

# CUYAHOGA FALLS



## ELEMENTARY SCHOOLS

*EVERY STUDENT, EVERY DAY, EVERY OPPORTUNITY!*

### Student Handbook

Cuyahoga Falls City School District

*'Home of the Black Tigers'*

[www.cfalls.org](http://www.cfalls.org)

2018



2019

*Every Student, Every Day, Every Opportunity*

Dear Members of the Black Tiger Family,

Welcome to Cuyahoga Falls City School District! We are looking forward to an exciting and successful school year. We have prepared this handbook so that we may bring about a better understanding between the school, parents and students. Please take time to read this handbook thoroughly and reference it throughout the school year. Feel free to call your child's school if we can be of service to you in any way. Together we can be a winning team. Let's have a great year!

Sincerely,

Principals of the Cuyahoga Falls Elementary Schools

**DeWitt Elementary**

425 Falls Avenue  
Cuyahoga Falls, OH 44221  
*Catherine Perrow, Principal*  
330-926-3802

**Price Elementary**

2610 Delmore Street  
Cuyahoga Falls, OH 44221  
*John Musat, Principal*  
330-926-3806

**Lincoln Elementary**

3131 Bailey Road  
Cuyahoga Falls, OH 44221  
*Tracy Early, Principal*  
330-926-3803

**Richardson Elementary**

2226 23rd Street  
Cuyahoga Falls, OH 44223  
*Julie Wilson, Principal*  
330-926-3807

**Preston Elementary**

800 Tallmadge Road  
Cuyahoga Falls, OH 44221  
*Tammy Brown, Principal*  
330-926-3805

**Silver Lake Elementary**

2970 Overlook Road  
Silver Lake, OH 44224  
*Hillary Geiger, Principal*  
330-926-3811

*Vision: The hub of our community; committed to a culture of caring!  
We innovate. We create. We personalize education for all!*

**Cuyahoga Falls City Schools**  
431 Stow Avenue, Cuyahoga Falls, OH 44221  
Phone: (330) 926-3800

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of the Cuyahoga Falls City school District to provide an educational opportunity for all students. Any person who believes that the school or any staff member has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, or place of residence within the boundaries of the District has the right to file a complaint. Complaints and/or questions should be directed to the school district's compliance officer.

### **ENTRANCE REQUIREMENTS (Board Policy 6.01 and 6.02)**

A child is eligible for entrance into kindergarten if he/she attains the age of five (5) on or before August 1st of the year in which he/she applies for entrance. A student, at the time of his/her initial entry into the school district, shall present or have presented on his/her behalf by his/her parent(s), to the person in charge of admission:

- A. A certified copy of an order or decree, or modification of such an order or decree allocating parental rights and responsibilities for the care of a child and designating a residential parent and legal custodian of that child if such an order or decree has been issued.
- B. A copy of his/her certificate of birth issued pursuant to O.R.C. Chapter 3705, or a comparable certificate or certification issued pursuant to the statutes of another state, territory, possession, or nation, and copies of those records pertaining to him/her maintained by the school that he/she most recently attended.
- C. A power of attorney or caretaker authorization affidavit that has been executed pertaining to a child who is a pupil in the Cuyahoga Falls City School District pursuant to O.R.C. 3109.51 to 3109.80.

Each child entering the district's kindergarten or first grade program for the first time must be properly screened for any medical or health problems as well as those related to hearing, vision, speech and communication. The cost of such screening shall be paid by the parents.

### **ATTENDANCE**

All schools in the state of Ohio are required to meet attendance standards for the year. According to Ohio law and the Cuyahoga Falls Board of Education policy, attendance is required of all students enrolled during the day and hours that school is in session. Regular attendance and punctuality are necessary for success in school and later in life. Many interactive classroom activities take place during the school day that extend the understanding of learned material. Students who miss school frequently often do not achieve to their best potential and do not develop good work habits for careers beyond high school. **Parents are encouraged to schedule their student's appointments during non-school hours. Because vacations are Unexcused Absences, parents are asked to schedule vacations during school breaks.**

### **STUDENT ABSENCES AND EXCUSES (Board Policy 6.09)**

According to Board Policy 6.09 (adopted 5/20/14), students may be excused from school for one or more of the following reasons and will be provided the opportunity to complete missed work for credit:

- A. Personal illness.
- B. Serious illness or death of a family member.
- C. Funeral.
- D. Medical and dental appointments that cannot be arranged during non-school hours.
- E. Unusual or emergency situations at home.
- F. Religious holidays and activities.
- G. Authorized school-sponsored activities.
- H. Approved college visits.
- I. Acts of God.
- J. Quarantine.
- K. Out-of-state travel, not to exceed four days per school year, for participation in an enrichment activity approved by the Board of Education or an extracurricular activity, defined as a pupil activity program operated by the district but not included in a graded course of study.
- L. At the superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

An absence for any reason other than those listed above shall be classified as unexcused and the student will be considered truant.

### **Habitual Truant (Board Policy 6.10)**

According to Ohio House Bill 410, *Habitual Truant* refers to a child of compulsory school age who is absent from school without legitimate excuse for the following number of hours:

- 30 or more consecutive hours or
- 42 or more hours in one school month or
- 72 or more hours in a school year.

Truancy will be investigated and could result in required participation in remediation program(s), disciplinary action, and / or notification and referral to the proper authorities such as the Cuyahoga Falls Police Department or the Summit County Juvenile Court.

### **REPORTING ABSENCES FROM SCHOOL**

It is the responsibility of the parent / guardian to report all absences to the office. The message should include the name of the parent / guardian reporting the student absent, the student's first and last names, grade the student is in, and the reason for the absence. The absence will be recorded as excused or unexcused based on the reason given and the student's teachers will be notified of the absence by the office on the day of the absence. If a student is not reported absent on the day of the absence, the parent / guardian must contact the office either by personal call or a note reporting the absence immediately upon returning to school. Phone calls and notes will be accepted three (3) days beyond the date of the absence. An absence note must bear the signature of the parent or guardian, the date(s) of the absence, and the reason for the absence. Absences not reported to the office will be recorded as unexcused.

### **TARDINESS**

A student who is not in his/her assigned location by 8:45 a.m. shall be considered tardy. Any student arriving late to school is to report to the office before going to class. A student is considered tardy when he/she arrives between 8:45 a.m. and 10:10 a.m. NOTE: Tardies will be counted toward a student's unexcused absence hours.

### **DAILY SCHOOL SCHEDULE**

8:35 a.m. Students enter  
8:45 a.m. Classes begin  
3:20 p.m. \*\*Dismissal KG – 5<sup>th</sup> grade

\*\*NOTE: Every **Wednesday**, students are dismissed at **2:25 p.m.**

### **EMERGENCY MEDICAL AUTHORIZATION FORMS (Board Policy 6.40)**

The Board of Education will provide to parents or guardians of all students enrolled in the district's schools an Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the district will adhere to the instructions on the authorization form. When the form is returned, it shall be kept on file and will be sent to any district to which a student is transferred.

### **IMMUNIZATION REQUIREMENTS (Board Policy 6.32)**

No pupil at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than fourteen (14) days unless the pupil presents written evidence satisfactory to the district that the pupil has been immunized or is in the process of being so immunized against diphtheria, pertussis, tetanus, polio, mumps, rubeola, and rubella.

### **USE OF MEDICATIONS (Board Policy 6.36)**

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illness. Insofar as it is possible, provisions should be made for such medication to be given by the parent prior to or following the school day. When possible, parents should plan to bring and administer medication. With prior parental approval, those students old enough to understand and follow directions for taking their medication should be responsible for same under supervision. Please check with your building principal for additional information as needed regarding administration of medication to students.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASE**

The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

### **PROMOTION/PLACEMENT and RETENTION (Board Policy 7.04)**

Promotion, placement, or retention of students in kindergarten through grade eight (8) will be based on the student's academic progress, mental ability, social and emotional growth, chronological age, testing information, and teacher recommendation. These factors will be carefully weighed by the professional staff and parents. The use of "retention" is only considered a viable option in the primary grades and then only as a last resort when all other intervention strategies have failed to achieve desired results.

### **HOMEWORK (Board Policy 7.28)**

The Board of Education believes that homework is an important part of the educational process. Homework assignments shall support clearly defined school and classroom learning objectives and shall be used to reinforce or enhance school experiences. The immediate purpose of homework assignments may be to: A. Strengthen basic skills; B. Promote growth in self-responsibility and self-direction in learning; C. Enrich and extend classroom learning; D. Stimulate and further interests; E. Reinforce independent study skills; F. Develop initiative, responsibility, and self-direction; and G. Acquaint parents with the work students do in school.

### **DIRECTORY INFORMATION (Board Policy 6.17)**

Each year the district will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance at the District; grade level, date of graduation; degrees, honors and awards received; most previous educational agency or institution attended by the student; e-mail address or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information does not include a student's Social Security number or the student's identification number, user identification, or other unique personal identifier, unless the identifier cannot be used to gain access to education records except when used in conjunction with authenticating information. Parents and adult students may refuse to allow the District to disclose any or all of such "directory information" upon written notification

to the District within twenty (20) days after receipt of the District's notice. The District will not release directory information that alone or in combination can be used as personally identifiable information to identify a student.

### **STUDENT RECORDS (Board Policy 6.17)**

The District maintains student education records necessary for the discharge of its educational responsibilities and in satisfaction of local, state and federal requirements. Student education records are and shall remain the property of the District, are intended primarily for the internal use of the District, and are confidential.

### **DISTRICT CODE OF CONDUCT (Board Policy 6.21)**

Violation on the part of students of any one or more of the following rules of conduct may result in disciplinary action, including, but not limited to, parental contact, detention, remuneration, confiscation of items, attendance at awareness programs, removal from a course, Friday school, Saturday School, In School Restriction (ISR), emergency removal, school suspension (OSS), possible criminal prosecution, or expulsion from school.

**A. Disruption Of School** – A student shall not by use of violence, force, coercion, threat, harassment, insubordination, or by other means cause disruption passively or aggressively to the educational process. This includes the incitement of others towards acts of disruption. This also includes false alarms and bomb threats.

**B. Damage To Property/Vandalism** – A student shall not cause or attempt to cause damage, destruction, or defacement to school or private property on school premises or at any school activity.

**C. Degrading Acts** – A student shall not engage in any act which does, or may frighten, degrade, disgrace, threaten, intimidate or cause injury to any person within the school system.

**D. Disrespectful/Defiant Behavior** – A student shall not through his/her actions, show, engage or behave in such a way which demonstrates insolent, disrespectful or defiant behavior to school personnel.

**E. Fighting, Assault, Battery** – A student shall not fight, physically touch or behave in such a way as could cause physical harm to another party, nor shall a student engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Any student involved in fighting will be emergency removed for the remainder of the school day.

**F. Profane/Inappropriate Language or Gestures** – Students shall not use profane or vulgar language or gestures. **Note:** The term language in these guidelines is intended to cover the use of profane, indecent, inappropriate or obscene language, including racial, sexual or ethnic slurs, in written or verbal communication. This shall include the use of obscene gestures, pictures, signs or clothing.

**G. Disobedience/Insubordination** – A student shall not fail to comply with reasonable directions from teachers or other school personnel at any time while under the jurisdiction of the school. Examples of disobedience – insubordination are, but not limited to: refusal to identify oneself and/or to go to the office upon request; refusal to serve Friday School and refusal to serve In School Restriction.

**H. Dangerous Weapons Or Instruments** – A student shall not possess, handle, transmit, conceal, or threaten to use any object, which might be considered a dangerous weapon or instrument. Some examples are, but not limited to, fireworks, explosives, guns, knives, look-alike weapon, or chemical spray. This offense is a violation of O.R.C. §2923.122. A violation of this rule is considered a major offense and will result in student suspension/expulsion from school.

**I. Arson/Attempted Arson** – A student shall not burn or attempt to burn any property, whether public or private, within the grounds of the school system or while under the jurisdiction of school personnel.

**J. Emergency Alarms and Equipment** – A student shall not discharge or use emergency alarms or equipment without just cause. A student shall not give false alarm of fire, bomb or other hazard.

**K. Theft/Possession of Stolen Items** – A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor or employee of the school district.

**L. Leaving School Without Permission/Tuancy** – A student upon arrival at school may not leave the school without parental notification, a pass from the office and administrative approval. A student will be considered truant if he/she misses a class, lunch or study hall without official permission.

**M. Tobacco/Nicotine** – A student shall not possess, use, transmit, conceal, smoke, smell of, or otherwise make use of tobacco or related products (including lighters or matches), any alternative nicotine product, including electronic, vapor, or other substitute forms of cigarettes, cigars, cigarillos, or pipes or any tobacco or nicotine cessation products.

**Note:** It is prohibited by Ohio law for a minor to use, consume, or possess cigarettes, other tobacco products, papers used to roll cigarettes, or alternative nicotine products. It is also now prohibited for a minor to assist, pay for or share in the cost of such products. Even though there are some exceptions to this new law, those exceptions would not apply to use or possession of these products at school or school activities.

**N. Forgery** – Students shall not give false statements, make false accusations, and/or interfere with staff investigations, shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, signatures, addresses, or other data on school forms or school related correspondence. Failure to comply could be due cause of suspension.

**Cheating** – Students shall not engage in any act of cheating, plagiarism or academic dishonesty. This includes any unauthorized use of instructional materials, fraudulent use of supplementary aids, or other intentional misrepresentation or deception.

**O. Throwing Objects** – Students shall not throw objects on school property. This includes snowballs or throwing of food/liquids in the cafeteria.

**P. Public Display of Affection** – Students should not engage in an overt display of affection or sexual act on school grounds that presents an embarrassing appearance to fellow students, staff and school guests.

**Q. Alcohol, Drugs, Narcotics** – A student shall not possess, use, transmit, sell, conceal or give evidence of having consumed any alcoholic beverages, dangerous drugs, narcotic or mind-altering substance, counterfeit or look-a-like controlled substance, or over-the-counter drugs on school grounds or at school sponsored activities. Possession by a student of any type of drug paraphernalia is also prohibited.

**S. Inappropriate Use of Technology** – The use of computer technology and/or the Internet is a privilege and not a right. Inappropriate use includes, but is not limited to, vandalism to equipment, uploading or creating of computer viruses, harassment, sending of unwanted mail, wasting materials, initiating access to inappropriate material, and hacking.

T. **Electronic Devices** – Electronic devices are to be off and out of sight during the school day unless used for instructional purposes and with teacher authorization and supervision. The item will be confiscated in its entirety without putting a block onto the electronic device. A parent/guardian or designee that is listed on the EMA Form will be required to pick up the item. A proper identification and signature will also be required before the item is released.

U. **Harassment** – No student shall intimidate, insult, or in any manner abuse or harass, sexually or otherwise, another student, staff or other person. This prohibition of harassment also includes any act of intimidation or threat that causes mental or physical harm or discomfort to another student or staff. Any incident should be reported to a staff member or building administrator.

V. **Inappropriate Dress or Appearance** – All students are to dress in a manner that is consistent with the Student Dress Code. Students in violation of the Dress Code will be given the opportunity, with parent contact if necessary, to immediately remedy the inappropriate dress or will be assigned to the in-school restriction room for the rest of the school day. Those in continued violation of the dress code will be subject to disciplinary measures.

W. **Multiple Code Violation** – A student who accumulates 10 or more days of suspensions in the course of the school year may be recommended for expulsion from school. Serious violations of the student conduct code could result in a recommendation for expulsion before the accumulation of 10 days of suspension.

X. **Possession or Distribution of Inappropriate Materials** – A student shall not possess or distribute images or materials that are deemed inappropriate nor distribute or sell unauthorized materials on school property. This includes, but is not limited to, displays of violence, sexual materials, or drug and alcohol related images.

Y. **Loitering/Trespassing** – Students not involved in supervised after-school activities should exit the building as soon as possible but not later than twenty (20) minutes after the conclusion of the school day. Unsupervised students in the school building could face disciplinary action/or trespassing charges.

Z. **Gambling** – A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes.

AA. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is enrolled.

### **VISITORS/BUILDING SECURITY (Board Policy 9.03)**

Visitors to the schools are welcomed. However, the district's educational program is not to be disturbed by such visitors. Board members will also be required to adhere to this Policy. Therefore, the following rules are in effect: A. No person shall trespass or loiter in any school building of this district or on the grounds thereof or on other grounds owned or used by the school district. B. All persons entering a school building shall immediately report their presence to the building office. The principal shall require all visitors to properly identify themselves. C. Any parent wishing to visit a school/classroom which his or her child attends may do so only by making prior arrangements with the building principal. Arrangements must be made at least one school day in advance.

### **BUSES/TRANSPORTATION (Refer to Board Policy 6.46 for additional information)**

The school provides transportation for students: Elementary Schools grades K-5 who live farther than 1 mile from the school they attend, Middle Schools grades 6-8 who live farther than 1.75 miles from the school they attend, and High School grades 9-12 eligible vocational or special education children. Students will ride only assigned buses and will board and depart from the bus at their assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. Parents and students are expected to read and know the rules for bus transportation. It is the parent's responsibility to inform the school office and transportation office when their child will not be riding the bus by notifying: Cuyahoga Falls City Schools Transportation Department 330.926.3800 ext. 502881 (Transportation Supervisor) or 330.926.3800 ext. 502882 (Transportation Secretary).

### **BUS CONDUCT (Board Policy 6.23)**

All the rules and regulations of the Cuyahoga Falls City Schools are in effect while waiting for, riding on or departing from the bus. The rules and regulations below are listed so that students are aware of specific items which pertain to transportation to and from school. These rules apply to students on field trips and as members of teams participating in away athletic events. It is the intention to provide a safe system of transporting students. Behavior which will in any way lessen the safety of the riders will not be tolerated. Students on the bus are under the authority of and directly responsible to the bus driver.

Waiting For the Bus:

1. Leave home early enough to reach the bus stop five minutes before the regular pick-up time.
2. Wait clear of traffic on a sidewalk if possible and away from the location where the bus will stop.
3. Stay off lawns.
4. At the bus stop avoid running, pushing, fighting, yelling and any other behavior which might threaten life, limb or property of any individual.
5. Students must board the bus at their assigned stop unless they have parental and administrative authorization to do otherwise.

### **INTERROGATIONS AND SEARCHES (Board Policy 6.30)**

The lockers supplied by the Board and used by the pupils are the property of the Board. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

### **STUDENT DRESS CODE (Board Policy 6.27)**

Students' dress should be appropriate to the educational activities and the school environment, should not threaten the health, safety, and welfare of the members of the student body, and should be governed by good sense, good taste, and cleanliness. Much responsibility is placed upon parents for student appearance. The Board prohibits student dress or grooming practices which:

- A. Present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. Materially interfere with schoolwork, create disorder, or disrupt the educational process;
- C. Cause excessive wear or damage to school property;
- D. Prevent the student from achieving his or her own educational objectives because of blocked vision or restricted movement.

Policy Books are also available in school offices.  
District Compliance Officer - Director of Human Resources  
330-926-3800 ext. 502020

**Board of Education Policy can be found on  
our district website at the “Board of Education”  
link: [www.cfalls.org](http://www.cfalls.org)**

**Parents of students in grades 3-5 are encouraged to regularly monitor student academic progress online  
through Progress Book found at the district website: [www.cfalls.org](http://www.cfalls.org)**