



# **PARENT/STUDENT HANDBOOK 2021-2022**

**Canton Harbor High School  
1731 Grace Ave. NE  
Canton, Ohio 44705  
(330) 452-8414 Phone  
(330) 452-8452 Fax**

*The Canton Harbor High School is a community school established under Chapter 3314, of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter, contact the school administration or the Ohio Department of Education.*

## **Table of Contents**

Introduction

Forward

Philosophy	3
Mission	3
Non-Discrimination Policy	3
<b>Admission Information</b>	
Enrollment	4
Immunization Policy	4
Change of Address/Phone Number	4
<b>Student Responsibilities</b>	
Code of Conduct	4
Dress Code	6
Attendance Policy	7
Excused Absences	7
Unexcused Absences	7
<b>Potential Discipline Actions</b>	
Truancy Policy	8
Tardy Policy	8
Suspension Procedures	8
Expulsion Procedures	9
Emergency Removal	9
Parent & Student Surveys	9
<b>Academics</b>	
Curriculum	9
School Day	10
Grading	10
Progress Cards	10
Grade Levels	10
Conferences & Open Houses	10
Graduation Requirements	10
Post-Secondary Enrollment Options	11
<b>School Facilities</b>	
Hours of Operation & School Address	11
Smoking and Eating	11
Parking	11
Transportation	12
Visitors	12
Emergency Phone Calls	12
School Closure Policy	12
<b>Safety</b>	
Missing Children Policy	12
Fire Alarm	13
Reporting Injuries	13
Emergency Preparedness	13
Prohibited Gang Activity	14
Harassment/Intimidation/Bullying	15
Drug-Free School	15
Medicines at school	16
Epinephrine Auto injectors	16
Weapon-Free School	17
Electronic Surveillance	17
Lost & Found	18
Backpacks, Desks, & Storage Areas	18
Release of Student Records and Non-Custodial Parents	18
Confidentiality of School Records	19
Military Access to High School Students	19
Public's Right to Know Policy	19
Parent's Right to Know Teacher Qualifications	19
Child Find -Special Needs	19
Parent Involvement Policy	20
Parental Complaint	20
State Parent Information and Resource Center	21
Free Appropriate Public Education (FAPE)	21
Work Permits	21
Internet Safety Policy	22
Wellness Policy	23
Parent-Student Contract	24

# Introduction

## Foreword

This handbook was developed for the students of Canton Harbor High School and their parents. The information in this handbook is provided to assist students during their high school careers. Each entry was placed in this handbook with that purpose in mind. Policies in this handbook are approved by the School Board each year. This handbook reflects the latest policy and supersedes all others. If a contradiction should occur, School Board Policy prevails.

Students and parents are encouraged to read and become familiar with the policies of Canton Harbor High School.

## Philosophy

The philosophy of Canton Harbor High School is to integrate a holistic curriculum, utilize learner centered techniques, comprehensive community involvement, cutting edge technology, and an intimate nurturing environment that will enhance positive self-images. Canton Harbor High School is a school where a student will not fall through the cracks. The education program will be based on the principles of high expectations, high standards, that all students are capable of learning, schools can make a difference in a students' lives and success breeds success.

You will develop important academic and life skills such as critical thinking, reasoning, problem-solving, personal communication, and listening skills which will allow you to be successful on the job and in life!

You can graduate from Canton Harbor High School well prepared to live as a productive and responsible citizen in your community. You will leave feeling confident of your abilities and prepared to find a good job or attend a post-secondary program.

You will be all that you can be. You will work hard and learn to give your best effort on your own behalf. Everyone at Canton Harbor High School is treated with respect. We require and demand a commitment from you, not just in following the school rules, but also in working to make you the best person you can be and Canton Harbor High School the best school in the city.

## Mission

The Mission of **Canton Harbor High School** is:

*"To Advance Under-served Youth through Education, Job Training, Personal Development, Leadership Development and Community Service."*

## Non-Discrimination Policy

It is the policy of the School Board of Canton Harbor High School to comply with Federal and State Laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, sexual orientation or disability, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection.

# Admission Information

## Enrollment

Canton Harbor High School (CHHS) shall be open to all students from ages to 16 through 21 years of age on an as available basis. Dropouts will be encouraged to re-enroll. In order to enroll, a person shall:

1. Complete a CHHS application and return it to the school. If you have a copy of your transcript, this should also be attached. If you do not have a copy of your transcript, you and /or your parent/guardian will need to sign a "Request for Records" form from the last school that you attended. Your records will be used to verify existing state standardized test scores and verify credits.
2. In order to complete your enrollment application, you will be required to submit copies of your Birth Certificate, Social Security Card, photo ID, custody papers (if applicable), a monthly utility bill, lease of residence, bank statement or any other documents deemed acceptable by the resident district. Once you have submitted your enrollment application and any other required documentation, you will be scheduled assigned a start date.
3. In the event that enrollment exceeds capacity, School will perform a blind, random lottery to determine what students are enrolled and what students are placed on a waiting list (in order of selection). Any student that inquires about enrollment after the lottery is held will be placed on the waiting list on a first come, first serve basis.

## Immunization Policy

The state of Ohio dictates the immunization requirements for entrance into Canton Harbor High School, according to grade level (Ohio Revised Code, Section 3313.671). If a parent has a philosophical/religious objection, or the student's physician has a medical objection, the immunization exemption form must be completed.

Students must be in compliance with the law in order to be eligible for school attendance. Immunization records must be presented to the school within fourteen days of enrollment and it is the responsibility of the parent to provide the record. When transferring from another district, it is recommended that parents request a copy of the immunization record prior to leaving.

## Change of Address/Phone Number

It is the student's responsibility to inform the School office of any change of address or phone number. Any relevant information must also be updated in the office.

# Student Responsibilities

## Code of Conduct

Canton Harbor High School recognizes that a positive learning environment cannot occur without maintaining order and discipline conducive to learning. The Code of Conduct is intended to standardize procedures to guarantee the rights of every student at the school.

Students at CHHS are required to know the Code of Conduct. When students do not follow the rules, they are expected to accept the consequences. The student's attitude towards the rules of CHHS is very important.

Corporal punishment is not permitted. No employee should threaten, inflict, or cause to inflict unreasonable, irrational, or inappropriate force upon a student. Good sense and judgment should always prevail.

The rules of the Code of Conduct apply to any conduct that occurs:

1. On school grounds during the school day or immediately before or after school hours;
2. On school grounds at any other time when the school is being used by a school group;
3. On or off school grounds at any school activity, function or event;
4. Traveling to and from school, including actions on any school bus, van or public conveyance.

Under this Code of Conduct, the following definitions will apply:

**Student**--a person, adult or minor, enrolled at Canton Harbor High School

- Parent**--
- a) official care-giver of a minor child, including but not limited to mother, father, step-parent, grandparent, or court-appointed guardian, including DHS workers and/or group home employees as identified at the time of admission or amended in writing thereafter; or an emancipated minor (proof required);
  - b) for young adult student, ages 18-20, parent, guardian, etc. with whom he/she lives
  - c) for married and independent adult students ages 18-20 and for all students 21 years old, the student him/herself.

**Married**-- The legal spouse of a student, as expressed in a marriage certificate of any state, the Commonwealth of Puerto Rico, or sovereign nation.

The following behaviors are considered **OFFENSES** at CHHS and will result in corrective action, up to and including a suspension or expulsion, at the discretion of the Administrator.

- **Truancy** – absent without permission
- **Dress Code Violation** – not dressed according to the School dress code
- **Disruption** – interfering with school policies or classroom routine
- **Cheating** – Copying someone else’s work or in any way trying to take credit for work not done by the student himself/herself
- **Profane Language** – use of profane or unacceptable language
- **Sexual Misconduct** – including, but not limited to improper public display of affection in the school building or at any school related activity including but not limited to kissing, notes, etc. The prominent display of “hickies” or passion marks is prohibited
- **Smoking** – smoking in the school building is strictly prohibited
- **Sleeping** – activity which results in student non-performance
- **Disobedience**– no student will disobey the lawful instructions of an administrator, teacher, or other staff member of CHHS
- **Out –of –Bounds** – No student may be in any part of the building or grounds including bathrooms, parking lot, classrooms, or offices unless specifically scheduled to be there or unless he/she has received permission from an appropriate authority
- **Possession of prohibited items** – students may not have cellular phones, compact discs unrelated to schoolwork, or food or beverages in unauthorized areas

- **Non-completion of assigned activities** – failure to finish academic work
- **Failure to provide name or identification to school employees** – A student’s refusal to provide CHHS with their name or identification, or other necessary information including, but not limited to: current phone number, address, etc.
- **Theft** – taking the property of another without right or permission
- **Fighting or violence**– participating in physical contact with one or more students
- **Vandalism** – purposeful destruction of school or student property
- **Gang Activities** – participation in gang activities
- **False fire and/or bomb alarm** – willful intent to cause panic by submitting false information
- **Arson or attempted arson** – setting fire or attempting to set fire to any school or building property
- **Use/possession/concealment/sale/transmission of any drug, alcoholic beverage, or other illegal, or controlled substance**
- **Use/possession/concealment/sale/transmission of any dangerous or illegal instruments including but not limited to weapons, fireworks, etc.**
- **Wrongful conduct** – actions that impede, obstruct, interfere with or violate the Canton Harbor High School mission, philosophy, and regulations
- **Destruction and/or intentional harm to person or property**
- **Sexual harassment, misconduct, and/or improper language or inappropriate touching**
- **Disrespect of the rights of others or others’ property** – willful destruction or rudeness towards others (staff or students)
- **Conduct which endangers others** – any form of physical contact which jeopardizes others including but not limited to horse-play and throwing objects
- **Use of cell phones/other electronic devices in school-** the use of cell phones and other electronic devices is prohibited during the school day.

**Penalties:** If the student violates the policy, any staff member may confiscate the device and turn it into the Administrator’s office. The school and its staff are not responsible for loss, theft, damage and vandalism of any cell phone or other device that a student brings to school.

## **Dress Code**

### **General Guidelines**

1. Each student must maintain a neat, clean, professional appearance at all times.
2. Pants are not allowed to drape.
3. The administrator may make exceptions to the dress code based on physical disability or other conditions.
4. Students not conforming to the dress code will not be admitted to class and will be deemed absent.
5. Students not dressed appropriately will be sent to the office to speak to the administrator or home, depending on the nature of the dress code infraction.

## **Attendance Policy**

Students at CHHS are expected to attend each day school is in session and be on time.

Students must sign a daily attendance sheet when they enter the school. These sheets are kept as attendance records in the main office.

If the student needs to miss school, the student or parent/guardian must call the school (330) 452-8414 on the day of the absence. Unexcused Absences will reduce the student's overall attendance percentage. Excused Absences will not reduce the student's overall average attendance percentage.

## **EXCUSED ABSENCES**

An excused absence or tardy will be granted if you are not in school for the following reasons:

1. Medical Appointment
  - With appropriate documentation
2. Under a Doctor's care
  - With appropriate documentation
3. Automotive
  - With appropriate tow truck, or repair shop receipt
4. Scheduled road test for a driver's license
  - With appropriate documentation
5. Employment (which cannot be conducted outside of school hours)
  - With appropriate documentation from supervisor
  - Will be verified by CHHS
  - Must conflict with school hours
6. Death of an immediate family member
  - With appropriate documentation
  - Will be verified by CHHS
6. Personal Illness
  - With appropriate documentation
  - Will be verified CHHS
7. Court appointment
  - With appropriate documentation
8. Other appointments which cannot be scheduled outside of school hours (case workers, probation officer, signing a lease)
  - With appropriate documentation
  - Will be verified by CHHS
10. Other absences as deemed appropriate by and in the sole discretion of the administrator

Excused Absences with documentation, such as a doctor's note or verification from the court, will not count against the average attendance percentage. Any prolonged absence due to illness or other documented reason will also be excused.

## **UNEXCUSED ABSENCES**

Unexcused Absences include the following:

1. Any absence that is not excused.
2. Any absence where a student fails to provide appropriate written documentation of the absence (Students **should** have written documentation for absences in-hand on the first day that they return to school.)
3. Leaving school early without proper authorization.
4. Each day beyond three (3) that a student is late during any one month without appropriate documentation.

**ANY STUDENT WHOSE UNEXCUSED ABSENCES EXCEED ONE-HUNDRED AND FIVE (105) CONSECUTIVE HOURS (APPROXIMATELY 18 SCHOOL DAYS) WILL BE AUTOMATICALLY WITHDRAWN FROM SCHOOL PER THE OHIO REVISED CODE**

**(ORC 3314.03). STUDENTS MAY BE PERMITTED TO RE-ENTER THE SCHOOL AFTER ATTENDING A SCHEDULED MEETING WITH A SCHOOL OFFICIAL.**

**FURTHERMORE, AT THE SOLE DISCRETION OF THE SCHOOL ADMINISTRATOR, STUDENTS WHO ARE PERSISTENTLY TARDY OR RECEIVE THREE (3) OR MORE UNEXCUSED ABSENCES IN A MONTH MAY RESULT IN DISCIPLINARY ACTION UP TO, AND INCLUDING, SUSPENSION OR EXPULSION AS NOTED UNDER THE POTENTIAL DISCIPLINARY ACTIONS.**

**For Minors Only – The Juvenile Court will be notified when any student under the age of 18 has seven (7) consecutive unexcused absences, or 15 days in a month.**

## **Potential Disciplinary Actions**

### **Truancy Policy**

Canton Harbor High School will act according to any federal, state, county, and/or local laws or rules for any student who is deemed as truant.

### **Tardy Policy**

- For security reasons, the doors are locked at CHHS at the beginning of the day- 8:00am.
- Students who are late for school three (3) times in a month will result in an unexcused absence.
- Students must call in at least 15 minutes before their class to notify the receptionist that they will be late.
- The administrator will handle all special circumstances on a case-by-case basis.

### **Suspension & Expulsion Procedures**

Rules for suspension and expulsion follow the due process as mandated by the State of Ohio. A student who has been expelled or suspended from Canton Harbor High School will have the opportunity to make up all missed work upon completion of the expulsion or suspension.

#### **Suspension**

1. The administrator or his designee may suspend.
2. No suspension shall exceed ten (10) school days.
3. The administrator must give written notice of the intention to suspend and the reason to the student.
4. The student shall be given the right to appear at an informal hearing before the administrator and has the right to challenge the reasons for the intended suspension or otherwise explain. The hearing can happen immediately and can happen anywhere – the hall, office, classroom, etc.
5. A written notice of suspension shall be sent or given within one calendar day to the parent/guardian if the student is under the age of 18. The notice shall contain the reasons for the suspension and the right of the student to appeal to the administrator, or Board of Education.

#### **Expulsion**



1. The administrator may recommend to the Governing Board that a student be expelled.
2. The administrator shall provide the student and the parent/guardian written notice of the intent to expel. The written notice shall include reasons for the intended expulsion.
3. The student and the parent/guardian shall have an opportunity to appear on request before the administrator to challenge the expulsion or to otherwise explain the actions that led to the intended expulsion.
4. The written notice shall state the time and place to appear which shall not be less than three (3) days or later than five (5) days after the notice of intent to expel is given.
5. The administrator may grant an extension of time. If granted, the administrator must notify all parties of the new time and place.
6. An expelled student will be provided with a date for re-entry and the date for a re-entry conference.
7. The student and parent or guardian of any student will be notified in the event that the student fails to attend the re-entry conference.

### **Timelines for Suspension and Expulsion Appeals**

Student, student's parent, guardian, or custodian have 14 calendar days, after the date of expulsion or suspension, in which to file an appeal in writing to the School Board or its designee. Student, student's parent, guardian, or custodian also have the right to be represented in the appeal proceeding by a representative of their choosing and the right to request that the hearing be held in executive session.

### **Emergency Removal**

Per the Ohio Code (ORC 3313.66) the school Administrator may perform an emergency removal of a student from curricular or extra-curricular activities or from the grounds if the student's presence poses a threat and/or any person or property, or if the student's presence poses an on-going disruption to the educational process. This removal may be done without immediate notice or hearing.

Any student so removed will be given written notice and provided with a hearing within three (3) school days after removal as defined in the Suspension section of the Handbook. If it is probable that the student is going to be expelled, the hearing shall be conducted in accordance with the Expulsion section of this Handbook.

### **Parent/Student Surveys**

All parents are required to complete the Parent & Student Satisfaction Survey as well as any other school surveys deemed appropriate by the school's Administrator.

## **Academics**

### **The Curriculum**

Canton Harbor High School uses the Competency Based High School Academic Curriculum developed by the Ohio Department of Education as adapted by CHHS.

The curriculum is applied, articulated, integrated, relevant, challenging, and contains high student expectations. Tools that help achieve this include mentors, work shadowing, service learning, personal development, and leadership development. The academic curriculum is Ohio Model Competency Based Program for Math, Language Arts, Social Studies, and Science,

adjusted to meet the needs of an underserved population in a combined academic/vocational setting.

The mission, philosophy, curriculum, instructional program, student assessment, and student learning outcomes are aligned with the ODE Curriculum Standards and the Ohio Graduation Test.

## **School Day**

**Students are designated to attend academic session per day,  
Monday – Friday, 7:50am to 3:20pm.**

## **Grading**

Graduation requirement will be mastery of 70% of academic subject area proficiency standards for Language Arts, Mathematics, Science, and Social Studies as approved by the Board. Progress is defined by significant improvement towards demonstrating such mastery. Proficiency Standards define a student's academic responsibilities. Students' work will be assessed against these standards.

## **Progress Cards**

Progress cards are issued to each student every sixteen (16) weeks.

## **Grade Levels**

Unlike traditional high schools, there are no grade levels at CHHS. However, for the purposes of the Education Management Information System (EMIS), each student will be classified as being in the grade that reflects more than 50% of the proficiency levels attained.

## **Conferences/Open House**

Conferences are strongly encouraged throughout the year. Parents/legal guardians will be contacted to meet with instructors and the student at least once a semester.

If academic or attendance problems arise, conferences may be scheduled accordingly.

## **Graduation Requirements**

### **High School Diploma**

Requirements:

- Passing the State Standardized Tests, as required by law.
- Complete required competencies at a proficient level.
- Demonstration to the satisfaction of the school Administrator of the personal qualities required for success in employment.

## **Post-Secondary Enrollment Options**

The Board of Education recognizes the value to students and to the district for students to participate in programs offered by accredited colleges and universities in Ohio, according to state statutes.

The Board will approve participation by students who meet the State Board of Education's criteria, to enroll in approved postsecondary programs during the ninth, tenth, eleventh, or twelfth grade year while in attendance in the district. Students will be eligible to receive secondary credit for completing any of these programs.

No student may participate without the written consent of the superintendent and for those students under the age of eighteen (18) the written consent of the parents or without attending the counseling services offered in relation to this educational option.

The Board may deny high school credit for postsecondary courses any portion of which is taken during the period of a student's expulsion. If the student has elected to receive credit for course(s) toward fulfilling graduation requirements as well as postsecondary credit, that election is automatically revoked for all college courses in which the student enrolled during the college term in which the expulsion is imposed.

When a student is expelled, the Board directs the superintendent to send written notice of the expulsion to any college in which the expelled student is enrolled under R.C. 3365.03 (Postsecondary Enrollment Options) at the time the expulsion is imposed. This notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a policy under R.C.3313.613 to deny high school credit for postsecondary courses taken during an expulsion. If the expulsion period is later extended, the superintendent shall notify the college of the extension.

The superintendent shall establish the necessary administrative guidelines to ensure that such programs are in accord with state regulations and are properly communicated to both the students and their parents. The superintendent shall also establish guidelines and procedures for the awarding of credit and the proper entry on a student's transcript and other records of his/her participation in a postsecondary program.

## **School Facilities**

### **Hours of Operation and School Address**

Canton Harbor High School opens at 7:30 a.m. and closes at 3:30 p.m. Monday – Friday. If you need to contact the school after hours, voicemail is available. The school address is 1731 Grace Ave. NE, Canton, OH 44705 and the school phone number is (330) 452-8414 and the school fax number is (330) 452-8452.

### **Smoking and Eating**

The law prohibits smoking in the building. Food and beverages are not allowed in the classroom or the computer lab unless given teacher permission. There are vending machines available for student use during assigned break times.

### **Parking**

If you drive, you may park in the parking lot on the south side of the building.

## **Transportation**

The school does **not** provide transportation. However, the school is easily accessible by SARTA.

## **Visitors**

Parents, graduates and other visitors are always welcome with *advanced notice* to CHHS office except in the case of an emergency. No children are permitted in the classroom at any time. If children would like to visit the school, an appointment for a tour must be scheduled with the main office.

All visitors are required to report to the school office prior to their visit. All visitors must sign in upon arrival and sign out before leaving the building and must wear a visitor's pass while in the building.

Visitors must pre-arrange any meetings or visits with teachers or administrators prior to entering the building. Visits should be limited to ½ hour unless other arrangements have been made for an extended period of time.

When parents are visiting, they are asked not to attempt a parent-teacher conference while students are in the classroom.

## **Emergency Phone Calls**

Students may give the school's phone number (330) 452-8414 to relatives for *emergency purposes only*. The main office will take a message and forward it to a student as soon as possible.

## **School Closure Policy**

Should it be necessary to close Canton Harbor High School for weather or other unforeseen emergencies, information will be given over radio and television stations. Students are asked not to call the school.

## **Safety**

### **Missing Children Policy**

At the time of initial entry to Canton Harbor High School, a pupil, or if the pupil is a minor, a parent or guardian, shall present to the person in charge of admission any records given by a public or nonpublic elementary or secondary school the pupil most recently attended; a certified copy of an order or decree, or modification of such an order or decree allocating parental rights and responsibilities of the care of the pupil and designating a residential parent and legal custodian of the pupil, a certification of birth, a comparable certificate or certification issued pursuant to the statutes of another state, territory, possession, or nation, or a document which is acceptable in lieu of a certificate or certification, such as; 1) a passport or attested transcript of a passport filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child; 2) an attested transcript of the certificate of birth; 3) an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child; 4) an attested transcript of a hospital record showing the date and place of birth of the child; 5) a birth affidavit.

Within twenty-four (24) hours of entry into the school of a pupil described, a school official shall request the pupil's official records from the public or nonpublic school the pupil claims to have most recently attended. If the school indicates that it has no record of the pupil's attendance or the records are not received within fourteen days of the date of request, or if the pupil does not present certification as outlined above; the Administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child.

Whenever an order or decree allocating parental rights and responsibilities for the care of a child and designating a residential parent and legal custodian of the child, including a temporary order, is issued resulting from an action of divorce, alimony, annulment, or dissolution of marriage, the residential parent of the child shall notify the school of those allocations and designations by providing a certified copy of the order or decree that made the allocation and designation. Whenever there is a modification of any order or decree allocating parental rights and responsibilities for the care of a child and designating a residential parent and legal custodian of the child that has been submitted to a school, the residential parent shall provide a certified copy of the order or decree that makes the modification.

If at any time a pupil's initial entry to school, the pupil is under the care of a shelter for victims of domestic violence, the pupil or his parent shall notify the school of that fact. Upon being so informed, the school shall inform the secondary school from which it requests the pupil's records of that fact.

Informational programs relative to missing children and a fingerprinting program are provided through the Family Education Service Program.

## **Fire Alarm**

When the fire horn rings, exit the building by the stairs in an orderly fashion. Instructions are posted in each classroom.

## **Reporting Injuries**

If a student is injured at CHHS, he/she must immediately report the injury to a teacher or an administrator. The main office will complete a copy of the injury report.

## **Emergency Preparedness**

It is understandable that parents will want to get in touch with their children in the event of an emergency. However, trying to call your child's cell phone may prevent them from hearing something important, even life-saving information. Students will be able to use cell phones if they need immediate assistance and once they are safe. Please avoid calling the school during an emergency – the school staff will be dealing with the situation and may not be available to answer the phone. Parents should use the communication resources listed in this student handbook to get information during an emergency.

During an emergency situation, school officials must act quickly to secure schools, safeguard students and staff, and communicate promptly. Parents can help by being prepared before an emergency happens. Here are a few critical things you can do:

- Give school officials accurate contact information.
- Talk to your children about what to do, where to meet and how to contact you.
- Provide names and contact information for people authorized to pick up your children.

- Notify school officials if you see a dangerous or suspicious situation at school.
- If your child is on medication, be sure the school has at least a 1-2 day supply.

### **School Actions:**

- **Lockdown** secures the building and safely shelters all students, staff, and visitors inside the school building.
- **Shelter-in-Place** is a modification of a lockdown which moves students, staff, and visitors away from rooms on the perimeter to safe areas within the school.
- **Evacuation** requires students, staff, and visitors to exit an unsafe school building.

\*Only public safety officials will be allowed into the school during an emergency lockdown.

What to do during a school emergency:

In an emergency situation, your first reaction may be to call or come to the school. While that is a natural response, it may interfere with emergency agencies that are dealing with the situation. We ask that instead of going to the school, you get information from the following sources:

### **What to do during a school emergency:**

- Call Canton Harbor High School  
330-452-8414
- Tune into local TV and radio stations for news alerts
- Call the Canton City Police Department  
303-649-5800

## **Prohibited Gang Activity**

Students are prohibited from engaging in gang activities while at School, on school property, to or from school, or at a school related function or event. Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from school.

The term "gang" is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the endorsement of or participation in one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engaged in a pattern of criminal gang activity.

The term "gang activity" is defined as any conduct engaged in by a student:

1. On behalf of a gang;
2. To perpetrate the existence of a gang;
3. To effect the common purpose and design of any gang; or
4. To represent a gang affiliation, loyalty or membership in any way while on school grounds or while attending a school function.

These activities may include things such as recruiting students for membership in a gang and threatening or intimidating other students or staff against his/her/their own will to promote the common purpose and design of any gang.

## **Harassment/Intimidation/Bullying or Violence Within a Dating Relationship**

Harassment, intimidation, bullying or violence within a dating relationship toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. Canton Harbor High School complies with The Jessica Logan Act, HB Sec. 3313.666 prohibiting bullying by electronic means and social media outlets. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, bullying, means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) and the behavior both causes mental and/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) or violence within a dating relationship. Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, hazing, and violence within a dating relationship and of a sexual nature.

Harassment, intimidation, bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building administrator or assistant administrator. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building administrator should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior. Reports may be made to those identified above.

## **Drug-Free School**

In accordance with Federal Law, CHHS prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, or in the school building. Drugs include alcoholic beverages, steroids, dangerous controlled substances as defined by State statute, or any substance that could be considered a "look alike." Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from Canton Harbor High School.

If a student comes to school under the influence of drugs, he/she shall be sent home for the day and the parent/guardian shall be notified if the student is under the age of 18.

## Medications at School

Whenever possible, students are encouraged to receive medications at home. If medications are required during the school day the school nurses comply with the State of Ohio law and school policy.

### Prescription Medications:

Prescription medications may be administered by personnel designated by the school administrator in grades 9-12. Prior to administration of any prescription medication, a physician's medication form must be completed by the physician who prescribed the medication.

This form must include:

- a. The name and address of the student;
- b. The name of the medication;
- c. The dosage, route and time of the medication;
- d. The date the medication should begin and the date the medication will end;
- e. Any severe reaction or side effects of the medication;
- f. The name, address, and phone of the prescribing physician;
- g. The signature of the physician;
- h. Special instructions for dispensing or storage of the medication; and
- i. The reverse side of the form must be signed by the parent

All prescription medication must be brought to the school by the parent in the original bottle in which it was dispensed either by the physician or the pharmacist, with the label correctly corresponding to the physicians order.

### Note:

Medications will not be administered until paperwork and medication are brought in to the school and checked for accuracy by the staff. It is the responsibility of the parent to provide the appropriate paperwork and medication.

Except for Epinephrine Auto injectors and Asthma Inhaler's, no other prescription medications are to be self-administered or carried by a student.

Students may carry and self administer non-prescription medications, if a signed parent consent form is filed in the school clinic. This form is good for one school year. The student may carry a one-day supply of the medication. This medication is for the use of the student only and cannot be shared. School personnel are not responsible for administering or supervising non-prescription medication unless a physician's form is completed.

## Epinephrine Auto-injectors

Students are permitted to carry and use an epinephrine auto-injector to treat anaphylaxis, which is an intense allergic reaction. Students are only allowed to have an auto injector:

- with written approval from the prescriber of the medication and, if the student is a minor, from the student's parent;
- that written approval is on file with the administrator, and
- the administrator has received a backup dose of the medicine.



### **The prescriber's written approval must include:**

- the student's name and address;
- names and dose of medication contained in the auto-injector;
- date the administration of the medication is to begin and, if known, the date it is to end;
- acknowledgement that the prescriber believes the student is capable of possessing and using the auto-injector appropriately, and has provided training in its proper use;
- circumstances in which the auto-injector should be used;
- written instructions that outline procedures school personnel should follow if the student is unable to administer the medication or the medication does not produce the expected relief from the anaphylaxis;
- any severe adverse reaction that either the student may experience or another student may experience from the medication;
- emergency telephone numbers for contacting the prescriber and parent or guardian; and
- any other special instructions from the prescriber.

CHHS staff will request assistance from an emergency medical service provider whenever a student is administered epinephrine at school or at a school activity.

## **Weapon-Free School**

No student at any time, for any reason, shall knowingly possess, handle, transmit, or use any object, which can be reasonably considered a weapon in or on the property of Canton Harbor High School or at any other CHHS sponsored activity held away from school property. Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from the school.

## **Electronic Surveillance**

CHHS has authorized installation of video camera systems at Canton Harbor High School. These systems will be used exclusively for the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft and vandalism and for enforcing school policies and rules.

The video camera systems shall be used according to the following guidelines:

- a. The cameras will not be routinely monitored except when specifically authorized by the administrator/superintendent in an emergency situation and only in compliance with the state or federal law.
- b. Only individuals authorized by the administrator/superintendent may view recordings.
- c. The video camera system is to be used as a resource only for investigations. Should a video recording become part of a student disciplinary action, the recording will become part of the student's behavioral record. CHHS reserves the right to provide copies of recordings to law enforcement agencies as deemed appropriate by the administrator/superintendent and in compliance with appropriate federal and state laws.
- d. Except as provided in item (c), video recordings will be kept a minimum of three days.
- e. Cameras are authorized for use in the following areas where the public, students and staff have no reasonable expectation of privacy: entrances, hallways, parking lots, and the exterior of buildings. Under no circumstances will video cameras be used in any area where the public, students or staff have a reasonable expectation of privacy including restrooms and locker rooms.

Other public areas, buildings and grounds may be subject to limited term surveillance with the written authorization of the administrator/superintendent. Such approval will be granted only in situations where the administrator/superintendent has reason to believe that a safe and orderly educational environment is at risk or to monitor areas where theft and vandalism are believed to be occurring. Video surveillance will be used in accordance with guideline (a) through (f) listed above.

## **Lost and Found**

Any personal items that have been left at CHHS will be taken to the main office. If students find personal items that belong to others, they should turn the items into the main office as soon as possible. Canton Harbor High School is not responsible for lost money, jewelry, or other personal items.

## **Backpacks, Desks and Storage Areas**

Desks and other storage areas provided to students for their use remain the property of CHHS. Students have no expectation of privacy in any storage area assigned to them. No student shall lock or otherwise impede access to any storage area.

Upon authorization of the administrator, backpacks, desks, and other personal storage areas may be searched at any time for any reason. The administrator may at any time, with probable cause, call upon the assistance of local police authorities to conduct a search of backpacks, desks, and other personal storage areas, and the contents contained therein.

## **Release of Student Records and the Non-Custodial Parents**

Access to records will be in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as pertaining to release of records. In compliance with FERPA, parents have the right to inspect student records. Parents are required to submit their request to inspect student records in writing to the administrator to allow him/her to schedule a reasonable and appropriate time and date for the parent to review the record. Records will be provided for parental inspection only under the direct supervision of administrator or his/her designee. Copies of records only will be provided as required under FERPA.

Parents have the right to request corrections to student records. Requests for corrections must be submitted in writing to the administrator in a letter that includes the basis for such corrections.

A non-custodial parent refers to the parent who does not have custody of the child but who does have the right to information about the child's education. Both custodial and non-custodial parents have equal access to the following unless there is a court order to the contrary:

- Cumulative file (including the Enrollment file, Academic file, Vocational file, Title One file, and Graduation file);
- Health records;
- Psychological records;
- Parent conferences and lab observations

Only the custodial parent can have access to Due Process where the child is classified as being handicapped and only the custodial parent can make decisions about the child.

- Students over the age of 18 must authorize the disclosure of school records to parents or guardians.

## **Confidentiality of Records**

At CHHS, we take student records and their confidentiality very seriously and have a policy of not disclosing any student records to anyone outside of the school except in strict accordance with state and federal law. Records of students are only released to another school upon request from that school or from a signed release by the parent/guardian or as otherwise required by law.

CHHS must comply with a request by a military recruiter for students' names, addresses, and telephone numbers unless a parent/guardian has "opted out" of providing such information.

## **Access to High School Students and Information on Students by Military Recruiters**

Canton Harbor High School shall provide, on a request made by military recruiters, access to secondary school students' names, addresses, and telephone listings. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request. Military recruiters will be provided the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

## **Public's Right to Know Policy**

It is the policy of Canton Harbor High School to make public records available for inspection and copying, consistent with normal, courteous office procedure and the requirements of law, and to charge the per-page rate or actual costs of copying, plus the actual costs of shipping as provided by law.

## **Parent's Right to Know Teacher Qualifications**

The School will annually notify parents of their right to request the following regarding their child's teacher(s):

- Licensure and certification information
- Emergency or provisional status
- Educational background

## **Child Find-Special Needs**

Child Find is the process of identifying, locating and evaluating children with disabilities who may be in need of special education and related services. Both state and local education agencies are given the responsibility by federal and state laws to conduct child find activities so that children who need special services have the opportunity to receive those services.

The purpose of Child Find is to promote public awareness of disabilities, alert parents, professionals, and the public to children who may have special needs, assist school districts in finding children who may have disabilities and who otherwise may not have come to their attention, and enable children and families to receive the special education and related services that are needed.

A disability for ages 16-21 means identification of one or more of the following conditions: autism, deaf-blindness, hearing impairment including deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, emotional disturbance, specific

learning disability, speech or language impairment, traumatic brain injury, and/or visual impairment including blindness.

## Parental Involvement Policy

Our Title I program will foster and enhance parent-involvement in our school. The goal of Canton Harbor High School is to involve parents in their children's learning and to form an open line of communication between school and home. This will be accomplished through the following policies:

**1. Information.** Parents are informed about school activities and events through interim progress reports, notes sent home, parent newsletters, parent/teacher conferences and informal personal and telephone conferences.

**2. Annual Title I Meeting.** Parents have an opportunity to review Title I programs and provide input into the planning process during the annual Title I meeting held at school during flexible dates and times. Additionally, parents rights and Title I requirements will be discussed.

**3. Open Door Policy.** Parents are invited to come to the school to observe the education of their children on any day.

**4. Volunteer Program.** All parents are invited to volunteer in the school on any given day of the week.

**5. Curriculum.** We provide a high quality curriculum to enable our students to meet high standards, and prepare for the state graduation test. We share these results with parents and provide an explanation of the results with parents during the course of the school year.

## Parental Complaints

Any parent or guardian may file a complaint regarding a violation of school policies, regulations, rules or procedures of federal, state or local law to the Governing Authority of CHHS by filing the same with the administrator of CHHS. To file a complaint with the administrator, the parent shall deliver the written complaint containing (i) the student and parents name (anonymous complaints will not be processed), (ii) the signature of the complainant, (iii) the complainant's name and phone number, (iv) the specific violation of school policy, regulation, rule and procedures, and/or federal, state or local law. The complaint may be delivered in person or by U.S. Mail properly addressed to the Canton Harbor High School c/o the Administrator.

### **Upon a filing of any Complaint, CHHS will do the following:**

1. Date stamp the complaint upon receipt.
2. Notify the President of the Board of Trustees and the attorney for the Board of Trustees.
3. Send a letter of acknowledgement to the complainant within 7-10 business days. The letter should address the general procedures that will be followed.
4. Conduct an investigation as directed by the President of the Board of Trustees. This process may include the following:
  - a. Collaborating with other offices, employees and personnel within the school;

- b. Conducting a telephone or personal interview and/or conference(s) with complainant and other necessary parties; and/or
  - c. Sending written correspondence.
5. The administrator will keep an investigation log and inform the President of the Board of Trustees of the investigation process and findings.
6. The investigation will be based on fact and findings specific to the allegation(s) stated in the complaint. The reason for the decision will be outlined in the letter of findings.

The Board of Trustees will issue a letter to the Complainant of:

**Compliance** – (findings were unsubstantiated and school has complied); or

**Non-Compliance** – (noting the areas of non-compliance, recommending possible changes/technical assistance and requesting that the school respond to Complainant with a corrective action(s) plan letter within 10-15 business days);

All documentation of the Complaint, findings and any corrective action(s) plan must be placed in the appropriately marked complaint file for closure.

## **State Parent Information and Resource Center**

The state of Ohio's resource guide for parents can be located at <http://www.ohiopirc.org/>. It is provided to help encourage, support, and understand the development of reading skills in young children.

## **Free Appropriate Public Education (FAPE)**

Canton Harbor High School ensures that a free appropriate public education (FAPE) is made available to all children with disabilities between the ages of 16 and 21, inclusive, in accordance with IDEA and the Operating Standards for whom the school district is the child's school district of residence.

## **Work Permits**

A critical component of the Canton Harbor High School Education Model is the vocational training and employment of our students. Pursuant to Ohio Law any student who is a minor, at least sixteen years old and who desires to work may do so through a validly issued age and schooling certificate ("Age and Schooling Certificate"). The Ohio Department of Commerce, Division of Labor and Worker Safety-Wage and Hour (hereinafter referred to as "Wage and Hour"), has granted to CHHS the authority to issue and revoke such Age and Schooling Certificates (work permits) for its students.

If a student is eligible to receive an Age and Schooling Certificate, that student may begin the Age and Schooling Permitting Process described below:

## **The Age and Schooling Permitting Process**

1. If the student is a qualified applicant as described above, he/she shall be given an application to obtain CHHS Age and Schooling Certificate. The student and his/her parent/guardian shall cause the form to be completed in the following manner: the parent/guardian must complete the Student Information Section, the employer shall

complete the Employer's Agreement Section, and the student's physician must complete the Physical Examination Section. Once the aforementioned sections of the application are complete and reviewed by the administrator, the administrator may complete the school records section and execute the application.

2. Once the application is complete, the student shall be given The Age and Schooling Certificate. The Age and Schooling Certificate shall be completed by the administrator. Once completed, the Age and Schooling Certificate shall be executed by the student in the section titled "Signature of Minor".
3. When the Age and Schooling Certificate is fully executed, the white original shall be sent to the employer and the student may be employed.

It is important to note that the Age and Schooling Certificate issued to the student is employment and employer specific, and as such, a new application and Age and Schooling Certificate must be submitted and procured respectively for each new different employment opportunity of the student. In addition, at the termination of any previous employment relationship, CHHS must secure the return of the employer's original Age and Schooling Certificate and a reason for termination which when obtained shall be kept in the student's file at Canton Harbor High School.

### **Revocation of the Age and Schooling Certificate**

The right of a student to work does not come without responsibility. As such, although vocational training and working are an integral part of CHHS educational program, academics always come first and a student's employment should never harm his/her educational advancement. Thus, CHHS reserves the right to revoke the student's Age and Schooling Certificate if that student's academic achievement falls below an acceptable level, the student does not meet the minimum attendance requirement of CHHS, the student violates CHHS's Parent/Student Handbook, Code of Conduct or other school rules, regulations, policies and/or procedures or the administrator believes that the employment represented by the Age and Schooling Certificate is jeopardizing the student's education.

### **Internet Safety Policy**

The use of technology is a privilege and an important part of the School's overall curriculum. The School always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be necessary) for maintenance, safety or security of the technology resources or the safety of the user.

It is the policy of the School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Publ. L. No. 106-554 and USC 254(h)].

The parent/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following:

- Altering system technology, including but not limited to, software or hardware;
- Placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;
- Obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to or disclosing materials the School believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.

- Using technology resources for commercial, political, or other unauthorized purposes since the School technology resources are intended only for educational use;
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
- Disrupting technology through abuse of the technology, including but not limited to, hardware or software;
- Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks;
- Interfering with others' use of technology;
- Installation of software without consent of the School;
- Allowing anyone else to use an account other than the account holder; and
- Other unlawful or inappropriate behavior.

The parent and student also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action.

The parent and student must also know and further agrees that:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs;
- The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentional or accidental;
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user(s) will be liable for any and all costs; and
- Violation of this Internet Safety Policy is also a violation of the School Code of Conduct and may result in any in other scholastic disciplinary action, other than those specifically set forth above, including but not limited to suspension or expulsion.

## **Wellness Policy**

With the passing of the Child Nutrition and Women, Infants, and Children WIC Reauthorization Act of 2004 by Congress, the school recognizes the role it can play in building nutrition knowledge and skills in children to promote healthy eating and physical activity choices. This law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. The school supports student health and wellness in accordance with the Board of Trustees Wellness Policy.

**Canton Harbor High School**  
Parent – Student Contract  
2015-2016

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

Parent/Guardian Name \_\_\_\_\_  
(If student is under 18 years of age)

I/We have read and understand all of the information contained in the Parent/Student Handbook. I/We agree to abide by and support the School's rules and regulations, including the Code of Conduct and all other policies, as outlined in the Parent/Student Handbook.

Although this Student Handbook reflects the current policies of Canton Harbor High School, it may be necessary to make changes from time to time to best serve the needs of the School and its students.

Agreed to by:

---

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
(If student is under 18 years of age)

This agreement will be placed into the student's file.

**Not receiving this signed agreement will be cause for student dismissal.**

**Canton Harbor High School**  
**1731 Grace Ave. NE**  
**Canton, Ohio 44705**  
**(330) 452-8414 Phone**  
**(330) 452-8452 Fax**