



## PARENT/STUDENT HANDBOOK

### **DISTRICT ADMINISTRATION**

**SUPERINTENDENT**  
DR. SARAH ZATIK

**DEPUTY SUPERINTENDENT/OPERATIONAL SERVICES**  
DR. CHRISTINA DINKLOCKER

**CHIEF FINANCIAL OFFICER AND BUDGET DIRECTOR**  
MR. BRUCE BASALLA

**DIRECTOR OF HUMAN RESOURCES**  
MR. LEE WALKER

**SUPERVISOR OF STUDENT SERVICES**  
MRS. PAMELA EDMONDS

**DIRECTOR OF INFORMATION SERVICES**  
MR. MICHAEL HARTENSTEIN

**BOARD OF EDUCATION**  
MRS. CYNTHIA LEE BRATZ, PRESIDENT  
MRS. ROSEMARY C. GULICK, VICE PRESIDENT  
MRS. KAREN S. DENDORFER, MEMBER  
MR. PATRICK L. DePACE, MEMBER  
MRS. KATHLEEN ANN PETRO, MEMBER

**PARMA SENIOR HIGH SCHOOL  
DISTRICT**  
6285 West 54<sup>th</sup> Street  
Parma, Ohio 44129  
(440) 885-2300

**PARMA CITY SCHOOLS  
BOARD OFFICE**  
5311 Longwood Ave.  
Parma, Ohio 44129  
(440) 842-5300

## TABLE OF CONTENTS

|  |    |
|--|----|
| Absence line (automated).....              | 4  |
| Absence Reporting.....                     | 26 |
| Activities.....                            | 57 |
| Administration.....                        | 4  |
| Athletic Code of Conduct .....             | 57 |
| Athletic Eligibility.....                  | 59 |
| Athletic Teams.....                        | 57 |
| Attendance Policy, procedure.....          | 21 |
| Bell Schedule.....                         | 6  |
| Bulletin Boards/posters/signs.....         | 45 |
| Cafeteria.....                             | 46 |
| Change a schedule.....                     | 16 |
| Class Cut.....                             | 32 |
| Clinic.....                                | 14 |
| Closed Building Policy/off campus.....     | 42 |
| Code of Conduct (district).....            | 29 |
| Code of Conduct (P.S.H.).....              | 30 |
| Computer Resource Room.....                | 46 |
| Controversial Issues.....                  | 19 |
| Counselor Assistance / support groups..... | 14 |
| Diplomas.....                              | 15 |
| Discipline Procedures.....                 | 31 |
| Discipline types.....                      | 31 |
| Dress Code.....                            | 51 |
| Drugs and Alcohol.....                     | 44 |
| Emergency Cards.....                       | 14 |
| Exempted Grade Option (EGO).....           | 17 |
| Fee Information.....                       | 17 |
| Field Trips.....                           | 50 |
| Fighting.....                              | 32 |
| Fire & Tornado Drills.....                 | 52 |
| Gambling.....                              | 37 |
| Gangs.....                                 | 53 |
| Grading Policy.....                        | 17 |
| Graduation Requirements.....               | 19 |
| Guidance.....                              | 4  |
| Hall Pass.....                             | 14 |
| Important Dates.....                       | 7  |
| Internet Policy.....                       | 54 |
| Lockers.....                               | 55 |

|                                       |       |
|---------------------------------------|-------|
| Lost and found.....                   | 47    |
| Media Center.....                     | 45    |
| Minimum school day.....               | 27    |
| Mission Statements.....               | 5     |
| Motor Vehicle / Parking Pass.....     | 60    |
| National Honor Society.....           | 60    |
| No School = No Driving.....           | 47    |
| Parking Regulations.....              | 61    |
| Parking violations.....               | 61    |
| Phone calls & Messages.....           | 47    |
| Photography disclaimer.....           | 47    |
| Post-Secondary Enrollment (PSEO)..... | 19    |
| Parma Senior High Alma Mater.....     | 5     |
| Privilege Cards (Flash Cards).....    | 27    |
| Profanity.....                        | 37    |
| Public Display of Affection.....      | 37    |
| Radios, Cell Phones, CD's.....        | 34    |
| Release of Directory Information..... | 20    |
| Renaissance Program.....              | 45,60 |
| Safety Checks.....                    | 6     |
| Saturday School.....                  | 41    |
| Search & Seizure.....                 | 55    |
| Skateboards & Rollerblades.....       | 33    |
| Smoking or Tobacco.....               | 42    |
| Student Activity Center.....          | 45    |
| Student Council.....                  | 60    |
| Summa Cum Laude.....                  | 18    |
| Surveillance Camera.....              | 47    |
| Suspension, Expulsion.....            | 37    |
| Tardy Policy.....                     | 28    |
| Tardy to School.....                  | 28    |
| Test Dates.....                       | 21    |
| Transcript Procedure.....             | 20    |
| Transitional Learning Center.....     | 4     |
| Truancy – See Class Cuts.....         | 23    |
| Vandalism.....                        | 41    |
| Vehicular Search.....                 | 62    |
| Visitors.....                         | 53    |
| Work Permits.....                     | 54    |

**INFORMATION**

**ADMINISTRATION:**

|  |                |
|--|----------------|
| <b>Mrs. Cassandra Johnson, <i>Principal</i></b>        | (440) 885-8688 |
| Mrs. Maryann Santa, <i>Secretary</i>                   | (440) 885-8687 |
| Mrs. Susan Arkangel, <i>Main Office Clerk</i>          | (440) 885-8600 |
| Fax Machine  | (440) 888-0358 |
| <b>Mr. Phil King, <i>Deputy Principal</i></b>          | (440) 885-8689 |
| <b>Students' Last Name: J - M</b>                      |                |
| Mrs. Kathy Knazek, <i>Secretary</i>                    | (440) 885-8690 |
| <b>Ms. Heidi Zimmerman, <i>Assistant Principal</i></b> | (440) 885-8619 |
| <b>Students' Last Name: A - I</b>                      |                |
| Mrs. Mariann Wozniak, <i>Secretary</i>                 | (440) 885-8615 |
| <b>Mr. Patrick Hoy, <i>Assistant Principal</i></b>     | (440) 885-8624 |
| <b>Students' Last Name: N - Z</b>                      |                |
| Ms. Barbara Dolinak, <i>Secretary</i>                  | (440) 885-8613 |

**TRANSITIONAL LEARNING CENTER (T.L.C)**

|   |                |
|---|----------------|
| <b>Mrs. Michelle Cook, <i>Associate Principal</i></b> ..... | (440) 887-4061 |
| Mrs. Karen Furlong, <i>Secretary</i> .....                  | (440) 887-4060 |
| Fax Machine.....  | (440) 888-0358 |
| <b>Attendance Line, T.L.C.</b> .....                        | (440) 887-4060 |
| Absences must be reported by 9:00 a.m.                      |                |
| <b>Homework Hotline, T.L.C.</b> .....                       | (440) 885-8693 |

**ABSENCE REPORTING ALL GRADES**..... (440) 885-8611  
24 hour Hotline: Until 7:30am on the day of absence

**GUIDANCE DEPARTMENT**

|  |                |
|--|----------------|
| Mrs. Marian Armstrong, <i>Guidance Counselor</i> | (440) 885-8622 |
| <b>Students' Last Names: A-C</b>                 |                |
| Mr. Matthew Mucha, <i>Guidance Counselor</i>     | (440) 885-8623 |
| <b>Students' Last Names: D - G</b>               |                |
| Ms. Andrea Newman, <i>Guidance Counselor</i>     | (440) 885-8620 |
| <b>Students' Last Names: Mc - R</b>              |                |
| To Be Announced, <i>Guidance Counselor</i>       | (440) 885-8618 |
| <b>Students' Last Names: H - Ma</b>              |                |
| Mr. Don Armstrong <i>Guidance Counselor</i>      | (440) 885-8621 |
| <b>Students' Last Names: S-Z</b>                 |                |

**ATHLETIC DEPARTMENT**

Mr. Ryan Madison, *Athletic Director*..... (440) 885-8608

**TREASURER.** Mrs. Irene Kish.....(440) 885-8682

**RECORDS CLERK,** Ms. Elaine Ross.....(440) 885-8625

**PARMA SENIOR HIGH SCHOOL MISSION STATEMENT**

The Parma Senior High community of learners is dedicated to achieving academic excellence for all students and creating confident, contributing members of society in an atmosphere of mutual trust and respect.

**MISSION STATEMENT OF THE PARMA CITY SCHOOL DISTRICT**

The district will educate, nurture and graduate engaged students who are critical thinkers and problem solvers prepared to communicate, collaborate and contribute to a global society.

**Parma Senior High Alma Mater**

Parma High School, we place you  
Far supreme and over all.  
Students to you do decree  
Honor and fidelity.  
Our Pride in you is great.  
Your name must never, never fall.  
Parma High, Our Promise is  
Loyalty eternally.

**PLEDGE OF ALLEGIANCE**

The board believes one's appreciation of country is promoted by the ceremonies and observances held in the schools and that the United States Flag is a symbol of our democratic heritage, ideals, and freedom.

The board believes oral recitation of the Pledge of Allegiance helps students learn and reinforce these principals; therefore:

- A. all students in grades kindergarten through 12 will orally recite the Pledge of Allegiance daily as determined by the building administrator.
- B. The Board recognizes that beliefs of some persons prohibit participation in the Pledge of Allegiance; therefore, persons holding such beliefs are excused.

It is a sign of respect for these ceremonies to be performed while standing attentively with hats removed.

| <b>BELL SCHEDULE FOR THE SCHOOL DAY</b> |               |                        |               |
|---|---------------|------------------------|---------------|
| PERIOD                                  |               | TIME                   |               |
| WARNING BELL                            |               | 7:45                   |               |
| 1 <sup>ST</sup>                         |               | 7:50 – 8:38            |               |
| 2 <sup>ND</sup>                         |               | 8:42 – 9:33 (homeroom) |               |
| 3 <sup>RD</sup>                         |               | 9:37 – 10:25           |               |
| 4 <sup>TH</sup>                         |               | 10:29 – 11:17          |               |
| 5 <sup>TH</sup>                         |               | 11:21 – 12:09          |               |
| 6 <sup>TH</sup>                         |               | 12:13 - 1:01           |               |
| 7 <sup>TH</sup>                         |               | 1:05 - 1:53            |               |
| 8 <sup>TH</sup>                         |               | 1:57 - 2:45            |               |
| ACTIVITY PERIOD                         |               | 2:45 - 3:10            |               |
|   |               |                        |               |
|   |               |                        |               |
| <b>ASSEMBLY SCHEDULES</b>               |               |                        |               |
| A.M. ASSEMBLY SCHEDULE                  |               | P.M. ASSEMBLY SCHEDULE |               |
| 1 <sup>ST</sup>                         | 7:50 - 8:32   | 1 <sup>ST</sup>        | 7:50 - 8:31   |
| ASSEMBLY                                | 8:32 - 9:24   | 2 <sup>ND</sup>        | 8:35 - 9:20   |
| 2 <sup>ND</sup>                         | 9:28 - 10:13  | 3 <sup>RD</sup>        | 9:24 - 10:05  |
| 3 <sup>RD</sup>                         | 10:17 - 10:59 | 4 <sup>TH</sup>        | 10:09 - 10:50 |
| 4 <sup>TH</sup>                         | 11:03 - 11:45 | 5 <sup>TH</sup>        | 10:54 – 11:35 |
| 5 <sup>TH</sup>                         | 11:49 - 12:30 | 6 <sup>TH</sup>        | 11:39 - 12:21 |
| 6 <sup>TH</sup>                         | 12:34 - 1:15  | 7 <sup>TH</sup>        | 12:25 - 1:07  |
| 7 <sup>TH</sup>                         | 1:19 - 2:00   | ASSEMBLY               | 1:11 - 1:59   |
| 8 <sup>TH</sup>                         | 2:04 - 2:45   | 8 <sup>TH</sup>        | 2:03 - 2:45   |

**Traveling vocational students will attend their vocational classes unless they are excused in advance by their vocational teacher.**

**IMPORTANT DATES 2009 - 2010**

|                   |   |
|-------------------|---|
| August 26         | First Day for Students- Full Day                        |
| August 28         | Behavior Assemblies by class                            |
| September 7       | Labor Day – no school                                   |
| September 10      | Last Day to Add/drop courses                            |
| September 9       | Open House  |
| September 17 – 18 | Student Pictures  |
| September 23      | No School for Students                                  |
| September 24      | Senior "Big Picture" 2 <sup>nd</sup> period             |
| October 8         | Bonfire   |
| October 6         | Spirit Week   |
| October 9         | Homecoming Football Game                                |
| October 10        | Homecoming Dance  |
| October 14        | Parent/Teacher Conferences                              |
| October 16        | NEOEA Day – No school                                   |
| October 30        | End of 1 <sup>st</sup> Qtr                              |
| November 3        | Election Day – No school                                |
| November 4        | Group picture day                                       |
| November 25-27    | Thanksgiving Recess – No school                         |
| December 1        | Classes Resume  |
| December 13 & 14  | Concerts  |
| December 21       | Winter Break – No school                                |
| January 4         | Classes Resume  |
| January 18        | Martin Luther King Day                                  |
| January 19-21     | Mid-term Exams  |
| January 22        | End of 2 <sup>nd</sup> Qtr/No school                    |
| February 8        | Last day to Add/Drop Semester<br>Course started 1/26/08 |
| February 6        | Winter Formal   |
| February 15       | Presidents' Day – No school                             |
| March 4           | Parent teacher conferences                              |
| March 26          | End of 3 <sup>rd</sup> Qtr/no school                    |
| March 15 – 26     | Ohio Graduation Test                                    |
| April 2-9         | Spring Break  |
| April 12          | Classes Resume  |
| April 23 – 26     | Spring Musical  |
| May 3 – 14        | AP Tests  |
| May 20            | Senior Recognition                                      |
| May 28            | Prom  |
| May 31            | Memorial Day No school                                  |
| June 1-3          | Senior Finals   |
| June 4            | Senior check out  |
| June 4-8          | Underclass Final Exam                                   |
| June 7            | Graduation Ceremony                                     |
| June 8            | Last Day for Students (full day)                        |
| June 8            | End of 4 <sup>th</sup> Qtr                              |
| June 9            | Last Day for Teachers (1/2 day)                         |

**Subject to change: Listen to morning announcements for potential changes to the events calendar.**

## **GENERAL INFORMATION**

### **PARENT INVOLVEMENT IN EDUCATION**

The Board believes that parent/guardian involvement is an important part of the educational program. Current research indicates that a home school partnership and greater involvement on the part of parents/guardians in the education of their children generally results in higher achievement scores, improved student behavior and reduced absenteeism. All parents/guardians of students enrolled in the District are encouraged to take an active role in the education of their children.

The Board directs the administration to develop the necessary guidelines to ensure that this policy is followed and that parent/guardian involvement is encouraged. The guidelines will:

encourage strong home-school partnerships;

provide for consistent and effective communication between the parents/guardians and school officials;

offer parents/guardians ways to assist and encourage their children to do their best;

offer ways parents/guardians can support classroom learning activities;  
and

provide opportunities for parents/guardians to be involved in the parental involve; and

create an awareness of community resources available.

#### **Relations with Parents**

The Board feels that it is the parents who have the ultimate responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board believes that parents have a responsibility to encourage their child's career in school by:

- A. supporting the schools in requiring their child to observe all school rules and regulations, and by accepting their own responsibility for their child's willful in-school behavior;
- B. sending their children to school with proper attention to his/her health, personal cleanliness and dress;

- C. maintaining an active interest in their child's daily work and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- D. reading all communications from the school, signing and returning them promptly when required;
- E. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

#### **PARENT RIGHT TO KNOW**

You may request information regarding the professional qualification of your child(ren) 's classroom teacher and paraprofessionals. This information is also available on the Ohio Department of Education's website [www.ode.state.oh.us](http://www.ode.state.oh.us). Click on Teaching in Ohio.

#### **RIGHT TO PRIVACY**

The parents/guardians of a student under the age of 18 or each student who is 18 years of age or older have the right to review and question the contents of a student's official school records. Requests to review records should be made in writing to the school principal.

If requested, parents/guardians of a student under the age of 18 or each student who is 18 years of age or older are entitled to a hearing to challenge the contents of the records and to have corrected or deleted any inaccurate or misleading information. They also may have a written statement concerning the records inserted into the student's file.

The information contained in a student's record is, with few exceptions, considered confidential and cannot be released without written agreement by a parent/guardian or the student who is 18 years of age or older. Access to records will be afforded upon reasonable timelines as established by law. Appropriate fees will be charged for the cost of handling and reproduction.

Parents may choose to provide a simple letter requesting that a student's name, address, and phone number be removed from the list that the district is required to release (According to the National Defense Authorization Act of 2002).

***School personnel may show or turn over records without such permission to:***

- Other officials of the same school system;
- Officials of other schools in which the student seeks or intends to enroll;
- Certain federal, state, and local authorities performing functions authorized by law;
- Court of law enforcement officials, if the school is under subpoena or court order;

\*NOTE: Legal definition of a school official includes any person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or a support staff member; a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task (including volunteers).

This rule does not apply to records made and kept by one person, such as a psychologist or social worker, which are not shared with anyone but a person serving as his or her substitute.

\*Both the No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002 reflect requirements that provide access to the military for juniors and seniors directory information.

#### **PERMANENT STUDENT INFORMATION**

The Parma City School District has the responsibility for the security and confidentiality of all student records. No records will be released to any person, institution, or agency without written consent of the student (if of age) or parent/guardian. It is the responsibility of the parent or student to designate which specific records are to be released.

Certain records will be maintained indefinitely on microfilm. These records are listed below:

- A. Census information
- B. Transcript of grades
- C. Individual test scores
- D. Psychological records
- E. Medical records—vision & hearing screening, immunization records (7 years after graduation)
- F. Individualized Education Plan

All other records in student folders will be destroyed at the time the above records are put on microfilm and after Board and State approval – approximately two years after student graduates or withdraws from school.

The parent/guardian has the right to review any of this material prior to its destruction if an appointment is previously arranged.

#### **SEARCH FOR CHILDREN WITH DISABILITIES**

The Parma City School District is in the process of identifying, locating and evaluating children with disabilities from birth through age 21.

A disability for school-age children means a person having such conditions as Autism, Multiple Disabilities, Deaf-Blindness, Hearing Impairment, Visual Impairment, Speech or Language Impairment, Orthopedic

Impairment, Emotional Disturbance, Mental Retardation, Traumatic Brain Injury or Specific Learning Disability.

Any of these deficits may be documented through a multifaceted evaluation, which is provided by an assessment team from the school district. Contact Michele Nolan, Director of Special Education, at 440-885-8788, if you know of a child who may have a disability.

#### **STUDENT WITH DISABILITIES SPECIAL EDUCATION**

Students with disabilities may be suspended for a period of up to ten (10) school days for a violation of the Student Code of Conduct. Additional days of suspension or removal from school beyond ten (10) days may be assigned to students with disabilities if the school follows the procedures described in the book **Ohio Model Policies and Procedures for the Education of Children with Disabilities**. This document is available in the principal's office and will be made available to you to review upon request. During a period of removal beyond ten (10) days, a student with a disability may be required to continue his/her education in a place other than school. In addition, the student and/or parent/guardian will be expected to participate in a series of meetings/hearings to plan the steps necessary to correct the misconduct.

#### **THE RIGHTS OF HOMELESS PARENTS & THEIR CHILDREN**

Students entering the district and those currently enrolled who have changed living conditions, arrangements or locations are entitled to special services and permission to attend under the McKinney-Vento Homeless Act. Contact the Office of the Homeless Liaison at 440-885-8334 or the Ohio Department of Education website ([www.ode.state.oh.us](http://www.ode.state.oh.us) /keyword: homeless students) for more information.

#### **DISTRICT GRIEVANCE PROCEDURE**

Student Civil Rights Complaints Title IX and Section 504 Grievance Procedures

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Parma City School District or any of the District's staff, teachers and administrators have inadequately applied the principles of and/or regulations of **Title VI** of the Civil rights Act of 1964 (race, color, national origin), **Title IX** of the Education Amendment Act of 1972 (sex/gender), and **Section 504** of the Rehabilitation Act of 1973 (disability), s/he may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the principal or supervisory level. An informal grievance with the above-mentioned administrator does not require parents/ guardians.

#### **Grievance Process**

Step 1 – Any student (assisted by parent/guardian) with a complaint not resolved by informal conferences may communicate in writing this concern to the principal or the principal's designee within ten days of the incident.

Step 2 – If the principal or designee is unable to resolve the complaint to the student's satisfaction within ten days after the request, the student (assisted by a parent or guardian) may submit a letter of grievance to the Supervisor of Student Services who will respond within ten days.

Step 3 – If the student (or parent/guardian) filing the grievance letter is dissatisfied with the decision rendered by the Supervisor of Student Services, the student (or parent/guardian) may appeal the decision in writing to the Superintendent for review. Such appeals must be made within ten days following receipt of the decision of the Supervisor of Student Services. The decision of the Superintendent shall be final.

Please note that a student who is eighteen (18) years of age or older may utilize the grievance process in his/her own right.

## **FOOD SERVICES**

### **Free and Reduced Lunch Program**

Free or reduced price meal applications are included in the elementary school packet. They are also available in all school offices and in the Food Service office. To apply for free or reduced meals, complete the form and turn it into the school office or the Food Service office. Be sure to fill out all of the required information. Ten working days are required for the approval process, so please allow for this time frame and make other accommodations for the student's lunch. **All information in the application and student's pay status is strictly confidential.**

**Only one application per family is needed, regardless of how many children or number of different school buildings they attend. Be sure to include all your children's names on the FAMILY APPLICATION, including food stamp numbers for each child, if applicable to your situation.**

If your child was enrolled in the Parma City School District last year, there is a grace period in which they stay on the program until you have completed the application process. If a new application is not submitted prior to October 1<sup>st</sup> of the new school year, the student will be removed from the program.

Parma City School District cannot honor any applications from other school districts. Households may apply for the program based on income changes any time throughout the school year.

In accordance with Federal law and the U.S. Department of Agriculture policy, this District is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

The determining officials are Jacqueline Rohr, Food Service Supervisor (440-842-2162) and Barbara J. Smallwood, Program Assistant, (404-885-2453).

### **MealTRAC!**

MealTRAC! is our register system. This program allows parents to prepay their student meals by making payments into student accounts. All students have a cafeteria account.

As students make purchases, the cost of the food bought is deducted from their individual account.

Payments can be made online, by check (made out to their school's cafeteria department), or with cash. Students can deposit cash or checks before school in the cafeteria.

With MealTRAC! Online, parents can view their complete student's account, account balances, student purchases by day, and place restrictions on a student's account. Restrictions can also be placed on student's accounts by notifying the Food Service Office.

For more information on MealTRAC! And MealTRAC! Online, please see the Cafeteria page on the Parma City Schools website ([www.parmacityschools.org](http://www.parmacityschools.org))

### **MEDICATION**

For purposes of Policy 5330, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

Before any non-prescribed medication or treatment may be administered, to a secondary-level student the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication.

No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by physician and parents, may administer medication or treatment.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

**Students who may require administration of an emergency medication may have such medication, identified as aforesaid, stored in the school office and administered in accordance with this policy.**

### **EMERGENCY CARDS**

These are necessary for emergency medical treatment. **New forms MUST BE completed every school year and returned to the unit secretary or your homeroom teacher on the first day of school.**

All students are required to have **TWO** emergency cards on file. Failure to return the emergency cards will result in disciplinary action. **\*Vocational students** are required to complete **THREE** cards, **TWO** for their home school and **ONE** for their vocational school. Due to the nature of some vocational programs, the vocational teacher may also require a **FOURTH** card for potential job-site emergencies.

### **CLINIC**

The clinic is located on the first floor at the end of the main office hallway. Its purpose is to provide first aid care for minor injuries and sudden illness. **No medicine, including aspirin, is given without appropriate forms.**

The following are the rules to be observed in the clinic:

1. **All students must present a pass from the teacher whose class they will miss.**
2. Students are permitted to stay in the clinic for ONLY one period. They are either sent home sick or back to class.
3. Too many visits, especially out of the same class, will bar a student from the clinic unless a family physician has recommended otherwise.
4. If it is necessary for a student to be sent home, the nurse will make arrangements with the parents. A pass must be issued to leave the building.
5. **PRESCRIPTIONS:** Students who bring prescription medication to school **MUST** register it with the school nurse and have the attending physician and the parent/guardian complete the consent form.

### **HALL PASSES**

Each day of the Agenda Handbook has a series of hall passes for use on that day. These passes, with teacher signature, are the only accepted hall passes. Single pages may **NOT** be torn out of the handbook and used as a pass. If a student does not have his/her handbook, an office referral will be used as a pass. This will result in a detention for failure to follow school procedures. A lost agenda book can be replaced for a fee in the unit office.

### **COUNSELOR ASSISTANCE**

Counselor assignments are made alphabetically. Students are encouraged to make appointments with their counselor to obtain help with schedule problems, vocational information, college information, testing, or personal problems. To see a counselor the student will:

1. Report to the unit office before 7:40 a.m. or after the last class and sign the counselor's appointment book for a non-class period (study hall, lunch, before or after school).
2. Report directly to the counselor's office at the beginning of the appointment time. After a conference, the counselor will sign the

hall pass in the agenda book to return the student to their assigned area.

3. In an emergency situation, the student should check with the Unit Clerk and he/she will help secure a counselor's assistance immediately.

#### **COUNSELING GROUPS:**

A variety of counseling groups meet at Parma Senior High. These include Grief Counseling, Drug/Alcohol Intervention, Anger Management, and Interpersonal Issues. Groups may be formed or deleted as needed.

**Parents** must contact their child's counselor if they **choose not** to have their child participate.

### **DIPLOMAS**

#### **Honors Diploma**

There are two types of Honors Diploma. One will recognize outstanding achievement in the College Preparatory Curriculum. The second will recognize outstanding achievement in the Career Preparation Curriculum. This will be determined by the end of the third making period in the senior year of high school.

#### **College Preparatory Program**

4 credits of English  
3 credits of Social Studies  
3 credits of Mathematics (must include Algebra 1 / Geometry)  
(4 recommended for state Univ. requirements/an elective)  
3 credits of Science (must include Biology and Physical Science)  
0.5 credits of Computer Science  
0.5 Practical Arts  
0.5 credits Health  
0.5 credits Physical Education (2 courses at 0.25 credit each)  
1 Credit Humanities/Fine Arts  
5 Electives: recommended to include  
    2 credits of the same Foreign Language  
Additional requirements for an Honors Diploma apply, including:  
3.5 GPA  
27 ACT or 1130 SAT Score

#### **Career Preparatory Curriculum**

4 credits of English  
3 credits of Social Studies  
3 credits of Mathematics (must include Algebra 1 / Geometry)  
3 credits of Science (must include Biology & Chemistry)  
6 credits Career Program  
0.5 credit Computer Science  
0.5 credit Humanities/Fine Arts/Practical Arts  
0.5 credit Health  
0.5 credit Physical Education (2 courses at 0.25 each)

#### **High School Diploma**

Students must pass all Ohio Graduation Tests (O.G.T.) and complete the required graduation credit standards to earn a high school diploma. A student will receive a diploma dated the year that course requirements and test passage are completed. **Any student who does not complete**

**course requirements for graduation by June 7, 2010 will not be permitted to participate in the commencement exercises.**

**IMPORTANT NOTES TO STUDENTS:**

**Regarding Ohio Graduation Test (O.G.T.)**

An alternative for getting a diploma beginning in 2007, you must:

1. pass 4 of 5 tests of OGT
  2. missed "proficient" scores by 10 points or fewer on the failed test
  3. have a 97% attendance rate with no expulsion during high school enrollment
  4. maintain a 2.5 GPA in courses of test area not passed
  5. participate in intervention
  6. have letters recommending graduation from principal and teachers
  7. complete high school curriculum requirements in the subject of test not passed
- No student will be permitted to take more than one course for credit during any one-class period. Under no circumstances can a student take two courses during the same class period.
  - Students who choose not to schedule a lunch period will be required to sign the student/parent/guardian lunch waiver acknowledging this decision on the registration sheet. Students without a scheduled lunch period will not be able to eat during the school day.

**CHANGE A SCHEDULE**

**Classes may only be dropped due to:**

1. A pre-requisite was not met.
2. A course was completed in summer school.  
The following guidelines MUST be followed in order to be eligible to drop a registered course. **COURSES MAY ONLY BE DROPPED WITHIN THE FIRST THREE WEEKS OF THE START OF THAT COURSE.**
  1. Complete a "Request To Drop A Course form" and give it to your counselor.
  2. If the counselor believes that the request is valid, the student will be asked to collect the necessary signatures. This must be accomplished prior to the 3 week deadline.
  - 3. All course drops must be approved by the Deputy Principal.**
  - 4. THE STUDENT MUST REMAIN IN THE CLASS UNTIL ALL PAPERWORK HAS BEEN SIGNED, RETURNED, AND THE COUNSELOR NOTIFIES THE STUDENT OF THE SCHEDULE CHANGE. IF THE STUDENT STOPS ATTENDING CLASS BEFORE RECEIVING OFFICIAL NOTIFICATION, EACH ABSENCE WILL BE TREATED AS A CLASS CUT.**
  5. **NO** refunds of course fees will be issued after the 3<sup>rd</sup> week of any class.
  6. All students are **required to carry a minimum of 5 one-credit classes or their equivalent each semester** (not including Physical Education).
  7. Athletic eligibility is determined by maintaining a full time schedule, course passage and GPA. This will be considered during any course change request.

In accordance with the OHSAA policy, the Parma City School student athlete must adhere to the following requirements:

- High School: A student must have maintained a specific GPA in the previous marking period.

**See athletics for GPA requirements**

8. All books and materials must be returned before any drop requests will be finalized.

**EXEMPTED GRADE OPTION (EGO)**

Students can elect to have a course grade deleted from their GPA. However, a letter grade will be issued and will appear on the transcript. These courses CANNOT be required for graduation. Students choosing EGO must request, complete, and file the EGO waiver form within one week after the issue of the first progress report. **A student must earn a grade of "C" or better in a course chosen to be exempted. Any grade of "D" or "F" will not be exempted and the grade will then be calculated into the quarterly GPA for the student.**

**FEE INFORMATION**

The Parma City School District requires students to pay curricular and extra-curricular fees. These include:

**Agenda Book Fee:** There will be a fee of \$5.00 for any additional replacement of a student Agenda Book during a school year

**Course fees:** Amount determined by the type of course materials that are needed. Course fees are listed in the Student Registration Guide and vary by department. NOTE: No course fees will be refunded after the 3<sup>rd</sup> week of any class.

**General fee:** All students are subject to a general fee to be utilized to defray the costs associated with copying, paper, ink, scantrons, etc.

**Activity fee:** If a student elects to participate in an extra-curricular activity, he/she will be required to pay a fee as set by the School Board. Fee rates will be available prior to the start of each season or activity.

\*\* All fees must be paid in full to attend social functions. This includes Prom and graduation.

**PARMA CITY SCHOOLS GRADING POLICY**

| Grade       | Average  |
|-------------|----------|
| A (4 pnts.) | 90-100   |
| B (3 pnts.) | 80-89    |
| C (2 pnts.) | 70-79    |
| D (1 pnt. ) | 60-69    |
| F (0 pnts.) | 59-below |

**Requirements to pass a course:**

**FIRST:** Given the point values assigned above, a student must accumulate 5 points in a course in order to pass. Marking period grades in a semester or block course are doubled. **Honors level points are used for GPA only and are not used in calculating a passing grade.** The grades given for the midterm and final exam are also included in the 5 point total. To figure out points accumulated and the midterm and final, the point values will be one half of the point values listed above. For example, a "C" on a midterm or final is worth one point toward the 5 points necessary.

**SECOND:** In a full year course, two of the five total points **MUST BE EARNED IN THE SECOND SEMESTER.** Any combination of grades in the third quarter, fourth quarter, and/or final exam that total two or more

points is acceptable as long as the yearlong point value earned is five points or more. (see following example)

| <b>EXAMPLE:</b> (student fails course) |       |               |
|--|-------|---------------|
|  | Grade | Points Earned |
| 1 <sup>st</sup> Grading Period         | D     | 1             |
| 2 <sup>nd</sup> Grading Period         | C     | 2             |
| Midterm Exam                           | D     | .5            |
| 3 <sup>rd</sup> Grading Period         | F     | 0             |
| 4 <sup>th</sup> Grading Period         | D     | 1             |
| Final Exam                             | D     | .5            |
| Totals:                                |       | 5 points      |

**Student Fails:** The student above **has** earned the 5 points that are required to pass a course. **HOWEVER**, the student **failed to earn the required 2 points in the 2<sup>nd</sup> semester**. Therefore, the student will not receive credit for this course. Failure could have been prevented by earning an additional .5 credit in the second semester by receiving a C on the final exam, or by earning an additional 1 credit with a D 3<sup>rd</sup> grading period or a C 4<sup>th</sup> grading period.

**SUMMA CUM LAUDE & MAGNA CUM LAUDE**

The Parma City School District used the designation of Valedictorian and Salutatorian for commencement exercises through the classes of '03. Beginning with the class of '04, these designations will not be used. All students of high academic achievement are recognized with the following designations:

- Summa Cum Laude** 4.5 GPA and above
- Magna Cum Laude** 4.0 – 4.49 GPA

**Guidelines:**

1. The final GPA used to determine the honor received at graduation will be the cumulative GPA earned through the third grading period of the student's senior year.
2. The class rank designation will be based on the GPA.
3. Students receiving one of the honors described above will be recognized at commencement by designated color honor cords to be worn with the cap and gown.
4. A senior Advisory Board at each high school will set the guidelines for the senior class in selecting the class speaker(s) for commencement exercises.

**ACADEMIC ACHIEVEMENT AWARDS**

|                |                   |
|----------------|-------------------|
| Highest Honors | 4.0 and above GPA |
| Honor Roll     | 3.99-3.500 GPA    |
| Merit Roll     | 3.499-3.000 GPA   |

## **GRADUATION REQUIREMENTS**

**A complete listing of the course requirements for graduation can be found in the Parma City School District 2009-2010 Registration Guide. Program reductions due to levy cuts may affect these requirements after publication. Check with your counselor for current requirements.**

### **Class of 2010, 11, 12, 13**

TO BE CLASSIFIED AS a:

10<sup>th</sup> Grader you need 5 credits

11<sup>th</sup> Grader you need 10 credits

12<sup>th</sup> grader you need 15 credits

**20** credits are necessary for graduation

### **POST-SECONDARY ENROLLMENT OPTIONS (PSEO)**

Students may have the option of enrolling in courses at the college level. Each participating college/university has established admission criteria and course registration procedures which high school students must follow. Students electing to take courses in this fashion will have their grades recorded on their transcripts under the guidelines of EGO.

Students have TWO enrollment options:

**Option A.** Enrollment in college courses for college credit only. All costs of tuition, books, and fees are the responsibility of the students and their parents/guardian.

**Option B.** Enrollment in college courses for both high school credit and college credit. The school district and the college will pay for all costs of tuition, books, and fees based upon the number of courses taken.

In the event a student fails to complete a course, whether through a formal "class drop" process or through non-attendance, all financial obligations are then assumed by the student and his/her parent/guardians.

An application deadline will be set each school year.

A date will be established by which students and their parents **MUST** inform the high school of the intent to participate in this program during the next school year. Failure to meet this deadline will exclude any student from participation in Option B of the PSEO program.

### **CONTROVERSIAL ISSUES**

If, after careful personal review of classroom lessons and/or materials, a student and/or his/her parent/guardian finds that the material is in conflict with his/her belief system or value system, the school will honor a written request from the parent/guardian to be excused from the particular class lesson for the specified reasons. The student will not be excused from participating in the course and will be provided alternate learning activities during times of the requested absences.

### **TRANSCRIPT PROCEDURE**

1. Obtain a request for transcript form from the Records Clerk. Make certain that you complete all portions of the request. Students over 18 must sign the form. Parents/Guardians can only sign for minors.
2. Provide the records clerk with the completed Request for Transcript form and \$3.00 for every college or agency requesting a copy of your transcript.

### **RELEASE OF DIRECTORY INFORMATION**

In keeping with Board of Education policy and the Family Education Rights and Privacy Act (FERPA), the Parma Board of Education has authorized the release of directory information to non-profit organizations in compliance with ORC Sec. 3319.321(B)(2)(a) which states: "Directory information" may not be withheld from military recruiters, businesses, industry, charitable institutions, colleges, or universities **unless** such restrictions are imposed uniformly on each of these groups." The Parma Board of Education has uniformly declined all such requests except to the military due to ORC Sec. 3319.321(B)(2)(b)) which states: "Names and addresses **must** be given to military recruiters unless the student or the student's parent, guardian, or custodian requests otherwise in writing."

1. student's name
2. address
3. telephone number
4. date and place of birth
5. photograph
6. major field of study or participation in officially recognized activities and sports
7. weight and height
8. membership on an athletic team
9. dates of attendance and enrollment
10. date of graduation
11. awards received -or-
12. honor rolls and scholarships

If student/parent does not desire this information to be released, the request to withhold such information should be made in writing **by November of the current school year**. Please include your child's complete name, his/her grade, and the school he/she is presently attending. Send your letter to:

Supervisor of Student Services  
Parma Board of Education  
5311 Longwood Ave.  
Parma, Ohio 44129

Late student registrants must request removal of their names, in writing, within 30 days after registration.

At the end of the deadline period, each student's records will be appropriately marked by the custodian of the records to indicate the items which the district will designate as directory information about the student. This designation will remain in effect until modified by the written direction of the student's parent or the eligible student.

### **TEST DATES 2009-2010**

| <b>PSAT / NMSQT</b>                         | <b>ACT</b>                                |
|---|---|
| Preliminary Scholastic Aptitude Test        | American College Testing Program:         |
| National Merit Scholarship Qualifying Test: | 9-12-09                                   |
| <b>TBD</b>                                  | 10-24-09                                  |
| PLAN TEST                                   | 12-12-09                                  |
| <b>TBD</b>                                  | 2-6-10                                    |
|   | 4-4-10                                    |
|   | 6-12-10                                   |
| <b>O.G.T</b>                                | <b>SAT</b>                                |
| (10 <sup>th</sup> grade graduation test)    | Scholastic Aptitude and Achievement Test: |
| March 15-26, 2010                           | 10-3-09                                   |
|   | 10-31-09                                  |
| <b>Advanced Placement Test</b>              | 12-5-09                                   |
| (A.P. Exams)                                | 1-23-10                                   |
| May 3 – 14, 2010                            | 3-13-10                                   |
|   | 5-1-10                                    |
|   | 6-5-10                                    |

### **STUDENT ATTENDANCE**

#### **ATTENDANCE PHILOSOPHY**

Regular attendance contributes to academic success and is the responsibility of the students and their parents/guardians. Regular attendance provides the students with the opportunity to:

- A. Interact with teachers and fellow students.
- B. Ask pertinent questions during class discussions.
- C. Benefit from guest lecturers or audiovisual presentations that cannot be repeated.
- D. Receive special instruction or individual help.
- E. Participate in class and/or laboratory exercises.
- F. Take tests and quizzes at the appropriate time.
- G. Maintain continuity in the learning process.

With regular attendance students can derive full benefits from well-planned teaching units that give students an opportunity to develop, among other abilities, creativity, inquiry and verbal skills. Teachers can then spend less time on make-up work and more time presenting new materials. **Note: The State Legislature considers a building attendance rate of 93% to be a minimum standard for public schools.**

### **ATTENDANCE PROCEDURES**

Accumulating 10 or more days of absence from school in a semester course or 20 or more days of absence from a year long course may:

1. Place a student in peril of not earning credit for the course.
2. Result in disciplinary consequences such as:
  - a. In-School Suspension
  - b. Out-of School Suspension
  - c. Disciplinary Hearing
  - d. Expulsion Hearing
  - e. Denial of the opportunity to obtain an Ohio driver's license
  - f. Revocation of an Ohio driver's license

**ORC 3321.13-a student of compulsory school age who has been absent without legitimate excuse for more than ten consecutive school days or at least fifteen total school days can have their driver's license revoked.**

### **NOTIFICATION PROCEDURES**

1. When a student reaches 5 days of absence from school, the parent/guardian will receive written notification regarding excessive absence.
2. When a student reaches 20 days of absence from school, the parent/guardian will receive written notification of the requirement to attend a conference with an administrator.
3. A student who reaches the maximum number of absences (15) may be required to obtain a written excuse from a physician for all subsequent absences.

### **ABSENCE PROCEDURE**

The Board of Education has adopted a policy requiring all students to attend school regularly (Policy 5200). By attending school daily throughout the school year, students can obtain maximum benefits from the learning environment and educational programs provided. Student's daily presence and participation are necessary to maintaining the continuity of instruction and classroom interaction that leads to improved achievement.

#### **Policy 5200 is as follows:**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be

required of all students enrolled in the schools during the days and hours that the school is in session.

Family vacations are discouraged during the school year. However, in some cases family vacations may occur during the school year. In each case, advanced requests for excused absences and assignments must be submitted 5 school days prior to the vacation. In addition excused vacation days may not exceed 5 school days during the school year. Students are obligated to complete assignments to ensure no interruptions in their education upon their return. The amount of time will be no more than the length of the absence.

In accordance with statute, the Superintendent shall require, from the parent of each student or from an adult who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence.

The following are the only legal reasons for being absent:

- A. Personal illness, including medical appointment (a written statement verifying the illness may be required)
- B. Illness in the immediate family
- C. Emergency at home
- D. Required court attendance
- E. Quarantine at home
- F. Death of a relative
- G. Observation or celebration of a religious holiday
- H. Such good causes as may be acceptable to the administration
- I. Suspension

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

### **OHIO TRUANCY LAW - Senate Bill 181**

Consistent with statute, the following definitions shall apply:

**“Habitual truant”** is any child “of compulsory school age” (between ages 6 and 18) who is absent without a legitimate excuse

from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year (Ohio Truancy Law).

**“Chronic truant”** is any child of “compulsory school age” who is absent without a legitimate excuse from the public school the child is supposed to attend for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following actions:

- Provide counseling to the student
- Request or require a parent to attend a truancy prevention mediation program
- Notify the Registrar of Motor Vehicles of the student’s habitual absences
- Take appropriate legal action (initiate the removal of a student’s drivers license)

In addition, the Board of Education authorizes the Superintendent or Designee to file complaints in juvenile court jointly against the chronic truant child and the parent, guardian, or other persons having care of the child. **This complaint may result in a fine of up to \$500.00, up to 70 hours of community service or, if repeated, a jail sentence for the offending parent.**

- Students will not be excused from the entire day unless it can be shown that the appointment necessitates this.

State law specifically states that every child up to the age of 18 must attend school. The law is also very clear on what constitutes a legal excuse for an absence from school. No parent or guardian has the right to excuse a child from school for any reason other than those stated previously. Any parent choosing to do so is in violation of the law – specifically “contributing to the delinquency of a minor”. Furthermore, just as parents are held responsible for the actions of their children, children can be held responsible for the actions of their parents. Therefore, it is possible to discipline a child as a result of a parent or guardian enabling the student from attending school illegally. The parent/guardian may also be charged under Ohio state law. If found guilty the parent/guardian may be fined or sent to jail.

#### **VACATION ABSENCE POLICY**

Due to the stipulations of employment for some parents, it is occasionally necessary for parents to take vacations during the school year. To accommodate student absences for vacations during the regular school

year while assuring an effective educational program, the following regulations have been established:

1. Excused vacation days may not exceed 5 school days in any academic year.
2. Parents must submit a "Request to be Absent" form. The student may get this form in the unit office a minimum of 5 school days prior to the proposed vacation.
3. The student assumes full responsibility for obtaining all assignments and materials that will be covered during the vacation absences. This must be done in ADVANCE of the vacation time.
4. Should it be necessary to make up work after the vacation period, such as labs or computer assignments that could not be completed outside school, the allotted time for make up work will be equal to the number of days of the absence.
5. Teachers are not expected to tutor students for work missed during the planned absence and they are not obligated to permit make up work if the necessary arrangements have not been made prior to departure.

#### **EXCUSED ABSENCE FROM CLASS**

There exists a wide variety of reasons for a student to be absent from a particular class during the course of a normal school day. The validity of such an absence will be determined by an administrator.

In the case where a student misses a class due to completing work in a prior class, the student needs permission from the teacher of the class that they will be missing. If the teacher from the class has not given permission, then it is considered a class cut for their class, and discipline procedures will be followed.

Feeling "ill" and sitting in the restroom for a period is **never** an excused absence. Go to the clinic if you feel ill.

#### **UNEXCUSED ABSENCE FROM CLASS**

An unexcused absence is defined as an absence from class without administrative and/or teacher permission. An unexcused absence may also occur when a student is absent from school with the knowledge of the parent or guardian, but for a reason determined to be unacceptable by the administration. Disciplinary action may result for an unexcused absence. **Each teacher has the discretion to determine whether work missed during an unexcused absence can be made up.**

#### **MAKE UP WORK**

Each classroom teacher can expect to have numerous students absent during the year for legitimate reasons. Naturally, all work missed by a student during a legal absence can be made up by the student. It is the student's responsibility to contact the teacher concerning make up work due to absence. a student will be given the same number of days he/she has been absent to make up the work that was missed.

**Note: Section G-4 of the District Guidelines states:**

**Extended homework assignments, regardless of absence, must be submitted by the date due.**

#### **MIDTERM AND FINAL EXAMS**

Student attendance during midterm and final exams is mandatory. Permission forms must be completed to leave the building during a non-exam period.

#### **ATTENDANCE AT AFTER SCHOOL ACTIVITIES**

A student must be in attendance a **minimum of 4 periods** to attend or participate in after school activities, practice with an athletic team, or compete in an athletic contest. Court dates, medical emergencies, and family emergency waivers may be applied for. Contact the Athletic Director.

#### **TYPES OF PERMISSION TO LEAVE THE BUILDING**

**All 3 types require approval PRIOR to leaving.**

1. Privilege Card – see description on following pages
2. Clinic Pass – Authorizes a student to leave the building at the time designated by the clinic due to illness.
3. Office Permission – May be given for a doctors' appointment, emergencies at home, etc. This permission must be secured through the appropriate Unit Office Personnel, and initiated and verified by a parent/guardian contacting the unit office.

**A PARENT MUST CONTACT THE SCHOOL BEFORE A STUDENT CAN LEAVE.** Students who call a parent on a non-office phone may not leave until that parent has also contacted the school. Leaving the school prior to this parental contact may result in discipline for 'Leaving the building' or for 'Failure to follow school procedures'.

#### **\*ABSENCE REPORTING\***

**24 HOUR Phone Line: 885-8611**

Phone the **Parma Senior High Automated Student Absence Line BEFORE 7:30 a.m.** at 885-8611.

When the parent/guardian calls, please leave the following information on the recording. Please speak slowly and clearly so that all information is heard.

1. Student's Last Name, First Name
2. Student's Grade Level
3. Date of Absence
4. Absence Reason \*\*
5. Name of Parent / Guardian Calling & Daytime Phone Number
6. Vocational students must also notify the vocational teacher.

\*\* Please be specific: State law requires schools to enter an attendance 'code' on each student who is absent. This 'code' must match the absence reasons previously listed.

The Parma Board of Education requires that the parent/guardian of each student report a student's absence between 7:30 a.m. and 12:00 p.m. (noon) on the first day of a student's absence. In the event that the parent cannot successfully use the automated attendance line by 7:30 a.m., then the appropriate attendance clerk should be notified at the numbers listed below.

| The Parma Senior High Attendance Clerks |                    |              |
|---|--------------------|--------------|
| STUDENT LAST NAME                       | CLERK              | PHONE        |
| A - L                                   | Mrs. Beamish       | 440-885-8612 |
| M - Z                                   | Mrs. Sharon Koenig | 440-885-8616 |

In the event that the parent/guardian of the student fails to notify the school, efforts will be made by the appropriate attendance clerk to contact the parent or legal guardian at home or at work. If telephone contact cannot be made, the absence will be recorded as UNEXCUSED. a parent/guardian may excuse the **absence WITHIN TWENTY-FOUR HOURS** of the original date of absence to avoid any disciplinary action.

\*\* Attendance will be taken at the beginning of third period classes.

#### PRIVILEGE CARDS (FLASH CARDS)

Privilege cards will be issued under the following guidelines:

- 9<sup>th</sup> /10<sup>th</sup> Grade: May apply for 4<sup>th</sup> quarter privileges only  
Must have a GPA of 2.5 at the end of 3<sup>rd</sup> Qtr  
May have no more than 3 days absence for the year.
- 11<sup>th</sup> Graders: **May request one period only for either late arrival or early dismissal**
- 12<sup>th</sup> Graders: **May request either a late arrival (1<sup>st</sup>) or early dismissal (7<sup>th</sup>/8<sup>th</sup>) but may have a total of no more than 2 periods released.**  
Flash cards are based on passage of the Ohio Graduation Test or a minimum 2.0 GPA the previous grading period, and having sufficient credits to graduate.

#### **PRIVILEGE CARDHOLDER RESPONSIBILITIES**

1. NO student may change a schedule to obtain a privilege card.
2. All eligible students MUST carry their privilege card.
3. Each student must fill out a Request for Privilege Card form in the Unit Office and return the completed form to the Unit Office Administrator for approval.
4. Students with privilege cards must exit the building within 5 minutes of the last period. Failure to do so may cause a student to lose the privilege card.
5. **Privilege cards may be revoked for any infraction of the school rules.**

6. Students who leave school on a privilege card are not permitted on any school property within the Parma City School District once they have left their home school.

\*\* Privilege cards may be revoked at any time at the discretion of parents/guardians or the administration.

**NO SENIOR CUT DAY IS PERMITTED AT PARMA SENIOR HIGH SCHOOL. ABSENCE ON A RUMORED SENIOR CUT DAY ARE CONSIDERED TO BE TRUANCY.**

#### **REASONS FOR EXCUSED TARDINESS TO SCHOOL**

Same as reasons for excused absence – see pg. 23

#### **UNEXCUSED TARDINESS TO SCHOOL**

Students should note that the following reasons for tardiness to school are UNEXCUSED (based on Ohio Attendance Laws)

1. Car Trouble
2. Oversleeping
3. Missing the Bus (including R.T.A.)
4. Traffic Jam
5. Staying out of school an unnecessary length of time due to a medical appointment, job interview, driver's license exam, etc.
6. Registering for the Draft
7. Babysitting in a non-emergency situation
8. Running non-emergency errands
9. Making repairs on one's own or anyone else's car
10. Attending religious services when other non-school times are available
11. Instructional driving time is NOT excused

**NOTE:** The validity of any other questionable reason of absence or tardiness not listed above will be determined by the administration according to Ohio attendance laws.

#### **BUILDING SECURITY**

Exterior doors to Parma High School are locked through the course of the day. Entry to the building can be made through the Auditorium Lobby and the rear Bus Loop entrance. Both doors have a visitor registration book. A **picture I.D.** must be presented for non-students and adults.

#### **Lock Down: 4 types**

A building lockdown will be used in the following situations. During a lockdown, all students will remain in their assigned classrooms. Any student in a hall/restroom when a lockdown is called will be sent to the nearest supervised classroom. **No cell phone or texting may be done during a lock down.**

1. Medical: hallways need to be cleared for emergency personnel

2. Dog Search: the building is being searched by narcotics dogs
3. External threat: a danger exists in the general community
4. Internal threat: a danger exists within the building

#### **PARMA CITY SCHOOL DISTRICT CODE OF CONDUCT**

Suspension and expulsion may be used for violations of the Student Code of Conduct. Principals, deputy principals, and assistant principals may take disciplinary action including suspension in response to violations. These administrators may suspend a student for a period not to exceed ten (10) school days per violation. The most severe action may not necessarily be used. Principals will make the recommendation of the expulsion penalty to the Superintendent. Only the Superintendent may expel a student from school.

The term "school" refers to all instances when the student is under the authority of the school, the term "property" refers not only to school-owned property but to any property, public or private, which may be damaged during the period when the student is under the authority of the school.

Students are considered to be subject to the authority of the school when they are at school related or school sponsored events even though those activities may not take place at an actual school. Some examples include athletic meets and games, field trips, contests, and concerts. Offenses which occur at such events will be subject to the same penalties as offenses that occur in school.

Senate Bill 1 (School Safety Zones) expands the district's authority to suspend and expel students for misconduct that occurs off of district property but, is connected to activities or incidents that have occurred on district property or school related functions. This includes misconduct by a student that regardless of where it occurs is directed at a district official or employee or the property of an official or employee.

Students, after required due process as specified in Ohio Revised Code 3313.66, found to have violated this code may be expelled by the Superintendent. The Superintendent may expel a student for a period not to exceed eighty (80) school days. Based on Ohio Revised Code Section 3313.66, and Board Policy 5610 - Expulsion, students who bring firearms on to school property, in a school vehicle, or at any school-sponsored event **shall be expelled for ONE CALENDAR YEAR**. Students who bring knives onto school property, in a parked vehicle on school property, or at any school sponsored activity **may be expelled for ONE CALENDAR YEAR**. This includes any adult crime that a student may commit while under the custody and control of the school or at any school related function. Students will receive no grades for schoolwork during an expulsion. Students are officially withdrawn during an expulsion.

Expulsion will result in a loss of academic credit. This includes loss of credit at any college or university post secondary or alternative program.

Additionally, students who are expelled for a violation of this section, have reached their sixteenth birthday, have been convicted or adjudicated delinquent of a violation of O.R.C. 3316.662, may be subject to permanent exclusion from school. (Board Policy 5610.01)

Special Education students require a manifestation determination and team review prior to disciplinary action regarding expellable offenses.

#### **DRIVERS LICENSE REVOCATION**

The Bureau of Motor Vehicles may revoke the driver's license of any student under the age of eighteen (18) for the following reasons:

1. The student is a child of compulsory school age and has withdrawn from school for a reason other than a change of residence and is not enrolled in and attending an approved program to obtain a diploma or its equivalent.
2. The student is a child of compulsory school age and has been absent without legitimate excuse for more than ten consecutive school days or at least fifteen total school days.
3. The student is suspended or expelled from school pursuant to Ohio Revised Code 3313.66 and the reason for the suspension or expulsion is the use or possession of alcohol, a drug of abuse, or alcohol and a drug of abuse.
4. The student is suspended or expelled from school pursuant to Ohio Revised Code 2923.122(A), (B), (D), and (E)(1), knowingly possessing a deadly weapon or dangerous ordnance on school premises, in a school or school building, at a school activity or on a school bus.

Any student whose license is denied or revoked may petition juvenile court for the right to drive if the loss of that privilege would result in a substantial hardship.

Upon recommendation for license revocation by a school principal or school designee, the student will be offered an information hearing to challenge or explain the reasons for their absenteeism.

#### **PARMA SENIOR HIGH CODE OF CONDUCT**

##### **DISCIPLINE**

The violation of school rules and regulations during the time that a student is properly under the auspices of school personnel and /or authorized volunteers, may result in disciplinary action including suspension, expulsion, and removal from curricular, co-curricular or extra-curricular activities. If a suspension is being considered, the incident(s) provoking the consideration of suspension will be discussed at an informal hearing with the student.

If a suspension is imposed, the parent/guardian will receive written notification of the suspension explaining the reasons and the dates of the suspension. During the at-home suspension, the student is to remain at home and is not permitted on any property owned by the Parma City School District.

Parents have the right to appeal a suspension to the Board of Education or its designee, to be represented in the appeal proceedings by a

representative of the parent/guardian's choosing, and to request that the appeal hearing be held in executive session. To file an appeal, a written request must be submitted to the treasurer of the Board of Education within seven calendar days of the mailing of the suspension notice.

#### **DISCIPLINE TYPES**

Goal Seven of the Ten Common Principles of the Coalition of Essential Schools is to maintain a Tone of Decency at Parma Senior High. The codes of conduct previously listed acknowledge that the rules which maintain this tone of decency are occasionally broken. When this occurs, there are a variety of disciplinary tools that can be used, based upon the severity of the infraction.

The list below indicates the most common types of disciplinary procedures. Financial constraints may limit/reduce some of these options.

1. Student Conference
2. Parent Conference with student
3. Detentions
4. Evening Retention (3:00 – 5:30)
5. Saturday School (8:30-11:30am)
6. In-School-Intervention (ISI)
7. Out-of-School Suspension (OSS)
8. Disciplinary Hearing with the building principal
9. Expulsion

#### **CODE OF CONDUCT OFFENSES**

THE PARMA BOARD OF EDUCATION HEREBY ESTABLISHED THE FOLLOWING CATEGORIES OF MISCONDUCT AS THOSE WHICH MAY RESULT IN DISCIPLINARY ACTION(S) WHICH ARE NOT LIMITED TO AND MAY INCLUDE: DETENTION, SATURDAY SCHOOL, PARENTAL CONTACT, REFERRAL TO LEGAL AUTHORITIES, EMERGENCY REMOVAL, DISCIPLINARY REMOVAL, SUSPENSION, EXPULSION, OR PERMANENT EXCLUSION FROM THE PARMA CITY SCHOOL DISTRICT. APPROPRIATE DUE PROCESS WILL BE FOLLOWED ACCORDING TO OHIO REVISED CODE 3313.66.

#### **Truancy**

Truancy is an unexcused absence from school.

“Habitual truant” means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year.

“Chronic truant” means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

Leaving the building without permission – a student will not leave the building at any time without permission of an administrator. This includes going to a car in the parking lot.

**TRUANCY** Truancy is being late or absent from school or any class without permission.

1 – 3 Offenses: 1 Saturday School for each  
½ day of truancy

4 – 5 Offenses: 1 OSS per offense

6 Offenses and each after: 1 – 10 day OSS  
with a possible disciplinary hearing.

**CLASS CUTS** **Inclusive of all periods**

1<sup>ST</sup> Offense - 2 detentions, parent notification

2<sup>nd</sup> Offense - 2 detentions, parent notification

3<sup>rd</sup> Offense - 3 detentions, parent conference

4<sup>th</sup> Offense - 3 detentions, suspension warning

5<sup>th</sup> Offense - 1 Day In-School Suspension

6<sup>th</sup> Offense and subsequent offenses may result in  
additional out-of-school suspensions, referral  
to Pupil Services for intervention or possible  
court action, removal from course, or expulsion.

\*\*Students who cut an entire day of school are TRUANT and will receive  
TWO (2) Saturday Schools.

### **TARDY TO SCHOOL**

Students are tardy to school if they are not **IN** their first period assignment when the 7:50 a.m. bell rings. Students not present in their first period assignment when the 7:50 a.m. bell rings must obtain a pass from a teacher or administrator who will be stationed in the hallway. All students in the hallway after the 7:50 a.m. bell will be stopped and issued a detention for tardiness.

### **CLASS TARDIES**

Tardiness is defined as not being in class when the final bell rings. Any tardy over 20 minutes will be treated as a class cut. All other tardies will be handled in the following manner:

1-3 offenses: Teacher handled (can be detentions)

4-7 offenses: Office referral, detentions issued by admin.

8 offenses: Parent notification of possible suspension  
and administrative action

9-12 offenses: 1 day Saturday School per offense

13-15 offenses: 1 day In-School Intervention per offense

16-19 offenses: Multiple In-School Suspension per offense

20 offenses and more may result in In-School or Out-of-School  
suspension and a disciplinary hearing.

**Note: Students may receive a detention at any time for tardiness.**

### **FIGHTING/VIOLENCE**

Fighting/violence is mutual participation in an incident involving physical violence.

**Aggressive behavior** – a student shall not hurt another person either physically or psychologically. A student shall not threaten another person with physical violence, loss of property or coerce by any means.

**Assault** – a student shall not attack any other person, or behave in such a manner that would cause, or threaten to cause, injury to any other person.

**Fighting** – a student shall not fight, hit, punch, kick, push, physically confront, or in any way cause or attempt to cause physical injury to another person. A student shall not instigate or encourage fighting. If a student who is engaged in a fight, and, in the course of fighting, strikes, pushes, and/or physically restrains a staff member who is attempting to intervene, such actions may be regarded as a separate violation, specifically an assault and may result in a police report and appropriate disciplinary consequences. In such instances, the staff member retains the right to pursue legal remedies in the civil and criminal courts independent of the actions(s) taken by the school district.

\*First offense: 10-DAY OUT-OF SCHOOL SUSPENSION  
WITH DISCIPLINARY HEARING

\*Second offense: 10-DAY OUT-OF-SCHOOL SUSPENSION  
WITH EXPULSION HEARING

Those who instigate, promote, or cause a fight to occur may receive identical consequences.

#### **GAMBLING**

Gambling of any kind is forbidden. **Playing of cards (any type, playing, magic, uno, etc.)** whether or not gambling is involved, is **not** permitted at school.

#### **PROFANITY**

Use of profanity is not permitted while in school or at a school-sponsored function. The circumstances surrounding the use of profanity will determine the severity of the consequences. **Any profanity directed at a faculty member will result in immediate suspension.**

First offense: Conference with student and possible disciplinary action.

Second offense: Saturday School or Suspension and Parent conference

Third offense: Suspension

#### **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection, including kissing and/or other bodily contact are not permitted.

First offense: Student taken to unit office, parents phoned

Second offense: Discipline or parent conference

Third offense: Discipline

#### **PHYSICAL RESTRAINT**

Both certificated and non-certificated school employees, may, within the scope of their employment, use as much force as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain weapons or other dangerous objects in the possession or control of a pupil, to protect other persons or property, or for self defense. O.R.C. 331919.41(B)

#### **SKATEBOARDS & ROLLERBLADES**

Skateboards and rollerblades are not permitted to be used on school grounds or inside the building.

**CELL PHONES, PAGERS, MP-3, DISC PLAYERS, ETC.**

Possession of a cellular telephone or other electronic communication device (ECD), (e.g., laser pointers and attachments, paging devices/beepers, personal digital assistants (PDAs) and other devices designed to receive and send an electronic signal) by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this guideline, or otherwise engages in misuse of the privilege.

Students are prohibited from using cellular telephones or other electronic communication devices (ECD) or having them "ON" during the scheduled student day. This includes lunch periods and passing periods, as well as on school-sponsored trips or in school vehicles. "Using" refers to, not only the making and/or receiving of calls, but also using the cellular telephone or ECD for any other purpose (i.e., sending text messages, taking pictures, making recordings, etc.). Students also may not use cellular telephones or ECDs on school property or at a school sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students are not permitted to wear their cellular telephones or ECD clipped to a belt or otherwise display them in plain sight during the school day. Students may, however, carry cellular telephones or ECDs in a backpack, purse, or inside a pocket of slacks, jeans, jacket, etc. provided they are "OFF" and not just in vibrate or silent mode.

Cellular telephones or ECDs may not be "ON" or otherwise used in classrooms, locker rooms, bathrooms, swimming pool, whether here or at another school district where a school activity or athletic event is occurring. This includes the use of the camera feature available with some models of cellular telephones.

A student may keep the cellular telephone or ECD "on" under the following circumstances with prior approval of the building principal:

Students may only have their cell phones on inside the school zone because they have been authorized by the school to turn the cell phone on for a specific purpose.

Cellular telephones or ECDs may not be "ON" or otherwise used while on the bus. Students may use their cellular telephone or ECD at the completion of an extra-curricular activity or athletic event.

The Board of Education is not responsible for the loss, theft, damage, or vandalism to student cellular or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students have cellular telephones or ECDs in their possession, to make sure the cellular telephones and ECDs are not left unattended or unsecured.

Using a cellular telephone or other ECD in an unauthorized manner or in violation of the policy may result in loss of this privilege, additional disciplinary action (e.g. warning, parental notification and/or conferences, suspension or expulsion). In the event of disciplinary action, the cellular telephone or ECD will only be released/returned to the student's parent/guardian. A referral to law enforcement including the telephone and/or ECD will be made if the violation involves illegal activity (e.g. child pornography). Parents/students are advised that the best way to get in touch with their child during the school day is by calling the school office.

1<sup>st</sup> offence: confiscated, returned to parent, Saturday School.

2<sup>nd</sup> offence: confiscated, returned to parent, ISI assigned

3<sup>rd</sup> offence: confiscated, returned to a parent, two ISI assigned

4<sup>th</sup> offence: confiscated, returned to parent, Discipline Hearing.

Failure to hand any electronic device to a staff member upon request results in the student immediately being placed in ISI plus receiving an additional ISI for Failure to Follow a Staff Directive / insubordination. Subsequent offenses may lead to additional progressive discipline.

#### **DISOBEDIENT/DISRUPTIVE BEHAVIOR**

Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment.

- **Cheating**
- **Class Cuts**
- **Continued Violation of School Rules**
- **Disrespectful/Insubordination**
- **Disruptive Behavior in Class**
- **Disruptive Behavior out of Class**
- **Dress Code Violation**
- **False Identification/Forgery/Falsification**
- **Gambling**
- **Gang Activity**
- **Horseplay**
- **Inappropriate Display of Affection**
- **Inappropriate Drawings/Language/Gestures**
- **Inappropriate Transportation Behavior**
- **Inappropriate Use of Technology**
- **Interfere/Intimidate School Authority**
- **Intrusion/Unauthorized Areas**
- **Possession of Pornographic Material**
- **Refuse to Serve Lesser Punishment**

- **School Safety Zone Violation**
- **Tardiness**
- **Trespassing/Loitering**
- **Unauthorized Communication Device**
- **Withholding Information**
- **Failure to Follow Virtual School Guidelines**

#### **HARASSMENT/INTIMIDATION**

Repeatedly annoying or attacking using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack.

- **Bullying** – any intentional written, verbal graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).
- **Endanger/Threat to Staff/Students**
- **Harassment/Intimidation**
- **Hazing** – forcing or encouraging another to behave in a way that may cause harm or injury or create an unsafe environment for others in order to gain acceptance or be part of a group.
- **Racial Slur**

#### **FIREARM LOOK-A-LIKE**

Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns).

- **Possession/Use of Firearm Look-a-Like**

#### **UNWELCOME SEXUAL CONDUCT**

Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).

- Sexual Assault
- Sexual Harassment
- Sexual Slurs

#### **SERIOUS BODILY INJURY**

An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as "A bodily injury that involves substantial risk of

death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty.

### **SUSPENSIONS, EXPULSION, REMOVAL FROM SCHOOL & ACTIVITY**

#### **DISCIPLINARY RECORD KEEPING**

In order to provide accountability to the student and protection for the teacher, records of all efforts to correct behavior and any disciplinary action taken must be kept by the teacher and/or administrator taking such action. These records should include the student's name, date of incident, type of misbehavior, the corrective action taken, and the parent(s)/guardian(s) and student responses, if any. Where suspensions occur, the length of that suspension and the total number of suspensions for the student that year shall also be included in the record. Administrators will review the disciplinary record and the student's previous record in deciding the appropriate action to take if a student misbehaves.

#### **DUE PROCESS**

Due Process provides a standardized set of procedures that protect students' and parents' rights during the resolution of disciplinary matters. The district's due process requirements include:

Having rules (behavior code) posted in the school and/or copies to students;

Providing the student a written notice about the rules he/she is thought to have broken;

Providing an opportunity for a hearing at which the student learns why he/she may be suspended or expelled and at which time the student can explain his/her actions;

Providing the student with a written notice of suspension or expulsion;

Providing a mechanism for student appeal of suspensions or expulsions.

**Due process requirements are specified in Ohio Revised Code 3313.66 and Board Policy 5500, Student Conduct, Due Process Rights and 5611. Detailed information is in Board Policy 5610, Emergency Removal, Suspension and Expulsion of Students.**

#### **SUSPENSION DEFINITION:**

Suspension is the removal of a student, following required due process, from the regular school program, by appropriate school authorities, for no longer than ten school days. In-school suspensions do not afford students a level of due process including notice and hearings for appeal. Students suspended out of school will be given the opportunity to make up all work and receive credit. Students are not permitted to attend school-related functions on or off school grounds during the length of their suspension. The amount of time to make up work will be no more than the length of the suspension. If at the time a suspension is imposed there are fewer than ten days remaining in the school year the Superintendent may apply any

remaining part or all of the period of the suspension to the following school year. Additionally, students may be suspended from the school bus.

#### **SUSPENSION**

1. The intended suspension must be in accordance with the Student Code of Conduct.
2. Written notification of the reasons for the intended suspension must be given to the student.
3. The student must be given an informal hearing.
4. Students issued an out of school suspension are required to remain under parental supervision during normal school hours. Students are not permitted on school property.
5. If the student has been suspended, the parent, custodian or guardian must be notified within twenty-four hours of the suspension and such notice must include;
  - [a] the reason for the suspension;
  - [b] the right to appeal the action to the Board of Education or its designee;

#### **SUSPENSION APPEAL PROCESS**

**Step 1** – A student or parent/guardian who disagrees with the suspension may request an Appeal Hearing before a Board of Education appeals hearing officer within seven (7) calendar days after receiving the Suspension Notice. Instructions on how to arrange for an Appeal Hearing will be included in the Suspension Notice, and include a written request submitted to the Treasurer of the Board of Education.

**Step 2** – A student may be represented by an attorney or other counsel or advisor of his/her choice at the Appeal Hearing. The Board of Education appeals hearing officer must make a word-for-word record of the Appeal Hearing.

**Step 3** – The Hearing Officer may affirm the order of suspension, reinstate the student, otherwise reverse, vacate or modify the suspension order. The decision of the Hearing Officer may be appealed by the student or parent/guardian to the court system.

Suspension is an extremely serious step. It is one which is taken by school authorities only after careful consideration. A student's best insurance against being suspended from school is to learn his/her responsibilities as a student and to make every effort to meet these responsibilities.

#### **SUSPENSION OF TRANSPORTATION PRIVILEGES - POLICY 5610**

If the Superintendent or the administrative designee determines that a student's behavior on a school vehicle violated school rules, she/he may suspend the student from school bus riding privileges for a length of time determined appropriate for the violation or remediation of the behavior. The student will be notified verbally of the loss of riding privileges. This loss of riding privileges may accompany suspension from the regular school program.

#### **EXPULSION**

##### **DEFINITION:**

Expulsion means that the student is removed from school by school authorities for more than ten (10) school days, but not for more than eighty (80) school days. Students expelled from school are officially withdrawn during that time and are not eligible to receive academic credit. Since

expulsion is the most severe punishment the school system may use, it requires action by the Superintendent of Schools. Students possessing a firearm on school property or at a school activity **shall be expelled for (1) one calendar year**. Students possessing a knife **may be expelled up to (1) one year**. A Superintendent may expel a student for up to one year for any adult-related crime regardless of school age. The offense must be committed while in the custody or control of the school, or on property owned or controlled by the school. However, school safety zones (S.B. 1) expands the district's authority to suspend or expel pupils for misconduct that occurs on or off of school property but is connected to activities or incidents that occurred on school property. This includes any school program, activity, or interscholastic event.

#### **EXPULSION**

1. The intended expulsion must be in accordance with the Student Code of Conduct.
2. The student and his or her parent, guardian or custodian must be given written notice of intention to expel.
3. The written notice must include
  - a. The reasons;
  - b. The date, time, and the place of the hearing;
  - c. The right to be represented; and
  - d. The right to request an extension of time.
4. The hearing must be no sooner than three but no later than five (5) days after the notice, unless an extension is granted.
5. If an extension is granted, the parties must be notified of the new time and place.
6. If the student is expelled, the parent, guardian or custodian will be sent notification within (1) one school day. The notice must include:
  - a. The reason for the expulsion;
  - b. The right to appeal the action to the Board of Education or its designee;
  - c. The right to be represented in appeal proceeding; and
  - d. The right to request the hearing be held in executive session.

#### **EMERGENCY REMOVAL**

##### **DEFINITION:**

An emergency removal of a student from a classroom or school activity may occur when that student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process in the classroom or elsewhere on the school premises. Emergency removal is not a disciplinary tool and shall not be used as a substitute for suspension. Students may be removed from instruction for up to 24 hours. Students may still be notified of the School Administrator's intent to suspend within three days of the incident that led up to the emergency removal.

### **RIGHTS TO AN EDUCATION**

Ohio law provides for free education for youth in the school district in which their parents reside providing the students are **at least five but under twenty-two years of age**.

The Parma City Schools must, therefore, provide schooling to such students who choose to attend the public school and successfully progress until the time of their graduation.

### **Marriage, Parenthood, Pregnancy**

The right of any person to participate fully in classroom instruction and extracurricular activities shall not be denied because of marriage, pregnancy or parenthood. A pregnant student may receive excused absences from school when it becomes medically necessary.

### **Students with Special Needs (Students With Disabilities)**

No person may be denied a publicly supported education because of a disability, regardless of its severity. Every student with special needs has the right to a free, appropriate education and to be a part of the regular curricular activities to the greatest extent possible.

The right to attend school is a civil right. It is not an absolute right, however, but is one which an individual possesses until the exercise of this right becomes damaging to the rights of others. The right of one person to attend school must not place in serious jeopardy the opportunity of others to profit from school.

The Superintendent and individual building principals will be responsible for the supervision and administration of the suspension process. In the absence of the principal, a person may be designated as the acting principal.

Most disciplinary problems involving the necessity for suspension shall be handled within the framework of the individual building.

To this end, all building administrators will share the responsibility in implementing the appropriate due process procedure adopted by the Board.

The Superintendent is responsible for the administration of the expulsion process. Generally, the process will be initiated by a recommendation from the building principal. In all cases, the Board-adopted procedure will be followed.

The Superintendent, building administrator and teachers are responsible for the supervision and administration of the emergency removal process. Generally, the process will be initiated by school building personnel. The removal process refers only to removals from school-related activities for a period of 24 hours.

The types of misconduct likely to result in suspension, expulsion or removal may include but are not limited to:

1. The disruption of school activities through force, violence, coercion, threat, demonstration or inducing panic.

2. The possession, use, transfer or being under the influence of alcohol and/or other drugs: and the use or possession of tobacco on school property.
3. Insubordination
  - a. Failure to comply with the directives of authorized school personnel
  - b. Refusal to accept and to serve a lesser form of punishment
4. Failure to attend school, assigned classes or homeroom [truancy]
5. Vandalizing school or private property
6. Verbal and/or physical assault to any student, school personnel, volunteers or visitors, their personal property and school property. Board of Education Policy states: Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical well being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline or reported to the authorities.
7. Possession, transfer or setting off fireworks and other explosive devices.
8. Possession/transportation of a weapon.  
(Continued)
9. Profanity and vulgarity directed toward students, school personnel, volunteers or visitors.
10. Theft of private or public property
11. Extortion of students, school personnel, volunteers or visitors.
12. Forgery of school related documents.
13. Cheating on examinations and/or school work

Students suspended or expelled from school are banned from co- and extra-curricular activities. A student may also be suspended from extra-curricular activities for violations of the Student Code of Conduct or the Code of Conduct of the particular activity in which the student participates. The Board may require a parent/guardian of a student who is suspended or expelled from school to attend a parental education or training program. If the parent/guardian fails to attend the program, he/she will be charged with a misdemeanor of the fourth degree, punishable by a maximum fine of \$250 and imprisonment of up to 30 days.

#### **SATURDAY SCHOOL**

Saturday school is an option, available in some situations, to avoid an out-of-school suspension. Saturday school begins promptly at 8:30a.m. and concludes at 11:30a.m. Failure to attend Saturday School, **REGARDLESS OF REASON**, will result in a two day In-School suspension. The student will attend classes until a due process meeting has been held to schedule the date for the In-of-School Suspension.

#### **VANDALISM**

Vandalism is the willful destruction or defacement of school or personal property.

Students, employees and citizens of the District are urged by the Board to report any incident of vandalism to property belonging to the District, together with the name(s) of the person(s) believed to be responsible.

The Superintendent or designee is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.

Any student found guilty of any form of vandalism or defacement of school property may be subject to suspension or expulsion.

Parents are liable up to the amount provided by law plus court costs for the willful destruction of property by a minor in their custodial control. If the parents are found liable for monetary damages and are unable to make restitution, the Board may allow the parents to perform community service for the District instead of repayment of the damages.

### **THEFT/STEALING PERSONAL OR SCHOOL PROPERTY**

Theft is the unlawful taking of personal property belonging to another person.

**Extortion** – a student shall not force or attempt to force any person to give up anything of value by means of any expressed or implied threat, harassment, intimidation, or injury to person, property, or reputation.

**Possession of stolen property** – a student shall not knowingly receive, obtain, possess, conceal, or dispose of stolen property.

**Robbery** – a student shall not take another person's property by force or threat of force.

**Theft** – a student shall not take, or attempt to take, property which does not belong to the student.

### **CLOSED BUILDING POLICY . "Off Campus"**

The regular school day is from 7:50a.m. to 2:45p.m. During this time, all students are required to be in their assigned areas (this includes lunch periods).

Students who violate the "closed building policy" by leaving school without a pass or being out of the building (including the parking lot) at a time other than what is designated by a pass will be dealt with in the following manner:

1. First offense: Three day Out-of-School suspension. Two days may be reduced to In-School Intervention or waived with a parent conference held in school, pending any additional referrals/history.
2. Second Offense: Five-day suspension and telephone conference with parents.
3. Third offense: Ten-day suspension and Disciplinary Hearing.
4. Fourth Offense: Ten-day suspension and a recommendation for Expulsion from school for up to 80 days.

\*Students who arrive early to school or stay after school must report to the cafeteria or front lobby area. All students must be in these areas or supervised by a staff member at all times or face disciplinary action. No loitering in the hallways or outside on school property will be tolerated.

### **SMOKING OR POSSESSION OF TOBACCO PRODUCTS**

A student shall not smoke, use, or possess any tobacco products on titled school property, within school buildings, or at any function or activity supervised or promoted by the school. This includes smokeless tobacco.

- **Possession/Use of Tobacco**
- **Sale/Distribution of Tobacco**

1. First offense: 1 Day Out-of-School Suspension AND 2 Days In-School Suspension
2. Second offense: 3 Day Out-of-School Suspension
3. Third offense: 5 Day Out-of-School Suspension
4. Fourth offense: 10 Day Out-of-School Suspension AND Disciplinary Hearing.

\*\*Participation in a Smoking Cessation program may reduce the number of days per suspension. If proof of participation is not produced in a reasonable time, then the balance of the suspension will be assigned.

Students who exit the building and smoke prior to leaving school grounds, smoke in cars, or cross the street to smoke, provide by these actions reasonable suspicion that they have tobacco products in the school, and may be searched as a result of their actions.

Under local laws, students will be ticketed for under-age tobacco possession. This is a legal issue requiring an appearance by the ticketed student in court, with possible fines or other court action.

### **USE, POSSESSION, SALE OR DISTRIBUTION OF A FIREARM**

A firearm is any weapon, including a starter gun, which is designed to expel or may be readily converted to expel a projectile by the action of an explosive. This includes, but is not limited to: the frame or receiver of any weapon described above, any firearm muffler or firearm silencer, or any destructive device which includes (a) any explosive, incendiary, or poison gas, including: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or a similar device. (b) Any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half in diameter. (c) Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. Firearm look-alikes should not be reported with this option.

**Possession/Use of a Firearm** – a student shall not use, possess, exhibit, handle, transmit, or conceal any object classified as a firearm while on titled school property, in a vehicle parked on titled school property or at any school-sponsored activity regardless of location.

**Sale/Distribution of a Firearm**

**USE, POSSESSION, SALE OR DISTRIBUTION OF A DANGEROUS WEAPON OTHER THAN A FIREARM OR EXPLOSIVE, INCENDIARY OR POISON GAS**

A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. (Policy 5772)

- Possess/Use/Sale of Weapon other than a Firearm

**USE, POSSESSION, SALE OR DISTRIBUTION OF ANY EXPLOSIVE INCENDIARY OR POISON GAS**

Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one quarter ounce and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.

- **Fire/Arson** – a student shall not set a fire or cause an explosion.
- **Possession of Pyrotechnics**
- **Stink Bomb**

**FALSE ALARMS/BOMB THREAT**

Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.

- **Bomb Threat**
- **False Fire Alarm**

**BULLYING / CYBER-BULLYING**

Bullying (physical or verbal threat or harassment) and cyber-bullying (electronically sent threat or harassment) are actions which cause the recipient to be afraid, or afraid to attend school. Discipline can be assigned under code 3, aggressive behavior/victimizing/threatening/bullying.

**USE OR TRANSMISSION OF DRUGS AND ALCOHOL**

**USE, POSSESSION, SALE, OR DISTRIBUTION OF INTOXICATING ALCOHOLIC BEVERAGES.**

A student shall not possess, use, sell, offer to sell, distribute, transmit, or be showing signs of consumption of alcohol.

- **Possession/Use of Alcohol**
- **Sale/Distribution of Alcohol**

**USE, POSSESSION, SALE OR DISTRIBUTION OF DRUGS OTHER THAN TOBACCO OR ALCOHOL.**

A student shall not possess, use, sell, offer to sell, distribute, transmit, or be showing signs of consumption of any controlled drugs, or counterfeit controlled substances, other than prescription medication that has been administered in accordance with the district's policies. This includes any illegal substances. A student shall not possess, use, transmit, sell, offer to sell, claim to possess or conceal any instrument of drug abuse or related paraphernalia.

- **Paraphernalia/Drugs**
- **Possession/Use of Drugs**
- **Sale/Distribution of Drugs – Non-Prescription**
- **Sale/Distribution of Prescription Medication**
- **Possession/Use/Sale of Counterfeit Controlled Substances**

Use of drugs or alcohol in any form on school property is forbidden.

1. First offense: 10-day suspension and parent conference. This may be modified by attendance at In-School drug intervention Group or other counseling.
2. Second offense: Recommendation for expulsion.

Transmission (sale or exchange) of drugs, as a first offense, in any form on school property may result in a recommendation for expulsion for up to one full year, and legal charges for distribution/sales or drugs.

**POLICIES AND PROCEDURES**

**RENAISSANCE CENTER**

1. The Renaissance Center is a privilege for Renaissance students. Students who choose to misbehave will be assigned to another study hall area.
2. The Renaissance Center is like any other classroom. Students may not leave without a proper pass signed by a teacher or monitor.
3. Students with a current Renaissance Card may use the Center.
4. No food or drinks may be taken out of the Renaissance Center.
5. Students found in the Renaissance Center when they should be in class will lose their Renaissance Center privileges.

**BULLETIN BOARDS / POSTERS / SIGNS**

Signs or pictures of any type must receive the approval of an administrator or activity advisor prior to being posted.

**MEDIA CENTER**

The Library Media Center is available for student use from 7:35a.m. until 3:10p.m. Specific times of availability will be posted in the library. When the Media Center is OPEN, students may attend for leisure reading, quiet study, instruction, or reference and research. Students are required to arrive prior to the tardy bell or be denied entrance to the Media Center. All Media Center rules must be obeyed or disciplinary action and/or loss of Media Center privileges will result.

### **CAFETERIA**

Student Guidelines:

1. Sit at your table until sent to the food line.
2. Do not cut in line.
3. Pay for your lunch – cash or account deduction
4. You are responsible to discard your trash
5. Thrown objects- food, drink, paper, etc. will result in a Saturday School assignment

**STUDENTS ARE NOT PERMITTED TO LEAVE THE SCHOOL GROUNDS DURING LUNCH. IF A STUDENT IS LEAVING OR RETURNING FROM LUNCH, IT IS A CLOSED BUILDING VIOLATION.**

Students at Parma Senior High have the privilege of an open gym during lunch periods. During this time, students may choose one of the following options:

1. Go to the Media Center
2. Renaissance students may go to the Renaissance Center
3. Open Gym\*

If a student chooses one of the options above, any violation of the rules in the respective places will revoke the privileges.

\*If a student chooses the Open Gym, the following rules must be followed:

1. Tennis shoes only on the gym floor – NO EXCEPTIONS
2. NO food or drink in the gym
3. Shirts must be worn

### **COMPUTER RESOURCE ROOM**

The computer resource room will be utilized to provide continuous support service to students and staff in the use of computers for curricular and managerial matters. The lab will be located in room B243 and will be available during the entire day, including the activity period. a computer resource specialist will be on hand to assist with any computer-related activity. Students will have access to the computer resource room during study halls or with approval from their classroom teacher.

This room will provide access to a variety of technological applications, such as a multimedia workstation with CD-ROM capability and Internet connection. Students can use the lab to work on classroom assignments, receive tutorial instruction, and enhance their computer proficiency. Students are expected to follow all of the rules posted in the lab. The rules include some of the following:

- Students are responsible for any damage incurred to hardware and software. Tampering with the hardware or software will not be permitted.
- No personal disks, such as games, other software, etc. are to be brought into the lab without permission from the teacher. If an inappropriate disk is found in the lab, the resource specialist will confiscate the disk.
- Students are expected to use the Internet in an appropriate manner. That is, they will not use abusive, obscene, or otherwise inappropriate or objectionable language either in public or private messages via any electronic database. Downloading of material deemed inappropriate or illegal by Parma City Schools Administration will not be permitted.
- Students are expected to act responsibly in the lab.

#### **LOST AND FOUND**

The lost and found is located in the Unit Office on the right hand side. Please check this area when you misplace an item. All unclaimed items will be donated to charity at the end of each quarter.

#### **NO SCHOOL = NO DRIVING**

Under the provision of House Bill 204, school authorities are required to notify the Ohio Bureau of Motor Vehicles and juvenile court authorities whenever a student who is under the age of 18 is withdrawn, expelled, or fails to attend school on a regular basis.

#### **PHONE CALLS AND MESSAGES**

Due to the limited number of office personnel, it is important that arrangements are made BEFORE school concerning pick-ups and appointments. **Delivering messages from parents/guardians during the school day to children in classes will be limited to EMERGENCIES only.** Emergency status will be determined by school administrators.

Parents: please note that **when you call your child's cell phone, and it rings in class, the phone will be confiscated.** Similarly, text messages being received and read in class will result in the device being confiscated.

#### **PHOTOGRAPHY DISCLAIMER**

Photographs of students may be used in publications in recognition of student achievement. If a parent does not wish for photos to be published, the parent MUST sign the Photograph/Interview Refusal Form.

A parent/guardian may refuse to allow their son/daughter to be photographed and/or interviewed for school or district publications, or by the media. Parents will receive the complete information regarding this in the summer mailing.

#### **SURVEILLANCE CAMERA**

Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras. These recordings will be used as evidence in disciplinary and legal actions.

### **FOOD / DRINK POLICY**

**NO FOOD OR DRINK** is permitted to be taken from the cafeteria or Student Activity Center. **NO FOOD OR DRINK** is permitted in any classroom other than for class activities when the whole class has access. This policy includes personal water bottles, screw-cap drink bottles and beverages sold in the cafeteria or Student Activity Center.

### **SEXUAL AND OTHER FORMS OF UNLAWFUL HARASSMENT**

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of unlawful harassment or discrimination. Unlawful offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District. Sexual and other forms of unlawful harassment will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, national origin or ancestry, age, and/or disability.

The harassment by a student of a staff member, fellow student of this District or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member or third party or student will be subject to discipline in accordance with law and the Student Code of conduct. (Board Policy 5517)

In accordance with Policy 5517, the student should:

Tell the harasser clearly that you do not like the behavior and that you expect it to stop immediately. (Many times this is all that is needed to stop it.)

As soon as you are able, write down the details of the incident so that you will have a record.

Tell a staff member about the problem so they can observe, and, if necessary, support your claims.

If the harassment continues, notify your counselor, teacher, and/or principal as soon as possible.

Complete a written complaint for your principal or assistant principal.

Principals shall make every effort to resolve student concerns, including referring violators to the Supervisor of Student Services for disciplinary action. The Principal will:

Protect the confidentiality of the student who files a complaint;

Encourage the reporting of any incidents of sexual or other forms of harassment;

Protect the reputation of any party wrongfully charged with harassment.

### **STAFF MEMBER HARASSMENT OF A STUDENT**

If a student reports that he/she is being harassed by a member of the staff, the matter is to be reported immediately to the principal who shall then contact the Supervisor of Student Services. If deemed necessary, the Supervisor of Student Services shall arrange promptly for a proper investigation by an agency that is experienced in such investigations. In addition, the principal, upon receiving the complaint from a minor student or his/her parents shall determine if the harassment may constitute child abuse and, if so, follow the child-abuse reporting procedure.

### **BULLYING, HARASSMENT AND INTIMIDATION**

In accordance with Policy 5517.01, harassment, intimidation, or bullying behavior by any student/school personnel in the Parma City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts. i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of student's personal property; and,

Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

### **GRIEVANCE PROCESS**

Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels he/she has been a victim of aggressive behavior and/or bullying in violation of Policy 5517.01 is encouraged to immediately report his/her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

Step 1 – Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates. If the person filing the formal complaint is an

adult, he/she must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, he/she may either sign the charge or affirm its veracity before two (2) administrators.

Step 2 – The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) workdays after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent or designee.

Step 3 – If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) workdays after receipt of the Step 2 decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) workdays of the appeal being filed.

#### **ANTI-HAZING**

It is the policy of the Board to prohibit hazing activities of any type at any time. Hazing shall be defined as an act that injures, degrades and/or disgraces, or tends to injure, degrade or disgrace anyone: an act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No administrator, faculty member, or other employee of the district shall encourage or engage in any hazing. No student or advisor shall plan, encourage, or engage in any hazing. (Board Policy 5516)

#### **BIAS / INTOLERANCE**

Statements, writing, graffiti, or actions, which are used to degrade, disgrace, embarrass or cause physical or emotional harm to other individuals based upon their race, beliefs, appearance or orientation are not permitted. Those who commit these acts will be subject to discipline.

#### **FIELD TRIPS**

Students whose attendance is poor, whose past behavior would make his/her attendance on a field trip a safety factor and those who are failing one or more subjects may be ineligible to attend a field trip.

### **PLAGERISM, CHEATING**

Work that has been plagiarized, or copied from other students or sources will not be accepted. Students will receive no credit, and may receive other disciplinary actions.

### **DRESS CODE**

The Board believes that parent(s)/guardian(s) must take the responsibility for the development of the student's good habits in the area of safety, health, decency, and cleanliness. Good grooming and neatness on the part of each student reflects an expression of pride in him/herself and in his/her school.

The Board recognizes that its students have a constitutional right to free speech and expression. However, a student's exercise of those rights is not without limits where the student's dress or grooming interferes with the educational process. In an effort to balance the Board and students' respective rights and interests, students will be expected to observe a standard of dress and grooming that is appropriate while attending school. Forms of student dress and grooming will be acceptable as long as they are neat, clean and are not distracting nor interfere with school safety standards. Rules of dress and grooming which clearly support the health and safety of students will be upheld.

A. Feet must be covered by some type of shoe or sandal. Bedroom slippers are not permitted, and flip-flops are not recommended.

All shirts, etc. must have sleeves. Bare midriffs, see-through, cutout clothing, plunging necklines, tank tops, spaghetti strap dresses, sleepwear, revealing and/or sheer clothing are not permitted.

Proper underclothing should be worn at all times.

Unclean, disheveled, torn or excessively baggy clothing is not permitted. Clothing with holes or tears is not permitted. Pants may not be sagging and undergarments may not be visible at any time.

All over-sized shirts must be tucked in. A proper belt is required to prevent sagging pants. Belt buckles may not have any inappropriate or offensive logos or insignias and may not be oversized.

No outdoor jacket/jean jacket is to be worn during the school day.

Any garment specifically made to be worn as an undergarment is not to be worn as an outer garment.

Inappropriate insignias, emblems, and/or gang-related colors shall not be worn during the school day or at school functions.

I. EXTREMES in styles, extremes in grooming or bizarre types of clothing are not permitted.

The length of shorts, skirts, dresses, and/or skirts must equal or exceed student's fingertips.

Any form-fitting or skin-tight article of clothing must be covered by an over-garment on the body.

No bandannas are to be worn or displayed in any manner. No hats, headbands or hoods are to be worn in school.

Students are prohibited from wearing or carrying articles of clothing or jewelry, which promote drugs, tobacco and/or alcohol, glorify death and/or mutilation, contain or imply profanity, or state or suggest sexual or pornographic activity. Racially or culturally offensive clothing is not permitted.

The presence of any apparel, jewelry, accessory, notebook, or manner of grooming, which by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a group or gang is prohibited. Chains or articles of clothing or accessories with spikes are not permitted.

O. Only natural hair colors are permitted. (Exceptions may be during "Spirit Week ", plays (drama) and other events sanctioned in advance by the building administration.)

P. Inappropriate or offensive tattoos must be covered.

Visible piercings cannot be displayed on any part of the body. The only exception for visible piercings is the ear. On other areas, the stud and post (in any form) will need to be removed during the school day. No spiked piercings are permitted.

School administration reserves the right to exclude apparel, which is disruptive or offensive to the conduct of education or affects the health or safety of the student or others. Non-compliance will be cause for disciplinary action. Repeated violations shall be considered insubordination.

#### **FIRE AND TORNADO DRILLS**

1. Teachers are to inform students (signs are posted) of proper exit routes and procedures for an emergency.
2. When an alarm sounds, students must follow the proper procedures. Students must leave the classroom and building quickly but in an orderly fashion (fire drill). Students are not permitted to stop at lockers. All doors must be closed upon exiting the room. The all clear signal will indicate that it is safe to re-enter the building.
3. All staff and students will proceed to safe areas in case of a tornado. Everyone will remain in safe areas with no talking and follow instructions until an all-clear signal is given.
4. When re-entering the school, students must report directly to the room they left via the shortest route, with no stops at lockers, restrooms. Wandering the halls after a drill will result in disciplinary action.
5. **Failure to comply with the above responsibilities will result in disciplinary action.**

### **GANGS**

A gang is defined as "any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, violations of school rules, establishment of territory or 'turf', or any actions that threaten the safety or welfare of others".

Any student wearing, carrying or displaying gang paraphernalia, making gestures which symbolize gang membership, causing an incident affecting the school attendance of other students, attempting to create territorial control any school district facility or who otherwise violates this policy shall be subject to the appropriate disciplinary action. Students who engage in gang activities may be prosecuted. a student shall not:

1. Participate in gang related activities.
2. Possess, wear, display or arrange clothing, personal appearance, or colors to denote gang identification.
3. Participate in hazing, initiation, or recruiting activities.
4. Designate boundaries or turf, or belong to any group that designates boundaries or turf.
5. Deface property with gang graffiti.

### **SCHOOL VISITATION**

The Board of Education welcomes visits to school by parents, other adult residents of the community and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to enforce visitor parameters.

The superintendent / principal or designee has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

To ensure that no unauthorized persons enter buildings, all visitors to schools will report to the school office when entering to receive authorization before visiting elsewhere in the building. Rules regarding entry of persons other than students, staff and faculty upon school grounds or premises shall be posted at or near the entrance of such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In addition, the rules shall be posted in a central location in each school and made available to students, upon request. Classroom visits must be scheduled at least two (2) school days in advance. While reasonable efforts will be made in scheduling classroom visits, the building administrator will exercise discretion to ensure no disruption to the educational process.

\*Visitations are limited to thirty minutes.

### **WORK PERMITS**

Student application forms for a work permit may be obtained in the Athletic Office.

### **INTERNET POLICY: REGULATIONS, TERMS AND CONDITIONS**

1. Acceptable use: Internet access must be in support of the educational program, research and consistent with the educational objectives of the District. Transmission of any material in violation of any United States or State of Ohio regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material and/or material protected by trade secret. Prohibited is use for commercial activities, product advertisement and political lobbying.
2. Privileges: The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final.
3. Network Etiquette: The use is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:
  - a. Users should be polite and avoid abusive messages to others. Inappropriate language and illegal activities are strictly forbidden.
  - b. Personal addresses and phone numbers of students or colleagues cannot be revealed.
  - c. Electronic mail (E.-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
  - d. The network should not be used in such a way that would disrupt the use of the network by others.
  - e. All communications and information accessible via the network should be assumed to be private property.
4. The Parma City School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered by the user. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. Guidance: Teachers will guide students in network etiquette, security issues, acceptable use, and consequences of misuse of the Internet. Because the student may use the network for individual work or in the context of more than one class, teachers cannot be held responsible for the student use of the network.
6. Security: Security on any computer system is high priority, especially when the system involves many users. If the user can identify a security problem on the Internet, it must be reported to a system Administrator or the District Internet Coordinator. The problem will not be demonstrated to other users. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

7. *Vandalism:* Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or agency connected to the network. This includes, but is not limited to, the uploading or creation of computer viruses.

### **LOCKERS**

Students choose their own lockers based upon a pre-determined schedule before school begins. However, **lockers remain the property of and under the control of the Parma City School District.** Students are expected to maintain the lockers in a sanitary condition. No one may use his/her locker to store anything that is unlawful at any time and if deemed necessary by the principal or a designee, the locker and its contents may be searched. Locker security is the responsibility of the student and is only as good as the students keep it.

#### Guidelines:

1. Keep all contents toward the back of your locker so that it does not jam.
2. Report all necessary repairs to the Unit Office immediately.
3. Maintain a lock on the locker at all times. Do not share the combination.
4. Report vandalism or theft to the Unit Office.
5. Register your locker combination with the Unit Office. If a locker is not registered the lock will be cut off.
6. Students are advised not to make frequent trips to lockers between classes as this could lead to excessive tardies.
7. Lockers may be searched at any time.
8. Parma City Schools is not responsible for student articles lost or stolen from lockers or any other campus area.

### **SEARCH AND SEIZURE**

Students have rights established and guaranteed by the Fourth Amendment to the U.S. Constitution protecting the right of privacy of their person and freedom from unreasonable search or seizures of property. Because of this protection, students have the right to place their belongings in a secure locker as long as those belongings do not threaten that individual's health or safety, or the health, safety or rights of others in the building or a violation of the student code of conduct (Board Policy 5771).

Likewise, students are entitled to learn in a safe, orderly and drug-free environment. Parents/guardians reasonably expect the schools to provide that environment. Weapons, dangerous instruments, illegal drugs and narcotics pose a serious threat to the safety and the orderliness of our schools. On occasion, it may be necessary for school staff or law enforcement officers to take actions to assure a safe and drug-free environment. Such actions may include a search of the contents of a student's locker, personal

belongings or automobile parked on school property, if there are reasonable grounds for suspecting the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

**School lockers are the property of the district.** Those lockers and any contents are subject to random searches at any time, regardless of whether there is reasonable suspicion that a law or school rule has been broken. In addition, there may be a generalized "sniff search" of school building contents using trained narcotics-detecting dogs. There should never be an expectation of privacy regarding the contents of school lockers.

School authorities or law enforcement officers shall confiscate weapons, dangerous instruments, illegal drugs and narcotics which are found on school premises or in the possession of students. Other articles which have the potential for disturbing the educational process may also be confiscated by school authorities.

INVESTIGATIONS BY LAW  
ENFORCEMENT PERSONNEL

**During Criminal / Delinquency Investigations**

As good citizens of the community, it is the responsibility of students to cooperate with the police in the investigation of suspected crimes. Under some circumstances, students being interviewed/questioned by law enforcement authorities at school may find that they are suspects in the investigation. Students are entitled to certain rights when questioned by law enforcement authorities and may also have a legal obligation to cooperate.

The student may wish to consult his/her parent/guardian before being interviewed. The school administrator shall make every effort to contact the parent/guardian for the student. The student must properly identify himself/herself to law enforcement authorities. The parent/guardian may notify the school administrator that they do not wish to have the student interviewed unless they are present. The school administrator shall notify the student and the law enforcement authorities of the parent/guardian's desire and appropriate arrangements shall be made agreeable to all parties.

***In the event that the interview proceeds, the principal must:***

1. Ensure the student has been advised of his/her rights;
2. Be present during the entire period of questioning
3. Not enter into the questioning on behalf of the law enforcement authorities.

A school administrator must avoid acting in either the role of the student's defender or accuser.

Students have the right to be informed if they are under arrest at the time questioning takes place. If the student is unclear about this he/she may ask to resume his/her regular schedule. If the law enforcement authorities deny permission, then the student should consider himself/herself as actually under arrest. Students who believe themselves under arrest or suspects in an investigation may freely invoke their constitutional rights against self-

incrimination and against illegal search and seizure, and are entitled to the presence of legal counsel while being questioned.

**Neither students nor staff may engage in the obstruction of justice, interfere with police in the performance of their duties, nor refuse to report suspected cases of felonies (serious crimes) under penalties of law.**

**School administrators or their designee will be present when interviews by social workers or law enforcement officers are conducting investigations regarding suspected child abuse or neglect.**

## **ACTIVITIES**

### **ATHLETICS**

The purpose of interscholastic athletics is to teach discipline, skills, teamwork, self-sacrifice, and to build character. With this purpose in mind, Parma Senior High offers a wide variety of athletic competition for young men and women.

Engaging in interscholastic sports may be likened to taking part in courses such as music, debating, public speaking, dramatics, band, orchestra, etc. The more proficient students showing greater skills and aptitudes or natural abilities are selected for further training and become a representative of Parma Senior High in the respective activity.

**NOTE: See the following section on ATHLETIC ELIGIBILITY.**

Parma Senior High offers the following athletic opportunities:

| <u>FALL</u>         | <u>WINTER</u>    | <u>SPRING</u>  |
|---------------------|------------------|----------------|
| Football            | Boys Basketball  | Boys Baseball  |
| Cross Country       | Girls Basketball | Girls Softball |
| Volleyball          | Wrestling        | Boys Track     |
| Cheerleading        | Boys Swimming    | Girls Track    |
| Golf                | Girls Swimming   | Boys Tennis    |
| Girls Tennis        | Cheerleading     |                |
| Boys & Girls Soccer | Hockey           |                |

### **PARMA CITY SCHOOL DISTRICT ATHLETIC CODE OF CONDUCT**

1. The Student Conduct Code, as adopted by the Board of Education, will be the basis of operation for all interscholastic athletic programs.
2. Schools have the right to make rules and regulations beyond those stated in the Student Code of Conduct. Students who violate the Student Code of Conduct, or the rules and regulations established by the school, can be denied the privilege of inter-scholastic athletic program participation.
3. As a condition of team participation, each student athlete as well as his/her parent/guardian will be asked to affix their respective signature

- to the team list of rules and guidelines thus acknowledging receipt of same and their commitment to abide by them.
4. Participants in athletics are required to follow prescribed training rules and regulations during the season of a particular sport.
  5. A student as a member of an athletic team shall not use tobacco in any form; use any beverage containing alcohol; use, consume, buy or sell any substance defined by law as an illegal drug. Violation of any of the above may result in the immediate suspension from a minimum of one interscholastic event to a possible loss of the privilege to participate in extra-curricular activities.
  6. An athlete who is suspended or expelled is not eligible to participate during the period of suspension or expulsion.
  7. Each athlete will be financially responsible for all issued equipment.
  8. An activity fee will be charged for participation in interscholastic programs.

#### **PARTICIPANT CODE OF CONDUCT**

Each activity will have additional criteria to which students must adhere. Additionally, the Athletic Department reserves the right to enforce general standards which apply to all activities.

1. I will play hard, but according to the rules.
2. I will respectfully abide by officials' decisions even if I do not agree.
3. I will respect my opponents.
4. I will endeavor always to conduct myself so as to bring pride to myself, my family, my school and my community.
5. I will remember the principles of good sportsmanship:  
**COURTESY - HUMILITY - SELF-ESTEEM**

#### **SPECTATOR CODE OF CONDUCT**

1. I will cheer for my team, not against my opponents.
2. As a spectator, I am here as a guest of the school and will conduct myself with respectful enthusiasm.
3. I will respect the decisions of game officials (who have a difficult job) even when I do not agree with them.
4. I will not criticize or demean coaches or players.
5. I will respect the welfare of the players, other spectators and the facility. I will realize that any action which threatens this welfare (throwing objects, physical or verbal attacks and game disruptions) will be cause for ejection from the premises.

\*Students who violate the Student Code of Conduct or the rules and regulations established by the school, can be denied the privilege of extracurricular program participation or attendance as a spectator.

**ATHLETIC FEE**

A student-athlete activity fee is due before the first contest in each sport. The fee is charged only to those who make the final team roster. The activity fee **does not guarantee that the student-athlete will participate in a contest.** The control and direction of the activity is the sole responsibility of the coach.

**ATHLETIC ELIGIBILITY**

In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled during the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of **FIVE** One-credit courses or the equivalent which count toward graduation. **Do not** include Physical Education courses in this total. Parma Senior High follows all the Ohio High School Athletic Association's eligibility rules. No special recitations or tests or other considerations are to be given for the purpose of making a pupil eligible. **CHECK WITH THE ATHLETIC DIRECTOR IF YOU HAVE ANY QUESTIONS REGARDING YOUR ELIGIBILITY.**

In accordance with the OHSAA policy, the Parma City School student athlete must adhere to the following requirements:

- Middle School: A student must have maintained a 1.0 GPA the proceeding marking period and pass 75% of their classes.
- High School: A student must have maintained the following GPA the preceding marking period:

|   |          |  |
|---|----------|--|
| Grade 9 – 1 <sup>st</sup> quarter requires 8 <sup>th</sup> grade passage GPA OF 1.0 |          |  |
| And 75% of the classes 4 <sup>th</sup> qtr 8 <sup>th</sup> grade year.              |          |  |
| Grade 9   | 1.00 GPA | 2 <sup>nd</sup> , 3 <sup>rd</sup> Quarters |
| Grade 10  | 1.25 GPA | Third & Fourth semesters                   |
| Grades 11 – 12  | 1.50 GPA | Fifth through eighth Semesters             |

**FUNDRAISING**

All fund raising activities must be submitted in writing and approved through the advisor of the activity or sport that the student is participating in. Unsupervised, unauthorized fundraising activities are prohibited. All funds raised must be given to the advisor. Do not leave money or fundraising materials in your locker, classroom, car, etc. The student is responsible for all money collected and any materials distributed in the fundraiser.

### **STUDENT COUNCIL**

The most important reason for the existence of Student Council at Parma Senior High School is to teach citizenship and leadership. Parma Senior High needs a strong, effective Student Council. Students depend on the **REPRESENTATIVES** to carry out the responsibilities of their office. Recommendations of the Student Council will always receive consideration when properly presented to the Principal.

### **NATIONAL HONOR SOCIETY**

During the first few weeks of the school year, Juniors and Seniors who have attained a 3.5 cumulative GPA will be notified of their eligibility to apply for membership in the National Honor Society. All students should be aware that areas of service, character, and leadership are considered for membership in NHS. Students must have 25 hours of community service completed in the year prior to their consideration for membership (types of community service are subject to approval by the faculty advisor). Candidates must also be involved in at least two extra-curricular organizations or sports teams at Parma Senior High. Additionally, students must maintain an excellent discipline record (infractions of school rules can disqualify a potential member). Students selected as members, who do not attend meetings, incur discipline problems, slip below academic standards, or do not participate in group functions or fundraisers may have their membership revoked. The bylaws of our NHS chapter are posted in the Media Center lobby.

### **RENAISSANCE PROGRAM**

#### **A COMMITMENT TO EXCELLENCE IN EDUCATION**

Parma Senior High is a **Renaissance** school. The objective of this program is to regularly recognize and reward academic accomplishments by the students of Parma Senior High School. The beauty of this program is that ALL STUDENTS can benefit from it, not just the Honor Roll students. To receive a RENAISSANCE card, a student must show evidence of success in:

#### **ACADEMICS, ATTENDANCE AND CITIZENSHIP.**

Possession of a RENAISSANCE card will entitle the student to a number of rewards and recognition. These cards must be renewed each grading period. Information and application forms will be made available at appropriate times during the school year.

### **MOTOR VEHICLES**

#### **GENERAL INFORMATION**

1. **Parking** on school property is a **privilege**, not a right. Eleventh and twelfth grade students holding a valid driver's license and a parking permit are allowed to drive to school and park on school property.
2. All drivers will obey the traffic laws of the State and will comply with the rules and regulations set forth by municipal and school officials.
3. A speed limit of 5 MPH is to be observed in the parking lot area.
4. Any excessive speed, squealing of tires, or reckless driving will be considered an exhibition of speed. This may result in the loss of driving privileges and/or a citation by the Parma police.

5. Students who drive more than one vehicle to school must have each vehicle safety checked and purchase a parking permit for each one.
6. Obscene or inappropriate bumper stickers or signs on automobiles are not permitted.
7. The cost of a parking permit is \$75.00
8. All **school fees** must be paid to receive a parking permit.

#### **PARKING REGULATIONS**

1. All traffic signs will be obeyed and there will be no parking in any school driveway. Cars blocking traffic or illegally parked will be towed at the owner's expense.
2. Parking Permits must be properly affixed to the rearview mirror facing outward in order to be valid.
3. Parking for students will be in the student designated area in the rear parking lot only.
4. Students who are granted parking privileges are not permitted to take cars from the lot until the end of their school day.
5. If a student should buy a new car, it will be necessary to apply for a new permit.
6. Lost parking permits will be replaced for \$5.00. If the original parking permit is found in use on another student's car, that student will be billed \$50.00, **and** their parking permission will be revoked. If the original student who lost the ticket is implicated as an accomplice in the misuse of the pass, they may also lose parking privileges. This applies to copies of passes as well.
7. Damaged Parking Permits will be exchanged in the Unit Office.
8. All cars must display a permit at all times. **NO EXCEPTIONS.**
9. Students must have insurance to obtain a permit.
10. Parking Permits are valid for the academic year in which they are purchased.
11. No Parking Permit will be issued until previous parking violations have been paid.
12. Students are not permitted to visit any car without an office pass. To be at a vehicle without a pass will be treated as a closed building violation.

#### **PARKING VIOLATIONS**

|                           |         |
|---------------------------|---------|
| 1 <sup>ST</sup> Offense - | \$10.00 |
| 2 <sup>nd</sup> Offense-  | \$10.00 |
| 3 <sup>rd</sup> Offense-  | \$20.00 |

\*\*\*The Parma Police Department may issue a city ticket at any time.

#### **SAFETY CHECKS**

Each student must have his/her car safety checked before a permit will be issued. Brakes, lights, turn signals and horn must be in working order.

#### **UNSAFE DRIVING**

Parking passes may be confiscated for 2 to 4 weeks for unsafe driving in the parking lot. Repeated offenses may result in the loss of the parking pass. Examples of unsafe driving include, but are not limited to:

Peeling out, driving on the left side of the parking lanes or exit road, excessive speed, too many occupants in the car, driving with students on the outside of the car, driving over the grass, doing 'donuts'.

#### **VEHICULAR SEARCH**

Vehicles parked on school property are subject to routine police patrol and to search based upon reasonable suspicion of illegal or unauthorized behavior or items which are illegal, dangerous or stolen. Refusal to cooperate in a search will result in a loss of parking privileges for a period of time to be determined by the Superintendent or his/here designee and may result in other disciplinary action. If an administrator deems it appropriate, a parent may be called to enlist cooperation, and the police may be called in to continue the investigation. (see Search and Seizure).

#### **THE BOOT**

Vehicles illegally parked may have a BOOT attached to the car. The BOOT is a locking device that is clamped to the wheel of a car. The car cannot be driven with the BOOT attached. The fee for having the BOOT removed is \$50. Payment of this fee does not obtain a parking permit.

The BOOT will be used on cars parked illegally in handicapped spaces, fire lanes, or repeated violations of the staff reserved spaces. Cars which have received school parking fines that are unpaid will be locked with the BOOT. In this situation, the student must pay the \$50 fine for removing the BOOT and must pay the outstanding parking fines previously issued.

#### **TRANSPORTATION**

It is the policy of the Board of Education to provide transportation for those students whose distance from their school makes this service necessary within the limitations established by State law.

Children living beyond the following walking limits shall be entitled to bus transportation:

|                                       |           |
|---------------------------------------|-----------|
| Kindergarten at Noon                  | 2.0 miles |
| Kindergarten in Morning, or afternoon | 2.0 miles |
| Grades 1 through 6                    | 2.0 miles |
| Grades 7 through 8                    | 2.0 miles |

Mileage requirements for students in grades kindergarten through eight (8) as determined by State Law and the board shall be determined as follows: "Measurement of distance originates at a point on the traveled portion of the roadway nearest the primary entrance to the place of residence and then along the most direct route transferal by motor vehicles to the school bus loading area nearest or opposite the entrance door used by students transported."

Exceptions to the foregoing limits may be made in the case of a temporarily or permanently disabled child who has been so certified by a physician.

The Board may also make exceptions to the established areas for various reasons. See Policy 8600 for exceptions.

### **TRANSPORTATION BY PRIVATE VEHICLE**

School bus transportation will be provided for all officially approved transportation requests to and from student activities. The use of private vehicles for transportation of students, volunteers, teachers, and other employees to and from student activities will be discouraged; however, if the need arises, transportation by private vehicles will be permitted only if previously approved by the Superintendent/Designee.

If it is necessary to use private vehicles, the appropriate form or forms, the Student Transportation Permission and Release form, and the Volunteer Driver Disclosure form, which shall include evidence that the vehicle and driver are covered for liability, medical payments, physical damage, and uninsured motorist liability, must be completed prior to the private vehicle being used. The Board will maintain excess insurance through a non-ownership liability endorsement to its bus fleet insurance policy covering all private vehicles use for transportation to and from student activities.