

# CLEARVIEW

## HIGH SCHOOL STUDENT HANDBOOK



### ALMA MATER

*Hail, Alma Mater hear our call  
We're here to prove our loyalty to you  
We'll always have our memories of you  
Hail, Alma Mater, Clearview hear our call*

4700 Broadway  
Lorain, Ohio 44052  
Telephone: (440) 233-6313  
Fax Number: (440) 233-6311

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

**2024-2025 School Year**

# TABLE OF CONTENTS

	<b>Page</b>
Principal's Message .....	1
Community Alternative Funding .....	2
Student Fees .....	3
Clearview Phone Numbers and School Dates .....	4
Bell Schedule .....	5
<b>STUDENT SERVICES</b>	
Counseling .....	6
Extra-Curricular Offerings .....	6
Lunch.....	6
Media Center.....	6
Technology Use Agreement.....	6
<b>ORGANIZATIONAL INFORMATION</b>	
Lockers.....	7
Textbooks.....	7
Laptops.....	7
Halls/Passes .....	7
Activity Event Closing Procedure .....	7
Fire/Tornado Drills.....	7
Emergency Closing of School .....	8
Debts .....	8
Student Permanent Records.....	8
Work Permits.....	8
<b>STUDENT RESPONSIBILITIES</b>	
Messages .....	8
Smoking .....	8
Driving to School .....	9
Student Entrance .....	9
Lost and Found .....	9
Dress and Grooming .....	9
<b>ATTENDANCE</b>	
Daily Absences .....	10
Tardiness to School .....	11
Illness During School .....	11
Participating in Athletics .....	11
School Activities/Extra Curricular .....	11
Early Dismissal.....	11
Prearranged Absence .....	11
Extended Absence .....	12
Attendance Intervention Plan .....	12
18 Year Olds .....	12
Withdrawals.....	12
Senior Release.....	13
Junior Release .....	13
<b>CURRICULUM</b>	
Grade Level Assignments .....	14
Graduation Requirements .....	14-15
State Graduation Pathways .....	16-18

**CURRICULUM (continued)**

**Page**

Grading.....19  
Academic Honors .....19  
Progress Reports .....19  
Homework .....19  
Academic Dishonesty.....19  
PE Waiver .....19  
National Honor Society ..... 20-21  
Credit Recovery .....21  
Credit Flexibility ..... 21-22  
Athletic Eligibility .....22  
Adding and Dropping Subjects..... 22-23  
Student Publications .....23

**ALTERNATIVE CURRICULUM**

Clearview Academy .....23  
College Credit .....23  
Field Trips/Senior Trip.....23  
Lorain County Joint Vocational School .....23

**STUDENT DISCIPLINE**

Kinds of Discipline .....24  
Reasons for Discipline, Suspension, Expulsion .....25  
Physical Contact .....26  
Games and Radios .....26  
Cellular Phones.....26  
Staff Authority.....26  
Fight/Assault .....26  
Hazing and Bullying ..... 27-28  
Guidelines for Bus Students.....28  
Student Sport Fan Conduct.....28  
Extracurricular Code of Conduct.....28  
Student Athlete Contract .....29-31

## CLEARVIEW HIGH SCHOOL PRINCIPAL'S MESSAGE

Hello students and families:

We would like to welcome back all of our returning students and their families. Moreover, we would like to send out a special welcome to our new students and their families.

Clearview has a very strong history of academic excellence, pride, spirit, and community support. The school's faculty is dedicated to providing each student with the best education possible while maintaining an environment that is safe and secure. This is accomplished by creating a family atmosphere amongst all who enter the building.

I am asking that each student take full opportunity of the educational opportunities at Clearview. You are too important to allow these chances to pass. Find something at Clearview that interests you and stay involved with your school and community.

The Student Handbook was prepared in an effort to provide information regarding policies and procedures for the school, as well as the district. Please take the time to discuss this information with your child. We also ask that you read the ***Hazing and Bullying Board Policy File; JFCF (pages 27-28) and fully understand this board policy.***

We communicate through our Alert Now program, the Clearview website, Final Forms and Facebook. Families and students, you are challenged with staying connected to what is happening in your school and community. Our daily announcements are posted on our CHS Webpage and emailed to ALL students. Those students attending LCJVS or LCCC should continue to check their emails daily to stay up-to-date on school information.

We are all part of your son or daughter's team. It is our goal to provide them with a safe and positive learning environment, one that provides opportunities for student growth and success. Let us know if we can assist you in any way. Please take advantage of Power School to stay up to date on grades and attendance.

We look forward to another successful school year! Thank you in advance.

Go Clippers!!

Yours in education,

Noeleen L. Rothacker  
Clearview High School  
Principal

## **Community Alternative Funding**

Clearview Local School District participates in the Community Alternative Funding System (CAFS). CAFS is a federally funded reimbursement program. We use a third party billing agency to submit CAFS claims. The agency, WESwurd, LLC, is owned and operated by Susan Bollin and is located at P.O. Box 105, Holland, Ohio 43528. WESwurd is in compliance with all federal privacy laws including the Health Insurance Portability Accountability Act (HIPAA) established in 1996.

The following is a list of personally identifiable information shared with WESwurd: Student's name, date of birth, social security number, district of residence, school of attendance, and professional services documentation. Professional services include screenings and assessments to determine eligibility for and the provision of services such as speech, occupational therapy, physical therapy, nursing, counseling, work study, case management, and psychological evaluations.

It is your right to deny access to personally identifiable information or to revoke the use of it for purposes of CAFS billing. Services will be provided regardless of disclosure of personally identifiable information. Copies of WESwurd's privacy policy are available upon request. All requests should be made in writing and mailed to:

**Susan Bollin, CAFS Coordinator  
P.O. Box 105  
Holland, OH 43528**

# Clearview High School

## Projected Fees for the 2024-2025 School year

Art I .....	\$5.00
Art II .....	\$10.00
Advanced Art.....	\$10.00
Art Independent Study .....	\$10.00
Ceramics.....	\$20.00
Child Development.....	\$5.00
Contemporary Folk Art.....	\$10.00
Digital Photography I (1 <sup>st</sup> Semester) .....	\$5.00
Digital Photography II (2 <sup>nd</sup> Semester).....	\$5.00
Global Foods.....	\$5.00
Healthy Foods.....	\$5.00
Historical Cinema: Art History .....	\$5.00
Intro to Family & Consumer Science.....	\$5.00
Principal of Foods .....	\$5.00
RATS Food Science.....	\$5.00
Textile Design .....	\$5.00

**All student fees and debts should be paid as soon as possible.**

Interim Progress Reports, Report Cards and extracurricular/athletic participation may be withheld until payment of all fees and debts is complete. If you feel that you may qualify for fee assistance or exemption, please contact the High School Office to obtain a Fee Waiver Application.

## HIGH SCHOOL TELEPHONE NUMBERS

Dr. Jerome M. Davis, Superintendent .....	233-5412 ext. 1003
Mrs. Noeleen L. Rothacker, Principal .....	233-6313 ext. 2001
Mr. Michael Newman, Assistant Principal .....	233-6313 ext. 2001
Mr. Mike Collier, Athletic Supervisor .....	233-6313 ext. 1016
Mrs. Carolyn Kazel, Counselor (Students Last Name M-Z).....	233-6313 ext. 2009
Ms. Joanie Keppler, Counselor (Students Last Name A-L) .....	233-6313 ext. 2008
Ms. Kelli Campbell, Secretary ~ High School Office.....	233-6313 ext. 2001
Mrs. Linda Giesel, Secretary ~ Counseling Office .....	233-6313 ext. 2007
Ms. Tamara Porter, Attendance Aide .....	233-6313 ext. 2002

## CLEARVIEW HIGH SCHOOL IMPORTANT DATES 2024-2025

August 15 .....	Teacher Work Day
August 16 & 19 .....	Teacher's In-service Days
August 19 .....	Freshmen & New Student Orientation (4:00 – 5:00 pm)
August 19 .....	Open House (4:30 – 6:00 pm)
August 20 .....	First Day of School
September 2 .....	Labor Day – <b>NO SCHOOL</b>
September 5 .....	School Picture Day
September 19 .....	Parent/Teacher Conferences (3:00 pm – 7:00 pm)
October 10 .....	School Picture Re-Take Day
October 11 .....	NEOEA Day – <b>NO SCHOOL</b>
October 18 .....	End of 1 <sup>st</sup> Quarter
October 21 .....	Professional Development – <b>NO SCHOOL</b>
October 22 .....	2 <sup>nd</sup> Quarter Begins
November 11 .....	Professional Development – <b>NO SCHOOL</b>
November 21 .....	Parent/Teacher Conferences (3:00 pm – 7:00 pm)
November 27 .....	<b>NO SCHOOL</b>
November 28 - 29 .....	Thanksgiving Break – <b>NO SCHOOL</b>
December 18 - 20 .....	Mid Term Exams
December 20 .....	End of 2 <sup>nd</sup> Quarter
December 23 – January 2 .....	Winter Break – <b>NO SCHOOL</b>
January 3 .....	Teacher Records Day – <b>NO SCHOOL</b>
January 6 .....	School Resumes & 2 <sup>nd</sup> Semester/3 <sup>rd</sup> Quarter Begins
January 20.....	Martin Luther King, Jr. Day – <b>NO SCHOOL</b>
February 17.....	Presidents' Day – <b>NO SCHOOL</b>
February 20 .....	Parent/Teacher Conferences (3:00 pm – 7:00 pm)
March 17 .....	Professional Development – <b>NO SCHOOL</b>
March 17 .....	3 <sup>rd</sup> Quarter Ends
March 18 .....	4 <sup>th</sup> Quarter Begins
April 17 .....	<b>NO SCHOOL</b>
April 18 .....	Good Friday – <b>NO SCHOOL</b>
April 21 - 25.....	Spring Break – <b>NO SCHOOL</b>
May 8 & 9 .....	Senior Exams
May 12 .....	Professional Development – <b>NO SCHOOL</b>
May 21 .....	<b>Class of 2025</b> Graduation Day
May 26 .....	Memorial Day – <b>NO SCHOOL</b>
May 27 - 29 .....	Final Exams for Grades 9-11
May 29 .....	Last Day of School for Grades 9-11
May 30 .....	Teacher Records Day

<b>CLEARVIEW HIGH SCHOOL REGULAR BELL SCHEDULE 2024-2025</b>
--

	<b>7:20</b>	.....	<b>Building Opens</b>	
	<b>7:28</b>	.....	<b>Warning Bell</b>	
<b>7:30</b>	-	<b>7:43</b>	.....	<b>Homeroom</b>
<b>7:43</b>	-	<b>8:26</b>	.....	<b>1<sup>st</sup> Period</b>
<b>8:29</b>	-	<b>9:12</b>	.....	<b>2<sup>nd</sup> Period</b>
<b>9:15</b>	-	<b>9:58</b>	.....	<b>3<sup>rd</sup> Period</b>
<b>10:01</b>	-	<b>10:44</b>	.....	<b>4<sup>th</sup> Period</b>
<b>10:47</b>	-	<b>11:09</b>	.....	<b>5<sup>th</sup> Lunch</b>
<b>11:11</b>	-	<b>11:33</b>	.....	<b>6<sup>th</sup> Lunch</b>
<b>11:36</b>	-	<b>11:58</b>	.....	<b>7<sup>th</sup> Lunch</b>
<b>12:00</b>	-	<b>12:22</b>	.....	<b>8<sup>th</sup> Lunch</b>
<b>12:25</b>	-	<b>1:08</b>	.....	<b>9<sup>th</sup> Period</b>
<b>1:11</b>	-	<b>1:54</b>	.....	<b>10<sup>th</sup> Period</b>
<b>1:57</b>	-	<b>2:40</b>	.....	<b>11<sup>th</sup> Period</b>
	<b>2:50</b>	.....	<b>Building Closes</b>	



## STUDENT SERVICES

### COUNSELING

Counselors are available to assist with problems involving:

adding and dropping classes	scheduling	vocational planning
school organizations	educational planning	school policies
employment interviews	students'	family incidents
summer school	grades	personal matters

Students interested in speaking with a counselor should get a pass to visit the Counseling Office during study hall, lunch, or before/after school to schedule an appointment.

### EXTRA CURRICULAR OFFERINGS

Students are encouraged to involve themselves in the activity programs offered at Clearview. These vary from year to year but ordinarily include:

Band	Cross Country	Scholastic Challenge	Track
Baseball	Dance Team	Science Olympiad	Volleyball
Basketball	Drama	Softball	Weightlifting
Bowling	Football	Student Council	Wrestling
Cheerleading	National Honor Society	Spanish Club	Yearbook
Choir	Newspaper	Teen Institute	Youth-4-Youth

### LUNCH

Clearview participates in the National Breakfast and Lunch Program which provides free meals to all students. Parents/Guardians must still complete and return the Household Information Survey. All students are scheduled for lunch and must report **ON TIME** to and remain in the cafeteria during their lunch period and they must remain quiet and stay in their seats. Vending machines are to be used by students only during their assigned lunch period. No pop will be available for purchase during school hours. Milk, juice and /or water are available. All food, whether prepared at home or by the cafeteria, is to be eaten in the cafeteria. Each student is responsible for disposing of their own refuse, returning appropriate materials to the cafeteria staff, and cleaning up after their own spills. No student can leave premises to purchase lunch and bring back in for others nor may a parent bring outside food into the cafeteria so as not to jeopardize our free food program. Juniors and seniors may eat in the courtyard as weather permits. Moreover, students shall not discard plastic trays in the courtyard.

### MEDIA CENTER

The media center is available for all students to use. Students may use the facilities with written permission from a teacher, sign-up from study hall, or accompany a class. While in the media center students may study or work on research projects. Internet access is available for researching school projects. Computer and Internet use require that students have a *Technology Acceptable Use Policy*, signed by the student and parent/guardian via Final Forms. Fines and restrictions may be assigned to those students who fail to comply with necessary Media Center policies.

### TECHNOLOGY USE AGREEMENT

Technology is available in many forms to assist students in the learning process. Use of the computer and on-line technology is governed by a Technology Use Agreement signed by student and parent via Final Forms. Disregard of the regulations included in the signed agreement will be considered abuse of technology. **Abuse or misuse of any of the technology or equipment will result in disciplinary action, including loss of privilege, suspension or expulsion.**

## ORGANIZATIONAL INFORMATION

### LOCKERS

School lockers are the property of the Board of Education and are loaned to the student free of charge. Students will be fined for defacement or abnormal locker depreciation. School officials have the right to inspect lockers without prior notification or consent of the student. Each student is assigned one locker. Lockers are **NOT to be SHARED**. *Putting an object or anything in the lock/locker to avoid using the combination is prohibited.* Lockers can only be accessed **BEFORE & AFTER** school.

### TEXTBOOKS

All textbooks are the property of the Board of Education and are loaned to the student free of charge. Each student is responsible for the book originally assigned to him/her. Proper care is expected and **textbook covers are mandatory**. Students will be charged for lost books and fined for abnormal depreciation.

### TEXTBOOK DAMAGES OR LOSS

Fines are assessed for any damage to books, but do not fine for normal usage. Broken backs, torn pages, bad ink spots, writing of any kind, scuffed covers and damaged labels are common examples of damage for which fines should be assessed. Students are to be held responsible for damage not noted on the back of their book identification slip.

Minimum rebinding fee is \$10.00. All other minor damage fines are at the discretion of the classroom teacher. If the book is lost or damaged so that it cannot be used again, there will be a charge for a lost book. Prices will be determined by the age of the book.

### LAPTOPS DAMAGES OR LOSS

Laptops will be issued to each student. Fees will be assessed for lost or damaged laptops, chargers and cases.

### HALLS/PASSES

Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is **NEVER** permitted. When in the halls during classes, students must have a pass from their teacher.

### ACTIVITY EVENT CLOSING PROCEDURE

All students are to make arrangements to leave the building and/or school grounds within 1/2 hour following the conclusion of any school event. *School personnel are not responsible for watching students once they leave the event and/or 1/2 hour after an event concludes.* If students are unable to leave school grounds within this time frame, the building administrator is to be notified by the student.

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

Classroom teachers will prepare the students for these drills early in the school year. When the fire alarm sounds, students should proceed quickly & quietly to their assigned exits. Once through the exit, they should continue walking until approximately 60 feet from the building.

Upon notification of a tornado drill, students should proceed quickly & quietly to their assigned area. Once there, they should follow all teacher instructions. If a student is out of their assigned classrooms, they should report to the closest teacher, then tell the closest teacher what class they are coming from. For all drills, an all-clear will be given to signal students back to their classrooms. During a lock-down, students should remain quietly in their assigned area in a corner of the room. No one should go near the classroom door.

## ORGANIZATIONAL INFORMATION (continued)

### EMERGENCY CLOSING OF SCHOOL

When weather conditions are such that school will not be held, parents will be notified through our automated calling system. **It is important to keep your phone numbers up to date for this reason.** Your contact numbers can be updated via Final Forms or you may contact the Main Office with any updates. Announcements will also be made over radio stations WEOL (930 AM), and WZLE (104.9 FM), or tune in to WJW TV, FOX 8 for announcement. If you do not hear a closing announcement on any of these media, school will be in session. Please avoid telephoning the school, administration, or teachers if doubt exists. The radio stations will be the first to receive notification of school closings when the decision is made. *Also, check the school's website [www.clearviewschools.org](http://www.clearviewschools.org) and on [Facebook.com/Clearview-High-School-Lorain-Ohio](https://www.facebook.com/Clearview-High-School-Lorain-Ohio)*

### DEBTS

Throughout the school year, it is quite possible for any student to accidentally destroy or lose an item belonging to the school. Arrangements should be made to clear all student debts by the end of each grading period. Please contact the high school office if problems with payment arise. Students with outstanding debts who make no effort to establish payment, may be subject to the following:

1. The student will not receive an "end of school year" report card until payment is made.
2. The student will not receive a diploma or transcript until payment is made.

### STUDENT PERMANENT RECORDS

Student permanent records are available for inspection to any student 18 years of age or older and to any parent(s) of a student less than 18 years of age. The school requires prior notice of your intent to see the records so that an appointment can be scheduled for the inspection. A staff member will be present during the inspection to assist and answer questions.

### WORK PERMITS

High School Students may complete an application for a work permit. Applications can be acquired in the high school office. Students who have 10 or more days of unexcused absence and/or truancy may NOT be issued a work permit. A student who is denied a work permit for reason of poor attendance may receive a work permit by exhibiting one month of perfect attendance and appropriate behavior following the initial denial of the work permit. Should the student's attendance and/or behavior decline following the issuance of a work permit, the principal **may revoke the work permit**. According to Ohio Revised Code, the Principal reserves the right to approve/revoke all work permits.

## STUDENT RESPONSIBILITIES

### MESSAGES

Personal calls for students cannot be accepted through school phones. These lines must be kept open for school business. Students will not be called to the phone and messages are a disruption of class time and cannot be delivered except in the case of a family emergency. ***Please try to make appointments, bus plans, alternate car rides, etc. before your child leaves for school. Please do not encourage your child to call you in the hallways, bathrooms or classrooms. Students are permitted phone use in between periods for texting only. If an emergency phone call needs to be made home, the student should ask for permission to go the office.***

### SMOKING/VAPING

Smoking in school by students, staff and community members is prohibited. Smoking, E-Cigarettes, vaping and/or possession of tobacco products or related paraphernalia are grounds for progressive discipline (i.e., detentions, suspensions and expulsion.)

## STUDENT RESPONSIBILITIES (continued)

### DRIVING TO SCHOOL

Students are to leave the parking lot by 3:00 p.m., unless they are participating in after school activities. Loitering in the parking lot is prohibited. Each student who drives to school **MUST purchase a parking lot hang tag for his/her vehicle**. Parking passes are \$10.00 each. Inappropriate and/or unsafe driving may result in the revocation of a student's driving privileges. *Students who attempt to park in the school lot without a pass will be subject to a \$10.00 fine, loss of the privilege to parking in the school lot and/or be subject to disciplinary action.* All students are required to show a copy of their driver's license and proof of insurance. **No student may ride home from school with another "non-family member" student.**

### STUDENT ENTRANCE

All students are to enter the building through the **WEST** doors (by the parking lot). These doors will be open on school days from 7:20 am – 7:28 am (7:00 am during inclement weather – heavy rain or snow and temperatures 32° and below). When students arrive **AFTER 7:30 am**, they **MUST** enter through the Main Office doors. Students may **NOT** enter through the Main Office prior to 7:28 am.

### LOST AND FOUND

A lost and found box is maintained in the High School Office. All valuables or articles found are to be brought to the office and may be picked up by the owner once proper identification has been made. Lost objects should be reported to the high school office. Clearview Schools are not responsible for lost or stolen articles. **Please do not leave your valuables unattended at any time. All items unclaimed at the end of the school year will be donated.**

### DRESS AND GROOMING

When the appearance of an individual reaches the point where it becomes distracting to the process of learning something must be done to modify the individual's appearance. Discipline for dress code violations could include any of the following consequences: warning, detention or Emergency Removal. Students should keep in mind the following guidelines:

1. Each student should keep themselves and their clothes as clean and appropriately fitted as possible at all times.
2. Sagging pants are prohibited and no undergarments/shorts should be visible when worn under pants.
3. All pants, skirts, dresses and shorts are to be worn at waist level and must be at least fingertip length. **No spandex skirts or dresses.**
4. **NO yoga pants or leggings are to be worn UNLESS under a fingertip length dress, skirt, long shirts or sweater.**
5. **NO soft soled slippers** of any kind will be permitted to be worn during the school day.
6. **Heavy winter jackets and gloves should not be worn to class.**
7. **Pants with rips, shreds or holes are permitted NO HIGHER than fingertip length, unless yoga pants or shorts are underneath.**
8. "See through" clothing that exposes the midriff, **undergarments** and/or cleavage is not allowed.
9. Sunglasses may not be worn in the school building unless prescribed by a doctor.
10. Hats, caps, head covers and excessive head ornamentation are not allowed, and are to be kept in their locker during the day. Religious attire may be worn with parent conference.
11. Gangs ~ Student shall not wear gang identification such as attire, colors or clothing.
12. Clothing with profane or obscene pictures and/or lettering or which refer to alcohol, tobacco, drugs, firearms, or related material is prohibited.
13. **No belly shirts, tank tops or spaghetti straps. Sleeveless shirts must be 3 fingers in width on the shoulder. Midriff cannot be exposed.**
14. **No pajama bottoms.**

**Any other clothing item which interferes with the learning environment of the school as deemed by school administrators, will not be permitted at school.**

# ATTENDANCE

## DAILY ABSENCES

A parent or guardian may call the high school attendance office at **440-233-6313 (option 2)** to inform the school of a student's absence prior to 7:30 a.m. of the missed day. Our automated phone system will generate a phone call to the parent/guardian of any student who was tardy or absent. **Calling does not excuse an absence and you still may receive a phone call**

Absences are accumulated in minutes. This includes partial days, full days, tardies, and early dismissals. **Habitual unexcused** absences are calculated as follows:

- **30 consecutive hours (5 days), or**
- **42 hours in a school month,**
- **72 hours in a school year**

The State of Ohio requires that a child between the ages of 6 and 18 attend school. It is the responsibility of the parents and the student to comply with this law. The school administration is the determining agent for excused absences. A child may be excused 7 days per school year provided the parent submits a written note to verify each day absent as excused (as per the list below). A note must be submitted within 2 days of child returning to school. This note must state the date/dates absent and the reason for the absence. The note must be presented to the homeroom teacher or office. If the student does not bring a note, that student will be considered truant and is subject to attendance intervention strategies. Students who do not have a written note from home or students whose absence does not fall into one of the 8 categories of legal absences (listed below) will receive an unexcused absence.

- |   |  |
|---|--|
| 1. Personal Illness                     | 5. Funeral   |
| 2. Medical, dental or legal appointment | 6. Religious Holiday   |
| 3. Pre-arranged Absence                 | 7. Emergency or circumstance that constitutes sufficient reason for missing school |
| 4. Campus Visit                         | 8. Administrative Discretion   |

**Any absence beyond 7 days must be verified by a doctor's note, hospital, funeral card/letter or court documentation to be excused and could result in an attendance referral.**

An intervention plan may be developed depending on which of the following categories the absence is classified:

**Habitual Truant – *Unexcused absences of more than 30 consecutive hours, and/or more than 42 hours in one school month, and/or more than 72 hours in one school year, and the student will be referred to the Lorain County Court's Alternative to Adjudication Attendance Program.***

**Excused** - Evidence is provided verifying for school personnel that the absence fell into one of the 8 categories of legal absences. Students in this category, within a reasonable length of time, may make up all missed work.

**Unexcused** - Although the absence does not fall within the 8 categories defined as legal, it took place with the prior, full knowledge, and consent of the parent.

**Truant** - The absence does not fall within the 8 categories and took place without consent of the parent. No makeup work is permitted and the student is subject to disciplinary action.

**Homework** —Parents or students may contact their teachers through email to request homework.

## ATTENDANCE (continued)

### TARDINESS TO SCHOOL

Students are expected to enter the building immediately upon arrival. All students are expected to be in school and to their 1st period class on time. Students who report to school after 7:30 am, (first period) will be considered **TARDY** and need to report to the office where they will sign in, and be given a pass to class.

Any student signing out of school after the start of the school day will be considered an “early dismissal.” All minutes from tardies and early dismissals will be included in the attendance totals. The tardies and early dismissals will be considered “unexcused,” unless accompanied by a note (per the list below). ***Tardiness to school and/or early dismissal may result in the development of an attendance intervention plan.***

- |   |                              |
|---|------------------------------|
| 1. Personal Illness                     | 5. Funeral                   |
| 2. Medical, dental or legal appointment | 6. Religious Holiday         |
| 3. Pre-arranged Absence                 | 7. Administrative Discretion |
| 4. Campus Visit                         |                              |

### ILLNESS DURING SCHOOL

Students who become ill or are injured during the school day must obtain a clinic pass from their teacher prior to reporting to the clinic in the High School Office. Students are discouraged from texting/calling their parents prior to seeing the school nurse or secretary. If there is a necessity to leave school the office will contact the parent. Parent/Guardian or other person designated by them must pick up the student in the High School Office, or give permission for them to go home on their own. No student will be sent home without Parent/Guardian notification. School personnel may not issue any medication of any kind unless requested to do so in writing by the attending physician and parent. Any medications brought to school must be left in the high school office. ***Students who are found to have any medications in their locker or on their person are subject to disciplinary action.***

### PARTICIPATING IN ATHLETICS

Students who are absent, report to school after 10:00 am, or sign out for early dismissal (unless excused), will be ineligible to participate in athletic or co-curricular activities on that day.

### SCHOOL ACTIVITIES/EXTRA CURRICULAR

Students who are absent for any reason, report to school after 10:00 am, or sign out for early dismissal (unless excused), will not attend or participate in that event or activity (i.e., school dances, drama club practice, student council, etc.)

### EARLY DISMISSAL

Once a student arrives at school, he/she may not leave until the 2:40 p.m. dismissal unless he/she is signed out by a parent/guardian in the High School Office, or other arrangements have been made. All early dismissals must be approved and/or verified either by a phone call from the parent or by the scheduled appointment.

### PREARRANGED ABSENCE

When a student must be absent from school because of a family trip, college visitation, religious activity, or some other requirement, a leave of absence/vacation form must be filled out and turned into Attendance one (1) week prior to the absence. Forms are available in the High School Office.

## **ATTENDANCE (continued)**

### **EXTENDED ABSENCE**

If a student will be absent from school for an extended period of time because of illness or injury the school should be notified so that arrangements can be made for some form of home instruction, if allowable.

### **ATTENDANCE INTERVENTION PLAN**

Once a student reaches threshold for habitual truant, school will assign student to the absence intervention team within 7 school days. The intervention team will consist of at minimum, the Assistant Principal, Attendance Aide, child's parent (or parent's designee) or the student's guardian, custodian, guardian ad litem, or temporary custodian. The team may also include the school psychologist, counselor, social worker, or a representative of a public or nonprofit agency designed to assist students and families in reducing absences.

The intervention plan will be developed by the team within 14 days. The plan will address student's specific needs based on an attendance screening tool. The plan may include but not limited to referral for counseling services before, after, and weekend school sessions, parent involvement programs, notification to the Department of Motor Vehicles, truancy prevention programs, referral to Children's Service for Educational Neglect, or referral to the court system for adjudication. Required meetings will be held by the team to document student's progress on the plan.

If a student refuses to participate or fails to make satisfactory progress on the plan as determined by the absence intervention team, the school will file a sworn Complaint in the Juvenile Court not later than the 61<sup>st</sup> day of the intervention plan.

### **18 YEARS OLD**

Students who have reached their 18th birthday are legally adults in our society. As such, they are expected to act in a mature and responsible fashion. Chronic irregular attendance or problems with discipline may result in the student being withdrawn from school. The school also reserves the right to notify the parents of an adult student whenever the administration believes that the parent contact would be in the best interest of the student's educational performance and conduct at CHS. Students who are 18 years old may **NOT** sign themselves out without parent permission or permission of an administrator.

### **WITHDRAWALS**

Students may not voluntarily withdraw from school until the age of 18 years. All school books and materials must be returned and all debts must be paid before the withdrawal is made official.

## ATTENDANCE (continued)

### SENIOR RELEASE PROGRAM

Clearview High School's Senior Release Program is given to seniors to help them develop responsibility for their unassigned periods and to allow them to leave the school for these designated periods. This privilege must be earned in the last grading period of their junior year and may be lost if the student fails to keep a 2.5 G.P.A. after each quarter or follow the school rules and these Senior Release guidelines. **Students that have received quarterly senior release privileges will be reviewed at minimum every four (4) weeks to determine if they still qualify. If found to be failing a content class needed for graduation, your senior release will be taken away until passing at next check.**

1. Senior release will not be given unless the parents and student sign this form. It will be kept on file in the Main office. Students must be taking **five courses** each quarter to qualify for this program, be a good citizen of the school community and earn a **2.5 GPA** from the preceding quarter.
2. Seniors must be in school or accounted for the official six-hour day. They may only leave during the period of their contract and if found leaving at any other times without school authorization, may face disciplinary action and loss of privileges for the remainder of the school year.
3. Students who have not earned 16 credits are not eligible for Senior Release. Students not passing a class that is required for graduation will not be eligible for Senior Release.
4. Violations of the Student Code of Conduct could result in students losing their Senior Release privileges.
5. *Students who have excessive absences or tardies to school are not eligible for Senior Release.*
6. Students that decide not to leave the building for Senior Release must report to Study Hall.
7. If you have credit recovery on Edmentum, you will **NOT** be able to participate in Senior Release until it's complete.

### JUNIOR RELEASE PROGRAM

This opportunity is given to juniors as an incentive for outstanding academic achievement and a strong sense of school community. This privilege must be earned in the last grading period of their sophomore year and may be lost if the student fails to keep a **3.1 GPA** after each quarter or follow the school rules and the junior release guidelines. **Students that have received these privileges will be reviewed at minimum, every four (4) weeks to determine if they still qualify.** The building principal holds final authority over who is eligible. **If found to be failing a content class needed for graduation, your junior release will be taken away until passing at next check.**

In addition to all applicable junior guidelines, the following will also be used to determine if a junior is eligible:

1. Juniors who have not earned 12 credits are not eligible.
2. Juniors who have received OSS will not be eligible for release for up to 10 weeks.
3. Juniors must be taking at least 6 courses each quarter to be eligible.
4. If you have credit recovery on Edmentum, you will **NOT** be able to participate in Junior Release until it's complete.

Participation in the junior and senior release program is voluntary. Although students must follow both school rules and the junior and senior release program rules and regulations of this program, Clearview Local Schools will carry no liability for accident, injury, or a student's actions while a student is out of school on the junior and senior release program. **Junior and senior release WILL NOT be granted if a student is failing a course needed.**



# CURRICULUM

## What It Takes to Earn a Clearview High School Diploma Graduating Classes of 2023 and Beyond

Students must meet both testing requirements and curriculum requirements in order to earn a diploma. These requirements apply to students entering their freshman year in 2023 and beyond.

### GRADE LEVEL ASSIGNMENTS

Grade level assignments are based upon years enrolled in high school:

- 9th Grade ..... 1st year attendance
- 10th Grade ..... 2nd year attendance
- 11th Grade ..... 3rd year attendance
- 12th Grade ..... 4th year attendance

### CURRICULUM REQUIREMENTS

There are testing requirements and curriculum requirements connected with the Ohio diploma; students must meet both requirements in order to earn an Ohio diploma. Beginning with the class of 2026, there will be new high school graduation requirements. See the Ohio Department of Education website for complete information.

**\*\*\*\* CLASS OF 2023 \*\*\*\***

<u>Curriculum Requirements</u>	<u>Minimum</u>
English/Language Arts	4 units
Health	½ unit
Mathematics	4 units*
Physical Education	½ unit**
Science	3 units***
Social Studies	3 units****
Economics & Financial Literacy	½ unit
Electives	4.5 units*****
Fine Arts	1 unit*****
<b>Minimum Total</b>	<b>21 units</b>

**\*\*\*\* CLASS OF 2026 \*\*\*\***

<u>CURRICULUM REQUIREMENTS</u>	<u>MINIMUM</u>
English/Language Arts	4 units
Health	½ unit
Mathematics	4 units*
Physical education	½ unit**
Science	3 units***
Social studies	3 units****
Economics	½ unit
Financial Literacy	½ unit
Electives	4 units*****
Fine arts	1 unit*****
<b>Minimum Total</b>	<b>21 units</b>

## **CURRICULUM REQUIREMENTS** (continued)

\* Mathematics units must include 1 unit of Algebra II or the equivalent of Algebra II.

\*\* The Ohio Core allows school districts to adopt a policy that would exempt students who participate in interscholastic athletics, band or cheerleading for two full seasons from the physical education requirement. Students must take another course of at least 60 contact hours in its place.

\*\*\* Science units must include 1 unit of physical sciences, 1 unit of life sciences, and 1 unit advanced study in Chemistry, physics, or other physical science; Advanced Biology or other Life Science; Astronomy, Physical Geology, or other Earth or Space Science.

\*\*\*\* Social studies units must include 1 unit of American History, **1 unit of American government**,  $\frac{1}{2}$  Economics and 1 unit of World History. **Class of 2026 must complete  $\frac{1}{2}$  credit of Financial Literacy.**

\*\*\*\*\* Elective units must include one or any combination of Foreign Language, Fine Arts, Business, Career-Technical Education, Family and Consumer Sciences, Technology, Agricultural Education or English Language Arts, Mathematics, Science or Social Studies courses not otherwise required.

\*\*\*\*\* All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of Fine Arts taken any time in grades 9-12. Students following a Career-Technical pathway are exempted from the Fine Arts requirement.

### **Class Standings:**

Students must progress through high school earning a minimum number of credits to progress to the next class standing. Students who earn at least **4 credits** will be considered **Sophomores**, **10 credits** will be considered **Juniors** and **16 credits** will be considered **Seniors**.

## Permanent Graduation Requirements Class of 2023 and beyond

Students in the classes of 2023 and beyond will be required to meet the permanent requirements in order to graduate. The permanent requirements are listed below:

1. **Demonstrate Competency:** Students must demonstrate competency in Math and English by passing the state’s **Algebra I and English II tests with a score of 684**. Students who have taken required tests more than once without passing and have received remedial supports are able to show competency through one of the options below:
  - a. Earn credit for one math and/or one English course through College Credit Plus;
  - b. Enter into a contract to enlist in the military upon graduation.
  - c. Demonstrate career readiness and technical skill through foundational and supporting options (see additional pages)
  
2. **Preparation for College or Careers:** Students must earn two diploma seals, one of which must be state defined, to demonstrate academic, technical and professional readiness for careers, college, the military or self-sustaining professions.

### State Defined Diploma Seals

State-Defined Diploma Seal*	Requirements
<b>Ohio Means Jobs Readiness Seal</b>	Meet the requirements and criteria established for the readiness seal, including demonstration of work-readiness and professional competencies.
<b>State Seal of Biliteracy</b>	Meet the requirements and criteria, including proficiency requirements on assessments in a world language and English.
<b>Industry-Recognized Credential Seal</b>	Earn an approved industry-recognized credential that is aligned to a job considered in demand in this state and its regions.
<b>College Ready Seal</b>	Earn remediation-free scores on the ACT or SAT.
<b>Military Enlistment Seal</b>	Provide evidence that a student has enlisted in a branch of the US Armed Forces; or participate in an approved JROTC program.
<b>Citizenship Seal</b>	A student can: <ol style="list-style-type: none"> <li>1. Student must earn an American History and American Government component: Earn a score of proficient (3) or higher on the Ohio State Test or earn a B final course grade average in the subject area;</li> <li>2. Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate Exams; or</li> <li>3. Earn a final course grade that is equivalent to a “B” or higher in appropriate classes taken through the College Credit Plus program.</li> </ol>

## State Defined Diploma Seals (continued)

State-Defined Diploma Seal*	Requirements
<b>Science Seal</b>	<p>A student can:</p> <ol style="list-style-type: none"> <li>1. Earn a score of proficient (3) or higher on the biology end-of-course exam;</li> <li>2. Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams; or</li> <li>3. Earn a final course grade that is equivalent to a “B” or higher in an appropriate class taken through the College Credit Plus program.</li> <li>4. Earn a B in a science class that “contains rigorous content appropriate for grades 11 and 12. An advanced science course builds on the concepts and skills developed in the physical science and biology courses detailed in Ohio’s Learning Standards for Science.</li> </ol> <p><b>Appropriate advanced science courses include:</b></p> <ul style="list-style-type: none"> <li>• chemistry, physics or other physical sciences;</li> <li>• advanced biology or other life sciences;</li> <li>• astronomy;</li> <li>• physical geology or other Earth or space science; and</li> <li>• Advanced Placement (AP) or International Baccalaureate (IB) Earth, life or physical science courses.”</li> </ul>
<b>Honors Diploma Seal</b>	<p>Earn one of six Honors Diplomas outlined below:</p> <ol style="list-style-type: none"> <li>1. Academic Honor Diploma</li> <li>2. International Baccalaureate Honors Diploma</li> <li>3. Career-Tech Honors Diploma</li> <li>4. STEM Honors Diploma</li> <li>5. Arts Honors Diploma</li> <li>6. Social Science and Civic Engagement Honors Diploma</li> </ol>
<b>Technology Seal</b>	<p>A student can</p> <ol style="list-style-type: none"> <li>1. Earn a score that is at least equivalent to proficient on an appropriate Advanced Placement or International Baccalaureate exam;</li> <li>2. Earn a final course grade that is equivalent to a “B” or higher in an appropriate class taken through the College Credit Plus program; or</li> <li>3. Complete a course offered through the district or school that meets guidelines developed by the Department. (A district or school is not required to offer a course that meets those guidelines - More information is forthcoming.)</li> </ol>

## Clearview High School's Locally-Defined Graduation Seals

Locally-defined diploma seals	Requirements
<b>Community Service Seal</b>	Obtain 40 hours of volunteer-based (non-paid) community service while in high school. These hours are independently obtained and not offered by the Clearview Local Schools District.
<b>Fine and Performing Arts Seal</b>	While in high school, a student must meet one of the following: <ul style="list-style-type: none"> <li>• Earn three or more credits in a fine art, with a cumulative GPA of 2.5 or higher in these courses.</li> <li>• Participate in a minimum of three Drama Club and/or Community Theater productions.</li> </ul>
<b>Student Engagement Seal</b>	While in high school, a student must meet one of the following: <ul style="list-style-type: none"> <li>• Participate in at least one athletic season each year for two years.</li> <li>• Participate in any club for at least two years</li> </ul> Participation will be verified by the coach or advisor.

### **DEMONSTRATE CAREER READINESS/EXPERIENCE AND TECHNICAL SKILL**

To complete this alternative demonstration of competency, students must complete two of the options from the below list of seven, at least one of which must be a foundational option.

#### **General Requirements:**

- **Foundational Options**

1. Earn a cumulative score of proficient or higher on three or more WebXams in a single career pathway;
2. Earn a 12-point approved industry-recognized credential or group of credentials totaling 12 points in a single career field;
3. Complete a pre-apprenticeship program, which program should be recognized by the Ohio State Apprentice Council (OSAC), complete an OSAC registered apprenticeship in the student's chosen career field, or show evidence of acceptance into an OSAC registered apprenticeship program after high school if the program requires a student to be 18 years of age or older.
4. Obtain a state-issued license for practice in a vocation that requires an examination.

- **SUPPORTING OPTIONS**

1. Complete a 250-hour work-based learning experience with evidence of positive evaluations;
2. Earn the workforce readiness score on WorkKeys\*; or
3. Earn the OhioMeansJobs-Readiness Seal.

\*These are subject to further change or clarification by the Ohio Department of Education.

## CURRICULUM (continued)

### GRADING

Classroom grades are computed on the following percentage scale:

**A = 100 - 90**                      **B = 89 - 80**                      **C = 79 - 70**  
**D = 69 - 60**                      **F = 59 or below**

To earn credit in a yearly course a student must receive a 60% in the yearly “report card” grade. Grades are computed as an average of four nine-week marking periods and two semester exams. An exam grade will be worth 1/2 of a nine weeks grade. Grade reports are issued to students each nine weeks. All incomplete grades automatically become “F” grades 10 days after the end of the marking period unless special arrangements are made with the teacher. Final grades for all subjects are computed as follows:

**A=3.51-4.0**      **B=2.51-3.5**      **C=1.51-2.5**      **D=0.67-1.5**

To earn credit in a semester course a student must receive at least a 60% in the semester “report card” grades. The official grade point average is calculated on the final mark obtained in each course. Grade point averages calculated during the year for the purposes of honors and awards are unofficial and subject to change based on the final mark earned.

### ACADEMIC HONORS

At the conclusion of each marking period, an academic honors list will be prepared to recognize outstanding scholarship.

**4.0 average – Excellence**                      **3.5 average – Honors**                      **3.0 average – Merit**

### HOMEWORK

Students are to check Google Classroom when at home for both illness and suspension.

### PROGRESS REPORTS

During the fifth week of each marking period, interim reports will be issued for all students. Parents may receive Interim Progress Reports at scheduled Parent/Teacher Conferences if requested. Students’ grades are available on Power School throughout the year. *See the website for directions on how to create a parent account. Click on the “parent” tab and then the link “Power School link for parents.” We highly encourage parents to actively monitor their child/children’s academic progress throughout the year.*

### ACADEMIC DISHONESTY

The student handbook defines plagiarism as the use of another person’s original ideas or writing as one’s own without giving the other person credit. Examples of plagiarism include discussing and/or copying answers to homework assignments with other persons, copying or paraphrasing information found on the internet or in another reference source without citing the information as coming from a secondary source, the use of Artificial Intelligence (AI) to complete assignments and copying or paraphrasing research papers. Students guilty of plagiarism are subject to a zero and disciplinary action, per teacher discretion.

### PE WAIVER

In order to be eligible for the PE Waiver, students must complete two (2) full seasons of Marching Band, Cheerleading, or High School Athletics. Students should pick up the “PE Waiver Form” in the Guidance Office. Students must get all signatures listed on the “PE Waiver Form” and submit this form to the appropriate Guidance Counselor when completed. Incomplete forms will not be accepted. Students must submit the PE waiver Form **PRIOR** to the senior year. If a student has not completed the ½ credit PE requirement or has not turned in the waiver forms by his/her senior year, he/she will be scheduled into PE classes. Students **DO NOT** get credit for the PE classes that are waived. They simply met the requirements dictated by the State of Ohio for PE. Students are required to take an elective to replace the credit previously earned by PE to ensure that the student earns the 21 credits needed to graduate.

## CURRICULUM (continued)

### NATIONAL HONOR SOCIETY

To be considered for induction into the National Honor Society, in addition to your fine scholastic achievements, you must have demonstrated the qualities of leadership, service and character which all members of National Honor Society are proud to display. The definition of each quality is listed below:

**Scholarship** - The candidate shall have an accumulated grade point average of 3.5

**Service** - The candidate is one who:

- renders any service to the school and community when called upon.
- upholds scholarship and maintains a loyal school attitude
- volunteer's assistance that is dependable and well organized
- does committee and staff work responsibly and dependably
- assists visitors, teachers, and students
- represents the class or school in activities and competition
- cooperates with others
- takes on difficult or inconspicuous responsibilities
- participates in activities outside of the school

**Leadership** - The candidate is one who:

- enthusiastically promotes the school and its activities
- works to improve the school
- inspires positive behavior in others exemplifies positive attitude and effort
- demonstrates academic initiative
- successfully holds school offices or positions of responsibility
- is reliable and dependable
- demonstrates leadership not only in the classroom but also in other school and community activities
- exercises influence on peers to uphold high standards
- cooperates with others
- proposes solutions to problems, offers helpful suggestions

**Character** - The candidate is one who:

- complies with school regulations
- demonstrates the highest standards of honesty and reliability
- shows courtesy, concern and respect for others
- follows instructions and rules with punctuality
- fulfills all obligations in and out of the classroom
- accepts constructive criticism and listens carefully to recommendations

So that you may be considered for membership in the National Honor Society, you must complete the required activities form and essay submission, follow the directions carefully and observe the deadline date given. **FAILURE TO PROPERLY COMPLETE THE FORM OR TO SUBMIT IT BY THE REQUESTED DATE AND TIME WILL MAKE YOU INELIGIBLE FOR MEMBERSHIP CONSIDERATION.**

All NHS candidates will be reviewed by the faculty members to evaluate their leadership and character. Faculty members will submit an evaluation form rating students on leadership and character. Candidates will be given 2 evaluation forms that can be given to any non-teacher advisor, boss, coach etc. that is able to evaluate their character and leadership. All evaluation forms will remain confidential.

## CURRICULUM (continued)

### NATIONAL HONOR SOCIETY (continued)

A National Honor Society Selection Committee consisting of 5 teachers will review all applications and evaluation forms. Each teacher on this committee will vote on each candidate for selection. Student must receive at least 3 “yes” votes to be selected as a member of the National Honor Society. Students will be notified by mail of the outcome of this voting process.

**According to the Constitution of the National Honor Society, there is no review and no appeal of the selection process by parents, peers, faculty, or community members.**

### CREDIT RECOVERY (Online Credit Recovery Policy)

During the school year, freshmen are unable to take any classes online. Freshmen who fail any classes will be asked to take summer school for remediation or enroll in CBI their sophomore year.

Only sophomores enrolled in the CBI (Career Based Intervention) Program are able to recover credits online during the school year. *Sophomores who fail any classes will be asked to take summer school for remediation. Sophomores who are not in CBI may be considered for credit recovery during their school year on a “case-by-case” basis.*

Juniors and seniors in CBI (Career Based Intervention) are permitted to recover credits online on an as needed basis in order to graduate on time. Other juniors and seniors are permitted to recover online credits after school hours or during study halls.

***At the discretion of the principal, any student who is at risk of not graduating in four years or who is 18 years of age may be eligible for our recovery online program and/or the Clearview Academy.***

### CREDIT FLEXIBILITY

Clearview High School students should thoroughly read the information below. It is important that the information is understood and followed throughout the credit flexibility offering.

A credit flex opportunity at Clearview High School is a student owned learning opportunity that:

- Provides more choice and independence in deciding how, when and where students learn.
- Provides more options for individually suited pathways to post-secondary and career goals.
- Provides acceleration and convenience including more options for courses in the school schedule (especially for fitting in electives).
- Provides better preparation for the world beyond secondary education, including college.

Students will have increased independence with greater individual responsibility for gaining credit. Students may earn credits through any of the following or a combination thereof:

- Completion of courses
- Testing out or otherwise demonstrating mastery of the course content; or
- Pursuit of one or more “educational options” e.g., educational travel, project, music, arts, after school program, community service project, and sports).

Issuance of credit will be determined locally, by teachers or through the use of:

- A multi-disciplinary team; or
- A state or district performance-based assessment.

Courses and educational options may be counted as one-half credit (.5) or one (1.0 credit and/or credit in more than one area, such as multiple academic areas or academic and career-technical credit, if mastery is demonstrated. All grades will be awarded as letter grades using the same grading scale utilized in regular CHS classes.



## CURRICULUM (continued)

### CREDIT FLEXIBILITY (continued)

- **Application and Deadlines:** Applications are available in the CHS Counseling Office. Students wishing to take advantage of the Credit Flexibility Opportunity must submit a complete application by April 15 (deadline for fall semester) or November 1 (deadline for spring semester). Any applications submitted after those deadlines are subject to denial.
- **Review of Application:** The application will be reviewed by an Application Review Committee to be established by the principal. Upon approval of the completed application, the student will proceed with the learning activity as approved. Credit will be awarded once the activity is completed. Appeal may be made to the Principal or Designee should a student's proposed alternative learning credit be denied.
- **Program Integrity:** In order to ensure the integrity of the learning experience approved under this program, the student will be required periodically and/or upon demand to provide evidence of progress and attendance. The principal or his/her designee will be responsible for certifying course completion and the award of credits consistent with the district's policies on graduation.
- **OHSAA/NCAA Considerations:** Students wishing to participate in high school athletics must be aware that Credit Flexibility learning experiences will be factored into their eligibility considerations. Seniors wishing to pursue Division I or Division II NCAA athletics eligibility are responsible for ensuring that they will meet the appropriate requirements.
- **Retroactive Credit:** Students will not be allowed to retroactively receive credit for non-college courses or experiences taken prior to the submission of an application. Therefore, all courses taken or credit gained (from an online program, summer program, college course, etc.) prior to the approval of the committee will be granted for students. Previously taken college level courses may be considered for elective credit.
- **Access:** Any student may apply for credit to be awarded through Credit Flexibility. This policy does not in any way prohibit access to online education, postsecondary options or services from another provider approved by the board.
- **Expenses:** Additional expenses associated with student proposed activities, transportation, materials, and assessments for credit flexibility will be the sole responsibility of the student and his/her parents(s).

### ATHLETIC ELIGIBILITY

The OHSAA mandates that all High school students must be passing a minimum of 5 credits per year toward graduation. This requirement must be met at the end of each grading period (9 weeks) for the student to remain eligible for the following grading period. ***In addition, all High School athletes are required to have a minimum of 1.5 GPA.***

### ADDING AND DROPPING SUBJECTS

**First two weeks of course:** Elective courses may be dropped with written permission from parent/guardian (on a "case-by-case" basis). There will be no drops the first 3 days of the semester. Counselors will advise students who wish to drop a class while making sure graduation requirements are being met and study halls are minimized. For underclassmen, six (6) credits must be maintained unless granted administrative approval. Five (5) credits for seniors.

**3rd week through the 9th week:** A parent conference is required. Teacher and administrative permission is required. There is a \$5.00 penalty fee for courses dropped due to student request.

## CURRICULUM (continued)

### ADDING AND DROPPING SUBJECTS (continued)

**9th week through the 18th week:** *Administrative approval only.*

**At semester change:** A student may drop a course with permission of the parent, school counselor and principal, provided an alternative semester course is added to the student's schedule. The drop/add procedure also applies to all second semester .25 and .5 credit courses. Prorated credit and the appropriate G.P.A. will be posted to the transcript file. Transfer in or out of all "A" and "Pre AP" level courses are not considered drop/add transactions. *The principal retains the final decision in all changes.*

### STUDENT PUBLICATIONS

Official student publications such as the school newspaper, class newsletters, etc. are a part of the school curriculum and, as such, editorial control remains with school authorities.

## ALTERNATIVE CURRICULUM

### CLEARVIEW ACADEMY

Clearview Academy provides a student a way to graduate from high school using a non-traditional path. Students assigned to Clearview Academy must adhere to the guidelines set forth in the student handbook. This includes but is not limited to the following: student responsibilities, attendance, curriculum, student discipline and the technology Acceptable Use Policy. In addition, each student and their guardian must agree to the procedural requirements stipulated by the program and then sign the consent form. Final authority of student placement into Clearview Academy resides with the High School Administrators. No electronic devices (phone, iPod, etc.) food or drink will be permitted in the Academy classrooms. Students are required to follow school dress code.

### COLLEGE CREDIT

Lorain County Community College offers a program that permits high school students to take advanced courses not available in their home school. High school and/or college credit will be granted for satisfactory completion of such courses. High school students with outstanding academic records are eligible to participate upon written recommendation of their principal. Interested students should contact their guidance counselor.

### FIELD TRIPS/SENIOR TRIP

There are two types of field trips: **Academic** and **Nonacademic**. Academic field trips are extensions of classroom activities that are directly related to course work being studied. Nonacademic field trips are often supplementary and NOT directly related to course content (e.g., a special activity for good behavior). Students must complete a Field Trip Permission Form to attend any activity off school grounds. **No student may participate in a non-academic field trip that has a failing grade in any class without that teacher's permission.** Students are responsible for making up any missed work while on field trips.

### LORAIN COUNTY JOINT VOCATIONAL SCHOOL

The Lorain County Joint Vocational School in Oberlin offers a wide variety of pre-employment programs. Students who are planning to seek employment immediately following graduation would do well to consider entering this program in their junior year. Students enrolled at J.V.S. are eligible to participate in all Clearview extracurricular activities. Interested students should contact their guidance counselor.

## STUDENT DISCIPLINE

One of the most important goals of the educational program at Clearview is to assist each student in developing a feeling of responsibility toward his/her school and, in turn, encourage behavior centered on self-discipline. When this self-discipline breaks down, it is the school's duty to emphasize to the student that, as is true of the adult world, each individual is held responsible for his/her own actions. The school has the authority to use one or any combination of the following disciplinary measures to improve student behavior.

1. Conferences involving any or all personnel affected.
2. Referral to counselor, psychologist, or community service agency.
3. Activity constructed to develop a positive awareness or responsibility in the student.
4. **Behavioral Probation:** During this probation period, the student is assigned specific guidelines involving attendance, behavior, extracurricular participation, and use of school privileges that must be adhered to. Failure to comply may result in suspension.
5. **Detentions (teacher issued):** The student is given one day's notice to begin serving detentions. These must be served consecutively unless permission is granted by the individual assigning them.
6. **Emergency Removal:**
  - a. **Activity:** Students may not participate in the class/ activity named for a prescribed period of time. Credit for any classes missed will be decided by the administration.
  - b. **Class:** Students are to report to an assigned area in place of a particular class.
7. **After School Detention Assignment:** Students are to report to an assigned area. Detentions may be held Monday through Thursday from 2:50 pm - 3:40 pm. Students must provide their own transportation home from detention. No notification will be sent to parents.
8. **Out-of-School Suspension:** Students are to remain in their home during school hours and are not permitted to be on school property or attend school activities during the suspension. Students can go on Google Classroom in real time for no less than 50% credit. OSS notification will be mailed home to the parent and/or guardian.
9. **Court Referral:** With the court's cooperation, charges of Unruly can be filed by the school for behavior issues.
10. **Assignment of community service:** In cooperation with the students' parent/guardian and either school personnel or another community agency, the student will be assigned a specific number of hours of community service to complete by a specific deadline. Failure to meet the assigned deadline may result in additional disciplinary action.
11. **Expulsion:** Students are not permitted to be on school property or make up class work for credit for a period of 11 school days or more. Note: Makeup work for credit is typically not permitted while students are expelled.

It is believed that the classroom teacher is the best judge of what rules should be established in the classroom and what discipline is to be assigned.

## STUDENT DISCIPLINE (continued)

A student may be disciplined, suspended or expelled for any of the following reasons:

1. **Academic Misconduct/Forgery-** a student shall not cheat or plagiarize/forge names or falsify information
2. **Acceptable Use/Internet Safety-** a student shall not violate any portion of the AUP/safety policy
3. **Appearance and Dress-** a student shall not be inappropriately dressed for school
4. **Arson/explosive-** a student shall not set/attempt to set a fire or possess, any substance which can be used as an explosive
5. **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
6. **Bomb Threats/False Alarms-** a student shall not turn in or cause a false alarm
7. **Bullying -** a student shall not participate in written, electronic, verbal or physical bullying
8. **Electronics Rule Violation-** a student shall not violate the school cell phone/electronics policy
9. **Failure to Cooperate** with reasonable requests made by school personnel
10. **Failure to Serve** assigned detentions on time
11. **Fighting-** a student shall not fight, hit, kick, punch, push, physically confront or cause or attempt to cause physical injury to another person. A student shall not instigate or encourage fighting.
12. **Gangs** are prohibited; a gang is defined as any non-school sponsored group possibly of secret and/or exclusive membership who purpose or practice includes the commission of illegal acts, violations of rules, establishment of territory or turf or any actions that threaten the safety or welfare of others. A student shall not participate in gang-related activities or wear gang identification such as attire, colors or clothing.
13. **Harassment-** a student shall not harass fellow students, faculty members, school employees, or visitors on the basis of race, age, sex, national origin or disability condition.
14. **Hazing-** a student shall not cause or participate in any act of initiation that causes or creates a risk of causing physical, mental or emotional harm.
15. **Inappropriate or Threatening Behavior-** a student shall not behave in such a way that may harm another individual, destroy property, or disrupt the school's learning environment.
16. **Possession, Making or Selling of/or Being Under the Influence of Alcoholic Beverages, Illegal Narcotics, Illegal or Counterfeit Drugs or Drug Paraphernalia** while on school property, including buses, post-secondary institutions, or any school sponsored activity.
17. **Repeated or Flagrant violations** of school rules- a student shall not refuse to comply with school rules and requests of school personnel
18. **Tardiness/Cut class -** a student shall not be truant, tardy or absent without an excuse; a student shall not cut/skip class and/or school
19. **Theft-** a student shall not take or attempt to take property which does not belong to that student (*Students "finding" items on school property must turn these in immediately to a teacher or administrator. Failure to do so may lead to charges of theft. Along with the suspension, students charged may be denied the privilege of participating in all extracurricular activities for a period of up to one calendar year*)
20. **Tobacco/Nicotine product-** a student shall not use or possess any form of tobacco or product containing nicotine in any area under the control of the district or at any activity supervised by a school within the district (including but not limited to cigarettes, e-cigarettes and vapor pens)
21. **Vandalism-** a student shall not damage, deface or destroy school property or private property kept on school premises
22. **Violations** of any **Laws of the State of Ohio** or the Government of the United States
23. **Weapons-** a student shall not possess a firearm or knife or look-alike on school premises, at a school activity or on a school vehicle

Refer to Clearview Local School District Board Policy Manual sections **IGD:** Student Suspension, **JFC:** Student Conduct, and **JFC-R:** Student Code of Conduct.

## STUDENT DISCIPLINE (continued)

### PHYSICAL CONTACT

Excessive physical contact and public displays of affection are unnecessary and inappropriate behavior in school. Persistence in these behaviors may result in disciplinary action.

### GAMES AND RADIOS

There is little extra time during the school day for the variety of games, radios, and tape/CD/MP3 players, recording devices, cameras, etc. available to students today. Because of the noise and disturbance that they may create, these items *should not be played loudly in the halls, classrooms or study halls. Individual classroom teachers retain the right to allow technology and the use of such technology in their classroom.* If confiscated, items may **be returned to the parent/guardian/administrator discretion.**

### CELLULAR PHONES/ELECTRONIC DEVICES/EARBUDS

**A student may be disciplined, suspended or expelled for any of the following reasons:**

Taking pictures, recording video, sharing via social media/text or any action that would cause a violation of the technology agreement is prohibited. Any electronic act that may be used to harass, bully or intimidate is prohibited. Including, but not limited to, cell phone, iPhone watch, tablet and iPod. Earbuds are not to be worn in class unless given permission by a teacher.

**NOTE:** Students may access their phone during class changes and lunch to check messages. Cell phone use in the classroom is **NOT ALLOWED**. If confiscated, the following are minimum consequences:

<b>1<sup>st</sup> Offense:</b>	<b>Student is given a warning and directed to put it away.</b>
<b>2<sup>nd</sup> Offense:</b>	<b>Phone given to teacher for the remainder of the class and entered into "phone tracker."</b>
<b>3<sup>rd</sup> Offense:</b>	<b>Consequence issued.</b>

**9 or more phone tracker entries** will result in a loss of phone privileges for an undetermined amount of time and progressive discipline to follow.

**\*\* Cell phones and other electronic devices are brought into the school at the student's own risk. Cell phone policy is subject to change. \*\***

### STAFF AUTHORITY

Students are expected to comply with reasonable requests **made by all authorized school personnel** (administrators, teachers, monitors, secretaries, custodians, cooks, bus drivers, and other school system employees whose work involves contact with the student body). This cooperation is expected at all school related activities. Students are reminded that school rules apply during all school activities and on all of the school's property.

### FIGHTING/ASSAULT

- **Fighting** is defined as a situation in which blows and/or ANY other aggressive physical contact are exchanged by each party involved in the incident.
- **Assault** is defined as an attack or violent act directed at students, staff, visitors or community members on school property or at school sponsored activities. Use of racial slurs and hate language is considered assault and is a suspendable offense. Students who react nonviolently when struck or otherwise assaulted will not be subject to suspension.

## **STUDENT DISCIPLINE (continued)**

### **HAZING AND BULLYING (Harassment, Intimidation and Dating Violence) File: JFCF**

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both 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. This behavior is prohibited on school property or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The district includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The district educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the district shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent/designee and the appropriate discipline is administered. The Superintendent/designee must provide the Board President with a semi-annual written summary of all reported incidents and post the summary on the district's website, to the extent permitted by law.

The administration provides training on the district's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers are provided with qualified civil immunity for damages arising from reporting an incident or hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State law.

## **HAZING AND BULLYING (Harassment, Intimidation and Dating Violence) File: JFCF (continued)**

No one shall retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

The Children's Internet Protection Act added a requirement that effective July 1, 2012 all school districts participating in the e-rate program must include language in their Internet safety policy regarding the education of minors concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response and to develop an education al plan to implement the program.

HB 116 (The Jessica Logan Act), signed by the Governor on February 2, 2012, requires districts to update Hazing and Bullying policies to include several new requirements by November 2012. The majority of language changes appear in Ohio Revised Code section 3313.666.

Harassment, bullying and intimidation are prohibited. This policy also extends to school property, school transportation, at school sponsored events, or, if the harassment, bullying and intimation materially or substantially disrupts the educational environment and discipline of the school. An Electronic Act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic means used to harass, bully or intimidate. In addition, the use of an 'Electronic Act' used to defame another can result in civil liabilities for damages.

### **GUIDELINES FOR BUS STUDENTS**

The following guidelines have been developed to ensure the safety and well-being of all students. Failure to comply with stated rules may result in the loss of bus privileges.

1. Enter and exit the bus in an orderly manner.
2. Totally comply with all requests made by the bus driver. Bus driver may assign seats.
3. While on the bus, students must:
  - a. obey all drivers' instructions at all times.
  - b. keep all body parts and objects to themselves and inside the bus at all times.
  - c. not eat, drink, smoke, or have sharp objects or animals on the bus.
  - d. remain properly seated and keep aisles cleared at all times.
  - e. not curse, swear, tease, call names, or talk loudly or fight on the bus.
  - f. not litter or damage the bus in any way.

### **STUDENT SPORTS FAN CONDUCT**

At all school athletic contests, Clearview students are a reflection of the school and community. As such, students are expected to conduct themselves with the ethics of good sportsmanship as a top priority.

At all home contests, students are required to sit in the bleachers designated as the home side. At all away contests, students are required to sit in the bleacher area designated for the visiting school. Only the official and designated Clearview cheerleading squads will be permitted on the floor, field, or track area. All others must remain in the designated seating area.

### **EXTRACURRICULAR CODE OF CONDUCT**

Participation in the Clearview Local School's extracurricular activities is both an honor and a privilege. Students who choose to belong to any team or group have made themselves subject to additional responsibilities, not only to themselves, but also to their teams, groups and school. In order to gain the right to participate in any extracurricular activity, a student must understand and abide by all sections of the CHS student handbook. The student's intent to abide by this shall be evidenced in an agreement, which shall correspond with the signing of the final page of the Handbook by the student and the student's parent/guardian. This policy operates in conjunction with the Student Code of Conduct, so that, (A) these provisions are part of that code, and (B) all students participating in extracurricular activities are subject to all provisions.

## **CLEARVIEW SCHOOL DISTRICT STUDENT ATHLETE CONTRACT 2024-2025**

As a member of the Clearview Local Schools Athletic Program, I will adhere to the following guidelines throughout the designated Ohio High School Athletic Association sport season:

1. I had someone represent me at the Preseason Parent Meeting or view the OHSAA Preseason Meeting the Clearview website ([clearviewathletics.org](http://clearviewathletics.org)). Any questions or concerns regarding the information were directed to the Athletic Director or Head Coach.
2. It is my obligation to maintain proper physical conditioning specific to the respective sport that I am participating in.
3. I understand that if I choose to participate in multiple sports, extracurricular activities, clubs, etc. then they must not interfere with practices and/or games. If these activities could potentially conflict then my participation must be cleared by the head coach prior to the start of the season. I also understand that these conflicts could affect my role as a member of the team.
4. I understand that I am expected to ride to and from all games on the bus with the team. Any conflicts in doing so should be cleared with the head coach prior to the day of the game unless there is an emergency. I also understand that even in the event of an emergency, I cannot be released to anyone other than my guardian(s) unless previously cleared with administration.
5. I will not possess, conceal, use, transmit, or show evidence of consumption of alcohol, narcotics, tobacco, and any illegal drug as defined by Ohio Revised Code.
6. I shall not disregard or refuse to obey any reasonable directives given by my coaches or other school personnel.
7. It is my obligation to act, both on and off the playing field, in a manner that properly represents the program. I will not conduct myself in such a way that I bring embarrassment upon myself, my family, the school, or the coaching staff.
8. My conduct and overall effort as a student in the classroom may impact my continued participation in the program.
9. I will always treat teachers, staff members, coaches, teammates, officials, opponents, and others with respect in a manner befitting a good representative of Clearview Local Schools.
10. I will respect all buildings, property, and transportation vehicles. This includes, but is not limited to, the gymnasiums and locker rooms of both Clearview Local Schools and all opponents.



## STUDENT ATHLETE CONTRACT 2024-2025 (continued)

11. I have read the Student Handbook and understand all of the district wide policies.
12. I will not post, send, transmit, or share inappropriate messages, videos, or pictures via social media or text messaging.
13. I understand that vacations that take place during the season must be cleared by the head coach prior to the start of the season. I accept that absences from practices and/or games due to vacations could directly affect my status as a member of the team.
14. I understand that all tardiness and absences need to be cleared by the coaching staff.
15. My participation in the off-season program in no way guarantees that I will make the team and it also does not guarantee me any specific amount of playing time if I do. I do however understand that my participation in the off-season program could help me to gain the skills, fundamentals, strength, and conditioning necessary to increase my chances of making the team while giving me a greater chance of actively contributing.
16. If I am currently not involved in another sport, I will do my best to try to attend and actively participate in any/all off-season/summer workouts, weight training, conditioning, etc. I understand that off-season workouts are not mandatory however putting in extra work throughout the off-season could improve my performance, strength, and conditioning. As a courtesy, I will make sure that I contact the head coach to inform him/her any time that I will not be attending.
17. I understand that cell phones are not permitted in the gym/court/playing field at any time during practices or games unless they are turned off. Cell phone use is limited to communicating information about pick-up times or emergencies. Players must ask for permission to use a cell phone for this reason. Cell phones will be confiscated and given to respective coaches if necessary.
18. I will accept the role that I am given by the coaching staff while being attentive and coachable at all times.
19. I understand that transferring to another high school may affect my athletic eligibility. Because of this, I will make sure to consult the district Athletic Director before I consider doing so.
20. I understand that having a full schedule of classes greatly increases my chances at being academically eligible. I also understand that NOT having a full schedule of classes could result in me not earning enough credit hours to be academically eligible for athletics. I will ALWAYS make sure to consult my guidance counselor before finalizing my schedule or dropping a class to make sure that I am enrolled in enough credit hours to participate in athletics. I understand that I must be enrolled in a minimum of 5 one-credit courses or the equivalent. In addition, I understand that I must pass a minimum of 5 one-credit courses or the equivalent in the immediately preceding grading period with a minimum 1.5 GPA for the quarter in order to be eligible to play a sport.

## STUDENT ATHLETE CONTRACT 2024-2025 (continued)

21. I have been issued equipment and/or apparel for the upcoming season. I understand and accept that I must return this equipment and/or apparel at the conclusion of the season, and if I do not, I will be billed for the replacement of this equipment and/or apparel. I also understand and accept that I will be held accountable for any damages that are done to this equipment and/or apparel other than the normal “wear and tear” that occurs throughout the course of a season. All of my equipment has been inspected, and any damages prior to these items being issued have been noted.
22. I understand the fact that participating in athletics may result in injury.
23. I accept the fact that it is the decision of the coaching staff and/or school administration to determine appropriate disciplinary action, and I accept that violations to any rules listed above may result in:
- Extra work
  - Loss of playing time
  - Practice, game, or seasonal suspension
  - Dismissal from the team

It is important to recognize that interscholastic athletics is a privilege and not a right. I have read the rules and am willing to abide by them as a member of the Clearview Local Schools Athletic Program.