

# STREETSBORO MIDDLE SCHOOL



## Student Handbook 2010-2011

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

### STREETSBORO MIDDLE SCHOOL

1951 Annalane Drive  
Streetsboro, Ohio 44241  
(330) 626-4905

#### Phone Directory

Steve Hatch – Principal (330) 626-4905 (Press 5)

Diane Lee – Secretary (330) 626-4905 (Press 3)

Guidance – (330) 626-4905 (Press 4)

Attendance Office – (330) 626-4905 (Press 1)

Fax – (330) 626-8104

Safe Schools Hotline – 1-800-418-6423

District Website: <http://www.streetsboroschools.com>

### Streetsboro Board of Education

*Cynthia Pennock-Hanish - Board President*

*Andrew Lesak - Board Vice President*

*Denise Baba - Board Member*

*Kevin Grimm - Board Member*

*Brian Violi - Board Member*

*Linda T. Keller - Superintendent of Schools*

*The mission of Streetsboro Middle School is to provide a high-quality education in a supportive and safe environment that promotes self-discipline, motivation, and excellence in order for students to become independent and successful in a diverse world.*

## **Forward**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Guidance Counselor. This handbook supersedes all prior handbooks and other written material on the same subjects.

## **Mission Statement**

The mission of Streetsboro Middle School is to provide a high-quality education in a supportive and safe environment that promotes self-discipline, motivation, and excellence in order for students to become independent and successful in a diverse world.

## **Equal Education Opportunity**

It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the school district's compliance officers list below:

Ms. Lisa Shannon  
1895 Annalane Dr.  
Streetsboro, OH 44241  
330-422-2480

The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. The compliance officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

## **Athletics and Student Activities**

Streetsboro Middle School provides students the opportunity to broaden their learning through co-curricular-related activities. A co-curricular-related activity may be required for a particular course, and/or contain school subject matter.

The School has many student groups that are authorized by the School. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

Authorized groups include: Band & Chorus, , Diversity Club, Garden Club, Jugglers Club, PANDA, Ski Club, and Student Council.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

## Athletics

Streetsboro Middle School provides a variety of athletic activities in which students may participate; providing they meet any eligibility requirements that may apply. The following is a list of athletic activities currently being offered. For further information, contact the Athletic Director, at 330 626-4902.

7 <sup>th</sup> & 8 <sup>th</sup> Grade Cheerleaders (Fall and Winter)	7 <sup>th</sup> & 8 <sup>th</sup> Grade Cross Country (co-ed)
7 <sup>th</sup> & 8 <sup>th</sup> Grade Football (boys)	7 <sup>th</sup> & 8 <sup>th</sup> Grade Volleyball (girls)
7 <sup>th</sup> & 8 <sup>th</sup> Grade Soccer (girls)	7 <sup>th</sup> & 8 <sup>th</sup> Grade Basketball (boys)
7 <sup>th</sup> & 8 <sup>th</sup> Grade Basketball (girls)	7 <sup>th</sup> & 8 <sup>th</sup> Grade Wrestling
7 <sup>th</sup> & 8 <sup>th</sup> Grade Track (boys and girls)	

Participation in interscholastic athletics is a privilege. With this in mind, students are expected to follow the rules governing participation as established by the Ohio High School Athletic Association, and those developed locally by the district and coaches.

**ELIGIBILITY WILL BE DETERMINED BY THE PRECEDING GRADING PERIOD. THE STUDENT MUST BE PASSING 75% OF ALL SUBJECTS, AND HAVE EARNED AT LEAST A 1.5 GRADE POINT AVERAGE.**

**A student must be in attendance at least one-half day to participate in practice or a contest.** In addition, students who are suspended or expelled from classes may not participate in sports or extra –curricular activities during the time for which they are suspended or expelled.

## Athletic Participation Fee

The participation fee will be due after the fifth (5) official practice. Refunds will be granted as follows: If the student quits before the first interscholastic competition, a 50% refund will be given. If a student quits after the first interscholastic competition there will be NO REFUND. If a student is removed at any time, NO REFUND will be given. For any student who suffers a season-ending injury, refunds will be determined on a case-by-case basis.

## Extra-Curricular Attendance

Student attendance at extra-curricular activities such as athletic contests, dances, concerts, and programs is a privilege. The PTC (Portage Trail Conference) has set policies for spectator behavior and we are subject to enforcement of these policies. They are posted in our gyms and at all PTC schools. All students are reminded that attendance at these events may be taken away for disruptive behavior. This applies to all activities at all schools in the District.

## Student Government

Students have the opportunity to participate in government through the Streetsboro Middle School Student Council. Student Council functions primarily as a service organization that promotes school spirit and other school activities.

## Attendance Regulations

Attending school is both necessary and the law (ORC 3321.04). State law requires school attendance until the age of eighteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. **(Refer to Board Policy 5200)**

## Notification of Absence

If a student is going to be absent, the parent/guardian must contact the school attendance officer/secretary at **330 626-4905** and provide an explanation for the child's absence.

**The following are valid reasons, according to Ohio Law, for not being in school: Personal illness, illness in the family, quarantine of the home, death of a relative, observance of a religious holiday, doctor or dental appointment (for travel and office time), and other emergencies and circumstances deemed as having a good and sufficient cause by the administration.**

If a call is not received, the school will attempt to contact the parent/guardian at home or work. If prior contact is not possible, the parent/guardian should provide a written excuse from himself or herself, a doctor, or a court of law **within two school days**.

If the school is unable to contact you and no note is provided upon the student's return to school or within the two day limit, the absence will be considered unexcused. If the absence of a student appears to be questionable or excessive, the school has the right to require a doctor's note for the absence(s).

Three consecutive days of absence may require a doctor's note to confirm a student's illness.

**A student may miss up to 10 excused days within the school year (vacation days are included in these 10 days). Anything over 10 days is considered excessive and a written excuse from a doctor or court of law is required. A parent/guardian call and/or note will not be accepted in this situation and the student will be marked unexcused. Portage County Juvenile Courts consider the following guidelines for excessive unexcused absences:**

**Habitual Truancy:**

- **5 consecutive unexcused days**
- **7 unexcused days in a month**
- **12 unexcused days in a school year**

**Chronic Truancy:**

- **7 consecutive unexcused absences**
- **10 unexcused absences in a month**
- **15 unexcused absence in a year**

**Excessive unexcused absences will be referred to Portage County Juvenile Courts following the above attendance guidelines.**

**Excused Absence**

An excused absence allows the student to make up all possible work for 100% credit. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs, classroom participation, presentations, or skill-practice sessions cannot be made up and as a result, may negatively impact a student's grade. Students will have the same number of school days as the number of school days missed to make up their work and assessments. Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a Proficiency Test or other standardized test, the student should consult with the Guidance Counselor to arrange for taking the test.

Student work will not be sent home with another student nor will it be ready to be picked up in the office by a family member until the student has missed at least three (3) consecutive school days. The Parent/guardian should contact the main office secretary at **330 626-4905** at least twenty-four (24) hours prior to wanting the work to be picked up.

A student who has been suspended shall be given the opportunity to make up work that has been missed. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. Make-up work due to suspension must be completed by the time the student returns to school.

## **Unexcused Absence**

Any student, who is absent from school for all or any part of the day without a note/phone call or with an excuse from a parent/guardian that is not listed above in the bolded and underlined section, shall be considered an unexcused absence. If the student is unexcused, the student shall not receive any credit (0 %) for school work (including assessments and projects) missed during that unexcused absence(s).

## **Extended Absences / Vacations**

Parents are encouraged not to take their children out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

A request for an extended absence must be submitted to the office using the Extended Leave Form **PRIOR TO THE ABSENCE** (5 school days is recommended unless extenuating circumstances arise). The leave may or may not be approved. A maximum of five (5) days may be excused, unless extenuating circumstances arise and prior approval from the principal is obtained. All assignments must be turned in within two days of the student's return to school, unless other arrangements have been made with a teacher.

## **Early Dismissal**

**No student will be released to a person other than a custodial parent(s) without prior written permission on the emergency medical authorization form, or other legal authorization.**

The note/phone call by the custodial parent must indicate the time, date, and reason for the early dismissal. Parents must sign out their student, and if returning on the same day, must sign their student back in at the main office.

**ANY STUDENT WHO LEAVES THE BUILDING WITHOUT PROPER AUTHORIZATION SHALL BE DISCIPLINED ACCORDINGLY AND CONSIDERED UNEXCUSED.**

## **Tardiness**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the School office before going to his/her first assigned location. In general, all tardies are considered UNEXCUSED, however, lateness for reasons specified under excused absences will be excused if accompanied by a parent. Students who are tardy to school more than three times in a semester will receive a detention on the third tardy. Successive three tardies may result in another detention or After-Hours Restriction.

(NOTE: Students arriving to school after 9:30 AM or leaving the building before 1:00 PM will be considered absent one half (1/2) day.)

Students are expected to be in class on time. Tardies to class will be documented by the classroom teacher. On the third tardy to a class, a detention will be issued. Chronic tardiness to class, uncorrectable by detention, will be referred to the Office for more serious consequences.

## **General Information**

### **Advertising Outside Agencies**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

The School has a central bulletin board located in the front hall which may be used for posting notices after receiving permission from the Principal.

## **Cafeteria**

The school participates in the National School Lunch Program and makes lunches available to students for a fee.

Mealpay Plus.com is a registered website that can be used to create a free, secured account for your child. A link on the district website [www.streetsboroschools.com](http://www.streetsboroschools.com) will permit parents to set up an account using their child's PIN number. Balances and deposits may be checked as needed. Deposits into your child's account may be made by using a credit or debit card. A convenience fee of 4.75% of the total transaction will be charged. Your child may also bring a check or money to the school and it will be deposited into their account which does not involve a fee. Paying for school lunches has been made easier with Mealpay Plus because the accounts may be monitored from home. **Individuals may be eligible for free or reduced lunch based on the family size and income. Applications for this program will be sent to you in a packet on the first day of school. Please look at the application and call Mrs. Wheeler at 330-626-4900 extension 1510 if you have any questions. It is very important to our school and the district to have these forms filled out each year.**

### **Cafeteria Rules:**

1. Students may sit at whatever table they wish, but must stay at that table for the duration of the lunch period.
2. Students are expected to clean-up the area in which they sat during the lunch period, and will not be dismissed until their area is clean.
3. Students are required to ask permission to leave the cafeteria area.
4. **Students are expected to follow the instructions of the adult monitors**

## **Enrolling in the School**

Students are expected to enroll in the attendance district in which they live.

If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it should be initiated through the home school.

Students that are new to Streetsboro Middle School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar document
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of immunizations

In some cases, a temporary enrollment may be permitted by the superintendent, e.g. a change in custody or proof that a home is being built in the district. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Guidance Counselor will assist in obtaining the transcript, if not presented at the time of enrollment. Any student who is under a period of suspension or expulsion from another district may be denied admission to the Streetsboro City Schools while under removal.

## **Emergency Closings and Delays**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations: Television Stations 3, 5, 8, & 19. Radio Stations F.M.: WGAR 99.5, WONE 97.5, WQMX 94.9, WKDD 96.5 - AM, WAKR 1590, & WWWE 1100, WSTB 88.9, and Streetsboro Cable Channel 16. Students and families will also be notified by the First Alert Call-Off System and the district web site ([www.streetsboroschools.com](http://www.streetsboroschools.com)).

Parents and students are responsible for knowing about emergency closings and delays.

**Field Trips** (Board Policy 2340)

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School’s co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. The Student Code of Conduct applies to all field trips. In general, request forms may need to be returned one (1) week prior to a trip. Deadlines will be made clear. Failure to comply with a deadline may remove a student from attending. Attendance rules apply to all field trips. While the District encourages the student’s participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend. Students who violate school rules may lose the privilege to go on field trips and or class trips. For example, students who receive an out of school suspension may forfeit participation in the Washington DC trip. Field trips are subject to Board approval.

**Fire, Tornado and Emergency Drills**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of horn blasts.

The school will also conduct periodic safety and evacuation drills.

**Grades / Homework**

Streetsboro Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher. Final grades are an average of the two semester grades. The school uses the following grading system:

90	to	100	=	A	Excellent Achievement
80	to	89	=	B	Good Achievement
70	to	79	=	C	Satisfactory Achievement
60	to	69	=	D	Minimum-Acceptable Achievement
59	to	0	=	F	
				I	Incomplete

Regarding band and chorus, students who wish to change their schedules must do so during the first three weeks of school. Any student who drops either of these two subjects after the time period will receive a failing grade.

**Homework** (Board Policy 2330)

The assignment of homework can be expected. Homework refers to those assignments to be prepared outside of school by the student or independently while in attendance at school. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student’s preparation for the achievement tests and graduation, and serves a valid learning purpose.

Homework will not be used for disciplinary reasons but only to enhance the student’s learning.

**Student Assessment**

To measure student progress, students will be tested in accordance with State standards and District policy. All students are expected to participate and be proficient in the appropriate Ohio State mandated Achievement Test.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the Guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. Streetsboro Middle School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### **Interim Reports**

Students may receive an interim progress report for each subject at the mid-point of each grading period. This report may include such topics as effort, attendance, behavior, strengths, weaknesses, and/or approximate grade. Interim reports will be mailed home.

### **Retention Criteria**

A student who fails two or more subjects may be retained in the current grade. A student may take only one (1) course for credit in an approved Summer School program. If completed successfully, the student may be placed in the next grade at the discretion of the Principal.

### **Student Health**

The Clinic is for the use of anyone who becomes injured or ill while at school. A student who feels ill must report to class, obtain a pass, and report to the office. Students are not permitted in the Clinic without following this procedure. A student may not stay in the Clinic more than fifteen (15) minutes without special permission.

If an illness or injury is deemed serious, the office secretary will contact parents to arrange leaving school. Permission to leave school must be granted by the Principal's Office. Students who miss class time must have an admit slip to get back into class. ALL MISSED WORK MUST BE COMPLETED. Violation of this procedure may result in disciplinary action.

### **Control of Casual Contact Communicable Diseases and Pests.**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly- transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the School's administrative guidelines.

### **Control of Non-Casual Contact Communicable Diseases**

In the case of non-casual contact, communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## Immunizations

Each student at Streetsboro High School must have the immunizations required by law (diphtheria, measles, rubella, mumps, polio, tetanus, and hepatitis B) or have the authorized waiver. If a student does not have the necessary shots and/or waivers, the Principal may remove the student or require compliance with a set deadline.

### Immunization Summary for School Attendance

VACCINES	IMMUNIZATIONS FOR SCHOOL ATTENDANCE
<b>DTaP/DTP/DT/Td</b> Diphtheria, Tetanus, Pertussis	<b>Grades 1-12 *</b> 3-4 doses of DTaP, DTP, DT or Td or any combination. <b>Grade 7</b> 1 dose of Tdap or Td vaccine must be administered prior to entry.
<b>POLIO</b>	<b>Grades 1-12 **</b> 4 doses if a combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4 <sup>th</sup> birthday.
<b>MMR</b> Measles, Mumps, Rubella	<b>K-12</b> 2 doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
<b>HEP B</b>  Hepatitis B	<b>K-11</b> 3 doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.

\*A student who is age 7 or older, and who received Td or Tdap vaccine as the third part of the immunization series, shall not be required to receive further doses of diphtheria, tetanus, or pertussis vaccine.

\*\*Students enrolled in school on or after the 1999-2000 school year should have received a total of four doses of polio vaccine.

#### NOTES:

- The 4 day “grace” period applies to all age and interval minimums. If MMR and varicella have not been given on the same day they must be separated by 28 days with no grace period.
- The Hepatitis B, Tdap and Varicella requirements will be progressive.
- Only full doses of vaccine using proper intervals shall be counted as valid doses.
- For additional information please refer to the Ohio Administrative Code 5101:2-12-37 for Child Care, Head Start, Pre-School and the Ohio Revised Code 3313.67 and 3313.671 for School Attendance. These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

## **Injury and Illness**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

A parent will be called and students will be sent home with a temperature of 100 degrees or greater. The student should not return to school until the temperature drops below 100 without using fever reducing medications for 24 hours.

## **Prescription/Non prescription drugs (see also Appendix—Medication Guidelines)**

A medication form must be completed by the physician and the parent with instructions for administering the medication and must be submitted to the Office. Students will take prescribed medication at specified hours under supervision of Office personnel.

Students who must take drugs at school must follow required procedure. A medication form must be completed by the physician and the parent with instructions for administering the medication submitted to the Office. Students will take prescribed medication at specified hours under supervision of Office personnel.

No student is allowed to sell, carry, consume, or provide any type of over-the-counter medication for themselves or another student. Violations of this rule will be considered violations of the Student Code of Conduct.

The medication forms can be obtained from the main office or can be downloaded from the district web site.

## **Individuals with Disabilities**

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

The Streetsboro School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Middle School Principal at 330-626-4905.

## **Lockers**

A locker will be assigned to each student at the beginning of the school year. The school is not responsible for any losses that may occur; however, report all losses to the administration immediately. Lockers are school property and are loaned to the students for storage of books, clothing, and school materials.

**SCHOOL OFFICIALS RESERVE THE RIGHT TO EXAMINE SAID LOCKER AND ITS CONTENTS AT ANY TIME.**

Periodic locker checks/clean outs will be made throughout the school year. **Protect your belongings! Lock your locker.**

## **Lost and Found**

The lost and found area is in the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **Scheduling and Assignment**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation must be approved by the Principal's Office.

## **Student Fees** (Board Policy 6152)

All students at SMS are charged fees to offset the cost of consumable materials used in courses throughout the academic year. Fees are payable in the office only. Please retain your receipt for your benefit. Library fines can be avoided by returning materials on time. Failure to pay fines, fees, or charges may result in withholding grades and credit.

Annual student fees are to be paid before the end of the first nine weeks period. If you cannot pay your child/children's fees by that date, you must notify the School Office Secretary either in writing, in person, or by telephone to make some kind of payment arrangements. Failure to do this will result in withholding your child/children's report card/s during the remaining grading periods.

## **Student Records**

Many student records are kept by the teacher, counselors and administrative staff. There are two basic kinds of records: directory information, and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the principal. The following information quoted from District Policy #8330 defines directory information as:

*"The Board designates directory information as: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes."*

*"Parents and adult students may refuse to allow the district to disclose any or all of such directory information upon written notification to the district within ten (10) days after receipt of the district's public notice."*

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the Principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

### **Transfer Out of the District**

If a student plans to transfer from Streetsboro Middle School, the parent must notify the Principal. School records shall be transferred within fourteen days to the new school district. (14 days is required by missing children laws.) Parents are encouraged to contact the Principal for specific details. Any student who transfers out of the district and has committed an act that warrants an expulsion will have procedures initiated against that student.

### **Visitors**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in. Any visitor found in the building without signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to prevent any inconvenience.

**Students may not bring visitors to school.**

### **Use of School Equipment and Facilities**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

### **Use of Telephones**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **Student Code of Conduct**

A major component of the educational program at Streetsboro Middle School is to prepare students to become responsible adults and citizens by learning how to conduct themselves properly and in accordance with established standards. Student behavior is ultimately the responsibility of the student and his/her parents. Good conduct is based on the respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights of others are not violated. The students of the Streetsboro City School District will conform to school regulations and accept directions from authorized school personnel.

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed after review of the facts and/or special circumstances of the situation.

A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations. The Board of Education has a "zero tolerance" for violent, disruptive or inappropriate behavior by its students.

Violation by a student of any one or more of the following rules of conduct on school grounds, at interscholastic competitions, at extracurricular events, or at any other program or activity sponsored by the school district or in which the district is a participant may result in discipline. Students may also be subject to discipline for violation of one or more of the following rules even if that conduct occurs on property not owned or controlled by the District if the conduct is connected to activities or incidents that occurred on property owned or controlled by the District. Students may be subject to discipline for acts which cause injury or 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.

Students should note that other forms of student behavior might be considered inappropriate depending on the situation. An action that may be harmless in one circumstance may be disruptive in another. Therefore, this list is not meant to be inclusive, but rather to provide students with an idea of what is expected. The Administration therefore reserves the right to establish procedures, rules and regulations in areas where precedent has not been set.

### **Expected Behaviors**

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- Complete assigned tasks on time and as directed;
  
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in school, self, and family. This includes any event outside the normal school day that school personnel have a responsibility for such as dances, field trips, and athletic events.

The following is a list of major areas that could result in disciplinary action. An explanation of each behavior follows each behavior. Not all acts of misconduct can be itemized. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

### **Explanation of Terms Applying to the Student Discipline Code:**

*Violation of the following will subject a student to discipline up to and including permanent exclusion:*

#### **Aiding or Abetting Violations of School Rules**

If a student assists another student in violating any school rule, s/he will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

#### **Assault**

Physical assault on a staff member, student, or other person associated with the District which may or may not cause injury will not be tolerated. Injury to District officials or employees, whether on or off school property, will not be tolerated. If a student commits an act that is a criminal offense when committed by an adult and that act results in serious physical harm to persons as defined in Revised Code Section 2901, the Superintendent may expel the student for up to one year.

The Superintendent may modify the expulsion based on consideration of one or more of the following specific circumstances:

- A. A recommendation from the group of persons knowledgeable of the student's educational needs in accordance with Policy 2465 – Suspension/ Expulsion of Disabled Students.
- B. Other extenuating circumstances.

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The School may confiscate such items and return them to the student's parents.

If a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

### **Computer/Internet Regulations**

Computers are used as part of the educational process in many classrooms. All students using computers must do so under the strict guidelines and/or specific contracts of the instructor. Students not using the computer equipment as designed and intended may be subject to severe disciplinary actions as outlined in the *Student Conduct Code*. Additionally, all students using computers within the building must also understand that files and stored information may be subject to inspection at the school's discretion. There is no expectation of privacy. Students may not use any computers in the building unless they have a *Network and Internet Access Agreement for students* on file in the student office signed by both the student and parent/guardian. Students violating the policies outlined in the above-mentioned form may result in loss of privileges to use the computer and/or internet for a certain length of time, suspended from using the computer and/or internet for the remainder of the school year and/or have certain disciplinary consequences which may include suspension and/or expulsion from school. Students who maliciously or carelessly damage school technology equipment may be held liable for repair or replacement.

### **Criminal Acts**

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

### **Damaging Property**

Vandalism and disregard for school property and/or private property will not be tolerated. Loss or damage to the property of District officials or employees, whether on or off school property will not be tolerated. If a student commits an act that is a criminal offense as defined in Revised Code Section 2901, the Superintendent may expel the student for up to one year according to Board policy on expulsions. Parents are liable for up to \$10,000 in replacement costs for damages caused by their child as per Ohio Revised Code.

### **Disobedience/Insubordination**

The school staff is allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.

### **Disruption of the Educational Process**

Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events

Disruption is not limited to but includes: the use of verbal or non-verbal threats, intimidation, harassment, continuously making noise, interfering with the instructor's ability to conduct any activity.

## **Dress and Grooming**

While fashion changes; the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process, has the potential to damage property, or presents a safety risk will not be permitted.

The following styles or manners of dress are prohibited:

1. Any piece of clothing that exposes the midsection, chest, buttocks, undergarments, or is excessively revealing.
2. SHIRTS: skin-tight tops, see-through tops, halter-tops, tube tops, or midriff  
Tops (shoulder straps should be at least three fingers wide),
3. PANTS: sagging pants that would expose buttocks or undergarments (if shirt were raised to the waist), excessively long pants (pants should not extend beyond the bottom of the shoe and shall not drag on the ground), or excessively short skirts or shorts (skirts and shorts must be no shorter than fingertip length when arms are at sides).
4. Any clothing with inflammatory, objectionable, alcohol/drug-related and/or obscene language or graphics.
5. Patches in suggestive areas and torn clothing.
6. Jackets worn during class (jackets should be kept in assigned lockers).
7. Bare feet (shoes must be worn in the building).
8. HAIR: head coverings of any kind, hair that causes a disruption to the educational process (hair should be neat and clean).
9. Body jewelry, facial jewelry and attachments, and piercing (other than ears and a nose stud).
10. Chains, spiked jewelry, or safety pins.
11. Headphones, except when appropriate for class or school activities.
12. Writing on self or others.

In special programs and athletic teams, the coordinators of such programs and coaches of the teams shall have the authority to regulate student dress and grooming.

Infractions of the dress code will result in the student being removed from the educational setting and asked to remove the item in question. If the student's appearance is not immediately correctable, parents will be contacted, either at home or work, to bring acceptable clothing to their child.

**NOTE: HABITUAL OFFENDERS OF THE DRESS CODE ARE SUBJECT TO DISCIPLINARY ACTION.**

## **Drug, Alcohol and/or Tobacco Use**

The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity: sale, possession, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines and the like; and any type of drug-related paraphernalia.

### **Breath Test Instruments**

The administration may arrange for a breath test for blood-alcohol to be conducted on a student whenever the administration has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the results indicate a violation of school rules as described in this handbook, the student will be disciplined accordingly. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol use un-refuted, thus leading to disciplinary action. The student will then be given a second opportunity to take the test.

### **Consequences for Violation of Drug and Alcohol Policy:**

- Mandatory suspension for 10 days, with a recommendation to superintendent for expulsion for up to 80 school days, and recommendation to the superintendent for exclusion under certain circumstances.
- Mandatory social probation for 30-90 days,
- Referral to local law enforcement officials.
- Possible referral to juvenile authorities/agencies, including Portage County Juvenile Court. Many drug abuse offenses are also felonies.
- If a student is expelled for violating this rule, the superintendent may choose to defer expulsion if the student and parent/guardian agree that (A) the student will participate cooperatively in a Community Intervention Insight Group, and (B) comply with all recommendations of the Insight Group Leaders. Failure to fulfill the commitment described in (A) and (B) above will result in immediate expulsion.

### **Use of Tobacco**

The School prohibits the sale, distribution, purchase or attempt to purchase, possession, and/or use of any form of tobacco product (including: cigarettes, clove cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contain tobacco, in addition to the papers used to roll cigarettes) at school or at any school activity. This prohibition also applies when going to and from school, at school bus stops, on school buses, at interscholastic competitions, extracurricular events, or any other school program or activity that is not located in a school or on school property that is owned or controlled by the Board. Violation of this provision will subject a student to discipline up to and including expulsion. This provision also applies to smoking accessories (lighter, matches, and any other tobacco related materials etc). See BOE policy 5512.

### **Electronic Devices**

All electronic devices (cell phones, MP3, I Pod's, etc...) are banned (not to be heard or seen) during the school day in the middle school, and on school grounds by all students. This includes during lunch, intervention, assemblies and meetings. **The property will be confiscated and disciplinary action will be taken**

### **Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

### **Extortion**

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law.

### **Falsification of School Work, Identification, Forgery, Cheating, and Dishonesty**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action

### **False Alarms and False Reports**

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law.

## **Fighting**

Fighting includes engaging in physical (i.e. pushing, shoving, slapping, etc.) or verbally abusive or provocative activities (to incite, to anger, to stir up) or conduct towards another person, which lead to harm to any other person or bystander.

## **Gambling**

Gambling includes casual betting, betting pools, organized- sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

## **Harassment (Bullying)**

### **Bullying (See Board Policy 5517.01)**

Any person willfully and repeatedly exercising power of control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. **Physical-** hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. **Verbal-** taunting malicious teasing, insulting, name calling, making threats.
- C. **Psychological-** spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

### **Harassment (See Board Policy 5517)**

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions; whether in the classroom, on school property, on school buses or vehicles, at school sponsored events, or at anytime when subject to the authority of the school. The harassment, aggressive behavior, and/or bullying of other students or members of staff, or any other individuals is not permitted. This includes any speech or action exhibited towards a particular student more than once, and the behavior creates mental or physical harm, or that creates a hostile, intimidating, offensive or abusive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

### **Sexual Harassment**

- A. **Verbal:** The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
- B. **Nonverbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.
- C. **Physical Contact:** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

## **Gender/Ethnic/Religious/Disability Harassment**

### **A. Verbal:**

1. Electronic (cell phone, PDA, internet, etc.), written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

**B. Nonverbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

**C. Physical:** Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

### **Intimidation**

Includes, but is not limited to, any act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, natural origin or sexual orientation.

### **Menacing**

Includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take immediately the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her Principal / Assistant Principal.
- B. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident contact the superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

A student shall not engage in any act, which intimidates, threatens, degrades, or disgraces school personnel, fellow students, visitors, or members of the school board by written, verbal or gestural means.

This includes any form of “hazing”. Hazing is defined as doing any act of initiation to any student or other organization that causes or creates substantial risk of causing mental or physical harm to any person.

A form of harassment is called aggressive behavior. Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Although it need not be based on any of the legally protected characteristics of harassment, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Under no circumstances will the School threaten or retaliate against anyone who raises or files a harassment complaint.

### **Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal.

### **Personal Displays of Affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.

### **Possession of a Weapon**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon, reacted to as a real weapon, or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, etc. Criminal charges may be filed for this violation. Unless convincing evidence can be provided, possession of a weapon determines ownership.

If it can be confirmed that a student other than the one who possessed the weapon brought the weapon on Board property, that student shall be subject to the same disciplinary action. Possession of a weapon will subject a student to expulsion and possible permanent exclusion.

Under federal law, a firearm is defined as any weapon, including a starter gun, which will or designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device.

A destructive device, includes, but is not limited to any explosive, incendiary, or poison, gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A knife is defined as any cutting instrument consisting of at least one sharp blade.

Possession of any such weapon requires the superintendent to expel a student for a calendar year unless the Superintendent modifies the expulsion based on the consideration of one or more of the following specific circumstances:

- a recommendation from the group of persons knowledgeable of the student’s educational needs in accordance with policy 2465 - Suspension/Expulsion of Disabled Students;
- the student was unaware that s/he was possessing a firearm or knife;
- the student did not understand that the item s/he possessed was considered a firearm or knife;
- the student brought the item to school as part of an educational activity and did not realize it would be considered a firearm or knife.

If a student is removed, suspended out-of-school, expelled, or permanently excluded from school for misconduct involving a weapon as defined by the Board Policy, the Superintendent shall notify the Portage County Juvenile Court within two weeks after the discipline is imposed.

Because the Board of Education believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Violation of this provision will subject a student to discipline up to and including permanent exclusion.

### **Purposely Setting a Fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and as such criminal charges will be filed with authorities.

### **Refusing to Accept Discipline**

The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.

### **Theft**

When a student is caught stealing another person's or the school's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the Principal. The school is not responsible for personal property brought by a student onto school property. Students are responsible for protecting school property entrusted to them.

### **Trespassing**

Although schools are public facilities, the law permits the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without written authorization of the Principal.

### **Unacceptable Behavior**

A student shall not exhibit any behavior or act deemed unacceptable by a prudent individual

### **Unauthorized Use of School or Private Property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

### **Verbally Threatening a Staff Member/student/person Associated With the District**

Any statement or no contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member.

### **Violation of Individual School/Classroom Rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School.

## **TYPES OF DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. The Principal is authorized to suspend students. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Detention, After-Hours Restriction, Social Probation, Suspension, Referral to Juvenile Court, and Expulsion are among the options.

Two types of discipline are possible, informal and formal. Imposing either type of discipline rests solely within the discretion of the District.

## **INFORMAL DISCIPLINE**

Informal discipline takes place within the school. It includes:

- Writing assignments;
- Change of seating or location;
- Removal from class;
- After-school detention;
- After hours restriction.

### **Detentions:**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. Students are expected to return the detention form signed by their parent to the office prior to the beginning of school on the day that the detention is to be served. The student or his/her parents are responsible for transportation. The Administration reserves the right to assign more severe consequences based on circumstances pertaining to any incident. More than six (6) detentions in a grading period will result in more serious consequences.

### **After Hours Restriction:**

Assigned students will attend a continuous 2 ½ hour period during which time they will be permitted one 5 minute break at 4:00 (p.m.). Each student shall arrive with sufficient educational materials to be busy during this 2 ½ hour study period.

A student missing any portion of his/her assigned time in After Hours Restriction may be given an additional 2 ½ hour period. Failure to timely serve After Hours Restriction may lead to a suspension from school. Any such suspension shall be in accordance with school guidelines on suspension and expulsion.

The following rules shall apply to After Hours Restriction:

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
6. No food or beverages shall be consumed.

Transportation to and from After Hours Restriction shall be the responsibility of the student.

## **FORMAL DISCIPLINE**

Formal discipline removes the student from school. It includes emergency removal for up to 3 school days, suspension for up to 10 school days, expulsion for up to 80 school days, and/or up to one year according to Board Policy, and permanent exclusion.

Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion and permanent exclusion may be appealed. Suspension from co-curricular and extra-curricular activities may not be appealed. Participation in extra-curricular activities is considered a privilege not a right.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment. If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (i.e. being tried twice for the same crime).

## **Due Process Rights**

Before a student may be suspended out-of-school, expelled, or permanently excluded from school, there are specific procedures that must be followed. Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal meeting with the building administrator prior to removal at which time the student will be notified of the charges and given an opportunity to make a defense.

## **Emergency Removal**

A student may be removed or excluded from a classroom or a school when s/he poses a continuing danger to persons or property or represents an on-going threat or disrupting the educational process taking place in the classroom or the school premises. Such removal may be for a period of less than twenty-four (24) hours without being subject to suspension and expulsion procedures.

## **Suspension from School**

The principal may impose a suspension from school not to exceed (10) days duration. When a student is being considered for an out-of-school suspension by the superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal meeting to challenge the reason(s) for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one school day of the suspension, the superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include specific reason(s) for the suspension and including notice of their right to appeal such action to the principal. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of the suspension will also be sent to the
  - a. Superintendent
  - b. Board Treasurer
  - c. Student's school record.
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct or prior to an administrator conducting an informal meeting as specified above, and the student fails to return to school on the following school day, the Principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal meeting upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

When a student is suspended, s/he may make up work missed while on suspension. All make-up work due to suspension must be completed by the time the student returns to school, unless other arrangements have been made with a teacher. It is the student's responsibility to obtain all missed work. Any learning that cannot be made up such as labs, field trips, skill-practices, cooperative group work and the like or any work that the student chooses not to make up may be reflected in the grades earned. All suspensions and expulsions from school include exclusion from participating in extra-curricular activities and attending any school related activities held. A suspension is for days that school is actually in session. This excludes vacation or calamity days.

The student who is the age of 18 or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board of Education or its designee (including the Superintendent). Legal representation is permitted in any appeal proceedings.

A verbatim record will be kept of the meeting, which may be held in executive session at the request of the student, parent or guardian, if held before the Board. The procedure to pursue such appeal will be provided in regulations approved by the Board. Notice of appeal must be filed with the Treasurer or the Superintendent within five (5) school days of the notice to suspend.

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

### **Expulsion From School**

Expulsion is the removal of a student from the schools of this School District for a period not to exceed the greater of eighty (80) school days, and/or up to one year according to Board Policy (5610) and/or permanent exclusion.

When the Superintendent is considering a student for expulsion:

1. The Superintendent will give the student and parent, guardian or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three school days nor later than five school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reason(s) for the expulsion and the right for the student, parent, guardian, or custodian to appeal to the court of common pleas; the right to be represented at the appeal. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

The student who is the age of 18 or older or the student's parent(s) or guardian(s) may appeal the expulsion to the Board of Education or its designee. Legal representation is permitted in any appeal proceedings. A verbatim record will be kept of the meeting, which may be held in executive session at the request of the student, parent or guardian, if held before the Board. While the meeting may be private, the Board shall act publicly. The procedure to pursue such appeal will be provided in regulations approved by the Board. Notice of intent to appeal must be filed within ten days of the Superintendents or designee's decision to expel to the Board directly or through the Superintendent's office.

Under Ohio law, appeal of the Superintendent's or its designee's decision may be made to the Court of Common Pleas. These procedures shall not apply to in-school suspensions or after-hours-restrictions. These consequences are served in the school setting.

### **Permanent Exclusion**

When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- Any possession or involvement with a deadly weapon
- Drug trafficking
- Murder, manslaughter, assault or aggravated assault
- Certain sexual offenses
- Complicity in any of the above crimes.

This process is formal and will usually follow an expulsion and the proper notification of the parents.

The Superintendent/designee shall notify the County Registrar of Motor Vehicles and juvenile Judge, within two weeks when a student has been suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm, knife, or other weapon as defined in this handbook.

The Board of Education and Streetsboro Middle School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it may not be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, he/she should contact the Assistant Principal.

With respect to discipline, the school may also institute a Parent Education Program, which the parent may be required to attend. Participation in Team Meetings may be included in the Parent Education Program. Failure to attend is considered a fourth degree misdemeanor and charges may be filed by the Superintendent.

Note: There are instances under which any of the violations listed herein, when considered in the context of the circumstances surrounding the incident, can lead to recommendation for expulsion up to 80 days (also can be carried over the course of one year to the next).

**Note: If a student is expelled for violating this rule, the Superintendent may choose to defer the expulsion if the student and parent/guardian agree that (A) the student will participate cooperatively in a Community Intervention Insight Program, (B) comply with any and all recommendations of the Insight Group leaders and (C) sign a contract between the student and Superintendent.**

**Failure to fulfill the commitments described in (A), (B), and (C) above would result in immediate expulsion.**

### **Discipline of Students with Disabilities**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

### **Social Probation**

Social probation is based on the nature of the circumstances surrounding a violation of the Student Code of Conduct and means that the student:

1. Must be off school property at the end of the school day (2:45pm).
2. Cannot attend or participate in any school-related activities home or away for the duration of the Probation. This includes dances, athletics, events, concerts, etc.
3. May be subject to further disciplinary action for violation of the above conditions.

Social probation will be reviewed on a 30, 60, and 90-day basis. Students are expected to receive no disciplinary action during their probation period. Receipt of disciplinary detentions or suspensions during this time can result in a continuation of probation

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
  - 1. Is obscene to minors, libelous, indecent or vulgar,
  - 2. Advertises any product or service not permitted to minors by law,
  - 3. Intends to be insulting or harassing
  - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

## **TRANSPORTATION**

### **Bus Transportation to School**

The school provides bus transportation for all students who live farther than 2 miles from school. The bus schedule and route is available by contacting the Transportation Supervisor at 626-4909, ext. 1520. Students are permitted ONE bus stop for pickup and ONE bus stop for drop off for ALL FIVE DAYS. This means the pickup designated stop is the same all five days, and the drop off designated stop is the same for all five days on a consistent basis not changing week to week. If there is a temporary change in the schedule during the week, other than the designated stop, the parent shall provide transportation for that day. All permanent changes must be made using an "Alternate Bus Stop Request Form" at least two days prior to change. (Forms are available online at [www.streetsboroschools.com](http://www.streetsboroschools.com), in each school main office, or the transportation office.)

Students moving during the school year must have a "Transportation Change of Address" form submitted at least two days prior to move, after completing a change of registration at their designated school.

### **Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety, will assign seats, and may direct the student in any reasonable manner to maintain that safety.

In addition the following behaviors are expected of all students:

Previous to loading (on the road and at school), each student shall:

1. Be on time standing at their designated and assigned "place of safety" (bus stop); 5 minutes prior to scheduled stop);
2. Stay off the road at all times while walking to and waiting for the bus;
3. Line up single file off the roadway to enter;
4. Wait until the bus is completely stopped before moving forward to enter
5. Refrain from crossing a highway until the bus driver signals it is safe;
6. Check for traffic themselves before proceeding
7. Be alert for a possible danger signal i.e.: horn beep, from the driver
8. Go immediately to the seat assigned by the driver and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip, each student shall:

1. Remain seated at all times in their assigned seat, while the bus is in motion and/or while waiting to depart bus;
2. Keep head, hands, arms, and legs inside the bus at all times;
3. Not litter in the bus or throw anything from the bus;
4. Keep books, packages, coats, and all other objects out of the aisle;
5. Be courteous to the driver and to other bus riders; use no profane language
6. Not eat or play games, cards, etc.
7. Not tamper with the bus or any of its equipment.
8. No food or drink consumed on the bus

Leaving the bus, each student shall:

1. Remain seated until the bus has stopped;
2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it safe;
3. Be alert to a possible danger signal from the driver.
4. Leave the bus only at the students designated bus stop. Notes from parents for a temporary bus change can not be approved by the middle school office. Any change must be approved by the director of transportation.

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

#### **CONSEQUENCES:**

A first incident during a semester may result in a consequence up to or including an after school detention.  
A second incident during a semester may result in a denial of transportation services for up to five (5) days  
A third incident during a semester may result in denial of services for the remainder of the semester.

#### **BIKE RIDERS**

Students that ride their bike to and from school are expected to get off of their bike and walk with it while on school property. This property includes both sidewalks and crosswalks on both Kirby Lane and Annalane Drive. Students who violate this rule after a warning has been issued will receive consequences consistent to those which apply for insubordination.

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