

STRONGSVILLE MIDDLE SCHOOL

Student Planner/Handbook 2017-18

The policies and procedures in the Student Planner/Handbook serve to encourage the positive teaching and learning climate needed to sustain excellence in academics, arts, activities, and athletics. Designed to support students, parents, and staff, the Student Planner/Handbook provides a concise resource of information for the learning community of Strongsville Middle School. The Student Planner/Handbook has been adopted by the Board of Education to be followed by all students, parents, and employees. All students of Strongsville Middle School are expected to read, understand, and share the contents of the Student/Planner Handbook with parents and/or legal guardians.

The Student Planner/Handbook contains the rights and responsibilities of students. Since the planner contains the Hall Pass, it is essential that students carry it throughout the day. If a planner becomes lost or damaged, the student will be expected to purchase a new one. All students must have a Student Planner/Handbook from the start of the school through the duration of the school year.

This planner belongs to:

Student Name: _____

Team Name: _____

Locker Number: _____

Bus Number: _____

DISTRICT MISSION

The mission of the Strongsville City Schools, an “Excellent” school district with a tradition of nationally recognized students and teachers, is to ensure that all students reach their fullest potential, through challenging curriculum and activities, provided by highly qualified, motivated staff, in a safe, supportive environment, with up-to-date facilities and technology – in partnership with the community.

PBIS MISSION

The mission of PBIS in Strongsville City Schools is to create a positive, inclusive school culture while promoting a supportive approach to teaching and learning that maximizes the academic achievement, creativity, and social-emotional competence of all learners.

DISTRICT GUIDING BELIEFS

As the Strongsville City Schools District Leadership Team, we are committed to understanding, educating, and meeting the needs of all students. Based upon this commitment, the following belief statements serve as guidance for the collaborative work of our district.

- Shared leadership and collaborative problem-solving between students, staff, teachers, administration, parents and the community are essential to the improvement process.
- All adults will make data-based decisions and implement evidence-based practices in the classroom.
- All adults will take a holistic approach to teaching and learning to teach the whole child.
- School should be enjoyable for students; learning should be engaging, exciting and fun, as students learn best when they are active learners.
- All students have the right to access high quality instruction in the general education classroom.
- Students are individuals and have individual learning needs.
- All students can achieve and grow.

DIRECTORY

Strongsville Board of Education
18199 Cook Avenue
Strongsville, Ohio 44136

BOARD OF EDUCATION

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STRONGSVILLE MIDDLE SCHOOL

13200 Pearl Road

Main Office 572-7090 option "0"

Fax 572-7094

Guidance 572-7070

Office Hours 7:30 a.m. – 3:30 p.m.

Steve Deitrick, Principal

Kelli Izzo, Assistant Principal, 7th grade

Mike Vukovich, Assistant Principal, 6th/8th grade

Heather Coblentz, School Counselor, 6th grade

Will Bambrick, School Counselor, 7th grade

Elissa Ray, School Counselor, 8th grade

ATTENDANCE LINE

572-7090 option "2"

ALL TRANSPORTATION CALLS –

572-7060

COPIES OF THE STUDENT POLICIES/CODE OF CONDUCT AND INTERNET/COMPUTER USE POLICY ARE DISPLAYED INSIDE EACH SCHOOL.

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1.00 ACADEMICS

1.01 Grading System

| | |
|-------------|----------------|
| 90 -100 - A | 60 - 69 - D |
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1.02 Incompletes

If an incomplete (I) during any grading period or final exam is not corrected within two (2) weeks following the final due date of that period, the incomplete will be converted to a failing grade (F). This will result in no credit awarded in that course for that period of time.

Generally, students are allotted the same number of school days to make up work as the number of school days absent. With regard to the make-up days allotted and the above paragraph concerning incompletes, some individual situations will warrant further considerations. Students should advise teachers and/or counselor if a special situation exists.

1.03 Schedule Changes

Requests for schedule changes must be made through the school counselors and may be made the first and second weeks of school. **Requests for all schedule changes require the permission of the parents or guardians, the teachers involved, the student's counselor and the principal.** Due to this procedure, it is to your benefit to choose your courses carefully during the regular registration period as many courses may not be available after schedules are distributed.

This section does not pertain to students changing teams. Change of team placement will only occur due to academic need and requires administrative approval.

1.03a High School Credited Course Drop

Any student enrolled in a high school credited class (excluding Honors Geometry) at the middle school will follow the procedures listed below when a **parent/student requests removal.**

1. Parent/student concerns regarding removal from a high school credited class should be directed to the classroom teacher.
2. Parent/student requests for removal must be communicated and documented to the classroom teacher and guidance department no later than fall parent-teacher conference day.
3. If the classroom teacher, guidance, administration, and parent agree that removal is the best option, the child will be removed.

4. Guidance will communicate schedule changes to the student as soon as possible. Schedule changes (if applicable) will occur at a time deemed most appropriate by the teacher and guidance department.

Similar procedures are in place for classroom teacher requests for student removal from a high school credited course. Regardless of who (student, parent, school personnel) requests a removal from such class, students will not be removed from a high school credited course after the winter break.

1.04 Scholastic Achievement

Outstanding scholastic achievement will be recognized each grading period by your name being placed on the Principal's, Scholars' or the Mustang Award List.

- Principal's List: All "A's" on report card
- Scholars' List: All "A's" and "B's" on report card
- Mustang Award: Has significantly raised grades since last report card. No failed classes.

1.05 Textbooks and Workbooks

- Teachers issue all textbooks at the beginning of the year.
- All textbooks have a textbook label on which the student signs their name and the teacher supplies the date and the condition of the book.

The condition of the books will be marked by the teacher in ink as they are issued. For any damage to books, appropriate settlement will have to be made. Students are charged a minimum of \$1.00 for damaging a book. Students may be charged the replacement cost of lost or stolen books. One check should be written for all workbooks and fees. Please make all checks out to Strongsville City Schools.

1.06 Use of Agenda/Planner

The purpose of the student's agenda is to keep parents informed of classroom activities. Students are required to carry and use their agenda throughout the school day. The agenda/planner also serves as their hallway passport.

2.00 GENERAL INFORMATION

2.01 Arrival/Dismissal

Students are not permitted to enter the school building before 7:15 am unless they are here for a school activity. Upon arrival, students will remain in the cafeteria each morning unless under the direct supervision of a teacher, or unless permission is obtained through the office. When the appropriate time arrives, students will be signaled to enter the classroom area of the building.

Students are expected to abide by their assigned bus arrangements. Requests to alter these arrangements must be approved by the transportation department (572-7060) and be accompanied by a handwritten note to transportation.

Students are not permitted to stay after school unless a teacher **directly** supervises them. A student cannot wait in a classroom until the start of an activity without a staff member being present. Students are expected to leave school grounds within 15 minutes of the completion of an activity.

2.02 Clinic

Students who become ill during class should request permission from the teacher to go to the clinic. The teacher will write a pass for the student to the clinic. Office personnel will determine if the student needs to be sent home and call parents when necessary.

Students may remain in clinic for a predetermined length of time. **Students are not to contact parents to pick them up at school for illness.** Parents coming to school to pick up a sick student will be expected to enter the building and report to the office to sign the student out.

As per the health guidelines established by the district nurse, any student who vomits at school or has a temperature at or above 100⁰ will not be permitted to remain in school. Parents will be required to pick them up from school.

2.03 Guidance Office

School Counselors help students develop in areas of self-awareness, interpersonal relationships and educational pursuits by:

- Counseling students individually and in small groups regarding academic, social and emotional concerns;
- Teaching students how to resolve conflicts;
- Training peer mediators and supervising counseling interns;
- Conducting classroom guidance lessons;
- Collaborating with teachers to identify *at-risk* students and the most effective interventions;
- Consulting with parents who are concerned about their adolescent;

- Managing course selection process and the transition programs into middle school; and
- Promoting a positive school climate

2.04 Hall Procedures

1. Hallway passports are required at all times that classes are in session.
2. There is to be no playing, running, lingering, or behavior that is detrimental to the health and safety of others in the halls. Students are to proceed directly to their next class.
3. Use of a hallway passport is a privilege and may be revoked for misuse.
4. No littering will be permitted. Students are expected to help keep the corridors clean.
5. Students have three minutes to travel between classes.

2.05 Lockers and Locks

Understanding the following guidelines may save you time and money later in the school year. **Use of lockers that are owned by the Strongsville City Schools is a privilege that can be revoked for misuse.**

1. Every effort has been made to have your lock and locker in the best possible operating condition on the first day of school. If the locker that your teacher assigns you is not working properly, report this to the team leader immediately. If no such report is made, it will be assumed that you, the student, are satisfied with the way your locker is working.
2. If, at any time in the course of the school year, your locker ceases to work properly, report this to the team leader. **Students are never to bring padlocks from home to put on school lockers.** School personnel will cut off unauthorized locks.
3. Treat your locker with care and you will have no problems with it. The most common causes of damage are slamming the locker door closed and kicking the door open. **CLOSE THE DOOR CAREFULLY.**
4. Fines will be levied on damaged lockers. Your locker is your responsibility. You will be held responsible for damage to your locker.
5. Students are to use the locker assigned to them by their teachers. **Do not move in with a friend or share combinations.** Students not abiding by this regulation are subject to disciplinary action from the office.
6. Keep your locker neat and tidy.
7. School authorities have the right and the responsibility to examine the contents of lockers. Principals or their administrative designee(s) are authorized to search any student's locker and the contents of the locker if the principal or his/her administrative designee(s) reasonably suspects that the locker or its contents contains evidence of a student's violation of a criminal statute or a district or school rule. (ORC 2925.01; ORC 2925.37)
8. Students are not to place stickers, posters or other permanent or semipermanent types of objects on or inside their lockers. Students are subject to fines and/or disciplinary action if the rule is violated.
9. Students should always double check to see that lockers are properly closed and locked.
10. Lockers assigned to students are designed to serve as storage places for textbooks, coats, etc. They are not intended to serve as a place for the safekeeping of student valuables. It is not advisable to bring large amounts of money or valuables to school.
11. Locker cleanouts will be held periodically throughout the school year.
12. Students are advised that entry into a locker other than the one assigned to them may be subject to disciplinary action.
13. Locker decorating for school related occasions need to be approved, in advance, by the office.
14. Loss or damage of lock for any reason will require payment for the replacement lock.

2.06 Lost and Found

All valuables, books and clothing that you find should be turned in to the "Lost and Found" in the office. Gym clothes should be turned in to the physical education teachers. Students should remember that personal possessions are their own responsibility and should be cared for properly. Uncollected items will be donated to a charitable organization.

2.07 Administration of Medication

When it is necessary for the administration of medication to a student while in school, the following procedure is required:

The building administrator or school nurse must receive one or more of the following completed medication forms signed by the licensed prescriber (physician, nurse practitioner) who prescribed the medication and by the parent/guardian. **All medications (prescription and over-the-counter) require a parent/guardian signature and a prescriber signature.** The medication forms are available on the district website at www.strongnet.org or in the middle school office.

- **Medication Administration Form**
- **Authorization for Student Possession and Use of an Asthma Inhaler**
- **Authorization for Student Possession and Use of an Epinephrine Auto injector**

The authorization to administer medication will be in force from the duration stated by the prescriber as long as the prescriber is attending the student's medical needs, but will not extend beyond the current school year. The parent/guardian must obtain and submit a revised statement from the prescriber if any of the information provided by the prescriber changes.

A copy of the form authorizing the student to receive medication during the school day will be in the possession of the person(s) designated by the principal as responsible to supervise the secure and proper storage of medication and the administration of medication to students.

Students should never have in their possession any prescription or over-the-counter medication with the exception of asthma inhalers, epinephrine auto injectors, and diabetic supplies. Failure to comply may result in disciplinary action.

Medication, prescription or over-the-counter, must be brought to the school clinic, to the principal or to the appropriate person(s) who have been appointed by the building principal. The medication must be in the container in which it was purchased or dispensed by the licensed pharmacist. Medication will be stored in a locked storage place unless refrigeration is required, and then it will be stored in a refrigerator not accessible to students.

For questions concerning the administration of medication while in school, please contact the District School Nurse at 440-572-7069.

Immunization Requirements

Students will not be permitted to attend school or extracurricular activities unless all immunization requirements by section 3313.671 and 3701.13 of the Ohio Revised Code are met.

Please note that as of August 2010 all 7th grade students will be required to have the Tdap which is a tetanus, diphtheria and pertussis booster before the start of their 7th grade school year.

According to section 3313.671 of the Ohio Revised Code, on the 15th day after school entrance, it will be necessary to exclude all students from school who do not meet the immunization requirements.

Specific questions regarding immunizations may be directed to the Health Services Department (440-846-4137).

2.08 Parent Assistant Support System (PASS)

This resource is available to all families who have students enrolled in the District. The *PASS* program is a password protected and secure webportal that enables parents to see a wide range of progress data and to update other school information concerning your child. Information available to you will include:

- Current demographic data
- Emergency contacts
- Attendance Data
- Fees and Fines
- Assignments
- Credits earned toward a high school diploma
- Grades and current progress
- School messages
- Secondary online course selection (available during registration dates)

Email: pass@scsmustangs.org for more information.

2.09 Parent/Teacher Communication

Open Houses and Parent-Teacher Conferences are scheduled to help provide formal methods for parents and teachers to support student learning. The District has made a significant investment in the team concept at the middle school level. Parents are encouraged to take advantage of the opportunities that this organizational structure provides and request a meeting with your child's teachers.

Each employee has an email address and phone voicemail to enable parents to contact staff with questions. Parents are invited to use these resources to communicate with school personnel.

2.10 Physical Education Clothing

The student's name should appear on all articles of gym clothing as specified by the instructor.

Students will not be permitted to participate while wearing **any** jewelry including pierced earrings.

2.11 Reports to Parents

Interim reports are available via the PASS system midway in each grading period, and report cards will be issued electronically at the conclusion of each quarter. Report cards may be held until all fines, fees and books are cleared. See school calendar for dates. Parents may request a teacher conference by contacting the school at any time.

2.12 Special Services

The school psychologist and other support personnel may be contacted through the Guidance Office.

2.13 Student Code of Dress

- Appropriate attire is expected of all students in attendance at all school-related functions. The administration will determine whether or not a student is inappropriately dressed. Parents may be contacted in the event students are inappropriately dressed.
- Dress and grooming should be clean and in keeping with health and sanitary practices. Clothing which is torn and tattered to an extreme is inappropriate.
- Students shall not wear clothing or hairstyles that can be hazardous in their educational activity. Due to possible hazards, chains, spiked accessories, saggy pants, and shirts tied around midriff will not be permitted.
- Shoes, not slippers, should be worn at all times.
- Clothing with plunging necklines or that exposes bare midriffs is not acceptable attire.
- Students shall not wear tinted glasses, unless prescribed by an eye doctor.
- Students cannot wear attire that poses a threat of disrupting the educational environment.
- Tank tops, cut-off T-shirts, halter-tops, spaghetti strap tops, vests without shirts, pajamas and sleep wear, shall not be considered appropriate school apparel.
- As a sign of respect, hats (head gear of any type) will not be permitted to be worn within the building.
- Clothing, jewelry, bandanas, personal possessions or publications that depict or infer drugs, alcohol, tobacco or which are sexually suggestive are not acceptable.
- Shorts and skirts worn to school must be an appropriate length as determined by the administration (*mid-thigh or fingertip is a general standard*).
- Students may wear buttons, insignias, or T-shirts to express a point of view, unless doing so results in the interference with the school program.
- Buttons, insignias, and T-shirts shall not be permitted to contain disruptive or vulgar statements, pictures, or labels. Likewise, any items worn that mock, ridicule, demean, or provoke others because of race, religion, or national origin shall not be permitted.
- Students are not permitted to change clothes once they have arrived at school unless directed to do so by the main office or for Physical Education class. Clothing appropriate to the season should be worn at all times.

2.14 Telephone Use

1. Students will not be called from classes for personal phone calls except in the case of an emergency.
2. During the school day, all outgoing calls are to be made from the office. Calls are to be made during lunchtime and before or after school with permission from the office. Students must sign the telephone registry in the office before making calls.
3. Students participating in athletics, intramurals, or staying to watch after school activities, must make arrangements ahead of time. However, in the case of an emergency, students may use the office phone with permission from the main office.
4. Cell phones and other personal communication devices may be brought to school. Due to the risk of loss, theft, and misuse, the school encourages students to leave such devices at home. Once in the building, the device must be *silenced* and stored out of sight for the duration of the school day. Students found to be in possession of personal communication devices while in the building may have them confiscated and receive disciplinary consequences.

2.15 Visitors

Board of Education Policy, adopted pursuant to state law, requires that all visitors should first report to the Principal's Office. Non-resident student visitors must be approved in advance by the principal or assistant principal. Generally, student visitors will not be permitted.

2.16 Evacuation Procedures

Emergency evacuation drills will be held at regular intervals to promote safety and to fulfill state requirements. Students are expected to comply with posted procedures and staff directions

3.00 ATTENDANCE PROCEDURES

3.01 School Attendance

Parent phone calls relative to student absences must be received in the **attendance office** before 9:00 a.m. at: **572-7090 option 2**

When a pupil is absent from school, a sufficient explanation for the absence must be presented by the parent or guardian on the school attendance line.

Upon return to school, the parent or guardian must provide a signed note to the attendance office. Failure to comply will result in an unexcused absence and may result in disciplinary consequences.

In compliance with Ohio Revised Code 3321.04, a written excuse for absence from school may be approved only on the basis of any one or more of the following conditions:

1. Personal illness (a written physician's statement verifying the illness may be required)
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
6. Observation or celebration of a bona fide religious holiday
7. Out-of-state travel (up to a maximum of (4) days per school year) to participate in a District approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student.
8. Such good cause as may be acceptable to the Superintendent
9. Medically necessary leave for a pregnant student in accordance with Policy 5751
10. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Any student who has prolonged absence due to illness or injury, or has a chronic health problem, which will cause prolonged or periodic absence, should obtain a note from his physician to be placed on file in the office.

A student must be in attendance at school one half day (at least 3-1/2 hours) in order to participate in and/or otherwise attend **any** after-school or evening activities on that day. The principal may consider emergency exceptions.

3.02 Pre-Arranged Absences

Due to the importance of students being present in the classroom to achieve the full understanding and sequence of materials being learned, unapproved student absence from school is strongly discouraged. Student/parents must realize that in certain circumstances, learning experiences are irretrievable and cannot be repeated.

In Strongsville City Schools, when a parent/guardian feels it is necessary to initiate an absence from school such as travel to athletic events, competitions, and/or family vacations, students may be excused up to 5 days per school year. If more than 5 days are needed, subsequent days may be considered unexcused with a loss of credit for work missed.

1. Obtain and complete a *Prearranged Absence Request Form* from the school office.
2. The student/parent assumes full responsibility for obtaining all assignments and materials that will be covered during this absence.
3. Return the completed form signed by the student's teachers to the school office prior to the first day of absence.
4. All assignments must be completed within the same number of school days the student was absent, but up to a maximum of five days.
5. Examinations, lab work, and work not available prior to the absence, must be scheduled with the appropriate teacher at his/her convenience immediately upon return to school.

Finally, parents, guardians and students should be aware teachers are not obligated to permit make-up work if proper absence arrangements have not been made prior to departure. Teachers are not expected to tutor students for work missed. Requests for *Pre-Arranged Absence* shall become a permanent part of the student's record. Questions should be directed to the Building Principal.

3.03 Tardiness

Students who arrive at school after 8:05 a.m. must report to the office for a pass to class. The student must have sufficient explanation from his parent or guardian explaining why he/she was late. It is the philosophy of the Strongsville Middle School that students must take the responsibility of being in school on time. Oversleeping and/or missing the bus are considered unexcused absences.

The following discipline system will be applied to students who accumulate unexcused tardiness:

- 5 – Meet with Assistant Principal - Letter to parents
- 10 – One Hour Detention
- 15 – Two Hour Detention
- 20 – 2 Two Hour Detentions
- 25 – Determined on an individual basis

3.04 Truancy

Any student whose absence from school and has not presented a note from a physician explaining the reasons for the absence, will be considered truant. Students considered truant from school would be considered unexcused.

“Habitual truant” means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for 30 or more consecutive hours (five or more consecutive school days), 42 or more hours in one school month (seven or more school days in one school month), or 72 or more hours in one school year (twelve or more school days in a school year.) (ORC – 2151.011)

If a student is found to be habitual truant; An Absence Intervention Team may be assigned.

Habitual Truant means:

- *Absent 30 or more consecutive hours without a legitimate excuse;*
- *Absent 42 or more hours in one month without a legitimate excuse*
- *Absent 72 or more hours in one year without a legitimate excuse*

The Absence Intervention Team will consist of a representative from the child's school district or school, another representative from the child's school district or school who knows the child, and the child's parent or guardian. The team may also include a school psychologist, counselor, social worker, or an outside agency or nonprofit entity that assists students and families in reducing absences.

Within 14 school days, the Absence Intervention Team will develop an intervention plan for the student, with the aim of reducing or eliminating further absences.

1. The Intervention Plan will be based on the individual needs of the student
2. Our school district will provide written notice of the plan, to the student’s parent or guardian, within seven days after the development of the plan.
3. If the child has refused to participate in or has failed to make satisfactory progress the intervention plan, the building principal and/or designee will be required to file a complaint on the student as a truant in the Cuyahoga County Juvenile Court 61 days after the date the plan is implemented.

3.05 Leaving School Early

Students desiring to leave school early are to have a written note from their parents on file in the attendance office before 7:50 a.m. of the day they desire to leave early. They will be given a "Leaving Early" pass to excuse them from school.

All students leaving school early must have transportation arranged. Students are not permitted to walk. Students are to wait in the office to be picked up by parents.

3.06 Physical Education Excuses

SHORT TERM MEDICAL EXCUSE: A student with a short term illness or injury may be excused from participating in physical education class for up to three days with a note from a parent/guardian.

LONG TERM MEDICAL EXCUSE: An excuse beyond three days will require a doctor's note which must contain the reason and duration of the illness or injury. Students will make-up the excused days from class with written work assigned by the teacher. A student who is medically excused from physical education class may not participate in co-curricular activities during the time of the excuse.

4.00 STUDENT POLICIES

4.01 Cafeteria Conduct

Students are expected to conduct themselves responsibly during their lunch period. Besides the school rules and regulations, there are also cafeteria rules by which all students are expected to abide. They are as follows:

1. Keep voices at a conversational level.
2. Students should be seated unless they are purchasing or throwing away food.
3. Students entering food lines should do so only at the end of the line.
4. Students needing to use the restroom should sign-out and follow the appropriate procedures established.
5. Students may choose their own seats unless the supervising staff or administration decides it would be best that he/she sit elsewhere.
6. Keep the table and eating area clean; place your lunch wrappings and waste in the waste containers. Return your tray with dishes and silverware to the proper place.
7. Matters of personal hygiene (combing hair, applying makeup, etc.) are to be done in the restroom.
8. All rules of attendance and conduct apply to the lunchroom.
9. Students have three minutes to travel from their preceding class to the lunchroom. After that, they are considered tardy.
10. Students are to remain seated until the supervisor dismisses them. This will occur after his or her immediate eating area is clean and after replacing chairs before leaving.

11. Students will be excused from their lunch period only by presenting to the cafeteria supervisor a special excuse signed by another teacher.
12. Do not borrow money.

Students who fail to abide by these rules and regulations should expect appropriate disciplinary action.

This could include the student being given a seat assignment, cleanup duty, detentions issued, removal from the lunchroom or other punishment, depending upon the seriousness of the violation.

4.02 Detentions

Students may be issued detentions for violations of any school rule or district policy. The administration and/or teachers will assess situations not specifically addressed in the handbook.

Detentions will meet before or after school at the discretion of the administration and staff. Students will not be admitted after detentions have started.

1. Students must have their textbook, teacher-assigned worksheets or a school library book with them in order to be admitted.
2. Coats must be taken to detention.
3. No eating of food, candy or gum is permitted.
4. Students are to remain silent during detention.
5. Students are to remain in the room at all times during detention.
6. Students who do not serve detentions on the assigned day may be subject to further discipline.
7. Students are to remain awake and working during detention.
8. Students are expected to leave the building immediately upon dismissal and may not return.
9. Violation of detention guidelines constitutes failure to accept corrective action and is subject to further discipline.

Individual teachers may assign students to detention in their own classrooms for violations of classroom rules and regulations, and to make up work missed due to inappropriate behavior in the classroom.

4.03 Computer Hardware, StrongNet Network, and Internet Acceptable Use Policy

I. PURPOSE

The purpose of this acceptable use policy is to set forth guidelines for access to the school district computer system and acceptable use of the Internet.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student access to the school district computer system and to the Internet, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are fundamental to preparation of citizens and future employees. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district's computer system, which includes Internet access. The school district system has a limited educational purpose, which includes use of the system for classroom activities, professional or career development.

Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses that might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
 66977832. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.

66977833. Users will not use the school district system to transmit, receive, or store items containing obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
66977834. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
66977835. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
66977836. Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
66977837. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
66977838. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district computer of server system software, hardware or network infrastructure or take any action to violate the school district system's security, and will not use the school district system in such a way as to disrupt the use of the system by other users.
66977839. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
66977840. Users will not use the school district system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
66977841. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
66977842. Users will not use the school district system to violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
66977843. Users will not use the school district system for the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
66977844. Personal communication software including web based e-mail, messaging, paging, Internet telephone, or other like systems, may be used only for educational purposes.
- B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official.
- This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

VI. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's data files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that any and all data and email files maintained on the school district system may be subject to review, disclosure or discovery.

The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies conducted through the school district system.

VIII. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. By inclusion within the student handbook, it is understood by the student, parent or guardian, and school district staff, that these guidelines, as with all guidelines contained within the student handbook, are agreed upon. Parents or guardians that do not agree with this computer use policy may elect to have their child excluded from all activities involving the use of the Internet by completing an Internet exclusion form.

IX. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

X. PARENT RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephone, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents may be notified that their students will be using school district resources/accounts to access the Internet and that the school district may provide parents the option to request alternative activities not requiring Internet access.

4.04 Media Center/Computer Lab

Students are welcomed and encouraged to use the resources in the media center and computer labs. Students are expected to respect the following regulations:

1. The media center is open between 8:00 a.m. and 3:00 p.m. Students may either come to the media center with a class or obtain a pass from a teacher.
2. Handle all media center resources and equipment with care.
3. All materials must be checked out at the circulation desk.
4. Reference and reserve books may be checked out overnight.
5. Non-reference materials circulate for approximately 10 school days however, students are responsible for returning materials by the due date on their printed receipt.
6. Materials must be returned to the media center by the due date or fines will be charged. Report cards will be held until all overdue materials are returned and fines paid
7. Use the media center without disturbing others. Some appropriate uses include browsing, reading, reference use, and online computer research. Media center privileges will be restricted or lost for inappropriate behaviors.
8. Any use of computer hardware or software must be for a school related project or research.
9. Students are not permitted to copy any computer program, memory or software according to copyright laws.
10. Any tampering, altering or abuse of hardware or software is prohibited. Students are never to bring software from out of school to be introduced into school equipment. Any violation of this rule will result in the student's financial responsibility for any costs resulting from damages, repairs, replacement, etc. In addition, disciplinary action may be taken and could range from loss of privileges to possible suspension or expulsion from school, including appropriate legal action.
11. Each student will have an account on their school's server. Access to this account is necessary in order to print and to save documents to their personal folder on the server. Students are responsible for remembering their username and password.

5.00 STUDENT CODE OF CONDUCT

The *Student Code of Conduct* reflects a combination of State law and District policy that outlines the expected behaviors plus the procedures and consequences used within the District to ensure a safe and orderly teaching and learning environment is maintained. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

Students are expected to demonstrate responsible behavior at all times. Students are required to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to the approved student discipline process up to and including expulsion.

Cooperation between parents and the school is important to maintain a school climate that is necessary for students to learn. Parents are encouraged to support the actions taken by the principal or staff member. Please do not hesitate to contact school officials with questions.

DISCIPLINE PROCESS AND PROCEDURES

The District believes that discipline is the shared responsibility of students, parents, and school employees. A student's ability to practice self-discipline is an essential part of maintaining a constructive and positive school environment. School authorities may take disciplinary action with any student whose conduct at any time or in any place interferes with or obstructs the mission of the school district or the safety or welfare of students or employees.

The disciplinary actions will fit the specific code violations depending upon the severity and frequency of the offense(s). The disciplinary consequences unless specifically stated may result in, but are not limited to:

Warnings, Detentions, 2hr Detention, Suspension, or Expulsion

Note: Specific infractions of the Student Code of Conduct may result in a complaint being made to the Strongsville Police Department and possible referral to the court authorities.

Physical Restraint

According to the Ohio Revised Code (3319.41), "A person employed or engaged as a staff member, teacher, principal, or administrator in school, whether public or private, may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within control of the pupil, for the purpose of self defense, or for the protection of persons or property." *The use of physical restraint is considered to be a last resort.*

Police Involvement – Questioning Students

The Strongsville City School District shall cooperate with law enforcement agencies in the conduct of their investigation providing that due consideration is given to protecting the rights of students and parents.

5.01 CODE OF CONDUCT DEFINITIONS

Tardiness is defined as a student not being in their seat after the bell rings.

Class Cutting is an absence of ten minutes or more from any assigned period.

Truancy is defined as being absent from school without school authorization. An absence from an assigned period that is not approved by the school administration will be unexcused. Such an absence may be with or without parental knowledge.

Emergency Removal is when a student is removed from the school setting without the formal suspension and expulsion procedures because it is determined that his/her presence poses continuing danger to persons or property or an on-going threat of disrupting the academic process. A student so removed may be suspended and/or expelled through a due process hearing, which must be held within 72 hours after removal.

Suspension is defined as an unexcused absence that results from the removal of a student from curricular activities and denial of the opportunity of a student to participate in extracurricular activities for a period of not more than ten (10) consecutive school days.

The Superintendent or Principal authorizes a suspension. Suspension is very serious and may lead to a recommendation for expulsion and a court referral if repeated situations persist.

The procedure for suspension is as follows:

- A student will be given a written notice of the intent to suspend which includes the specific reason(s) for the action.
- A student will be given the opportunity to appear at an informal hearing to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions.
- Suspension may be invoked immediately after steps 1 and 2 above.
- Within 24 hours after the time of suspension, a written notice will be provided to the student and the parent, which includes the reasons for such suspension and the right to appeal the action.
- Each student has the right to be represented at the appeal hearing by a representative of choice.
- For suspensions, students are expected to make up missed assignments/assessments for credit.

Expulsion is defined as a removal of a student from school curricular activities and the denial of the opportunity of a student to participate in extracurricular activities for a period of time up to eighty (80) school days. The Superintendent authorizes an expulsion.

The expulsion may extend into the following school year/semester. Students expelled for more than twenty (20) school days may be requested to participate in community service.

A student will be given a written notice of the intent to expel which includes the specific reason(s) for the action. Parents are advised of the intended action by telephone, when possible, and a copy of the notice is mailed within 24 hours which informs the student and the parent of:

- A formal hearing scheduled to be conducted not sooner than three days no later than ten days from the date of the notice to expel.
- The time and place of the hearing.
- The reason(s) for the intended expulsion.
- The right of the student or the parent to challenge the reason(s) for the intended expulsion or explain the student's actions.
- The right to be represented at the hearing by a representative of choice.

During a period of removal, suspension, or expulsion, the student may not enter into any school building or be on the premises of a building owned by or being used by the Strongsville City School System, nor may the student attend or participate in any school related activities.

5.02 GUIDELINES FOR BUS CONDUCT

Students riding District buses shall observe all rules relative to student conduct and safety. Riding on District buses is a privilege which can be denied to students for serious or repeated violations of conduct or safety rules. Behavior at bus stops is also under District rules, as it is considered to be a part of the bus ride.

Students will be assigned a seat to sit in to and from school. Students shall be expected to conduct themselves in a responsible manner while boarding the bus and while departing the bus. While riding the bus students will behave with classroom conduct.

Bus Safe Riding Rules

- Students shall arrive at the bus stop before the bus is scheduled to arrive.
- Students must wait in a designated place of safety, clear of traffic and away from the bus stop. Students must listen for directions or instructions from the driver.
- Behavior at the bus stop must not threaten life, limb, or property of any individual.
- Students must go directly to an available or assigned seat.
- Students must remain seated, keeping aisles and exits clear.
- Students must maintain classroom conduct and obey the driver promptly and respectfully.
- Students must not use profane language.
- Students must refrain from eating and drinking on the bus except as required for medical reasons.
- Students must not use tobacco on the bus.
- Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- Students must not throw or pass objects on, from, or into the bus.
- Students are to carry only objects that can be held in their laps.
- Students must board or leave the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- Students must not put head or arms out the bus windows.

Bus Student Code of Conduct

- Yelling;
- Throwing Objects;
- Sitting with feet in aisle;
- Standing or moving about while bus in is motion;
- Fighting;
- Verbal abuse;
- Profane or obscene language;
- Destruction, slashing or ripping of bus seats;
- Eating or drinking on the bus;
- No use of tobacco on the bus;
- No alcohol or drugs in their possession on the bus except prescription medication required for a student;
- Distraction of driver that may endanger students; and
- Other offenses or violations prohibited by Board policy and code of conduct.

The bus driver may use one or more of the following levels of discipline. The disciplinary consequences unless specifically stated may result in discipline ranging from:

- Orally warn student of infraction of rules and possible consequences.
- Assign student to front area of the bus for a period of time.
- Report the student to an administrator on the "Bus Conduct Report" form.

Suspension Guidelines of Student Riding Privileges on the Bus (less than 24 hours)

- An administrator shall notify the parent or guardian by telephone or in person of the temporary removal from the bus.
- No temporary suspension of riding privileges shall take place until the parent or guardian has been personally contacted by an administrator.

Suspension of a Student from Bus Privileges may be enacted by the principal to a maximum of ten (10) school days per each incident.

- An administrator shall give the student oral and written notice of the charges and shall give the student an opportunity in an informal hearing to challenge the reasons for the intended suspension or explain his/her actions.
- An administrator will notify the parent or guardian by telephone and/ or in person of the suspension and shall notify the parent or guardian by U.S. Mail.
- No suspension of riding privileges shall take place until personal contact has been made to the parent or guardian by an administrator.

Expulsion of a Student from Bus Privileges shall be in accordance with District policy regarding expulsion (see above).

5.03 BULLYING PREVENTION PHILOSOPHY

The District believes that each student has the right to a safe and healthy school environment – an environment where all students are allowed to share their ideas, their likes and dislikes, and be themselves. The school(s), parents/guardians and community have an obligation to promote mutual respect, tolerance, and acceptance.

We believe a student shall not intimidate or harass another student through words or actions. These beliefs apply whenever a student is on school grounds, traveling to and from school or a school sponsored activity or during a school-sponsored activity.

5.04 SCHOOL RULES

Violations of one or more of these items may result in suspension or expulsion.

1. Verbal Assault of a Student/Staff Member

A student will not verbally assault another individual. Verbal assault is language that is abusive or provocative (to incite, to anger, to stir up) towards another person.

2. Physical Assault of a Student/Staff Member

A student will not knowingly cause physical harm to another person, or behave in such a way that could cause serious physical harm to another person.

3. Fighting

Students will not engage in fighting. Fighting is two or more students that engage in physical conduct (e.g. pushing, shoving, slapping, kicking, and punching) that may lead to harm to the involved individuals or to bystanders. Any student involved in instigating others to engage in a physical conflict will be determined to be an active participant and subject to consequences.

4. Disrespect and/or Insubordination to School Personnel

All school personnel will be addressed in a proper manner. Dr., Mr., Mrs., Ms., or Miss is proper forms of address. Students talking back, arguing, or making any disrespectful comments directed at or about staff members will not be tolerated. A student will be considered insubordinate if they disregard or refuse to obey reasonable requests or directions given by school personnel.

5. Use of Profane, Vulgar, or Abusive Language or Gestures

A student will not use profane, vulgar, or abusive language or gestures.

6. Bullying

A student will not repeatedly intimidate or harass another student directly or indirectly through words or actions.

7. Threats

A student will not knowingly make a threatening remark and/or gesture towards student(s) or staff.

8. Frightening, Degrading, and Disgraceful Acts

A student or group of students will not engage in or encourage any other student to engage in behavior that frightens, degrades or disgraces any person.

Prohibited behavior includes, but is not limited to, slurs, epithets, profanities, jokes or other verbal or physical conduct based on a person's race, national origin, religion, disability, gender, sexual orientation, or age.

9. Hazing

Strongsville City Schools prohibits hazing at school or any school sponsored event or trip. Hazing is defined as doing any act or coercing another in connection with initiation into any student or other organization, which causes or creates a substantial risk of mental or physical harm.

10. Show of Affection or Sexual Misconduct

Students will not engage in public displays of affection. Students will not engage in any sexual contact or conduct while on school premises (including buses) or attending any school event or function.

11. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when such conduct has the purpose or effect of interfering with the individual's learning environment or interfering with one's ability to participate in or benefit from a class or an educational program/activity. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples may include, but are not limited to: unwelcome sexual propositions, invitations, solicitations, and flirtations; unwelcome verbal or non-verbal expressions of a sexual nature; sexually suggestive objects, pictures, videos, audio recordings or literature which may embarrass or offend individuals; unwelcome and inappropriate touching, patting, pinching, or obscene gestures; a pattern or conduct that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; or remarks speculating about a person's (or one's own) sexual activities or sexual history.

12. Disruptive Behavior

Students are expected to demonstrate behaviors that are conducive to a positive learning environment throughout the school day. Students will not act or urge other students or persons to act in such a way as to cause disruption or obstruction of any lawful mission, process, or function of the education process, including but not limited to curricular and extracurricular activities.

13. Dishonesty

A student will not misrepresent the truth either orally or in writing. Students will be expected to cooperate and to be honest concerning violations of the Code of Conduct. Students will not give or assist in giving false or fictitious accounts to any school official, police official, fire official, or other person acting in an official and lawful capacity.

14. Academic Dishonesty

Under no circumstance will one student use or attempt to use the work of another student, or misuse copyrighted materials on an assignment. This includes but is not limited to looking at someone else's work, using unauthorized materials during a test/quiz, putting one's name on another's work, or talking during test/quiz. It is equally dishonest for a student to provide information or work to another student who knowingly takes credit for such work or information.

15. Portable Communication Devices

Portable communication devices (PCD) such as cellular phones, digital music/video players, and handheld video games, etc. are to be kept out of sight and turned off during the school day unless otherwise approved by an administrator. Administrators may make exceptions to this rule based on a student's individual circumstances. The school district will not be responsible for lost, damaged, or stolen property.

Except as authorized by a teacher or administrator, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds and/or images of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures or other pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall receive consequences in accordance with our Student Code of Conduct. If the violation involves potentially illegal activity, the PCD may be confiscated and turned-over to law enforcement.

Students are also prohibited from using a PCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their PCDs to receive such information.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

16. Theft of Property

A student will not take or attempt to take into his/her possession the property of another.

17. Vandalism or Damage to Personal, Private, or School Property

Students will respect the personal property of all students and staff. Students will respect the property owned by the Strongsville Board of Education. A student will not cause damage to or deface the property of others or property owned by the Strongsville Board of Education. Involved students and their parents may be liable for payment for the cost to repair or replace any such damaged property.

18. Possession, Use, and Transmission of Tobacco Substance

A student will not possess, smoke, use or transmit any tobacco substance and/or electronic, “vapor,” or other substitute forms of cigarettes on school grounds or at any school-sponsored activities.

19. Possession, Use, and Distribution of Alcoholic Beverages, Drugs, Drug Paraphernalia, and Counterfeit Controlled Substances

Students will not possess, use, sell, or transmit any alcoholic beverage, drug, or drug paraphernalia on school property. Students will not be under the influence of any alcoholic beverage or drug on school property

20. Potentially Dangerous Objects

Students will be expected to keep all dangerous weapons or dangerous instruments off school property. A student will not possess, handle, transmit, or conceal any weapon, explosive device, or object that an administrator might consider capable of harming a person or property (e.g. pocket knives, sharp metal objects, laser devices, or foreign objects such as tools that could be used to inflict harm or damage property; “look-a-like” weapons; lighters; etc.) Use of any object or material in an unsafe manner may result in disciplinary action.

21. Leaving the School Building/Assigned Area without Permission

A student will not leave the school building/assigned area before dismissal without first obtaining consent of the appropriate school administrator/designee, except where school policy otherwise provides.

22. Unauthorized Sale or Distribution – Non-Drug Related

A student will not sell, distribute, or attempt to sell or distribute any object or substance on school premises that has not been properly authorized for sale or distribution.

23. Gambling

A student will not engage in any form of gambling on school premises (including buses) or while at any school sponsored activity.

24. Abuse of Computer Hardware and/or Software, and/or Technology Systems

A student will not abuse the District’s hardware or software including, but not limited to, the following: tampering with computer programs (when such programs are commercially prepared or belong to another student or faculty member); using equipment to make unauthorized or illegal duplicate copies of computer’s software; damaging or destroying computer hardware or software; establishing computer contact with school district restricted computer networks, databases, proxy servers or websites; and using computer facilities of the school district for purposes unrelated to the instructional program of the district unless written permission from a school official has been obtained. Use of the Internet must occur within the guidelines established by the District Acceptable Use Policy.

25. Trespassing on School Property

Students will only be permitted on school property to attend classes or other school activities. Students under suspension will only be permitted on school property with prior approval of school authorities. Any students found on school property without authorization shall be considered trespassers.

26. False Alarm (e.g. Fire, Bomb, 911)

A student will not attempt to disrupt school in any manner by illegally pulling or attempting to pull a fire alarm, falsely calling emergency 911, or making a threat that causes the evacuation of the school building or school bus. Police may be contacted.

27. Violations of State or Federal Laws on School Premises or at School-Sponsored Activities

A student will not violate any law or ordinance when on school premises (including buses) or at any school-sponsored activity.

28. Failure to Accept Consequences

Consequences are assigned to students as a measure to correct inappropriate behavior. Students failing to serve assigned consequences shall be held accountable and this infraction could lead to additional consequences.

29. Misconduct Affecting School Officials and Employees

Students shall refrain from acts which may cause injury or embarrassment to, or the loss or damage to the property of, school district officials or employees, whether on or off school property. Students shall comply with all state laws and municipal ordinances with regard to their conduct toward the person or property of school officials or employees .

30. Failure to Follow School Rules and Policies

In recognition that any list of prohibited conduct cannot encompass every conceivable action that may properly be subject to discipline, the authority to administer discipline for conduct not specifically set forth in this Code of Conduct will be at the discretion of the administration.

31. Repeated Acts of Misconduct

All students are expected to refrain from repeated violations of the Student Code of Conduct. Any student who repeatedly violates the rules and regulations of the Student Code of Conduct may be subject to additional consequences.

6.00 CO-CURRICULAR

6.01 Athletics

The Strongsville City Middle Schools participate in football, basketball, wrestling, cross country, volleyball, and track. Doctor's notes for physical education will also apply to athletics.

6.02 Disclosure of Directory Information

The following personally identifiable student information shall be designated as Directory Information and may be subject to limitations of the subsections listed below:

Student's name, address, telephone listing, date and place of birth, school of attendance, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational institution or agency attended by the student.

Directory information shall not be disclosed to persons or groups for use in a profit making plan or activity, or when release of such information would not be in the best interest of the student or the district. PTA officials and booster officials may receive names, addresses, and telephone numbers of students and their parents/guardians.

Parent, guardian, or student age 18 or older shall have the right to refuse to permit the disclosure of any or all of the categories designated above, provided, however, that such information shall be released to law enforcement officers who indicate that they are conducting an investigation.

Request for limiting or denying designation and disclosure shall be in writing and must be received by the Director of Pupil Services no later than ten (10) days following annual publication of the existence of these procedures, or not later than ten (10) days following the enrollment of a student in the Strongsville City School District.

6.03 Eligibility

Middle School athletics and co-curricular participants will follow the standards set up by the Ohio High School Athletic Association and further modified by the Strongsville Board of Education. Eligibility will be according to the students' grades and conduct. Eligibility will be determined by examining each nine-week grade period independent of prior grading periods.

Rules for eligibility for fall co-curricular activities will be based upon students' grades from fourth quarter from the previous school year. All incoming seventh graders will be eligible for fall co-curricular activities.

However, students entering eighth grade or ninth grade must meet eligibility requirements for fall co-curricular activities that will be based upon grades from the fourth quarter of the previous school year.

Due to the high standards and scope of leadership, Presidents and/or leaders of school clubs, organization, teams or classes will be required to meet the eligibility requirements set forth by the advisors.

It is the belief of the Strongsville Schools that students participating in student activities should be held to a higher standard. The policy of responsible student behavior seven days a week, 24 hours a day, 365 days per year will be an expectation.

The requirements for student participation are as follows:

1. No use, purchase or possession of alcohol, mind-altering chemicals, build- altering chemicals, or tobacco.
2. Adherence to the student handbook and board policies.
3. Adherence to the rules established by coaches and advisors.
4. Minimal grade point average expected.

6.04 Extra Curricular

Extracurricular activities are available to students in the form of clubs, organizations and intramurals. The following apply:

1. Clubs may meet before or after school. Students are responsible for their own transportation.
2. Activities are organized according to student interest and availability of faculty advisors.
3. All school rules will be in effect during meetings and activities.
4. Students are expected to maintain a good standard of conduct. Consequences for unacceptable behaviors may include removal from the group and/or activity. It could also include further disciplinary action as deemed necessary and appropriate.

6.05 Identification of Talented and Gifted Students

DEFINITION

“Gifted” means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience or environment and who are identified under division (A), (B), (C), or (D) of section 3324.03 of the Ohio Revised Code.

DISTRICT IDENTIFICATION PLAN

The district accepts referrals, screens and identifies, or screens and reassesses students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creative thinking ability, and/or visual and/or performing arts. The district must follow policy and procedures established in Ohio Administrative Code 3301-51-15. These rules specify that assessment instruments must come from the list approved by the Ohio Department of Education.

IDENTIFICATION PROCESS

The district provides at least two opportunities each year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents or other children.

- **Referral**

Children may be referred on an ongoing basis through achievement and/or ability testing, teacher or other education professional nominations, parent or student nominations, and reviewing student records for documented superior performance. All screening information obtained from parents, teachers and district test data is gathered by the Coordinator of Gifted Services. Referrals must be submitted to the Office of Curriculum by October 1 for inclusion in the fall assessments or February 1 for inclusion in the spring assessments.

- **Screening**

The district ensures equal access to screening and further assessment of all district children, including culturally or linguistically diverse children, children from low socio-economic backgrounds, children with disabilities and children for whom English is a second language. All students will be screened for superior cognitive ability, specific academic ability in mathematics and reading, and creative thinking using assessments from the Ohio Department of Education list of approved assessments at least once prior to the end of second grade and at least once after the completion of second grade but prior to the end of sixth grade.

- **Identification**

When the screening assessment has been completed, if the data obtained is from an approved identification instrument and the score meets cut-off scores specified in department of education guidance, the identification decision is made, parents and teachers are notified, and student’s educational needs are determined. Identifications remain in effect for the remainder of the student’s K-12 school experience.

- **Reassessment**

When the screening assessment has been completed, if the data is from an approved screening instrument or from an identification instrument on which the student is within a district-specified range below the identification score, re-assessment for possible identification occurs.

SERVICE

From the identification, different types of services are available for identified students. In each instance, the Curriculum Office recommends classroom placement based on each student’s academic needs.

All assessment instruments and criteria for service are specified in a district policy and plan for identification. Information regarding gifted assessment, identification and services may be found on the District website at www.strongnet.org (<http://www.strongnet.org/Page/29>) or by contacting the Coordinator of Gifted Services at 440-572-7009.

6.06 Insurance

The Strongsville School District does not insure students injured on school grounds or at school activities. Insurance is available, however, to all students desiring it.

Students who intend to participate in athletics or intramurals must have insurance or their parents must sign a waiver.

6.07 Organization Removal

Students may be removed from an organization or team for:

1. Failure to maintain a required grade point average (where applicable) and/or,
2. Violation of any school rules, organization rules, athletic codes of conduct or the Board of Education Policy.
3. Repeated offenses (see Section 4.03 General Rules and Regulations)

6.08 School Dances

1. Only Strongsville Middle School students will be permitted to attend dances at their home school.
2. Student code of dress is in effect for all dances.
3. All school rules and regulations are in effect during the dance.
4. Students will not be permitted to leave dances before the end unless arrangements are made in advance. A parent should come to the door to pick up their child.
5. **Students should arrange to be picked up within 15 minutes of the end of the dance.**
6. School administration has the right cancel a dance should extenuating circumstances arise. Dances could also be canceled if/and not limited to, school is canceled or if adequate chaperones are not secured 24 hours in advance.
7. School attendance regulations apply. See section 2.01 of this handbook.

6.10 Student Council

Student Council is an organization composed of four officers and elected representatives from the student body. The Council is organized to promote leadership and good school spirit among the students and to establish a good understanding between the faculty and student body. The four officers are elected in the spring and the representatives are selected during the first few weeks of school in the fall.

6.11 TITLE IX.

The Strongsville Board of Education is an equal opportunity employer and does not discriminate on the basis of sex, race, religion, age, disability, handicap or national origin in employment, and in the educational programs and activities that it operates.

Inquiries and grievances regarding compliance with the above acts and title may be directed to Compliance Officer, Strongsville City Schools, Human Resources Department, 18199 Cook Avenue, Strongsville, Ohio 44136.

Telephone: (440) 572-7035.

Information Regarding Student Participation on Ohio state tests from the Ohio Department of Education and Strongsville City Schools

Student Participation in Testing:

Federal and state laws, as well as Strongsville City Schools Board Policy, require all districts and schools to implement state testing to all students in specific grades and courses. For specifics, please visit: <http://education.ohio.gov/Topics/Testing>

The Importance of Testing:

State tests are critical for measuring student learning and ensuring that all of our students receive a high-quality education. The results from state tests are a measure we use for shared accountability for our district, schools, and teachers to ensure we are providing the best education possible for our students to be college and career ready. Some tests, such as those used for the Third Grade Reading Guarantee, are mandated to be passed prior to the student moving on.

Parent/Guardian Refusal for Participation in State Tests:

Please note that the district does not provide staffing to offer an alternate location for any student opting out of testing. If your child is in attendance on the day(s) of the test, he/she will be provided a device on which to test. If your child is not present at school during testing sessions due to opting out of participation in state tests, this absence will be considered unexcused.

If you have questions specific to testing procedures in your school, please contact your child's building principal. Please direct questions about state laws and policies on state testing to: statetests@education.ohio.gov.

Strongsville City Schools Notice for Directory Information Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Strongsville City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Strongsville City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Strongsville City Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Strongsville City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30 of each school year. Strongsville City Schools has designated the following information as directory information:

- Student's name; Photograph/Image**
- Participation in officially recognized activities and sports**
- Address**
- Telephone listing**
- Weight and height of members of athletic teams**
- Date and place of birth**
- Major field of study**
- Degrees, honors, and awards received**
- Dates of attendance**
- Grade level**

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Reference: Strongsville City Schools Board of Education Policy 8330

Strongsville City Schools Notification of Rights under FERPA for Elementary and Secondary Schools

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal or Director of Pupil Services a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal or Director of Pupil Services, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Reference: Strongsville City Schools Board of Education Policy 8330

Strongsville City Schools Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

· *Receive notice and an opportunity to opt a student out of*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

· *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Strongsville City Schools has adopted a policy (Strongsville City Schools Board of Education Policy 2416), in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Strongsville City Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Strongsville City Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Strongsville City Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520