week for morning and afternoon.
2. Alternate locations will remain the same for at least one semester. Example: Student may be transported from one location to school in the a.m. and from school to another location in the p.m.

3. The alternate location is along a regularly scheduled route at a regularly scheduled stop.

3.04 DIRECTORY INFORMATION

Student directory information (names, addresses, telephone numbers, grade level, etc.) which is not in violation of the Family Educational Rights and Privacy Act may be released to appropriate individuals or organizations without the direct written consent of students (18 years or older) or parents. Such information is usually released in publications such as programs, yearbooks and honor roll recognition lists. Students and parents who do not wish to have their directory information released to recruiters must submit that request in writing to the guidance department no later than September 18, 2017. Parents and students have a right to inspect and review their educational records. Parents may request in writing amendments to the records if there is reason to believe the record is inaccurate, misleading, or otherwise in violation of the student's rights.

3.05 DRIVING TO SCHOOL

Driving to school is a privilege. Copley-Fairlawn City School District and its employees assume no liability for damage to vehicles or loss of property while parked at the school. Faculty or staff presence in the parking lot is designed to monitor student behavior, and does not imply responsibility for the traffic conditions in the parking lot. Freshmen are not permitted to park at school. Applications for parking for each following school year can be made in the main office after the midterm of the fourth quarter. Students must pick up a registration form in the main office, complete the form, and return it to the attendance secretary. Please note that the following information must be provided: copy of driver's license, copy of vehicle registration, copy of proof of insurance, parent signature, and a \$25.00 parking fee per semester. Student parking permits must be displayed when the vehicle is on school property. Students who park without a permit may have their cars towed at their own expense and/or face disciplinary consequences. Only street-legal, licensed vehicles may be parked on school grounds. Students will not be issued a parking pass with a temporary operator's permit. Parking permits may be revoked at any time per administrative discretion in connection to student violations of the code of conduct; such as, but not limited to, excessive tardiness to school, leaving school without permission or not following proper procedures. Students who have their parking passes revoked are not entitled to a refund. **Due dates for payment of student parking fees are September 13, 2019 (Fall) and February 7, 2020 (Spring).**

3.06 ELIGIBILITY - ATHLETICS

To be eligible (in grades 9-12) a student must be currently enrolled and must have been enrolled in school in the immediately preceding grading period. During the preceding grading period the student must have received a minimum of a 1.0 GPA and passed a minimum of five (5) one credit courses (or the equivalent). Students will be required to participate in Academic Study Tables if their GPA is below a 2.0 during an athletic season. These rules apply to any extracurricular activity at Copley High School, although individual advisors may have more strict requirements. In addition to grade/credit requirements, students who participate in extracurricular activities are also required to abide by specific non-use policies that prohibit the use of drugs, alcohol and tobacco (see code of conduct). Students disciplined for violating substance policies as stated in the code of conduct may be eliminated from participation in extracurricular activities. Students who are participating in or attending any extra-curricular activities/athletics must be in class for at least 4.0 hours on the day of the activity. Students who are absent from school on Friday are still permitted to attend/participate in Saturday events.

3.07 FIRE DRILLS, TORNADO DRILLS, AND LOCK-DOWN DRILLS

Fire drills, tornado drills and lock-down drills will be held periodically. Information regarding the proper procedure is available in each classroom.

3.08 INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities. Copley-Fairlawn 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 Improvement Act (IDEIA). A student can access Special Education services through the proper evaluation and placement procedure. The policy of the district is that ongoing efforts will be made to identify, locate, and evaluate students below twenty two years of age, who reside within the district and have a confirmed or suspected disability in accordance with all Federal regulations and State standards.

The policy of Copley-Fairlawn City Schools is that the education of children with disabilities shall occur in the least restrictive environment; special education programs and services shall be appropriate and designed to meet the unique needs of each child with a disability; to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, shall be educated with children who do not have disabilities; special classes, separate schooling, or other removal of children with disabilities from the regular educational environment, shall occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact a guidance counselor. Parents who believe their child may have a disability that substantially limits major life activities of their child should contact the principal or assistant principal. For information regarding services, activities, programs and facilities that are accessible to and usable by handicapped persons, contact the office of Pupil Services.

3.09 INTERVENTION STUDY HALL / ACADEMIC ASSIST

Students may be assigned to an intervention study hall in place of a regular study hall if they meet any of the following criteria: F in any subject as a nine week grade, did not pass one or more parts of the State Assessments, less than a 2.0 GPA, in danger of failing a class for the year, or recommendation by teacher, RtI team, guidance counselor, or administrator. Students assigned to an intervention study hall are not permitted to serve as aides or sign up for the library during the period.

3.10 LIBRARY/MEDIA CENTER

All students at Copley High School are encouraged to use the library/media center for research or reading. The library houses four computer labs, print materials, electronic resources, magazines, and newspapers. A limited number of passes will be available to the media center during study halls. Space is limited.

Since the library/media center is considered a quiet place, we ask students to observe the following rules:

1. No disruptive behavior.
2. No eating or drinking.
3. No defacing of materials and/or furniture or theft of material from the library/media center.
4. Follow computer use policy.
5. All other rules of the school as stated in the Code of Conduct shall be observed in the library/media center. Non-compliance to observed rules may result in a written referral by library staff and/or removal from the library.

3.11 LOCKER REGULATIONS

Each student will be assigned a locker at the beginning of the school year. Students will place their belongings and book bags in a secure locker as long as those items do not threaten the individual's health or safety, or the health, safety, and rights of others in the building. Students must use only lockers that have been assigned to them. Students are to make sure that lockers are properly locked at all times. The school is not responsible for anything taken from lockers. The lockers remain the property of the Copley-Fairlawn City Schools. Students shall not expect total privacy. Lockers are for student use, but lockers are not meant to be secure from school officials. School officials may search belongings or lockers. Each student is responsible for the cleanliness of his/her locker.

3.12 LOST OR STOLEN PROPERTY INCLUDING ELECTRONIC DEVICES

Items found should be taken to the main office. Students reporting lost or stolen property should check with lost and found in the main office. Student property not located needs to be documented with the

main office on an incident report. Administrative discretion investigating lost or stolen property will be used based upon the nature, timing, and circumstances surrounding the incident. Please do not bring to school unnecessary, expensive accessories that cannot be easily replaced. This includes discretionary electronic devices, headphones, etc. Please do not leave electronic devices in an unattended book bag or purse, out in the open, out of sight, or out of your secured locker.

3.13 MEDICATION

Students who have to take prescription medication must have a form completed and signed by their physician. Students who require over the counter medication during the school day must have a form completed and signed by parent, guardian, and physician. All medications must be left in the Clinic. Students are not permitted to possess any medication during school hours. Medications in the possession of students will be called contraband and a disciplinary consequence will be assigned. Students may carry their own prescription asthma inhalers and Epi-pens.

3.14 NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Copley-Fairlawn City School District is an equal opportunity education institute and will not discriminate on the basis of race, color, creed, disability, religion, gender, ancestry, age, and national origin, place of residence within the boundaries of the District or social or economic background in its activities, programs or employment policies. Please contact the office of Pupil Services with any inquiries or complaints regarding discrimination or denial of equal access relevant to Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination in Federal Assisted Programs Act.

3.15 NURSE

Except in the case of an emergency, no student shall be permitted to go to the nurse without a pass from his/her current teacher. Any student reporting to the clinic between classes without visiting his/her classroom first to get a pass is not allowed and will be considered a class cut. Visits to the clinic will be limited to 15 minutes unless a longer stay is deemed necessary by the nurse on duty or the guidance office secretary if the nurse is unavailable.

3.16 OFF LIMITS AREAS

Students must have passes to be anywhere in the building outside their assigned areas. Students are to have passes written in their student planners. Violators will receive consequences. Teacher desks, cabinets, storage, and computers are always off limits.

3.17 SCHOOL CLOSING

In the event of severe weather or other calamity necessitating the closing of school, school closings will be announced on local radio and television stations. A phone call will also be made through the district's automated calling system.

3.18 SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, participation in, or treatment, or employment in, its programs or activities. As such, the Board's policies and practices will not discriminate against employees and students with disabilities, will provide equal opportunity for employment, and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District. "An individual with a disability" means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. For more information regarding protection under Section 504, please contact the Pupil Service Office.

3.19 STUDY HALL REGULATIONS

Attendance and behavior expectations for study hall are the same as for academic classes. All students are to bring something to study or read. Study halls will remain quiet for study purposes.

3.20 STUDENT SUPPORT SERVICES

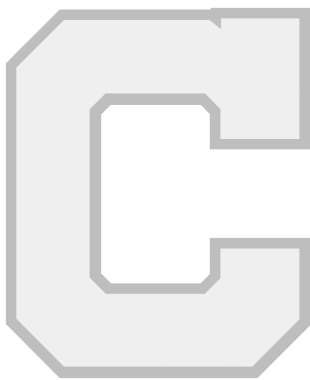
Copley High School, in conjunction with local outside agencies, may offer individual and/or group counseling for students. Parents who do not wish for their students to benefit from these services should contact the guidance department. Otherwise, this handbook shall serve as notice that mental health services may be provided to any student attending Copley High School.

3.21 TEXTBOOKS, MATERIALS, AND FEES

Books and/or materials lost or damaged are the responsibility of the student to whom they are issued and must be paid for before records can be released. The student must turn in the book he/she was originally issued. Books are numbered so that accuracy is ensured. If the student does not clear all school charges, transcripts and records will be withheld. This action will affect a Senior's graduation since a diploma will not be released.

3.22 VISITORS DURING SCHOOL HOURS

No one other than students, teachers and employees of the Copley-Fairlawn Board of Education is permitted in the school building without first securing a visitor's pass from the main office. Telephone messages to students are not permitted except for emergency messages from parents. Visitors of students are prohibited and will not be permitted to attend classes or visit during the school day.



ATHLETIC CODE OF CONDUCT 4.00

Participation in interscholastic athletics is a privilege which provides many benefits. Copley-Fairlawn City Schools challenges its athletes with additional expectations and responsibilities. In their pursuit of success in athletics, the athletes of Copley-Fairlawn City Schools are expected to conduct themselves as young men and women who understand the value of healthy bodies and minds. To this end, the following rules and regulations have been developed to help guide our student athletes as they participate in athletics. These rules and regulations are to be read in conjunction with the Board of Education Policy and the Student Code of Conduct.

1. The use, possession, or sale of alcohol or illegal/non-prescription/counterfeit drugs will not be tolerated. The consequences for violation of this rule are as follows:

First Offense: An athlete found in violation of the aforementioned alcohol/drug rule will be prohibited from athletic participation by the Superintendent, Principal, Athletic Administrator, and/or Assistant Principal for a minimum of 50% of the contests (including regular season and tournaments), based upon the number of scheduled events. If the athlete agrees to complete an approved substance abuse assessment and successfully follows the recommendations made, the prohibition will be reduced to a minimum denial of participation of 25% of the contests. Refusal or failure to successfully complete the approved assessment and/or to follow the recommendations made may result in a further prohibition, up to and including full denial of athletic participation. Student athletes will not be permitted to avoid the application of this rule by virtue of the timing of any infraction. If a violation occurs at or near the end of a sport season, or if the athlete is not in season at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next in-season sport in which the athlete is a regular participant, i.e., a sport in which the student athlete has participated in previously. Further, student athletes prohibited from participation under this rule may not avoid the consequences of a denial of participation by trying out for a new sport, i.e., one in which the student athlete is not a regular participant. In such cases, the prohibition would apply to the new sport and the next sport in which the student athlete is a regular participant.

Second offense: An athlete found in violation for a second time under this rule will be prohibited from participating in all athletics for a minimum of one calendar year from the date of the violation.

Third offense: An athlete found in violation of this rule will be denied participation in athletics indefinitely.

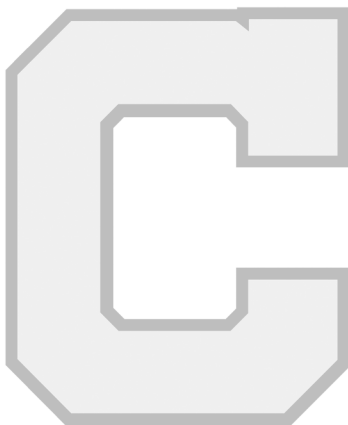
Additional conditions: Penalties for any violation of the alcohol/drug rule shall apply to conduct occurring on school property, at a school or school related function, or if otherwise admitted by the student athlete and/or confirmed by the police. Violations of the alcohol/drug rule may result, at the discretion of the administration, in a loss of any or all postseason recognition for the athlete, including but not limited to attendance at any awards function. Prohibitions from participation imposed for violation of the alcohol/drug rule apply to all levels of athletic competition.

Coach Referrals: Coaches are expected to make referrals to the C.A.R.E. Coordinator for any student athlete reasonably suspected to be engaged in substance abuse. If this referral results in a recommendation for further assessment, the parents of the student athlete will be so advised. A failure to submit to an assessment and/or follow the recommendations developed from that assessment may result in the denial of further athletic participation.

2. The possession or use of any form of tobacco will result in a minimum denial of participation in 25% of the contests of the current season and/or next season in which the athlete is a regular participant, depending upon the timing of the violation.
3. The student athletes participating in the Copley-Fairlawn City Schools sports programs must not engage in acts such as assault, sexual misconduct, theft, vandalism, destruction of property or any other conduct which is of a criminal nature or results in prosecution. Violation of this rule may result in an immediate prohibition from athletic participation for the remainder of the present season and,

at the discretion of the administration, may be adjusted and/or extended up to and including an indefinite prohibition depending upon the nature of the violation. This rule shall be applied to student athletes on the date they are determined by the administration to have engaged in or are otherwise found guilty of any of the aforementioned or related acts of misconduct.

4. The athletes participating in Copley-Fairlawn City School sports must follow the specific academic eligibility guidelines adopted by the Ohio High School Athletic Association and the Copley-Fairlawn Board of Education (provided by AD/Coach).
5. The athletes participating in Copley-Fairlawn City School sports must return all school issued equipment, such as uniforms and protective gear or make payment for lost items prior to being released to participate in a sport during the next sports season. The replacement cost of lost items is determined by the coach and athletic director.
6. The athletes participating in Copley-Fairlawn City School sports must follow the Athletic Code of Conduct, the Student Code of Conduct, and the individual coach's Code of Conduct. Violation of rules contained in these codes of conduct will result in disciplinary action enacted by the coach of the sport in season. Each coach must prescribe rules and regulations for his/her sport. These must be made available to athletes and their parents. Parental and student signatures on the Coach's Code of Conduct indicate that both parents and athletes understand the rules. The following are rules that may be included, but not necessarily be limited to: Absence or tardiness to practice or game; attitude or behavior detrimental to the team; violation of athletic safety rules; curfew violation.
7. If an athlete misses more than $\frac{1}{2}$ day of school (4 hours), then he/she is not eligible to participate in an athletic event that day or evening. Extenuating circumstances can be appealed to administration (e.g. funerals).



STUDENT CODE OF CONDUCT 5.00

Discipline at Copley High School serves several purposes. Primarily, discipline is the reasonable consequence for inappropriate behavior on the part of a student. In a larger sense, a code of conduct exists in order to establish standards for student behavior that ensure the good order and operation of a productive learning environment. The rules and consequences that exist at Copley High School have been established with the best interests of each member of the school community in mind. School personnel are not permitted to discuss the discipline of students with other parents or students.

5.01 DEFINITIONS

Board policies are available through the Copley-Fairlawn City School District website. Students are encouraged to become familiar with them. It is the responsibility of each student to observe the recommendations for and parameters of student expectations as outlined in this student handbook.

Progressive Discipline

Discipline at Copley High School is progressive. Regardless of the stated consequences for rule violations, students who repeatedly violate the code of conduct will face increasingly severe consequences leading from detentions to suspensions to expulsion.

“1-Hour Detention, 2-Hour Detention”

Teachers or administrators may assign a detention with at least one day's notice. Students are to make arrangements for transportation to or from school in order to serve a detention. In some cases, students may serve detentions before school or during other non-traditional times. The individual teacher or administrator determines detention assignments, and the times in which they are served. 1-Hour and 2-Hour Detentions are afternoon detentions only and are assigned by an administrator. A note from parent/guardian must be brought into the Assistant Principal's office no later than the day before assigned Detention to reschedule the detention. Students who are absent the day of their scheduled detention will automatically have their detention rescheduled for the next week. 1-Hour and 2-Hour Detentions can only be rescheduled once. Failure to serve a 1-Hour or 2-Hour Detention or emergency removal from a Detention will result in additional consequences.

Public/Community Service

School officials reserve the right to institute public/community service as an alternative disciplinary consequence. Students and parents will be notified if such alternative suspensions are instituted and are available to them. Administrators may design and assign (with parental notification) alternative forms of consequences, such as community service, Saturday detention, in-school service, etc.

In-School Alternative Placement (I.S.A.P.)

I.S.A.P. is a change of educational setting within the high school. When students serve I.S.A.P., they report to the designated room for the entire day. Teachers send assignments that are to be completed each day while the student serves the restriction. Work completed while in I.S.A.P. will be collected for full credit provided it is completed on the day it is assigned. Students who fail to comply with I.S.A.P. rules will be immediately suspended Out-of-School. Students are not permitted to participate in or attend regularly scheduled classes while serving I.S.A.P.

Out-of-School Suspension (O.S.S.)

Out-of-School Suspensions constitute a complete removal from the educational environment for a period of time not to exceed 10 consecutive school days. Out-of-School suspensions can carry over from one school year to the next. Students who are suspended Out-of-School are not permitted on any school grounds during their suspension, and students who are suspended may not attend any school functions on or off school grounds. Students will be permitted to make up school work for an Out-of-School Suspension under the following provisions:

1. Students must contact all teachers via email or on-line classrooms in order to receive work while

suspended.

2. Students will not be escorted to their teachers to receive their work.
3. Building secretaries and guidance counselors are not responsible for contacting teachers for work.
4. All assignments are to be completed upon the student's return to school at the beginning of the class without exception.
5. All tests and quizzes will be taken on the day of the student's return without exception.
6. Assignments such as labs, speeches, concerts, etc. cannot be made up and will receive no credit.
7. Students receiving an Out-of-School Suspension as the result of not serving another assigned discipline will not be permitted to make up work.
8. Students will be permitted to make up work for up to two separate Out-of-School Suspension assignments. For each subsequent Out-of-School Suspension, the student will not be permitted to make up work.
9. Students expelled from school will not be permitted to make up work.
10. The building administration has the authority to override this guideline as extenuating circumstances arise.

Expulsion

Behavior of a student can be so serious as to justify total removal from the educational program for a prolonged period of time. Expulsion is a removal for more than ten (10) days, but not more than eighty (80) days duration, except in the case of weapons possession. Expulsion can extend beyond the current semester and school year. Students who are expelled are not permitted on any school grounds. Students who are expelled may not attend any school functions on or off school grounds.

Emergency Removal of Students

If a student's presence poses a continuous danger to persons or property, or an ongoing threat of disrupting the academic process, that student may be removed from the premises under emergency removal. In such circumstances the student may not participate in any school function.

Administrative Discretion

Some infractions list administrative discretion as the consequence. Ohio law gives principals the authority to assign disciplinary consequences ranging from after school detentions through 10-day out-of-school suspensions. Students are afforded rights guaranteed by the United States Constitution and the Ohio Revised Code, and their rights will not knowingly be denied or abridged by this Code of Student Conduct or resulting disciplinary actions taken.

Students are subject to all provisions of the Code of Student Conduct whenever on school property or buses, during, before and after school hours, when school is in session or during vacation, and at extracurricular activities involving Copley students. This code shall also be inclusive for the right to exercise authority for the protection of all school staff members and their property.

Consequences for violation of this Code of Student Conduct may include: detention, emergency removal, assignment to ISAP, out-of-school suspension, expulsion, and/or other forms of disciplinary action to help modify behavior or to ensure the safety, health and welfare of other students and staff, and to protect the integrity of the educational environment. Consequences are administered at the building level in accordance with administrative procedures.

Hall Sweeps

Students are expected to be in class on time and prepared to participate in class. The administration of Copley High School reserves the right to conduct announced and unannounced hall sweeps in order to ensure that students are in class. Any students found in the halls without a valid pass will be subject to disciplinary consequences.

Search and Seizure

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.), and the seizure of items contained in such school property:

1. The administration may enter any area of school property, including storage spaces assigned to students, at any time.
2. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.
3. The Board reserves the right to conduct canine searches on school grounds.
4. Principals or their designees are specifically authorized to search any student's locker and the contents of any student's locker at any time without regard to whether the principal/designee reasonably suspects that the locker or its contents contains evidence of a violation of the law or school rules/regulations.
5. Principals and their designees are also authorized to search any student's locker and the contents of the locker if the principal reasonably suspects that the locker or its contents contain evidence of a student's violation of the law or school rule/regulation.

Searches of a Student's Person or Personal Property by School Personnel

Principals and their designees are permitted to search the person and/or personal property (e.g., purse, knapsack, gym bag, etc.) of a student which is not contained in an area of school property specifically assigned to the student, when there is reasonable suspicion that evidence will be obtained indicating the student's violation of either the law or school rules/regulations. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time. The Board also reserves the right to conduct canine searches.

Searches of Students and Student Property by Police

Generally, the police are required to obtain a proper search warrant for any search of a student's personal property kept on school premises or of the student's person. However, if the police have probable cause to believe any item that might pose an immediate threat to the safety or security of others is kept in a student locker, desk, or other storage space or that a student has evidence on his/her person, or that the student's property or person contains evidence of a student's violation of law, searches may be conducted without a previously issued warrant.

Student Interrogation by Police

1. Except as specified below, interviews of minor students by the police will not be granted without express permission of the parent or legal guardian. Interviews are to be conducted in private. An administrator or counselor will remain throughout the interview.
2. Students shall not be permitted to leave the school with an officer unless parental permission has been granted or a warrant has been issued and presented to the principal or unless the student is to be taken directly into custody for the purpose of being charged with an unlawful act.
3. Law enforcement officers from communities outside the Copley-Fairlawn City School District with warrants shall ask the appropriate local police department for courtesy assistance when serving warrants within a school.
4. Law enforcement officers or others shall not be permitted to interrupt normal school activities in their investigative activities, except in cases of immediate threat to safety or security.
5. Police may interview minor students without prior parental permission if the police are investigating allegations of child abuse involving the parent/guardian or if the alleged incident occurred on school property, at a school sponsored event/activity, or on the way to school or a school sponsored event/activity.

Due Process Rights and Disciplinary Procedures

Due process rights and disciplinary procedures are governed by section 3313.66 of the Ohio Revised Code. In satisfying a person's due process rights, a student can expect to receive written notice of intent to suspend or expel and the reasons for such action. The student will be given the opportunity to appear at an informal hearing to explain his/her actions or challenge the reasons for the suspension. Within twenty-four (24) hours after the time of a student's suspension, a written notice of suspension will be sent to the parent(s)/guardian(s). The notice will specify the duration of the suspension and the reason(s) for the suspension as well as the right and procedure to appeal.

Prior to expulsion, the Superintendent will give the student and his/her parent(s)/guardian(s) written notice and provide an opportunity to appear to explain the student's actions or challenge the reason(s). The notice will include reason(s) for the possible expulsion and the right and procedure to appeal.

RULE 1: ACADEMIC APATHY

Behavior that suggests disregard for the educational process is unacceptable. Such behaviors include, but are not limited to, sleeping in class, repeatedly failing to bring books/Chromebook/material to class (including failure to dress for P.E.) and failing to complete assigned work in a timely manner. Teachers and other members of the school community will attempt to intervene and improve the student's behavior with detention(s) and parental contact. However, when the problem persists, the following consequences apply:

1st Offense	1-Hour Detention
Repeated Offenses	2-Hour Detention, Possible I.S.A.P

RULE 2: ALCOHOL

A student shall not possess, use, transmit, sell/buy, offer to sell, conceal, consume, or display evidence of consumption of alcohol or similar intoxicants. Possession, use, sharing, giving with others of alcohol or related intoxicants is prohibited. Any type of alcohol paraphernalia is prohibited. Any student found supplying, selling, or distributing alcohol as defined in Section 2925.01 (P) of the O.R.C. may face the same consequences listed below.

1st Offense	10 day out of school suspension for evidence of consumption, possession, selling, or distribution; possible recommendation for expulsion <ul style="list-style-type: none">• Referral to Law Authorities• 10 day O.S.S. for consumption• Notify the Bureau of Motor Vehicles• Reduction to 5 days O.S.S. with confirmed assessment, remaining 5 days O.S.S. held in abeyance may be offered per administrative discretion
2nd Offense	10 days O.S.S., possible recommendation for expulsion <ul style="list-style-type: none">• Notify the Bureau of Motor Vehicles• 180 school day exclusion from all inter-scholastic activities
Repeated Offenses	10 days O.S.S., possible recommendation for expulsion

RULE 3: ARSON/ UNAUTHORIZED USE OF FIRE

A student shall not purposely set fire or attempt to set fire to anything in, on, or around the school, school board buildings or property, including buses. Lighting any flame is prohibited. Students are required to leave the following items at home: lighters, matches, and any other article not directly linked to the educational setting.

1st and Subsequent Offenses	Emergency removal and/or suspension; possible recommendation for expulsion <ul style="list-style-type: none">• Notice given to fire and police department• Restitution• Possible prosecution
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RULE 4: ARTICLES PROHIBITED IN SCHOOL/ELECTRONIC DEVICES

While Copley High School recognizes that rapidly changing technology, and our ability to access it, has become an integral part of our lives, its use during the regular hours of school operation via communication devices, videotaping devices, cameras, personal electronic equipment (i.e. cell phones, iPods, games, digital players, laser pointers etc. can pose a significant disruption to the educational process. Taking video or photographs during school is strictly prohibited. **From 7:20 a.m. until 2:25**

p.m. these and any other personal items that interfere with classroom instruction, will be confiscated by the supervising adult, submitted to the assistant principal and secured. Parents may pick up confiscated items both before and after school. Students are not permitted to be in possession of mace, pepper spray, matches, lighters, or other fire starting devices. Any student found to be in possession of these devices will have the device confiscated and disposed. **Possession of lighters, matches, and other hazardous items may result in an out-of-school suspension on the 1st offense.**

1st Offense 1-Hour-Detention or written warning and parent/guardian must pick up device

2nd Offense 2-Hour Detention, parent/guardian must pick up device

3rd Offense 1-3 days I.S.A.P., parent/guardian must pick up device

Repeated Offenses 1-5 days O.S.S., parent/guardian must pick up device

RULE 5: ASSAULT

A student shall not act or behave in such a way as to cause, attempt or threaten to cause physical injury to any person or their property. Any type of assault on school personnel will result in a 10-Day O.S.S., recommendation for expulsion and charges filed with the local police department.

1st Offense 5-10 days O.S.S., possible recommendation for expulsion, police report may be filed

Repeated Offenses 10 Days O.S.S., possible recommendation for expulsion, police report filed

RULE 6: BUS MISCONDUCT

Bus Conduct Code

The following rules are for the purpose of ensuring a safe and pleasant ride to and from school. You will find that some rules are obvious and reflect nothing more than common sense. These rules have evolved from state and national guidelines for safety on buses.

1. The student conduct code for schools also applies to students while riding a school bus.
2. When boarding, the student should go directly to a seat. The bus driver will assign seats.
3. Students are not to use profane, vulgar, and/or improper language.
4. Students must remain seated keeping the aisles clear.
5. Students must be at their approved bus stop five (5) minutes in advance of normal bus stop time.
6. Students must only bring items onto the bus that they can hold on their laps.
7. Eating, drinking and chewing gum is prohibited.
8. Students are not permitted to use tobacco, alcohol, or drugs on the bus.
9. Students are not permitted to throw objects on, from or into the bus.
10. Students are to keep their heads, hands and feet inside the bus.
11. Talking should be kept to a conversational tone.
12. Students must obey all reasonable requests made by the bus driver.
13. Students should cross the street only on the driver's signal.
14. Students must only ride their assigned bus to and from school.

Students shall not engage in any conduct which violates bus rules, or interferes with the safe operation and transportation of students to and from school, or to and from any extracurricular activities. Bus misconduct of a repeated or dangerous nature may result in removal from the bus for a period of one (1) semester.

1st and Subsequent Offenses Administrative Discretion

RULE 7: CAFETERIA MISCONDUCT

Food is to be purchased from the cafeteria or brought to school by the student. **Food is not to be delivered to the school by outside vendors.** Students are expected to remain in the cafeteria during lunch and obey the following rules for behavior in the cafeteria: no cutting in line; use appropriate language and volume; clean up your table and the surrounding area; push in your chair; demonstrate respect for monitors and staff. Any student throwing food or other objects may be suspended out of school for 1-10 days. Failure to follow these rules will result in the following:

1st Offense	Verbal warning, change of seat
2nd Offense	1-Hour or 2-Hour Detention, possible I.S.A.P.
Repeated Offenses	1-3 Days I.S.A.P, possible O.S.S.

RULE 8: CELL PHONE USE

The possession of cell phones in school by students is a privilege, not a right. Students may contact parents by reporting to the main office to use the office phone or seek permission to text a parent. Taking pictures or videos on cell phones and/or posting pictures or videos on social media is prohibited and may be considered inappropriate behavior, potentially inciting, and subject to those rules. Violation of talking or texting on one's cell phone during school may result in the device being confiscated and the following:

1st Offense	Student receives a verbal warning.
2nd Offense	The device is confiscated by the staff member. It is secured in the school office and returned to the student at the end of the day.
Repeated Offenses	Administrative Discretion

Student's refusal to relinquish their cell phone upon adult request will be treated as insubordination with related consequences per the code of conduct. The school reserves the right to prohibit a student from the possession of a cell phone after repeated violations of the code of conduct. Please refer to the district BYOT guidelines on appropriate classroom use of personal technology devices.

RULE 9: CHEATING/PLAGIARISM

Academic dishonesty is a serious offense. All students willfully involved in cheating/plagiarism, including those providing or receiving work to copy, will receive consequences for their actions. Artificial Intelligence may be used as a tool for research, organization, and generation of ideas, but is prohibited in its use of producing work that will be graded or evaluated unless expressly authorized by the teacher. Students who submit work through an artificial intelligence application will be subject to scrutiny. Students found attempting to access or tamper with teacher/student records will be subject to 10 days O.S.S. and a possible recommendation for expulsion.

If you are caught cheating or plagiarizing, the following will occur:

1st Offense	Teacher reserves the right to allow student to re-do the assignment as is or the teacher can provide an alternative assignment; parent contacted by teacher
2nd Offense	Student shall receive a zero for the assignment, parent contacted by the administrator.

*Students found attempting to access or tamper with teacher/student records will be subject to 10 days O.S.S. and a possible recommendation for expulsion.

RULE 10: CLASS CUT

A class cut is defined as being absent from a class or part of a class for more than ten (10) minutes without a pass from a teacher or administrator. Students must make arrangements before being absent from a class. Personal illnesses or emergencies may not be used as an excuse for missing a class without permission. Students who leave a classroom without teacher or administrator permission are also classified as a cut.

1st Offense	Verbal conference with parent by teacher
2nd Offense	Lunch detention and verbal conference with parent by administrator

3rd Offense	1 hour detention;
Repeated Offenses	Administrative Discretion

RULE 11: CLASS MISCONDUCT

Students whose misconduct disrupts the educational process will first face the consequences of the classroom teacher's rules. Students who substantially disrupt class may be removed from that period under the policy regarding emergency removal. Teachers will contact the student's parent/guardian in order to correct the problem. Repeated offenses will result in the following consequences.

1st Offense	1 Day I.S.A.P.
2nd Offense	1-3 Days I.S.A.P.
Repeated Offenses	Administrative Discretion

RULE 12: COMPUTER USE POLICY

Computer use is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers (See Board Policy 7540.03 - Student network and internet acceptable use and safety). Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administrators. Students must abide by the rules and regulations spelled out in the Internet Acceptable Use Policy, and the 1-1 Student Handbook.

1. Files stored on school computers are restricted to school-related assignments only. Personal files may not be stored. Students are subject to disciplinary consequences for misuse or neglect of school computers even if there are no damages.
2. Network password security is the responsibility of the student. Do not let others use your password.
3. Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
4. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
5. All non-school software and storage media must be checked for viruses and approved for use by a network administrator before being used on any computer and are subject to inspection and approval by school personnel at any time.
6. Usage of all telecommunications is restricted to school-related projects and must be supervised by the teacher or network administrator. Students are not permitted to use the internet/network for personal communication purposes. Websites such as MySpace, YouTube, Facebook, and all instant message services are strictly forbidden. Applications, such as Snap-Chat, and posting pictures, videos, text, or other items are prohibited.
7. No students shall attempt to establish computer contact with school district restricted computer nets or any other unauthorized database, proxy server or web site.
8. Users must not reveal addresses and telephone numbers of others without the expressed consent of the other party. Users must not share other's logins, passwords or be a party to accessing another's account.
9. Users will not access or show others how to access obscene, pornographic, abusive, or other objectionable material, which the district may believe to be unlawful or inappropriate.
10. Users will not transmit materials in violation of copyright law and will not use the system for commercial purposes.
11. The Network is a shared resource with finite capacities and users must be considerate when transferring or storing large files on the Network resources. Any use that disrupts other users or seriously disrupts performance may be deemed improper by the network administrators and/or staff.
12. Local and worldwide networks are not guaranteed to be private. The network administration and/or

staff reserve the right to review any material stored in files which are generally accessible to others and will edit and/or remove any material deemed inappropriate by the same.

13. The use of obscene, vulgar, threatening, abusive, defamatory or otherwise objectionable language is prohibited. It is expressly forbidden for any users to use the Network to obtain, view, download, store, forward or otherwise access such materials.

1st Offense 1-3 days I.S.A.P., possible O.S.S. and possible recommendation for expulsion

• Suspension of computer use, pay costs for repair or restoration of files

Repeated Offenses 3-10 days O.S.S., possible recommendation for expulsion

• Loss of computer use for remainder of semester/school year

RULE 13: DESTRUCTION OF PROPERTY/VANDALISM

A student shall not cause or attempt to cause damage, or to remove property from private, public, or school-personnel property. This is in effect at all times and at any school function on or off school grounds. A student who accidentally defaces or damages school property or the property of another is obliged to notify the office of this damage and is liable for restitution. Failure to report such damage may entail serious disciplinary action.

1st and Subsequent Offenses 1-10 days O.S.S., restitution, police report filed, possible recommendation for expulsion

RULE 14: DISRESPECT

Good conduct shows respect for others. No student shall engage in any act which disrespects or degrades another person by written, verbal, or gestured means. Profanity, vulgar language, racial slurs, slurs regarding sexuality and/or gender identity/orientation, or sexually suggestive remarks are prohibited. **Conduct of this type directed at a staff member may result in an out of school suspension.**

1st Offense 1-3 days I.S.A.P.

2nd Offense 3 days O.S.S.

Repeated Offenses 5-10 days O.S.S.

RULE 15: DISRUPTION OF SCHOOL

A student shall not by use of violence, force, noise, coercion, threat, intimidation, insubordination, fear, passive resistance, false alarm or any other conduct attempt to interfere with the safety or the orderly operation of school events or the educational process.

1st and Subsequent Offenses 1-10 days O.S.S., possible recommendation for expulsion

RULE 16: DRESS CODE

RULE 16: DRESS CODE

Students shall maintain a respectful appearance. Therefore, students attending school or any school function, on or off school premises, shall not dress in such a way as to substantially interfere with the conducting of a class or activity.

1. Students will wear shoes or sandals at all times.
2. Any appearance creating a disruption or distraction to the educational process is prohibited.
3. Mode of dress which exposes the midriff (regardless of what the student is doing), or muscle shirts and tank tops which make for inappropriate disclosure of the body, are prohibited (no spaghetti straps). As a rule of thumb, tank tops should be at least the width of two fingers at the shoulder. Halters, backless and strapless tops are not permitted.
4. Underwear of any variety must be covered at all times.
5. Length and Fit: Garments must be of appropriate length and size. Clothing must cover areas from

one armpit to the other armpit, down to the mid-thigh. Tops must have shoulder straps and be long enough to adequately cover the waistline and not expose the midriff.

6. Form-Fitting Clothing: Clothing deemed to be inappropriately tight or form-fitting is discouraged at the discretion of the administration.

7. All pants and shorts must be worn at the student's waist and properly secured.

8. Inappropriate Messages: Clothing that advertises or suggests drugs, alcohol, tobacco, illegal substances, weapons, violence, profanity, hate speech, or obscenities is prohibited.

1st Offense A conversation with the student about the dress code and a request to change into appropriate attire. The student will remain in class if possible.

2nd Offense The student may be removed from class until this has been rectified, with a meeting involving parents/guardians to discuss the importance of the dress code and provide additional guidance for the student.

Repeated Offenses Potential for In-School Alternative Placement (I.S.A.P) if necessary, always focusing on education and understanding rather than punishment.

RULE 17: DRIVING WITHOUT A PERMIT/RECKLESSNESS

Students who park at school without permission may have their vehicles towed at their own expense. Hot rodding, reckless and unsafe operation of any motor vehicle on the school property is strictly prohibited. Violation of this or any other driving regulations may result in disciplinary action, including losing the privilege of driving to and from school. Students who drive or ride with others are reminded that car trouble is not an appropriate excuse for tardiness or absence. Student drivers who transport student passengers unauthorized to leave are subject to assisting others to violate the code of conduct and subject to consequences, even if the student driver claims he/she was unaware that the passenger was leaving without permission. Students are not permitted to loan their vehicles to other students for any reason. Students driving to school must adhere to parking regulations as printed on the parking placard request form. In addition:

1. All cars must be parked straight into the parking places.
2. Students are only permitted to park in the student lot.
3. Cars are not to be moved any time during the school day.
4. Students are not permitted to go to their cars at any time during the school day without permission. This includes lunch periods.
5. Cars being driven in the parking lot should not exceed 15 miles per hour at any time.

1st and subsequent Offenses Administrative Discretion/Loss or Suspension of Driving Permit

RULE 18: DRUGS

A student shall not possess, use, transmit, sell/buy, offer to sell, conceal, consume, or display evidence of consumption of illegal substances, narcotics, inhalants, prescription drugs or intoxicants. Possession, use, sharing, giving with others of over-the-counter drugs is prohibited. Any type of drug paraphernalia is prohibited. Any student found supplying, selling, or distributing a controlled chemical or counterfeit drug as defined in Section 2925.01 (O) of the O.R.C. may face the same consequences listed below.

1st Offense 10 day out of school suspension for evidence of consumption, possession, selling, or distribution; possible recommendation for expulsion

- Referral to Law Authorities

- 10 day O.S.S. for consumption
- Notify the Bureau of Motor Vehicles
- Reduction to 5 days O.S.S. with confirmed assessment, remaining 5 days O.S.S. held in abeyance may be offered per administrative discretion

2nd Offense

10 days O.S.S., possible recommendation for expulsion

- Notify the Bureau of Motor Vehicles
- 180 school day exclusion from all inter-scholastic activities

Repeated Offenses

10 days O.S.S., possible recommendation for expulsion

RULE 19: EXPLOSIVES

Possession of, or the igniting of any explosive, incendiary, pyrotechnic or gaseous device, which produces an explosion, smoke, fire, gas, or odor is prohibited.

1st and Subsequent Offenses Emergency removal, 5-10 day O.S.S., possible recommendation for expulsion, restitution, report filed with police and fire departments

RULE 20: FALSE ALARMS/BOMB THREATS

No student shall participate in the act of initiating a false alarm or initiating a false warning report of a fire or an impending bombing, catastrophe, or damaging or tampering with a fire alarm system or security equipment without just cause.

1st and Subsequent Offenses 10 days O.S.S., possible recommendation for expulsion, report filed with police and fire departments

RULE 21: FAILURE TO SERVE ASSIGNED DETENTION

Any student failing to serve a teacher detention will be referred to the office. Failure to serve or complete a 2-Hour-Detention will result in up to 3 Days O.S.S. Make-up work for these O.S.S. days will not be accepted. Detentions may be rescheduled once with written notice provided twenty-four hours prior to the date of detention.

1st Offense Referral for 2-Hour detention

2nd Offense 1 day I.S.A.P.

Repeated Offenses 3 days I.S.A.P.

RULE 22: FALSIFICATION OF INFORMATION

A student shall not falsely represent or attempt to falsely represent any information given to school officials, or use the name of another person to commit defamation.

1st Offense 1-3 days I.S.A.P.

2nd Offense 3 days I.S.A.P.

Repeated Offenses 3-10 days O.S.S.

RULE 23: FIGHTING

Students who fight in school – even if they did not initiate the fight – will be suspended from school. A student shall not retaliate to assault. Any student involved in instigating others to engage in a physical conflict will be determined to be an active participant. Other physical confrontations such as pushing may result in an O.S.S.

1st Offense 3-10 days O.S.S., possible recommendation for expulsion

Repeated Offenses 10 days O.S.S., possible recommendation for expulsion

RULE 24: FOOD, DRINK AND SNACKS OUTSIDE THE COMMONS

Food, drink, and snacks are only permitted in the cafeteria unless a student is participating in a teacher-sanctioned activity. This applies at all times and at all functions. Students may not receive deliveries of food during the school day. Bottled water is permitted.

1st Offense	Written warning, food or drink is confiscated, possible detention
2nd Offense	2-Hour Detention, food or drink is confiscated
Repeated Offenses	1-3 days I.S.A.P., possible O.S.S., food or drink is confiscated

RULE 25: GAMBLING

Students are not permitted to engage in games of chance, or betting for money or other forms of material gain. Card playing is not permitted in the school.

1st Offense	2-Hour Detention, possible I.S.A.P.
2nd Offense	1-3 days I.S.A.P.
Repeated Offenses	3-10 days O.S.S.

RULE 26: GANGS

A gang is defined as any group whose practices include the commission of illegal acts, violation of school rules, establishment of territory or turf or any action which threatens the safety and welfare of others. Students are not permitted to wear gang affiliated "colors", and/or clothing, use hand signs, graffiti, gestures, or acts which are intended to harass, threaten, or intimidate. Gang activity is prohibited and will be reported to the local police.

1st and Subsequent Offenses Administrative Discretion

RULE 27: GENERAL MISCONDUCT

Any conduct not specifically set forth herein which disrupts or interferes with the good order, discipline, operation, academic, or educational process taking place in school, or which poses a threat to the safety of persons or property is a violation of the code of conduct. Any conduct in violation of the criminal code of the State of Ohio or local ordinances will be dealt with accordingly.

1st and Subsequent Offenses Administrative Discretion

RULE 28: HARASSMENT/HAZING/BULLYING

Any type of aggressive behavior which occurs while a student is in route to or from school, in addition to behavior that occurs at school or school events is strictly prohibited.

- **Verbal:** Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks including a person's gender identity, sexual orientation, national origin, religious beliefs, appearance, personal traits, socioeconomic status, family, class rank, etc. toward a fellow student, staff member, or any other person associated with the district is strictly prohibited. Conducting a "campaign of silence" is considered a form of harassment.
- **Nonverbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district is strictly prohibited. "Cyber bullying" by computer, cell phone or other technology to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others is prohibited.
- **Physical:** Any intimidating or disparaging action such as hitting, shoving, hissing, or spitting on a fellow student, staff member, or other person associated with the district is strictly prohibited.

Any student who believes that he/she/they are a victim of any of the above actions, or who has observed such actions taken by another student, staff member, or other person associated with the school district should report the incident to a building principal. The student may make contact by a written report, telephone, or personal visit. During this contact the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly and forwarded to Pupil Services. Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

1st Offense	1-10 days O.S.S.
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Repeated Offenses 10 days O.S.S., possible recommendation for expulsion

RULE 29: INAPPROPRIATE LANGUAGE/MATERIAL

Swearing, profanity, obscenity, racial slurs, slurs regarding sexuality and/or gender identity/orientation, derogatory comments, written or spoken vulgar language, gestures, pictures, drawings, or pornographic material will not be tolerated. **Conduct of this type directed at a staff member will result in an out of school suspension.**

1st Offense 2-Hour Detention, possible I.S.A.P.

2nd Offense 1-3 days I.S.A.P., possible O.S.S.

Repeated Offenses 3-10 days O.S.S.

RULE 30: INAPPROPRIATE PHYSICAL OR NON PHYSICAL BEHAVIOR

Any behavior deemed inappropriate in school, including but not limited to loud hallway behavior, unwelcome touching, physical or nonphysical horseplay, play fighting/shadow boxing, public displays of affection, pushing or shoving, "birthday hits", throwing items, unwanted advances, physical intimidation, spitting or the unwelcome handling of other's property will be dealt with accordingly. Excuses of or similar to "just joking", "messaging around", or "just playing" as reasons of motivation for an act or communication are not acceptable and will also be dealt with accordingly.

1st and Subsequent Offenses Administrative Discretion

RULE 31: INCITING OR ASSISTING TO VIOLATE THE STUDENT CODE OF CONDUCT

A student shall not place himself, herself, or themselves in such a position as to allow or assist another student to be in violation of any school rule. This specifically includes, but is not limited to calling another student off/out from school, daring others to perform an act and students who serve as lookouts. **A student taking videos or photographs during a student fight, conflict, or other altercations is considered to be inciting the conflict, violating the use of electronic devices, and potentially harassing if posted on social media or shared with others.**

1st Offense 1-3 days I.S.A.P, possible O.S.S.

Repeated Offenses 5 days I.S.A.P., possible O.S.S.

RULE 32: INSUBORDINATION/FAILURE TO FOLLOW REASONABLE REQUESTS

A student shall neither disregard nor refuse to obey reasonable directions, requests, or refuse to identify himself, herself, or themselves. Insubordination includes withholding relevant information when requested related to infractions of student code of conduct.

1st Offense 1-3 days I.S.A.P., possible O.S.S.

2nd Offense 1- 5 days I.S.A.P., possible O.S.S.

Repeated Offenses 5-10 days O.S.S., possible recommendation for expulsion

RULE 33: LEAVING SCHOOL WITHOUT PERMISSION

Students are not permitted to leave, or assist others to leave the school building or grounds without the permission of a principal or designee. Office staff must have permission from a parent/guardian before they can grant the student permission to leave the building. Students leaving without permission are subject to losing their parking pass and driving privileges. Leaving class without permission will be treated as a class cut. Failure to follow this proper procedure will result in disciplinary action.

1st Offense 1-3 days I.S.A.P.

2nd Offense 3-5 days I.S.A.P. possible loss of driving privileges for the grading period

3rd Offense 3-5 days O.S.S., loss of driving privileges for the grading period

Repeated Offenses 5-10 day O.S.S., possible recommendation for expulsion

RULE 34: MISCONDUCT AFFECTING SCHOOL OFFICIALS, EMPLOYEES AND OTHER STUDENTS

Students shall refrain from acts which may cause injury or embarrassment to, or the loss or damage to the property of, other students or school district officials or employees, whether on or off school property. Students shall comply with all state laws and municipal ordinances with regard to their conduct toward the person or property of school officials, employees, or other students. Such behaviors include allowing outsiders to enter the building.

1st and Subsequent Offenses Administrative Discretion

RULE 35: REFUSING ASSIGNED I.S.A.P./MISCONDUCT WHILE IN I.S.A.P.

Students are expected to follow all rules of alternative placement. Students violating these rules or failing to serve alternative placement will result in an out of school suspension.

1st and Subsequent Offenses 1-10 days O.S.S., possible recommendation for expulsion

RULE 36: REPEATED VIOLATIONS OF THE STUDENT CODE

Students who repeatedly and/or flagrantly violate school rules will face increasingly severe consequences leading to expulsion from school.

Consequences 1-10 days O.S.S., possible recommendation for expulsion

RULE 37: SEXTING

Students will not display or transmit inappropriate material electronically.

1st and Subsequent Offenses 1-10 days O.S.S., possible recommendation for expulsion

RULE 38: SEXUAL HARASSMENT

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

- **Verbal:** The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, toward a fellow student, staff member, or any other person associated with the district is strictly prohibited.
- **Nonverbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or making of sexually suggestive or insulting gestures, sounds, leering, whistling and the like toward a fellow student, staff member, or other person associated with the district is strictly prohibited.
- **Physical:** Threatening or causing unwanted touching, contact, or attempts at the same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the district is strictly prohibited.

Any student who believes that he/she is a victim of any of the above actions, or who has observed such actions taken by another student, staff member, or other person associated with the school district should report the incident to a building principal. The student may make contact either by a written report or by telephone or personal visit. During this contact the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly and forwarded to Pupil Services. The district's Civil Rights Compliance Officer is Aimee Kirsch, who can be reached at (330) 664-4856. Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

1st Offense 1-10 days O.S.S., possible recommendation for expulsion

Repeated Offenses 10 days O.S.S., possible recommendation for expulsion

RULE 39: TARDY TO SCHOOL/CLASS

The Copley High School faculty and administration feel strongly that good attendance and punctuality

are essential to academic achievement and that they also prepare students to be successful in life after school. The attendance policies of Copley High School have been established to set reasonable expectations for attendance that will ensure the appropriate, active involvement of students and help them to attain their educational goals. Tardiness is defined as not being in your seat when the bell rings and no longer than 10 minutes late to any class. **After 10 minutes the absence from class will be considered a class cut** (see rule 10). Students arriving to school tardy must immediately sign in at the office and report to their class. Students who fail to report to class within 10 minutes of signing in will be treated as a class cut. All students must be on time to school and class. **Parent/guardian notes will be accepted only twice each semester to excuse a tardy to school. Parent/guardian notes must be submitted to the office at the time of the tardy or no later than the following day.** Students who receive consequences in two consecutive months to school may have parking privileges revoked without refund. If a student is not on time, the following consequences will occur:

Tardy to School

- 2nd Tardy in the Same Month –1-Hour Detention, Letter sent home.
- 3rd Tardy and subsequent tardies in the Same Month –2-Hour Detention Loss of driving/parking privilege, (Students may be offered the option of riding the bus as an alternative to suspension for tardies to school.)

Tardy to Class

- 2nd Tardy – Teacher Warning
- 3rd and 4th Tardy – Teacher assigns a detention for each tardy
- 5th Tardy and Subsequent Tardies – a Disciplinary Referral will be sent to the Assistant Principal and a 2-Hour Detention will be assigned. (Failure to serve a 2-Hour Detention will result in 1-3 days O.S.S.)

RULE 40: THEFT

Students may not take, use or pass on to another property belonging to the school, staff or other students. Extortion, wrongful possession, use without permission, and stealing are subject to strict disciplinary consequences.

1st Offense	1-10 days O.S.S., possible recommendation for expulsion, a police report will be filed
2nd Offense	5-10 days O.S.S., possible recommendation for expulsion, a police report will be filed
Repeated Offenses	10 days O.S.S., possible recommendation for expulsion, police report will be filed

RULE 41: THREATENING

A student shall not threaten the safety or well-being of another student or staff member via spoken, gesture, tone, written, physical or electronic means.

1st Offense	1-10 days O.S.S., possible recommendation for expulsion
Repeated Offenses	10 days O.S.S., possible recommendation for expulsion

RULE 42: TOBACCO

A student shall not possess, use, transmit, sell/buy, offer to sell/buy, conceal, consume, or display evidence of use/consumption of tobacco on school grounds before, during or after school hours, or at any school activity, home or away. This violation includes holding or passing a cigarette, cigar, pipe, chewing tobacco or any other tobacco paraphernalia in or on any vehicle on school grounds, buildings, or school owned vehicles. Smoking material does not have to be lit for student to be in violation of this rule.

1st Offense	1 day In-School Alternative Program (I.S.A.P.) and participation in a vaping/tobacco prevention education program or 2-3 days In-School Alternative Program (I.S.A.P.)
2nd Offense	2 days In-School Alternative Program (I.S.A.P.) and completion of a vaping/tobacco prevention education program.

Repeated Offenses 1-10 days O.S.S., possible recommendation for expulsion

RULE 43: E-CIGARETTES/VAPING

A student shall not possess, use, transmit, sell/buy, offer to sell/buy, conceal, consume, or display evidence of use/consumption of e-cigarettes/vaping on school grounds before, during or after school hours, or at any school activity, home or away. This violation includes holding or passing an e-cigarette, e-cigarette oil, or any other e-cigarette/vaping paraphernalia in or on any vehicle on school grounds, buildings, or school owned vehicles. Smoking material does not have to be lit for student to be in violation of this rule. E-Cigarettes, e-cigarette oil, and related paraphernalia is turned over to the police department for further testing. If prohibited substances are subsequently identified, further consequences may be administered according to the alcohol and/or drug rules in this handbook.

1st Offense 1 day In-School Alternative Program (I.S.A.P.) and participation in a vaping/tobacco prevention education program or 2-3 days In-School Alternative Program (I.S.A.P.)

2nd Offense 2 days In-School Alternative Program (I.S.A.P.) and completion of a vaping/tobacco prevention education program.

Repeated Offenses 1-10 days O.S.S., possible recommendation for expulsion

RULE 44: TRESPASSING

It is unlawful to enter any Board owned/leased building or vehicle with the intent to destroy, steal or vandalize property or contents. Students are not permitted on school grounds unless they are actively engaged in a properly supervised activity. Students who are suspended from school are not permitted on any district properties during their suspensions.

1st Offense 1-10 days O.S.S., restitution, possible prosecution

Repeated Offenses 10 days O.S.S., possible recommendation for expulsion, restitution, possible prosecution

RULE 45: TRUANCY

The Copley High School faculty and administration feel strongly that good attendance and punctuality are essential to academic achievement. This prepares students to be successful in life after school. Truancy is defined as the unexcused or unauthorized absence from all or part of a school day. Students must submit a note to the office no later than the second day after they return to school to avoid the absence being labeled truant with the following consequences.

1st Offense 1-Hour Detention

2nd Offense 2-Hour Detention, Possible I.S.A.P

Repeated Offenses Absence Intervention Team meeting required. Plan to be implemented.

RULE 46: UNAUTHORIZED AREA

Certain areas inside and outside of Copley High School and other Board owned properties are "off limits" during the regular school day. These areas include, but are not limited to, the teachers' work room, boiler rooms and maintenance areas, teachers' offices, unoccupied classrooms, elevators, the bus garage, all parking lots, the stadium and grounds. Students are required to have a written pass to be in these areas. Misuses of passes also apply. Students are not permitted to loiter.

1st Offense 1-3 days I.S.A.P.

2nd Offense 1-3 days O.S.S.

Repeated Offenses 3 - 10 days O.S.S., possible recommendation for expulsion

RULE 47: WEAPONS

A student shall not use, possess, handle, transmit, sell, or conceal any object that can be used as a weapon or dangerous instrument or ammunition of any type. Weapons and dangerous instruments shall include any object which is used, or could be used to inflict physical harm. This also includes stun guns, aerosol irritants, pepper spray and lasers. Ohio revised code section 2923.122 mandates that a violation of a school weapons rule is punishable as a felony. Students guilty of a weapons violation may be

excluded from school for a year.

A student shall not use, possess, handle, transmit, sell, or conceal any counterfeit weapon or counterfeit dangerous instrument. Counterfeit weapons and counterfeit dangerous instruments are those which are designed to resemble real weapons and dangerous instruments and include, for example, toy guns, and toy knives. Withholding information or denying knowledge specifically related to the possession or threat of weapons by others also applies.

1st Offense	5-10 days O.S.S., possible recommendation for expulsion, possible exclusion, possible prosecution
Repeated Offenses	10 days O.S.S., possible recommendation for expulsion, permanent exclusion, prosecution

