

# STRONGSVILLE MIDDLE SCHOOL



## Student Handbook 2023-2024

The policies and procedures in the Student 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 Handbook contains the rights and responsibilities of all students.

The Student 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 Handbook with parents and/or legal guardians.

**This handbook is adopted by the Strongsville Board of Education each year and does not reflect changes that may occur during the school year. When in doubt, contact the school for questions or clarification.**

## **PURPOSE STATEMENT**

Inspiring and empowering today's learners to build tomorrow's leaders.

## **MISSION STATEMENT**

As a school community, we will design premier educational experiences that develop innovative, resilient, collaborative, global, and empowered students who are architects of their learning, equipped to thrive in their future.

## **POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)**

The Strongsville City Schools support the implementation of Positive Behavior Interventions and Supports (PBIS) to create safe and supportive school environments. PBIS is an effective way to support the whole child and by strengthening the social-emotional and safety needs for students. PBIS provides a framework that encourages positive behavior and interactions while discouraging challenging behaviors. The Ohio Department of Education expects every school district to institute aspects of PBIS for staff, students, and families.

### **Essential Components of PBIS**

#### ***Clear Expectations***

Schools identify 3 to 5 (2 to 3 for early childhood) school-wide overarching behavioral expectations that align with the mission of the school and guide behavior for all settings and situations for staff and students.

#### ***Comprehensive Instruction***

Systematic, explicit instruction is provided on the school-wide expectations along with opportunities to practice and receive feedback on the expected behaviors for each area of the school setting.

#### ***Consistent Systems of Acknowledging and Correcting Behaviors***

Consistent striving for a 5 to 1 ratio in acknowledging expected behaviors and correcting challenging behaviors is provided through:

- active supervision
- proactive scheduling
- logical consequences and reteaching
- clear procedures for responding to behaviors
- supportive environments designed to eliminate behavior triggers

#### ***Supportive Structure***

Systems are created to enable accurate and sustained implementation of practices. Teams use data to make decisions as they focus on developing an infrastructure in schools that provides effective academic and behavioral multi-tiered systems of support for all students.

#### ***Community Connections***

With administrative commitment and involvement, schools utilize team-based structures to focus on building positive relationships among all stakeholder groups, to ensure consistent implementation of culturally responsive practices.

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## **DIRECTORY**

Strongsville Board of Education  
18199 Cook Avenue  
Strongsville, Ohio 44136

## **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.

Mrs. Jessica Boytim, Principal  
Mrs. Justina Peters, Assistant Principal, 6th grade  
Mr. Chris Howell, Assistant Principal, 7th grade  
Mr. Bryan Szczepanski, Assistant Principal, 8th grade  
Mrs. Kristen Gerber, School Counselor, 6th grade  
Mrs. Stacy Pietrocini, School Counselor, 7th grade  
Mrs. Ashley Marozsan, School Counselor, 8th grade

## **ATTENDANCE LINE**

572-7090 option "2"

## **BOARD OF EDUCATION**

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Mr. Stephen Breckner, Operations Manager  
Mr. John Henry, Special Education Coordinator  
Ms. Nicole Hackman, Supervisor of Secondary Curriculum

**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  
80 - 89 - B      59 - Below - F  
70 - 79 - C

### **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 a 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.

### **1.04 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. Administration has the right to remove a student, without parent permission, if it is deemed in the best interest of the student (ex. student has no chance of passing the semester)
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 midterm.

### **1.05 College Credit Plus Program**

In accordance with the provisions of State law qualifying students may enroll in college courses for high school and/or college credit (See the *Program of Studies* for details). *Students planning on participating in this program for the following school year must notify the Guidance Department by April 1<sup>st</sup>.* The final framework of this option may have far reaching effects upon a student's GPA, class rank, athletic eligibility, school day/year and other components of our traditional high school program including commencement/graduation. Students must follow additional deadlines set by the SHS Guidance Department regarding CCP courses.

Any student in grades 7 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the participating college or university. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact their school counselor.

### **1.06 Scholastic Achievement**

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

- Principal's List: All As received in each class for the quarter
- Scholars' List: Receiving As and Bs for any class for the quarter

### **1.07 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.

### **1.08 Use of Agenda/Planner**

Students are required to carry and use their agenda throughout the school day to track and record their assignments, reminders and announcements, keeping themselves and parents informed of classroom activities. The agenda/planner also serves as their hallway passport.

### **1.09 Student Fees**

Fee statements will be sent home specifying the items or materials for which there is a fee, such as workbooks, instrumental music books, etc. If fees are not paid by the last day of school prior to winter break, parent access to the electronic gradebook, PASS (Powerschool Unified Classroom), may be withheld and restrictions may be placed on attending field trips and participating in extracurricular activities.

#### Waiver of School Fees Eligibility

- Students eligible for a waiver of school fees include, but are not limited to, the following:
- Students who qualify for aid under Ohio Works First (R.C. 5107) or Disability Assistance (R.C. 5115).
- Students who qualify for free lunch under the National School Lunch Act and the Child Nutrition Act of 1966.
- Students whose families have suffered very significant financial losses due to severe illness or injury in the family or unusual expenses including, but not limited to, fire, flood, or storm damage.
- Other good and just reasons.

#### Notification to Parents

Annually the substance of this policy shall be communicated in writing to the parent(s) or guardian of all students in the District.

- The first bill or notice sent to parents or guardians who owe fees shall state:
  - The District will waive fees for persons unable to afford them in accordance with its policy.
  - The procedure for applying for a fee waiver, and the name, address and telephone number of the person to contact for information concerning a fee waiver.

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## **2.00 GENERAL INFORMATION**

### **2.01 Arrival/Dismissal**

Students are not permitted to enter the school building before 7:40 am unless they are here for a school activity. Upon arrival, students will go directly to their team pod or the cafeteria for breakfast. Students are to organize materials for the day at their locker and report to their first period class by 7:55a.m.

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 the 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 100° will not be permitted to remain in school. Parents will be required to pick them up from school.

### **2.03 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](http://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.

### **2.04 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 7<sup>th</sup> grade students will be required to have the Tdap which is a tetanus, diphtheria and pertussis booster before the start of their 7<sup>th</sup> grade school year.

**According to section 3313.671 of the Ohio Revised Code, on the 15<sup>th</sup> 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).

### **2.05 Counseling 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

## **2.06 Hall Procedures**

1. Hallway passports are required at all times that classes are in session.
2. There is to be no playing, running, horseplay, lingering, or behavior that is detrimental to the health and safety of others in the halls.
3. Students are to proceed directly to their next class.
4. Use of a hallway passport is a privilege and may be revoked for misuse.
5. No littering will be permitted. Students are expected to help keep the corridors clean.
6. Students have three minutes to travel between classes.
7. Use of the elevator is by office pass only. If students require help carrying their belongings due to an injury, they are allowed to have one student with them. Disciplinary action will be given to students who misuse the elevator.

## **2.07 Lockers and Locks**

**Use of lockers that are owned by the Strongsville City Schools is a privilege that can be revoked for misuse.**

1. All students will be issued an assigned locker and will be required to purchase a school lock paid for by student fees. School locks must be on the locker at all times for safety and security purposes.
2. 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.
3. If, at any time in the course of the school year, your lock 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.
4. 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.**
5. Fines will be levied on damaged lockers. Your locker is your responsibility. You will be held responsible for damage to your locker.
6. 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.
7. Backpacks, book bags, etc. should be used to transport books, lunches, and other school related items to and from school. Once at school, all backpacks etc. must remain in the locker. Students may carry a pencil pouch for school supplies, and a small purse for personal belongings. Students may carry a sling back bag to and from PE classes only.
8. Keep your locker neat and tidy.
9. 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)
10. 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.
11. Students should always double check to see that lockers are properly closed and locked.
12. 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.
13. Locker cleanouts will be held periodically throughout the school year.
14. Students are advised that entry into a locker other than the one assigned to them may be subject to disciplinary action.
15. Locker decorating for school related occasions need to be approved, in advance, by the office.
16. Loss or damage of the lock for any reason will require payment for the replacement lock.

## **2.08 Lost and Found**

All valuables, books and clothing that you find should be turned into the "Lost and Found" in the office or cafeteria. Gym clothes should be turned into 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.

## **2.09 Control of Bloodborne Pathogens**

The School District seeks to provide a safe educational environment for students and takes appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to bloodborne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the main office and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 Exposure Report).



### **2.10 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 web portal 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](mailto:pass@scsmustangs.org) for more information.

### **2.11 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.

### **2.12 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 or shoes not deemed appropriate for athletics (Example: Vans, slides, Crocs, boots, etc.).

### **2.13 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.

### **2.14 Special Services**

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

### **2.15 Student Code of Dress**

- Appropriate attire and hygiene 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.
- Students shall not wear clothing or hairstyles that can be hazardous in their educational activity. Due to possible hazards, chains, spiked accessories, and saggy pants 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.
- All shirts need to be covering up the shoulder; cut-off T-shirts, halter-tops, spaghetti strap tops, vests without shirts, pajamas and sleepwear, 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, weapons or which are sexually suggestive are not acceptable.
- The lengths of shorts and skirts are suggested to be mid thigh or fingertip length. Clothing that is too exposing will be under administrative discretion.
- 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.

### **2.16 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.
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. **From 7:55am-3:00pm, student cell phones are not to be used and must be *silenced and stored in their locker* for the duration of the school day. Students found to be in violation of the *silenced and stored in their locker* rule, may have them confiscated and receive disciplinary consequences.**
5. Smart watches of any kind as well as smart earbuds are not permitted to be in use during the school day. Students using these devices will be in violation of our cell phone policy

### **2.17 Visitors**

Board of Education Policy, adopted pursuant to state law, requires that all visitors to the school bring a state ID/ license and sign in on the visitor management system in the lobby. Once authorized, visitors will report to the main office via the secure entrance. All authorized visitors will be issued a visitor sticker to be worn at all times while inside or outside the building at any school sponsored activity during the school day. Visitors are asked to return to the main office prior to leaving in order to check out.

### **2.18 Emergency Safety Drills**

Emergency safety drills are held in compliance with the Ohio Revised Code. The drills are planned to provide practice at varying times and under differing conditions. Order and speed are stressed during a drill. No talking is permitted as an emergency situation requires being able to hear directions given by a staff member. The intent is that the response to the signals for emergency drills will become so routine that the procedure will be carried out rapidly, automatically, and in an orderly manner to maximize safety for all occupants of the building.

### **2.19 Emergency School Closing**

Emergency school closings, delays, and early dismissals due to severe weather or other conditions will be announced as follows:

- Morning and evening radio and television newscasts
- District cable channels
- District and building websites and social media
- Automated phone messaging system

Schools that are closed on consecutive days are announced each day. A school not announced as closed should be presumed to be open.

## **3.00 ATTENDANCE PROCEDURES**

### **3.01 School Attendance**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

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.

*Excused Absence:* 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

*Unexcused Absence:* Any student who is absent from school for all or part of the school day without a legitimate excuse shall be considered truant/unexcused. No credit shall be given for any schoolwork as a result of an unexcused absence.

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.

### **Absence Makeup Work Policy**

Assignments, tests and quizzes shall be made up in a manner which is in the best interest of the student. There shall be one day make up time for assignments, tests, and quizzes per each day of an excused absence. For example, a student who misses a test on the third day of an absence from school shall have at least three days to make up the test after returning.

For long-term absences of five days or more, assignments, tests, and quizzes may be made up following discussion between the student, parent and teacher.

Long Term Assignments: Long term assignments or projects are defined as assignments that have been given to students at least five days prior to the due date.

If a student is absent on the due date of a long-term assignment:

- The assignment is due the date the student returns to school including online assignments

Tests that are assigned at least five days in advance are to be taken on the day assigned or the day following one absence.

Please note: Long term absences will be exempt from the above policies following a discussion between the student, parents, and teacher.

### **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. Students'/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 7:55 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. Progressive discipline may incur if students excessive tardies occur.

Students who arrive late to class may be marked tardy by the staff member in charge. Tardiness is defined as arriving late to class after the bell. Late attendance of more than 10 minutes may constitute an absence from class. Staff members will report tardiness based on the discipline system in place and students could incur progressive discipline for excessive tardiness.

### **3.04 Truancy**

Any student who is absent 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.

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## **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 follow the appropriate procedures established.
5. Students may choose their own seats within the first week of the quarter, 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 from other students.

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 or 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 email, 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.

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**5.00 STUDENT CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education believes that violent, disruptive, or inappropriate behavior by students has no place in our schools and our school district, and confirmed infractions will be handled by the administration in accordance with our student handbook.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the Student Code of Conduct accordingly.

Student conduct shall be governed by the rules and provisions of this Student Code of Conduct.



### **5.01 STUDENT CODE OF CONDUCT**

This 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.

The items in this Student Code of Conduct are applicable to misconduct by a student that occurs on property owned or controlled by the District and off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District, as well as misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of such official or employee. This Student Code of Conduct applies to all students when properly under the authority of school personnel during a school activity, function, or event, whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Student Code of Conduct shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

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

### **5.02 SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as that term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, in school or school vehicles, or at any school-sponsored event. The Board of Education further has established a drug-free zone within 1000 feet of any facility used by the District for educational purposes. Drugs include: (a) all dangerous controlled substances as so designated and prohibited by Ohio statute; (b) all chemicals which release toxic vapors; (c) all alcoholic beverages; (d) any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; (e) anabolic steroids; (f) any substance containing betel nut (areca nut) or other concentrated caffeine or caffeine-like products; and (g) any substance that is a "look-alike" to the listed substances.. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

### **5.03 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.

The disciplinary action(s) for specific code violations will be determined based upon the severity and frequency of the offense(s). The disciplinary consequences unless specifically stated may result in, but are not limited to:

- Warning
- Detentions
- In-School Suspension
- Community Service
- Out-of-School Suspension
- Expulsion

The Superintendent may prohibit a student from attending and/or participating in the District's graduation ceremonies as part of a student's suspension, expulsion, or removal from school.

**Note:** Criminal misconduct by a student may be reported to law enforcement authorities and certain criminal acts may result in permanent exclusion from school.

#### **5.04 CODE OF CONDUCT DEFINITIONS**

**Emergency Removal** is the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an ongoing threat of disrupting the educational process provided by the District.

**Suspension** is the temporary exclusion of a student by the Superintendent, Principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) 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.

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 hearing to challenge the reason 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 (1) school day of the suspension the Superintendent, Principal, or other administrator will notify the parents, guardians, or custodians of the student.
5. 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 hearing as specified above, and the student fails to return to school on the following school day, the Principal, assistant 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 hearing 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.

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend.

Per School policy, students will receive at least partial credit for the missed work. For suspensions periods of 1-4 days, students shall have the same amount of time as the suspension period to make up work. For suspensions periods of 5-10 days, students shall have a total of 5 days to make up work.

During the time the student is suspended, the student is not to be on school district property for any reason and is not to attend any district-related activity or event, including extracurricular activities or athletic contests at home or away.

**Expulsion** is the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place, or for one (1) year as specifically provided in Board of Education policy or this Student Code of Conduct. Only the Superintendent may expel a student.

When a student is being considered for expulsion by the Superintendent:

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.

3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board.

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if it is held before the Board. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

**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.**

#### **5.05 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.

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.
- 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.
- Behavior at the bus stop and on the bus 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 not distract the driver except in the case of an emergency (i.e. medical, student is being physically harmed).
- Students must not yell, use profane language, or verbally abuse any other student or employee.
- Students must refrain from eating and drinking on the bus except as required for medical reasons.
- Students must not use tobacco, e-cigarettes or vaping 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 are to carry only objects that can be held in their laps, and must not throw or pass objects on, from, or into the bus.
- Students must refrain from any destructive behavior on the bus, including but not limited to damaging bus seats.
- Students must not put their head or arms out the bus windows.
- Students must not engage in 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 the front area of the bus for a period of time.
- Report the student to an administrator.

#### **Temporary Suspension of a Student from Bus Privileges (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 an administrator has notified a parent or guardian.

**Suspension of a Student from Bus Privileges** may be enacted by the principal to a maximum of ten (10) school days per 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 send the parent or guardian written notice by electronic or regular U.S. Mail.
- No suspension of riding privileges shall take place until an administrator has notified the parent or guardian.

**Expulsion of a Student from Bus Privileges** shall be in accordance with District policy regarding expulsion.

### **5.06 BULLYING PREVENTION PHILOSOPHY**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. The prohibitions contained in Board Policy 5517.01, Bullying and Other Forms of Aggressive Behavior, apply to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

### **5.07 SCHOOL RULES**

*If students engage in any of the following behaviors, disciplinary consequences may be issued. Violations of one or more of these items may result in suspension or expulsion.*

#### **1. Verbal Assault**

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.

**First Offense.** *1-3 Days Out-of-School Suspension*

#### **2. Physical Assault**

A student will not cause physical harm to another person, or behave in such a way (may include, but not limited to encroaching on physical space, spitting, pushing, bumping, etc.) that could cause physical harm to another person.

**First Offense.** *5-10 Days Out-of-School Suspension*

#### **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 the fight, including inciting, encouraging, or instigating others to engage in a physical conflict, will be determined to be an active participant and subject to consequences.

**First Offense.** *3 Days Out-of-School Suspension*

#### **4. Inappropriate Physical Contact**

Students will keep all hands, feet and objects to themselves and will not engage in any contact with another person in the form of hitting, tapping, touching, jumping on, etc.

**First Offense.** *Detention, 1-3 Days In-School Suspension*

#### **5. Disrespect and/or Insubordination to School Personnel**

All school personnel will be addressed in a respectful manner. 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 requests or directions given by school personnel, including defiant non-verbal behavior.

**First Offense.** *Detention, 1-3 Days In-School Suspension*

#### **6. Use of Profane, Vulgar, or Abusive Language, Gestures, or Pictures/Images**

A student will not use profane, vulgar, or abusive language or gestures. A student will not possess, display, or share pictures/images that are profane, vulgar, or abusive, or threaten to possess, display, or share such images.

**First Offense.** *Detention*

#### **7. Bullying**

A student will not repeatedly intimidate or harass another student directly or indirectly through words or actions. Bullying is defined as any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship will be considered bullying.

**First Offense.** *1-10 Days Out-of-School Suspension*

**8. Threats**

A student will not make a threatening statement and/or gesture towards student(s) or staff. Prohibited behaviors including using any verbal or non-verbal means to threaten student(s) or staff, including images, pictures, or other communication that causes fear of harm.

**First Offense.** *Administrative Discretion*

**9. 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.

**First Offense.** *3-5 Days Out-of-School Suspension*

**10. Hazing**

Hazing is prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

**First Offense.** *1-10 Days Out-of-School Suspension*

**11. Sexual Misconduct**

Students will not engage in any sexual contact or conduct while on school premises (including buses) or attending any school event or function. Prohibited conduct includes propositioning, proposal, contact, touching, and/or exposure of a sexual nature or intent, as well as making or attempting to make contact of a sexual nature or intent with another person with or without the consent of the other person.

**First Offense.** *Administrative Discretion*

**12. 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 of 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. Any student who believes that he/she has experienced any form of sexual harassment should report this conduct immediately to his/her building administrator who will conduct an investigation.

**First Offense.** *1-10 Days Out-of-School Suspension*

**13. 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 education process or program, including but not limited to curricular and extracurricular activities. Prohibited conduct includes, but is not limited to, violence, force, noise, speech, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct that causes, attempts, or threatens, to cause, disruption to the function of a school or program.

**First Offense.** *Detention, 1-3 Days In-School Suspension*

**14. 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 Student 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 capacity. Student will not lie about, fabricate, distort, or change information given to school staff or other individuals.

**First Offense.** *Detention, 1-3 Days In-School Suspension*

## **15. 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 a 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. Prohibited conduct also includes plagiarism, or the use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. In addition, falsifying signatures or data, refusing to provide proper identification, or giving false information to a staff member, is prohibited.

**First Offense.** *Detention, may receive a zero for the assignment*

## **16. Portable Communication Devices**

Communication devices such as cellular phones, smartwatches, handheld video games, etc., are not to be used during the school day for communication purposes, capturing photos or video, or looking up information, unless otherwise approved by an administrator. This also applies while off-campus on a field trip or extracurricular event. If approved for an educational purpose, students are not permitted to capture, record and/or transmit the words or sounds and/or images of any student, staff member or other person without proper consent as it is considered an invasion of privacy. Students who violate this provision and/or use a device 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 device may be confiscated and turned-over to law enforcement.

Students are also prohibited from using a device 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 devices to receive such information. Students shall have no expectation of confidentiality with respect to their use of devices on school premises/property. The school district will not be responsible for lost, damaged, or stolen property.

**First Offense.** *Warning, Possible Detention*

## **17. Theft of Property**

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

**First Offense.** *1-3 Days Out-of-School Suspension, Restitution*

## **18. 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 parent/guardian may be liable for payment for the cost to repair or replace any such damaged property.

**First Offense.** *3 Days Out-of-School Suspension, Restitution*

## **19. Tobacco Substance, Vapor, and Electronic Cigarettes**

A student will not possess, smoke, use, transmit, or conceal any tobacco substance or alternative nicotine product or device including vapor, electronic cigarettes or other substitute forms of cigarettes on school grounds, during school activities, or at any school-sponsored activities.

For purposes of the Student Code of Conduct, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

**First Offense.** *3 Days Out-of-School Suspension, Police Notification*

## **20. Alcoholic Beverages, Drugs, Drug Paraphernalia, and Counterfeit Controlled Substances**

Students will not possess, use, sell, or transmit any alcoholic beverage, drug, or drug paraphernalia. Students are prohibited from being under the influence of alcohol or drugs. For purposes of the Student Code of Conduct, "drugs" mean: (a) all dangerous controlled substances as so designated and prohibited by Ohio statute; (b) all chemicals which release toxic vapors; (c) all alcoholic beverages; (d) any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; (e) anabolic steroids; (f) any substance containing betel nut (areca nut) or other concentrated caffeine or caffeine-like products; and (g) any substance that is a "look-alike" to the listed substances. Students who violate this rule may be required to participate in a diversion program as part of their consequences.

**First Offense.** *10 Days Out-of-School Suspension, Police Notification, Possible Recommendation for Expulsion*

### **21. Weapons and 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.) The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under State law. Use of any object or material in an unsafe manner may result in disciplinary action.

**First Offense.** *5-10 Days Out-of-School Suspension, Possible Recommendation for Expulsion*

### **22. Leaving the School Building without Permission/Out of Assigned Area**

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

**First Offense.** *1-3 Days In-School Suspension, Out-of-School Suspension Possible*

### **23. Unauthorized Sale or Distribution – Non-Drug Related**

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

**First Offense.** *1-3 Days In-School Suspension*

### **24. Gambling**

A student will not engage in any form of gambling. Gambling includes participating or instigating the participation of others in games of chance.

**First Offense.** *1 Day Out-of-School Suspension*

### **25. Abuse or Misuse of Technology**

A student will not abuse or misuse the District’s hardware, software, or other technology systems including, but not limited to, the following: hacking, tampering with computer programs; using equipment to make unauthorized or illegal duplicate copies of computer’s software; damaging or destroying computer hardware or software; altering, deleting, tampering, destroying, or stealing any technology, data, or electronic information or equipment; and using a District computer or technology system without authorization. Use of the Internet must occur within the guidelines established by the District Acceptable Use Policy.

**First Offense.** *Detention, 1-3 Days In-School Suspension*

### **26. Trespassing on School Property**

Students will only be permitted on school property to attend classes or other school activities. Any students found on school property without authorization shall be considered trespassers.

**First Offense.** *1-5 Days Out-of-School Suspension, Police Notification*

### **27. 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, using any other school safety or notification/warning system, or making a threat that causes the evacuation of a school building or school bus. In the event of a false alarm, the police may be contacted.

**First Offense.** *3 Days Out-of-School Suspension, Police Notification*

### **28. 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.

**First Offense.** *1-10 Days Out-of-School Suspension, Police Notification Possible*

### **29. Failure to Accept Consequences**

Consequences are assigned to students as a measure to correct inappropriate behavior. Students failing to serve assigned consequences could lead to additional consequences.

**First Offense.** *Double the Original Consequence*

### **30. 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.

**First Offense.** *1-10 Days Out-of-School Suspension*

### **31. 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 District has the authority to administer discipline for conduct not specifically set forth in this Code of Conduct will be at the discretion of the administration.

**First Offense.** *Administrative Discretion*

### **32. 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 or more severe consequences due to the repeated misconduct.

**First Offense.** *Administrative Discretion*

### **33. Tardiness**

A student is considered tardy if a student is not in their seat in their assigned classroom after the bell rings.

**First Offense.** *30 minute Detention*

### **34. Class Cutting**

A student will be considered to have cut class if the student is absent for ten (10) minutes or more from any assigned period.

**First Offense.** *1 Hour Detention*

### **35. Truancy**

A student is considered truant when the student is absent from school without school authorization. An absence from an assigned period that is not approved by the school administration will be unexcused. A student may be considered truant regardless of whether a parent/guardian approved the student's absence.

**First Offense.** *1 Day In-School Suspension*

### **36. Arson or Attempted Arson**

A student will not cause or attempt to cause a fire.

**First Offense.** *10 Days Out-of-School Suspension, Possible Recommendation for Expulsion*

### **37. Possession, Use, or Threatened Use of Fireworks or Explosives**

A student will not possess, conceal, use, or threaten to use any item that could explode, burn, detonate, or cause bodily harm. Prohibited conduct includes "look alike" or items that have the appearance of being an article that could explode, burn, detonate, or cause bodily harm.

**First Offense.** *10 Days Out-of-School Suspension, Possible Recommendation for Expulsion*

### **38. Extortion**

A student will not obtain or attempt to obtain money, goods, or information from another person by threat of force.

**First Offense.** *3 Days Out-of-School Suspension*

### **39. False Reports**

A student will not knowingly make a false report, false accusations, or otherwise give false information to school personnel.

**First Offense.** *1 Day In-School Suspension*

### **40. Falsifying Documents**

A student will not falsify, misrepresent, and/or attempt to replicate school or student-related documents or signatures.

**First Offense.** *Administrative Discretion*

### **41. Bus Violations**

Students will comply with the Bus Safe Riding Rules and Bus Code of Conduct. Any violations of bus or other transportation rules may result in discipline.

**First Offense.** *30 minute Detention*



#### **42. Dress Code**

Students will comply with school policies and directives related to dress and appearance. Failure to comply with the District's dress code, as well as any other policies or directives related to dress or appearance, may result in discipline.

**First Offense.** *30 minute Detention*

#### **43. Unsafe Driving**

Students will operate vehicles in a safe and responsible manner. Students will not drive vehicles in an unsafe or reckless manner on school grounds or at any school-sponsored event.

**First Offense.** *10 Days Out-of-School Suspension, Possible Recommendation for Expulsion*

#### **44. Complicity**

Students will not collude, be complicit, aide, assist, or abet any individual in the commission of conduct prohibited by this Student Code of Conduct, Board policy, or state or federal law.

**First Offense.** *1 Hour Detention*

#### **45. Attempt**

Students will not attempt to engage in any conduct prohibited by this Student Code of Conduct, Board policy, or state or federal law.

**First Offense.** *Administrative Discretion*

#### **46. Harassment**

Students will not harass others. Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, written, verbal or physical conduct direct against a student or school employee that: (a) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; (b) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or (c) has the effect of substantially disrupting the orderly operation of a school.

**First Offense.** *3 Days Out-of-School Suspension*

#### **47. Failure to Comply with State Mandates or Executive Orders**

Students will not refuse to comply with Ohio mandates, executive orders, laws, or regulations that pertain to students.

**First Offense.** *1 Day In-School Suspension*

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### **6.00 CO-CURRICULAR**

Co-curricular activities include all athletics, clubs and activities which are not part of any class included in the *Program of Studies* and do not take place during the regular school day. Co-curricular activities, described in the *Program of Studies* as a course requirement, are not considered to be extra-curricular activities.

#### **6.01 Attendance Requirement**

Half day of attendance is required to participate in an after school athletic or extracurricular activity unless excused by the appropriate administrator or athletic director.

#### **6.02 Athletics**

The Strongsville Middle School participates in football, basketball, wrestling, cross country, volleyball, track, and cheerleading. Sports physicals are required for students to practice and participate in athletics. Athletes and their parents/guardians must have all required forms complete before participating. Strongsville City Schools does not insure students injured on school grounds or at school activities. Insurance is available, however, to all students who desire to apply for this coverage.

#### **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.

In accordance with OHSAA standards a middle school student must have passed a minimum of four classes in the preceding quarter in order to maintain their eligibility for athletic participation. Rules for eligibility for fall co-curricular activities will be based upon students' grades from the fourth quarter of the previous school year. Winter eligibility will be determined by the 2nd and third quarter grades. Spring will be determined by the third quarter grades. 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, organizations, 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 the department of education guidance, the identification decision is made, parents and

teachers are notified, and the 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) (<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. Information regarding the district's insurance policy and coverage for student accidents while at school can be found at <https://www.strongnet.org/departments/student-services/health-services/student-insurance-plan>

### **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 to 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.

### **6.09 Student Council**

Student Council is an organization composed of representatives from the student body in grades 6-8. The Council is organized to promote leadership and positive school-spirit among the students and to promote our Model Mustang competencies and supporting students and our community.

### **6.10 Title IX**

The Board designates the following individuals to serve as the District's Compliance Officers (Cos).

**Assistant Superintendent**

440-572-7040

18199 Cook Ave., Strongsville, OH 44136

[TitleIX@scsmustangs.org](mailto:TitleIX@scsmustangs.org)

**Director of Student Services**

440-572-7044

18199 Cook Ave., Strongsville, OH 44136

[TitleIX@scsmustangs.org](mailto:TitleIX@scsmustangs.org)

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access.

Additionally, COs are responsible for discussing concerns related to unlawful harassment, to assist students, staff, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal

complaint and where all parties are in agreement to participate in an informal process. COs accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District.

## **6.11 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.

### **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](mailto:statetests@education.ohio.gov)

### **Student Assessment**

Unless exempted, each student must pass all portions of the State-mandated Algebra I and/or Geometry assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

The testing window for State-mandated assessment tests is decided each fall.

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

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

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

College entrance testing information can be obtained from the Counseling Office.

## **EQUAL OPPORTUNITY**

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.

### **District Compliance Officers**

The Board designates the following individuals to serve as the District's Compliance Officers (Cos).

Jennifer Pelko  
Assistant Superintendent  
440-572-7037

18199 Cook Ave., Strongsville, OH 44136

Andy Trujillo  
Director of Student Services  
440-572-7045

18199 Cook Ave., Strongsville, OH 44136

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access.

Additionally, COs are responsible for discussing concerns related to unlawful harassment, to assist students, staff, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct,

or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process. COs accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information includes:

- Student's name; photograph/image
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight if a member of an athletic team
- Dates of attendance
- Grade level
- Date of graduation or awards received
- School email accounts

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information: upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found within this handbook.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Strongsville City Schools, Treasurer, 18199 Cook Avenue, Strongsville, OH 44136. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or the student's parents;
- B. Mental or psychological problems of the student or the student's family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;

- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Strongsville City Schools, Treasurer to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students 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. 20202-4605  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.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.<sup>1</sup>

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
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- School-assigned e-mail accounts for the limited purpose of facilitating students' registration for access to various online educational services

*Reference: Strongsville City Schools Board of Education Policy 8330*

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<sup>1</sup> 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.

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

The Family Educational Rights and Privacy Act (FERPA) affords 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 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 in 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



P.O. Box 157  
Suwanee, GA 30024-0157

Dear Parents/Students:

**Envision Payment Solutions™** is pleased to have been selected by **Strongsville City Schools** as its check service provider.

Please be aware that if your check is returned, it may be represented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees.

Specifically, per *Ohio Revised Code Annotated § 1319.16*, the service fee for returned checks is as follows:

*\$30 or 10% of the face amount of the instrument, whichever is greater, plus amount of fees charged to the holder by any financial institution as a result of the check not being honored.*

(Note that the fee structure will change according to any amendments made to OH law during a school year.)

If you wish to inquire about a returned check written to **Strongsville City Schools**, please contact **Envision Payment Solutions™** directly at the information listed below.

Thank you. We wish you and your children all the best for this year and beyond. Sincerely,

**Envision Payment Solutions™**



**Customers (check writers) with returned check inquiries should contact:**

**Envision Payment Solutions™**

**Tel** 877.290.5460, or 770.709.3100

**Fax** 770.709.3007

P.O. Box 157

Suwanee, GA 30024-0157

[customerservice@envisionpayments.com](mailto:customerservice@envisionpayments.com)

[www.envisionpayments.com](http://www.envisionpayments.com)