

**GAITWAY HIGH SCHOOL
AT
FIELDSTONE FARM TRC**



STUDENT HANDBOOK AND CODE OF CONDUCT

**Educational Service Center
of
the Western Reserve**



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PHILOSOPHY

Gaitway High School Mission

Gaitway High School exists for high school students who thrive best in a non-traditional environment with support from caring, experienced professionals. Gaitway High School offers connection to the natural environment, the opportunity to experience a relationship with horses and the setting to allow experimental application of classroom theory. Gaitway High School is devoted to each student's personal success.

Gaitway High School Vision

Find and develop strength in every child.

Gaitway High School Tenets

We believe that every child is worthy of an education.

We believe that every child benefits from positive relationships with adults.

We believe that every child deserves community support.

We believe that a connection to nature nurtures growth.

We believe that all children are "good" children.

Current Program Strengths

- Student improvement in the areas of academics, social skills, emotional wellness
- Increased student attendance over previous school history
- Decreased instances of classroom discipline and instances of involvement with the legal system
- High student connectedness to Gaitway High School
- Development of healthy relationships among peers and with staff
- Supportive, interested community
- Strong staff investment in student outcomes

GAITWAY HIGH SCHOOL STAFF

Anthony Forfia, Principal	aforfia@escwr.org
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Kathy Schmelzer, Social Worker	kschmelzer@escwr.org

SCHOOL INFORMATION – GAITWAY SCHOOL

Location: Fieldstone Farm TRC
16497 Snyder Rd.
Chagrin Falls, OH 44023
(440) 708-0013
Fax: (440) 708-0029

COURSES

Vocational Job Training –360 hours 3 credits – Full year course

Math – 120 hours 1 credit

- Pre-Algebra
- Algebra 1
- Geometry
- Algebra 2
- Trigonometry

Science – 120 hours 1 credit – Semester block course

- Physical Science
- Environmental Science
- Earth Science
- Biology
- Life Science

Integrated Language English - 120 hours 1 credit – Semester block course

- English 1
- English 2
- English 3
- English 4

Social Studies – 120 hours 1 credit – Semester block course

- American History
- World History
- Government
- Economics

Health and Physical Education

- 9 weeks of horseback riding
- Gym class held weekly at Gaitway High School

Health – 60 hours - .5 credits

Electives

Equine Science – 60 hours - .5 credits

History of Cinema – 60 hours - .5 credits

Reading Intervention – 60 hours - .5 credit

History Through Cinema – 60 hours - .5 credit

Art History – 60 hours- .5 credit

Schedule

7:30 - 7:45	Arrival	15 min.
7:45 – 9:00	1 st Period	75 min.
9:00 – 10:15	2 nd Period	75 min.
10:15 – 11:00	3 rd Period	45 min.
11:00- 11:45	Lunch	45 min.
11:45 – 1:00	4 th period	75 min.
1:00 - 2:15	5 th period	75 min.
2:15	Dismissal	

GRADE POLICY

The Gaitway High School adopted the following grading scale for all students.

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69

GRADE DETERMINATION

GPA is determined by the following point scale.

A – 4
B – 3
C – 2
D – 1

PROFICIENCY/GRADUATION TESTING

Ohio law requires that all students must earn total minimum points on State of Ohio Mandated Tests and pass certain core subject area tests in order to graduate. The State of Ohio is in the process of changing testing standards for all incoming freshman students and we will update you on requirements as they are communicated. All students taking these tests are encouraged to do their best as schools will be compared on the basis of these test results, and we at the Gaitway High School want to be proud of our performance.

PROGRESS/INTERIM REPORTS

All students will receive a progress report (academics/IEPs) eight (8) times per school year for any course in which they are enrolled.

REPORT CARDS

Report cards are distributed to students approximately one week after the end of the grading period.

DRIVING TO SCHOOL

Privilege granted to students who abide by the regulations and sign the Driving Contract.

Students will have their parking permits revoked for any of the following occurrences during the school year.

1. Any out of school suspensions,
2. Excessive tardies to school,
3. Giving another student a ride
4. Driving in a manner that is perceived as reckless or unsafe by school personnel, or
5. Loitering in the Student Parking Lot area.

INTERNET ACCEPTABLE USE POLICY (AUP)

Parents or Guardian: Please read the following permission form carefully!

This permission form is required for your child to use the school's access to the Internet, through the Gaitway High School. Each student and his or her legal guardian must sign this Acceptable Use Policy (AUP) after having read the document and agreeing to adhere to the document's content when using a school Internet connection. Please read this entire application thoroughly! Students will have access to the Internet, an electronic highway connecting millions of computers all over the world and millions of individual subscribers. The user's agreement indicates acknowledgment and acceptance of the risks and regulations for computer and online use.

This is the communication medium of the twenty-first century; we in Gaitway High School are excited to provide Internet access to students. The educational resources now available to our students are impressive. With this access comes the availability of material that may not be of educational value in the context of the school setting. The Gaitway High School discourages access to controversial materials; however, on a global network, it is impossible to control all materials and a user may discover controversial information. *Please Note:* A filtering system is operating on all servers accessing the Internet for Gaitway High School. The valuable information and interaction available on the Internet far outweighs the possibility that users may procure controversial material. *We urge you to discuss these issues with your child!*

Students need to be aware that there is a consequence for inappropriate use of the Internet that will result in immediate loss of privileges, and future access to use the Internet through Gaitway High School will be denied. Each student must be aware this does not give unlimited access privileges to the student. The student receives authorization to visit web sites related to, and in support of, the curriculum and educational assignments given to the student. Your signatures on this agreement indicate you and your child have read the terms and conditions carefully and agree to those terms and conditions.

Terms and Conditions for Obtaining Internet Access

- 1. Acceptable Use – Use of the Internet will be in support of the educational objectives of the Gaitway High School. Materials inappropriate in a school setting must not be obtained using this account.** Transmission of any material in violation of the U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or protected by trade secrets. Commercial use of this account is prohibited. Obscene material, or material protected by trade secrets. Commercial use of this account is prohibited.
- 2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.** This network access to the Internet is designed for educational purposes consistent with the educational objectives of the Gaitway High School.
- 3. Network Guidelines –** The student is expected to abide by the generally accepted rules of network etiquette. This includes, but is not limited to the following:
 - *The system shall be used for purposes related to the Gaitway High School educational objectives and in support of the academic program.*
 - *Do not “share” your account with others. Sharing of accounts may result in a loss of network privileges.*
 - *Use appropriate language. Do not curse, use vulgarities or any other offensive language.*
 - *Do not reveal your name, personal address, phone number or those of other students' colleagues, i.e., do not identify yourself.*
 - *All communications and information accessible via the network shall be assumed to be copyrighted.*
 - *Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.*

- *The administration reserves the right to monitor and/or restrict any computer activity and on-line communications for improper use.*

- 4. Vandalism** - Vandalism will result in cancellation of privileges and possible legal action. Vandalism includes uploading/downloading any inappropriate or non-school related material, creating computer viruses and/or any malicious attempt to harm, alter or destroy equipment, materials or the data of any other user.

PLAGIARISM

Plagiarism is “academic thievery.” It is the representation of someone else’s ideas as your own (e.g., copying text word for word without using quotation marks). The use of reputable sources in certain papers or projects is a sign of scholarship. However, if those sources are not acknowledged in an in-text citation, a footnote, endnote, or a bibliography, the result is plagiarism. Sources include books, encyclopedias, reference works, magazines, newspapers, on-line Internet services, audio and videotapes. All of these sources of information must be acknowledged. Plagiarism will be viewed as a violation of the Student Discipline Code, Rule #18.

ACADEMIC DISHONESTY

Dishonesty is defined as looking at someone else’s paper, leaving notes out where they can be seen, using mini cheat sheets, writing answers on desks or body parts before the test begins, and giving or receiving answers electronically (cell phones, pagers, palm pilots, email).

LUNCH

Students may not leave the school grounds or building for lunch. Lunches should be brought from home.

Students are expected to leave tables clean and place all waste in proper containers. Students should remember that others use the tables after them and that picking up after themselves should be an accepted responsibility.

MEDICINE

Gaitway High School has adopted a specific policy regarding the administration of prescription drugs. The following pertains to any student under a doctor’s care, and/or who must take some form of medicine.

USE OF MEDICATIONS

Gaitway High School shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.

1. Parents or other caretakers must transport medication to and from school.
2. Except for those students with written permission to possess and use an inhaler, students shall not carry or self-administer medication on school premises.
3. Parents or caretakers must pick up unused medication at the end of the school year. Unclaimed medication will be discarded.
4. The school principal or teacher, shall supervise the storing and dispensing. Parents may also administer medication, with permission from the building principal, during the school day. Written permission forms signed by both parents/guardians and physicians must be obtained for each child prior to dispensing the first dose of medication.
5. Each student’s medication shall be in a proper container and have affixed a prescription label. The label shall state the student’s name, physician’s name, name of medication, directions for dosage, and mode of administration, and the time and duration of the medication is to be given.
6. Medication for allergic reactions must be accompanied by a signed physician’s statement as to need as well as the side effects of the medication.
7. If specific instructions are needed by supervisory personnel involved, please include your physician’s directions.
8. A copy of the medication form shall be given to the teacher accompanying the students on field trips.

VISITORS

To maintain the educational environment, visitors to classes are discouraged. All visitors must report to the Main Lobby upon arrival at Gaitway High School. Any visitor who needs to transact business at Gaitway High School, MUST first report to the main lobby to sign in as required by the Ohio Revised Code.

In rare instances, a student visitor may be allowed. In such cases, the student must adhere to the following procedures. Visitor requests must be made in advance with an administrator and are subject to approval of each teacher with whom a student may be visiting. During the day of visitation, any infringement of school rules by the visitor will result in the Gaitway High School student being disciplined. If deemed necessary, the program administration or Gaitway High School staff reserves the right to dismiss a visitor.

STATE LAWS REGARDING ATTENDANCE AND ABSENCES

The State Board of Education has adopted regulations governing excuses for future school attendance and past absences from school attendance within the framework of the Ohio Revised Code. These rules and regulations are binding upon the authorities empowered to issue excuses from school attendance. The following, taken from the Ohio Revised Code, indicate the regulations governing excuses for past absences from school.

The explanation of each past absence shall be made by the parent to the Superintendent of Schools or his designee to approve or disapprove past absences. An excuse for absence from school may be approved on the basis of one or more of the following:

Personal Illness: The approving authority may require the certificate of a physician if he/she deems it advisable; illness in the family; quarantine of the home; death of relative; work at home (due to absence of parent); observance of a religious holiday; an emergency or set of circumstances which under the judgment of the schools constitutes a good and sufficient cause for absence from school.

Absences are defined as “anytime a student is not physically present in the building or his/her assigned area (class, study hall, etc.)” All students are expected to be in assigned classes every day. Since a student’s success in completing a class depends largely on classroom information, participation and discussion, it stands to reason that failure to attend classes regularly may result in failure to pass the class and receive credit.

Dropout Legislation Enacted – Effective May 2, 1990, Ohio superintendents will be required to notify the Registrar of Motor Vehicles when a student drops out of school. Once notified, driving privileges will be suspended or denied until the student becomes 18 years of age, returns to school, receives a GED certificate, or the privileges are otherwise restored. The ESCWR County Attendance Officer will be informed by Gaitway High School regarding such withdrawals; so the appropriate state officials can be notified.

Since Gaitway High School has a responsibility to do everything in its power to ensure that each and every student receives the maximum potential benefit by school attendance, it shall be the policy of the Gaitway High School that:

- In grades 6-12, a student who has accumulated thirty (30) or more consecutive hours, forty-two (42) total hours in one school month, or 72 hours in one school year will be considered habitually truant.

Attendance officers shall file a complaint in juvenile court on the 61st day after implementation of an absence intervention plan if all of the following apply:

- The student has unexcused absences of 30+ consecutive hours, 42+ hours in one month, or 72+ hours in a school year

- The district has made meaningful attempts to re-engage the student through the absence intervention plan or other intervention strategies and alternatives to adjudication
- The student has refused to participate in or failed to make satisfactory progress on the plan, strategies, or alternatives

If the student has absences as noted above, but the absence intervention team determines that the student has made “substantial progress” according to the plan, the attendance officer shall not file a complaint in juvenile court.

If the 61st day after implementation of an absence intervention plan falls during the summer months, the district has the discretion to allow the absence intervention team or attendance officer to extend the implementation of the plan and delay the filing of the complaint for an additional 30 days from the first day of school the next year. (RC 3321.16)

GAITWAY HIGH SCHOOL PROCEDURES FOR ABSENCES AND TARDINESS

Absence from School

It is the responsibility of students to obtain from their teachers information on any work they have missed during an absence and to make up that work in the time allotted by the teacher. For an absence to be excused a Dr’s note must be received.

Truancy

A student is truant when he/she is in any location in or out of the high school building not specifically assigned to the student during the instructional schedule. A student may not leave school property or the school building during school hours; this includes lunch time.

ADMINISTRATIVE ACTIONS

DEFINITIONS:

Administrative Conference

An informational meeting between administrator and student to investigate or problem-solve an issue. This often results in verbal warning. Parents are not formally notified.

Time Out

A student is removed from a class for the duration of the period due to a violation of the student code of conduct. Parents/guardians may be notified.

Emergency Removal of a Student

If at any time school personnel feel that a student is behaving in a way that creates or has the potential to create a clear and present danger to himself or another person, or significantly disrupts the educational process, the staff may have the student removed from the building. The student will be released to the custody of the parent, guardian, or an officer of the law. The parent will be notified by phone or in writing within 24 hours of the removal.

In-School Assignment

If the student’s behavior results in forfeiture of rights to attend class for short periods of time (one to five days), the student may be assigned an in-school assignment and must report to school at the beginning of the day and must remain until the end of their assigned time. The student forfeits the privilege of late arrival or early dismissal and must remain on task in a supervised study area. Academic credit can be made up. Parents are notified by mail or phone.

Out of School Suspension

Student behavior results in a forfeiture of the right to attend school, after-school functions, or to be on school property for one to ten days. The student assigned an out-of-school suspension forfeits all academic credit for the duration of the suspension. Parents are notified in writing. The decision can be appealed.

☐ **School Service/Restitution**

A student may, under certain circumstances, provide assistance to the school district, without compensation, in addition to a detention or suspension. This option is available only at the school administrator's discretion.

☐ **Court Referral**

School officials file a formal legal complaint with the appropriate court (juvenile or civil). This may be combined with suspension or expulsion; parents are notified by the court.

☐ **Expulsion**

This is a formal exclusion from school, school activities, and school property for a period of up to eighty (80) school days or 180 school days per board policy. It is issued by the office of the Superintendent of schools upon the recommendation of the school administrator. The decision can be appealed to the Board of Education/designee. Parents are notified of an expulsion in writing.

STUDENT DISCIPLINE CODE

The maintenance of school discipline and proper behavior is essential to the establishment of a conducive learning environment. All employees as well as all students are responsible for the maintenance of good discipline within the school setting. A breach of discipline is any conduct of pupils which substantially and materially interferes with the maintenance of a proper learning environment. Acts of behavior which conflict with the education program are antagonistic to the welfare of other students, the staff and/or the system and cannot be tolerated. School authorities cannot accept liability and responsibility for student health, safety and welfare unless the student conforms to the specified standards of good conduct.

In order to maintain the proper learning environment for all students, when a student is found to be in violation of this Code of Conduct it shall be considered a serious breach of accepted behavior and disciplinary action will be taken. Unless otherwise noted in the individual section, this code shall be applicable on school grounds at all times or off school grounds during a school-sponsored activity, on any school conveyance and at any other time when the student is subject to the authority of the school.

Students who engage in acts which repeatedly violate this code will be subject to more severe consequences for subsequent violations. The school district shall be entitled to maintain records of each student's misconduct and consider such records in arriving at the type of severity of punishment for a violation of this code.

Note: Once students have arrived on school property or in the building in the morning, they may not leave school property to violate school rules.

SUSPENSION/EXPULSION MAY BE IMPOSED FOR ANY OF THE FOLLOWING:

Rule #1 Disruption of School

Students shall not by the use of violence, force, noise, coercion, threats, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt or threaten to cause the disruption or obstruction of any lawful mission, process, activity or function of the school, nor encourage others to do so.

While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by the rule:

- a. Continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or extracurricular activity.
- b. Occupying any school building, school grounds, or part thereof;
- c. Blocking the entrance or exit of any school building, corridor or room therein;
- d. Preventing or attempting to prevent students from attending a class or any school sponsored activity;
- e. Preventing or attempting to prevent by physical act or verbal utterance the convening or continuing functioning of any school, class, or activity or any lawful meeting or assembly on or off the school property;
- f. Blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event.

Rule #2 Damage, Destruction, or Theft of School or Personal Property

Students shall not cause or attempt to cause damage to or vandalize school property or personal property while at school. Neither shall they steal or attempt to steal school property or from other students while on school property. Restitution may be required. Students and parents must sign agreeing to compensate for damages their child created. Any damages in excess of \$100 will be billed to the resident school district.

Rule #3 Assault or Abusive Language Toward a School Employee, Authorized School Visitor, or Another Student.

Students shall not use vulgar, profane, inappropriate or abusive language or gestures toward any school employee, authorized school visitor, or any other student, nor cause or attempt to cause physical injury to a school employee, authorized school visitor, or another student. Students shall not intentionally attempt to or do bodily injury or harass any person. Because of the possibility of severe physical injury, no person shall, at any time, initiate or retaliate with physical contact with any other person. Physical contact in this context shall include, but not be limited to pushing, shoving, slapping, hitting or pinching.

Rule #4 Use or Possession of Weapons or Dangerous Materials or Disruptive items.

Students shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Nor shall they possess materials such as squirt guns or other imitations of weapons or instruments that may be disruptive to education. Weapons or dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage. Students shall not possess, handle, transmit, sell, conceal or bring on school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions. *Any prohibited articles will be confiscated with no promise of return.*

In accordance with the provisions of Ohio Revised Code. 3313.66, any student found in any school facility or on school property, vehicle, or at any school sponsored event/activity to be in possession of a firearm as defined in Section 921 of Title 18, United States Code, or Ohio Revised Code shall be expelled from school for a period of 12 calendar months from

the time he/she is found in possession. If the student is 16 or older, permanent exclusion may occur under other board policy. Firearms include, but may not be limited to, starter guns, silencers, explosives, incendiary, bomb, or grenade. Normal due process proceedings, as set forth in the code of student conduct, shall be followed in such expulsion.

Knives also are prohibited, as well as other items which may reasonably be used to inflict physical harm, including but not limited to metal knuckles, straight razors, poisons or poisonous gases, or any other object used or intended for use as a weapon. A knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. The same penalty and procedures shall be followed as for possession of a firearm.

Radios, video games, pagers, phones, and other electronic devices are considered disruptive items and because of that and their value are considered inappropriate in the school. Unless they are brought with specific teacher permission such items are not permitted and may be confiscated.

Rule #5 Arson

A student shall not light or attempt to light an unauthorized fire. A student may not possess or produce bombs, smoke bombs, fireworks, incendiary devices, or chemicals. (A student may not activate a fire alarm, or falsely report a fire or the existence of an explosive device.)

Rule #6 Narcotics, Alcoholic Beverages and Stimulant or Depressant Drugs (Controlled Substances) or “Look-Alike” Drugs.

1. Students shall not possess, use, transmit, sell, offer to sell, conceal or consume any alcoholic beverages or intoxicant or any of the drugs of abuse of any substances purported to be alcoholic beverages or intoxicants or drugs of abuse or steroids. Likewise, students shall not consume any alcoholic beverages or intoxicants or drugs of abuse at a time before the students’ arrival at school or at a school-sponsored or related event or activity. Examples of drugs of abuse include, but are not limited to narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, cocaine, or other substances that could modify behavior.
2. Students shall not possess, use, transmit, sell, offer to sell, or conceal any drug of abuse, instrument or paraphernalia (for example, hypodermic needle, syringe, water pipe, roach clip, signaling device.)
3. Counterfeit drugs are included in this rule. No person shall possess, make sell, offer to sell, or deliver any substance he knows to be a counterfeit controlled substance. A counterfeit controlled substance is defined as:
 - a. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark;
 - b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it.
 - c. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
 - d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Rule #7 Trespass/Restricted Area

1. Students shall not enter upon school grounds or premises of a school building to which the students are not assigned before, during or after school hours except with the expressed permission of the school principal of that building or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly assigned school have been invited to attend or participate.
2. Students must be in their assigned area or classroom, or in their area as designated by a staff member.
3. No skateboards are allowed on school property.

4. Students already under suspension, expulsion, or removal from school or an activity shall not enter upon the grounds or premises of the students' regularly assigned or other school buildings without the express permission of the principal.

Rule #8 Truancy, Tardiness, Class-cutting

A student shall not be truant from an assigned area or from school. Truancy is student absence from school or any assigned area or class of any period of time without authorization from school and parents. Truancy also includes unauthorized tardiness, or leaving the school campus without the expressed permission of authorized school personnel.

Rule #9 Use or Possession of Tobacco Products

A student shall not possess, use, transmit, sell nor conceal tobacco or tobacco containers, empty or full, in any form. State Law prohibits smoking and use of tobacco or possession of tobacco by any pupils in areas under the control of the school district. "Smoking" is defined as having a cigarette, cigar, or pipe, chewing tobacco or other tobacco products including vapor cigarettes or juuls in hand or in one's possession; or having inhaled or exhaled a tobacco product. Use or possession of vaping devices, e-cigarettes, vape liquids is also prohibited.

Rule #10 Violation of School Bus Conduct Requirements

Students shall not act or participate in any act or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or conveyance. This includes but is not limited to failing to remain seated, throwing objects, shouting, or engaging in other disorderly or inappropriate conduct.

Rule #11 Public Display of Affection

Students shall not engage in kissing, embracing, or any acts which are sexually suggestive.

Rule #12 Insubordination

Students shall comply with reasonable directives and requests of all school personnel including but not limited to teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, and persons in authority or supervisory positions.

Rule #13 Failure to Accept Discipline or Punishment

1. Students shall not refuse to accept discipline or punishment from school personnel including but not limited to teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, and persons in authority or supervisory positions.
2. A student shall not display a defiant and/or disobedient manner or refuse to comply with reasonable requests by school personnel.

Rule #14 Hazing, Threatening, Bullying or Harassing

Students shall not threaten, haze, harass, intimidate or participate in any act, verbal or nonverbal, that injures, degrades, disgraces or tends to injure, degrade or disgrace any student or school employee.

It is the policy of the Gaitway High School to provide a learning environment for students that is free from sexual harassment and intimidation. Sexual harassment is improper, illegal and will not be tolerated within the district. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

1. unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested,
2. submission to sexually-based conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development,
3. making or threatening reprisals after a negative response to sexual advances,
4. non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objectives, pictures, cartoons, or posters,

5. verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body,
6. verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations,
7. Physical conduct: touching, assault, impeding or blocking movement.

Any member of the school community who believes that he/she has been subjected to, or witnessed sexual harassment is encouraged to report the incident(s) immediately. Students can share concerns regarding sexual harassment with a teacher, school psychologist or administrator at the building level.

Rule #15 Extortion

Students shall not use or attempt to use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student, school employee or other person. Nor shall a student ask for or beg for money from other students.

Rule #16 Cheating on Tests or School Assignments

While each teacher will decide how to handle cheating within the classroom as it affects the student's grade, the school will also deal with cheating as a **violation of the code of conduct**.

Rule #17 Disrespect

Students shall not intimidate, insult or otherwise abuse, orally, **verbally, nonverbally**, or in writing, any member of the school staff or student body.

Rule #18 Student Dress/Gaitway Wear

For safety purposes as well as work related ethics, Gaitway has adopted Gaitway wear clothing to be worn during school hours. Students are expected to purchase and comply with what is considered appropriate program attire. Gaitway wear clothing will consist of :

- Fieldstone Farm sweatshirt, T-shirt, or polo
- Jeans that fit (any color)
- Sneakers and/or low heel boots, and a pair of winter work boots

Specific Requirements

In the barn:

- closed shoes (no sandals or clogs)
- shirts will be Gaitway attire
- nametags
- No headphones
- No short shorts
- No dangling jewelry on uncovered body
- No piercings w/the exception of small earrings

Rule #19 Profane, Vulgar or Improper Language or Gestures

Students will not be allowed to use language, written or oral, which is profane, vulgar, derogatory, demeaning, or otherwise inappropriate towards adults and each other. Neither will inappropriate signs or gestures be tolerated.

Rule #20 Repeated Violations of the Code of Conduct

Students who engage in acts which violate this code, whether suspended or expelled or not, shall be subject to progressive severity of consequences, including suspension or expulsion for subsequent violations.

Anti-Harassment, Intimidation or bullying Policy

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

- Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’/personal property; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Complaints

Formal Complaints

- Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including the person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Informal Complaints

- Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including the person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

Anonymous Complaints

- Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

APPEALS PROCESS FOR SUSPENSION

1. A student or their parent/guardian may appeal their suspension to the Appeal’s Officer or his designee and granted a hearing before the Appeals Officer or his designee in order to be heard against the suspension.

2. You may be represented in the appeal proceeding by a representative of your choosing.
3. Your request for appeal must be made to the Appeals Officer 14 calendar days from the date of notice.
4. The Appeal's Officer should be informed of those who will be present at the hearing, including the name of any representative you may choose to bring.

APPEALS PROCESS FOR EXPULSION

1. A student or their parent/guardian may appeal their expulsion to the Board/Designee and granted a hearing before the Board/Designee in order to be heard against the expulsion.
2. You may be represented in the appeal proceeding by a representative of your choice.
3. Your request for appeal must be made to the Board/Designee 14 calendar days from the date of notice.

INTERROGATIONS AND SEARCHES

To maintain discipline and order in the schools and to protect the safety and welfare of students, employees, and community members, the Board of Education authorizes its administration to conduct searches of school property, searches of a student's person or personal property, or student automobiles in accordance with Board-adopted procedures. The Board of Education further authorizes its administration to seize illegal, unauthorized, or contraband materials that may be discovered in any search. The Board has further developed procedures that will be followed in the event a law enforcement agency requests an opportunity to search or interrogate a student.

SCHOOL LOCKERS

Students should be advised that their lockers remain in the control of the school, and are subject to random search by school administrators at any time for contraband, harmful, or dangerous substances when necessary for the maintenance of the educational process or to protect the health, safety, and welfare of other students. Lockers are part of the school property and students will be responsible for cleaning lockers. A locker assignment is given at the beginning of the school year. The school district cannot be responsible for articles stolen from lockers.

DRUG SEARCH OF SCHOOL PROPERTY INCLUDING LOCKERS AND PARKING LOT

The administration is authorized to utilize any drug detection methods as well as canines, whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school-owned property and automobiles parked on school property. An indication by the dog that contraband is present on school property or an automobile shall be cause for a further search by school officials. Seized contraband will be placed in a secure area by administration or turned over to any law enforcement officer after proper notation and receipt. The administration will exercise its dual responsibility to discipline student offenders and to offer help for them and their family.

COMPLIANCE REGULATIONS

The Educational Service Center of the Western Reserve affirms that no person shall, on the basis of sex, race, color, religion, national origin or disability, be excluded from participation in, be denied the benefits of or be subject to

discrimination under any educational program or activities conducted under its auspices. This shall extend to employees therein and admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. The policy prevails in all Board policies concerning school employees and students. The Board of Education designates Title VI, Title IX and Section 504 Coordinator and 504/ADA Compliance Officer.

Student Grievance Procedure for Title IV (race, color, Nat. origin), Title IX (sex) and Section 540 (disability).

1. Report and describe the alleged grievance in writing to the Main Office.
2. Forward such written description to the Compliance Officer within ten days of the grievance.
3. The Compliance Officer or in their absence a designee shall within ten days after receipt of the complaint conduct a hearing with the involved party. Such party shall be notified by mail as to the time and place of the hearing and may have representation at the hearing.
4. Upon completion of the hearing the Compliance Officer shall within ten days forward a written notification of the decision to the involved party.
5. A student may appeal the decision of the Compliance Officer to the Superintendent within ten days after the receipt of the decision from the Compliance Officer.

A complaint may be filed with the U.S. Department of Education, Team Leader, Officer for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Centre, Cleveland, Ohio 44104-2611 at any time. Contact Person- Mrs. Allen 216-787-3150

CONCEALED WEAPONS LAW

Unless otherwise authorized by law, pursuant to Ohio Revised Code Section 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

USE AND/OR POSSESSION OF WEAPONS

Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon in a school safety zone, and any setting that is under the control and supervision of the Board of Education for the purpose of school activities approved and authorized by the Board of Education. This includes, but is not limited to, School premises, a school or school building, a school bus, property leased, owned or contracted for by the Board of Education, a school sponsored event or other vehicle owned by the Board of Education. Use and/or possession of a weapon may subject a student to disciplinary action including expulsion and possible permanent exclusion.

	Problem Solver	Accountable	Respectful
4	<ul style="list-style-type: none"> *Shows maturity *Promotes established protocol in conflict * Promotes system-wide classroom behavior plan *Voluntarily participates in class and/or social skills 	<ul style="list-style-type: none"> *Works ahead *Assists others with their work *Shares materials with others without prompting *Appropriately suggests policy/ideas 	<u>Promotes:</u> <ul style="list-style-type: none"> * positive communication with others * resolution, appropriate behavior * positive role model and influence * appropriate use of materials
3	<ul style="list-style-type: none"> *Age -Appropriate *Follows established protocol in conflict *Follows system-wide classroom behavior plan *Participates in class /social skills as asked 	<ul style="list-style-type: none"> *Completes assignments when due *Follows directions and requests, including electronic policy *Is appropriately in seat *Has materials *Redirects immediately 	<ul style="list-style-type: none"> *Maintains personal space * Appropriate interactions and communication with others * Uses materials correctly *Resolves conflicts appropriately *Demonstrates expected behavior
2	<u>With prompting (2-3):</u> <ul style="list-style-type: none"> *Follows established protocol in conflict *Follows system-wide classroom behavior plan after * Is in class/social skills, but doesn't participate *Immature to age-appropriate 	<u>With prompting (2-3):</u> <ul style="list-style-type: none"> * Completes assignments *Follows directions and requests *Redirects to task * Has some class materials * Is in the assigned area 	<u>With prompting (2-3):</u> <ul style="list-style-type: none"> * Needs reminders of personal space * Appropriate interactions and communications with others * Use of material correctly * Appropriately resolution *Doesn't demonstrate expected behavior
1	<ul style="list-style-type: none"> *Immature *Doesn't follow established protocol in conflict *Doesn't follow system-wide classroom behavior plan *Refuses to attend class or social skills after intervention 	<ul style="list-style-type: none"> *Doesn't complete/turn in assignments * Refuses directions/requests *Refuses to stay in room for extended time *Has no class materials *Redirects to tasks only after intervention 	<ul style="list-style-type: none"> * After intervention has inappropriate interaction and communication with others *Arguing, Talking-out, disruptive, and aggressive behavior *Inappropriate use of materials

Gaitway Handbook Reviewal Notification and Acceptable Use Policy

I certify that I have received the Gaitway High School 2019-2020 handbook and I have reviewed the contents with my school representative on the first day of school and my parents/guardians.

Print First/Last Name

Student Signature

Parent/Guardian Signature

Student Signature Signifying Agreement to Comply with Acceptable Use Policy:

I understand and will abide by the Acceptable Use Policy (AUP) guidelines listed in this document. Should I commit any violation, my access to the school's Internet network may be revoked. I further understand that any violation of the policy guidelines is unethical and is cause for school disciplinary review and/or appropriate legal action.

PRINT Student Name: _____

Grade: _____ **Date:** _____

User's Signature: _____

Parent/Guardian Signature Signifying Agreement to Comply with Acceptable Use Policy:
Signature of Parent/Guardian

_____ **Date:** _____

(The actual signed AUP form will remain on file in the Gaitway High School files)