AGENDA

Revere Local School District
Revere Board Meetings
Regular April BOE Meeting
Tuesday, April 20, 2021, 5:30 pm - 8:30 pm
Revere High School Media Center

I. **CALL TO ORDER**

II. **ROLL CALL**

Hayden Hajdu
Claudia Hower
Mike Kahoe
Keith Malick
Diana Sabitsch

III. **PLEDGE OF ALLEGIANCE**

IV. **PRESENTATIONS**

Introduction of Revere High School Wrestling State Champions;

Introduction of Revere Middle School Speech and Debate State Champions;

Introduction of Mr. Andrew Peltz, Revere's new High School Principal (effective August 1, 2021).

V. **PUBLIC SPEAKS TO AGENDA ITEMS**

VI. **BUILDING PRINCIPALS' REPORTS**

VII. **TREASURER'S AGENDA - Mr. Rick Berdine**

a. Approval of the Minutes, Attachment T-1

The Treasurer recommends approval of the minutes from the Work Session held March 9, 2021, the Regular Meeting held March 16, 2021 and the Special Meetings held on March 18, 2021 and March 23, 2021.

b. Approval of the Financial Report, Attachment T-2

The Treasurer recommends approval of the Financial Report for the month of March.

c. Donations, Attachment T-3

The Treasurer recommends the approval, with appreciation, of the donations listed.

d. Purchase Orders, Attachment T-4

The Treasurer recommends that the Board of Education authorize and certify payment of the purchase orders listed below since both at the time of the making of this contract or order (then) and at the date of the execution of this certificate (now), that the amount required to pay this contract or order has been appropriated for the purpose of this contract or order and is in the treasury or in the process of collection to the credit of the funds of the Board of Education and free from any previous encumbrance.

e. Approval of Petty Cash Fund for ArbiterPay

The Treasurer recommends the approval of$5,000 petty cash fund for ArbiterPay 'athletic officials' payment program.

f. BOARD MEMBERS' REPORTS

Finance and Audit Committee
Facilities and Grounds Committee
Legislative Report
Cuyahoga Valley Career Center

VIII. SUPERINTENDENT'S AGENDA - Matthew L. Montgomery, Ph.D.

1. Certificated/Licensed Personnel

   a. New Hire - Curriculum Coordinator

      It is recommended that the Board of Education approve Marcia Roach as the District Curriculum Coordinator for a two-year contract beginning August 1, 2021.

   b. Continuing Contracts - 2021/2022

      It is recommended that the Board of Education approve the following teachers for Continuing Contracts beginning with the 2020-2021 school year:
      Jeff Johnson / RES
      Rachel Alaimo / RES
      Abby Knafel / RES
      Kelly Rourke / RES
      Melanie Burkhart / RES
      Jamie Rankin / BES
      Lori Bell / BES
      Rachel Winski / RMS
      Lauren Duncan / RMS
      Olivia Pettigrew / RHS

   c. Limited Contracts - 2021/2022

      It is recommended that the Board of Education approve Limited Contracts as detailed in Attachment 1.

   d. Routine Non-Renewals: Supplemental Contracts

      It is recommended that the Board of Education approve the routine non-renewal of all supplemental contracts for the 2020-2021 school year.

   e. Routine Non-Renewals: Long Term Substitutes

      It is recommended that the Board of Education approve the routine non-renewal of all long term substitutes for the 2020-2021 school year, including but not limited to:
      Shannon Kahoe
      Emily Massey

2. Classified Personnel

   a. New Hires

      It is recommended that the Board of Education approve the following new hires:

      Evan Morrison / 2nd Shift Custodian at BES / Step 0 ($18.03/hour at 8/hours per day), effective March 22, 2021.

      Jacob Dressler/ District Maintenance/Groundskeeper / Step 0 ($18.51/hour, up to 29.5 hours/week *varies), effective March 22, 2021.

      Jennifer Chapman / Part time Cook at BES / Step 0 ($13.86/hour at 5.75/hours per day), Effective April, 5, 2021.

   b. Athletic Supplemental Contract - 2020/2021 School Year

      It is recommended that the Board of Education approve the following with compensation per the REA Master Agreement:

Gameworker
Andy Pohlmeyer

c. Routine Non-Renewals: Kindergarten and Preschool Drivers

It is recommended that the Board of Education approve the routine non-renewal of the following Kindergarten and Preschool drivers at the end of the 2020-2021 school year:
Peggy Tyson - K
Debbie Everett - K
Jennifer Shaver - K
Lisa Solomon - K
Tina Juchnowski - PS
Connie Nicholas - PS

d. Routine Non-Renewal: Supplemental Contracts

It is recommended that the Board of Education approve the routine non-renewal of all supplemental contracts for the 2020-2021 school year.

e. Routine Non-Renewal: 5-Hour Educational Aide

It is recommended that the Board of Education approve the routine non-renewal of the following:
Dawndavina Eggleston

3. Other Business

a. Authorization of Law Firm

It is recommended that the Board of Education authorize the Superintendent or Treasurer to utilize the following firm as needed:

Brouse McDowell
388 S. Main Street
Suite 500
Akron, Ohio 44311

b. Policies - New or Revised

It is recommended that the Board of Education approve, as a single reading, the following new or revised Board Policies as noted in Attachment 2:
8.13/ Procurement with Federal Grants/Funds

c. College Credit Plus (CCP) - Cuyahoga Community College - 2021/2022 School Year

It is recommended that the Board of Education approve the agreement with Tri-C as detailed in Attachment 3.

d. Student Fee Schedule for 2021-2022

It is recommended that the Board of Education approve the fee schedule as in Attachment 4.

e. Student Handbooks - 2021/2022 School Year

It is recommended that the Board of Education approve the student handbooks as detailed in attachments 5 through 8:
RES / Attachment 5
BES / Attachment 6
RMS / Attachment 7
RHS / Attachment 8

IX. REPORTS FROM THE CENTRAL OFFICE TEAM

Director of Student Services
Director of Curriculum and Instruction
Director of Technology

X. INFORMATIONAL ITEMS

The May Board Work Session will be held May 11, 2021, beginning at 5:30 PM in the High School Media Center.
The Regular May Meeting will be held May 18, 2021 beginning at 5:30 PM in the High School Media Center.

XI. CONCERNS OF THE PUBLIC AND COMMUNITY ANNOUNCEMENTS

The Board values and encourage public comment on educational issues. Meetings of the Board of Education are for the purpose of conducting Board business in a public setting, with the exception of Executive Sessions for specific purposes defined by law. Board of Education meetings, while held primarily in a public setting, are not designed for extensive public input. Per Board Policy, each participant is limited to five (5) minutes of speaking time.

Anyone having an interest in the actions of the Board may participate during the open forum portion of the meeting. Please identify yourself to the Board President or the Superintendent prior to the start of the meeting. Should your comments include a request for information or extended dialogue, it may be necessary and more appropriate that a subsequent meeting with the Board and/or Administrative representative be scheduled to fully discuss issues.

The public may offer objective criticism of school operations and programs, but the Board will not hear complaints about school personnel or other persons at a public session. The Superintendent will advise speakers about other channels provided for Board consideration of complaints involving individuals.

XII. EXECUTIVE SESSION

Personnel: To consider the appointment, employment, dismissal discipline, promotion, demotion or compensation of public employees.

XIII. ADJOURNMENT

NEW DOCUMENT

MINUTES

Revere Local School District
Revere Board Meetings
March Work Session
Tuesday, March 9, 2021, 5:30 pm - 8:30 pm
Revere High School Media Center

Attachment T-1

I. **CALL TO ORDER**

Mr. Malick called the meeting to order at 5:36 PM

II. **ROLL CALL**

Hayden Hajdu
Claudia Hower
Mike Kahoe
Keith Malick
Diana Sabitsch

III. **TREASURER'S AGENDA** - Mr. Richard Berdine- No Action

IV. **SUPERINTENDENT'S AGENDA** - Matthew L. Montgomery, Ph.D.-No Action

V. **REVIEW** of the Agenda for the March 16, 2021 Regular Meeting

VI. **EXECUTIVE SESSION**

Res. 21-103510
Moved into Executive Session at 6:44 PM to discuss the following items:

Personnel: To consider the appointment, employment, dismissal discipline, promotion, demotion or compensation of public employees;

Negotiations: Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

Move: Diana Sabitsch Second: Michael Kahoe Status: Passed

VII. The President called the Board of Education out of Executive Session at 8:00 PM

VIII. **ADJOURNMENT**

Res. 21-103511
Moved by Mr. Kahoe, seconded by Mrs. Sabitsch to adjourn the meeting at 8:00 PM

_____
Approved By:

_____
Treasurer

_____
Date

MINUTES

Revere Local School District
Revere Board Meetings
Regular March BOE Meeting
Tuesday, March 16, 2021, 5:30 pm - 8:30 pm
Revere High School Media Center

I. CALL TO ORDER

Mr. Malick called the meeting to order at 5:30 PM

II. ROLL CALL

Hayden Hajdu
Claudia Hower
Mike Kahoe
Keith Malick
Diana Sabitsch

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS

Introduction of Drake Du, Revere's State Champion in Congressional Debate

Introduction of Ms. Micki Krantz, Revere's new Assistant Superintendent (effective August 1, 2021)

V. PUBLIC SPEAKS TO AGENDA ITEMS

VI. BUILDING PRINCIPALS' REPORTS

VII. REVERE BOARD OF EDUCATION'S AGENDA

Res. 21-103512

a. Extension of Contracts - Superintendent

The Board of Education here by recommends the employment contract of the Superintendent be extended through July 31,2027 and the addendum of the employment contact for Services as Owner's representative be extended through July 31, 2021.

Move: Michael Kahoe Second: Diana Sabitsch Status: Passed

VIII. TREASURER'S AGENDA - Mr. Rick Berdine

Res. 21-103513 consensus items a-d

a. Approval of the Minutes, Attachment T-1

The Treasurer recommends approval of the minutes from the Work Session held February 9, 2021, the Regular Meeting held February 16, 2021 and the Special Meetings held on February 17, 2021, February 18, 2021, and February 23, 2021.

b. Approval of the Financial Report, Attachment T-2

The Treasurer recommends approval of the Financial Report for the month of February.

c. Donations, Attachment T-3

The Treasurer recommends the approval, with appreciation, of the donations listed.

d. Purchase Orders, Attachment T-4

The Treasurer recommends that the Board of Education authorize and certify payment of the purchase orders listed below since both at the time of the making of this contract or order (then) and at the date of the execution of this certificate (now), that the amount required to pay this contract or order has been appropriated for the purpose of this contract or order and is in the treasury or in the process of collection to the credit of the funds of the Board of Education and free from any previous encumbrance.

Res. 21-103513 consensus items a-d

Move: Keith Malick Second: Claudia Hower Status: Passed

e. BOARD MEMBERS' REPORTS

Finance and Audit Committee
Facilities and Grounds Committee
Legislative Report
Cuyahoga Valley Career Center

IX. **SUPERINTENDENT'S AGENDA - Matthew L. Montgomery, Ph.D.**

Res. 21-103514 consensus items 1-4

1. Certificated/Licensed Personnel

a. Salary Increase - Additional Education

It is recommended that the Board of Education approve a salary increase for the following based upon additional education with the increase prorated to the second 92 days of the school year:

John (Jed) Mcknight / MA+30, Step 26 / $99,597
Elizabeth Long / MA+15, Step 11 / $81,442

2. Classified Personnel

a. New Hire - Secretary to the Director of Athletics

It is recommended that the Board of Education approve the following:
Helen Lechman / Secretary to the Director of Athletics / Step 5, $32,683 / Effective 8/1/21

b. Resignations

It is recommended that the Board of Education approve the following resignation:
Dan Brown / Girls Head Basketball Coach for RHS / Effective March 8, 2021
Jeannette Gray / Cook at BES / Effective March 26, 2021

c. Substitute

It is recommended that the Board of Education approve the following to be used as needed effective on or after 3/1/21:
Kiriaki Fuciu / Substitute Secretary

d. Auditorium Workers

It is recommended that the Board of Education approve the following student workers for the 2020-2021 school year:
Ava Slaby
Jacob Hermann
Julia Grandon
Lucy Lutman
Evan Dye
Shane Yankovitz

Anthea Phan
Joey Campitelli

3. Student Services
4. Other Business
   a. Primary Service Agreement 2021-2023 / The Educational Service Center of Northeast Ohio, Attachment 1

      It is recommended that the Board of Education approve the agreement as detailed in Attachment 1

   b. Revere LSD Student Code of Conduct and Revere LSD Student Code of Conduct for Extracurricular Activities, Attachments 2 & 3

      It is recommended that the board approve the documents as detailed in Attachments 2 & 3.

   c. OAPSE MOU - Extension of Collective Bargaining Agreement, Attachment 4

      It is recommended that the board approve the agreement as detailed in Attachment 4.

      Res. 21-103514 consensus items 1-4

      Move: Keith Malick Second: Michael Kahoe Status: Passed

X. REPORTS FROM THE CENTRAL OFFICE TEAM

Director of Student Services
Director of Curriculum and Instruction
Director of Technology

XI. INFORMATIONAL ITEMS

The April Board Work Session will be held April 13, 2021, beginning at 5:30 PM in the High School Media Center.
The Regular April Meeting will be held April 20, 2021 beginning at 5:30 PM in the High School Media Center.

XII. CONCERNS OF THE PUBLIC AND COMMUNITY ANNOUNCEMENTS

XIII. ADJOURNMENT

Res. 21-103515
Moved by Mrs. Sabitsch, seconded by Mr. Hajdu to adjourn the meeting at 6:29 PM

_____
Approved By:

_____
Treasurer

_____
Date

MINUTES

Revere Local School District
Revere Board Meetings
Special Meeting of the Board of Education
Thursday, March 18, 2021, 4:00 pm - 8:00 pm
Revere High School Media Center

I. **CALL TO ORDER**

Mr. Malick called the meeting to order at 4:00 PM

II. **ROLL CALL**

Hayden Hajdu-Absent
Claudia Hower
Mike Kahoe-Absent
Keith Malick
Diana Sabitsch

III. **EXECUTIVE SESSION**

Res. 21-103516
Moved into Executive Session to discuss the following item:

Personnel: To consider the appointment, employment, dismissal discipline, promotion, demotion or compensation of public employees

Move: Diana Sabitsch Second: Claudia Hower Status: Passed

IV. The President called the Board of Education out of Executive Session at 8:54 PM

V. **ADJOURNMENT**

Res. 21-103517
Moved by Mrs. Sabitsch, seconded by Mrs. Hower to adjourn the meeting at 8:54 PM

_____
Approved By:

_____
Treasurer

_____
Date

MINUTES

Revere Local School District
Revere Board Meetings
Special Meeting of the Board of Education
Tuesday, March 23, 2021, 5:30 pm - 8:30 pm
Revere Administration Building

I. CALL TO ORDER

Mr. Malick called the meeting to order at 5:30 PM

II. ROLL CALL

1. Hayden Hajdu
2. Claudia Hower
3. Mike Kahoe
4. Keith Malick
5. Diana Sabitsch

III. SUPERINTENDENT'S AGENDA - Matthew L. Montgomery, Ph.D.

Res. 21-103518

a. New Hire - Revere High School Principal

It is recommended that the Board of Education approve the appointment of the Revere High School Principal for a two-year contract beginning August 1, 2021.

Move: Diana Sabitsch Second: Claudia Hower Status: Passed

IV. EXECUTIVE SESSION

Res. 21-103519
Moved into Executive Session at 5:40 PM to discuss the following item:

Personnel: To consider the appointment, employment, dismissal discipline, promotion, demotion or compensation of public employees.

Move: Michael Kahoe Second: Diana Sabitsch Status: Passed

V. The President called the Board of Education out of Executive Session at 6:47 PM

VI. ADJOURNMENT

Res. 21-103520
Moved by Mr. Kahoe, seconded by Mrs. Hower to adjourn the meeting at 6:47 PM

_____
Approved By:

_____
Treasurer

_____
Date

NEW DOCUMENT

MARCH 31, 2021

Financial Report

Revere Local School District

Richard Berdine
Treasurer

Revere Local School District

Forecast Comparison - General Operating Fund - March 2021

	March 2021 FCST Estimate	March 2021 Actuals	March 2020 Actuals	Variance-March 2021 Actuals to Estimate	Explanation of Variance
Revenue:					
1.010 - General Property Tax (Real Estate)	$ 4,530,644	$ 5,406,307	$ 5,095,112	$ 875,663	timing of tax advances compared to prior fiscal years
1.020 - Public Utility Personal Property Tax	$ -	$ -	$ -	$ -	
1.035 - Unrestricted Grants-in-Aid	$ 179,544	$ 191,107	$ 189,023	$ 11,563	timing of State foundation payments compared to prior fiscal years, State funding pandemic cuts partially restored ($127K of $231K reducction)
1.040 - Restricted Grants-in-Aid	$ 2,000	$ -	$ 228	$ (2,000)	
1.050 - Property Tax Allocation	$ -	$ -	$ -	$ -	
1.060 - All Other Operating Revenues	$ 110,523	$ 92,697	$ 137,974	$ (17,826)	interest earnings less than forecast amounts due to timing of maturities and reduced interest rates, reduced student fees due to less onsite learners, timing of receipts compared to prior fiscal years
1.070 - Total Revenue	$ 4,822,711	$ 5,690,110	$ 5,422,337	$ 867,399	
Other Financing Sources:					
2.050 - Advances In	$ -	$ -	$ -	$ -	
2.060 - All Other Financing Sources	$ 98	$ -	$ -	$ (98)	
2.080 Total Revenue and Other Financing Sources	$ 4,822,809	$ 5,690,110	$ 5,422,337	$ 867,301	
Expenditures:					
3.010 - Personnel Services	$ 1,711,656	$ 1,696,960	$ 1,655,514	$ 14,696	timing of FY21 expenditures vs estimates based on historical monthly percentages
3.020 - Employees' Retirement/Insur. Benefits	$ 680,809	$ 677,926	$ 649,942	$ 2,883	
3.030 - Purchased Services	$ 666,593	$ 531,697	$ 491,438	$ 134,896	timing of FY21 expenditures vs estimates based on historical monthly percentages
3.040 - Supplies and Materials	$ 87,994	$ 75,297	$ 73,047	$ 12,697	timing of FY21 expenditures vs estimates based on historical monthly percentages
3.050 - Capital Outlay	$ 17,515	$ 4,229	$ 2,310	$ 13,286	timing of FY21 expenditures vs estimates based on historical monthly percentages
3.060 - Intergovernmental	$ -	$ 215,381	$ -	$ (215,381)	HB264 note repayment posted when energy conservation interest credit from federal government via Huntington Bank received
4.300 - Other Objects	$ 23,060	$ 11,121	$ 12,873	$ 11,939	timing of FY21 expenditures vs estimates based on historical monthly percentages
4.500 - Total Expenditures	$ 3,187,627	$ 3,212,611	$ 2,885,124	$ (24,984)	
Other Financing Uses:					
5.010 - Operating Transfers-Out	$ -	$ -	$ -	$ -	
5.020 - Advances Out	$ -	$ -	$ -	$ -	
5.030 - All Other Financing Uses	$ -	$ -	$ -	$ -	
5.050 - Total Expenditures and Other Financing Uses	$ 3,187,627	$ 3,212,611	$ 2,885,124	$ (24,984)	
Surplus/(Deficit) for Month	$ 1,635,182	$ 2,477,500	$ 2,537,213	$ 842,318	

Confidential Information - For Board Use Only - Do not Redistribute

rb040621

Revere Local School District

Forecast Comparison - General Operating Fund - March 2021

	Current FYTD FCST Estimate	Current FYTD Actuals	Prior FYTD Actuals	Variance- Current FYTD Actuals to Estimate	Explanation of Variance
Revenue:					
1.010 - General Property Tax (Real Estate)	$ 26,083,382	$ 27,727,584	$ 23,612,924	$ 1,644,202	timing of tax advances compared to prior fiscal years, tax settlement should occur in April to indicate impact of increased valuations on total collections
1.020 - Public Utility Personal Property Tax	$ 798,389	$ 798,389	$ 752,729	$ -	
1.035 - Unrestricted Grants-in-Aid	$ 1,545,223	$ 1,713,899	$ 1,854,418	$ 168,676	timing of State foundation payments compared to prior fiscal years, casino profits payment higher than estimated based on August 2020 payment received, State pandemic cuts partially restored ($127K of $231K reduction)
1.040 - Restricted Grants-in-Aid	$ 12,740	$ 2,740	$ 2,057	$ (10,000)	funds included in unrestricted aid above
1.050 - Property Tax Allocation	$ 1,710,457	$ 1,710,457	$ 1,702,560	$ -	
1.060 - All Other Operating Revenues	$ 916,484	$ 870,488	$ 1,351,750	$ (45,996)	interest earnings less than forecast amounts due to timing of maturities and reduced interest rates, reduced student fees due to less onsite learners
1.070 - Total Revenue	$ 31,066,675	$ 32,823,557	$ 29,276,438	$ 1,756,882	
Other Financing Sources:					
2.050 - Advances In	$ 250,000	$ 362,000	$ 250,000	$ 112,000	estimate incorrectly entered in forecast
2.060 - All Other Financing Sources	$ 512	$ 302,037	$ 706	$ 301,525	unanticipated workers' compensation rebate from BWC (covid)
2.080 Total Revenue and Other Financing Sources	$ 31,317,187	$ 33,487,594	$ 29,527,144	$ 2,170,407	
Expenditures:					
3.010 - Personnel Services	$ 16,529,688	$ 16,414,769	$ 14,611,582	$ 114,919	timing of FY21 expenditures vs estimates based on historical monthly percentages
3.020 - Employees' Retirement/Insur. Benefits	$ 6,174,012	$ 6,152,866	$ 5,349,005	$ 21,146	timing of FY21 expenditures vs estimates based on historical monthly percentages
3.030 - Purchased Services	$ 4,744,720	$ 4,348,963	$ 4,065,331	$ 395,757	timing of FY21 expenditures vs estimates based on historical monthly percentages, some expenditures moved to covid grant funds
3.040 - Supplies and Materials	$ 823,448	$ 711,500	$ 887,749	$ 111,948	timing of FY21 expenditures vs estimates based on historical monthly percentages, some expenditures moved to covid grant funds
3.050 - Capital Outlay	$ 334,019	$ 267,116	$ 106,742	$ 66,903	timing of FY21 expenditures vs estimates based on historical monthly percentages, some expenditures moved to covid grant funds
3.060 - Intergovernmental	$ 224,833	$ 219,723	$ -	$ 5,110	
4.300 - Other Objects	$ 379,639	$ 340,363	$ 337,666	$ 39,276	timing of FY21 expenditures vs estimates based on historical monthly percentages
4.500 - Total Expenditures	$ 29,210,359	$ 28,455,300	$ 25,358,075	$ 755,059	
Other Financing Uses:					
5.010 - Operating Transfers-Out	$ 264,804	$ 269,106	$ 117,990	$ (4,302)	
5.020 - Advances Out	$ 250,000	$ 400,000	$ 250,000	$ (150,000)	additional advances approved by BOE for food services and athletics
5.030 - All Other Financing Uses	$ -	$ -	$ -	$ -	
5.050 - Total Expenditures and Other Financing Uses	$ 29,725,163	$ 29,124,406	$ 25,726,065	$ 600,757	
Surplus/(Deficit) FYTD	$ 1,592,024	$ 4,363,188	$ 3,801,079	$ 2,771,164	

rb040621

Revere Local School District

Revenue Analysis Report - General Operating Fund Only - FY21

2020 - 2021	Local Revenue				State Revenue				
	Taxes								
	Real Estate	Personal Property	Interest	All Other Operating	Unrestricted Grants-in-Aid	Property Tax Allocation	Restricted Grants-in-Aid	Non-Operating*	Total Revenue
July	7,233,892	-	12,164	5,458	123,183	-	228	-	**7,374,925**
August	3,958,610	-	72,073	59,137	157,517	-	2,512	112,000	**4,361,848**
September	- 2,484,885	798,389	14,418	139,140	150,452	-	-	250,000	**3,837,284**
October		-	21,980	232,349	176,351	1,710,457	-	-	**2,141,136**
November	-	-	15,992	30,147	212,980	-	-	625	**259,744**
December	-	-	36,982	26,063	178,509	-	-	299,886	**541,440**
January	-	-	6,380	27,044	254,358	-	-	1,526	**289,308**
February	8,643,890	-	20,807	57,658	269,442	-	-	-	**8,991,796**
March	5,406,307	-	13,196	79,501	191,107	-	-	-	**5,690,110**
April	-	-	-	-	-	-	-	-	**-**
May	-	-	-	-	-	-	-	-	**-**
June	-	-	-	-	-	-	-	-	**-**
Totals	**$27,727,583**	**$798,389**	**$213,993**	**$656,495**	**$1,713,898**	**$1,710,457**	**$2,740**	**$664,037**	**$33,487,592**
% of Total	**82.80%**	**2.38%**	**0.64%**	**1.96%**	**5.12%**	**5.11%**	**0.01%**	**1.98%**	

***Non-Operating Revenue includes advances in, and refund of prior year expenditures.**

rb040621

Revere Local School District

Expenditure Analysis Report - General Operating Fund - FY21

2020-2021	Salaries	Benefits	Services	Supplies	Equipment	Other-Dues/Fees	Intergov. Debt	Non-Operating*	Total Expenses
July	2,276,112	684,796	549,587	88,865	13,620	7,244	-	-	3,620,224
August	1,785,350	693,998	547,799	64,058	91,080	30,698	-	514,804	3,727,787
September	1,596,585	674,717	286,247	157,181	49,423	205,924	-	-	2,970,076
October	1,604,709	674,624	513,220	106,397	59,503	20,858	-	-	2,979,309
November	1,766,558	601,324	477,762	41,159	(2,488)	15,390	-	4,302	2,904,007
December	2,511,682	770,821	390,097	68,592	352	21,213	-	-	3,762,756
January	1,591,725	684,119	601,349	63,351	48,887	19,620	-	150,000	3,159,050
February	1,585,088	690,541	451,205	46,600	2,515	8,295	4,342	-	2,788,586
March	1,696,960	677,926	531,697	75,297	4,229	11,121	215,381	-	3,212,611
April	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
TOTALS	**$16,414,768**	**$6,152,864**	**$4,348,962**	**$711,499**	**$267,121**	**$340,362**	**$219,723**	**$669,106**	**$29,124,406**
% of Total	**56.36%**	**21.13%**	**14.93%**	**2.44%**	**0.92%**	**1.17%**	**0.75%**	**2.30%**	

Non-Operating expenses include advances and transfers out.

Operating Fund includes General Fund (001) only for FY2021

Revere Local School District

March 2021

FINSUMM Financial Summary

rb040621

Fund	Fund Name	Beginning Balance 7/1/2020	Monthly Receipts	Fiscal Year To Date Receipts	Monthly Expenditures	Fiscal Year To Date Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	$18,791,317.12	$5,690,110.41	$33,487,591.66	$3,312,610.61	$29,124,406.24	$23,154,502.54	$1,921,430.39	$21,233,072.15
002	Bond Retirement	$2,265,966.73	$797,090.93	$4,583,970.99	$670.00	$3,019,313.53	3,830,624.19	$1,265,650.00	2,564,974.19
003	Permanent Improvement	$2,909,268.04	$121,645.37	$587,510.34	$156,983.37	$2,720,715.76	776,062.62	$851,964.24	(75,901.62)
004	Building Fund	$17,869,875.07	$73.21	$164,464.83	$272,604.83	$17,245,508.91	788,830.99	$701,691.42	87,139.57
006	Food Service	$2,790.95	$117,278.49	$1,160,390.27	$102,623.21	$1,106,683.04	56,498.18	$118,923.38	(62,425.20)
007	Special Trust	$34,538.36	$880.00	$4,600.00	$0.00	$500.00	38,638.36	$1,000.00	37,638.36
008	Endowment	$18,642.71	$10.73	$189.73	$0.00	$0.00	18,832.44	$0.00	18,832.44
009	Uniform School Supplies	$77,461.87	$2,690.00	$141,107.48	$2,746.98	$91,174.97	127,394.38	$6,058.68	121,335.70
018	Public School Support	$179,276.84	$19,993.10	$122,222.30	$8,022.04	$55,473.53	246,025.61	$86,914.99	159,110.62
019	Other Grants	$16,224.92	$0.00	$17,046.80	$0.00	$26,116.46	7,155.26	$16,754.00	(9,598.74)
022	District Agency	$10,737.77	$1,909.99	$9,922.31	$2,376.40	$6,375.58	14,284.50	$0.00	14,284.50
024	Employee Benefits Self-Insurance	$3,655.95	$3,734.23	$33,579.81	$5,952.13	$42,258.61	(5,022.85)	$9,329.39	(14,352.24)
026	Employee Benefits Section 125	$20,377.27	$8,807.66	$78,443.84	$16,479.63	$79,544.04	19,277.07	$43,805.96	(24,528.89)
200	Student Managed Activity	$153,571.74	$9,149.00	$48,045.77	$5,858.68	$19,548.19	182,069.32	$20,315.44	161,753.88
300	District Managed Student Activities	$1,335,684.43	$913.71	$267,407.28	$27,592.93	$1,422,332.16	180,759.55	$58,262.82	122,496.73
451	Data Communications	$0.00	$3,600.00	$7,200.00	$7,200.00	$7,200.00	0.00	$0.00	0.00
467	Student Wellness and Success	$0.00	$0.00	$124,133.55	$8,967.92	$78,297.80	45,835.75	$45,886.54	(50.79)
499	Miscellaneous State Grants	$8,310.21	$0.00	$13,962.15	$6,458.62	$11,198.62	11,073.74	$0.00	11,073.74
507	ESSER - CARES Act	$0.00	$0.00	$100,641.70	$0.00	$100,641.70	0.00	$0.00	0.00
510	Coronavirus Relief Fund	$0.00	$41,582.41	$511,499.75	$3,994.00	$515,493.75	(3,994.00)	$2,462.00	(6,456.00)
516	IDEA Special Education	($49,771.65)	$96,544.02	$425,784.05	$48,272.01	$424,284.41	(48,272.01)	$84,129.92	(132,401.93)
572	Title I	($7,102.30)	$18,575.91	$108,869.92	$12,383.94	$114,151.56	(12,383.94)	$2,444.00	(14,827.94)
587	Early Childhood Special Education	$0.00	$1,808.50	$8,054.31	$0.00	$8,054.31	0.00	$252.29	(252.29)
590	Title II-A	($723.80)	$6,513.00	$18,091.80	$4,342.00	$21,710.00	(4,342.00)	$0.00	(4,342.00)
599	Title IV-A	($7,165.50)	$0.00	$10,165.50	$10,193.58	$12,990.58	(9,990.58)	$0.00	(9,990.58)
	Grand Totals (ALL Funds)	**$43,632,936.73**	**$6,942,910.67**	**$42,034,896.14**	**$4,016,332.88**	**$56,253,973.75**	**$29,413,859.12**	**$5,237,275.46**	**$24,176,583.66**

Revere Local School District

Approved Funds for 2020/2021

This report is a listing of all grant funds authorized and/or received throughout the 2020/2021 fiscal year.

Fund	Description	Authorized Amount	Monthly Amount Received	Amount Received FY-to-date	Amount Received Project-to-date
	State Grants				
451/9021	Ohio K-12 Network Subsidy 2021	$7,200.00	$3,600.00	$7,200.00	$7,200.00
467/9021	Student Wellness and Success 2021	$124,133.55	$0.00	$124,133.55	$124,133.55
499/9021	Attorney General Safety & Security 2021	$13,962.15	$0.00	$13,962.15	$13,962.15
	Total State Funds	$131,333.55	$3,600.00	$131,333.55	$131,333.55
	Federal Grants				
507/9021	ESSER-CARES Act	$100,641.70	$0.00	$100,641.70	$100,641.70
510/9021	Suburban School Districts CARES 2021	$136,364.11	$162.00	$129,907.37	$129,907.37
510/9121	Broadband Connectivity 2021	$105,014.38	$41,420.41	$105,014.38	$105,014.38
510/9221	Summit County COVID Reopening 2021	$276,578.00	$0.00	$276,578.00	$276,578.00
516/9021	IDEA Part B Special Education 2021	$561,799.79	$96,544.02	$312,265.83	$312,265.83
516/9020	IDEA Part B Special Education 2020	$521,446.61	$0.00	$113,518.22	$521,446.61
572/9021	Title I 2021	$120,148.27	$18,575.91	$83,940.73	$83,940.73
572/9121	Title I Economically Disadvantaged 2021	$2,459.68	$0.00	$0.00	$0.00
572/9020	Title I 2020	$117,900.45	$0.00	$24,929.19	$117,900.45
587/9021	Early Childhood Special Education 2021	$8,316.13	$1,808.50	$8,054.31	$8,054.31
587/9020	Early Childhood Special Education 2020	$8,208.01	$0.00	$0.00	$8,208.21
590/9021	Title II-A 2021	$44,598.47	$6,513.00	$17,368.00	$17,368.00
590/9020	Title II-A 2020	$41,670.46	$0.00	$723.80	$41,670.00
590/9022	CARES Act Library 2021	$3,000.00	$0.00	$3,000.00	$3,000.00
599/9021	Title IV-A 2021	$15,180.81	$0.00	$0.00	$0.00
599/9020	Title IV-A 2020	$7,165.50	$0.00	$7,165.50	$7,165.50
	Total Federal Funds	$2,070,492.37	$165,023.84	$1,183,107.03	$1,733,161.09

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Revere Local School District

Record of Advances for 2020/2021

INITIAL ADVANCE INFORMATION					ADVANCE RETURN	
Date Approved	FROM Fund	TO Fund	Fund Name	Amount	Date Returned	Amount
7/16/2019	001	006/0000	Food Services	$150,000.00	9/29/2020	$150,000.00
7/16/2019	001	300/920A	Athletics	$100,000.00	9/29/2020	$100,000.00
6/30/2020	001	006/0000	Food Services	$112,000.00	8/6/2020	$112,000.00
7/21/2020	001	006/0000	Food Services	$150,000.00		
7/21/2020	001	300/920A	Athletics	$100,000.00		
1/19/2021	001	006/0000	Food Services	$100,000.00		
1/19/2021	001	300/920A	Athletics	$50,000.00		
TOTAL Advances for 2020-2021				**$762,000.00**		**$362,000.00**
Advances Outstanding						**$400,000.00**

rb040621

Revere Local School District

Cash Reconciliation

March 31, 2020

FINSUM Balance			$ 29,413,859.12
Bank Balance:			
Huntington Bank	1,090,315.76		
	-		
	-		
		$ 1,090,315.76	
Investments:			
Meeder Investment Managers Managed Portfolio - General	16,459,182.81		
STAR Ohio - General Account	11,083,496.73		
STAR Ohio PLUS - General Account	-		
STAR Ohio - Bond Retirement Account	1,061,435.56		
		$ 28,604,115.10	
Petty Cash:			
Building Principals	400.00		
Athletic Director	100.00		
Bus Garage	100.00		
ArbiterPay	5,000.00		
Treasurer's Office	200.00		
		$ 5,800.00	
Change Fund:			
Food Service Vending	717.35		
	-		
	-		
	-		
		$ 717.35	
Less: Outstanding Checks		$ (137,589.39)	
Outstanding Deposits/Other Adjustments:			
NSF Checks To Recover	50.00		
QTD Payroll Deductions To Be Remitted	-		
ACH Payments In Transit	(149,606.16)		
Adjustment Correction to be Posted in USAS	-		
Duplicate Payment to RITA to be refunded	56.46		
	-		
		$ (149,499.70)	
Bank Balance			$ 29,413,859.12
Variance			$ -

rb040621

Revere Local School District

March 31, 2021

Appropriation Summary

rb040621

Fund		FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
001	General Fund	$40,571,467.14	$163,675.79	$40,735,142.93	$29,124,406.24	$3,312,610.61	$1,921,430.39	9,689,306.30	76.21%
002	Bond Retirement	$4,334,675.00	$0.00	$4,334,675.00	$3,019,313.53	$670.00	$1,265,650.00	49,711.47	98.85%
003	Permanent Improvement	$1,104,114.00	$2,474,940.23	$3,579,054.23	$2,720,715.76	$156,983.37	$851,964.24	6,374.23	99.82%
004	Building Fund	$2,289,000.00	$17,803,892.93	$20,092,892.93	$17,245,508.91	$272,604.83	$701,691.42	2,145,692.60	89.32%
006	Food Service	$1,297,635.00	$0.00	$1,297,635.00	$1,106,683.04	$102,623.21	$118,923.38	72,028.58	94.45%
007	Special Trust	$30,500.00	$500.00	$31,000.00	$500.00	$0.00	$1,000.00	29,500.00	4.84%
008	Endowment	$500.00	$0.00	$500.00	$0.00	$0.00	$0.00	500.00	0.00%
009	Uniform School Supplies	$190,800.00	$9,169.99	$199,969.99	$91,174.97	$2,746.98	$6,058.68	102,736.34	48.62%
018	Public School Support	$202,450.00	$9,149.71	$211,599.71	$55,473.53	$8,022.04	$86,914.99	69,211.19	67.29%
019	Other Grants	$43,651.60	$0.00	$43,651.60	$26,116.46	$0.00	$16,754.00	781.14	98.21%
022	District Agency	$20,000.00	$0.00	$20,000.00	$6,375.58	$2,376.40	$0.00	13,624.42	31.88%
024	Employee Benefits Self-Insurance	$51,588.00	$0.00	$51,588.00	$42,258.61	$5,952.13	$9,329.39	0.00	100.00%
026	Employee Benefits Section 125	$123,500.00	$0.00	$123,500.00	$79,544.04	$16,479.63	$43,805.96	150.00	99.88%
200	Student Managed Activity	$175,400.00	$0.00	$175,400.00	$19,548.19	$5,858.68	$20,315.44	135,536.37	22.73%
300	District Managed Student Activities	$467,120.58	$1,111,393.87	$1,578,514.45	$1,422,332.16	$27,592.93	$58,262.82	97,919.47	93.80%
451	Ohio K-12 Network Subsidy	$7,200.00	$0.00	$7,200.00	$7,200.00	$7,200.00		#VALUE!	#VALUE!
467	Student Wellness and Success	$124,184.34	$0.00	$124,184.34	$78,297.80	$8,967.92	$45,886.54	0.00	100.00%
499	Miscellaneous State Grants	$13,962.15	$4,740.00	$18,702.15	$11,198.62	$6,458.62	$0.00	7,503.53	59.88%
507	ESSER - CARES Act	$100,641.70	$0.00	$100,641.70	$100,641.70	$0.00	$0.00	0.00	100.00%
510	Coronavirus Relief Fund	$517,956.49	$0.00	$517,956.49	$424,284.41	$48,272.01	$84,129.92	9,542.16	98.16%
516	IDEA Special Education	$634,152.27	$0.00	$634,152.27	$424,284.41	$48,272.01	$84,129.92	125,737.94	80.17%
572	Title I	$140,434.84	$0.00	$140,434.84	$114,151.56	$12,383.94	$2,444.00	23,839.28	83.02%
587	Early Childhood Special Education	$8,324.57	$0.00	$8,324.57	$8,054.31	$0.00	$252.29	17.97	99.78%
590	Title II-A	$44,598.47	$0.00	$44,598.47	$21,710.00	$4,342.00	$0.00	22,888.47	48.68%
599	Title IV-A	$18,180.81	$0.00	$18,180.81	$12,990.58	$10,193.58	$0.00	5,190.23	71.45%
Totals		**$52,512,036.96**	**$21,577,462.52**	**$74,089,499.48**	**$56,162,764.41**	**$4,060,610.89**	**$5,318,943.38**	**#VALUE!**	**82.98%**

Revere Local School District

Check Register for Checks > $9,999.99
February 2021

Vendor	Amount	Fund	Description
Dominion East Ohio	$ 12,094.80	001	Natural gas
Lykins Energy Solutions	$ 16,927.24	001	Diesel fuel
Nason Landscaping Inc.	$ 31,000.00	001	Snowplowing/salting
Renhill Group Inc.	$ 14,287.44	001	Substitute teachers
US Bank	$ 11,320.49	001	Copier lease payments
Cengage Learning	$ 10,193.58	599	Digital curriculum resource materials
ESC of Northeast Ohio	$ 96,278.54	001/467/516 /587	Special education aides, LEP services, gifted coordinator services, preschool aides, at-risk coordinator
Ohio Edison Co.	$ 18,856.61	001	Electricity
PRN Therapy Services Inc.	$ 18,954.00	001	OT/PT
Renhill Group Inc.	$ 12,685.77	001	Substitute teachers
ICON Inc.	$ 425,243.42	004/003	Building projects
Kidslink Neurobehavioral	$ 26,683.34	001	Special education tuition
Nason Landscaping Inc.	$ 27,300.00	001	Snowplowing/salting
PSI	$ 13,099.22	001	Nursing services
Renhill Group Inc.	$ 12,105.11	001	Substitute teachers
Cargill Inc.	$ 10,598.75	001	Bulk salt
Wings of Change Therapy Inc.	$ 20,000.00	001	Special education tuition
Huntington National Bank	$ 215,051.20	001	HB264 principal payment
Gordon Food Service	$ 17,228.26	006	Food service supplies
Gordon Food Service	$ 10,501.74	006	Food service supplies
Huntington Bank	$ 11,763.61	various	Medicare tax-payroll #1
Huntington Bank	$ 13,723.16	various	Medicare tax-payroll #2
SERS	$ 57,826.00	various	Classified retirement
STRS	$ 67,831.25	various	Certified retirement
STRS	$ 141,756.75	various	Certified retirement
SRHCC-Dental	$ 22,434.11	001/006	Employee benefits dental insurance
SRHCC-Medical	$ 358,348.78	001/006	Employee benefits medical/prescription insurance
rb040621			

FY2021

REVERE LOCAL SCHOOLS FOOD SERVICE ENTERPRISE-FUND #006

Monthly Cash Flow Spending Plan Report

INCOME	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTALS
BEGINNING BALANCES	2,790.95	(48,821.35)	199,181.57	(52,040.10)	(87,797.83)	(57,091.65)	(64,468.81)	29,573.37	41,842.90	56,498.18	56,498.18	56,498.18	
Interest Earnings													0.00
Student Breakfast 1511			115.45	283.90	251.55	191.80	296.75	348.20	493.90				1,981.55
Student Lunch Sales1512	612.86		23,596.19	7,746.19	(19,095.23)	(1,433.85)	(4,139.90)	1,356.18	(141.45)				8,500.99
Student A-La-Carte Sales 1513			20,009.19	26,749.40	20,837.70	16,179.10	24,155.80	22,760.95	29,011.65				159,703.79
Student Milk Sales 1514			261.80	270.60	194.15	147.95	186.45	165.55	246.40				1,472.90
Adult Breakfast 1521			0.55	2.80	0.00	0.00	0.00	0.00	1.15				4.50
Adult Lunch Sales 1522 + 1523		5,103.50	807.80	1,312.45	1,177.30	796.30	1,192.00	1,147.75	1,600.55				13,137.65
Catering - Bath 1559													0.00
Catering - Hillcrest 1559													0.00
Catering - RMS 1559													0.00
Catering - RHS 1559								455.00					455.00
Miscellaneous 1890	(correction to Oct after report done.....)			(10.00)									(10.00)
Vending Commissions - BES 1890				83.30	47.00	23.00	23.00	45.00	61.00				282.30
Vending Commissions - RES 1890				213.90	60.00	65.00	30.00	85.00	97.00				550.90
Vending Commissions - RMS 1890			418.00	373.80	17,950.70	4,395.25	5,759.45	5,017.10	6,203.75				40,118.05
Vending Commissions - RHS 1890			654.00	602.00	15,360.55	3,516.50	7,333.40	7,013.07	7,055.45				41,534.97
State Subsidy 3213													0.00
Federal Subsidy 4120				28,767.37	82,291.79	67,301.22	53,669.99	78,769.16	72,649.09				383,448.62
Transfers In 5100		259,209.05											259,209.05
Refund/Prior Year Expenditure 5300													0.00
Advances In 5210		150,000.00					100,000.00						250,000.00
TOTALS RECEIPTS	612.86	414,312.55	45,862.98	66,395.71	119,075.51	91,182.27	188,506.94	117,162.96	117,278.49	0.00	0.00	0.00	1,160,390.27

EXPENDITURES	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTALS
Administrative Supply													0.00
Regular Salaries 141	35,702.13	23,728.61	23,518.25	23,976.73	23,873.25	38,242.14	24,896.62	24,962.28	26,258.66				245,158.67
Substitutes 142			1,365.08	3,752.52	4,684.53	4,862.11	2,619.76	3,972.35	3,922.41				25,178.76
Overtime/Extra Time 144 + 149			4,113.30	534.46	737.85	1,126.30	529.33	316.35	596.77				7,954.36
Non-contributing 147	400.00												400.00
Leaves/Holiday 154													0.00
Severence			77.88										77.88
Benefits 200s	16,123.03	21,006.20	14,982.50	15,772.22	15,967.08	19,611.22	16,195.73	18,196.02	16,470.34				154,324.34
SURcharge													0.00
Purchased Services 410 & 419				4,322.50		2,700.00							7,022.50
Management Services 415		108.90						1,037.00					1,145.90
Repair/Maintenance 423			1,087.79	(641.04)		1,166.44	1,339.64	244.00	180.41				3,377.24
Travel/Meetings 433 434													0.00
Food/Supplies 560 569		9,465.92	41,871.35	54,436.05	43,106.62	30,851.22	48,883.68	56,165.43	55,194.62				339,974.89
New Equipment 640 500			60,068.50										60,068.50
New Equipment 640 200													0.00
New Equipment 640 100													0.00
New Equipment 640 400													0.00
New Equipment DISTRICT 640 000													0.00
Dues/Fees 849													0.00
Return of Advance 922		112,000.00	150,000.00										262,000.00
TOTALS EXPENDITURES	52,225.16	166,309.63	297,084.65	102,153.44	88,369.33	98,559.43	94,464.76	104,893.43	102,623.21	0.00	0.00	0.00	1,106,683.04
ENDING BALANCES	(48,821.35)	199,181.57	(52,040.10)	(87,797.83)	(57,091.65)	(64,468.81)	29,573.37	41,842.90	56,498.18	56,498.18	56,498.18	56,498.18	
ENCUMBRANCES	10,576.20	409,731.50	379,356.97	330,632.79	292,401.14	257,115.34	212,456.53	155,640.84	118,923.38				
UNENCUMBERED BAL	(59,397.55)	(210,549.93)	(431,397.07)	(418,430.62)	(349,492.79)	(321,584.15)	(182,883.16)	(113,797.94)	(62,425.20)				

NEW DOCUMENT

T-3

List of Donations
Received by the Revere Local School District
April 20, 2021

Cash Donations

1	To:	Lisa Sutton Loper Scholarship Fund		
	From:	Lucy Loper	$	180.00
2	To:	Lisa Sutton Loper Scholarship Fund		
	From:	Chloe Bair	$	500.00
3	To:	Lisa Sutton Loper Scholarship Fund		
	From:	Protein Partner of Ohio LLC	$	200.00

$ -

Total	$	880.00

Equipment & Other Donations

To:
From:

$ -

* Donation values for contributions other than cash are provided by the donor and not established by the Board of Education

NEW DOCUMENT

Attachment T-4

THEN AND NOW PURCHASE ORDERS - APRIL 2021 BOARD MEETING

Check Number	Paid To	Check Date	Check Amount
139807	AIS COMMERCIAL PARTS & SERVICE	03-12-21	180.41
139714	RIDDELL ALL AMERICAN	03-08-21	3,756.83
140002	CARGILL INC	03-31-21	10,598.75
140033	Wings of Change Therapy Inc.	03-31-21	20,000.00
140028	Sedgwick	03-31-21	3,335.00
139817	Cengage Learning	03-12-21	10,193.58
137393	ESC OF NORTHEAST OHIO	07-07-20	7,925.00
139989	RUSH TRUCK CENTER	03-25-21	3,932.66
139762	NASON LANDSCAPING INC.	03-08-21	31,000.00
139911	NASON LANDSCAPING INC.	03-17-21	27,300.00

NEW DOCUMENT

Attachment 1

Limited Contract List 2021-2022

Courtney Abbott	Valerie Patterson
Angela Andreatta	Katie Pflueghr
Kelsey Bennett	Samantha Price
Julie Bird	Emily Pruchnicki
Anastasia Bohush	Amanda Ralston
Nikki Bratt	Rebecca Ray
Eric Browne	Jacqueline Reasor
Martin Cingle	Angeline Redman
Callah Cooke	Rebecca Rhodes
Sarah Coon	Robert Richardson
Tina Cowdery	Emily Rion
Megan Cronick	Brian Rizzo
Rebecca DeLauder	Kathy Shaffer
Patrick DiCaprio	Piper Short
Shannon Edwards	Sarah Smith
Ryan Fletcher	Emily Sokolowski
Alice Forney	Kevin Somerville
Elizabeth Hamilton	Connie Tartara
Elizabeth Harig	Kevin Verde
Jodi Hetman	Jade Vianueva
Amy Hiller	Ryan Warner
Tanya Holztrager	Domenica Wiborg
Shelly Horvath	Michael Wiley(.5 FTE)
David Howson	
Allison Kilway	
Nicholas Kos	
Alexandra Krakowiak	
Kaelee McCausland	
Katie Moses	
Mary Mourton	
Natalie Nestadt	

NEW DOCUMENT

Attachment 2

PROCUREMENT WITH FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for with federal funds or District matching funds shall be made in accordance with all applicable federal, state, and local statutes and/or regulations, the terms and conditions of the federal grant, and Board policy.

The Superintendent shall maintain a procurement and contract administration system in accordance with the "Procurement Standards" set forth in §§2 C.F.R. 200.317-.326 for the administration and management of federal grants and federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's Uniform Grant Guidance Board policy.

Board employees, officers, and agents who have purchasing authority shall abide by the standards of conduct governing conflicts of interest and governing the actions of employees, officers, and agents engaged in the selection, award, and administration of contracts set forth in Board policy and Ohio Ethics Law. Specifically, no employee, officer, or agent of the District shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the District shall neither solicit nor accept gratuities, favors, or anything beyond nominal monetary value from contractors or parties to sub-agreements. Disciplinary action may be implemented for violations of this policy. No Federal appropriated funds shall be used to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

The District shall avoid acquisition of unnecessary or duplicative items. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. To foster greater economy and efficiency, the District may enter into state and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Contract Provisions

Procurement contracts shall, at a minimum, include the terms and conditions that are required by the applicable federal procurement regulations.

For spending related to the child nutrition program funds, contracts shall require the following clauses: termination for cause and convenience, contract work hours/safety standards, Davis Bacon Act provisions, rights to interventions made under a contract, debarment and suspension,

and the Byrd Anti-Lobbying Amendment language for contracts worth $100,000 or more. To the extent required by law, the District shall require that the person awarded a contract satisfy the bonding requirements set forth in the applicable federal regulations.

The District and vendor shall comply with the Buy American Provision for all solicitations and contracts that involve the purchase of food, per USDA Regulations (7 CFR Part 250 and 7 CFR Part 210). The District and vendor shall utilize, to the maximum extent practicable, "domestic commodities and products," which means an agricultural commodity that is produced in the United States, and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. This requirement shall be included in bid specifications; contract monitoring; and verifying cost and availability of domestic and nondomestic foods using data in the USDA Agricultural Marketing Service.

Administration

One or more District employees or contractors shall be delegated responsibility for the administration of all procurement contracts and for ensuring that the party awarded the contract satisfies the terms of the procurement contract, and shall ensure that all solicitations include, either verbatim, or by reference, the equal opportunity clause provided under 41 CFR 60-1.4(b) for contracts worth $10,000 or more.

Competition

All procurement transactions shall be conducted in a manner that encourages full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business;

2. Requiring unnecessary experience and excessive bonding requirements;

3. Noncompetitive contracts to consultants that are on retainer contracts;

4. Noncompetitive pricing practices between firms or between affiliated companies;

5. Organizational conflicts of interest;

6. Specifying only a 'brand name' product instead of allowing for an "equal" product to be offered and describing the performance or other relevant requirements of the procurement;

7. Any arbitrary action in the procurement process.

The District shall not use statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except where an applicable federal statute expressly mandates or encourages a geographic preference. When the District is contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

If the District uses a pre-qualified list of persons, firms or products to acquire goods and services, such list shall include enough qualified sources as to ensure maximum open and free competition.

Solicitation Language

All solicitations must incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall utilize one of the following methods of procurement:

1. Micro-Purchases

   The aggregate dollar amount does not exceed the threshold established in 2 C.F.R. §200.67 or by the Office of Federal Financial Management, whichever is greater. To the extent practicable, the District will distribute such purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive bids if the Board considers the price reasonable.

2. Small Purchases

   Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does

not exceed the competitive bid threshold. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

3. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment requires competitive bidding under Ohio law or Board Policy, and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed $50,000.

In order for sealed bidding to be feasible, the following conditions shall be present:

A. A complete, adequate, and realistic specification or purchase description is available;

B. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and

C. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

A. Bids shall be solicited in accordance with the provisions of state law and Board policy. Bids shall be solicited from an adequate number of qualified suppliers, providing them sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.

B. The invitation for bids, which will include product/contract specifications and pertinent attachments, must define the items and/or services required in order for the bidder to properly respond.

C. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

D. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.

E. The Board reserves the right to reject any or all bids for sound documented reason(s).

4. Competitive Proposals

Procurement by competitive proposal is normally conducted with more than one (1) source submitting an offer and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

A. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.

B. Proposals shall be solicited from an adequate number of sources.

C. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.

D. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

E. The District may use competitive proposal procedures for qualifications based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Noncompetitive Proposals

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

A. The item is available only from a single source

B. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation

C. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District

D. After solicitation of a number of sources, competition is determined to be inadequate

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of the Simplified Action Threshold established in 2 C.F.R. §200.88 or by the Office of Federal Financial Management, whichever is greater, including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation but the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only after a determination that no other contract is suitable if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of (1) the actual costs of materials; and (2) direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The Board will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District. Consideration will be given to such matters as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts.

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. In accordance with 2 C.F.R. §180.300, for contracts over $25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the federal government's System for Award Management; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor.

Bid Protest

The following procedure shall be used to resolve disputes relating to procurements.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request for Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but not be limited to rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

The District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms, as identified by the U.S. Department of Labor, are used, when possible. Affirmative steps will include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;

3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;

4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;

5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in Sections (1) through (5) above.

LEGAL REFS.: 2 C.F.R. §§200.317 - .326
M-18-18, Implementing Statutory Changes to the Micro-Purchase and the Simplified Action Thresholds for Financial Assurance, Office of Federal Financial Management, June 20, 2018

Adopted: _____

NEW DOCUMENT

Attachment - 3

College Credit Plus Partnership

Memorandum of Understanding

Between

Cuyahoga Community College District and
Revere Local School District

This Memorandum of Understanding ("MOU") is entered into as of February 1, 2021, between Cuyahoga Community College District ("College") with an address at 700 Carnegie Avenue, Cleveland, Ohio 44115 and Revere Local School District ("School District") with an address at 3496 Everett Road, Richfield, Ohio 44286 (collectively, "the Parties")

RECITALS

WHEREAS, Ohio House Bill 487, which includes the College Credit Plus program ("Program"), was signed into law by Governor John Kasich on June 16, 2014; and,

WHEREAS, the College Credit Plus program governs arrangements in which a secondary grade student enrolls in a college and, upon successful completion of coursework taken under the Program, receives transcripted credit from the College and the high school; and,

WHEREAS, commencing at the start of the 2021-2022 school year, the College and School District desire to provide eligible secondary grade students with the opportunity to take college courses for high school and college credit; and,

WHEREAS, the College and School District agree to adhere to the applicable responsibilities and expectations included in Ohio Revised Code section 3365,

Now, therefore the Parties agree as follows simultaneously:

A. Student Eligibility:

1. All College ready students, grades 7 – 12, who qualify for College admission may participate.
2. Students, or their parents, must inform the School District, via the student's principal or equivalent, by the first day of April of the student's intent to participate in the Program the following year.
3. The student must:
    a. Apply to the College in accordance with the College's established procedure for admission.
    b. Meet the College's established standards for admission and for course placement.

B. The School District will:

1. Provide students enrolled in grades six through eleven with information about the Program prior to the 15th day of February each year.

1. Provide Counseling to students and their parents before the student participates in the Program to ensure the students and parents are aware of possible consequences and benefits of the Program. Counseling shall include, but not be limited to:
    a. Program eligibility;
    b. Academic credits;
    c. Any necessary financial arrangements;
    d. Transportation;
    e. Support services;
    f. Scheduling;
    g. Student and parental responsibilities under the Program; and
    h. Counseling services of the College.
2. Promote the Program on its website.
3. Schedule an informational session each school year to allow College personnel to meet with interested students and parents.
4. Implement a policy for awarding grades and calculating class standing for courses taken in the Program.
5. Develop and publish model course pathways and include those pathways among the School District's official list of courses offered through the Program.
6. Verify participants[1] are not taking more than thirty (30) college credit hours per academic year and not more than one hundred and twenty (120) college credits at the College during high school.
7. Develop a process to identify students who are economically disadvantaged.
8. Annually collect, report and track data related to the Program pursuant to Ohio Revised Code section 3365.15.

C. The College will:

1. Follow established standards and procedures for the admission of participants. Specifically, the College will:

[1] Ohio Revised Code 3365.01(M) defines participant as, "any student enrolled in a college under the program established by this chapter." Therefore, any time the word participant is used in this MOU, it refers to a student who is enrolled at Cuyahoga Community College through the College Credit Plus program. The use of the word student refers to an individual who is not yet enrolled at Cuyahoga Community College.

a. Consider all available student data (e.g. grade point average, end of course examinations, etc.) to determine college readiness.

b. Give priority to its current enrolled individuals regarding enrollment in courses. However, once a participant has been accepted into a course at the College, the College shall not displace the participant for another currently enrolled individual.

c. Adhere to all capacity limitations that the College has established for specific courses.

2. Notify participant, participant's parent, participant's secondary school and superintendent of School District, not later than fourteen calendar days prior to the first day of classes of the term of participant's admission to the College and to specific course(s) in the Program.

3. Provide, not later than twenty-one calendar days after the first day of classes for the new term, to each participant, participant's secondary school, and superintendent of School District:

    a. The courses and hours of enrollment of the participant;

    b. The option of reimbursement elected by the participant pursuant to Ohio Revised Code 3365.07.

    c. A roster of participants from the School District enrolled in the College and a list of courses for each participant.

4. Promote the Program on the College's website.

5. Coordinate with the School District to present at least one informational session on the Program per school year for interested students and parents prior to the 15th day of February

6. Assign a counselor as an academic advisor who is employed by the College to each participant enrolled in the College. The College shall ensure that the participant and counselor meet at least once to discuss the Program prior to the date on which withdrawal from a course would negatively affect a participant's transcripted grade.

7. First offer College courses delivered under College Credit Plus , in any modality or location including those delivered in the high school, to full-time faculty of Cuyahoga Community College. The College commits to an expedited process for determining the interest of its full-time faculty in teaching courses under College Credit Plus in any modality or location including college courses taught in the high school. If no full-time faculty members of the College express an interest in teaching College Credit Plus courses at the high school, the College will assign appropriately credentialed adjunct faculty to the course.

8. If the teachers who are teaching Program courses at the School District are employees of the School District, the College will:

    a. Provide at least one, three hour professional development session per school year;

a. Conduct at least one full-period classroom observation of each college credit plus course taught by each secondary teacher to ensure the course meets the quality of a College level course.

9. Annually collect, report and track data related to the Program pursuant to Ohio Revised Code section 3365.15.

D. Financial Expectations.

1. The College will use a tiered model for Program costs modeled after Ohio Revised Code section 3365 prescribed minimums. The College will work with faculty to keep textbooks affordable and, when appropriate, open source texts and recent editions will be suggested.

2. For courses offered at the College the Ohio department of education shall reimburse the College eighty dollars ($80) per credit hour. The School District is responsible for the first fifty dollars ($50) for each textbook. For purposes of this MOU, "textbook" is defined as any literature, reading material and/or publication that a professor, teacher, faculty member or instructor requires for a course. A "textbook" can be any media including but not limited to print, e-book, electronic book, rental book, hard copy print-outs and electronic print-outs, regardless of if the "textbooks" are purchased outright, financed, leased, rented or any other means of payment required by the College, publisher and/or book dealer.

   a. Unused textbooks must be returned to the College Barnes & Noble Bookstore no longer than 7 weeks after the start of the full term and 5 weeks after the start of "O" session. If unused books are not received, the district will be charged for all books that were shipped.

E. For courses offered at the School District and taught by a College instructor, the Ohio department of education shall reimburse the College forty-one dollars and sixty-four cents ($41.64) per credit hour. The School District is responsible for the first fifty dollars ($50) for each textbook.

F. For courses offered at the School District and taught by appropriately qualified School District teachers, the Ohio Department of Education shall reimburse the College forty-one dollars and sixty-four cents ($41.64) per credit hour. The School District is responsible for the first fifty dollars ($50) for each textbook.

G. Participant shall not be charged for any tuition, textbooks, or other fees to participate in the Program unless the participant, pursuant to Ohio Revised Code section 3365.06(A), elects at the time of enrollment to be responsible for payment of all tuition and the cost of all textbooks, materials, and fees associated with the course.

H. If the participant does not complete the College course or does not attain a passing final grade in the College course which the participant is enrolled under the College Credit Plus program, the superintendent or equivalent of the School District may seek reimbursement from the participant or the participant's parent(s) for the amount of state funds paid to the College on behalf of the participant for that College course. The School District may not seek reimbursement from participants it has identified as economically disadvantaged.

A. Courses. All courses offered by the College under the Program shall be the same courses that are included in the College's course catalogue for college-level, non-remedial courses and shall apply to at least one degree or professional certification at the College.

B. Instructor Credentials. Each instructor teaching a course under the Program shall meet the credential requirements set forth in guidelines and procedures established by the Higher Learning Commission. If the guidelines require School District teachers to take any additional graduate-level coursework in order to meet the credential requirements, that coursework shall be applicable to continuing education and professional development requirements for the renewal of the School District teacher's educator license.

C. Miscellaneous.

1. Severability. The provisions of this MOU are severable and independent, and if any such provision shall be determined to be unenforceable in whole or in part, the remaining provisions and any partially enforceable provision shall, to the extent enforceable in any jurisdiction, nevertheless be binding and enforceable.
2. Governing Law. This MOU and the rights of the Parties hereunder shall be governed, construed, and interpreted in accordance with the laws of the State of Ohio.
3. Notices. All notices or other written communications required or permitted under this agreement will be effective when received in accordance with this sentence and must be given in writing by courier or reputable overnight delivery services, or by certified mail, return receipt requested to either party at its address set forth below (or to such other address as the Parties may substitute, by proving a written notice in the manner specified in this Section):

Notice to School District:

_____

_____

_____

Attention: _____

Notice to College:

Cuyahoga Community College

700 Carnegie Ave

Cleveland, Ohio

44115

Attention: Heidi Nicholas

With a copy to:

Cuyahoga Community College

Office of General Counsel

700 Carnegie Ave.

Cleveland, Ohio 44236

Fax: (216) 987-4895

1. Liability. Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officer or directors, to the extent allowed by law.
2. Amendments. This MOU may be modified or amended only by writing signed by both Parties.
3. Force Majeure. Neither Party is responsible to the other for nonperformance or delay in performance of the terms and conditions of this MOU due to the acts of Government, nature, war, riots and other causes beyond the reasonable control of the performing party.
4. Assignment. Neither party may assign its rights or delegate its duties under the MOU. Any attempted assignment or delegation in violation of this Section will be null and void.
5. No Third Party Beneficiaries. This MOU is not a third party beneficiary contract and confers no rights on any third party, including but not limited to students and/or employees of both Parties.
6. Independent Contractors. The Parties are independent contractors, and no agency, partnership, franchise, joint venture, or employment relationship is intended or created by this MOU and neither party may make any commitment on behalf of the other or inference that such a relationship exist.
7. **Complete Agreement-Integration. This MOU contains the complete understanding of the Parties with respect to the subject matter hereof and supersedes all other agreements, understandings, communications, and promises of any kind, whether oral or written between the Parties with respect to the subject matter hereof and to any indication that such exists.**

1. Compliance with the Laws. In performing their obligations under this MOU, the Parties will comply will all applicable state and federal laws and regulations including but not limited to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C.A. 1232g, and shall not be unlawfully discriminate against any employee or student of the District or the College on the basis of race, sex, religion, disability, age, national origin, color, ancestry, genetic information, military status, sexual orientation, gender identity and expression, pregnancy, and veteran status.

2. Counterparts. Facsimile Signatures. This MOU may be executed in multiple counterparts, all of which shall be originals and which together shall constitute a single MOU between the Parties. For the purpose of interpretation, facsimile signatures shall be equivalent to original signatures.

The Parties listed below, have the full legal right and authority and approval required by law to execute, deliver and perform this MOU and by their signatures are in agreement with the above stated conditions.

School District	Cuyahoga Community College District
Name:_____	Name:
Signature:_____	Signature:
Title:_____	Title: Provost/ EVP, Access, Learning & Success
Date:_____	Date:

NEW DOCUMENT

Attachment 4

Revere Local Schools
Student General Fee Schedule

The Revere Local School District assesses student fees to partially cover the cost of consumables and resources used by students during the school year. These fees also include participation in the Technology Protection Program, which provides protection against accidental damage to technology devices issued to students.

The following fees will be used beginning with the 2021-22 school year:

School	Fee
Richfield Elementary School	$65.00
Bath Elementary School	$65.00
Revere Middle School	$75.00
Revere High School	$125.00

Fees are waived for students who qualify for free lunch under the National School Lunch Program. Fees are reduced by 50% for students who qualify for a reduced price lunch under this program.

NEW DOCUMENT

Richfield Elementary Guidelines

Attachment 5

Absence/Attendance

The educational program offered by this District is predicated upon the presence of the student at school. Regular school attendance is essential for the educational development of students. It is also essential for the continuity of instruction and interaction between teachers and students. Attendance is required of all students enrolled in the schools during the days and hours that school is in session.

A parent/guardian must call the attendance office each day that a student is absent. If unable to call, parents are expected to write notes covering the days of absence.

Attendance Lines:
Richfield: 330-523-3604
Bath: 330-523-3811

Notification of parents/guardians: In order to assure regular attendance in school, it is our policy to call the home of each absentee to verify the student's absence. The District reserves the right to investigate the cause of each single absence or prolonged absence.

Students will be marked "absent unexcused" if notes or other documentation is not presented upon their return. Parents have 24 hours after the absence occurs to provide documentation for the absence; otherwise, the absence will be deemed "absent unexcused."

There are two (3) types of absences at Revere Local Schools. They are:
1. Absent Excused
2. Absent Unexcused
3. Medically Excused
4. Partial Excused.
5. Partial Unexcused

Absent Excused: An absence of a student from school or class for the following reasons:

1. Personal illness
2. Illness in the family necessitating the presence of the child
3. Medical and dental appointments that cannot be arranged during non-school hours.
4. Quarantine or Stay at Home Order
5. Death in the family/Funeral
6. Natural Disaster
7. Necessary work at the home due to absence or incapacity of parent(s) / guardian
8. Observation or celebration of a bona fide religious holiday or other religious activity.
9. Approved college visits.
10. Authorized school-sponsored activities and/or out-of-state travel, not to exceed 24 hours per school year that the student's school is open for instruction, for participation in an enrichment activity approved by the Board of Education on extracurricular activity, defined as a student activity operated by the district, but not included in a graded course of study.
11. Such good cause as may be acceptable to the Superintendent
12. Service as a precinct officer at a primary, special or general election

13. At the Superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.
14. Other circumstances which, in the judgement of the Superintendent, constitute a good and sufficient cause for absence from school, including, but not limited to to circumstances which are out of the student's control and which cause his/her absence due to the District's implementation of a "Remote Learning Plan" under H.B. 164, or "Blended Learning Policy" under R.C. 3301.079, if adopted by the Board.

An absence for any reason other than those listed above shall be classified as unexcused.

Absence shall include full days of absence, partial days of absence, and any hours missed due to cut classes or other unauthorized absence from school. All excuses from parents, as well as other documents pertaining to a student's enrollment, attendance, and withdrawal from the District, shall become part of the official attendance record and shall be maintained regardless of format or condition.

The principal or his or her designee may request written verification of a student's illness from a physician license to practice medicine in the state in the event of frequent or extended absences attributed to personal illness.

In all cases where a student reaches ten (10) days of excused absence in any school year or the equivalent number of hours of excused absence in any school year. (38 hours monthly or 65 hours yearly) A medically excused absence does not count toward those days or number of hours. School administration shall require written documentation or other information to verify whether a student's absence qualifies as Absent Excused for any of the permitted reasons addressed above.

If a parent/guardian fails to submit promptly any written documentation or other information requested by school administration, the student's absence will be deemed to be Absent Unexcused.

Planned absences means an absence due to a set of circumstances judged by the school administration to constitute a good and sufficient cause for absence from school. Reasons for such absence may include accompanying parents on a trip, participation in non-school athletic events, family matters out-of-town, college visitation or other trips approved by the parent. Students must submit a written request accompanied by a parental note for a Planned absence to the school office five days prior to the absence.

In order for a planned absence to be considered an Absent Excused, a student must first:

a. Notify the school administration in writing five school days in advance of the vacation
b. Obtain the signature of classroom teachers on the form and obtain all assignments from each teacher.
c. All work must be made up.
d. A student not complying with the aforementioned policies may receive failing grades

<u>Medically Excused:</u> Any absence of a student from school for medically related reasons AND when a medical note is provided.

<u>Absent Unexcused:</u> Any absence of a student from school (full or partial days) that does not meet the criteria for Absent Excused.

Out-of-school suspension will be treated as Absent Unexcused.

General Restrictions: Students who are absent from school due to illness but are seen in or around the school or in the community during the school day may have their absence marked as an Unexcused Absence. If a student is too ill to come to school, he/she should be at home.

Participation: Students must be in attendance the entire school day in order to be eligible for extracurricular, co-curricular, and curricular participation. This includes but is not limited to athletics and field trips. Exceptions to this policy will be reviewed by the administration. A student must be in attendance at school for half of the school day in order to participate in any school-sponsored activities that are conducted on that day; in the case of emergency the principal or his or her designee may grant an exception to this limitation.

Make-Up Privileges: Students whose absences are deemed either Absent Excused or Absent Unexcused will have the opportunity to make-up all missed class assignments, examinations, quizzes and/or tests. The student shall have the number of days of absence to make-up missed class assignments, examinations, quizzes and/or tests. Work not completed during that time period will not be eligible for subsequent make-up or evaluation. On his/her first day back to school after an Absent Excused or Absent Unexcused the student must contact his/her teachers in each course for make-up of missed class assignments, examinations, quizzes and/or tests. Students will be permitted to make up missed assignments for unexcused absences up to 10 days. For unexcused absences in excess of 10 days, the student may not make-up missed assignments. During a student's first Out-of-School Suspension, the student will have the opportunity to earn full credit for any assignments, projects, quizzes or tests that fall during the suspension dates. For any subsequent suspensions, a student will not receive credit for missed class work during a period of suspension.

Absence due to Student's Chronic Condition: Students are advised that if there is a chronic physical condition that will cause an unusual number of days of absence, this circumstance must be on file in the school office in the form of a note signed by a physician.

Late/Tardy to School: Students who arrive at school after the beginning of the educational day are required to report to the main office. A student may be excused for being late to school for the same reasons as allowed for Excused Absence from school. If a student is late to school for unexcused reasons, the student is considered tardy.

K-2 students who arrive late to school are required to be escorted into the building and signed in at the office by a parent or guardian.

Students who arrive at school after 10:30am are counted absent for that half-day. Students who leave school before 1:00pm are counted absent for that half-day.

School Truancy: Any student leaving the building without one of the above stated forms of permission will be considered "out of the building - unauthorized" and/or truant. A student leaving the building for a legitimate reason but without permission will have the absence marked as unexcused.

A student will be deemed "habitually truant" if the student is Absent Unexcused for:

1. 30 consecutive hours of instruction or
2. 42 hours of instruction during one calendar month or
3. 72 hours of instruction during one school year.

The parent/s and/or legal guardian of a student who is deemed “habitually truant” will be required to comply with school adopted policies and procedures to address the student’s truant behavior. In each case, reasonable and meaningful attempts will be made by the school to notify and engage the student and parents in resolving the truant behavior.

If a student is habitually truant and the student’s parent/legal guardian failed to cause the student to resume attendance, the Superintendent will file a complaint with the Juvenile Court and/or take other appropriate intervention actions as set forth in Board policy.

School or Class Truancy: Credit for missed assignments may be given to a student who is deemed habitually truant at the discretion of the administration. NOTE: Students who are tardy or missing from class for 20 minutes or more without a legitimate excuse will have this count as an “absence unexcused” from class.

Drop Off and Pick Up Procedures

Morning Drop Off

Students are encouraged to ride the bus to school. If you choose to bring your child, there is a designated area and procedures that parents must follow for the safety of all students.

All students are to be dropped off at the front of the school building. There are adults present from 8:15 to 8:40 AM to assure the safety of each child. Any child coming in after 8:50am is tardy and must be signed in at the main office by a parent.

If a parent has a need to enter the school with their child, he or she should park in a parking spot and come into the main office. All visitors in Richfield must sign in and be prepared to show a picture ID.

Afternoon Pick Up

Students are encouraged to ride the bus home from school. If you choose to pick up your child, there are designated areas and procedures the parents must follow for the safety of all students.

The person who is picking up the student must be an adult/guardian or a person 18 years old or over who is listed on your emergency form. Do not send in students or other parents to pick up your child. If another person is picking up your child and is not on the emergency card, there must be a parent note sent in that morning which the child has given to the teacher granting permission for that pick up change.

At the beginning of the year, you will choose your transportation option (parent pick up, after-care or bus). This will be your option for the remainder of the year. Students will not be permitted to switch between bus and parent pick-up or bus aftercare. The transportation option you choose, will be the schedule your child will follow daily. If there needs to be a change please contact the Transportation Department at 330-523-3118.

Cellular Phones Electronic Communication Devices

Cell phones and electronic communication devices are to be turned off and kept in book bag while school is in session. Student use of cell phones or non-district issued electronic communication devices is prohibited while school is in session. Text messaging is not permitted. Any device that is deemed turned on, makes a noise or vibrates, or otherwise called attention to itself will be considered a disruption and subject to confiscation by

staff. Each offense of this policy requires retrieval of the device by the parent from administration. The student may also face additional disciplinary action by administration.

Classroom Expectations

All students are expected to comply with the Code of Student Behavior during classroom instruction. Violations of the Code of Student Behavior will not be tolerated and may require further disciplinary action by administration.

Technology Usage

Policies governing the use and or misuse of computers and technology are included in the Revere Board of Education Policy Guidelines and Code of Student Behavior. Use of school computers is dependent upon the receipt of a computer technology usage form signed by the parent/guardian and student.

Dress Code

We are committed to a safe and orderly learning environment for students that is free from distraction. Attire should not detract from the educational process, reasonable standards in dress and grooming apply. Compliance with a dress code is expected and noncompliance may be considered insubordination. Any formal dress or hairstyle that is considered contrary to good hygiene or that is deemed distractive, disruptive, or detrimental to the routine operation of school is prohibited.

School attire should be weather appropriate. Students go outside for recess every school day unless it is extremely cold or raining. Please have children wear appropriate clothing and shoes for recess. When there is snow on the ground students must be wearing snow boots, coats, snow pants, and gloves to play in the snow. Please be sure to label all belongings with your child's first and last name.

Final determination of appropriate school attire rests with the school administration.

Fines and Fees

All financial obligations incurred by students must be paid in full. Specific to the school library, fines are charged on overdue or damaged items. Students are expected to follow library regulations or they may forfeit access to the library.

District Grading Policy

Grades K-2
P: Proficient
I: In Progress
N: Not Yet Evident

Illness

The facilities of our school clinic are available for any student who becomes ill or injured during the school day. Care must be taken at all times to report all illnesses and injuries to the office. If a student has a need for the clinic service, the student should make sure the teacher in charge knows where he/she is going and then report immediately to the office and then the clinic. If unable to return to the classroom, he/she may be excused

to go home. Parents will be contacted by the office or clinic. If your student has a fever, vomits or symptoms requiring them to go home, they must be symptom free for 24 hours to return to school.

Medication

The administration of any medication to a student by school personnel requires the completion of necessary forms by the parent /guardian. Forms are distributed at the beginning of the year and are available in the Main Office. Both a parent /guardian and a physician must complete and sign the form. Medicine to be dispensed at school must be in its original prescription bottle. The school or its employees cannot provide aspirin or any other over-the-counter medication.

Progress Book

Academic progress is reported through the Progress Book. Conferences are encouraged at any time and parents may contact teachers for appointments. For questions about access to Progress Book, the online grade report program, please call (330) 523-3107

Public Records

A request for public records must go through the Treasurer's Office, as the Treasurer is the designated Records Officer for the Revere School District.

School Safety & Drills

Student safety is the responsibility of all students and staff. All injuries and accidents on school grounds must be reported to a staff member. State law requires that all students complete an emergency medical authorization form, signed by a parent and or guardian, and filed in the school's main office.

All drills are conducted periodically in accordance with state law. Safety routes are posted in each classroom and in various locations in the building. It is expected students will follow the direction of staff during drills and assist in the orderly completion of any drill. Anyone involved in causing a false fire alarm is subject to the penalties defined in Ohio Revised Code section 2917.32.

School Closings

In the event of inclement weather or a calamity, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closings, delays in starting time, or early dismissals will be announced via the Alert Now notification system. If no report is heard, it can be assumed that school will be in session. Check out social media platforms and handles: Facebook @ Revere Local Schools, Twitter @RevereLocal, Instagram @reverelocal.

Vacations During School Days

Regular, uninterrupted attendance is crucial to full academic achievement. Parents are urged to make every effort, whenever possible, to plan vacations when school is not in session. The length of time for completion of make-up work shall be commensurate with the length of absence.

Visitors & Volunteers At Richfield

All adults are required to sign in at the office and wear a visitor sticker/badge at all times. During the school day all adults must enter the building through the main entrance by the flagpole on the east Revere Road. To protect instructional time and the safety of all students, visitors are not permitted to go to classrooms without an appointment unless they are scheduled to volunteer.

Any parent or guardian interested in volunteering at Richfield Elementary must complete a background check at their expense in order to volunteer in the classroom or in other facets of the building that include, but are not limited to: PTA sponsored events, library volunteers, coaches, etc.

Disclaimer

This handbook may not include every item or incident that may occur in the building or on school grounds. Final resolution of each of these situations will be made by the school administration. Additional information about student conduct is found in the code of student conduct. The handbook is not intended to be a manual of all the policies of the Revere Board of Education.

Revere Board Policies

School Bus Procedures

Safe school transportation is considered an integral part of the total educational program within the Revere School System. Riding a school bus is a privilege. The primary purpose of the school bus is to transport pupils to and from school safely. The Revere School District recognizes that a safe school bus requires the cooperation of our parents, students, and school staff. Please read the following duties and responsibilities of school bus passengers carefully, and do your part to stress the importance of an accident-free school bus transportation program to your child.

Riding the school bus is a privilege extended to students that can be taken away anytime for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey the driver's directions. The school bus drivers are in charge while students are on buses. If your child is to go home any way other than by bus, the student is to bring a written note from home stating this. Otherwise, the child goes home on the bus.

The following bus regulations are in effect:

1. Students boarding the bus from the right side of the road must stand back in a safe designated spot and wait until the bus comes to a complete stop and the red lights are flashing before approaching the bus. Students boarding from the left will use the same rules as the right side, but must wait for the driver to give a hand signal to cross the street.

2. Students must carry backpacks and other bags in front of them when boarding and disembarking the bus. No key chains of any kind can be on the backpacks.

3. While on the bus, the pupil is under authority of, and directly responsible to the bus driver.

4. Upon entering the school bus, the pupils shall take their assigned seats. Pupils shall remain seated at all times, facing forward in the seat. The aisle must be kept clear at all times. No arms, legs, feet or parcels shall

extend into the aisle way at any time. This is a state law. All backpacks and bags must be held on their laps. Nothing is to be stored under the seat. Any over-sized project for school may not be transported by bus.

5. Pupils should conduct themselves on the school bus as they would in the classroom except that a reasonable amount of quiet conversation is permissible. Yelling to one another is not permitted.

6. Eating or drinking on the bus is not permitted at any time.

7. Pupils shall not smoke or light matches or cigarette lighters, or cause any other flammable material to burn on or near the bus.

8. Pupils causing damage of any type to the school bus will be held liable for the cost of repairing the damage to the bus. Students causing willful and malicious damage will be denied the privilege of riding the bus to school.

9. Permission must be given by the bus driver before any windows may be opened. No throwing of any objects out of the windows is allowed. No pencils, pens or any sharp objects are permitted out of book bags while the student is on the bus.

10. Carrying of any dangerous objects or materials (such as knives, guns or fireworks) is an automatic suspension of bus riding privileges. The following items may not be transported on the bus: glass containers, skateboards, lawn chairs, balloons, large boxes, lacrosse or hockey sticks, golf clubs, skis, plastic sleds, baseball bats. All soccer balls, footballs, basketballs, etc. may be transported if they are contained either in a closed bag or backpack.

11. The Board of Education is required by state regulations to designate all bus stops. Bus stops have been placed in locations throughout the district that have, through the years, proven safe for loading and unloading students. Due to the number of students transported, an effort has been made to locate stops so that no student has to walk more than one half mile to a bus stop. The exception to this would be students living on spur roads not traveled by Revere school buses. Parental assistance is requested in seeing that the children arrive safely to and from the stop.

12. All pupils will load and unload from the buses only at designated stops. When on schedule, the bus cannot wait for tardy pupils. Pupils are to be at their designated bus stop five minutes before the bus is scheduled to arrive. When ahead of schedule the driver shall wait until the bus is on schedule for the 17 stop. Transfer of a pupil from his regular bus will be permitted only in case of hardship. A signed note from the parent must be presented to the principal’s office in advance.

13. Bus drivers are to report discipline cases on the bus to the Transportation Supervisor. The Transportation Supervisor will consult with the pupil’s school principal after a reported infraction of the bus rules. Continued disorderly conduct or refusal to submit to authority of the bus driver shall be sufficient reason for refusing transportation service to any pupil. The administration shall follow the procedures outlined for suspending a pupil from school.

If the Superintendent and/or designee determine that a student's behavior on a school vehicle violates school rules, he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Prior to such suspension, the Superintendent shall notify the student of the intended bus suspension and afford the student the opportunity to respond to the intended suspension or otherwise defend himself.

Harassment, Intimidation, and Bullying

Introduction

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time on school property, on a school bus, or during any school sponsored event, and at the times and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

A. Students must report acts of harassment, intimidation, or bullying to teachers, District employees, and/or school administrators;

B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;

C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;

D. School administrators shall investigate and document any written or oral reports;

E. School administrators shall notify the custodial parent or guardian of a student who commits acts of harassment, intimidation, or bullying and the custodial parent or guardian of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

1. Definition of Harassment, Intimidation, or Bullying In accordance with this policy, “harassment, intimidation, or bullying” means either of following:

A. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

1. Causes mental or physical harm to the other student; and

2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or

B. Violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

2. Conduct Constituting Harassment, Intimidation, or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

A. Physical violence and/or attacks.

B. Taunts, name-calling, and put-downs.

C. Threats and intimidation (through words and/or gestures).

D. Extortion or stealing of money and/or possessions.

E. Exclusion from the peer group or spreading rumors.

F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:

1. Posting slurs on Websites where students congregate on Web logs (personal online journals or diaries);

2. Sending abusive or threatening instant messages;

3. Using camera phones to take embarrassing photographs of students and posting them online;

4. Using Web sites to circulate gossip and rumors to other students;

5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and

G. Violence within a dating relationship.

3. Complaint Process

A. Formal Complaints

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct

alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action. Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

B. Informal Complaints

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

4. Deliberately Making False Reports

Students are prohibited from deliberately making any false report of harassment, intimidation, or bullying. Students found to have violated this prohibition are subject to the full range of disciplinary consequences, up to and including suspension and expulsion.

5. Confidentiality The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District’s legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

6. Investigation

A. The investigator should remember that the investigation requires a balancing of the accused’s rights, the complainant’s right to an
environment free of harassment, 12 intimidation, or bullying, and the Board of Education’s interest in a prompt and fair investigation.

B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the
investigator is urged to meet with the complainant as soon as possible.

C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or

bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

7. Post-Investigation Procedures

A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.

B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.

C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

8. Retaliation is Prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

9. Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

10. Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be

counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

11. Disciplinary Interventions

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Suspension is a possible consequence for a student found responsible for harassment, intimidation, or bullying by an electronic act.

12. Strategies for Protecting Victims or Other Persons From New or Additional Acts

A. Supervise and discipline offending students fairly and consistently;

B. Maintain contact with parents and guardians of all involved parties;

C. Provide counseling for the victim if assessed that it is needed;

D. Inform school personnel of the incident and instruct them to monitor the victim and the victim's friends or family members and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;

E. Check with the victim and the victim's friends or family members to ensure that there has been no new or additional incidents of harassment/intimidation/bullying or retaliation of the victim or other persons from the offender or other parties.

F. If necessary to protect a person from new or additional acts of harassment, intimidation, or bullying, and from retaliation following a report, a person may make an anonymous report of an incident considered to be harassment, intimidation, bullying, or retaliation by providing written information to any staff member or administrator. The report should include as much information as possible and shall be forwarded promptly to the building principal for review and action.

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other District actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;

B. Planned professional development programs addressing bully/targeted individuals' problems;

C. Data collection to document bully/victim problems to determine the nature and scope of the problem;

D. Use of peers to help ameliorate the plight of victims and include them in group activities;

E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);

F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;

G. An attitude that promotes communication, friendship, assertiveness skills, and character education;

H. Modeling by staff of positive, respectful, and supportive behavior toward students;

I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;

J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or

K. Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement,
and community members.

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the District. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students and their custodial parents or guardians. Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided annually with age-appropriate instruction on the recognition and prevention of harassment, intimidation, or bullying, including discussion of the consequences of violating this policy, and their rights and responsibilities under this and other District policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

A District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The Administration shall annually send to each student's custodial parent or guardian a written statement describing this policy and the consequences for violating it. The Administration shall semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the District's website to the extent permitted by state and federal student privacy laws. LEGAL REFS: O.R.C. §§3313.666; 3313.667 Adopted: October 17, 2017

Revere Local Schools Code of Student Conduct

In January 2021, the Revere Board of Education adopted the Revere Local Schools ***"Vision of a Minuteman"*** *which, as an educational community, encompasses our hopes and aspirations for our students. The Revere Local Schools Code of Student Conduct will help all students reach their fullest potential in their journey to achieve each of these competencies.*

WE R REVERE LOCAL SCHOOLS

CONFIDENT & EMPATHETIC ★ PERSEVERES & ADAPTS ★ COMMUNICATES TRUTH ★ ENGAGES WITH PURPOSE ★ CREATES SOLUTIONS ★ LEARNER'S MINDSET

VISION OF A MINUTEMAN

A REVERE MINUTEMAN...

CREATES SOLUTIONS
Embraces the world and skillfully uses critical thinking to bring creative solutions to problems. Minutemen focus on authentic tasks with a real world purpose and impact.

DEMONSTRATES A LEARNER'S MINDSET
Stays curious to maximize opportunities and grow perspectives through a willingness to learn, unlearn and relearn information in pursuit of mastery. Minutemen apply financial, media, technical and information literacy skills to foster decision-making and intellectual growth.

EMBODIES CONFIDENCE & EMPATHY
In groups and individual work, Minutemen demonstrate awareness, sensitivity and compassion for others' experiences while persisting to overcome obstacles and creating joint reasoning.

PERSEVERES & ADAPTS
Works effectively in a climate of ambiguity and changing priorities. Minutemen are agile and respond productively to feedback with a focus on positive outcomes.

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#WeRRevere

INTRODUCTION

One of the primary goals of the Revere Local School District is to support students through their individual educational journey and help encourage positive relationships with peers and staff. In order to foster trust and respect within the school community, the Revere Local School District Code of Student Conduct has been developed to establish high expectations for students as they grow and develop in our schools. We are confident that students will be able to meet these expectations through ongoing support from our school community.

Revere Local Schools believes that positive discipline is rooted in a philosophy that the whole child must be considered and that consequences must lead to opportunities for the student to correct behavior and learn. Parents or guardians hold the primary responsibility for setting positive discipline standards for their children. While students are in school, however, members of the school staff must act in the place of parents in maintaining a high level of student conduct. It is the goal of the school to work together with parents and guardians to support the learning of the student in situations that are related to violations of the code of conduct.

Each of the buildings in the Revere Local School District strive to maintain an educational and engaging learning environment. The codes of conduct and procedures established in this document serve as a guide to promote a positive school culture and to identify opportunities to assist students in their educational journey.

STUDENTS RIGHTS AND RESPONSIBILITIES

The role each student plays in our educational environments is critical to the success of the overall district. It is the collective responsibility of the school community to maintain high levels of trust, pride, and decorum. The Revere staff will work to equip students with the essential skills needed to succeed while also providing them with opportunities to explore their passions and interests. It is expected that Revere students have a comprehensive understanding of the consequences of violating the expectations of the Code of Conduct and assume responsibility for their actions. In turn, Revere students have the right to a fair and equitable investigation into an alleged violation of the Code of Conduct as well as the opportunity to receive their due process as a member of the school community.

ATTENDANCE

Daily attendance at school is critical to the success of every student. Revere Local Schools is governed by House Bill 410 with regard to the overall policy. Each school's attendance policy is listed in their individual handbooks.

SCHOOL DISCIPLINE

The following guidelines have been developed for the purpose of providing fair and just treatment for students who allegedly violate the rules listed in this Code of Conduct. However, Revere Local Schools recognizes there is a distinction between students of differing ages and maturity, and it is within reason to expect that, at times, a decision impacting the denial of educational participation may be tempered by reference to such distinction.

A. To protect the rights of students, staff, and other members of our school community, all offenses shall be thoroughly investigated and properly recorded. This may include a conference with the

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student(s) involved in an incident and a search of the student, the student's belongings, student's assigned school locker(s), vehicle(s), or other school property based upon "reasonable suspicion" that a dangerous situation exists. Reasonable suspicion exists when there is information to indicate a search will reveal evidence that a student has violated, or is violating, the law or the rules of the school. If a search is deemed appropriate, it will only be performed by the school administration.

B. In seeking a solution of the offenses, there shall be appropriate alternatives such as one, or a combination of the following actions, but not necessarily in the order appearing below:

   a. Conference with the student to clarify the problem and to ensure full understanding of consequences of future misbehavior.
   b. Assignment of additional task(s), which may or may not interfere with the academic or after-school programs.
   c. Assignment of detentions.
   d. Conference with parents to secure cooperation of the home in supporting appropriate student behavior.
   e. Referral to counselor, school psychologist or other school staff member for guidance, testing or recommended therapy.
   f. Referral to Juvenile Court.
   g. Emergency removal in accordance with State of Ohio law, including curricular and extracurricular activities.
   h. Assignment to a Saturday School Detention. This assignment will be in accordance with the policies set forth by the Saturday School supervisor. The detention will last no more than three (3) hours.
   i. Selection of an In-School Assignment (ISA) option. This will act as an in-school suspension where the student will attend school but be isolated to a room and supervised by an adult both of which will be determined by the administration.
   j. Assignment of Out of School Suspension (OSS) in accordance with the State of Ohio law.
   k. Expulsion from school in accordance with State of Ohio law.

C. Students enrolled in alternative program options are subject to all rules and regulations covered under the Code of Student Conduct and adopted by the Revere Board of Education.

SUSPENSION PROCEDURE

A. **Definition**: Out-of-School Suspension (OSS) is defined as the denial of attending school for the period of at least one (1) but not more than ten (10) school days. Students suspended may not take part in or attend any school activities, including extracurricular activities, or be on school property at any time during the suspension period. Any visit to the school for any reason during a period of suspension must be arranged with the school administration and will take place after typical school hours have concluded.

B. **Procedure:** In case of a student's intended removal from school for purposes of suspension, the following procedures shall apply:

   a. Only a building level administrator or superintendent may issue a suspension.
   b. An attempt shall be made to notify his/her parent(s), guardian or custodian by telephone

of the suspension and the reason for it.

c. The student and/or his parent(s) shall be provided an opportunity for an informal hearing to discuss the reason for the intended suspension and/or otherwise explain his/her actions.
d. The student shall be informed in writing of the intended suspension and reasons for the proposed action.
e. If a suspension is imposed, a copy of the suspension paperwork will be provided via mail to the parent(s) and/or guardian(s).
f. A notice of suspension shall include the procedures applicable to an appeal.

C. Notification of Appeal:

a. A written notification of appeal must be made to the Superintendent and the Treasurer of the Board of Education and be postmarked no later than fourteen (14) days after the date of the Notice of Suspension. The notice shall include the right to an informal hearing by personnel not prejudiced by association with the decision to suspend or recommend suspension of the student from school. It shall also include notification of the right of the student and his/her parent(s), guardian or custodian to appeal the suspension, in writing, to the Superintendent/or his designee, to be represented in the appeal proceedings, to be granted a hearing before the superintendent (or his designee), in order to be heard against the suspension, and to request that such hearing be held in private.
b. The hearing shall be scheduled as soon as possible, but no later than five (5) school days after receipt of the appeal request, unless extended by mutual agreement. A verbatim record of the hearing shall be made. After reviewing all the information, the superintendent/or his designee may affirm the suspension, may reinstate the pupil, or otherwise reverse, vacate or modify the order of the suspension. Written copies of the decision shall be distributed to all concerned parties within one (1) school day. If the suspension is vacated, all references to it in school records will be purged.

D. Should a Revere student enrolled at the Cuyahoga Valley Career Center (CVCC) be suspended from that school for a conduct code violation, which would also be grounds for suspension in the Revere Local School District, the suspension of such student also will be in effect at Revere. The student shall be notified of that suspension by the Revere Local School District in accordance with the normal suspension procedure.

E. Simultaneous written notice of the suspension shall be sent to:
   a. Student's discipline file
   b. Superintendent

<u>EMERGENCY REMOVAL</u>

A. **Definition**: The term "emergency removal" means the removal of a student from curricular or extracurricular activities or from the school premises because the student's presence poses a continuing danger to persons or property or is an ongoing threat or disruption to the academic process.

B. **Procedure:** Only a building level administrator or superintendent may implement an emergency removal from school premises. A teacher may remove a student from a curricular setting. For extracurricular activities, a coach or an advisor may remove a student from that setting in line with their procedures and policies of the team or group. In each instance, the following

procedures shall take place:

a. A student's parent(s) or guardian(s) will be contacted via phone to explain the reasoning behind the emergency removal.
b. An attempt will be made to arrange for that student to be transported home. If the student is able to drive, verbal consent will be obtained by the parent(s) or guardian(s) to allow that student to drive themselves home.
c. Follow-up conversations will take place determining the outcome of any emergency removal. If a coach or advisor initiates the removal during an extracurricular activity, a written account of that action will be submitted to the building administration and athletic director (if applicable).

C. If it is intended that the student is removed from a curricular or extracurricular activity for more than twenty-four (24) hours, a due process hearing must be held within seventy-two (72) hours after a removal is ordered.

a. An attempt should be made to notify the student's parents, guardian, or custodian immediately by telephone of the pending action and applicable reasons.
b. Written notice of the hearing and reasons for the removal and any intended disciplinary action must be given to the student as soon as possible prior to the hearing.
c. The person who ordered or requested the hearing must be present at the hearing.
d. If suspension or expulsion is intended, the due process requirement of the law must be carried out.

EXPULSION

A. **Definition**: The term "expulsion" means exclusion of a student from all school attendance and related activities for the remainder of the current semester, or for a period of up to eighty (80) school days, or in cases involving weapons, firearms or bomb threats, an expulsion may be imposed for one (1) calendar year. Only the Superintendent of Revere Schools may expel a student in accordance with procedure outlined by Ohio statute.

B. **Procedure:** The building administrator shall afford due process to the student before such administrator recommends expulsion to the Superintendent. The building administrator will follow all the procedures outlined in the suspension section of the Code of Conduct. Prior to expulsion, the Superintendent shall follow the following procedures:

Written Notice: The student and his/her parent, guardian or custodian shall be provided written notice of the intention to expel. The notice must advise the student and his/her parent, guardian or custodian or other representatives of their right to appear in person before the Superintendent or his designee to challenge the reasons for the expulsion. The notification must include the location and time of the hearing, which must take place no earlier than three (3) school days and not later than five (5) days after the notice is sent. The Superintendent may grant an extension of time only upon request from the student, parent or guardian. The Superintendent will then provide notice to all parties involved of the revised date and time for the hearing.

Scheduled Hearing: A hearing will be conducted by the Superintendent or his designee under the guidelines established by the individual conducting the hearing. Within one (1)

school day after the time of the expulsion hearing, the Superintendent shall send written notice to the student and his/her parent, guardian or custodian, and the Treasurer of the Board of Education regarding the decision. The notice shall specify the duration of the expulsion and the reasons therefore. It also shall include notification of the rights of the student, his/her parent, guardian or custodian, to appeal the expulsion to the Board of Education or to its designee within the fourteen (14) days of receipt of the notification in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such a hearing be held in executive sessions.

C. Notification of Appeal:

a. Within fourteen (14) days of notification of the student expulsion, the parent, guardian or custodian may appeal the expulsion. The request for appeal must be submitted to the Board of Education. A hearing shall be scheduled within five (5) days of receipt of the request, unless the time for the hearing is extended by mutual agreement. The student or his parent, guardian or custodian may be represented in the appeal proceedings.
b. The Board may affirm the order of expulsion or may reinstate such pupil or otherwise reverse, vacate or modify the order of expulsion. The Board shall determine the procedures to be followed during the hearing. A verbatim record shall be made.

D. Should a student enrolled at the Cuyahoga Valley Career Center (CVCC) be expelled from the Career Center for a conduct code violation, which would be grounds for expulsion in the Revere Local School District, the student will be expelled from the Revere Local School District in accordance with the normal expulsion procedure.

LIMITATIONS ON THE DISCIPLINING STUDENTS WITH DISABILITIES

A. A student with a disability is one whose education is governed by an Individualized Education Program (IEP) under the Individuals with Disabilities Education Improvement Act of 2004 or a 504 Plan under Section 504 of the Rehabilitation Act of 1973, as amended. Students with disabilities may not be suspended for more than ten (10) days per school year without first conducting a manifestation determination review hearing. All students with disabilities are subject to removal on an emergency basis described in this code of conduct. Repeated behavior concerns and/or conduct code violations must be addressed by a student's IEP team or 504 team.

PERMANENT EXCLUSION

A. Any student who has been found guilty of committing, when sixteen (16) years of age or older, any of the specific offenses identified by state statute while on school grounds or at a school-sponsored activity may be subject to permanent exclusion by the Board of Education.

B. The Board of Education's statement of policy on permanent exclusion is posted in each school and is available to students and their parents, upon request, at each school office.

CODE OF STUDENT CONDUCT

A. Grounds for removal from class, suspension or expulsion may include any of the following violations committed at school or school sponsored activities, on school premises, or against

school property, personnel or students:

01. **ACADEMIC DISHONESTY** - Cheating on tests or school assignments, forging school and/or parent documents, falsifying information or committing fraud. Cheating is considered, but not limited to capturing images of quizzes and exams (paper or online) in order to pass to other students or for self-use, the use of online sources without citation, and/ or copying another student's computer code, spreadsheets, documents, or handwritten material.

02. **AIDING & ABETTING** - An involvement with another student, or group of students, that results in a violation of one or more of the codes of conduct.

03. **ARSON** - An act of arson, initiating without cause a fire alarm, reporting a fire, or reporting of an impending bombing or catastrophe.

04. **BUS CONDUCT** - Any violation of rules of conduct on the school bus.

05. **CRIMINAL ACTIVITIES** - Violations of specific provision of federal, state or local statutes.

06. **DISRESPECT** - Rude, disrespectful behavior, or failure to cooperate with school personnel.

07. **DISRUPTIVE BEHAVIOR** - Disruption or continuous disruption of the classroom, school, school grounds, or school activities or functions.

08. **EXPLOSIVE DEVICES** - The use, threatened use, or possession of explosives including matches and lighters or any item which could explode, burn, detonate, cause bodily harm or have the appearance to do so.

09. **FIGHTING / ASSAULT / PHYSICAL VIOLENCE** - The act of intentionally causing or threatening to cause physical and emotional harm to another student or behave in such a manner as to present an eminent risk of such harm.

10. **FRAUD / FALSIFICATION** - Writing the name of another person, times, dates, grades, addresses, or other information on school forms or associated with school material.

11. **GAMBLING** - Students shall not engage in or promote games of chance, placing bets, or risk anything of value on school grounds.

12. **HARASSMENT** - Harassment includes, but is not limited to, any action which subjects an individual or group to unwanted behavior of a nonverbal, verbal, written, or physical nature. An act that injures, degrades, or disgraces or attempts to injure, degrade, or disgrace a student falls within this category. Examples of, but not inclusive, including the following: sexual, religious, racial, gender harassment, bullying, intimidation, coercion, hazing, spreading rumors, name calling and menacing. Please reference the Revere Local Schools Harassment Policy.

13. **ILLEGAL SUBSTANCES** - The sale, possession, concealment, or uses of illegal drugs, counterfeit controlled substances, look-a-like substances, drug paraphernalia, inhalants, consumables, alcoholic beverages or the unauthorized use and/or distribution of over-the-counter medication. This includes being under the influence or possessing a discernible odor.

14. **INAPPROPRIATE LANGUAGE / MATERIALS** - The use of profane, vulgar, or other

improper language, gestures, comments, or material, or the possession of any profane, vulgar, obscene, or other improper objects or materials.

15. **INAPPROPRIATE PHYSICAL OR NONPHYSICAL BEHAVIOR** - Any behavior deemed inappropriate in school, including but not limited to unwelcome touching, play fighting, unwanted advances, physical intimidation, sexual contact, public displays of affection, throwing items, and excessively loud hallway or classroom behavior.

16. **INCITING** - Inciting to riot or to disrupt or attempt to disrupt the operation of the school.

17. **INSUBORDINATION** - The failure to comply with directions of school personnel or acting in defiance of authority, including intentional interference with the performance of a teacher's duties or failure to identify oneself to school personnel when requested. Also included within is the failure to accept discipline or punishment from appropriate school personnel.

18. **LOITERING / TRESPASSING** - The action of being present on any school grounds, including a school bus, or any occupation of, or loitering on, near, or around school property without authorization.

19. **REPEATED VIOLATION** - Repeated violations of one, or combination of multiple, student codes of conduct.

20. **SCHOOL PERSONNEL** - The harassment, vandalism, physical abuse, theft, or other disruptive or destructive behavior toward school personnel during school and non-school time.

21. **TARDY TO CLASS / SCHOOL** - The act of being late to the classroom or school at the expected time as defined by the school building guidelines for the beginning of the individual class periods and/or school day.

22. **TECHNOLOGY / INTERNET MISUSE** - Any violation of the Revere Local Schools Acceptable Use Policy including but not limited to any school issued or personal device.

23. **THEFT** - The act of confiscating, possessing, or stealing private or public property of the school or another individual.

24. **TOBACCO / VAPING / OTHER DEVICES** – The use and/ or possession of either in the school buildings, within sight of the school buildings, on school grounds, or in areas in which school sponsored activities are taking place.

25. **UNAUTHORIZED MATERIALS** - The publication or distribution of unauthorized material. This includes posting such materials throughout the school and school grounds.

26. **VANDALISM** - The intentional, purposeful, or reckless destruction or defacing, or attempt to do so, of public or private property within the school.

27. **WEAPONS** - The possession, concealment, use, threat of use, or exhibition of a firearm or other weapon, or look-a-like weapon. A weapon is defined as an item designed to inflict injury or an item designed for another purpose, then converted to a weapon through its use.

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LIABILITY FOR PARENTS OF STUDENT MISCONDUCT

Under Ohio Revised Code 3109.09, parents having custody of a minor under 18 are liable for the student's willful damages to school or private property or the theft of such property. The Board of Education, or any other own of property, can bring a civil action against the parents to recover compensatory damages up to $10,000.00 and cost of the suit. Parents also are liable for the student's willful assaults on another person. The injured party may bring civil action against the parents to recover compensatory damages up to $15,000.00 and cost of the suit.

It is the policy of the Revere Local Schools that educational activity, employment, programs and services are offered without regard to race, color, national origin, sex, religion, handicap or age.

Revere Local Schools Code of Student Conduct for Extracurricular Activities

In January 2021, the Revere Board of Education adopted the Revere Local Schools ***"Vision of a Minuteman"*** *which, as an educational community, encompasses our hopes and aspirations for our students. The Revere Local Schools Code of Student Conduct for Extracurricular Activities will help all students reach their fullest potential in their journey to achieve each of these competencies.*

WE R REVERE LOCAL SCHOOLS

CONFIDENT & EMPATHETIC ★ PERSEVERES & ADAPTS ★ COMMUNICATES TRUTH ★ ENGAGES WITH PURPOSE ★ CREATES SOLUTIONS ★ LEARNER'S MINDSET

VISION OF A MINUTEMAN

A REVERE MINUTEMAN...

CREATES SOLUTIONS
Embraces the world and skillfully uses critical thinking to bring creative solutions to problems. Minutemen focus on authentic tasks with a real world purpose and impact.

DEMONSTRATES A LEARNER'S MINDSET
Stays curious to maximize opportunities and grow perspectives through a willingness to learn, unlearn and relearn information in pursuit of mastery. Minutemen apply financial, media, technical and information literacy skills to foster decision-making and intellectual growth.

EMBODIES CONFIDENCE & EMPATHY
In groups and individual work, Minutemen demonstrate awareness, sensitivity and compassion for others' experiences while persisting to overcome obstacles and creating joint reasoning.

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REVERE LOCAL SCHOOL DISTRICT CODE OF STUDENT CONDUCT FOR EXTRACURRICULAR ACTIVITIES

DEFINITION

Revere Local Schools provides a variety of **athletic** and **non-athletic** extracurricular opportunities for students as part of our desire to encourage each student in their Kindergarten through 12th grade experience. Extracurricular activities can be defined as any activity in which a student participates that is beyond that of the normal academic course of study. **Athletic activities** are guided by the rules and regulations of the Ohio High School Athletic Association (OHSAA), in conjunction with the Revere Local Schools Code of Student Conduct. In any such situation where the OHSAA has input on a student's ability to participate in their desired sport, their decision will supersede that of the Revere Local Schools. **Non-athletic** activities are guided by the rules in the Revere Local Schools Code of Student Conduct in conjunction with the expectations set forth by the approved supervisors of the activity. This extracurricular code of student conduct applies to students who participate in any athletic and non-athletic extracurricular activity.

PARTICIPATION

The Revere Local School District believes that participation in school athletics and extracurricular activities is a privilege, not a right, and can have a direct positive impact on a student's overall high school experience. Revere Local Schools offer numerous opportunities for our young men and women to explore and develop their personal skills as part of a team or group. We believe that participation on a team or group brings with it certain responsibilities that are above and beyond those that are expected of individuals who are not participants.

Athletes and non-athletes are expected to follow the rules and regulations in the RHS Code of Student Conduct as well as the rules and regulations established by their coaches, supervisors and other authorities or governing bodies. These authorities or governing bodies include but are not limited to the athletic director, principals, superintendent, board of education, or the Ohio High School Athletic Association (OHSAA) and any organization affiliated with any club or activity at Revere.

All athletes and at least one of their parents and or/guardian must attend a Pre-Season Code of Conduct Meeting to be eligible to compete. Players need to have a complete set of athletic forms on file. The RHS Athletic Department uses an online system called Final Forms to achieve this. During this process, all athletes will be asked to digitally sign they have read and understand all aspects of the Revere High School Code of Conduct and the Extracurricular Code of Conduct. Final Forms must be completed before an athlete is allowed to participate on an athletic team.

All students participating in a club or activities that are not athletics are expected to follow the guidelines and expectations set forth by the supervisor.

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INTERSCHOLASTIC ATHLETICS

Boys/Girls Basketball	Cheerleading	Boys Baseball
Boys/Girls Cross Country	Football	Girls Softball
Boys/Girls Golf	Wrestling	Girls Volleyball
Boys/Girls Soccer		
Boys/Girls Swimming		
Boys/Girls Lacrosse		
Boys/Girls Tennis		
Boys/Girls Track		

ATHLETICS AND OHSAA

Student athletes and parents should familiarize themselves with the following OHSAA Bylaws:

- All beginning ninth graders must have passed five (5) one-credit classes in which they were enrolled during the immediately preceding grading period. (Ex: 4th grading period of 8th grade year to be eligible for participation during fall of 9th grade year.)

- Eligibility for each grading period is determined by grades received the preceding grading period. **Semester grades have no effect on OHSAA eligibility.**

- **Grades 9-12:** To be eligible, a student-athlete must be currently enrolled in a member school and, again, have received passing grades in a minimum of **five one-credit courses, or the equivalent**, in the immediately preceding grading period (**Note:** Students taking post-secondary options must comply with these standards).

- For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

The following websites are listed for the convenience of student-athletes and parents. Students and parents will be able to research eligibility, rules, regulations, and a variety of other topics.

www.revereminutemen.org
www.ncaa.org
www.ohsaa.org
www.play.mynaia.org

EXTRACURRICULAR CLUBS, GROUPS, & ACTIVITIES

Revere offers many extracurricular activities throughout the district. For an updated list of these, please contact the individual school office and request a copy.

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ATTENDANCE

A student must be in attendance at school for one-half (1/2) of the school day in order to participate in any school-sponsored activity that is conducted on that day. This rule applies for any extracurricular activity. Exceptions or in cases of emergency this policy will be determined by the administration.

DURATION OF POLICY

This extracurricular code of student conduct is in effect during the school day, at school sponsored or school-related activities, regardless of whether on or off school property**,** and any time the student is out of school, including breaks in the academic calendar. Therefore, a student may be prohibited from participating in extracurricular activities for misconduct, regardless of where or when such misconduct occurs and whether or not the season of the activity or sport is in session.

IMPLEMENTATION

This Code of Student Conduct for Extracurricular Activities is a guideline to **Revere Local School Board Policy 6.43 – Prohibition From Extracurricular Activities**. A student subject to discipline under this Extracurricular Code of Student Conduct may also be subject to discipline in accordance with the Revere Local Schools Code of Student Conduct. If a student is subject to a suspension under this Code of Student Conduct for Extracurricular Activities, the student will, prior to the suspension, be provided with a written notice of the intent to suspend and the reasons for the intended suspension. The student will have the opportunity to appear at an informal hearing before a person authorized to suspend a student from any or all extra-curricular activities, to challenge the reason for the suspension, or to otherwise explain his/her actions. If a suspension is imposed, the student will receive written notice of the suspension, including the reasons therefore along with the beginning and ending dates of the suspension. The student may appeal the decision of an assistant principal, teacher, coach or activity advisor to his/her building principal. The decision of the principal on such an appeal shall be final. If a building principal, rather than another staff member, initiates the suspension of a student from extracurricular activities, the student may appeal the initial decision of the principal to the Superintendent. The decision of the Superintendent shall be final.

Prior to the first meeting date of the extracurricular activity, the coach or activity supervisor will check to make sure a student's online Final Forms application has been updated. This is in effect for Revere students participating in **athletic** activities and replaces any paper forms or agreements put in place by a **non-athletic** activity supervisor. Digital signatures on Final Forms indicate the student and parent/guardian have agreed to the guidelines in the Code of Student Conduct for Extracurricular Activities.

Violations shall be cumulative during a student's career at Revere High School. In situations where a student is concurrently a member of more than one co-curricular or extracurricular activity, participation in all activities shall be impacted accordingly. All violations will be categorized as either **General Conduct** or **Major Conduct, Levels 1 and 2,** as defined below.

This Code of Student Conduct for Extracurricular Activities is a guideline for the coach, advisor, athletic department and school administration. A student's misconduct will be reviewed on a case-by-case basis. A school administrator may limit or deny a student's participation in all extracurricular activities as a result of a student's misconduct. The Board of Education, the Administration, the Athletic Department, the Coach and/or the Activity Advisor reserves the right to amend and/or deviate from these guidelines, as they deem necessary and reasonable.

1. General Conduct Violations

a. Types of General Conduct Violations

The advisor or coach in charge of any elective activity or an administrator may limit or deny a student's participation in all extracurricular activities as a result of the student's misconduct which is reasonably determined by the advisor, coach, or administrator to be disruptive of the activity, good order and discipline of the school, or the authority of the school personnel in charge.

Examples of the types of misconduct, which may result in such disciplinary action include, but are not limited to, the following:

1. Failure to follow the rules and regulations of the Revere High School Student/Parent Handbook.
2. Failure to follow any team/group rules established by the advisor/coach.
3. Failure to follow any training regulations, safety requirements, or other directions set forth by the advisor/coach.
4. Any form of insubordination toward an advisor/coach.
5. Engaging in any conduct, which materially and substantially interferes with the educational process of the elective activity, including the use of obscene or profane language or gestures.

b. Penalty Assessment for General Conduct Violations

A student may be removed from participation in the specific activity for a period to be determined by the advisor or coach. Other actions may be taken as deemed appropriate by the administration or the person responsible for the activity only after the advisor or coach has taken the appropriate first action. Parent(s) and/or guardian(s) will be notified within twenty-four (24) hours of the violation and subsequent decision.

2. Major Conduct Violations

a. Level 1 - Most Serious Types of Major Conduct Violations

Any criminal conviction and/or adjudication, or expulsion, disciplinary action by the school administration may result in exclusion from fifty percent (50%) of contests for a sports/activity season to a complete denial from participation in all extracurricular activities for the balance of the student's high school career.

Examples of the types of Level 1 major misconduct that will result in such disciplinary action include but are not limited to the following:

1. Selling or conspiring to sell or distribute illegal drugs, counterfeit controlled substances, look-alike substances, drug paraphernalia, inhalants, tobacco, vaping products, and/or alcohol.
2. A charge, conviction and/or adjudication of a criminal activity in a court of law (other than a minor traffic violation or minor misdemeanor).
3. Possession, concealment, use, threat of use, or exhibition of a firearm or other weapon, or look-alike weapon.
4. Bomb threats.
5. Engaging in and/or encouraging any type of hazing, which means and/or refers to any activity expected of someone when joining or participating in a group that humiliates, degrades, abuses, or endangers the mental or physical well-being of the victim regardless of that person's willingness to participate.

b. <u>Level 2 - Other Types of Major Conduct Violations</u>

Commission of a Level 2 violation may result in exclusion from twenty percent (20%) to fifty percent (50%) of contests for a sports/activity season up to a denial from participation in all extracurricular activities for the balance of the current school year.

Examples of the types of Level 2 major misconduct that will result in such disciplinary action include but are not limited to the following:

1. Possession, handling, concealing, using, consuming, purchasing, or under the influence of illegal drugs, controlled substances, drug paraphernalia, inhalants, tobacco, vaping products, and/or alcohol.
2. The unauthorized use and/or distribution of over-the-counter medication or prescription medication.
3. A charge, conviction and/or adjudication of a criminal activity in a court of law (other than a minor traffic violation).
4. Theft and/or destruction of personal or school property.

c. <u>Penalty Assessment for Major Conduct Violations, Levels 1 and 2</u>

1. <u>First Offense</u>:

a. A meeting with the coach, advisor, administrator, student, and parent(s) or guardian(s) regarding the misconduct will be held. Unless the consequence to be imposed is exclusion from all extracurricular and cocurricular activities for the balance of the student's high school career, the group of individuals present at the meeting, including the student and their family, will choose from

one of the two following options. The options cannot be combined to form a third option.

i. The student shall cooperate with an agency or individual approved by the administration that addresses the student's misconduct (i.e., chemical use for the purpose of assessment or assistance with criminal prevention) or enrolls in and participates in a Revere school-run program designed to assist students who are at-risk for identified behavior. The same option is available for **athletes** and **non-athletes**. Documentation will be provided as proof of successful participation in said program. During the time in which the program is being conducted, the student may continue to practice <u>and</u> participate in all regularly scheduled events both in an **athletic** and **non-athletic** capacity.

OR

ii. The student shall be suspended from participating in twenty percent (20%), fifty percent (50%) or the balance sports/activity season of the scheduled activities for the remainder of the school year in which the student participates, based upon the severity of the student's misconduct. For **athletes** this would require a recognized contest between another school. For **non-athletes** this would be discussed during the meeting with the final decision as reported by school administration. The student can continue to participate in practices related to the sport or activity in which they are participating. During scheduled contests, however, the student cannot dress for the event in school issued uniform but can still be in association with the team or group. The student must be dressed in clothing that is appropriate for the event.

b. A second meeting will be held at the conclusion of either option above to discuss the student's progress and, if applicable, reentry plans in addition to any consequences as a result of future violations. This meeting will include student, parent(s) or guardian(s), athletic director (if applicable), and coach/advisor. Any other participants in the meeting will be at the discretion of school administration.

2. <u>Second Offense</u>:

a. A meeting with the coach, advisor, administrator, student, and parent(s) or guardian(s) regarding the misconduct will be held.

b. The student will be suspended from participating in fifty percent (50%) of the scheduled activities in which the student participates or the balance of the sports/activity season. For **athletes** this would require a recognized contest between another school. For

non-athletes this would be discussed during the meeting with the final decision as reported by school administration.

c. A second meeting will be held at the conclusion of the suspension to discuss the student's progress and reentry plans in addition to any consequences as a result of future violations. This meeting will include student, parent(s) or guardian(s), athletic director (if applicable), and coach/advisor. Any other participants in the meeting will be at the discretion of school administration.

3. <u>Third Offense</u>:

a. A meeting with the coach, advisor, administrator, student, and parent(s) or guardian(s) regarding the misconduct will be held.

b. The student shall be suspended from participation in all respective extracurricular activities from the date of the meeting for the duration of the student's high school career.

i. The student may, after one year, from the date of the meeting, request the Board of Education, or its designee, reconsider the third offense penalty.

ii. During the meeting, the Coach, Activity Advisor**,** Athletic Department, Administration, and/or Board of Education may consider alternatives to said removal, if applicable.

iii. Any and all costs associated with agencies, rehabilitation, counseling, intervention and/or educational services discussed in the penalty assessment will be the responsibility of the student and his/her parent.

Nothing in this Extra-Curricular Code of Conduct shall prevent a coach, activity advisor or administrator from removing a student on an emergency basis, for a specific period of time, if the student's conduct threatens the health and safety of any individual or disrupts the good order and discipline of the environment of the extracurricular activity.

NEW DOCUMENT

2021 - 2022 Attachment 6
BATH ELEMENTARY SCHOOL

NAME: _____

TEACHER: _____

Welcome to Bath Elementary School. We are about to begin an exciting new year. This handbook is provided so that all students and parents will have a ready reference to information necessary to the understanding of the daily operations of our school as well as serving as your assignment notebook.

The goal of Bath Elementary School is **excellence,** and striving to reach this goal must be a cooperative effort on the part of everyone.

We urge all students to get involved. Take pride in your school, become actively involved in your studies, and in the extracurricular activities. It is up to each of you to **make it happen** for you!

Dan Fry, Principal
Andrew Wilson, Assistant Principal

Please visit us at: www.revereschools.org

REVERE LOCAL SCHOOL DISTRICT
The following buildings comprise the Revere Local School District:

Richfield Elementary School, PK-2
3080 Revere Road
Richfield, Ohio 44286
330-523-3604

Bath Elementary School, 3-5
1246 N. Cleve-Mass. Road
Akron, Ohio 44333
330-523-3802

Transportation Dept.
3622 Everett Road
Richfield, Ohio 44286
330-523-3119

Revere Middle School, 6-8
3195 Spring Valley Road
P.O. Box 339
Bath, Ohio 44210
330-523-3404

Revere High School, 9-12
3420 Everett Road
Akron, Ohio 44333
330-523-3202

Board Office
3496 Everett Road
P.O. Box 340
Bath, Ohio 44210
330-523-3100

ABSENCES AND PARTICIPATION

Students **must be in attendance the entire school day** in order to be eligible for extracurricular, co-curricular, and curricular participation. This includes but is not limited to athletics, band, choir, drama, and field trips. Exceptions to this policy will be reviewed by the administration.

ACADEMIC INTEGRITY

Students are expected to present only their work for any assignment, project, or assessment. Presenting another's work as one's own is considered cheating and/or plagiarism. Students who violate this policy may receive zero credit. This includes the unauthorized use of data to gain an academic advantage. Students may also be referred to administration for further disciplinary action.

ACCIDENTS

Student safety is the responsibility of both students and staff. All injuries and accidents on school grounds must be reported to a staff member. State law requires that all students complete an Emergency Medical Authorization form, signed by a parent and or/guardian, and filed in the school's main office.

ATTENDANCE

Bath Attendance Number

330-523-3811

1. A phone call from a parent or guardian is expected before 9:00 a.m. on the day the absence occurs.
2. A note is requested from a parent or guardian when the student returns to school. ***All work for all absences can and is expected to be made up by the student.***

Each parent, guardian, or custodian having charge of a child of compulsory school age must send the child to school for the entire time the school attended is in session (ORC 3321.04). Students are more likely to succeed in school, academics, and building skill sets when they consistently attend school. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to be prepared for higher education and the workforce upon high school graduation. Because of this, in December 2016, Ohio legislature passed House Bill 410 to proactively address excessive absences and truancy. By law, once a student accumulates 38 hours of absence per month or 65 hours per year, they will be considered excessively absent and referred to the district's at-risk student coordinator. The student and family may be required to participate in an intervention program or be referred to the Summit County Juvenile Court as necessary.

AUTHORIZED EXCUSED ABSENCES

Absences for the following reasons shall be considered as excused:

A. Personal illness.
B. Serious illness or death of a family member.
C. Funeral.
D. Medical and dental appointments that cannot be arranged during non-school hours.
E. Unusual or emergency situations at home.
F. Religious holidays and activities.
G. Authorized school-sponsored activities.
H. Approved college visits.
I. Acts of God.
J. Quarantine.
K. Out-of-state travel, not to exceed 24 hours per school year that the student's school is open for instruction, for participation in an enrichment activity approved by the Board of Education or an extracurricular activity, defined as a student activity program operated by the District but not included in a graded course of study.
L. At the Superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

An absence for any reason other than those listed above shall be classified as unexcused.
All excuses from parents, as well as other documents pertaining to a student's enrollment, attendance, and withdrawal from the District, shall become a part of the official attendance record and shall be maintained regardless of format or condition.

A student shall have the opportunity to make up school work missed due to an excused absence; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his or her teacher(s). All make-up work shall be completed within the number of days missed following the excused absence. A student shall receive full credit for school work made up pursuant to an excused absence.

The principal or his or her designee may request written verification of a student's illness from a physician licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness.

A student must be in attendance at school for half of the school day in order to participate in any school-sponsored activity that is conducted on that day; in cases of emergency the principal or his/her designee may grant an exception to this limitation.

LEGAL REFS: O.R.C. §§3301.60; 3321.041; 3321.13
Ohio Department of Education EMIS Manual, Section 2.1.1: Student
Enrollment Overview, Version 4.0 (2017)
Adopted: December 19, 2017

CELLULAR PHONES/ELECTRONIC COMMUNICATION DEVICES
Cell phones and electronic communication devices are to be turned off and kept out of sight while school is in session, unless permission is granted by the teacher for specific classroom use. Student use of cell phones or non-district issued electronic communication devices is prohibited while school is in session. Text messaging is not permitted. Any device that is deemed turned on, makes a noise or vibrates, or otherwise calls attention to itself will be considered a disruption and subject to confiscation by staff. Each offense of this policy requires retrieval of the device by the parent from administration. The student may also face additional disciplinary action by administration.

CLASSROOM EXPECTATIONS
All students are expected to comply with the Code of Student Behavior during classroom instruction. Violations of the Code of Student Behavior will not be tolerated and may require further disciplinary action by administration.

COMPUTERS
Policies governing the use and/or misuse of computers and technology are included in the Revere Board of Education policy guidelines and Code of Student Behavior. Use of school computers is dependent upon annual receipt of a Computer Technology Usage Form signed by the parent /guardian and student.

DRESS CODE
We are committed to a safe and orderly learning environment for students that is free from distraction. Attire should not detract from the educational process; reasonable standards in dress and grooming apply. Compliance with the dress code is expected and non-compliance may be considered insubordination.
Any form of dress or hair style that is considered contrary to good hygiene or that is deemed distractive, disruptive, or detrimental to the routine operation of school is prohibited.

Clothing must be worn as designed. Clothing prohibited includes the following items and conditions; clothing that is skin-tight, ripped, cut-off, torn, having holes and/or frayed; pants worn below the waist/hip and are low hanging; sheer or mesh garments; tube tops; shirts that have less than a 3-inch strap; shirts that do not cover the midriff when standing and seated; hats, sun glasses, slippers, outer coats, pajamas, bandannas/ head coverings, headbands/sweatbands; chains, any item advertising alcoholic beverages, drugs, tobacco, or weapons; or any item with obscene or questionable printing in violation of the Code of Student Behavior. This list is not all inclusive as these are only examples of inappropriate dress.

Shorts and skirts must be finger-tip length or longer from their shortest points and must meet other conventional standards of dress. Tight shorts and shirts with messages across the front or back are not permitted. Exposure of cleavage or undergarments is prohibited. Shoes must be worn throughout the day. **Final determination of appropriate school attire rests with the school administration.**

FIELD TRIPS
A completed student field trip permission form with teacher and parent/guardian signatures is required for student participation. Teachers may decline approval for student field trip participation if the student's attendance or academic performance is of concern.

FINES AND FEES
All financial obligations incurred by students must be paid in full.

FIRE, SAFE SCHOOLS, AND TORNADO DRILLS
All drills are conducted periodically in accordance with state law. Safety routes are posted in each classroom and in various locations in the building. It is expected students will follow the direction of staff during drills and assist in the orderly completion of any drill. Anyone involved in causing a false fire alarm is subject to the penalties defined in Ohio Revised Code section 2917.32.

HARASSMENT, INTIMIDATION, AND BULLYING

Introduction

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time on school property, on a school bus, or during any school sponsored event, and at the times and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

A. Students must report acts of harassment, intimidation, or bullying to teachers, District employees, and/or school administrators;

B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;

C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;

D. School administrators shall investigate and document any written or oral reports;

E. School administrators shall notify the custodial parent or guardian of a student who commits acts of harassment, intimidation, or bullying and the custodial parent or guardian of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

1. Definition of Harassment, Intimidation, or Bullying

In accordance with this policy, "harassment, intimidation, or bullying" means either of following:

A. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

1. Causes mental or physical harm to the other student; and

2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or

B. Violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

2. Conduct Constituting Harassment, Intimidation, or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

A. Physical violence and/or attacks.

B. Taunts, name-calling, and put-downs.

C. Threats and intimidation (through words and/or gestures).

D. Extortion or stealing of money and/or possessions.

E. Exclusion from the peer group or spreading rumors.

F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:

1. Posting slurs on Web sites where students congregate on Web logs (personal online journals or diaries);

2. Sending abusive or threatening instant messages;

3. Using camera phones to take embarrassing photographs of students and posting them online;

4. Using Web sites to circulate gossip and rumors to other students;

5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and

G. Violence within a dating relationship.

3. Complaint Process

A. Formal Complaints

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school

staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

B. Informal Complaints

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff

member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

4. Deliberately Making False Reports

Students are prohibited from deliberately making any false report of harassment, intimidation, or bullying. Students found to have violated this prohibition are subject to the full range of disciplinary consequences, up to and including suspension and expulsion.

5. Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

6. Investigation

A. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment, intimidation, or bullying, and the Board of Education's interest in a prompt and fair investigation.

B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.

C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

7. Post-Investigation Procedures

A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.

B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.

C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

8. Retaliation is Prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

9. Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

10. Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

11. Disciplinary Interventions

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Suspension is a possible consequence for a student found responsible for harassment, intimidation, or bullying by an electronic act.

12. Strategies for Protecting Victims or Other Persons From New or Additional Acts

A. Supervise and discipline offending students fairly and consistently;

B. Maintain contact with parents and guardians of a

C. Provide counseling for the victim if assessed that it is needed;

D. Inform school personnel of the incident and instruct them to monitor the victim and the victim's friends or family members and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;

E. Check with the victim and the victim's friends or family members to ensure that there has been no new or additional incidents of harassment/intimidation/bullying or retaliation of the victim or other persons from the offender or other parties.

F. If necessary to protect a person from new or additional acts of harassment, intimidation, or bullying, and from retaliation following a report, a person may make an anonymous report of an incident considered to be harassment, intimidation, bullying, or retaliation by providing written information to any staff member or administrator. The report should include as much information as possible and shall be forwarded promptly to the building principal for review and action.

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other District actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;

B. Planned professional development programs addressing bully/targeted individuals' problems;

C. Data collection to document bully/victim problems to determine the nature and scope of the problem;

D. Use of peers to help ameliorate the plight of victims and include them in group activities;

E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);

F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;

G. An attitude that promotes communication, friendship, assertiveness skills, and character education;

H. Modeling by staff of positive, respectful, and supportive behavior toward students;

I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;

J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or

K. Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the District. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students and their custodial parents or guardians. Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided annually with age-appropriate instruction on the recognition and prevention of harassment, intimidation, or bullying, including discussion of the consequences of violating this policy, and their rights and responsibilities under this and other District policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

A District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if

that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The Administration shall annually send to each student's custodial parent or guardian a written statement describing this policy and the consequences for violating it. The Administration shall semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the District's website to the extent permitted by state and federal student privacy laws.

LEGAL REFS: O.R.C. §§3313.666; 3313.667
Adopted: October 17, 2017

GRADING

The grade earned at the end of the trimester is the grade that appears on the student's report card.

District Grading Policy

Percentage	Grade	Regular	Honors RHS	AP RHS*
93% - 100%	A	4.0	4.5	5.0
90% - 92.99%	A-	3.7	4.2	4.7
87% - 89.99%	B+	3.3	3.8	4.3
83% - 86.99%	B	3.0	3.5	4.0
80% - 82.99%	B-	2.7	3.2	3.7
77% - 79.99%	C+	2.3	2.8	3.3
73% - 76.99%	C	2.0	2.5	3.0
70% - 72.99	C-	1.7	1.7	1.7
67% - 69.99	D+	1.3	1.3	1.3
63% - 66.99	D	1.0	1.0	1.0
60% - 62.99	D-	0.7	0.7	0.7
0% - 59.99	F	0.0	0.0	0.0

***Weighted grades will only be given to students completing an entire AP course. Weighted grades will not be given for grades below a C.**

ILLNESS AT SCHOOL

The facilities of our school clinic are available for any student who becomes ill or injured during the school day. Care must be taken at all times to report all illnesses and injuries to the office. If a student has a need for the clinic service, the student should make sure the teacher in charge knows where he/she is going and then report immediately to the office and then the clinic. If unable to return to the classroom, he/she may be excused to go home. Parents will be contacted by the office or clinic. If your student has a fever or symptoms requiring them to go home, they must by symptom free for 24 hours to return to school.

LIBRARY

Fines are charged on overdue or damaged items. Students are expected to follow library regulations or they may forfeit access to the library.

MAKE-UP ASSIGNMENTS

Whenever a child has been ill or away from school, the child will be helped to make up some of the work missed. Obviously, not all can be made up. The teacher will work with the child and, if necessary, the parent, to minimize the absence and its effect of the child's education. In some cases of extended absences, due to illness, tutoring may be available.

MEDICATION

The administration of any medication to a student by school personnel requires the completion of necessary forms by the parent /guardian. Forms are distributed at the beginning of the year and are available in the Main Office. Both a parent /guardian and a physician must complete and sign the form. Medicine to be dispensed at school must be in its original prescription bottle. The school or its employees cannot provide aspirin or any other over-the-counter medication.

OUT OF SCHOOL SUSPENSION

The student may make up any available missed assignments or tests during out of school suspensions. It is strictly the student's responsibility to determine what work is missed by checking Progress Book or contacting a fellow classmate for information. Teachers are not responsible for providing make-up information or assignments. It may not be possible to make up class participation activities. All missed assignments are due the day the student returns to school from the out-of-school suspension. The student must make arrangements through their classroom teachers to complete any tests or quizzes.

PROGRESS BOOK AND REPORT CARDS

Academic progress is reported through various methods such as Progress Book, Interim Reports, and Report Cards. Conferences are encouraged at any time and parents may contact teachers for appointments. For questions about access to Progress Book, the online grade report program, please call (330) 523-3407.

PUBLIC RECORDS

A request for public records must go through the Treasurer's Office, as the Treasurer is the designated Records Officer for the Revere School District.

SCHOOL BUS PROCEDURES

Safe school transportation is considered an integral part of the total educational program within the Revere School System. Riding a school bus is a privilege. The primary purpose of the school bus is to transport pupils to and from school safely. The Revere School District recognizes that a safe school bus requires the cooperation of our parents, students, and school staff. Please read the following duties and responsibilities of school bus passengers carefully, and do your part to stress the importance of an accident-free school bus transportation program to your child.

Riding the school bus…….. is a privilege extended to students that can be taken away anytime for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey the driver's directions. The school bus drivers are in charge while students are on buses. ***If your child is to go home any way other than by bus, the student is to bring a written note from home stating this. Otherwise, the child goes home on the bus.***

The following bus regulations are in effect:

1. Students boarding the bus from the right side of the road must stand back in a safe designated spot and wait until the bus comes to a complete stop and the red lights are flashing before approaching the bus. Students boarding from the left will use the same rules as the right side, but must wait for the driver to give a hand signal to cross the street.
2. Students must carry backpacks and other bags in front of them when boarding and disembarking the bus. **No key chains of any kind can be on the backpacks.**
3. While on the bus, the pupil is under authority of, and directly responsible to the bus driver.
4. Upon entering the school bus, the pupils shall take their assigned seats. Pupils shall remain seated at all times, facing forward in the seat. The aisle must be kept clear at all times. No arms, legs, feet or parcels shall extend into the aisle way at any time. **This is a state law.** All backpacks and bags must be held on their laps. Nothing is to be stored under the seat. Any over-sized project for school may not be transported by bus.

Confidential Information - For Board Use Only - Do not Redistribute Page 96 of 225

5. Pupils should conduct themselves on the school bus as they would in the classroom **except** that a reasonable amount of quiet conversation is permissible. Yelling to one another is not permitted.
6. **Eating or drinking on the bus is not permitted at any time.**
7. Pupils shall not smoke or light matches or cigarette lighters, or cause any other flammable material to burn on or near the bus.
8. Pupils causing damage of any type to the school bus will be held liable for the cost of repairing the damage to the bus. Students causing willful and malicious damage will be denied the privilege of riding the bus to school.
9. Permission must be given by the bus driver before any windows may be opened. No throwing of any objects out of the windows is allowed. No pencils, pens or any sharp objects are permitted out of book bags while student is on the bus.
10. **Carrying of any dangerous objects or materials (such as knives, guns or fireworks) is an automatic suspension of bus riding privileges. The following items may not be transported on the bus: glass containers, skateboards, lawn chairs, balloons, large boxes, lacrosse or hockey sticks, golf clubs, skis, plastic sleds, baseball bats. All soccer balls, footballs, basketballs, etc. may be transported if they are contained either in a closed bag or backpack.**
11. The Board of Education is required by state regulations to designate all bus stops. Bus stops have been placed in locations throughout the district that have, through the years, proven safe for loading and unloading students. Due to the number of students transported, an effort has been made to locate stops so that no student has to walk more than one half mile to a bus stop. The exception to this would be students living on spur roads not traveled by Revere school buses. Parental assistance is requested in seeing that the children arrive safely to and from the stop.
12. All pupils will load and unload from the buses only at designated stops. When on schedule, the bus cannot wait for tardy pupils. Pupils are to be at their designated bus stop five minutes before the bus is scheduled to arrive. When ahead of schedule the driver shall wait until the bus is on schedule for the stop. Transfer of a pupil from his regular bus will be permitted only in case of hardship. A signed note from the parent must be presented to the principal's office in advance.
13. Bus drivers are to report discipline cases on the bus to the Transportation Supervisor. The Transportation Supervisor will consult with the pupil's school principal after a reported infraction of the bus rules. Continued disorderly conduct or refusal to submit to authority of the bus driver shall be sufficient reason for refusing transportation service to any pupil. The administration shall follow the procedures outlined for suspending a pupil from school.

SCHOOL TRANSPORTATION PRIVILEGES

If the Superintendent and/or designee determine that a student's behavior on a school vehicle violates school rules, he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Prior to such suspension, the Superintendent shall notify the student of the intended bus suspension and afford the student the opportunity to respond to the intended suspension or otherwise defend himself.

SCHOOL CLOSINGS

In the event of inclement weather or a calamity, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closings, delays in starting time, or early dismissals will be announced via the Alert Now notification system. If no report is heard, it can be assumed that school will be in session.

WAKR	1590 AM	WTAM	1100 AM	WQMX 94.9 FM
WKDD	98.1 FM	WCRF	103.3 FM	
WONE	97.5 FM	WGAR	99.5 FM	

TELEPHONES

Students should ask to use the telephones only in case of an emergency. Permission must be granted by the classroom teacher. Arrangements for after school activities should be made before coming to school.

UNAUTHORIZED USE OF YEARBOOK AND WEBSITE

Unauthorized use of the yearbook and website content or photographs is prohibited. None of the material may be copied, modified, reproduced, posted, published, transmitted, and/or distributed in any form without prior written permission from Revere Local Schools.

VACATIONS DURING SCHOOL DAYS

Regular, uninterrupted attendance is crucial to full academic achievement. Parents are urged to make every effort, whenever possible, to plan vacations when school is not in session. The length of time for completion of make-up work shall be commensurate with the length of absence.

VIDEO AND AUDIO RECORDING DEVICES

Video and/or audio recording devices are not to be used at school without permission from school personnel. **This includes the use of these functions on cell phones.**

VISITORS TO BATH

All adults are required to sign in at the office and wear a visitor sticker/badge at all times while in the building. During the school day all adults **must** enter the building through the main entrance. No adults will be permitted to enter any of the other doors. Those doors will be for students only.

Revere Reunification Method – Parent/Guardian Information Sheet

Student/Parent/Guardian/Authorized Person Reunification

Circumstances may occur at the school that will require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat, or if a crisis occurs at the school. The Standard Revere Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use Blackboard Connect and/or social media. In some cases, students may be asked to send a text message or make a phone call to their parents. A reunification text message from a student may look something like this: "*The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID*."

Parent/Guardian/Authorized Person Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent, guardian or authorized person.

What if a Parent /Guardian Can't Pick-up Their Student?

When a parent/Guardian can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents/guardians or authorized person can pick up their student.

What if the Student Drove to School?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, a parent/guardian or authorized persons are advised to recover the student. In some circumstances, high school students may be released on their own.

How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardian. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards

For parents/guardians/authorized persons, there are a couple steps. If a parent/guardian/authorized persons is driving to the school, greater awareness of traffic and emergency vehicles is advised. Once at the school, you should park where indicated and not abandon your vehicle. You will then be asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, you will be asked to fill out a Revere Reunification Form. This form is perforated and will be separated during the process. In the case of multiple students being reunified, a separate form will need to be completed for each individual student.

Example image of Revere's Reunification Form is below

Revere Reunification Information (PLEASE PRINT CLEARLY)

Have photo identification out and ready to show school district personnel.

Pre-release Information:

Student Name.....Student Birthday.....

Student Grade..... Student Cell Phone Number.....

Printed name of authorized person picking up student.....

Phone number of authorized person picking up student.....

Relationship to student being picked up.....

Below to be completed upon release of student:

Date.....Time.....First initial, last name of school personnel.....

Signature of authorized person picking up student.....

School personnel to verify that ID matches the name of the person authorized to pick up student before final release of student in his/her care.

Bring Valid ID to Check In

During check in, identification and custody rights are confirmed. From the "Check In" area parents/guardians/authorized persons are directed to the "Reunification" area once ID is validated. There, a runner will take the bottom half of the form and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents/guardians or authorized persons may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents/guardians or authorized persons may be pulled aside for emergency or medical information.

Revere Local Schools Code of Student Conduct

In January 2021, the Revere Board of Education adopted the Revere Local Schools ***"Vision of a Minuteman"*** *which, as an educational community, encompasses our hopes and aspirations for our students. The Revere Local Schools Code of Student Conduct will help all students reach their fullest potential in their journey to achieve each of these competencies.*

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CREATES SOLUTIONS
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#WeRRevere

INTRODUCTION

One of the primary goals of the Revere Local School District is to support students through their individual educational journey and help encourage positive relationships with peers and staff. In order to foster trust and respect within the school community, the Revere Local School District Code of Student Conduct has been developed to establish high expectations for students as they grow and develop in our schools. We are confident that students will be able to meet these expectations through ongoing support from our school community.

Revere Local Schools believes that positive discipline is rooted in a philosophy that the whole child must be considered and that consequences must lead to opportunities for the student to correct behavior and learn. Parents or guardians hold the primary responsibility for setting positive discipline standards for their children. While students are in school, however, members of the school staff must act in the place of parents in maintaining a high level of student conduct. It is the goal of the school to work together with parents and guardians to support the learning of the student in situations that are related to violations of the code of conduct.

Each of the buildings in the Revere Local School District strive to maintain an educational and engaging learning environment. The codes of conduct and procedures established in this document serve as a guide to promote a positive school culture and to identify opportunities to assist students in their educational journey.

STUDENTS RIGHTS AND RESPONSIBILITIES

The role each student plays in our educational environments is critical to the success of the overall district. It is the collective responsibility of the school community to maintain high levels of trust, pride, and decorum. The Revere staff will work to equip students with the essential skills needed to succeed while also providing them with opportunities to explore their passions and interests. It is expected that Revere students have a comprehensive understanding of the consequences of violating the expectations of the Code of Conduct and assume responsibility for their actions. In turn, Revere students have the right to a fair and equitable investigation into an alleged violation of the Code of Conduct as well as the opportunity to receive their due process as a member of the school community.

ATTENDANCE

Daily attendance at school is critical to the success of every student. Revere Local Schools is governed by House Bill 410 with regard to the overall policy. Each school's attendance policy is listed in their individual handbooks.

SCHOOL DISCIPLINE

The following guidelines have been developed for the purpose of providing fair and just treatment for students who allegedly violate the rules listed in this Code of Conduct. However, Revere Local Schools recognizes there is a distinction between students of differing ages and maturity, and it is within reason to expect that, at times, a decision impacting the denial of educational participation may be tempered by reference to such distinction.

A. To protect the rights of students, staff, and other members of our school community, all offenses shall be thoroughly investigated and properly recorded. This may include a conference with the

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student(s) involved in an incident and a search of the student, the student's belongings, student's assigned school locker(s), vehicle(s), or other school property based upon "reasonable suspicion" that a dangerous situation exists. Reasonable suspicion exists when there is information to indicate a search will reveal evidence that a student has violated, or is violating, the law or the rules of the school. If a search is deemed appropriate, it will only be performed by the school administration.

B. In seeking a solution of the offenses, there shall be appropriate alternatives such as one, or a combination of the following actions, but not necessarily in the order appearing below:

   a. Conference with the student to clarify the problem and to ensure full understanding of consequences of future misbehavior.
   b. Assignment of additional task(s), which may or may not interfere with the academic or after-school programs.
   c. Assignment of detentions.
   d. Conference with parents to secure cooperation of the home in supporting appropriate student behavior.
   e. Referral to counselor, school psychologist or other school staff member for guidance, testing or recommended therapy.
   f. Referral to Juvenile Court.
   g. Emergency removal in accordance with State of Ohio law, including curricular and extracurricular activities.
   h. Assignment to a Saturday School Detention. This assignment will be in accordance with the policies set forth by the Saturday School supervisor. The detention will last no more than three (3) hours.
   i. Selection of an In-School Assignment (ISA) option. This will act as an in-school suspension where the student will attend school but be isolated to a room and supervised by an adult both of which will be determined by the administration.
   j. Assignment of Out of School Suspension (OSS) in accordance with the State of Ohio law.
   k. Expulsion from school in accordance with State of Ohio law.

C. Students enrolled in alternative program options are subject to all rules and regulations covered under the Code of Student Conduct and adopted by the Revere Board of Education.

SUSPENSION PROCEDURE

A. **Definition**: Out-of-School Suspension (OSS) is defined as the denial of attending school for the period of at least one (1) but not more than ten (10) school days. Students suspended may not take part in or attend any school activities, including extracurricular activities, or be on school property at any time during the suspension period. Any visit to the school for any reason during a period of suspension must be arranged with the school administration and will take place after typical school hours have concluded.

B. **Procedure:** In case of a student's intended removal from school for purposes of suspension, the following procedures shall apply:

   a. Only a building level administrator or superintendent may issue a suspension.
   b. An attempt shall be made to notify his/her parent(s), guardian or custodian by telephone

of the suspension and the reason for it.

c. The student and/or his parent(s) shall be provided an opportunity for an informal hearing to discuss the reason for the intended suspension and/or otherwise explain his/her actions.
d. The student shall be informed in writing of the intended suspension and reasons for the proposed action.
e. If a suspension is imposed, a copy of the suspension paperwork will be provided via mail to the parent(s) and/or guardian(s).
f. A notice of suspension shall include the procedures applicable to an appeal.

C. Notification of Appeal:

a. A written notification of appeal must be made to the Superintendent and the Treasurer of the Board of Education and be postmarked no later than fourteen (14) days after the date of the Notice of Suspension. The notice shall include the right to an informal hearing by personnel not prejudiced by association with the decision to suspend or recommend suspension of the student from school. It shall also include notification of the right of the student and his/her parent(s), guardian or custodian to appeal the suspension, in writing, to the Superintendent/or his designee, to be represented in the appeal proceedings, to be granted a hearing before the superintendent (or his designee), in order to be heard against the suspension, and to request that such hearing be held in private.
b. The hearing shall be scheduled as soon as possible, but no later than five (5) school days after receipt of the appeal request, unless extended by mutual agreement. A verbatim record of the hearing shall be made. After reviewing all the information, the superintendent/or his designee may affirm the suspension, may reinstate the pupil, or otherwise reverse, vacate or modify the order of the suspension. Written copies of the decision shall be distributed to all concerned parties within one (1) school day. If the suspension is vacated, all references to it in school records will be purged.

D. Should a Revere student enrolled at the Cuyahoga Valley Career Center (CVCC) be suspended from that school for a conduct code violation, which would also be grounds for suspension in the Revere Local School District, the suspension of such student also will be in effect at Revere. The student shall be notified of that suspension by the Revere Local School District in accordance with the normal suspension procedure.

E. Simultaneous written notice of the suspension shall be sent to:
   a. Student's discipline file
   b. Superintendent

<u>EMERGENCY REMOVAL</u>

A. **Definition**: The term "emergency removal" means the removal of a student from curricular or extracurricular activities or from the school premises because the student's presence poses a continuing danger to persons or property or is an ongoing threat or disruption to the academic process.

B. **Procedure:** Only a building level administrator or superintendent may implement an emergency removal from school premises. A teacher may remove a student from a curricular setting. For extracurricular activities, a coach or an advisor may remove a student from that setting in line with their procedures and policies of the team or group. In each instance, the following

procedures shall take place:

a. A student's parent(s) or guardian(s) will be contacted via phone to explain the reasoning behind the emergency removal.
b. An attempt will be made to arrange for that student to be transported home. If the student is able to drive, verbal consent will be obtained by the parent(s) or guardian(s) to allow that student to drive themselves home.
c. Follow-up conversations will take place determining the outcome of any emergency removal. If a coach or advisor initiates the removal during an extracurricular activity, a written account of that action will be submitted to the building administration and athletic director (if applicable).

C. If it is intended that the student is removed from a curricular or extracurricular activity for more than twenty-four (24) hours, a due process hearing must be held within seventy-two (72) hours after a removal is ordered.

a. An attempt should be made to notify the student's parents, guardian, or custodian immediately by telephone of the pending action and applicable reasons.
b. Written notice of the hearing and reasons for the removal and any intended disciplinary action must be given to the student as soon as possible prior to the hearing.
c. The person who ordered or requested the hearing must be present at the hearing.
d. If suspension or expulsion is intended, the due process requirement of the law must be carried out.

EXPULSION

A. **Definition**: The term "expulsion" means exclusion of a student from all school attendance and related activities for the remainder of the current semester, or for a period of up to eighty (80) school days, or in cases involving weapons, firearms or bomb threats, an expulsion may be imposed for one (1) calendar year. Only the Superintendent of Revere Schools may expel a student in accordance with procedure outlined by Ohio statute.

B. **Procedure:** The building administrator shall afford due process to the student before such administrator recommends expulsion to the Superintendent. The building administrator will follow all the procedures outlined in the suspension section of the Code of Conduct. Prior to expulsion, the Superintendent shall follow the following procedures:

Written Notice: The student and his/her parent, guardian or custodian shall be provided written notice of the intention to expel. The notice must advise the student and his/her parent, guardian or custodian or other representatives of their right to appear in person before the Superintendent or his designee to challenge the reasons for the expulsion. The notification must include the location and time of the hearing, which must take place no earlier than three (3) school days and not later than five (5) days after the notice is sent. The Superintendent may grant an extension of time only upon request from the student, parent or guardian. The Superintendent will then provide notice to all parties involved of the revised date and time for the hearing.

Scheduled Hearing: A hearing will be conducted by the Superintendent or his designee under the guidelines established by the individual conducting the hearing. Within one (1)

school day after the time of the expulsion hearing, the Superintendent shall send written notice to the student and his/her parent, guardian or custodian, and the Treasurer of the Board of Education regarding the decision. The notice shall specify the duration of the expulsion and the reasons therefore. It also shall include notification of the rights of the student, his/her parent, guardian or custodian, to appeal the expulsion to the Board of Education or to its designee within the fourteen (14) days of receipt of the notification in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such a hearing be held in executive sessions.

C. Notification of Appeal:

a. Within fourteen (14) days of notification of the student expulsion, the parent, guardian or custodian may appeal the expulsion. The request for appeal must be submitted to the Board of Education. A hearing shall be scheduled within five (5) days of receipt of the request, unless the time for the hearing is extended by mutual agreement. The student or his parent, guardian or custodian may be represented in the appeal proceedings.
b. The Board may affirm the order of expulsion or may reinstate such pupil or otherwise reverse, vacate or modify the order of expulsion. The Board shall determine the procedures to be followed during the hearing. A verbatim record shall be made.

D. Should a student enrolled at the Cuyahoga Valley Career Center (CVCC) be expelled from the Career Center for a conduct code violation, which would be grounds for expulsion in the Revere Local School District, the student will be expelled from the Revere Local School District in accordance with the normal expulsion procedure.

LIMITATIONS ON THE DISCIPLINING STUDENTS WITH DISABILITIES

A. A student with a disability is one whose education is governed by an Individualized Education Program (IEP) under the Individuals with Disabilities Education Improvement Act of 2004 or a 504 Plan under Section 504 of the Rehabilitation Act of 1973, as amended. Students with disabilities may not be suspended for more than ten (10) days per school year without first conducting a manifestation determination review hearing. All students with disabilities are subject to removal on an emergency basis described in this code of conduct. Repeated behavior concerns and/or conduct code violations must be addressed by a student's IEP team or 504 team.

PERMANENT EXCLUSION

A. Any student who has been found guilty of committing, when sixteen (16) years of age or older, any of the specific offenses identified by state statute while on school grounds or at a school-sponsored activity may be subject to permanent exclusion by the Board of Education.

B. The Board of Education's statement of policy on permanent exclusion is posted in each school and is available to students and their parents, upon request, at each school office.

CODE OF STUDENT CONDUCT

A. Grounds for removal from class, suspension or expulsion may include any of the following violations committed at school or school sponsored activities, on school premises, or against

school property, personnel or students:

01. **ACADEMIC DISHONESTY** - Cheating on tests or school assignments, forging school and/or parent documents, falsifying information or committing fraud. Cheating is considered, but not limited to capturing images of quizzes and exams (paper or online) in order to pass to other students or for self-use, the use of online sources without citation, and/ or copying another student's computer code, spreadsheets, documents, or handwritten material.

02. **AIDING & ABETTING** - An involvement with another student, or group of students, that results in a violation of one or more of the codes of conduct.

03. **ARSON** - An act of arson, initiating without cause a fire alarm, reporting a fire, or reporting of an impending bombing or catastrophe.

04. **BUS CONDUCT** - Any violation of rules of conduct on the school bus.

05. **CRIMINAL ACTIVITIES** - Violations of specific provision of federal, state or local statutes.

06. **DISRESPECT** - Rude, disrespectful behavior, or failure to cooperate with school personnel.

07. **DISRUPTIVE BEHAVIOR** - Disruption or continuous disruption of the classroom, school, school grounds, or school activities or functions.

08. **EXPLOSIVE DEVICES** - The use, threatened use, or possession of explosives including matches and lighters or any item which could explode, burn, detonate, cause bodily harm or have the appearance to do so.

09. **FIGHTING / ASSAULT / PHYSICAL VIOLENCE** - The act of intentionally causing or threatening to cause physical and emotional harm to another student or behave in such a manner as to present an eminent risk of such harm.

10. **FRAUD / FALSIFICATION** - Writing the name of another person, times, dates, grades, addresses, or other information on school forms or associated with school material.

11. **GAMBLING** - Students shall not engage in or promote games of chance, placing bets, or risk anything of value on school grounds.

12. **HARASSMENT** - Harassment includes, but is not limited to, any action which subjects an individual or group to unwanted behavior of a nonverbal, verbal, written, or physical nature. An act that injures, degrades, or disgraces or attempts to injure, degrade, or disgrace a student falls within this category. Examples of, but not inclusive, including the following: sexual, religious, racial, gender harassment, bullying, intimidation, coercion, hazing, spreading rumors, name calling and menacing. Please reference the Revere Local Schools Harassment Policy.

13. **ILLEGAL SUBSTANCES** - The sale, possession, concealment, or uses of illegal drugs, counterfeit controlled substances, look-a-like substances, drug paraphernalia, inhalants, consumables, alcoholic beverages or the unauthorized use and/or distribution of over-the-counter medication. This includes being under the influence or possessing a discernible odor.

14. **INAPPROPRIATE LANGUAGE / MATERIALS** - The use of profane, vulgar, or other

improper language, gestures, comments, or material, or the possession of any profane, vulgar, obscene, or other improper objects or materials.

15. **INAPPROPRIATE PHYSICAL OR NONPHYSICAL BEHAVIOR** - Any behavior deemed inappropriate in school, including but not limited to unwelcome touching, play fighting, unwanted advances, physical intimidation, sexual contact, public displays of affection, throwing items, and excessively loud hallway or classroom behavior.

16. **INCITING** - Inciting to riot or to disrupt or attempt to disrupt the operation of the school.

17. **INSUBORDINATION** - The failure to comply with directions of school personnel or acting in defiance of authority, including intentional interference with the performance of a teacher's duties or failure to identify oneself to school personnel when requested. Also included within is the failure to accept discipline or punishment from appropriate school personnel.

18. **LOITERING / TRESPASSING** - The action of being present on any school grounds, including a school bus, or any occupation of, or loitering on, near, or around school property without authorization.

19. **REPEATED VIOLATION** - Repeated violations of one, or combination of multiple, student codes of conduct.

20. **SCHOOL PERSONNEL** - The harassment, vandalism, physical abuse, theft, or other disruptive or destructive behavior toward school personnel during school and non-school time.

21. **TARDY TO CLASS / SCHOOL** - The act of being late to the classroom or school at the expected time as defined by the school building guidelines for the beginning of the individual class periods and/or school day.

22. **TECHNOLOGY / INTERNET MISUSE** - Any violation of the Revere Local Schools Acceptable Use Policy including but not limited to any school issued or personal device.

23. **THEFT** - The act of confiscating, possessing, or stealing private or public property of the school or another individual.

24. **TOBACCO / VAPING / OTHER DEVICES** – The use and/ or possession of either in the school buildings, within sight of the school buildings, on school grounds, or in areas in which school sponsored activities are taking place.

25. **UNAUTHORIZED MATERIALS** - The publication or distribution of unauthorized material. This includes posting such materials throughout the school and school grounds.

26. **VANDALISM** - The intentional, purposeful, or reckless destruction or defacing, or attempt to do so, of public or private property within the school.

27. **WEAPONS** - The possession, concealment, use, threat of use, or exhibition of a firearm or other weapon, or look-a-like weapon. A weapon is defined as an item designed to inflict injury or an item designed for another purpose, then converted to a weapon through its use.

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LIABILITY FOR PARENTS OF STUDENT MISCONDUCT

Under Ohio Revised Code 3109.09, parents having custody of a minor under 18 are liable for the student's willful damages to school or private property or the theft of such property. The Board of Education, or any other own of property, can bring a civil action against the parents to recover compensatory damages up to $10,000.00 and cost of the suit. Parents also are liable for the student's willful assaults on another person. The injured party may bring civil action against the parents to recover compensatory damages up to $15,000.00 and cost of the suit.

It is the policy of the Revere Local Schools that educational activity, employment, programs and services are offered without regard to race, color, national origin, sex, religion, handicap or age.

Revere Local Schools Code of Student Conduct for Extracurricular Activities

In January 2021, the Revere Board of Education adopted the Revere Local Schools ***"Vision of a Minuteman"*** *which, as an educational community, encompasses our hopes and aspirations for our students. The Revere Local Schools Code of Student Conduct for Extracurricular Activities will help all students reach their fullest potential in their journey to achieve each of these competencies.*

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REVERE LOCAL SCHOOL DISTRICT CODE OF STUDENT CONDUCT FOR EXTRACURRICULAR ACTIVITIES

DEFINITION

Revere Local Schools provides a variety of **athletic** and **non-athletic** extracurricular opportunities for students as part of our desire to encourage each student in their Kindergarten through 12th grade experience. Extracurricular activities can be defined as any activity in which a student participates that is beyond that of the normal academic course of study. **Athletic activities** are guided by the rules and regulations of the Ohio High School Athletic Association (OHSAA), in conjunction with the Revere Local Schools Code of Student Conduct. In any such situation where the OHSAA has input on a student's ability to participate in their desired sport, their decision will supersede that of the Revere Local Schools. **Non-athletic** activities are guided by the rules in the Revere Local Schools Code of Student Conduct in conjunction with the expectations set forth by the approved supervisors of the activity. This extracurricular code of student conduct applies to students who participate in any athletic and non-athletic extracurricular activity.

PARTICIPATION

The Revere Local School District believes that participation in school athletics and extracurricular activities is a privilege, not a right, and can have a direct positive impact on a student's overall high school experience. Revere Local Schools offer numerous opportunities for our young men and women to explore and develop their personal skills as part of a team or group. We believe that participation on a team or group brings with it certain responsibilities that are above and beyond those that are expected of individuals who are not participants.

Athletes and non-athletes are expected to follow the rules and regulations in the RHS Code of Student Conduct as well as the rules and regulations established by their coaches, supervisors and other authorities or governing bodies. These authorities or governing bodies include but are not limited to the athletic director, principals, superintendent, board of education, or the Ohio High School Athletic Association (OHSAA) and any organization affiliated with any club or activity at Revere.

All athletes and at least one of their parents and or/guardian must attend a Pre-Season Code of Conduct Meeting to be eligible to compete. Players need to have a complete set of athletic forms on file. The RHS Athletic Department uses an online system called Final Forms to achieve this. During this process, all athletes will be asked to digitally sign they have read and understand all aspects of the Revere High School Code of Conduct and the Extracurricular Code of Conduct. Final Forms must be completed before an athlete is allowed to participate on an athletic team.

All students participating in a club or activities that are not athletics are expected to follow the guidelines and expectations set forth by the supervisor.

INTERSCHOLASTIC ATHLETICS

Boys/Girls Basketball	Cheerleading	Boys Baseball
Boys/Girls Cross Country	Football	Girls Softball
Boys/Girls Golf	Wrestling	Girls Volleyball
Boys/Girls Soccer		
Boys/Girls Swimming		
Boys/Girls Lacrosse		
Boys/Girls Tennis		
Boys/Girls Track		

ATHLETICS AND OHSAA

Student athletes and parents should familiarize themselves with the following OHSAA Bylaws:

- All beginning ninth graders must have passed five (5) one-credit classes in which they were enrolled during the immediately preceding grading period. (Ex: 4th grading period of 8th grade year to be eligible for participation during fall of 9th grade year.)

- Eligibility for each grading period is determined by grades received the preceding grading period. **Semester grades have no effect on OHSAA eligibility.**

- **Grades 9-12:** To be eligible, a student-athlete must be currently enrolled in a member school and, again, have received passing grades in a minimum of **five one-credit courses, or the equivalent**, in the immediately preceding grading period (**Note:** Students taking post-secondary options must comply with these standards).

- For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

The following websites are listed for the convenience of student-athletes and parents. Students and parents will be able to research eligibility, rules, regulations, and a variety of other topics.

www.revereminutemen.org
www.ncaa.org
www.ohsaa.org
www.play.mynaia.org

EXTRACURRICULAR CLUBS, GROUPS, & ACTIVITIES

Revere offers many extracurricular activities throughout the district. For an updated list of these, please contact the individual school office and request a copy.

ATTENDANCE

A student must be in attendance at school for one-half (1/2) of the school day in order to participate in any school-sponsored activity that is conducted on that day. This rule applies for any extracurricular activity. Exceptions or in cases of emergency this policy will be determined by the administration.

DURATION OF POLICY

This extracurricular code of student conduct is in effect during the school day, at school sponsored or school-related activities, regardless of whether on or off school property**,** and any time the student is out of school, including breaks in the academic calendar. Therefore, a student may be prohibited from participating in extracurricular activities for misconduct, regardless of where or when such misconduct occurs and whether or not the season of the activity or sport is in session.

IMPLEMENTATION

This Code of Student Conduct for Extracurricular Activities is a guideline to **Revere Local School Board Policy 6.43 – Prohibition From Extracurricular Activities**. A student subject to discipline under this Extracurricular Code of Student Conduct may also be subject to discipline in accordance with the Revere Local Schools Code of Student Conduct. If a student is subject to a suspension under this Code of Student Conduct for Extracurricular Activities, the student will, prior to the suspension, be provided with a written notice of the intent to suspend and the reasons for the intended suspension. The student will have the opportunity to appear at an informal hearing before a person authorized to suspend a student from any or all extra-curricular activities, to challenge the reason for the suspension, or to otherwise explain his/her actions. If a suspension is imposed, the student will receive written notice of the suspension, including the reasons therefore along with the beginning and ending dates of the suspension. The student may appeal the decision of an assistant principal, teacher, coach or activity advisor to his/her building principal. The decision of the principal on such an appeal shall be final. If a building principal, rather than another staff member, initiates the suspension of a student from extracurricular activities, the student may appeal the initial decision of the principal to the Superintendent. The decision of the Superintendent shall be final.

Prior to the first meeting date of the extracurricular activity, the coach or activity supervisor will check to make sure a student's online Final Forms application has been updated. This is in effect for Revere students participating in **athletic** activities and replaces any paper forms or agreements put in place by a **non-athletic** activity supervisor. Digital signatures on Final Forms indicate the student and parent/guardian have agreed to the guidelines in the Code of Student Conduct for Extracurricular Activities.

Violations shall be cumulative during a student's career at Revere High School. In situations where a student is concurrently a member of more than one co-curricular or extracurricular activity, participation in all activities shall be impacted accordingly. All violations will be categorized as either **General Conduct** or **Major Conduct, Levels 1 and 2,** as defined below.

This Code of Student Conduct for Extracurricular Activities is a guideline for the coach, advisor, athletic department and school administration. A student's misconduct will be reviewed on a case-by-case basis. A school administrator may limit or deny a student's participation in all extracurricular activities as a result of a student's misconduct. The Board of Education, the Administration, the Athletic Department, the Coach and/or the Activity Advisor reserves the right to amend and/or deviate from these guidelines, as they deem necessary and reasonable.

1. General Conduct Violations

a. Types of General Conduct Violations

The advisor or coach in charge of any elective activity or an administrator may limit or deny a student's participation in all extracurricular activities as a result of the student's misconduct which is reasonably determined by the advisor, coach, or administrator to be disruptive of the activity, good order and discipline of the school, or the authority of the school personnel in charge.

Examples of the types of misconduct, which may result in such disciplinary action include, but are not limited to, the following:

1. Failure to follow the rules and regulations of the Revere High School Student/Parent Handbook.
2. Failure to follow any team/group rules established by the advisor/coach.
3. Failure to follow any training regulations, safety requirements, or other directions set forth by the advisor/coach.
4. Any form of insubordination toward an advisor/coach.
5. Engaging in any conduct, which materially and substantially interferes with the educational process of the elective activity, including the use of obscene or profane language or gestures.

b. Penalty Assessment for General Conduct Violations

A student may be removed from participation in the specific activity for a period to be determined by the advisor or coach. Other actions may be taken as deemed appropriate by the administration or the person responsible for the activity only after the advisor or coach has taken the appropriate first action. Parent(s) and/or guardian(s) will be notified within twenty-four (24) hours of the violation and subsequent decision.

2. Major Conduct Violations

a. Level 1 - Most Serious Types of Major Conduct Violations

Any criminal conviction and/or adjudication, or expulsion, disciplinary action by the school administration may result in exclusion from fifty percent (50%) of contests for a sports/activity season to a complete denial from participation in all extracurricular activities for the balance of the student's high school career.

Examples of the types of Level 1 major misconduct that will result in such disciplinary action include but are not limited to the following:

1. Selling or conspiring to sell or distribute illegal drugs, counterfeit controlled substances, look-alike substances, drug paraphernalia, inhalants, tobacco, vaping products, and/or alcohol.
2. A charge, conviction and/or adjudication of a criminal activity in a court of law (other than a minor traffic violation or minor misdemeanor).
3. Possession, concealment, use, threat of use, or exhibition of a firearm or other weapon, or look-alike weapon.
4. Bomb threats.
5. Engaging in and/or encouraging any type of hazing, which means and/or refers to any activity expected of someone when joining or participating in a group that humiliates, degrades, abuses, or endangers the mental or physical well-being of the victim regardless of that person's willingness to participate.

b. <u>Level 2 - Other Types of Major Conduct Violations</u>

Commission of a Level 2 violation may result in exclusion from twenty percent (20%) to fifty percent (50%) of contests for a sports/activity season up to a denial from participation in all extracurricular activities for the balance of the current school year.

Examples of the types of Level 2 major misconduct that will result in such disciplinary action include but are not limited to the following:

1. Possession, handling, concealing, using, consuming, purchasing, or under the influence of illegal drugs, controlled substances, drug paraphernalia, inhalants, tobacco, vaping products, and/or alcohol.
2. The unauthorized use and/or distribution of over-the-counter medication or prescription medication.
3. A charge, conviction and/or adjudication of a criminal activity in a court of law (other than a minor traffic violation).
4. Theft and/or destruction of personal or school property.

c. <u>Penalty Assessment for Major Conduct Violations, Levels 1 and 2</u>

1. <u>First Offense</u>:

a. A meeting with the coach, advisor, administrator, student, and parent(s) or guardian(s) regarding the misconduct will be held. Unless the consequence to be imposed is exclusion from all extracurricular and cocurricular activities for the balance of the student's high school career, the group of individuals present at the meeting, including the student and their family, will choose from

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one of the two following options. The options cannot be combined to form a third option.

i. The student shall cooperate with an agency or individual approved by the administration that addresses the student's misconduct (i.e., chemical use for the purpose of assessment or assistance with criminal prevention) or enrolls in and participates in a Revere school-run program designed to assist students who are at-risk for identified behavior. The same option is available for **athletes** and **non-athletes**. Documentation will be provided as proof of successful participation in said program. During the time in which the program is being conducted, the student may continue to practice <u>and</u> participate in all regularly scheduled events both in an **athletic** and **non-athletic** capacity.

OR

ii. The student shall be suspended from participating in twenty percent (20%), fifty percent (50%) or the balance sports/activity season of the scheduled activities for the remainder of the school year in which the student participates, based upon the severity of the student's misconduct. For **athletes** this would require a recognized contest between another school. For **non-athletes** this would be discussed during the meeting with the final decision as reported by school administration. The student can continue to participate in practices related to the sport or activity in which they are participating. During scheduled contests, however, the student cannot dress for the event in school issued uniform but can still be in association with the team or group. The student must be dressed in clothing that is appropriate for the event.

b. A second meeting will be held at the conclusion of either option above to discuss the student's progress and, if applicable, reentry plans in addition to any consequences as a result of future violations. This meeting will include student, parent(s) or guardian(s), athletic director (if applicable), and coach/advisor. Any other participants in the meeting will be at the discretion of school administration.

2. <u>Second Offense</u>:

a. A meeting with the coach, advisor, administrator, student, and parent(s) or guardian(s) regarding the misconduct will be held.

b. The student will be suspended from participating in fifty percent (50%) of the scheduled activities in which the student participates or the balance of the sports/activity season. For **athletes** this would require a recognized contest between another school. For

non-athletes this would be discussed during the meeting with the final decision as reported by school administration.

c. A second meeting will be held at the conclusion of the suspension to discuss the student's progress and reentry plans in addition to any consequences as a result of future violations. This meeting will include student, parent(s) or guardian(s), athletic director (if applicable), and coach/advisor. Any other participants in the meeting will be at the discretion of school administration.

3. <u>Third Offense</u>:

a. A meeting with the coach, advisor, administrator, student, and parent(s) or guardian(s) regarding the misconduct will be held.

b. The student shall be suspended from participation in all respective extracurricular activities from the date of the meeting for the duration of the student's high school career.

i. The student may, after one year, from the date of the meeting, request the Board of Education, or its designee, reconsider the third offense penalty.

ii. During the meeting, the Coach, Activity Advisor**,** Athletic Department, Administration, and/or Board of Education may consider alternatives to said removal, if applicable.

iii. Any and all costs associated with agencies, rehabilitation, counseling, intervention and/or educational services discussed in the penalty assessment will be the responsibility of the student and his/her parent.

Nothing in this Extra-Curricular Code of Conduct shall prevent a coach, activity advisor or administrator from removing a student on an emergency basis, for a specific period of time, if the student's conduct threatens the health and safety of any individual or disrupts the good order and discipline of the environment of the extracurricular activity.

NEW DOCUMENT

Attachment 7

Revere Middle School

3195 Spring Valley Road
P.O. Box 339
Bath, Ohio 44210

Phone: 330-523-3403
Fax: 330-659-3795
Please visit us at: www.revereschools.org

STUDENT HANDBOOK

2021-2022

This book belongs to:

Name: _____

RISE/Homeroom Number: _____ Grade: _____

ABSENCES AND PARTICIPATION

Students **must be in attendance the entire school day** in order to be eligible for extracurricular, co-curricular, and curricular participation. This includes, but is not limited to; athletics, band, choir, drama and field trips. Exceptions to this policy will be reviewed by the administration.

ACADEMIC EXTRACURRICULAR ELIGIBILITY

Students are required to meet all eligibility requirements set forth by the Ohio High School Athletic Association and the Revere Local School District Board of Education to participate in extracurricular activities. Among these requirements are passing grades in at least 5 subjects in which they were enrolled in the immediately preceding grading period and having earned a minimum GPA of 2.0 in the previous grading term. Students meeting the passing grades in at least 5 subjects, but having a GPA of 1.00 to 1.99 will be placed on Academic Probation.

Student-athletes must receive a passing grade in five classes during the last grading period to remain eligible. The five classes must be indicated on the student's academic record.

Summer school courses cannot be used to restore a student's eligibility for fall sports.

ACADEMIC INTEGRITY

Students are expected to present only their work for any assignment, project, or assessment. Presenting another's work as one's own is considered cheating and/or plagiarism. Students who violate this policy may receive zero credit. This includes the unauthorized use of data to gain an academic advantage. Students may also be referred to administration for further disciplinary action.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions or at any event sponsored by the school must be reported immediately to the person in charge and to the Main Office.

ATTENDANCE

Each parent, guardian, or custodian having charge of a child of compulsory school age must send the child to school for the entire time the school attended is in session (ORC 3321.04). Students are more likely to succeed in school, academics, and building skill sets when they consistently attend school. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to be prepared for higher education and the workforce upon high school graduation. Because of this, in December 2016, Ohio legislature passed House Bill 410 to proactively address excessive absences and truancy. By law, once a student accumulates 38 hours of absence per month or 65 hours per year, they will be considered excessively absent and referred to the district's at-risk student coordinator. Absences accompanied with a medical note will be excluded from the

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accumulated hours of absence. The student and family may be required to participate in an intervention program or be referred to the Summit County Juvenile Court as necessary.

AUTHORIZED EXCUSED ABSENCES

Absences for the following reasons shall be considered as excused:

A. Personal illness.
B. Serious illness or death of a family member.
C. Funeral.
D. Medical and dental appointments that cannot be arranged during non-school hours.
E. Unusual or emergency situations at home.
F. Religious holidays and activities.
G. Authorized school-sponsored activities.
H. Approved college visits.
I. Acts of God.
J. Quarantine.
K. At the Superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

An absence for any reason other than those listed above shall be classified as unexcused. All excuses from parents, as well as other documents pertaining to a student's enrollment, attendance, and withdrawal from the District, shall become a part of the official attendance record and shall be maintained regardless of format or condition.

A student shall have the opportunity to make up school work missed due to an excused absence; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his or her teacher(s). All make-up work shall be completed within the number of days missed following the excused absence. A student shall receive full credit for school work made up pursuant to an excused absence.

The principal or his or her designee may request written verification of a student's illness from a physician licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness.

A student must be in attendance at school for half of the school day in order to participate in any school-sponsored activity that is conducted on that day; in cases of emergency the principal or his/her designee may grant an exception to this limitation.

LEGAL REFS: O.R.C. §§3301.60; 3321.041; 3321.13
Ohio Department of Education EMIS Manual, Section 2.1.1: Student Enrollment Overview, Version 4.0 (2017)
Adopted: December 19, 2017

Attendance Procedures

1. Student absences are verified daily by the attendance secretary.
2. Absences - Any absence that is not reported to the Main Office by the student's parent, guardian or custodian will be listed as unexcused. To avoid this, please call **330-523-3404** on the day of the absence. Unless a phone call or note from the student's parent or guardian accompanies the student on the day of his/her return, this absence will be considered as truancy from school and zero credit for class work on that day will be issued.
3. Make-up work - It is the responsibility of students who are absent for any reason to obtain their make-up work. Students are permitted one day of make-up for every day missed. A day's absence does not excuse a student from the responsibility for all previously announced assignments or tests on the day of his/her return.
4. Students who leave the building because of illness, appointment or other emergency must first report to the Main Office. For early dismissal, the student must bring a note from his/her parent with the student's name, date, time of dismissal, reason and who will be picking the student up. The student needs to bring this note to the Main Office before school starts. The student will receive an early release slip and present it to his/her teacher at the time of his/her departure. The parent must sign the student out in the attendance office. The clinic will be available for part of a period if a student wishes to lie down due to illness. It is the Main Office policy to obtain permission from a parent, guardian or alternate authority before releasing a student from school. Students must rearrange tests or quizzes or any other assignment due that day and then sign out in the Main Office and receive a pass to leave the building. Failure to do so may result in zeroes issued at the discretion of the teacher. Students must sign-in immediately upon their return and go to class.
5. Tardiness to School - Any student arriving after 7:30 a.m. must report to the Main Office. Only students who are late due to a medical appointment or an emergency will not be disciplined as tardy. A note from the doctor must accompany the student upon their arrival. Oversleeping or transportation difficulties are not excused tardies. Students who are excused and miss a class due to arriving late to school must consult with their teachers prior to leaving school that day to rearrange for tests or quizzes and to obtain the homework assignment. Failure to do so may result in zeroes issued at the discretion of the teacher. Chronic tardiness will not be tolerated and will result in disciplinary action beyond detention. A student is considered tardy **if they are not in first period class by 7:30 a.m.** A student will be considered absent from a class if he/she arrives more than twenty minutes into the class period. All tardiness will be counted as such and is cumulative over the quarter. (Note: an unusual circumstance is left to the discretion of the administration.) Punctuality to class is expected as well. Students who are chronically tardy to class may be reported to the administration.

Consequences for tardiness to school in a quarter are as follows:

Second Tardy	Warning
Fourth Tardy	One detention
Sixth Tardy	One Saturday detention

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Eighth Tardy	One day Alternative Learning Center

Note: Each two subsequent tardies will result in additional disciplinary action that may include out-of-school suspension.

Note: Because of the potential multitude of circumstances related to attendance matters, the administration reserves the right to render judgments in individual cases.

BULLETINS AND ANNOUNCEMENTS

All announcements for the P.A. must be written in advance and signed by an activity advisor. Students are not to come to the PA room during announcements with special messages. All posters and signs placed in the building must receive prior approval by an administrator.

CELLULAR PHONES/ELECTRONIC COMMUNICATION DEVICES

Cell phones are to be kept in locker during the school day. No use of cell phones in the halls or restrooms. Cell phones may be used for 30 minutes during lunch period. First offense is a verbal warning and the phone goes in the locker. Second offense is a verbal warning and the phone goes to the office and may be picked up by the student after school. Third offense, the student will be issued a detention, the phone will go to the office until the parents/guardians pick up the phone.

CLASSROOM EXPECTATIONS

All students are expected to comply with the Code of Student Behavior during classroom instruction. Violations of the Code of Student Behavior will not be tolerated and may require further disciplinary action by administration.

COMPUTERS

Policies governing the use and/or misuse of computers and technology are included in the Revere Board of Education policy guidelines and Code of Student Behavior. Use of school computers is dependent upon annual receipt of a Technology Acceptable Use Policy signed by the parent /guardian and student.

DETENTIONS

Office detentions will be assigned for Monday and Thursday afternoons from 2:45 p.m. - 3:20 p.m. in Room 301. A one-day notice is always given before the detention is to be served. Students must be on time, work on school assignments, and be quiet during detention. Failure to comply with rules or failure to serve a detention on the day assigned will result in additional disciplinary action.

First missed detention	Two detentions assigned
Second missed detention	One Saturday detention assigned

Note: Each subsequent missed detention will result in additional disciplinary action.

DISCLAIMER

The handbook may not include every item or incident that may occur in the building or on school grounds. Final resolution of each of these situations will be made by the school administration. Additional information about student conduct is found in the Code of Student Behavior. The handbook is not intended to be a manual of all the policies of the Revere Board of Education.

DISTRACTIONS

Because music players, electronic devices and laser pointers serve to distract others, these items are not permitted to be used during school or at school events. We have a responsibility to maintain our building with a level of quiet conducive to learning. School personnel are authorized to confiscate these items and turn them in to the Assistant Principal.

DRESS CODE

We are committed to a safe and orderly learning environment for students that is free from distraction. Attire should not detract from the educational process; reasonable standards in dress and grooming apply. Compliance with the dress code is expected and non-compliance may be considered insubordination.

Any form of dress or hair style that is considered contrary to good hygiene or that is deemed distractive, disruptive, or detrimental to the routine operation of school is prohibited.

Clothing must be worn as designed. Clothing prohibited includes the following items and conditions; Clothing that is skin-tight, cut-off, torn, having holes and/or frayed above the knees; pants worn below the waist/hip and are low hanging; sheer or mesh garments; tube tops; tank tops that have less than 2-inch strap; T-back/open back or exposure of any undergarments; wide arm opening muscle shirts (unless worn with an appropriate tank top underneath); shirts off the shoulder unless worn with appropriate tank top underneath; shirts that do not cover the midriff when standing and seated; hats, sun glasses, slippers, outer coats, pajamas, bandannas/head coverings, sweatbands; chains, any item advertising alcoholic beverages, drugs, tobacco, or weapons; or any item with obscene or questionable printing in violation of the Code of Student Behavior. This list is not all inclusive as these are only examples of inappropriate dress.

Shorts and skirts must be finger-tip length all the way around the body or longer from their shortest points and must meet other conventional standards of dress. Tight shorts and shirts with messages across the front or back are not permitted. Exposure of cleavage or undergarments is prohibited. Shoes must be worn throughout the day. Gym clothes are not to be worn during academic classes**.** Yoga pants cannot be worn unless with a shirt that

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falls well below the hips, all the way around the body. **Final determination of appropriate school attire rests with the school administration.**

DROP DATE

Students interested in changing their class schedule must do so within 10 school days of the offering. All changes or switches are at the discretion of the administrators and/or counselors.

EMERGENCY HALL PASSES

Students are not permitted in the halls during class periods or lunchtime unless they have a hall pass from an authorized staff member. Sufficient time to attend to necessary matters is provided between classes. If a pass is issued, no loitering will be allowed in the hallways or in the restrooms.

FIELD TRIPS

Field trips enhance the educational experience of students. A completed student field trip permission form with teacher and parent/guardian signatures is required for student participation. Teachers may decline approval for student field trip participation if the student's attendance or academic performance is of concern.

FINES AND FEES

All financial obligations incurred by students must be paid in full. Any unpaid fees will follow a student to the high school and must be paid before he or she can graduate.

FIRE, SAFE SCHOOLS, AND TORNADO DRILLS

All drills are conducted periodically in accordance with state law. Safety routes are posted in each classroom and in various locations in the building. It is expected students will follow the direction of staff during drills and assist in the orderly completion of any drill. Anyone involved in causing a false fire alarm is subject to the penalties defined in Ohio Revised Code section 2917.32.

FOOD AND BEVERAGES

All food and beverages must be consumed in the Cafeteria or the courtyard adjacent to the Cafeteria unless a teacher gives permission in their classroom. Food and drinks are not to be consumed in the hallways. Only clear, non-carbonated, bottled water will be permitted in the classrooms at the teacher's discretion. Gum chewing in the classroom is at the teacher's discretion. Food is not permitted in the gymnasium.

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GRADING

The grade earned at the end of the quarter is the grade that appears on the student's report card.

District Grading Policy

Percentage	Grade	Regular	Honors RHS	*AP RHS
93% - 100%	A	4.0	4.5	5.0
90% - 92.99%	A-	3.7	4.2	4.7
87% - 89.99%	B+	3.3	3.8	4.3
83% - 86.99%	B	3.0	3.5	4.0
80% - 82.99%	B-	2.7	3.2	3.7
77% - 79.99%	C+	2.3	2.8	3.3
73% - 76.99%	C	2.0	2.5	3.0
70% - 72.99	C-	1.7	1.7	1.7
67% - 69.99	D+	1.3	1.3	1.3
63% - 66.99	D	1.0	1.0	1.0
60% - 62.99	D-	0.7	0.7	0.7
0% - 59.99	F	0.0	0.0	0.0

***Weighted grades will only be given to students completing an entire AP course. Weighted grades will not be given for grades below a C.**

8th Grade students earning a "C" or higher in Spanish I, French I, Latin I, Geometry or Algebra will receive High School credit for the course. The grade will not be calculated into the student's G.P.A. The letter grade earned will be reflected on the student's transcript. All Flex Credit courses or courses taken in the summer between 8th and 9th grade will be calculated into the student's G.P.A.

HARASSMENT, INTIMIDATION, AND BULLYING

Introduction

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time on school property, on a school bus, or during any school sponsored event, and at the times and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

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To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

A. Students must report acts of harassment, intimidation, or bullying to teachers, District employees, and/or school administrators;

B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;

C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;

D. School administrators shall investigate and document any written or oral reports;

E. School administrators shall notify the custodial parent or guardian of a student who commits acts of harassment, intimidation, or bullying and the custodial parent or guardian of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

1. Definition of Harassment, Intimidation, or Bullying

In accordance with this policy, "harassment, intimidation, or bullying" means either of following:

A. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

1. Causes mental or physical harm to the other student; and

2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or

B. Violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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The behavior prohibited by this policy is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

2. Conduct Constituting Harassment, Intimidation, or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

A. Physical violence and/or attacks.

B. Taunts, name-calling, and put-downs.

C. Threats and intimidation (through words and/or gestures).

D. Extortion or stealing of money and/or possessions.

E. Exclusion from the peer group or spreading rumors.

F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:

1. Posting slurs on Web sites where students congregate on Web logs (personal online journals or diaries);

2. Sending abusive or threatening instant messages;

3. Using camera phones to take embarrassing photographs of students and posting them online;

4. Using Web sites to circulate gossip and rumors to other students;

5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and

G. Violence within a dating relationship.

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3. Complaint Process

A. Formal Complaints

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

B. Informal Complaints

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff

member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

4. Deliberately Making False Reports

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Students are prohibited from deliberately making any false report of harassment, intimidation, or bullying. Students found to have violated this prohibition are subject to the full range of disciplinary consequences, up to and including suspension and expulsion.

5. Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

6. Investigation

A. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment, intimidation, or bullying, and the Board of Education's interest in a prompt and fair investigation.

B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.

C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

7. Post-Investigation Procedures

A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.

B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.

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C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

8. Retaliation is Prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

9. Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

10. Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

11. Disciplinary Interventions

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences.

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Suspension is a possible consequence for a student found responsible for harassment, intimidation, or bullying by an electronic act.

12. Strategies for Protecting Victims or Other Persons From New or Additional Acts

A. Supervise and discipline offending students fairly and consistently;

B. Maintain contact with parents and guardians of all involved parties;

C. Provide counseling for the victim if assessed that it is needed;

D. Inform school personnel of the incident and instruct them to monitor the victim and the victim's friends or family members and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;

E. Check with the victim and the victim's friends or family members to ensure that there has been no new or additional incidents of harassment/intimidation/bullying or retaliation of the victim or other persons from the offender or other parties.

F. If necessary to protect a person from new or additional acts of harassment, intimidation, or bullying, and from retaliation following a report, a person may make an anonymous report of an incident considered to be harassment, intimidation, bullying, or retaliation by providing written information to any staff member or administrator. The report should include as much information as possible and shall be forwarded promptly to the building principal for review and action.

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other District actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;

B. Planned professional development programs addressing bully/targeted individuals' problems;

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C. Data collection to document bully/victim problems to determine the nature and scope of the problem;

D. Use of peers to help ameliorate the plight of victims and include them in group activities;

E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);

F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;

G. An attitude that promotes communication, friendship, assertiveness skills, and character education;

H. Modeling by staff of positive, respectful, and supportive behavior toward students;

I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;

J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or

K. Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the District. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students and their custodial parents or guardians. Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided annually with age-appropriate instruction on the recognition and prevention of harassment, intimidation, or bullying, including discussion of the consequences of violating this policy, and their rights and responsibilities under this and other District policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

A District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment,

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intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The Administration shall annually send to each student's custodial parent or guardian a written statement describing this policy and the consequences for violating it. The Administration shall semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the District's website to the extent permitted by state and federal student privacy laws.

LEGAL REFS: O.R.C. §§3313.666; 3313.667
Adopted: October 17, 2017

LIBRARY

Fines are charged on overdue or damaged items. Students are expected to follow library regulations or they may forfeit access to the library.

LOCKERS

RISE/Homeroom teachers will assign a locker and lock to every student. Students should not share their combinations with anyone. **Lockers are the property of the school and the administration reserves the right to search any locker.** Since students are not permitted to carry book bags or backpacks, all personal items and books, when not in use, are to be kept in the locker. Decals, inappropriate pictures, etc. are not allowed. Defective lockers should be reported immediately to the Office. Intentionally damaging the locker or lock mechanism or damage incurred by presetting the lock will result in a fine for replacement. While using the locker room during or after school, students should lock their belongings in a locker.

LOST AND FOUND

Students who find lost articles are asked to take them to the lunch room where they can be claimed by the owner. Unclaimed items will be donated to local charities.

LUNCH PERIOD

All students must eat lunch in the Cafeteria or the courtyard adjacent to the Cafeteria whether they purchase or carry their lunches. All food and beverages must be consumed in these two areas. Students are to take pride in the lunch facilities and are responsible for clearing tables of trays, litter, and debris before they leave the Cafeteria. Lunchroom conduct should conform to general rules of courteous behavior. Cutting in line, throwing food, placing trays in trash cans, and boisterous behavior are unacceptable and will result in discipline. Lunch periods are closed. This means that students are not permitted to leave school during their lunch period. Students who do so are subject to disciplinary action. As a rule, students are not permitted to leave the Cafeteria during their lunch period except to use the restroom.

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MEDICATION

The administration of any medication to a student by school personnel requires the completion of necessary forms by the parent /guardian. Forms are distributed at the beginning of the year and are available in the Main Office. Both a parent /guardian and a physician must complete and sign the form. Medicine to be dispensed at school must be in its original prescription bottle. The school or its employees cannot provide aspirin or any other over-the-counter medication.

OUT OF SCHOOL SUSPENSION

The student may make up any available missed assignments or tests during out of school suspensions. It is strictly the student's responsibility to determine what work is missed by checking Progress Book or contacting a fellow classmate for information. Teachers are not responsible for providing make-up information or assignments. It may not be possible to make up class participation activities. All missed assignments are due the day the student returns to school from the out-of-school suspension. The student must make arrangements through their classroom teachers to complete any tests or quizzes.

PROGRESS BOOK AND REPORT CARDS

Academic progress is reported through various methods such as Progress Book, Interim Reports, and Report Cards. All Report Cards Interims and grades will all be electronic on Progress Book. Conferences are encouraged at any time and parents may contact teachers for appointments. For questions about access to Progress Book, the online grade report program, please call (330) 523-3403.

PUBLIC RECORDS

A request for public records must go through the Treasurer's Office, as the Treasurer is the designated Records Officer for the Revere School District.

SATURDAY MORNING DETENTIONS

The guidelines for students serving Saturday Detention are:

1. Sessions will be held at Revere Middle School from 9:00 a.m. until 12:00 p.m. Anyone arriving after the session starts will not be allowed to enter and will be considered unexcused and absent. (No exceptions.)
2. Students will enter the building at the front door and will be in their seats by 9:00 a.m.
3. Students who fail to show up for Saturday detention will be subject to additional disciplinary action.
4. Students are to bring books and materials to complete their assignments. No one will be permitted to go to his/her lockers.
5. No food, audio equipment or any recreational/leisure activities will be permitted.
6. Students are responsible for having work to do to cover the complete three (3) hour time period.

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7. Failure to follow the stated rules will result in the students being removed from the session and being subject to additional disciplinary action.

SCHOOL BUS PROCEDURES

Safe school transportation is considered an integral part of the total educational program within the Revere School System. Riding a school bus is a privilege. The primary purpose of the school bus is to transport pupils to and from school safely. The Revere School District recognizes that a safe school bus requires the cooperation of our parents, students and school staff. Please read the following duties and responsibilities of school bus passengers carefully and do your part to stress the importance of an accident-free school bus transportation program to your child.

Riding the school bus is a privilege extended to students that can be taken away anytime for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey the driver's directions. The school bus drivers are in charge while students are on buses.

The following bus regulations are in effect:

1. Students boarding the bus from the right side of the road must stand back in a safe designated spot and wait until the bus comes to a complete stop and the red lights are flashing before approaching the bus.
   Students boarding from the left will use the same rules as the right side, but must wait for the driver to give a hand signal to cross the street.
2. Students must carry backpacks and other bags in front of them when boarding and disembarking the bus. **No key chains of any kind can be on the backpacks.**
3. While on the bus, the pupil is under authority of, and directly responsible to the bus driver.
4. Upon entering the school bus, the pupils shall take their assigned seats. Pupils shall remain seated at all times, facing forward in the seat. The aisle must be kept clear at all times. No arms, legs, feet or parcels shall extend into the aisle way at any time. **This is a state law.** All backpacks and bags must be held on their laps. Nothing is to be stored under the seat. Any over-sized project for school may not be transported by bus.

5. Pupils should conduct themselves on the school bus as they would in the classroom **except** that a reasonable amount of quiet conversation is permissible. Yelling to one another is not permitted.
6. **Eating or drinking on the bus is not permitted at any time.**
7. Pupils shall not smoke or light matches or cigarette lighters, or cause any other flammable material to burn on or near the bus.
8. Pupils causing damage of any type to the school bus will be held liable for the cost of repairing the damage to the bus. Students causing willful and malicious damage will be denied the privilege of riding the bus to school.
9. Permission must be given by the bus driver before any windows may be opened. No throwing of any objects out of the windows is allowed. No pencils, pens or any sharp objects are permitted out of book bags while student is on the bus.

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10. **Carrying of any dangerous objects or materials (such as knives, guns or fireworks) is an automatic suspension of bus riding privileges. The following items may not be transported on the bus: glass containers, skateboards, lawn chairs, balloons, large boxes, lacrosse or hockey sticks, golf clubs, skis, plastic sleds, baseball bats. All soccer balls, footballs, basketballs, etc. may be transported if they are contained either in a closed bag or backpack.**
11. The Board of Education is required by state regulations to designate all bus stops. Bus stops have been placed in locations throughout the district that have, through the years, proven safe for loading and unloading students. Due to the number of students transported, an effort has been made to locate stops so that no student has to walk more than one half mile to a bus stop. The exception to this would be students living on spur roads not traveled by Revere school buses. Parental assistance is requested in seeing that the children arrive safely to and from the stop.
12. All pupils will load and unload from the buses only at designated stops. When on schedule, the bus cannot wait for tardy pupils. Pupils are to be at their designated bus stop five minutes before the bus is scheduled to arrive. When ahead of schedule the driver shall wait until the bus is on schedule for the stop. Transfer of a pupil from his regular bus will be permitted only in case of hardship. A signed note from the parent must be presented to the principal's office in advance.
13. Bus drivers are to report discipline cases on the bus to the Transportation Supervisor. The Transportation Supervisor will consult with the pupil's school principal after a reported infraction of the bus rules. Continued disorderly conduct or refusal to submit to authority of the bus driver shall be sufficient reason for refusing transportation service to any pupil. The administration shall follow the procedures outlined for suspending a pupil from school.

SCHOOL TRANSPORTATION PRIVILEGES

If the Superintendent and/or designee determine that a student's behavior on a school vehicle violates school rules, he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Prior to such suspension, the Superintendent shall notify the student of the intended bus suspension and afford the student the opportunity to respond to the intended suspension or otherwise defend himself.

SCHOOL CLOSINGS

In the event of inclement weather or a calamity, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closings, delays in starting time, or early dismissals will be announced via the Alert Now notification system. If no report is heard, it can be assumed that school will be in session.

WAKR	1590 AM	WTAM	1100 AM	WQMX 94.9 FM
WKDD	98.1 FM	WCRF	103.3 FM	
WONE	97.5 FM	WGAR	99.5 FM	

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STUDENT ACTIVITIES

The following is a list of clubs and activities available at Revere Middle School. Any questions concerning the following should be discussed with a guidance counselor, administrator or club advisor.

Student Council	**Cross Country**
Spelling Bee	**Football**
Panda	**Volleyball**
Yearbook	**Cheerleading**
Science Olympiad	**Basketball**
Gaming Club	**Wrestling**
Math Counts	**Track**
Chess Club	**Speech and Debate**
Academic Challenge	

STUDENT IDENTIFICATION CARDS

Students will be issued one identification badge at the beginning of the school year. If they lose their badge, students are responsible for replacing it. Replacement cost to the student will be the current cost for each badge.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money or other valuables to school. Students, not the school, are responsible for their personal property.

TELEPHONES

Office telephones may be used in the cases of emergency with the permission of school personnel. Using the phone is not a reason to be absent from or tardy to class.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. The student pays for workbooks and other supplies. Textbooks are to be kept clean and handled carefully. Students are to use book covers to prevent damage to their books. Students should write their name and grade on the book label in case the book is misplaced. Pupils will be required to pay for lost or damaged books.

UNAUTHORIZED USE OF YEARBOOK AND WEBSITE

Unauthorized use of the yearbook and website content or photographs is prohibited. *None of the materials may be copied, modified, reproduced, posted, published, transmitted and/or distributed in any form or by any means without prior written permission.*

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VACATIONS DURING SCHOOL DAYS

Regular, uninterrupted attendance is crucial to full academic achievement. Parents are urged to make every effort, whenever possible, to plan vacations when school is not in session. The length of time for completion of make-up work shall be commensurate with the length of absence. Pre-arranged absence forms may be picked up in the main office.

VIDEO AND AUDIO RECORDING DEVICES

Video and/or audio recording devices are not to be used at school without permission from school personnel. **This includes the use of these functions on cell phones.**

VISITORS

All visitors must report to the office immediately and secure a pass. Students from other schools are not encouraged to visit unless they plan to compare to enroll. These student visitors must present a pass and be escorted by a Revere Middle School student throughout the day. Prior approval by the principal is required.

WITHDRAWALS, TRANSFERS AND CHANGE OF ADDRESS

A parent/student should notify the Guidance Office a few days in advance of transferring or withdrawing from school. The student must obtain a withdrawal form from the Guidance Office. All subject teachers must sign this form after textbooks are returned. All financial obligations must be satisfied. The form is returned to the Guidance Office when it is completed. No transfers or withdrawals will be issued until the form is returned. Students who change their address, telephone number or emergency information must update in Oneview. All technology items must be returned and all library books returned.

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Revere Reunification Method Parent/Guardian Information Sheet

Student/Parent/Guardian/Authorized Person Reunification

Circumstances may occur at the school that will require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat, or if a crisis occurs at the school. The Standard Revere Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use Blackboard Connect and/or social media. In some cases, students may be asked to send a text message or make a phone call to their parents. A reunification text message from a student may look something like this: "*The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID*."

Parent/Guardian/Authorized Person Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent, guardian or authorized person.

What if a Parent /Guardian Can't Pick-up Their Student?

When a parent/Guardian can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents/guardians or authorized person can pick up their student.

What if the Student Drove to School?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, a parent/guardian or authorized persons are advised to recover the student. In some circumstances, high school students may be released on their own.

How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardian. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards

For parents/guardians/authorized persons, there are a couple steps. If a parent/guardian/authorized persons is driving to the school, greater awareness of traffic and emergency vehicles is advised. Once at the school, you should park where indicated and not abandon your vehicle. You will then be asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, you will be asked to fill out a Revere Reunification Form. This form is perforated and will be separated during the process. In the case of multiple students being reunified, a separate form will need to be completed for each individual student.

Example image of Revere's Reunification Form is below

Revere Reunification Information (PLEASE PRINT CLEARLY)

Have photo identification out and ready to show school district personnel.

Pre-release Information:

Student Name.....Student Birthday.....

Student Grade..... Student Cell Phone Number.....

Printed name of authorized person picking up student.....

Phone number of authorized person picking up student.....

Relationship to student being picked up.....

Below to be completed upon release of student:

Date.....Time.....First initial, last name of school personnel.....

Signature of authorized person picking up student.....

School personnel to verify that ID matches the name of the person authorized to pick up student before final release of student in his/her care.

Bring Valid ID to Check In

During check in, identification and custody rights are confirmed. From the "Check In" area parents/guardians/authorized persons are directed to the "Reunification" area once ID is validated. There, a runner will take the bottom half of the form and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents/guardians or authorized persons may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents/guardians or authorized persons may be pulled aside for emergency or medical information.

Revere Local Schools Code of Student Conduct

In January 2021, the Revere Board of Education adopted the Revere Local Schools ***"Vision of a Minuteman"*** *which, as an educational community, encompasses our hopes and aspirations for our students. The Revere Local Schools Code of Student Conduct will help all students reach their fullest potential in their journey to achieve each of these competencies.*

WE R REVERE LOCAL SCHOOLS

CONFIDENT & EMPATHETIC ★ PERSEVERES & ADAPTS ★ COMMUNICATES TRUTH ★ ENGAGES WITH PURPOSE ★ CREATES SOLUTIONS ★ LEARNER'S MINDSET

VISION OF A MINUTEMAN

A REVERE MINUTEMAN...

CREATES SOLUTIONS
Embraces the world and skillfully uses critical thinking to bring creative solutions to problems. Minutemen focus on authentic tasks with a real world purpose and impact.

DEMONSTRATES A LEARNER'S MINDSET
Stays curious to maximize opportunities and grow perspectives through a willingness to learn, unlearn and relearn information in pursuit of mastery. Minutemen apply financial, media, technical and information literacy skills to foster decision-making and intellectual growth.

EMBODIES CONFIDENCE & EMPATHY
In groups and individual work, Minutemen demonstrate awareness, sensitivity and compassion for others' experiences while persisting to overcome obstacles and creating joint reasoning.

PERSEVERES & ADAPTS
Works effectively in a climate of ambiguity and changing priorities. Minutemen are agile and respond productively to feedback with a focus on positive outcomes.

ENGAGES WITH PURPOSE
Takes initiative and acts intentionally to benefit the broader community and greater good. Minutemen seek personalization in variety of tasks, make significant choices and strive for equitable access.

COMMUNICATES TRUTH
Seeks mutual understanding through effective verbal, written and non-verbal communication while considering the audience. Minutemen actively listen, honoring diverse perspectives to create collective commitment and action.

#WeRRevere

INTRODUCTION

One of the primary goals of the Revere Local School District is to support students through their individual educational journey and help encourage positive relationships with peers and staff. In order to foster trust and respect within the school community, the Revere Local School District Code of Student Conduct has been developed to establish high expectations for students as they grow and develop in our schools. We are confident that students will be able to meet these expectations through ongoing support from our school community.

Revere Local Schools believes that positive discipline is rooted in a philosophy that the whole child must be considered and that consequences must lead to opportunities for the student to correct behavior and learn. Parents or guardians hold the primary responsibility for setting positive discipline standards for their children. While students are in school, however, members of the school staff must act in the place of parents in maintaining a high level of student conduct. It is the goal of the school to work together with parents and guardians to support the learning of the student in situations that are related to violations of the code of conduct.

Each of the buildings in the Revere Local School District strive to maintain an educational and engaging learning environment. The codes of conduct and procedures established in this document serve as a guide to promote a positive school culture and to identify opportunities to assist students in their educational journey.

STUDENTS RIGHTS AND RESPONSIBILITIES

The role each student plays in our educational environments is critical to the success of the overall district. It is the collective responsibility of the school community to maintain high levels of trust, pride, and decorum. The Revere staff will work to equip students with the essential skills needed to succeed while also providing them with opportunities to explore their passions and interests. It is expected that Revere students have a comprehensive understanding of the consequences of violating the expectations of the Code of Conduct and assume responsibility for their actions. In turn, Revere students have the right to a fair and equitable investigation into an alleged violation of the Code of Conduct as well as the opportunity to receive their due process as a member of the school community.

ATTENDANCE

Daily attendance at school is critical to the success of every student. Revere Local Schools is governed by House Bill 410 with regard to the overall policy. Each school's attendance policy is listed in their individual handbooks.

SCHOOL DISCIPLINE

The following guidelines have been developed for the purpose of providing fair and just treatment for students who allegedly violate the rules listed in this Code of Conduct. However, Revere Local Schools recognizes there is a distinction between students of differing ages and maturity, and it is within reason to expect that, at times, a decision impacting the denial of educational participation may be tempered by reference to such distinction.

A. To protect the rights of students, staff, and other members of our school community, all offenses shall be thoroughly investigated and properly recorded. This may include a conference with the

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student(s) involved in an incident and a search of the student, the student's belongings, student's assigned school locker(s), vehicle(s), or other school property based upon "reasonable suspicion" that a dangerous situation exists. Reasonable suspicion exists when there is information to indicate a search will reveal evidence that a student has violated, or is violating, the law or the rules of the school. If a search is deemed appropriate, it will only be performed by the school administration.

B. In seeking a solution of the offenses, there shall be appropriate alternatives such as one, or a combination of the following actions, but not necessarily in the order appearing below:

   a. Conference with the student to clarify the problem and to ensure full understanding of consequences of future misbehavior.
   b. Assignment of additional task(s), which may or may not interfere with the academic or after-school programs.
   c. Assignment of detentions.
   d. Conference with parents to secure cooperation of the home in supporting appropriate student behavior.
   e. Referral to counselor, school psychologist or other school staff member for guidance, testing or recommended therapy.
   f. Referral to Juvenile Court.
   g. Emergency removal in accordance with State of Ohio law, including curricular and extracurricular activities.
   h. Assignment to a Saturday School Detention. This assignment will be in accordance with the policies set forth by the Saturday School supervisor. The detention will last no more than three (3) hours.
   i. Selection of an In-School Assignment (ISA) option. This will act as an in-school suspension where the student will attend school but be isolated to a room and supervised by an adult both of which will be determined by the administration.
   j. Assignment of Out of School Suspension (OSS) in accordance with the State of Ohio law.
   k. Expulsion from school in accordance with State of Ohio law.

C. Students enrolled in alternative program options are subject to all rules and regulations covered under the Code of Student Conduct and adopted by the Revere Board of Education.

SUSPENSION PROCEDURE

A. **Definition**: Out-of-School Suspension (OSS) is defined as the denial of attending school for the period of at least one (1) but not more than ten (10) school days. Students suspended may not take part in or attend any school activities, including extracurricular activities, or be on school property at any time during the suspension period. Any visit to the school for any reason during a period of suspension must be arranged with the school administration and will take place after typical school hours have concluded.

B. **Procedure:** In case of a student's intended removal from school for purposes of suspension, the following procedures shall apply:

   a. Only a building level administrator or superintendent may issue a suspension.
   b. An attempt shall be made to notify his/her parent(s), guardian or custodian by telephone

of the suspension and the reason for it.

c. The student and/or his parent(s) shall be provided an opportunity for an informal hearing to discuss the reason for the intended suspension and/or otherwise explain his/her actions.
d. The student shall be informed in writing of the intended suspension and reasons for the proposed action.
e. If a suspension is imposed, a copy of the suspension paperwork will be provided via mail to the parent(s) and/or guardian(s).
f. A notice of suspension shall include the procedures applicable to an appeal.

C. Notification of Appeal:

a. A written notification of appeal must be made to the Superintendent and the Treasurer of the Board of Education and be postmarked no later than fourteen (14) days after the date of the Notice of Suspension. The notice shall include the right to an informal hearing by personnel not prejudiced by association with the decision to suspend or recommend suspension of the student from school. It shall also include notification of the right of the student and his/her parent(s), guardian or custodian to appeal the suspension, in writing, to the Superintendent/or his designee, to be represented in the appeal proceedings, to be granted a hearing before the superintendent (or his designee), in order to be heard against the suspension, and to request that such hearing be held in private.
b. The hearing shall be scheduled as soon as possible, but no later than five (5) school days after receipt of the appeal request, unless extended by mutual agreement. A verbatim record of the hearing shall be made. After reviewing all the information, the superintendent/or his designee may affirm the suspension, may reinstate the pupil, or otherwise reverse, vacate or modify the order of the suspension. Written copies of the decision shall be distributed to all concerned parties within one (1) school day. If the suspension is vacated, all references to it in school records will be purged.

D. Should a Revere student enrolled at the Cuyahoga Valley Career Center (CVCC) be suspended from that school for a conduct code violation, which would also be grounds for suspension in the Revere Local School District, the suspension of such student also will be in effect at Revere. The student shall be notified of that suspension by the Revere Local School District in accordance with the normal suspension procedure.

E. Simultaneous written notice of the suspension shall be sent to:
   a. Student's discipline file
   b. Superintendent

<u>EMERGENCY REMOVAL</u>

A. **Definition**: The term "emergency removal" means the removal of a student from curricular or extracurricular activities or from the school premises because the student's presence poses a continuing danger to persons or property or is an ongoing threat or disruption to the academic process.

B. **Procedure:** Only a building level administrator or superintendent may implement an emergency removal from school premises. A teacher may remove a student from a curricular setting. For extracurricular activities, a coach or an advisor may remove a student from that setting in line with their procedures and policies of the team or group. In each instance, the following

procedures shall take place:

a. A student's parent(s) or guardian(s) will be contacted via phone to explain the reasoning behind the emergency removal.
b. An attempt will be made to arrange for that student to be transported home. If the student is able to drive, verbal consent will be obtained by the parent(s) or guardian(s) to allow that student to drive themselves home.
c. Follow-up conversations will take place determining the outcome of any emergency removal. If a coach or advisor initiates the removal during an extracurricular activity, a written account of that action will be submitted to the building administration and athletic director (if applicable).

C. If it is intended that the student is removed from a curricular or extracurricular activity for more than twenty-four (24) hours, a due process hearing must be held within seventy-two (72) hours after a removal is ordered.

a. An attempt should be made to notify the student's parents, guardian, or custodian immediately by telephone of the pending action and applicable reasons.
b. Written notice of the hearing and reasons for the removal and any intended disciplinary action must be given to the student as soon as possible prior to the hearing.
c. The person who ordered or requested the hearing must be present at the hearing.
d. If suspension or expulsion is intended, the due process requirement of the law must be carried out.

EXPULSION

A. **Definition**: The term "expulsion" means exclusion of a student from all school attendance and related activities for the remainder of the current semester, or for a period of up to eighty (80) school days, or in cases involving weapons, firearms or bomb threats, an expulsion may be imposed for one (1) calendar year. Only the Superintendent of Revere Schools may expel a student in accordance with procedure outlined by Ohio statute.

B. **Procedure:** The building administrator shall afford due process to the student before such administrator recommends expulsion to the Superintendent. The building administrator will follow all the procedures outlined in the suspension section of the Code of Conduct. Prior to expulsion, the Superintendent shall follow the following procedures:

Written Notice: The student and his/her parent, guardian or custodian shall be provided written notice of the intention to expel. The notice must advise the student and his/her parent, guardian or custodian or other representatives of their right to appear in person before the Superintendent or his designee to challenge the reasons for the expulsion. The notification must include the location and time of the hearing, which must take place no earlier than three (3) school days and not later than five (5) days after the notice is sent. The Superintendent may grant an extension of time only upon request from the student, parent or guardian. The Superintendent will then provide notice to all parties involved of the revised date and time for the hearing.

Scheduled Hearing: A hearing will be conducted by the Superintendent or his designee under the guidelines established by the individual conducting the hearing. Within one (1)

school day after the time of the expulsion hearing, the Superintendent shall send written notice to the student and his/her parent, guardian or custodian, and the Treasurer of the Board of Education regarding the decision. The notice shall specify the duration of the expulsion and the reasons therefore. It also shall include notification of the rights of the student, his/her parent, guardian or custodian, to appeal the expulsion to the Board of Education or to its designee within the fourteen (14) days of receipt of the notification in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such a hearing be held in executive sessions.

C. Notification of Appeal:

a. Within fourteen (14) days of notification of the student expulsion, the parent, guardian or custodian may appeal the expulsion. The request for appeal must be submitted to the Board of Education. A hearing shall be scheduled within five (5) days of receipt of the request, unless the time for the hearing is extended by mutual agreement. The student or his parent, guardian or custodian may be represented in the appeal proceedings.
b. The Board may affirm the order of expulsion or may reinstate such pupil or otherwise reverse, vacate or modify the order of expulsion. The Board shall determine the procedures to be followed during the hearing. A verbatim record shall be made.

D. Should a student enrolled at the Cuyahoga Valley Career Center (CVCC) be expelled from the Career Center for a conduct code violation, which would be grounds for expulsion in the Revere Local School District, the student will be expelled from the Revere Local School District in accordance with the normal expulsion procedure.

LIMITATIONS ON THE DISCIPLINING STUDENTS WITH DISABILITIES

A. A student with a disability is one whose education is governed by an Individualized Education Program (IEP) under the Individuals with Disabilities Education Improvement Act of 2004 or a 504 Plan under Section 504 of the Rehabilitation Act of 1973, as amended. Students with disabilities may not be suspended for more than ten (10) days per school year without first conducting a manifestation determination review hearing. All students with disabilities are subject to removal on an emergency basis described in this code of conduct. Repeated behavior concerns and/or conduct code violations must be addressed by a student's IEP team or 504 team.

PERMANENT EXCLUSION

A. Any student who has been found guilty of committing, when sixteen (16) years of age or older, any of the specific offenses identified by state statute while on school grounds or at a school-sponsored activity may be subject to permanent exclusion by the Board of Education.

B. The Board of Education's statement of policy on permanent exclusion is posted in each school and is available to students and their parents, upon request, at each school office.

CODE OF STUDENT CONDUCT

A. Grounds for removal from class, suspension or expulsion may include any of the following violations committed at school or school sponsored activities, on school premises, or against

school property, personnel or students:

01. **ACADEMIC DISHONESTY** - Cheating on tests or school assignments, forging school and/or parent documents, falsifying information or committing fraud. Cheating is considered, but not limited to capturing images of quizzes and exams (paper or online) in order to pass to other students or for self-use, the use of online sources without citation, and/ or copying another student's computer code, spreadsheets, documents, or handwritten material.

02. **AIDING & ABETTING** - An involvement with another student, or group of students, that results in a violation of one or more of the codes of conduct.

03. **ARSON** - An act of arson, initiating without cause a fire alarm, reporting a fire, or reporting of an impending bombing or catastrophe.

04. **BUS CONDUCT** - Any violation of rules of conduct on the school bus.

05. **CRIMINAL ACTIVITIES** - Violations of specific provision of federal, state or local statutes.

06. **DISRESPECT** - Rude, disrespectful behavior, or failure to cooperate with school personnel.

07. **DISRUPTIVE BEHAVIOR** - Disruption or continuous disruption of the classroom, school, school grounds, or school activities or functions.

08. **EXPLOSIVE DEVICES** - The use, threatened use, or possession of explosives including matches and lighters or any item which could explode, burn, detonate, cause bodily harm or have the appearance to do so.

09. **FIGHTING / ASSAULT / PHYSICAL VIOLENCE** - The act of intentionally causing or threatening to cause physical and emotional harm to another student or behave in such a manner as to present an eminent risk of such harm.

10. **FRAUD / FALSIFICATION** - Writing the name of another person, times, dates, grades, addresses, or other information on school forms or associated with school material.

11. **GAMBLING** - Students shall not engage in or promote games of chance, placing bets, or risk anything of value on school grounds.

12. **HARASSMENT** - Harassment includes, but is not limited to, any action which subjects an individual or group to unwanted behavior of a nonverbal, verbal, written, or physical nature. An act that injures, degrades, or disgraces or attempts to injure, degrade, or disgrace a student falls within this category. Examples of, but not inclusive, including the following: sexual, religious, racial, gender harassment, bullying, intimidation, coercion, hazing, spreading rumors, name calling and menacing. Please reference the Revere Local Schools Harassment Policy.

13. **ILLEGAL SUBSTANCES** - The sale, possession, concealment, or uses of illegal drugs, counterfeit controlled substances, look-a-like substances, drug paraphernalia, inhalants, consumables, alcoholic beverages or the unauthorized use and/or distribution of over-the-counter medication. This includes being under the influence or possessing a discernible odor.

14. **INAPPROPRIATE LANGUAGE / MATERIALS** - The use of profane, vulgar, or other

improper language, gestures, comments, or material, or the possession of any profane, vulgar, obscene, or other improper objects or materials.

15. **INAPPROPRIATE PHYSICAL OR NONPHYSICAL BEHAVIOR** - Any behavior deemed inappropriate in school, including but not limited to unwelcome touching, play fighting, unwanted advances, physical intimidation, sexual contact, public displays of affection, throwing items, and excessively loud hallway or classroom behavior.

16. **INCITING** - Inciting to riot or to disrupt or attempt to disrupt the operation of the school.

17. **INSUBORDINATION** - The failure to comply with directions of school personnel or acting in defiance of authority, including intentional interference with the performance of a teacher's duties or failure to identify oneself to school personnel when requested. Also included within is the failure to accept discipline or punishment from appropriate school personnel.

18. **LOITERING / TRESPASSING** - The action of being present on any school grounds, including a school bus, or any occupation of, or loitering on, near, or around school property without authorization.

19. **REPEATED VIOLATION** - Repeated violations of one, or combination of multiple, student codes of conduct.

20. **SCHOOL PERSONNEL** - The harassment, vandalism, physical abuse, theft, or other disruptive or destructive behavior toward school personnel during school and non-school time.

21. **TARDY TO CLASS / SCHOOL** - The act of being late to the classroom or school at the expected time as defined by the school building guidelines for the beginning of the individual class periods and/or school day.

22. **TECHNOLOGY / INTERNET MISUSE** - Any violation of the Revere Local Schools Acceptable Use Policy including but not limited to any school issued or personal device.

23. **THEFT** - The act of confiscating, possessing, or stealing private or public property of the school or another individual.

24. **TOBACCO / VAPING / OTHER DEVICES** – The use and/ or possession of either in the school buildings, within sight of the school buildings, on school grounds, or in areas in which school sponsored activities are taking place.

25. **UNAUTHORIZED MATERIALS** - The publication or distribution of unauthorized material. This includes posting such materials throughout the school and school grounds.

26. **VANDALISM** - The intentional, purposeful, or reckless destruction or defacing, or attempt to do so, of public or private property within the school.

27. **WEAPONS** - The possession, concealment, use, threat of use, or exhibition of a firearm or other weapon, or look-a-like weapon. A weapon is defined as an item designed to inflict injury or an item designed for another purpose, then converted to a weapon through its use.

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LIABILITY FOR PARENTS OF STUDENT MISCONDUCT

Under Ohio Revised Code 3109.09, parents having custody of a minor under 18 are liable for the student's willful damages to school or private property or the theft of such property. The Board of Education, or any other own of property, can bring a civil action against the parents to recover compensatory damages up to $10,000.00 and cost of the suit. Parents also are liable for the student's willful assaults on another person. The injured party may bring civil action against the parents to recover compensatory damages up to $15,000.00 and cost of the suit.

It is the policy of the Revere Local Schools that educational activity, employment, programs and services are offered without regard to race, color, national origin, sex, religion, handicap or age.

Revere Local Schools Code of Student Conduct for Extracurricular Activities

In January 2021, the Revere Board of Education adopted the Revere Local Schools ***"Vision of a Minuteman"*** *which, as an educational community, encompasses our hopes and aspirations for our students. The Revere Local Schools Code of Student Conduct for Extracurricular Activities will help all students reach their fullest potential in their journey to achieve each of these competencies.*

WE R REVERE LOCAL SCHOOLS

CONFIDENT & EMPATHETIC ★ PERSEVERES & ADAPTS ★ COMMUNICATES TRUTH ★ ENGAGES WITH PURPOSE ★ CREATES SOLUTIONS ★ LEARNER'S MINDSET

VISION OF A MINUTEMAN

A REVERE MINUTEMAN...

CREATES SOLUTIONS
Embraces the world and skillfully uses critical thinking to bring creative solutions to problems. Minutemen focus on authentic tasks with a real world purpose and impact.

DEMONSTRATES A LEARNER'S MINDSET
Stays curious to maximize opportunities and grow perspectives through a willingness to learn, unlearn and relearn information in pursuit of mastery. Minutemen apply financial, media, technical and information literacy skills to foster decision-making and intellectual growth.

EMBODIES CONFIDENCE & EMPATHY
In groups and individual work, Minutemen demonstrate awareness, sensitivity and compassion for others' experiences while persisting to overcome obstacles and creating joint reasoning.

PERSEVERES & ADAPTS
Works effectively in a climate of ambiguity and changing priorities. Minutemen are agile and respond productively to feedback with a focus on positive outcomes.

ENGAGES WITH PURPOSE
Takes initiative and acts intentionally to benefit the broader community and greater good. Minutemen seek personalization in variety of tasks, make significant choices and strive for equitable access.

COMMUNICATES TRUTH
Seeks mutual understanding through effective verbal, written and non-verbal communication while considering the audience. Minutemen actively listen, honoring diverse perspectives to create collective commitment and action.

#WeRRevere

REVERE LOCAL SCHOOL DISTRICT CODE OF STUDENT CONDUCT FOR EXTRACURRICULAR ACTIVITIES

DEFINITION

Revere Local Schools provides a variety of **athletic** and **non-athletic** extracurricular opportunities for students as part of our desire to encourage each student in their Kindergarten through 12th grade experience. Extracurricular activities can be defined as any activity in which a student participates that is beyond that of the normal academic course of study. **Athletic activities** are guided by the rules and regulations of the Ohio High School Athletic Association (OHSAA), in conjunction with the Revere Local Schools Code of Student Conduct. In any such situation where the OHSAA has input on a student's ability to participate in their desired sport, their decision will supersede that of the Revere Local Schools. **Non-athletic** activities are guided by the rules in the Revere Local Schools Code of Student Conduct in conjunction with the expectations set forth by the approved supervisors of the activity. This extracurricular code of student conduct applies to students who participate in any athletic and non-athletic extracurricular activity.

PARTICIPATION

The Revere Local School District believes that participation in school athletics and extracurricular activities is a privilege, not a right, and can have a direct positive impact on a student's overall high school experience. Revere Local Schools offer numerous opportunities for our young men and women to explore and develop their personal skills as part of a team or group. We believe that participation on a team or group brings with it certain responsibilities that are above and beyond those that are expected of individuals who are not participants.

Athletes and non-athletes are expected to follow the rules and regulations in the RHS Code of Student Conduct as well as the rules and regulations established by their coaches, supervisors and other authorities or governing bodies. These authorities or governing bodies include but are not limited to the athletic director, principals, superintendent, board of education, or the Ohio High School Athletic Association (OHSAA) and any organization affiliated with any club or activity at Revere.

All athletes and at least one of their parents and or/guardian must attend a Pre-Season Code of Conduct Meeting to be eligible to compete. Players need to have a complete set of athletic forms on file. The RHS Athletic Department uses an online system called Final Forms to achieve this. During this process, all athletes will be asked to digitally sign they have read and understand all aspects of the Revere High School Code of Conduct and the Extracurricular Code of Conduct. Final Forms must be completed before an athlete is allowed to participate on an athletic team.

All students participating in a club or activities that are not athletics are expected to follow the guidelines and expectations set forth by the supervisor.

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INTERSCHOLASTIC ATHLETICS

Boys/Girls Basketball	Cheerleading	Boys Baseball
Boys/Girls Cross Country	Football	Girls Softball
Boys/Girls Golf	Wrestling	Girls Volleyball
Boys/Girls Soccer		
Boys/Girls Swimming		
Boys/Girls Lacrosse		
Boys/Girls Tennis		
Boys/Girls Track		

ATHLETICS AND OHSAA

Student athletes and parents should familiarize themselves with the following OHSAA Bylaws:

- All beginning ninth graders must have passed five (5) one-credit classes in which they were enrolled during the immediately preceding grading period. (Ex: 4th grading period of 8th grade year to be eligible for participation during fall of 9th grade year.)

- Eligibility for each grading period is determined by grades received the preceding grading period. **Semester grades have no effect on OHSAA eligibility.**

- **Grades 9-12:** To be eligible, a student-athlete must be currently enrolled in a member school and, again, have received passing grades in a minimum of **five one-credit courses, or the equivalent**, in the immediately preceding grading period (**Note:** Students taking post-secondary options must comply with these standards).

- For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

The following websites are listed for the convenience of student-athletes and parents. Students and parents will be able to research eligibility, rules, regulations, and a variety of other topics.

www.revereminutemen.org
www.ncaa.org
www.ohsaa.org
www.play.mynaia.org

EXTRACURRICULAR CLUBS, GROUPS, & ACTIVITIES

Revere offers many extracurricular activities throughout the district. For an updated list of these, please contact the individual school office and request a copy.

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ATTENDANCE

A student must be in attendance at school for one-half (1/2) of the school day in order to participate in any school-sponsored activity that is conducted on that day. This rule applies for any extracurricular activity. Exceptions or in cases of emergency this policy will be determined by the administration.

DURATION OF POLICY

This extracurricular code of student conduct is in effect during the school day, at school sponsored or school-related activities, regardless of whether on or off school property**,** and any time the student is out of school, including breaks in the academic calendar. Therefore, a student may be prohibited from participating in extracurricular activities for misconduct, regardless of where or when such misconduct occurs and whether or not the season of the activity or sport is in session.

IMPLEMENTATION

This Code of Student Conduct for Extracurricular Activities is a guideline to **Revere Local School Board Policy 6.43 – Prohibition From Extracurricular Activities**. A student subject to discipline under this Extracurricular Code of Student Conduct may also be subject to discipline in accordance with the Revere Local Schools Code of Student Conduct. If a student is subject to a suspension under this Code of Student Conduct for Extracurricular Activities, the student will, prior to the suspension, be provided with a written notice of the intent to suspend and the reasons for the intended suspension. The student will have the opportunity to appear at an informal hearing before a person authorized to suspend a student from any or all extra-curricular activities, to challenge the reason for the suspension, or to otherwise explain his/her actions. If a suspension is imposed, the student will receive written notice of the suspension, including the reasons therefore along with the beginning and ending dates of the suspension. The student may appeal the decision of an assistant principal, teacher, coach or activity advisor to his/her building principal. The decision of the principal on such an appeal shall be final. If a building principal, rather than another staff member, initiates the suspension of a student from extracurricular activities, the student may appeal the initial decision of the principal to the Superintendent. The decision of the Superintendent shall be final.

Prior to the first meeting date of the extracurricular activity, the coach or activity supervisor will check to make sure a student's online Final Forms application has been updated. This is in effect for Revere students participating in **athletic** activities and replaces any paper forms or agreements put in place by a **non-athletic** activity supervisor. Digital signatures on Final Forms indicate the student and parent/guardian have agreed to the guidelines in the Code of Student Conduct for Extracurricular Activities.

Violations shall be cumulative during a student's career at Revere High School. In situations where a student is concurrently a member of more than one co-curricular or extracurricular activity, participation in all activities shall be impacted accordingly. All violations will be categorized as either **General Conduct** or **Major Conduct, Levels 1 and 2,** as defined below.

This Code of Student Conduct for Extracurricular Activities is a guideline for the coach, advisor, athletic department and school administration. A student's misconduct will be reviewed on a case-by-case basis. A school administrator may limit or deny a student's participation in all extracurricular activities as a result of a student's misconduct. The Board of Education, the Administration, the Athletic Department, the Coach and/or the Activity Advisor reserves the right to amend and/or deviate from these guidelines, as they deem necessary and reasonable.

1. General Conduct Violations

a. Types of General Conduct Violations

The advisor or coach in charge of any elective activity or an administrator may limit or deny a student's participation in all extracurricular activities as a result of the student's misconduct which is reasonably determined by the advisor, coach, or administrator to be disruptive of the activity, good order and discipline of the school, or the authority of the school personnel in charge.

Examples of the types of misconduct, which may result in such disciplinary action include, but are not limited to, the following:

1. Failure to follow the rules and regulations of the Revere High School Student/Parent Handbook.
2. Failure to follow any team/group rules established by the advisor/coach.
3. Failure to follow any training regulations, safety requirements, or other directions set forth by the advisor/coach.
4. Any form of insubordination toward an advisor/coach.
5. Engaging in any conduct, which materially and substantially interferes with the educational process of the elective activity, including the use of obscene or profane language or gestures.

b. Penalty Assessment for General Conduct Violations

A student may be removed from participation in the specific activity for a period to be determined by the advisor or coach. Other actions may be taken as deemed appropriate by the administration or the person responsible for the activity only after the advisor or coach has taken the appropriate first action. Parent(s) and/or guardian(s) will be notified within twenty-four (24) hours of the violation and subsequent decision.

2. Major Conduct Violations

a. Level 1 - Most Serious Types of Major Conduct Violations

Any criminal conviction and/or adjudication, or expulsion, disciplinary action by the school administration may result in exclusion from fifty percent (50%) of contests for a sports/activity season to a complete denial from participation in all extracurricular activities for the balance of the student's high school career.

Examples of the types of Level 1 major misconduct that will result in such disciplinary action include but are not limited to the following:

1. Selling or conspiring to sell or distribute illegal drugs, counterfeit controlled substances, look-alike substances, drug paraphernalia, inhalants, tobacco, vaping products, and/or alcohol.
2. A charge, conviction and/or adjudication of a criminal activity in a court of law (other than a minor traffic violation or minor misdemeanor).
3. Possession, concealment, use, threat of use, or exhibition of a firearm or other weapon, or look-alike weapon.
4. Bomb threats.
5. Engaging in and/or encouraging any type of hazing, which means and/or refers to any activity expected of someone when joining or participating in a group that humiliates, degrades, abuses, or endangers the mental or physical well-being of the victim regardless of that person's willingness to participate.

b. <u>Level 2 - Other Types of Major Conduct Violations</u>

Commission of a Level 2 violation may result in exclusion from twenty percent (20%) to fifty percent (50%) of contests for a sports/activity season up to a denial from participation in all extracurricular activities for the balance of the current school year.

Examples of the types of Level 2 major misconduct that will result in such disciplinary action include but are not limited to the following:

1. Possession, handling, concealing, using, consuming, purchasing, or under the influence of illegal drugs, controlled substances, drug paraphernalia, inhalants, tobacco, vaping products, and/or alcohol.
2. The unauthorized use and/or distribution of over-the-counter medication or prescription medication.
3. A charge, conviction and/or adjudication of a criminal activity in a court of law (other than a minor traffic violation).
4. Theft and/or destruction of personal or school property.

c. <u>Penalty Assessment for Major Conduct Violations, Levels 1 and 2</u>

1. <u>First Offense</u>:

a. A meeting with the coach, advisor, administrator, student, and parent(s) or guardian(s) regarding the misconduct will be held. Unless the consequence to be imposed is exclusion from all extracurricular and cocurricular activities for the balance of the student's high school career, the group of individuals present at the meeting, including the student and their family, will choose from

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one of the two following options. The options cannot be combined to form a third option.

i. The student shall cooperate with an agency or individual approved by the administration that addresses the student's misconduct (i.e., chemical use for the purpose of assessment or assistance with criminal prevention) or enrolls in and participates in a Revere school-run program designed to assist students who are at-risk for identified behavior. The same option is available for **athletes** and **non-athletes**. Documentation will be provided as proof of successful participation in said program. During the time in which the program is being conducted, the student may continue to practice <u>and</u> participate in all regularly scheduled events both in an **athletic** and **non-athletic** capacity.

OR

ii. The student shall be suspended from participating in twenty percent (20%), fifty percent (50%) or the balance sports/activity season of the scheduled activities for the remainder of the school year in which the student participates, based upon the severity of the student's misconduct. For **athletes** this would require a recognized contest between another school. For **non-athletes** this would be discussed during the meeting with the final decision as reported by school administration. The student can continue to participate in practices related to the sport or activity in which they are participating. During scheduled contests, however, the student cannot dress for the event in school issued uniform but can still be in association with the team or group. The student must be dressed in clothing that is appropriate for the event.

b. A second meeting will be held at the conclusion of either option above to discuss the student's progress and, if applicable, reentry plans in addition to any consequences as a result of future violations. This meeting will include student, parent(s) or guardian(s), athletic director (if applicable), and coach/advisor. Any other participants in the meeting will be at the discretion of school administration.

2. <u>Second Offense</u>:

a. A meeting with the coach, advisor, administrator, student, and parent(s) or guardian(s) regarding the misconduct will be held.

b. The student will be suspended from participating in fifty percent (50%) of the scheduled activities in which the student participates or the balance of the sports/activity season. For **athletes** this would require a recognized contest between another school. For

non-athletes this would be discussed during the meeting with the final decision as reported by school administration.

c. A second meeting will be held at the conclusion of the suspension to discuss the student's progress and reentry plans in addition to any consequences as a result of future violations. This meeting will include student, parent(s) or guardian(s), athletic director (if applicable), and coach/advisor. Any other participants in the meeting will be at the discretion of school administration.

3. <u>Third Offense</u>:

a. A meeting with the coach, advisor, administrator, student, and parent(s) or guardian(s) regarding the misconduct will be held.

b. The student shall be suspended from participation in all respective extracurricular activities from the date of the meeting for the duration of the student's high school career.

i. The student may, after one year, from the date of the meeting, request the Board of Education, or its designee, reconsider the third offense penalty.

ii. During the meeting, the Coach, Activity Advisor**,** Athletic Department, Administration, and/or Board of Education may consider alternatives to said removal, if applicable.

iii. Any and all costs associated with agencies, rehabilitation, counseling, intervention and/or educational services discussed in the penalty assessment will be the responsibility of the student and his/her parent.

Nothing in this Extra-Curricular Code of Conduct shall prevent a coach, activity advisor or administrator from removing a student on an emergency basis, for a specific period of time, if the student's conduct threatens the health and safety of any individual or disrupts the good order and discipline of the environment of the extracurricular activity.

NEW DOCUMENT

Attachment 8

STUDENT HANDBOOK

Revere High School

2021 - 2022

WE R REVERE LOCAL SCHOOLS

CONFIDENT & EMPATHETIC ★ PERSEVERES & ADAPTS ★ COMMUNICATES TRUTH ★ ENGAGES WITH PURPOSE ★ CREATES SOLUTIONS ★ LEARNER'S MINDSET

VISION OF A MINUTEMAN

A REVERE MINUTEMAN...

CREATES SOLUTIONS
Embraces the world and skillfully uses critical thinking to bring creative solutions to problems. Minutemen focus on authentic tasks with a real world purpose and impact.

DEMONSTRATES A LEARNER'S MINDSET
Stays curious to maximize opportunities and grow perspectives through a willingness to learn, unlearn and relearn information in pursuit of mastery. Minutemen apply financial, media, technical and information literacy skills to foster decision-making and intellectual growth.

EMBODIES CONFIDENCE & EMPATHY
In groups and individual work, Minutemen demonstrate awareness, sensitivity and compassion for others' experiences while persisting to overcome obstacles and creating joint reasoning.

PERSEVERES & ADAPTS
Works effectively in a climate of ambiguity and changing priorities. Minutemen are agile and respond productively to feedback with a focus on positive outcomes.

ENGAGES WITH PURPOSE
Takes initiative and acts intentionally to benefit the broader community and greater good. Minutemen seek personalization in variety of tasks, make significant choices and strive for equitable access.

COMMUNICATES TRUTH
Seeks mutual understanding through effective verbal, written and non-verbal communication while considering the audience. Minutemen actively listen, honoring diverse perspectives to create collective commitment and action.

#WeRRevere

TABLE OF CONTENTS

Welcome Message……....4
Quick Reference / General Information……..5
Administration / Counseling Team / School Resource Officer……..6
Academic Extracurricular Eligibility……..7
Academic Integrity……7
Accidents……7
Athletics……7
Attendance……9
Bell Schedules……13
Bulletins & Announcements……...13
Bus Rules & Procedures……13
Cell Phones……..14
Classroom Expectations……14
Commencement……..……...14
Computers……..……14
Detentions……..14
Disclaimer……14
Dress Code……..15
Driving to School……16
Field Trips……17
Fire, Safe Schools & Tornado Drills……...17
Fines & Fees……....17
Food, Beverages & Lunch……17
Grading……18
Hall Passes……..19
Harassment, Intimidation, & Bullying……...20
International Exchange Students……..……28
Library……...28
Lockers & Locks……..28
Lost & Found……28
Medication……..….28
National Honor Society……...29
ProgressBook & Report Cards…..29
Public Records……29
Saturday School Detention……...29
School Closing……30
School Counseling Policies…...30
Security……33
Student Activities……33
Student Assessment……...34
Student Identification Cards……..34
Summer School……...34
Telephones……...35
Textbooks……..35
Transcripts……....35
Transportation……..35
Unauthorized Use……...36
Vacations……..36
Valuables……..36
Video & Audio Recording Devices……36
Visitors……..36
Volunteer Hours for Credit……37
Work Permits……...37
Withdrawals, Transfers, & Change of Address……....37

Reunification……..…38
Codes of Conduct……41

Bold type indicates there are multiple important aspects of the particular section. Please read carefully.

GREETINGS FROM THE PRINCIPAL

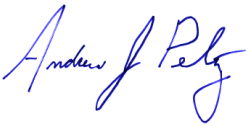
Dear Revere High School Students,

Welcome to the 2021-22 school year! Each school year begins with a sense of hope and promise. This year, more than ever, we are excited about a new start. I cannot wait to begin this journey together. To our freshmen and new students to the district, we welcome you into our family. To our sophomores, juniors, and seniors, we call on you to be the leaders and role models that we know you can be. With each challenge and new experience, we grow stronger. Pass on what you have learned to each other. The entire Revere High School staff is here to assist you along the way. Together, we will make this a great year!

Please take time to read this student handbook and review the contents. There is a wealth of information that is helpful for you to know. All of the items included are very important. The student code of conduct is important to understand and review. Along with your parent(s) or guardian(s), part of your responsibility is indicating via digital signature on Final Forms that you have read and understand all aspects of this handbook. Please take this seriously.

I hope that you use your time here to maximize your potential, make some amazing memories, and prepare yourself for the road ahead. The Vision of a Minuteman is here to guide you and the choices you make. If you remember to create solutions, demonstrate a learner's mindset, embody confidence & empathy, persevere & adapt, engage with purpose, and communicate the truth, then you will be successful in all that you do. We are here to help you, but it will be your efforts that determine the outcome. Let us make 2021-22 a year to remember!

Sincerely,



Andrew Peltz
Principal of Revere High School

Quick Reference

Administrative Assistants

RHS Main Office - Mrs. Baird
(330) 523-3202
jbaird@revereschools.org

RHS Attendance Office - Mrs. Zendlo
(330) 523-3206
dzendlo@revereschools.org

24-HOUR ATTENDANCE REPORT LINE
Parents and guardians can report an absence from school, a tardy to school or an early dismissal from school by using the direct 24-hour attendance line.

RHS Counseling Office - Mrs. Reinhold
(330) 523-3210
treinhold@revereschools.org

RHS Athletic Office - Mrs. Greulich
(330) 523-3205
jgreulich@revereschools.org

RHS Data Assistant - Mrs. Shamp
(330) 523-3240
jshamp@revereschools.org

RHS School Fax
(330) 659-6407

General Information

Revere High School Address:
3420 Everett Rd
Richfield, OH 44286

Visit us at www.revereschools.org

BUILDING ADMINISTRATION

Mr. Andrew Peltz
Principal
(330) 523-3201
apeltz@revereschools.org

Mr. Doug Faris
Assistant Principal
(330) 523-3203
dfaris@revereschools.org

Mr. Tom McKinnon
Athletic Director
330-523-3205
tmckinnon@revereschools.org

SCHOOL COUNSELING DEPARTMENT

Nick DePompei
School Counselor (A - F)
330-523-3207
ndepompei@revereschools.org

Emily Rion
School Counselor: (G - M)
330-523-3208
erion@revereschools.org

Elizabeth Long
School Counselor: (N - Z)
330-523-3209
elong@revereschools.org

SCHOOL RESOURCE OFFICER

Officer Scott Dressler
sdressler@revereschools.org

ACADEMIC EXTRACURRICULAR ELIGIBILITY

Students are required to meet all eligibility requirements set forth by the Ohio High School Athletic Association and the Revere Local School District Board of Education to participate in extracurricular activities. Requirements are passing a minimum of five (5) one-credit classes and having earned a minimum GPA of 2.0 in the previous grading term. Students meeting the credit requirements but having a GPA of 1.00 to 1.99 will be placed on Academic Probation. Study tables are available for students year round.

ACADEMIC INTEGRITY

Students are expected to present only their work for any assignment, project, or assessment. Presenting another's work as one's own is considered cheating and/or plagiarism. This includes the unauthorized use of data to gain an academic advantage. Students who violate this policy are subject to the consequences set forth by the classroom teacher. Students may also be referred to administration for further disciplinary action which could result in loss of National Honor Society recommendation.

ACCIDENTS

Student safety is the responsibility of both students and staff. All injuries and accidents on school grounds must be reported to a staff member. State law requires that all students complete an Emergency Medical Authorization form, signed by a parent and or/guardian, and filed in the school's main office.

ATHLETICS

The Revere Local School District believes that participation in school athletics is a privilege, not a right, and can have a direct positive impact on a student's overall high school experience. Revere Local Schools offer numerous opportunities for our young men and women to explore and develop their personal skills as part of a team. We believe that participation on a team brings with it certain responsibilities that are above and beyond those that are expected of individuals who are not participants. **This belief is based upon the fact that participation in athletics is a privilege and not a right.**

There is a need for students to learn respect for authority in the classroom, on the court or playing field, as well as in society. There is a

need for students to learn that there are rules and regulations that one must follow to be a member of society. Athletes are expected to follow the rules and regulations in the RHS Code of Student Behavior as well as the rules and regulations established by their coaches and other authorities or governing bodies. These authorities or governing bodies include but are not limited to the athletic director, principals, superintendent, board of education, or the Ohio High School Athletic Association (OHSAA).

All athletes and at least one of their parents and or/guardian must attend a Pre-Season Code of Conduct Meeting to be eligible to compete. Players need to have a complete set of athletic forms on file. The RHS Athletic Department uses an online system called Final Forms to achieve this. During this process, all athletes will be asked to digitally sign they have read and understand all aspects of the Revere High School Code of Conduct and the Extracurricular Code of Conduct. Final Forms must be completed before an athlete is allowed to participate on an athletic team.

❖ ATHLETICS AND OHSAA

Student Athletes and Parents should familiarize themselves with the following OHSAA Bylaws:

- All beginning ninth graders must have passed five (5) one-credit classes in which they were enrolled during the immediately preceding grading period. (Ex: 4th grading period of 8th grade year to be eligible for participation during fall of 9th grade year.)

- Eligibility for each grading period is determined by grades received the preceding grading period. **Semester grades have no effect on OHSAA eligibility[1].**

- **Grades 9-12:** To be eligible, a student-athlete must be currently enrolled in a member school and, again, have received passing grades in a minimum of **five one-credit courses, or the equivalent**, in the immediately preceding grading period (**Note:** Students taking post-secondary options must comply with these standards).

[1] This policy may be adjusted for the 2020-21 school year due to the Governor's order to close school and guidance from OHSAA.

- For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

INTERSCHOLASTIC ATHLETICS

Boys/Girls Basketball
Football
Boys/Girls Soccer
Boys/Girls Tennis
Softball
Wrestling
Boys/Girls Swimming
Boys/Girls Lacrosse
Boys/Girls Golf
Boys/Girls Cross Country
Baseball
Dance Team
Boys/Girls Track
Volleyball
Cheerleading

The following websites are listed for the convenience of student-athletes and parents. Students and parents will be able to research eligibility, rules, regulations, and a variety of other topics.

www.revereminutemen.org
www.ohsaa.org
www.ncaa.org
www.play.mynaia.org

ATTENDANCE

Each parent or guardian, having charge of a child of compulsory school age must send the child to school for the entire time the school attended is in session (ORC 3321.04). Students are more likely to succeed in school, academics, and building skill sets when they consistently attend school. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to be prepared for higher education and the workforce upon high school graduation. **In December 2016, Ohio legislature passed House Bill 410 to proactively address excessive absences and truancy. By law, once a student accumulates 38 hours of absence per month or 65 hours per year, they will be considered excessively absent and referred to the district's at-risk student coordinator. The student and family may be required to participate in an intervention program or be referred to the Summit County Juvenile Court as necessary.**

When a student submits an excused medical note pertaining to an absence, this absence remains a part of their permanent record but will not be counted towards the above bolded House Bill 410 hours.

AUTHORIZED EXCUSED ABSENCES

Absences for the following reasons shall be considered as excused:

A. Personal illness.
B. Serious illness or death of a family member.
C. Funeral.
D. Medical and dental appointments that cannot be arranged during non-school hours.
E. Unusual or emergency situations at home.
F. Religious holidays and activities.
G. Authorized school-sponsored activities.
H. Approved college visits.
I. Natural Disaster.
J. Quarantine or Stay at Home order.
K. Out-of-state travel, not to exceed 24 hours per school year that the student's school is open for instruction, for participation in an enrichment activity approved by the Board of Education or an extracurricular activity, defined as a student activity program operated by the District but not included in a graded course of study.
L. At the Superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

An absence for any reason other than those listed above shall be classified as **unexcused**.

All excuses from parents, as well as other documents pertaining to a student's enrollment, attendance, and withdrawal from the Revere Local School District, shall become a part of the official attendance record and shall be maintained regardless of format or condition.

A student shall have the opportunity to make up school work missed due to an excused absence; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his or her teacher(s). All make-up work shall be completed within the number of days missed following the excused absence. A student shall receive full credit for school work made up pursuant to an excused absence.

The principal or his or her designee may request written verification of a student's illness from a physician licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness.

A student must be in attendance at school for half of the school day in order to participate in any school-sponsored activity that is conducted on that day. This includes but is not limited to athletics, band, choir, drama, and field trips. Exceptions or in cases of emergency this policy will be determined by the administration.

LEGAL REFS: O.R.C. §§3301.60; 3321.041; 3321.13
Ohio Department of Education EMIS Manual, Section 2.1.1: Student Enrollment Overview, Version 4.0 (2017) Adopted: December 19, 2017

❖ REPORTING ABSENCES FROM SCHOOL

It is the responsibility of the parent and/or guardian to report all absences from school to the attendance office on the day of the absence. The attendance phone line is available 24 hours a day at (330) 523-3206. Parents/guardians must call by 8:00 AM the day of the absence. Failure to report a student's absence may result in truancy. The attendance secretary will verify absences daily, and place an automated call home to unconfirmed absent students within 2 hours after the school day begins. **This is required by the State of Ohio according to guidelines of Alianna's Alert.**

❖ REPORTING TO SCHOOL UPON ARRIVAL (TARDIES)

Students who arrive at school after 7:34 AM are considered tardy. Upon arrival, students must immediately report to the Attendance Office for a pass. Failure to do so will be considered truancy. Oversleeping or transportation difficulties are not excuses for tardiness. Students who are excused and miss classes due to arriving late to school must consult with their teachers prior to leaving school that day to rearrange for tests or quizzes and to obtain homework assignments. Failure to do so may result in zeroes issued at the discretion of the teacher. Chronic tardiness

will not be tolerated and will result in disciplinary action and/or result in loss of student driving privileges or ability to obtain a student parking permit. All tardiness will be counted as such and is cumulative over each quarter.

❖ MAKE-UP WORK

It is the responsibility of absent students to obtain their make-up work. Students are permitted one day of make-up for every missed day. A day's absence does not excuse a student from the responsibility for all previously announced assignments or tests on the day of their return. Students who have been suspended may make up any available missed assignments or tests.

❖ OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension means the student may not come to school, attend classes, or any school events. Students coming onto school property while they are under suspension may be charged by police for trespassing. The suspension begins on the date designated by the administrator and ends the morning of the student's return. Students remain suspended throughout any appeals process. The student may make up any available missed assignments or tests. It is strictly the student's responsibility to determine what work is missed by checking Progress Book or contacting a fellow classmate for information. Teachers are not responsible for providing make-up information or assignments. It may not be possible to make up class participation activities. All missed assignments are due the day the student returns to school from the out-of-school suspension. The student must make arrangements through their classroom teachers to complete any tests or quizzes. Suspension may extend beyond the current school year, if at the time a suspension is imposed; fewer days remain in the school year than the term of the suspension. The Superintendent may apply any or all of the period of suspension to the following year.

BELL SCHEDULES

Period	Regular Bell Schedule	Minutemen Time (MMT) Schedule	1-Hour Delay (PLC) Schedule
0 (PLC)	N/A	N/A	PLC Time: 7:24 – 8:24
1	7:34 – 8:25	7:34 – 8:21	8:34 – 9:16
2	8:30 – 9:20	8:26 – 9:12	9:21 – 10:02
3	9:25 – 10:19	9:17 – 10:07	10:07 – 10:51
MMT	N/A	10:12 – 10:36	N/A
4	10:24 – 11:14	10:41 – 11:27	10:56 – 11:37
5	11:19 – 12:46	11:32 – 12:54	11:42 – 1:04
6	12:51 – 1:41	12:59 – 1:45	1:09 – 1:50
7	1:46 – 2:37	1:50 – 2:37	1:55 – 2:37

Lunch Period	Regular Bell Schedule	Minutemen Time (MMT) Schedule	1-Hour Delay (PLC) Schedule
A	11:16 – 11:46	11:29 – 11:59	11:39 – 12:09
B	11:46 – 12:16	11:57 – 12:27	12:07 – 12:37
C	12:16 – 12:46	12:24 – 12:54	12:34 – 1:04

BULLETINS AND ANNOUNCEMENTS

All P.A. & morning video announcements require prior approval by an activity advisor. All posters and signs for activities placed in the building must receive prior approval by the administration.

BUS RULES AND PROCEDURES

1. Students must remain seated at all times. Seat changes are not permitted while the bus is in motion.
2. Excessive noise, boisterous conduct, calling to others outside the bus, and talking at intersections and railroad crossings is prohibited.
3. Students must keep all body parts inside the bus and feet must remain on the floor.
4. There will be no eating on the bus.
5. The use of profane, vulgar, or improper language and/or gestures is prohibited.
6. Any action that includes throwing items in the bus, at the bus, or the windows is prohibited. The use of water guns, lighters, electronic communication devices, matches, or cigarettes is prohibited. Any violation may result in the loss of riding privileges and further disciplinary action by the administration.

7. Fighting and/or scuffling is prohibited.
8. Students are expected to promptly obey the instructions of the bus driver or will face disciplinary action by the building administrators.
9. Any other misconduct detrimental to the safe operation of the bus is prohibited.

CELLULAR PHONES/ELECTRONIC COMMUNICATION DEVICES

Cell phones and electronic communication devices are to be kept out of sight while school is in session, unless granted permission by a staff member. Any device that is deemed turned on, makes a noise or vibrates, or otherwise calls attention to itself, without prior approval of the teacher, will be considered a disruption and subject to confiscation by RHS staff. The student may also face additional disciplinary action by administration and parent(s) or guardian(s) will be informed.

CLASSROOM EXPECTATIONS

All students are expected to comply with the RHS Code of Student Behavior during classroom instruction. Violations of the Code of Student Behavior will not be tolerated and may require further disciplinary action by administration.

COMMENCEMENT/COMMENCEMENT REHEARSAL

Attendance at commencement rehearsal is a requirement for participation in Commencement. The Senior Class will be recognized at Commencement as Summa Cum Laude (4.0+ GPA); Magna Cum Laude (3.75 – 3.99 GPA); or Cum Laude (3.50 – 3.74 GPA). Those students who achieve Summa Cum Laude status at the end of the second semester of their senior year will be seated in a location of privilege during commencement.

COMPUTERS

Policies governing the use and/or misuse of computers and technology are included in the Revere Board of Education policy guidelines and Code of Student Behavior. Use of school computers is dependent upon annual receipt of a Computer Technology Usage Form signed by the parent /guardian and student.

DETENTIONS

Detentions are held each Tuesday and Thursday in room B116. Students serve their detention from 2:45 PM to 3:10 PM. One day prior notification

is given to students. Students must be prompt, must work on school assignments, and must adhere to all rules of the Code of Student Conduct during the detention. Failure to serve assigned detentions will result in additional disciplinary action by the administration.

DISCLAIMER

The handbook may not include every item or incident that may occur in the building or on school grounds. Final resolution of each of these situations will be made by the school administration. Additional information about student conduct is found in the Code of Student Behavior. The handbook is not intended to be a manual of all the policies of the Revere Board of Education.

DRESS CODE

We are committed to a safe and orderly learning environment for students that is free from distraction. Attire should not detract from the educational process and reasonable standards in dress and grooming apply. Compliance with the dress code is expected and non-compliance may be considered insubordination. Any form of dress or hair style that is considered contrary to good hygiene or that is deemed distractive, disruptive, or detrimental to the routine operation of school is prohibited.

- Regardless of what a garment is called or the material the clothing is composed of, the spirit of the dress code is to exclude students from wearing clothing that is deemed to be inappropriately tight or form fitting at the discretion of the administration.
- Dresses, skirts, or shorts must be fingertip length
- Legging, tights, spandex, elasticized pants, yoga pants, flare yoga pants or anything arguably skin tight and without pockets may not be worn as the primary lower garment. They are required to have something covering them that are finger-tip length at its shortest point.

Clothing prohibited includes the following items and conditions; Clothing that is ripped, cut-off, torn, having holes and/or frayed; pants worn below the waist/hip and are low hanging; sheer or mesh garments; tube tops; shirts that have less than a 3-inch strap; shirts that do not cover the midriff when standing and seated; hats, sun glasses, slippers, outer coats, pajamas, bandannas/ head coverings, headbands/sweatbands; chains,

any item advertising alcoholic beverages, drugs, tobacco, or weapons; or any item with obscene or questionable printing in violation of the Code of

Shorts and skirts must be finger-tip length or longer from their shortest points and must meet other conventional standards of dress. Tight shorts and shirts with messages across the front or back are not permitted. Exposure of cleavage or undergarments is prohibited. Shoes must be worn throughout the day. Athletic attire worn to participate in physical education classes are not to be worn as street clothes for academic classes. **Final determination of appropriate school attire rests with the school administration.**

DRIVING TO SCHOOL

Driving to school is a privilege at Revere High School and eligibility is dependent on many factors. A permit is required and obtained through an application process. Payment of the required parking fee in addition to all school fees and fines, and compliance with academic eligibility is required. Excessive tardiness and absences may prevent the issuance or cause suspension of driving privileges at RHS. Suspension and/ or non-issuance of driving privileges may occur as a result of a violation listed in this handbook or the Code of Student Behavior. The Revere Local School District assumes no responsibility for damage or theft of any student vehicle. Student drivers are expected to comply with the following procedures or may face disciplinary action by the administration. **Vehicles may be subject to towing at the owner's expense for any violation.**

❖ PARKING RULES AND PROCEDURES

- Students must register his or/her vehicle annually.
- Parking permits must be on display on the rear-view mirror.
- The permit is valid only for the assigned parking spot of the vehicle.
- All rules of the Code of Student Conduct may apply to student cars.
- Traffic laws are to be obeyed on any school property and/or school events.
- Driving inappropriately or in an unsafe manner within the school zone may result in forfeiture of parking and/or other school disciplinary action.
- Permits may not be shared or borrowed.
- Students are not permitted to loiter in or near their vehicles or in the parking lot during school hours.

- Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Revere Board of Education if there is reasonable suspicion that the student is in violation of the Code of Student Behavior. Failure to comply with a reasonable search will be considered insubordination.

FIELD TRIPS

Field trips enhance the educational experience of students. A completed student field trip permission form with teacher and parent/guardian signatures is required for student participation. Teachers may decline approval for student field trip participation if the student's attendance or academic performance is of concern.

FIRE, SAFE SCHOOLS, AND TORNADO DRILLS

All drills are conducted periodically in accordance with state law. Safety routes are posted in each classroom and in various locations in the building. It is expected students will follow the direction of staff during drills and assist in the orderly completion of any drill. Anyone involved in causing a false fire alarm is subject to the penalties defined in Ohio Revised Code section 2917.32.

FINES AND FEES

All financial obligations incurred by students must be paid in full. All students are assessed a general student fee for the current school year. The amount of the fee will be determined and communicated prior to the beginning of the school year.

FOOD, BEVERAGES, AND LUNCH

All food and beverages must be consumed in the cafeteria. Delivery orders and foods from any restaurants are not permitted in the cafeteria, and parents are asked not to bring in purchased food or eat with their student(s). Food and beverages are not permitted in other areas of the building. Clear, non-carbonated, bottled water will be permitted in the classrooms at the teacher's discretion. Our lunchroom is closed to all visitors.

GRADING

The semester grade earned at the end of the course is the grade that determines credit and appears on the student's transcript. Advanced Placement courses are weighted by one point.

Failure to complete course requirements may result in a failing grade for the course. Students removed from a class for disciplinary or attendance violations will receive a Withdrawal Failure. The WF will appear on the student's permanent transcript. The student will remain in the course on a non-credit basis.

District Grading Policy

Percentage	Grade	Regular	RHS Honors	RHS AP*
93% - 100%	A	4.0	4.5	5.0
90% - 92.99%	A-	3.7	4.2	4.7
87% - 89.99%	B+	3.3	3.8	4.3
83% - 86.99%	B	3.0	3.5	4.0
80% - 82.99%	B-	2.7	3.2	3.7
77% - 79.99%	C+	2.3	2.8	3.3
73% - 76.99%	C	2.0	2.5	3.0
70% - 72.99	C-	1.7	1.7	1.7
67% - 69.99	D+	1.3	1.3	1.3
63% - 66.99	D	1.0	1.0	1.0
60% - 62.99	D-	0.7	0.7	0.7
0% - 59.99	F	0.0	0.0	0.0

***Weighted grades will only be given to students completing an entire AP course and taking AP Exam. Weighted grades will not be given for grades below a C.**

8th Grade students will receive high school credit for any high school course taken at the middle school when earning a C or better. The grade will not be calculated into a student's GPA. All Flex Credit Courses or courses taken in the summer between 8th and 9thgrade will be calculated into a student's GPA.

Juniors and Seniors may choose <u>up to one (1) Elective course per year</u> as a No Grade/No Credit Option. The purpose of this option is to afford students an opportunity to experience a course that they may enjoy without adversely affecting the GPA. If a student earns less than a "C" in the course, the actual grade will be calculated into the GPA, and appear

on the report card and transcript. For a grade of “C” or higher, a “P” Pass grade will appear.

HALL PASSES

Permission for hall privileges is required from each teacher. Students must complete necessary tasks during hall pass in a reasonable amount of time.

HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time on school property, on a school bus, or during any school sponsored event, and at the times and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

A. Students must report acts of harassment, intimidation, or bullying to teachers, District employees, and/or school administrators;

B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;

C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;

D. School administrators shall investigate and document any written or oral reports;

E. School administrators shall notify the parent(s) or guardian(s) of a student who commits acts of harassment, intimidation, or bullying and the parent(s) or guardian(s) of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

1. Definition of Harassment, Intimidation, or Bullying

In accordance with this policy, "harassment, intimidation, or bullying" means either of following:

A. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

1. Causes mental or physical harm to the other student; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or

B. Violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

2. Conduct Constituting Harassment, Intimidation, or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

A. Physical violence and/or attacks.
B. Taunts, name-calling, and put-downs.
C. Threats and intimidation (through words and/or gestures).
D. Extortion or stealing of money and/or possessions.
E. Exclusion from the peer group or spreading rumors.
F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other online sites or phone apps (also known as “cyber bullying”), such as the following:
    a. Posting slurs on Websites where students congregate on Web logs (personal online journals or diaries);
    b. Sending abusive or threatening instant messages;
    c. Using camera phones to take embarrassing photographs of students and posting them online;
    d. Using Web sites to circulate gossip and rumors to other students;
    e. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers: and
G. Violence within a dating relationship.

3. <u>Complaint Process</u>

A. Formal Complaints

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

B. Informal Complaints

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such a written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

4. Deliberately Making False Reports

Students are prohibited from deliberately making any false report of harassment, intimidation, or bullying. Students found to have violated this prohibition are subject to the full range of disciplinary consequences, up to and including suspension and expulsion.

5. Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

6. Investigation

A. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment, intimidation, or bullying, and the Board of Education's interest in a prompt and fair investigation.
B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

7. Post-Investigation Procedures

A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.

B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.

C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

8. Retaliation is Prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

9. Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

10. Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may

be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

11. Disciplinary Interventions

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Suspension is a possible consequence for a student found responsible for harassment, intimidation, or bullying by an electronic act.

12. Strategies for Protecting Victims or Other Persons From New or Additional Acts

A. Supervise and discipline offending students fairly and consistently;

B. Maintain contact with parents and guardians of all involved parties;

C. Provide counseling for the victim if assessed that it is needed;

D. Inform school personnel of the incident and instruct them to monitor the victim and the victim's friends or family members and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;

E. Check with the victim and the victim's friends or family members to ensure that there has been no new or additional incidents of harassment/intimidation/bullying or retaliation of the victim or other persons from the offender or other parties.

F. If necessary to protect a person from new or additional acts of harassment, intimidation, or bullying, and from retaliation following a report, a person may make an anonymous report of an incident considered to be harassment, intimidation, bullying, or retaliation by providing written information to any staff member or administrator. The report should include as much information as

possible and shall be forwarded promptly to the building principal for review and action.

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other District actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;

B. Planned professional development programs addressing bully/targeted individuals' problems;

C. Data collection to document bully/victim problems to determine the nature and scope of the problem;

D. Use of peers to help ameliorate the plight of victims and include them in group activities;

E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);

F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;

G. An attitude that promotes communication, friendship, assertiveness skills, and character education;

H. Modeling by staff of positive, respectful, and supportive behavior toward students;

I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;

J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or

K. Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the District. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students and their parent(s) or guardian(s). Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided annually with age-appropriate instruction on the recognition and prevention of harassment, intimidation, or bullying, including discussion of the consequences of violating this policy, and their rights and responsibilities under this and other District policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

A District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The Administration shall annually send to each student's parent(s) or guardian(s) a written statement describing this policy and the consequences for violating it. The Administration shall semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the District's website to the extent permitted by state and federal student privacy laws.

LEGAL REFS: O.R.C. §§3313.666; 3313.667
Adopted: October 17, 2017

INTERNATIONAL EXCHANGE STUDENTS

Revere High School welcomes a maximum of three international exchange students a year. It is our privilege to support the students in their year long experience in the United States. International exchange students need to have the proper documentation through their sponsoring organization. The sponsoring organization must be sanctioned with the OHSAA in order for an exchange student to be eligible to participate in athletics. Exchange students will be registered as junior status and will receive a certificate of attendance from Revere High School.

LIBRARY

Bookmarks with subscription database passwords are available in the library. Students are expected to follow library rules or they may forfeit access to the library. Fines are charged on overdue or damaged items.

LOCKERS AND LOCKS

Each student is assigned a lock and locker at the beginning of the school year. Lockers and locks are the sole property of the school. Lockers may be searched at any time by administration. Appropriate care of school property is required. Locks are expected to be on the locker at all times, and only school issued locks are permitted. Lock combinations are confidential and should not be shared with others. The school is not responsible for lost property or valuables. Book bags and backpacks remain in lockers while school is in session. Students are not permitted to display inappropriate pictures, decals, or displays on the lockers. Any damage to the lock or locker by a student may result in disciplinary action by the administration. A $6.00 fee is assessed for a replacement lock. **While using the locker room during or after school, students must lock their belongings in a locker.**

LOST AND FOUND

Miscellaneous articles may be placed on the Lost and Found table located inside the cafeteria. Valuable items should be taken directly to the main office and reported to school personnel.

MEDICATION

The administration of any medication, including over-the-counter, to a student by school personnel requires the completion of necessary forms by the parent /guardian. Forms are available online and in the school clinic. Both a parent/guardian and a physician must complete and sign the form. Medicine to be dispensed at school must be in its original

prescription bottle. The school or its employees cannot provide aspirin or any other over-the-counter medication without the necessary completed forms.

NATIONAL HONOR SOCIETY

The National Honor Society, created by the National Association of Secondary School Principals, honors students who excel in four ways: scholarship, leadership, service, and character. The society is governed by national rules. Membership in the NHS is one of the highest honors that can be given to a high school student and is a privilege, not a right. The selection process at RHS begins with juniors and seniors who have met the scholastic GPA requirement and are active in service and/or school related activities. A selection process established by both the national and local organizations determines membership in the National Honor Society. The final step in the selection process involves a committee of faculty members who review the applications and make recommendations for membership. The decision of the committee is final.

PROGRESS BOOK AND REPORT CARDS

Academic progress is reported throughout each semester through various methods such as Progress Book, Interim Reports, and Report Cards. Conferences are encouraged at any time and parents may contact teachers for appointments. Designated Parent-Teacher Conference night appointments may be made through our volunteer coordinator at (330) 523-3229. For questions about access to Progress Book, the online grade report program, please call (330) 523-3407.

PUBLIC RECORDS

A request for public records must go through the Treasurer's Office, as the Treasurer is the designated Records Officer for the Revere School District.

SATURDAY SCHOOL DETENTION

A three hour Saturday detention session (9:00 am - Noon) is held bi-monthly at Revere Middle School and is supervised by school personnel. Sessions are assigned by the administration as a result of violations of the Code of Student Behavior. Students are expected to bring school books and materials to Saturday Detention, as well as school assignments to work on during the 3 hour detention. Various procedures

are followed and further explanation is provided to students when such an assignment is made.

SCHOOL CLOSINGS

In the event of inclement weather or a calamity, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closings, delays in starting time, or early dismissals will be announced multiple ways via the all call notification system, district website, local television/radio, and social media outlets. If no report is heard, it can be assumed that school will be in session.

SCHOOL COUNSELING POLICIES

The assignment of a student's school counselors is determined by the child's last name. Students retain the same counselor throughout the student's high school career. Students are encouraged to establish rapport with their counselor as they attend RHS.

❖ COMPLETION OF GRADUATION REQUIREMENTS

Early completion of graduation requirements is not advised. There are many advantages and opportunities for students to expand their academic and social development by completing four full years of high school. However, there may be circumstances in which early graduation is desired and will be considered for approval. The guidelines listed below must be followed:

1. The student must declare their intention to graduate by May 1st of the year prior to graduation.
2. A student/parent/principal conference may be required prior to June 1st of the year before graduation. An educational plan detailing the request for early graduation and its relationship to the student's overall education must be completed and submitted prior to this conference. Assistance in preparing the educational plan may be obtained from the Counseling Department.
3. Completion of the "Early Graduation Approval Form" must be submitted by the student and parents prior to final approval by the principal.

❖ CREDIT FLEXIBILITY

Senate Bill 311 (the Ohio Core legislation) raised the graduation requirements for high school students, with the goal of increasing the number of students who are ready to meet the demands of our global and

technological age. Ohio's plan for Credit Flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject, and allow tailoring of learning time and/or conditions. The overall effect is to increase student engagement and sense of ownership of learning. Please check the counseling website for additional details and requirements.

❖ CVCC ADMISSIONS

A student who wishes to qualify for CVCC admission should discuss this option with their counselor. The following factors affect CVCC admission status:

1. Good academic standing (on track to graduate)
2. No attendance compliance issues (HB 410)
3. Attendance at the CVCC Parent and Student Information Night in January.
4. Attendance at the CVCC field trip in January
5. Complete applications will be given priority status based on the date received and the above considerations.

❖ EARLY DISMISSAL

Early dismissal opportunities are available to students enrolled in work study, post-secondary or volunteer options only. Students must have a signed approval form in the school office to participate. All students scheduled for early dismissal must leave the building at the time of sign-out.

❖ FLEXIBLE SCHEDULING

If a student wishes to take a course that is part of the RHS curriculum, but cannot take that course during a regularly scheduled class period according to the Master Schedule, he or she may do so according to the following guidelines:

1. They must have the approval of the teacher, department chairperson, counselor, and principal.
2. They must enroll for the course during another class period or meet with the teacher during his/her preparation time.
3. The presence of the student in the classroom cannot cause a disruption or increase class size beyond recommended limits.
4. Please see your school counselor regarding Credit Flexibility Policies in addition to the above guidelines.

❖ COLLEGE CREDIT PLUS

Ohio's College Credit Plus is a program that will allow you to earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students in grades 7-12. Contact colleges for information, application forms, and criteria for acceptance into College Credit Plus. Some materials are available from your counselor and at the college's website. For additional information, refer to the Information Sheets/Presentations on the Revere High School website and schedule a meeting with your school counselor.

❖ INDEPENDENT COURSES

Independent study is defined as coursework that a student may wish to take that is not part of the RHS or Board adopted curriculum. Any independent study coursework must be approved by the counselor and principal, and must meet all Revere Local School District Board policies and guidelines. Students who take coursework that is approved for independent study will be granted credit toward graduation on a pass/fail basis. Additional information may be found in the Credit Flexibility Policies and Guidelines.

❖ MINIMUM COURSE LOAD

All students must be enrolled in at least four classes per semester. Freshmen and sophomores must take five classes unless permission has been obtained from the administration.

❖ OUTSIDE CREDITS

Outside credits may include summer school, correspondence courses, night school, online courses, volunteer credits, work study credits, and other alternative or remedial education credits.

❖ SCHEDULE CHANGES

All requests for schedule adjustments must be made prior to the first day of school. Changes after that time will only occur if the student has been academically misplaced or a technical error in the student's schedule is discovered. These extenuating circumstances will be reviewed by the administration for approval. Students who choose to drop a class may receive a drop failure with no credit. Students who wish to add a class

must do so within the first seven school days of each semester unless administration approval has been granted.

SECURITY

In our continued efforts to increase security, Revere Local Schools employs a School Resource Officer. Please contact SRO Dressler with any concerns about school safety. His contact email is sdressler@revereschools.org.

STUDENT ACTIVITIES

The following is a list of clubs and activities available at RHS.

Academic Challenge	International Club
Anime	Junior Statesmen of America
Art Club	Key Club
Band - Council	Kids for Kids
Band - Jazz	Lantern
Band - Marching	Media class
Band - Pep	Mock Trial
Band - Symphonic	Mu Alpha Theta (math honors)
Band - Wind ensemble	NAHS
Bridge Building	NHS
Call of Shofar	Ohio Math League
Chess Club	Project Love
Choir - Concert	Revere Players
Choir - Symphonic	Science Olympiad
Class Council - Freshman	Spectrum
Class Council - Junior	Speech and Debate (Forensics)
Class Council - Senior	Strong Teens
Class Council - Sophomore	Student Council
Color Guard	Teen Institute
Ecology	USA Biology Olympiad
Engineering Club	Write-On
Fellowship of Christian Students	Yearbook

Flag Line

If a student wishes to propose a club or group the following has to happen before approval will be granted by the administration:

1. The student(s) proposing the club or group has to schedule a meeting with the building principal to discuss the reasons why the club or group should exist.
2. The student(s) has to supply a petition with at least 10 signatures of students who would consider joining the club or group.
3. The student(s) has to provide the name of an employee of Revere Schools who will be responsible for the supervision of the club or group with the understanding this is an unpaid (non-stipend) position.
4. The student(s) has to provide a schedule of meeting dates, times, and location.
5. The club or group cannot be for profit. Any fundraising completed must be approved by the building principal and treasurer's office.
6. Once approved by the building principal, the club or group can begin meeting as an official RHS Student Activities organization.

STUDENT ASSESSMENT

Once a student has taken an assessment in a particular class, parents are encouraged to set up a conference with the teacher to discuss the results. This means of communication will help foster a positive relationship between school, student and home as well as being used as a learning tool to promote the student's academic success.

STUDENT IDENTIFICATION CARDS

Students will be issued one identification card (badge) at the beginning of the school year. Students will be required to use this card throughout the school year and will be responsible for replacing it if it is lost. Replacement cost to the student will be $5.00 per ID card. The student ID badge must be presented at all extracurricular events to receive free admission.

SUMMER SCHOOL/CORRESPONDENCE/NIGHT SCHOOL COURSES

All summer school, correspondence, and night school courses must be approved by the administration & counseling department. Pass/fail grades will be assigned for all courses except for those that are retakes due to failure.

TELEPHONES

Office telephones may be used in the cases of emergency with the permission of school personnel. Using the phone is not an excuse to be absent from or tardy to class.

TEXTBOOKS

All textbooks are the property of the school district and are on loan to the student. Proper care of school property is expected and book covers recommended. Students should write their names and grades on the book labels for identification purposes. Students are responsible for lost or damaged books.

TRANSCRIPTS

Students may request and receive an unofficial transcript from the Counseling Office. Official transcripts required for college admissions and/or scholarships will be mailed directly to the appropriate institution. Please allow ten (10) school days to process these requests.

RHS Alumni may obtain transcript request forms online by visiting the Revere Local Schools website, choosing Revere High School, Parents/Students, and then Guidance.

TRANSPORTATION

For questions regarding transportation, contact the department at (330) 523-3118 or (330) 523-3119.

School bus transportation is a privilege and not a right. Students are expected to adhere to the Code of Student Behavior at all times, violations of which may result in disciplinary action by the administration. Video cameras are installed on busses for the purpose of monitoring student behavior. Students must comply with the directions of the bus driver. Drivers report all misconduct to the transportation supervisor who then consults with building administrators. The following items are prohibited on the busses: Pets, large boxes, sleds, balloons, lawn chairs, skateboards, golf clubs, lacrosse sticks, dangerous weapons, costumes, masks, and baseball bats. Please note: This is not a comprehensive list.

UNAUTHORIZED USE OF YEARBOOK AND WEBSITE

Unauthorized use of the yearbook and website content or photographs is prohibited. None of the material may be copied, modified, reproduced, posted, published, transmitted, and/or distributed in any form without prior written permission from Revere Local Schools.

VACATIONS

We recognize that circumstances may arise that could necessitate a student accompanying his/her parent(s) or guardian(s) on a vacation. Students are responsible for the completion of the Pre-Arranged Absence form from the Attendance Office. On this form the student must obtain the signatures of all teachers and a parent/guardian and then return the form to the Attendance Office prior to the vacation. These absent hours will count towards the student's permanent record and are included in the hours reported to the State of Ohio according to House Bill 410. All make-up work is the responsibility of the student. Any tests/exams missed shall be made up upon the student's return to school (including the end of the school year).

VALUABLES

Students are cautioned not to bring large amounts of money or other valuables to school. Students, not the school, are responsible for their personal property. Lockers must remain secured and combinations are confidential and not to be shared with others. **Lock valuables in lockers at all times.**

VIDEO AND AUDIO RECORDING DEVICES

Video and/or audio recording devices are not to be used at school without permission from school personnel. **This includes the use of these functions on cell phones.**

VISITORS

ALL VISITORS must report to the main office immediately, sign-in, and secure a pass. Students from other schools are not permitted to visit unless they plan to enroll at RHS. These student visitors must present a pass and be escorted by a Revere High School student throughout the day. Arrangement must be made with the Counseling Office or administration prior to the day of the planned visit. Prior arrangements reduce disruptions and increase security.

VOLUNTEER HOURS FOR CREDIT

Revere High School students are encouraged to give to others through service. Arrangements for volunteer credit must be made through the volunteer office prior to beginning the volunteer hours. We offer credit for volunteerism according to these guidelines: 30 hours = 1/4 credit, 60 hours = 1/2 credit, 90 hours = 3/4 credit, and 120 hours = 1 credit

WORK PERMITS

Any student under the age of 18 years of age and employed regular hours may obtain a work permit through the Main Office.

WITHDRAWALS, TRANSFERS AND CHANGE OF ADDRESS

A student should notify the Counseling Office in advance of transferring or withdrawing from school and obtain a withdrawal form. All teachers must sign this form after textbooks are returned and all financial obligations are satisfied. The form is returned to the Counseling Office when it is completed. No transfers or withdrawals will be issued until the form is returned. Families of students who change their addresses, telephone numbers or emergency information must do so through our OneView parent portal system..

Revere Reunification Method

Parent/Guardian Information Sheet

Student/Parent/Guardian/Authorized Person Reunification

Circumstances may occur at the school that will require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat, or if a crisis occurs at the school. The Standard Revere Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use Blackboard Connect and/or social media. In some cases, students may be asked to send a text message or make a phone call to their parents. A reunification text message from a student may look something like this: "*The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID*."

Parent/Guardian/Authorized Person Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent, guardian or authorized person.

What if a Parent /Guardian Can't Pick-up Their Student?

When a parent/Guardian can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents/guardians or authorized person can pick up their student.

What if the Student Drove to School?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, a parent/guardian or authorized persons are advised to recover the student. In some circumstances, high school students may be released on their own.

How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardian. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards

For parents/guardians/authorized persons, there are a couple steps. If a parent/guardian/authorized person is driving to the school, greater awareness of traffic and emergency vehicles is advised. Once at the school, you should park where indicated and not abandon your vehicle. You will then be asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, you will be asked to fill out a Revere Reunification Form. This form is perforated and will be separated during the process. In the case of multiple students being reunified, a separate form will need to be completed for each individual student.

Example image of Revere's Reunification Form is below

Revere Reunification Information (PLEASE PRINT CLEARLY)

Have photo identification out and ready to show school district personnel.

Pre-release Information:

Student Name.....Student Birthday.....

Student Grade..... Student Cell Phone Number.....

Printed name of authorized person picking up student.....

Phone number of authorized person picking up student.....

Relationship to student being picked up.....

Below to be completed upon release of student:

Date.....Time.....First initial, last name of school personnel.....

Signature of authorized person picking up student.....

School personnel to verify that ID matches the name of the person authorized to pick up student before final release of student in his/her care.

Bring Valid ID to Check In

During check in, identification and custody rights are confirmed. From the "Check In" area parents/guardians/authorized persons are directed to the "Reunification" area once ID is validated. There, a runner will take the bottom half of the form and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents/guardians or authorized persons may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents/guardians or authorized persons may be pulled aside for emergency or medical information.

Revere Local Schools Code of Student Conduct

In January 2021, the Revere Board of Education adopted the Revere Local Schools ***"Vision of a Minuteman"*** *which, as an educational community, encompasses our hopes and aspirations for our students. The Revere Local Schools Code of Student Conduct will help all students reach their fullest potential in their journey to achieve each of these competencies.*

WE R REVERE LOCAL SCHOOLS

CONFIDENT & EMPATHETIC ★ PERSEVERES & ADAPTS ★ COMMUNICATES TRUTH ★ ENGAGES WITH PURPOSE ★ CREATES SOLUTIONS ★ LEARNER'S MINDSET

VISION OF A MINUTEMAN

A REVERE MINUTEMAN...

CREATES SOLUTIONS
Embraces the world and skillfully uses critical thinking to bring creative solutions to problems. Minutemen focus on authentic tasks with a real world purpose and impact.

DEMONSTRATES A LEARNER'S MINDSET
Stays curious to maximize opportunities and grow perspectives through a willingness to learn, unlearn and relearn information in pursuit of mastery. Minutemen apply financial, media, technical and information literacy skills to foster decision-making and intellectual growth.

EMBODIES CONFIDENCE & EMPATHY
In groups and individual work, Minutemen demonstrate awareness, sensitivity and compassion for others' experiences while persisting to overcome obstacles and creating joint reasoning.

PERSEVERES & ADAPTS
Works effectively in a climate of ambiguity and changing priorities. Minutemen are agile and respond productively to feedback with a focus on positive outcomes.

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COMMUNICATES TRUTH
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#WeRRevere

INTRODUCTION

One of the primary goals of the Revere Local School District is to support students through their individual educational journey and help encourage positive relationships with peers and staff. In order to foster trust and respect within the school community, the Revere Local School District Code of Student Conduct has been developed to establish high expectations for students as they grow and develop in our schools. We are confident that students will be able to meet these expectations through ongoing support from our school community.

Revere Local Schools believes that positive discipline is rooted in a philosophy that the whole child must be considered and that consequences must lead to opportunities for the student to correct behavior and learn. Parents or guardians hold the primary responsibility for setting positive discipline standards for their children. While students are in school, however, members of the school staff must act in the place of parents in maintaining a high level of student conduct. It is the goal of the school to work together with parents and guardians to support the learning of the student in situations that are related to violations of the code of conduct.

Each of the buildings in the Revere Local School District strive to maintain an educational and engaging learning environment. The codes of conduct and procedures established in this document serve as a guide to promote a positive school culture and to identify opportunities to assist students in their educational journey.

STUDENTS RIGHTS AND RESPONSIBILITIES

The role each student plays in our educational environments is critical to the success of the overall district. It is the collective responsibility of the school community to maintain high levels of trust, pride, and decorum. The Revere staff will work to equip students with the essential skills needed to succeed while also providing them with opportunities to explore their passions and interests. It is expected that Revere students have a comprehensive understanding of the consequences of violating the expectations of the Code of Conduct and assume responsibility for their actions. In turn, Revere students have the right to a fair and equitable investigation into an alleged violation of the Code of Conduct as well as the opportunity to receive their due process as a member of the school community.

ATTENDANCE

Daily attendance at school is critical to the success of every student. Revere Local Schools is governed by House Bill 410 with regard to the overall policy. Each school's attendance policy is listed in their individual handbooks.

SCHOOL DISCIPLINE

The following guidelines have been developed for the purpose of providing fair and just treatment for students who allegedly violate the rules listed in this Code of Conduct. However, Revere Local Schools recognizes there is a distinction between students of differing ages and maturity, and it is within reason to expect that, at times, a decision impacting the denial of educational participation may be tempered by reference to such distinction.

A. To protect the rights of students, staff, and other members of our school community, all offenses shall be thoroughly investigated and properly recorded. This may include a conference with the

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student(s) involved in an incident and a search of the student, the student's belongings, student's assigned school locker(s), vehicle(s), or other school property based upon "reasonable suspicion" that a dangerous situation exists. Reasonable suspicion exists when there is information to indicate a search will reveal evidence that a student has violated, or is violating, the law or the rules of the school. If a search is deemed appropriate, it will only be performed by the school administration.

B. In seeking a solution of the offenses, there shall be appropriate alternatives such as one, or a combination of the following actions, but not necessarily in the order appearing below:

   a. Conference with the student to clarify the problem and to ensure full understanding of consequences of future misbehavior.
   b. Assignment of additional task(s), which may or may not interfere with the academic or after-school programs.
   c. Assignment of detentions.
   d. Conference with parents to secure cooperation of the home in supporting appropriate student behavior.
   e. Referral to counselor, school psychologist or other school staff member for guidance, testing or recommended therapy.
   f. Referral to Juvenile Court.
   g. Emergency removal in accordance with State of Ohio law, including curricular and extracurricular activities.
   h. Assignment to a Saturday School Detention. This assignment will be in accordance with the policies set forth by the Saturday School supervisor. The detention will last no more than three (3) hours.
   i. Selection of an In-School Assignment (ISA) option. This will act as an in-school suspension where the student will attend school but be isolated to a room and supervised by an adult both of which will be determined by the administration.
   j. Assignment of Out of School Suspension (OSS) in accordance with the State of Ohio law.
   k. Expulsion from school in accordance with State of Ohio law.

C. Students enrolled in alternative program options are subject to all rules and regulations covered under the Code of Student Conduct and adopted by the Revere Board of Education.

SUSPENSION PROCEDURE

A. **Definition**: Out-of-School Suspension (OSS) is defined as the denial of attending school for the period of at least one (1) but not more than ten (10) school days. Students suspended may not take part in or attend any school activities, including extracurricular activities, or be on school property at any time during the suspension period. Any visit to the school for any reason during a period of suspension must be arranged with the school administration and will take place after typical school hours have concluded.

B. **Procedure:** In case of a student's intended removal from school for purposes of suspension, the following procedures shall apply:

   a. Only a building level administrator or superintendent may issue a suspension.
   b. An attempt shall be made to notify his/her parent(s), guardian or custodian by telephone

of the suspension and the reason for it.

c. The student and/or his parent(s) shall be provided an opportunity for an informal hearing to discuss the reason for the intended suspension and/or otherwise explain his/her actions.
d. The student shall be informed in writing of the intended suspension and reasons for the proposed action.
e. If a suspension is imposed, a copy of the suspension paperwork will be provided via mail to the parent(s) and/or guardian(s).
f. A notice of suspension shall include the procedures applicable to an appeal.

C. Notification of Appeal:

a. A written notification of appeal must be made to the Superintendent and the Treasurer of the Board of Education and be postmarked no later than fourteen (14) days after the date of the Notice of Suspension. The notice shall include the right to an informal hearing by personnel not prejudiced by association with the decision to suspend or recommend suspension of the student from school. It shall also include notification of the right of the student and his/her parent(s), guardian or custodian to appeal the suspension, in writing, to the Superintendent/or his designee, to be represented in the appeal proceedings, to be granted a hearing before the superintendent (or his designee), in order to be heard against the suspension, and to request that such hearing be held in private.
b. The hearing shall be scheduled as soon as possible, but no later than five (5) school days after receipt of the appeal request, unless extended by mutual agreement. A verbatim record of the hearing shall be made. After reviewing all the information, the superintendent/or his designee may affirm the suspension, may reinstate the pupil, or otherwise reverse, vacate or modify the order of the suspension. Written copies of the decision shall be distributed to all concerned parties within one (1) school day. If the suspension is vacated, all references to it in school records will be purged.

D. Should a Revere student enrolled at the Cuyahoga Valley Career Center (CVCC) be suspended from that school for a conduct code violation, which would also be grounds for suspension in the Revere Local School District, the suspension of such student also will be in effect at Revere. The student shall be notified of that suspension by the Revere Local School District in accordance with the normal suspension procedure.

E. Simultaneous written notice of the suspension shall be sent to:
   a. Student's discipline file
   b. Superintendent

<u>EMERGENCY REMOVAL</u>

A. **Definition**: The term "emergency removal" means the removal of a student from curricular or extracurricular activities or from the school premises because the student's presence poses a continuing danger to persons or property or is an ongoing threat or disruption to the academic process.

B. **Procedure:** Only a building level administrator or superintendent may implement an emergency removal from school premises. A teacher may remove a student from a curricular setting. For extracurricular activities, a coach or an advisor may remove a student from that setting in line with their procedures and policies of the team or group. In each instance, the following

procedures shall take place:

a. A student's parent(s) or guardian(s) will be contacted via phone to explain the reasoning behind the emergency removal.
b. An attempt will be made to arrange for that student to be transported home. If the student is able to drive, verbal consent will be obtained by the parent(s) or guardian(s) to allow that student to drive themselves home.
c. Follow-up conversations will take place determining the outcome of any emergency removal. If a coach or advisor initiates the removal during an extracurricular activity, a written account of that action will be submitted to the building administration and athletic director (if applicable).

C. If it is intended that the student is removed from a curricular or extracurricular activity for more than twenty-four (24) hours, a due process hearing must be held within seventy-two (72) hours after a removal is ordered.

a. An attempt should be made to notify the student's parents, guardian, or custodian immediately by telephone of the pending action and applicable reasons.
b. Written notice of the hearing and reasons for the removal and any intended disciplinary action must be given to the student as soon as possible prior to the hearing.
c. The person who ordered or requested the hearing must be present at the hearing.
d. If suspension or expulsion is intended, the due process requirement of the law must be carried out.

EXPULSION

A. **Definition**: The term "expulsion" means exclusion of a student from all school attendance and related activities for the remainder of the current semester, or for a period of up to eighty (80) school days, or in cases involving weapons, firearms or bomb threats, an expulsion may be imposed for one (1) calendar year. Only the Superintendent of Revere Schools may expel a student in accordance with procedure outlined by Ohio statute.

B. **Procedure:** The building administrator shall afford due process to the student before such administrator recommends expulsion to the Superintendent. The building administrator will follow all the procedures outlined in the suspension section of the Code of Conduct. Prior to expulsion, the Superintendent shall follow the following procedures:

Written Notice: The student and his/her parent, guardian or custodian shall be provided written notice of the intention to expel. The notice must advise the student and his/her parent, guardian or custodian or other representatives of their right to appear in person before the Superintendent or his designee to challenge the reasons for the expulsion. The notification must include the location and time of the hearing, which must take place no earlier than three (3) school days and not later than five (5) days after the notice is sent. The Superintendent may grant an extension of time only upon request from the student, parent or guardian. The Superintendent will then provide notice to all parties involved of the revised date and time for the hearing.

Scheduled Hearing: A hearing will be conducted by the Superintendent or his designee under the guidelines established by the individual conducting the hearing. Within one (1)

school day after the time of the expulsion hearing, the Superintendent shall send written notice to the student and his/her parent, guardian or custodian, and the Treasurer of the Board of Education regarding the decision. The notice shall specify the duration of the expulsion and the reasons therefore. It also shall include notification of the rights of the student, his/her parent, guardian or custodian, to appeal the expulsion to the Board of Education or to its designee within the fourteen (14) days of receipt of the notification in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such a hearing be held in executive sessions.

C. Notification of Appeal:

a. Within fourteen (14) days of notification of the student expulsion, the parent, guardian or custodian may appeal the expulsion. The request for appeal must be submitted to the Board of Education. A hearing shall be scheduled within five (5) days of receipt of the request, unless the time for the hearing is extended by mutual agreement. The student or his parent, guardian or custodian may be represented in the appeal proceedings.
b. The Board may affirm the order of expulsion or may reinstate such pupil or otherwise reverse, vacate or modify the order of expulsion. The Board shall determine the procedures to be followed during the hearing. A verbatim record shall be made.

D. Should a student enrolled at the Cuyahoga Valley Career Center (CVCC) be expelled from the Career Center for a conduct code violation, which would be grounds for expulsion in the Revere Local School District, the student will be expelled from the Revere Local School District in accordance with the normal expulsion procedure.

LIMITATIONS ON THE DISCIPLINING STUDENTS WITH DISABILITIES

A. A student with a disability is one whose education is governed by an Individualized Education Program (IEP) under the Individuals with Disabilities Education Improvement Act of 2004 or a 504 Plan under Section 504 of the Rehabilitation Act of 1973, as amended. Students with disabilities may not be suspended for more than ten (10) days per school year without first conducting a manifestation determination review hearing. All students with disabilities are subject to removal on an emergency basis described in this code of conduct. Repeated behavior concerns and/or conduct code violations must be addressed by a student's IEP team or 504 team.

PERMANENT EXCLUSION

A. Any student who has been found guilty of committing, when sixteen (16) years of age or older, any of the specific offenses identified by state statute while on school grounds or at a school-sponsored activity may be subject to permanent exclusion by the Board of Education.

B. The Board of Education's statement of policy on permanent exclusion is posted in each school and is available to students and their parents, upon request, at each school office.

CODE OF STUDENT CONDUCT

A. Grounds for removal from class, suspension or expulsion may include any of the following violations committed at school or school sponsored activities, on school premises, or against

school property, personnel or students:

01. **ACADEMIC DISHONESTY** - Cheating on tests or school assignments, forging school and/or parent documents, falsifying information or committing fraud. Cheating is considered, but not limited to capturing images of quizzes and exams (paper or online) in order to pass to other students or for self-use, the use of online sources without citation, and/ or copying another student's computer code, spreadsheets, documents, or handwritten material.

02. **AIDING & ABETTING** - An involvement with another student, or group of students, that results in a violation of one or more of the codes of conduct.

03. **ARSON** - An act of arson, initiating without cause a fire alarm, reporting a fire, or reporting of an impending bombing or catastrophe.

04. **BUS CONDUCT** - Any violation of rules of conduct on the school bus.

05. **CRIMINAL ACTIVITIES** - Violations of specific provision of federal, state or local statutes.

06. **DISRESPECT** - Rude, disrespectful behavior, or failure to cooperate with school personnel.

07. **DISRUPTIVE BEHAVIOR** - Disruption or continuous disruption of the classroom, school, school grounds, or school activities or functions.

08. **EXPLOSIVE DEVICES** - The use, threatened use, or possession of explosives including matches and lighters or any item which could explode, burn, detonate, cause bodily harm or have the appearance to do so.

09. **FIGHTING / ASSAULT / PHYSICAL VIOLENCE** - The act of intentionally causing or threatening to cause physical and emotional harm to another student or behave in such a manner as to present an eminent risk of such harm.

10. **FRAUD / FALSIFICATION** - Writing the name of another person, times, dates, grades, addresses, or other information on school forms or associated with school material.

11. **GAMBLING** - Students shall not engage in or promote games of chance, placing bets, or risk anything of value on school grounds.

12. **HARASSMENT** - Harassment includes, but is not limited to, any action which subjects an individual or group to unwanted behavior of a nonverbal, verbal, written, or physical nature. An act that injures, degrades, or disgraces or attempts to injure, degrade, or disgrace a student falls within this category. Examples of, but not inclusive, including the following: sexual, religious, racial, gender harassment, bullying, intimidation, coercion, hazing, spreading rumors, name calling and menacing. Please reference the Revere Local Schools Harassment Policy.

13. **ILLEGAL SUBSTANCES** - The sale, possession, concealment, or uses of illegal drugs, counterfeit controlled substances, look-a-like substances, drug paraphernalia, inhalants, consumables, alcoholic beverages or the unauthorized use and/or distribution of over-the-counter medication. This includes being under the influence or possessing a discernible odor.

14. **INAPPROPRIATE LANGUAGE / MATERIALS** - The use of profane, vulgar, or other

improper language, gestures, comments, or material, or the possession of any profane, vulgar, obscene, or other improper objects or materials.

15. **INAPPROPRIATE PHYSICAL OR NONPHYSICAL BEHAVIOR** - Any behavior deemed inappropriate in school, including but not limited to unwelcome touching, play fighting, unwanted advances, physical intimidation, sexual contact, public displays of affection, throwing items, and excessively loud hallway or classroom behavior.

16. **INCITING** - Inciting to riot or to disrupt or attempt to disrupt the operation of the school.

17. **INSUBORDINATION** - The failure to comply with directions of school personnel or acting in defiance of authority, including intentional interference with the performance of a teacher's duties or failure to identify oneself to school personnel when requested. Also included within is the failure to accept discipline or punishment from appropriate school personnel.

18. **LOITERING / TRESPASSING** - The action of being present on any school grounds, including a school bus, or any occupation of, or loitering on, near, or around school property without authorization.

19. **REPEATED VIOLATION** - Repeated violations of one, or combination of multiple, student codes of conduct.

20. **SCHOOL PERSONNEL** - The harassment, vandalism, physical abuse, theft, or other disruptive or destructive behavior toward school personnel during school and non-school time.

21. **TARDY TO CLASS / SCHOOL** - The act of being late to the classroom or school at the expected time as defined by the school building guidelines for the beginning of the individual class periods and/or school day.

22. **TECHNOLOGY / INTERNET MISUSE** - Any violation of the Revere Local Schools Acceptable Use Policy including but not limited to any school issued or personal device.

23. **THEFT** - The act of confiscating, possessing, or stealing private or public property of the school or another individual.

24. **TOBACCO / VAPING / OTHER DEVICES** – The use and/ or possession of either in the school buildings, within sight of the school buildings, on school grounds, or in areas in which school sponsored activities are taking place.

25. **UNAUTHORIZED MATERIALS** - The publication or distribution of unauthorized material. This includes posting such materials throughout the school and school grounds.

26. **VANDALISM** - The intentional, purposeful, or reckless destruction or defacing, or attempt to do so, of public or private property within the school.

27. **WEAPONS** - The possession, concealment, use, threat of use, or exhibition of a firearm or other weapon, or look-a-like weapon. A weapon is defined as an item designed to inflict injury or an item designed for another purpose, then converted to a weapon through its use.

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LIABILITY FOR PARENTS OF STUDENT MISCONDUCT

Under Ohio Revised Code 3109.09, parents having custody of a minor under 18 are liable for the student's willful damages to school or private property or the theft of such property. The Board of Education, or any other own of property, can bring a civil action against the parents to recover compensatory damages up to $10,000.00 and cost of the suit. Parents also are liable for the student's willful assaults on another person. The injured party may bring civil action against the parents to recover compensatory damages up to $15,000.00 and cost of the suit.

It is the policy of the Revere Local Schools that educational activity, employment, programs and services are offered without regard to race, color, national origin, sex, religion, handicap or age.

Revere Local Schools Code of Student Conduct for Extracurricular Activities

In January 2021, the Revere Board of Education adopted the Revere Local Schools ***"Vision of a Minuteman"*** *which, as an educational community, encompasses our hopes and aspirations for our students. The Revere Local Schools Code of Student Conduct for Extracurricular Activities will help all students reach their fullest potential in their journey to achieve each of these competencies.*

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REVERE LOCAL SCHOOL DISTRICT CODE OF STUDENT CONDUCT FOR EXTRACURRICULAR ACTIVITIES

DEFINITION

Revere Local Schools provides a variety of **athletic** and **non-athletic** extracurricular opportunities for students as part of our desire to encourage each student in their Kindergarten through 12th grade experience. Extracurricular activities can be defined as any activity in which a student participates that is beyond that of the normal academic course of study. **Athletic activities** are guided by the rules and regulations of the Ohio High School Athletic Association (OHSAA), in conjunction with the Revere Local Schools Code of Student Conduct. In any such situation where the OHSAA has input on a student's ability to participate in their desired sport, their decision will supersede that of the Revere Local Schools. **Non-athletic** activities are guided by the rules in the Revere Local Schools Code of Student Conduct in conjunction with the expectations set forth by the approved supervisors of the activity. This extracurricular code of student conduct applies to students who participate in any athletic and non-athletic extracurricular activity.

PARTICIPATION

The Revere Local School District believes that participation in school athletics and extracurricular activities is a privilege, not a right, and can have a direct positive impact on a student's overall high school experience. Revere Local Schools offer numerous opportunities for our young men and women to explore and develop their personal skills as part of a team or group. We believe that participation on a team or group brings with it certain responsibilities that are above and beyond those that are expected of individuals who are not participants.

Athletes and non-athletes are expected to follow the rules and regulations in the RHS Code of Student Conduct as well as the rules and regulations established by their coaches, supervisors and other authorities or governing bodies. These authorities or governing bodies include but are not limited to the athletic director, principals, superintendent, board of education, or the Ohio High School Athletic Association (OHSAA) and any organization affiliated with any club or activity at Revere.

All athletes and at least one of their parents and or/guardian must attend a Pre-Season Code of Conduct Meeting to be eligible to compete. Players need to have a complete set of athletic forms on file. The RHS Athletic Department uses an online system called Final Forms to achieve this. During this process, all athletes will be asked to digitally sign they have read and understand all aspects of the Revere High School Code of Conduct and the Extracurricular Code of Conduct. Final Forms must be completed before an athlete is allowed to participate on an athletic team.

All students participating in a club or activities that are not athletics are expected to follow the guidelines and expectations set forth by the supervisor.

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INTERSCHOLASTIC ATHLETICS

Boys/Girls Basketball	Cheerleading	Boys Baseball
Boys/Girls Cross Country	Football	Girls Softball
Boys/Girls Golf	Wrestling	Girls Volleyball
Boys/Girls Soccer		
Boys/Girls Swimming		
Boys/Girls Lacrosse		
Boys/Girls Tennis		
Boys/Girls Track		

ATHLETICS AND OHSAA

Student athletes and parents should familiarize themselves with the following OHSAA Bylaws:

- All beginning ninth graders must have passed five (5) one-credit classes in which they were enrolled during the immediately preceding grading period. (Ex: 4th grading period of 8th grade year to be eligible for participation during fall of 9th grade year.)

- Eligibility for each grading period is determined by grades received the preceding grading period. **Semester grades have no effect on OHSAA eligibility.**

- **Grades 9-12:** To be eligible, a student-athlete must be currently enrolled in a member school and, again, have received passing grades in a minimum of **five one-credit courses, or the equivalent**, in the immediately preceding grading period (**Note:** Students taking post-secondary options must comply with these standards).

- For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

The following websites are listed for the convenience of student-athletes and parents. Students and parents will be able to research eligibility, rules, regulations, and a variety of other topics.

www.revereminutemen.org
www.ncaa.org
www.ohsaa.org
www.play.mynaia.org

EXTRACURRICULAR CLUBS, GROUPS, & ACTIVITIES

Revere offers many extracurricular activities throughout the district. For an updated list of these, please contact the individual school office and request a copy.

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ATTENDANCE

A student must be in attendance at school for one-half (1/2) of the school day in order to participate in any school-sponsored activity that is conducted on that day. This rule applies for any extracurricular activity. Exceptions or in cases of emergency this policy will be determined by the administration.

DURATION OF POLICY

This extracurricular code of student conduct is in effect during the school day, at school sponsored or school-related activities, regardless of whether on or off school property**,** and any time the student is out of school, including breaks in the academic calendar. Therefore, a student may be prohibited from participating in extracurricular activities for misconduct, regardless of where or when such misconduct occurs and whether or not the season of the activity or sport is in session.

IMPLEMENTATION

This Code of Student Conduct for Extracurricular Activities is a guideline to **Revere Local School Board Policy 6.43 – Prohibition From Extracurricular Activities**. A student subject to discipline under this Extracurricular Code of Student Conduct may also be subject to discipline in accordance with the Revere Local Schools Code of Student Conduct. If a student is subject to a suspension under this Code of Student Conduct for Extracurricular Activities, the student will, prior to the suspension, be provided with a written notice of the intent to suspend and the reasons for the intended suspension. The student will have the opportunity to appear at an informal hearing before a person authorized to suspend a student from any or all extra-curricular activities, to challenge the reason for the suspension, or to otherwise explain his/her actions. If a suspension is imposed, the student will receive written notice of the suspension, including the reasons therefore along with the beginning and ending dates of the suspension. The student may appeal the decision of an assistant principal, teacher, coach or activity advisor to his/her building principal. The decision of the principal on such an appeal shall be final. If a building principal, rather than another staff member, initiates the suspension of a student from extracurricular activities, the student may appeal the initial decision of the principal to the Superintendent. The decision of the Superintendent shall be final.

Prior to the first meeting date of the extracurricular activity, the coach or activity supervisor will check to make sure a student's online Final Forms application has been updated. This is in effect for Revere students participating in **athletic** activities and replaces any paper forms or agreements put in place by a **non-athletic** activity supervisor. Digital signatures on Final Forms indicate the student and parent/guardian have agreed to the guidelines in the Code of Student Conduct for Extracurricular Activities.

Violations shall be cumulative during a student's career at Revere High School. In situations where a student is concurrently a member of more than one co-curricular or extracurricular activity, participation in all activities shall be impacted accordingly. All violations will be categorized as either **General Conduct** or **Major Conduct, Levels 1 and 2,** as defined below.

This Code of Student Conduct for Extracurricular Activities is a guideline for the coach, advisor, athletic department and school administration. A student's misconduct will be reviewed on a case-by-case basis. A school administrator may limit or deny a student's participation in all extracurricular activities as a result of a student's misconduct. The Board of Education, the Administration, the Athletic Department, the Coach and/or the Activity Advisor reserves the right to amend and/or deviate from these guidelines, as they deem necessary and reasonable.

1. General Conduct Violations

a. Types of General Conduct Violations

The advisor or coach in charge of any elective activity or an administrator may limit or deny a student's participation in all extracurricular activities as a result of the student's misconduct which is reasonably determined by the advisor, coach, or administrator to be disruptive of the activity, good order and discipline of the school, or the authority of the school personnel in charge.

Examples of the types of misconduct, which may result in such disciplinary action include, but are not limited to, the following:

1. Failure to follow the rules and regulations of the Revere High School Student/Parent Handbook.
2. Failure to follow any team/group rules established by the advisor/coach.
3. Failure to follow any training regulations, safety requirements, or other directions set forth by the advisor/coach.
4. Any form of insubordination toward an advisor/coach.
5. Engaging in any conduct, which materially and substantially interferes with the educational process of the elective activity, including the use of obscene or profane language or gestures.

b. Penalty Assessment for General Conduct Violations

A student may be removed from participation in the specific activity for a period to be determined by the advisor or coach. Other actions may be taken as deemed appropriate by the administration or the person responsible for the activity only after the advisor or coach has taken the appropriate first action. Parent(s) and/or guardian(s) will be notified within twenty-four (24) hours of the violation and subsequent decision.

2. Major Conduct Violations

a. Level 1 - Most Serious Types of Major Conduct Violations

Any criminal conviction and/or adjudication, or expulsion, disciplinary action by the school administration may result in exclusion from fifty percent (50%) of contests for a sports/activity season to a complete denial from participation in all extracurricular activities for the balance of the student's high school career.

Examples of the types of Level 1 major misconduct that will result in such disciplinary action include but are not limited to the following:

1. Selling or conspiring to sell or distribute illegal drugs, counterfeit controlled substances, look-alike substances, drug paraphernalia, inhalants, tobacco, vaping products, and/or alcohol.
2. A charge, conviction and/or adjudication of a criminal activity in a court of law (other than a minor traffic violation or minor misdemeanor).
3. Possession, concealment, use, threat of use, or exhibition of a firearm or other weapon, or look-alike weapon.
4. Bomb threats.
5. Engaging in and/or encouraging any type of hazing, which means and/or refers to any activity expected of someone when joining or participating in a group that humiliates, degrades, abuses, or endangers the mental or physical well-being of the victim regardless of that person's willingness to participate.

b. Level 2 - Other Types of Major Conduct Violations

Commission of a Level 2 violation may result in exclusion from twenty percent (20%) to fifty percent (50%) of contests for a sports/activity season up to a denial from participation in all extracurricular activities for the balance of the current school year.

Examples of the types of Level 2 major misconduct that will result in such disciplinary action include but are not limited to the following:

1. Possession, handling, concealing, using, consuming, purchasing, or under the influence of illegal drugs, controlled substances, drug paraphernalia, inhalants, tobacco, vaping products, and/or alcohol.
2. The unauthorized use and/or distribution of over-the-counter medication or prescription medication.
3. A charge, conviction and/or adjudication of a criminal activity in a court of law (other than a minor traffic violation).
4. Theft and/or destruction of personal or school property.

c. Penalty Assessment for Major Conduct Violations, Levels 1 and 2

1. First Offense:

a. A meeting with the coach, advisor, administrator, student, and parent(s) or guardian(s) regarding the misconduct will be held. Unless the consequence to be imposed is exclusion from all extracurricular and cocurricular activities for the balance of the student's high school career, the group of individuals present at the meeting, including the student and their family, will choose from

one of the two following options. The options cannot be combined to form a third option.

i. The student shall cooperate with an agency or individual approved by the administration that addresses the student's misconduct (i.e., chemical use for the purpose of assessment or assistance with criminal prevention) or enrolls in and participates in a Revere school-run program designed to assist students who are at-risk for identified behavior. The same option is available for **athletes** and **non-athletes**. Documentation will be provided as proof of successful participation in said program. During the time in which the program is being conducted, the student may continue to practice <u>and</u> participate in all regularly scheduled events both in an **athletic** and **non-athletic** capacity.

OR

ii. The student shall be suspended from participating in twenty percent (20%), fifty percent (50%) or the balance sports/activity season of the scheduled activities for the remainder of the school year in which the student participates, based upon the severity of the student's misconduct. For **athletes** this would require a recognized contest between another school. For **non-athletes** this would be discussed during the meeting with the final decision as reported by school administration. The student can continue to participate in practices related to the sport or activity in which they are participating. During scheduled contests, however, the student cannot dress for the event in school issued uniform but can still be in association with the team or group. The student must be dressed in clothing that is appropriate for the event.

b. A second meeting will be held at the conclusion of either option above to discuss the student's progress and, if applicable, reentry plans in addition to any consequences as a result of future violations. This meeting will include student, parent(s) or guardian(s), athletic director (if applicable), and coach/advisor. Any other participants in the meeting will be at the discretion of school administration.

2. <u>Second Offense</u>:

a. A meeting with the coach, advisor, administrator, student, and parent(s) or guardian(s) regarding the misconduct will be held.

b. The student will be suspended from participating in fifty percent (50%) of the scheduled activities in which the student participates or the balance of the sports/activity season. For **athletes** this would require a recognized contest between another school. For

non-athletes this would be discussed during the meeting with the final decision as reported by school administration.

c. A second meeting will be held at the conclusion of the suspension to discuss the student's progress and reentry plans in addition to any consequences as a result of future violations. This meeting will include student, parent(s) or guardian(s), athletic director (if applicable), and coach/advisor. Any other participants in the meeting will be at the discretion of school administration.

3. <u>Third Offense</u>:

a. A meeting with the coach, advisor, administrator, student, and parent(s) or guardian(s) regarding the misconduct will be held.

b. The student shall be suspended from participation in all respective extracurricular activities from the date of the meeting for the duration of the student's high school career.

i. The student may, after one year, from the date of the meeting, request the Board of Education, or its designee, reconsider the third offense penalty.

ii. During the meeting, the Coach, Activity Advisor**,** Athletic Department, Administration, and/or Board of Education may consider alternatives to said removal, if applicable.

iii. Any and all costs associated with agencies, rehabilitation, counseling, intervention and/or educational services discussed in the penalty assessment will be the responsibility of the student and his/her parent.

Nothing in this Extra-Curricular Code of Conduct shall prevent a coach, activity advisor or administrator from removing a student on an emergency basis, for a specific period of time, if the student's conduct threatens the health and safety of any individual or disrupts the good order and discipline of the environment of the extracurricular activity.