

May 1, 2012

Dear Randy and the Board of Education,

It has been a privilege to serve the Revere Local School community for the last seven years. I have had great opportunities to learn and have worked with so many consummate professionals along the journey.

I have decided to retire, effective at the end of my contract, July 31, 2012.

Thank you for your support. I will miss the many fine employees and families that make up our district.

Sincerely,



Susan A. Chute

 **RECEIVED**
5/1/12
CC: AD/SW

New Document

To Revere Local School District,
I William Bailey will be retiring on the last day of the
2011-2012 school year. My last day of employment will
be June 8, 2012

Sincerely
William Bailey

William Bailey

 **RECEIVED**
4/20/12

cc: KM
AD/sw
NE

New Document

AGREEMENT

DIRECTOR OF STUDENT SERVICES

This agreement effective 5/15, 2012 by and between Revere Local Schools (hereinafter referred to as FACILITY) and Sendero Therapies, Inc., (hereinafter referred to as CONSULTANT.)

For mutual consideration, the parties hereby agree as follows:

I. Duties of the Consultant

- A. Provide direct and indirect occupational therapy evaluation and treatment services to students for the 2012-13 school year.
- B. Record students' evaluation and treatment results and progress.
- C. Provide information for the development of student IEPs.
- D. Provide consultation as requested.
- E. Therapists will be available to render services required hereunder during normal school hours (7:30 a.m-4:30 p.m.), unless, otherwise agreed upon by both parties, as an accommodation.
- F. Consultant will maintain all necessary state licensure requirements by the OT licensure board and consultant staff will abide by these requirements.
- G. Consultant will maintain professional liability insurance.

II. Duties of the Facility

- A. Provide rent free space and equipment as is reasonably required to enable Consultant to perform duties and services.
- B. Maintain liability insurance to indemnify and hold harmless Consultant from any claims caused by employees of Facility and/or premises.
- C. Provide copies of IEPs and other related reports and materials.
- D. If the district is using computerized IEP writing program the District shall provide access to Consultant staff both at school and at home (if available to district staff) in order to be able to input IEP, MFE information.

III. Frequency of Services and Fee Schedule

- A. Consultant shall make occupational therapy services available 1-1.5 days per week at the rate of \$440.00 per school day based on beginning 2012-2013 school year request for direct student caseload coverage and \$55.00 an hour for consultation only student caseload coverage. Both parties will honor federal and state regulations for caseload coverage and days will be automatically adjusted if therapist/student ratios change. Such availability shall be invoiced to the Facility regardless of student presence or absence except for advanced scheduled school

breaks. Scheduled days which are cancelled by the Consultant shall not be invoiced to the Facility.

- B. Consultant shall provide occupational therapy sessions for "TBD" extended school year services (includes travel expenses) at the rate of \$80.00 per session. Such availability shall be invoiced to the Facility regardless of student presence or absence. Scheduled days which are cancelled by the Consultant shall not be invoiced to the Facility.
- C. Evaluations conducted by an OTR shall be billed at an hourly rate of \$75.00 an hour (\$80.00 during summer break). This includes new referrals, re-evaluations, and screenings. Allowable billable time includes time spent on referral process, consultations with team members, evaluation procedures, provision of written report and recommendations and attendance at meetings.
- D. Any additional OTR time for IEP meetings, evaluations, consultation with staff or family, phone calls, travel, etc., shall be billed to the Facility at the rate of \$75.00 per hour.
- E. Additional time for Professional Development Training to Revere Local Schools staff, as scheduled with the mutual agreement of the Facility and the Consultant, shall be billed to the Facility at the rate of \$75.00 per hour. Fees include preparation, set up time of presented materials and presentation. The anticipated number of sessions is "TBD" and more as deemed necessary and mutually agreed upon by Facility and Consultant.
- F. Consultant shall invoice the Facility monthly for the performance of the work hereunder. Upon receipt the Facility will reimburse the Consultant within thirty days.
- G. Every effort will be made to accommodate services requested. Therapists are assigned based on identified service needs based on caseload information. Consultant shall make a good faith effort to accommodate these needs, however it shall not be held responsible for any claim or inability to meet staffing or service needs if there are increased demands which differ significantly from the initial staff assignment or in the event that the consultant staff member is unable to perform their duties as a result of any medical or other unanticipated condition which would prevent them from providing services. No claim shall be made against Consultant if Consultant is unable to attain staff or loses staff members at no fault of Consultant.

IV. Proprietary Rights

The therapists provided by Consultant are Consultant employees or subcontractors the Consultant. For a two year period following contractual termination of this contract with Consultant, Facility agrees to provide written permission to Consultant; agrees to pay consultant lump sum of \$25,000 to compensate Consultant for specific training of employee, loss of business and for the loss of the employee or subcontractor by the Consultant.

V. Grounds for Termination

The Facility and Consultant shall have grounds for termination of this agreement upon:

- A. Mutual agreement by Consultant and Facility;
- B. Failure of either party to comply with the terms of this Agreement.

VI. Miscellaneous

This agreement shall be construed in accordance with the laws of the State of Ohio. Amendments to this Agreement may be made at any time by mutual agreement reduced to writing and signed by the parties.

VII. Term

The term of this Agreement shall begin on June 8, 2012 and shall extend to JUNE 7, 2013.

IN WITNESS WHEREOF, the parties hereto execute agreement to this Contract on _____, 2012

SENDERO THERAPIES, INC.
8479 Rockefeller Lane
Sagamore Hills, OH 44067

BY: Rebecca L. Mohler Date: 5/1/2012
Rebecca L. Mohler, President

REVERE LOCAL SCHOOL DISTRICT

BY: _____ Date: _____

TITLE: _____

New Document

RETURN BY JULY 31, 2012

BOARD OF EDUCATION/GOVERNING BOARD RESOLUTION
Authorizing 2012-2013 membership in Ohio High School Athletic Association

WHEREAS, _____ of
(City, County, Exempted Village, Parochial, Private)

_____, _____ County, Ohio has satisfied all the
(Street, Box, R.F.D. Number, City)
 requirements for membership in the Ohio High School Athletic Association, a voluntary not-for profit association; and WHEREAS, the Board of Education/Governing Board and its Administration desire for the schools with one or more grades at the 7-12 grade level under their jurisdiction to be voluntary members of the OHSAA;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION/GOVERNING BOARD that all schools listed on the reverse side of this card shall be members of the OHSAA and that the Constitution, Bylaws and Sports Regulations of the OHSAA shall be approved and adopted by this Board of Education for its own minimum student eligibility standards. The Board of Education/Governing Board reserves the right to raise the eligibility standards as the Board deems appropriate;

BE IT FURTHER RESOLVED that the schools under this Board's jurisdiction agree to conduct their athletic programs in accordance with the Constitution, Bylaws, Regulations, Interpretations and decisions of the OHSAA. Furthermore, the schools under this Board's jurisdiction agree to be primary enforcers of the Constitution, Bylaws and Sports Regulations and their interpretations.

Date of Resolution _____

President of the Board of Education/Governing Board_____
Superintendent

LIST HIGH SCHOOLS AND GRADE 7-8 SCHOOLS ON REVERSE SIDE OF CARD.

4/12 12-02758

RETURN BY JULY 31, 2012

	SCHOOL (Please Type)	
High Schools		Grade 7-8 Schools

Return to:
 OHSAA
 4080 Roselea Place
 Columbus, Ohio 43214

New Document

HILLCREST ELEMENTARY

NAME: _____

TEACHER: _____

Welcome to Hillcrest 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 Hillcrest 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!

Katie Kowza, Principal
Beth Harrington, Assistant Principal

Margaret Birdwisa, Administrative Assistant
Cindy Lavoie, Administrative Assistant

Please visit us at: www.revereschools.org

REVERE LOCAL SCHOOL DISTRICT

The following four schools comprise the Revere Local School District:

Hillcrest Primary School, K-3 3080 Revere Road Richfield, Ohio 44286 330-523-3604	Bath Elementary School, 4-5 1246 N. Cleve-Mass. Road Akron, Ohio 44333 330-523-3802	Transportation Dept 3205 Spring Valley Drive Akron, Ohio 44333 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

Hillcrest Attendance Number

330-523-3604 or 330-523-3603

1. A phone call from a parent or guardian is expected before 10:00 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.***

Revere Board of Education has adopted a policy regarding compulsory attendance that conforms to the minimum standards prescribed by the State Board of Education (ORC 3321.01). 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). Poor attendance disrupts the continuity of the instructional process. The school shares the responsibility of school attendance with the student and his/her parents. Administration will reserve the right to review attendance issues on a case-by-case basis.

AUTHORIZED EXCUSED ABSENCES

All absences, regardless of reason, will be charged against the student's attendance record, except when a student is required to represent the Revere Local School District in an approved activity. Parents are to provide a written note or medical note to explain any absence on the day of the student's return to school. Absences are recorded as excused or unexcused.

Any absences that are not included in the list below will be considered unexcused.

1. Personal Illness
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Observation or celebration of bona fide religious holiday
6. Such good cause as may be acceptable to the Superintendent such as medical or dental appointments
7. College visitation (limited to 4 per year) RHS only
8. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Board policy (5725). RHS only

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. 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.

CODE OF STUDENT BEHAVIOR, GRADES K- 12

DISCIPLINE

In order to foster a trust and respect between staff and students, guidelines must be developed for the purpose of providing fair and just treatment for students who violate the offenses listed in this handbook. When breaches of school rules and regulations occur, it is the responsibility of the involved teachers and administrators to work with the student, his parents and other personnel to help the student correct his behavior. All disciplinary actions should help to protect the welfare of the school community as well as help the student to develop self-discipline.

The following guidelines have been developed for the purpose of providing fair and just treatment for students who violate the rules listed in this handbook.

- A. To protect the rights of students, staff and public, all offenses shall be thoroughly investigated and properly recorded. This may include a conference with the students involved in an incident and a search of the student, student's belongings, student's assigned school locker(s), car or other school property based upon "reasonable suspicion" that a dangerous situation exists.
- 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:
 - 1. Conference with the student to clarify the problem and to insure full understanding of consequences of future misbehavior.
 - 2. Assignment of additional task(s), which may or may not interfere with the academic or after-school programs.
 - 3. Assignment of detentions.
 - 4. Conference with parents to secure cooperation of the home in regaining student behavior.
 - 5. Referral to counselor, school psychologist or Intervention Assistance Team for guidance, testing or therapy.
 - 6. Referral to Juvenile Court.
 - 7. Emergency removal in accordance with State law, including curricular and extracurricular activities.
 - 8. Suspension: To refer to "out-of-school" in accordance with State law covering both curricular and extra-curricular activities. Suspension is the removal from all academic, extra-curricular and social events affiliated with the school.
 - 9. Expulsion from school in accordance with State law.
- C. Students enrolled in alternative program options are subject to all rules and regulations covered under the Code of Student Behavior and adopted by the Revere Board of Education.

SUSPENSION PROCEDURE

- A. Out-of-School Suspension:
Suspension (out-of-school) 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, or be on school property. 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.

- B. In case of a student's intended removal from school for purposes of suspension, the following procedures shall be enacted:
1. Only the principal, assistant principal, superintendent or any other authorized administrator may suspend.
 2. The student shall be informed in writing of the intended suspension and reasons for the proposed action.
 3. The pupil 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.
 4. An attempt shall be made to notify his/her parent(s), guardian or custodian by telephone of the suspension and the reason for it.
 5. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student by certified mail and the Treasurer of the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
 6. Should a student enrolled at the Cuyahoga Valley Career Center be suspended from the career center for a conduct code violation, which would also be grounds for suspension in the home school district, the suspension of such student also will be in effect at the home school district. The student shall be notified of that suspension by the home school district in accordance with the normal suspension procedure.
 7. Simultaneous written notice of the suspension shall be sent to (a) student's discipline file; (b) Superintendent; (c) Treasurer of the Board of Education.

EMERGENCY REMOVAL PROCEDURES

Definition: The term "emergency removal" shall be understood to mean the removal of a student from curricular or extra-curricular 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. In all cases of emergency removal where a student is removed from a curricular or extra-curricular activity for less than twenty-four (24) hours, the staff person initiating the removal shall submit to the principal, the reasons in writing for the removal.

If it is intended that the student is removed from a curricular or extra-curricular activity for more than twenty-four (24) hours, a due process hearing will be held within three (3) school days after a removal is ordered.

1. An attempt should be made to notify his/her parents, guardian or custodian immediately by telephone of the pending action and the reasons for it.
2. Written notice of the hearing and reasons for the removal and any intended disciplinary action must be given to the pupil as soon as possible prior to the hearing.
3. The person who ordered or requested the hearing must be present at the hearing.
4. If suspension or expulsion is intended, the due process requirement of the law must be carried out in accordance with the applicable procedural requirements in Board Policy and State Law.

EXPULSION PROCEDURES

Definition: The term "expulsion" shall be understood to mean 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 80 school days, unless otherwise addressed in this Code. The Superintendent of Schools may expel a pupil in accordance with procedure outlined by Ohio Statute. Exclusion from school attendance by expulsion is the most severe remedy available to the school for disciplinary infractions.

The Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy.

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

Prior to expulsion, the Superintendent shall follow the following procedures:

1. Give the Pupil and his/her parent, guardian or custodian 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 carry the place and time of the hearing, which must take place no earlier than three (3) school days and not later than five (5) school days after the notice is sent. The Superintendent may grant an extension of time upon request provided all parties involved are notified. If the student is 16 years old or older and the intent to expel is based on an offense for which a permanent exclusion may be requested, the written notice must include a statement that the Superintendent may seek permanent exclusion.
2. Arrange for a hearing to be conducted by the Superintendent or his designee under the guideline established by the individual conducting the hearing. Within one school day after the time of the expulsion, the Superintendent shall send written notice to the student and his/her parent, guardian or custodian, and the Treasurer of the Board of Education. The notice shall specify the duration of the expulsion and the reasons therefore. The expulsion may extend beyond the current school year, if at the time an expulsion is imposed, fewer days remain in the school year than the term of the expulsion. The Superintendent may apply any or all of the period of expulsion to the following year. 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) calendar days of the date 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 session.
3. If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

Appeal - Within fourteen (14) calendar days of the date of the notification of the student expulsion, the student (if eighteen years old or older), the parent, guardian or custodian may appeal the expulsion. The request for appeal should be submitted in writing to the Treasurer for the Board of Education or the Superintendent. A hearing shall be scheduled and the requesting parties notified of the time for the hearing which may be extended by mutual agreement. The student or his parent, guardian or custodian may be represented in the appeal proceedings. The Board may affirm the order of expulsion or 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.

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

LIMITATIONS ON THE DISCIPLINING OF HANDICAPPED STUDENTS

A handicapped student is one whose education is governed by an Individualized Education Plan (IEP). Unless their IEP provides otherwise, handicapped students may be suspended for a period not to exceed ten (10) days per year without convening a placement or IEP conference. Discipline may result in removal from school for more than ten (10) school days if it is determined that the behavior is not a manifestation of the student's handicapping condition. In such a removal beyond ten (10) school days, the special education and/or related services of the IEP will continue as determined by the IEP Team. All handicapped students are subject to removal on an emergency basis described in the Code. Repeated violation of the Code may indicate that a change in the student's placement or IEP is necessary.

PERMANENT EXCLUSION

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 and Board Policy may be permanently excluded by the State Superintendent of Public Instruction at the request of the Revere Local School District Board of Education in the manner prescribed by law.

The Board'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.

GROUND FOR CLASS REMOVAL, SUSPENSION, OR EXPULSION

Grounds for removal from class, suspension or expulsion may include any of the following violations committed at school or school sponsored activities regardless of its location, on school premises, or against school property, or directed at a district official or employee or the property of such district official or employee regardless of the location. A student under an out-of-school suspension is not permitted on school grounds or at school events regardless of the location of the event during the suspension.

1. **Aiding & Abetting** – an involvement (active or passive) with another student or students engaged in prohibited activities.
2. **Arson/Firearms or Other Weapons/False Alarms and/or Threats** – an act of arson or unauthorized use, possession, transfer, or disposal of firearms or other weapons, initiating without cause a fire alarm, reporting a fire, or false reporting of an impending bombing or catastrophe.
3. **Attendance** – truancy or unexcused absence from class or school or excessive tardiness to class or school.
4. **Bus Conduct** – violation of the rules of conduct on the school bus.
5. **Computer Usage** – violation of the school's computer lab policy and/or the district's acceptable use policy.
6. **Criminal Activities** – violations of specific provisions of federal, state, or local statutes.
7. **Dishonesty** – cheating on tests or school assignments, forging school and/or parental documents, falsifying information, plagiarism or committing fraud.
8. **Disrespect** – rude or disrespectful behavior or failure to cooperate with other students or school personnel.
9. **Disruptive Behavior** – disruption of the classroom, school, school grounds, or school activities or functions.
10. **Fighting/Assault/Physical Violence** – to intentionally cause or threaten to cause physical or emotional harm to another student or behave in such a manner as to present an eminent risk of such harm. Causing or attempting to cause harm to ones self is included within.
11. **Fireworks/Dangerous Instruments or Materials** – the use, threatened use, or possession of fireworks or explosives including matches and lighters; possession/use of mace, pepper spray or laser pointers (examples).
12. **Gambling** – playing games of chance which involve wagering
13. **Harassment** – harassment includes, but is not limited to, any act which subjects an individual or group to unwanted abusive 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, include the following: sexual harassment, bullying, intimidation, coercion, hazing, spreading rumors, name calling and menacing.

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 material.
15. **Inciting** – inciting to riot or to disrupt or attempt to disrupt the operation of the school.
16. **Illegal Substances** – sale, possession, intent to sell, or intent to make a purchase, concealment, or uses of illegal drugs, counterfeit controlled substances, look-a-like substances, drug paraphernalia, inhalants, consumables, near beer or alcoholic beverages or the unauthorized use and/ or distribution of over-the-counter medication or prescription medication. Evidence of any use is a violation.
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**– occupation of, or loitering on, near, or around school property or unauthorized areas without authorization.
19. **Repeated Violations** – repeated violations of the code of behavior.
20. **Rules** – violation of rules and policies of the classroom, school, and the Revere Board of Education.
21. **Sexual Contact** – defined as any touching of an erogenous zone of another or public display of affection.
22. **School Personnel** – harassment, vandalism, physical abuse, theft, or other disruptive or destructive behavior toward school personnel during school and non school time regardless of the location.
23. **Theft** – Confiscate, possess or steal private or public property of the school or another individual.
24. **Tobacco** – use and/ or possession of tobacco products 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 Touching** – touching another person without permission or consent.
26. **Unauthorized Materials** – publication or distribution of unauthorized material. This includes postings throughout the school and school grounds.
27. **Vandalism** – the destruction or defacing of public or private property.
28. **Weapons** – possession, concealment, use, threat of use, or exhibition of a firearm or other weapon, or look-a-like weapon. A weapon is defined as either an item designed to inflict injury or an item designed for another purpose, then converted to a weapon through its use.

Students found in violation of any section of this Code of Student Behavior may be immediately removed from school and recommended to the superintendent for expulsion.

Parents of students suspended out-of-school for ANY length of time may be asked to personally return the child to school and meet with the principal/designee and/or guidance personnel before he/she is readmitted.

LIABILITY OF PARENTS FOR STUDENT MISCONDUCT

Under Ohio Revised Code 3109.09 and 3109.10, 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 and for assaults committed by the minor. The Board of Education, or any other owner 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 if the damages were caused by acts of vandalism, desecration, or ethnic intimidation.

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.

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 distracting, 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; 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. "Flip-flops" or slip-on sandals are prohibited. **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. All students are assessed a \$40.00 student fee for the 2012-2013 school year.

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.

END OF THE DAY PARENT PICK UP PROCEDURES

All adults who pick up their children from school are required to show a form of identification before any child will be released. This will further ensure the safety of all of our students. Please make sure that your parent pick up note, fax, or phone call is into the office by 2:30pm. It is very difficult to communicate last minute changes with the teachers. Thank you for your assistance.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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

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

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or —
- 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.

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

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abuse educational environment for the other students(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment,

intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractor, and removal from any official position and/or request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

In after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

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

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

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

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A school 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 this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher,

student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the relate complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The superintendent or designee shall provide implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violation prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667
State Board of Education Model Policy (2007)
Neola 2012

GRADING

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

District Grading Policy for grades 3-9 effective for the 2012-2013 school year.

Percentage	Grade	Regular	Honors	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. 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.

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) 523-3107.

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.

RECESS DURING WINTER WEATHER

Students go outside for recess every school day regardless of the weather 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, and gloves to be in the snow. Please be sure to label all belongings with your child's first and last name.

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 bookbags 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 HILLCREST

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 by the flag pole located on the east (Revere Road) side of the building. Visitor parking places are there for your convenience. No adults will be permitted to enter any of the other doors.

PLEASE SIGN

I have read and discussed this material with my child.

Parent Signature

Date

I have read my student handbook.

Student Signature

Date

New Document

BATH ELEMENTARY

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

Please visit us at: www.revereschools.org

REVERE LOCAL SCHOOL DISTRICT

The following four schools comprise the Revere Local School District:

Hillcrest Primary School, K-3 3080 Revere Road Richfield, Ohio 44286 330-523-3604	Bath Elementary School, 4-5 1246 N. Cleve-Mass. Road Akron, Ohio 44333 330-523-3802	Transportation Dept 3205 Spring Valley Drive Akron, Ohio 44333 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.***

Revere Board of Education has adopted a policy regarding compulsory attendance that conforms to the minimum standards prescribed by the State Board of Education (ORC 3321.01). 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). Poor attendance disrupts the continuity of the instructional process. The school shares the responsibility of school attendance with the student and his/her parents. Administration will reserve the right to review attendance issues on a case-by-case basis.

AUTHORIZED EXCUSED ABSENCES

All absences, regardless of reason, will be charged against the student's attendance record, except when a student is required to represent the Revere Local School District in an approved activity. Parents are to provide a written note or medical note to explain any absence on the day of the student's return to school. Absences are recorded as excused or unexcused.

Any absences that are not included in the list below will be considered unexcused.

1. Personal Illness
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Observation or celebration of bona fide religious holiday
6. Such good cause as may be acceptable to the Superintendent such as medical or dental appointments
7. College visitation (limited to 4 per year) RHS only
8. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Board policy (5725). RHS only

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. 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.

CODE OF STUDENT BEHAVIOR, GRADES K– 12

DISCIPLINE

In order to foster a trust and respect between staff and students, guidelines must be developed for the purpose of providing fair and just treatment for students who violate the offenses listed in this handbook. When breaches of school rules and regulations occur, it is the responsibility of the involved teachers and administrators to work with the student, his parents and other personnel to help the student correct his behavior. All disciplinary actions should help to protect the welfare of the school community as well as help the student to develop self-discipline.

The following guidelines have been developed for the purpose of providing fair and just treatment for students who violate the rules listed in this handbook.

- A. To protect the rights of students, staff and public, all offenses shall be thoroughly investigated and properly recorded. This may include a conference with the students involved in an incident and a search of the student, student's belongings, student's assigned school locker(s), car or other school property based upon "reasonable suspicion" that a dangerous situation exists.
- 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:
 - 1. Conference with the student to clarify the problem and to insure full understanding of consequences of future misbehavior.
 - 2. Assignment of additional task(s), which may or may not interfere with the academic or after-school programs.
 - 3. Assignment of detentions.
 - 4. Conference with parents to secure cooperation of the home in regaining student behavior.
 - 5. Referral to counselor, school psychologist or Intervention Assistance Team for guidance, testing or therapy.
 - 6. Referral to Juvenile Court.
 - 7. Emergency removal in accordance with State law, including curricular and extracurricular activities.
 - 8. Suspension: To refer to "out-of-school" in accordance with State law covering both curricular and extra-curricular activities. Suspension is the removal from all academic, extra-curricular and social events affiliated with the school.
 - 9. Expulsion from school in accordance with State law.
- C. Students enrolled in alternative program options are subject to all rules and regulations covered under the Code of Student Behavior and adopted by the Revere Board of Education.

SUSPENSION PROCEDURE

- A. Out-of-School Suspension:
Suspension (out-of-school) 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, or be on school property. 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.

- B. In case of a student's intended removal from school for purposes of suspension, the following procedures shall be enacted:
1. Only the principal, assistant principal, superintendent or any other authorized administrator may suspend.
 2. The student shall be informed in writing of the intended suspension and reasons for the proposed action.
 3. The pupil 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.
 4. An attempt shall be made to notify his/her parent(s), guardian or custodian by telephone of the suspension and the reason for it.
 5. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student by certified mail and the Treasurer of the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
 6. Should a student enrolled at the Cuyahoga Valley Career Center be suspended from the career center for a conduct code violation, which would also be grounds for suspension in the home school district, the suspension of such student also will be in effect at the home school district. The student shall be notified of that suspension by the home school district in accordance with the normal suspension procedure.
 7. Simultaneous written notice of the suspension shall be sent to (a) student's discipline file; (b) Superintendent; (c) Treasurer of the Board of Education.

EMERGENCY REMOVAL PROCEDURES

Definition: The term "emergency removal" shall be understood to mean the removal of a student from curricular or extra-curricular 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. In all cases of emergency removal where a student is removed from a curricular or extra-curricular activity for less than twenty-four (24) hours, the staff person initiating the removal shall submit to the principal, the reasons in writing for the removal.

If it is intended that the student is removed from a curricular or extra-curricular activity for more than twenty-four (24) hours, a due process hearing will be held within three (3) school days after a removal is ordered.

1. An attempt should be made to notify his/her parents, guardian or custodian immediately by telephone of the pending action and the reasons for it.
2. Written notice of the hearing and reasons for the removal and any intended disciplinary action must be given to the pupil as soon as possible prior to the hearing.
3. The person who ordered or requested the hearing must be present at the hearing.
4. If suspension or expulsion is intended, the due process requirement of the law must be carried out in accordance with the applicable procedural requirements in Board Policy and State Law.

EXPULSION PROCEDURES

Definition: The term "expulsion" shall be understood to mean 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 80 school days, unless otherwise addressed in this Code. The Superintendent of Schools may expel a pupil in

accordance with procedure outlined by Ohio Statute. Exclusion from school attendance by expulsion is the most severe remedy available to the school for disciplinary infractions.

The Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy.

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

Prior to expulsion, the Superintendent shall follow the following procedures:

1. Give the Pupil and his/her parent, guardian or custodian 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 carry the place and time of the hearing, which must take place no earlier than three (3) school days and not later than five (5) school days after the notice is sent. The Superintendent may grant an extension of time upon request provided all parties involved are notified. If the student is 16 years old or older and the intent to expel is based on an offense for which a permanent exclusion may be requested, the written notice must include a statement that the Superintendent may seek permanent exclusion.
2. Arrange for a hearing to be conducted by the Superintendent or his designee under the guideline established by the individual conducting the hearing. Within one school day after the time of the expulsion, the Superintendent shall send written notice to the student and his/her parent, guardian or custodian, and the Treasurer of the Board of Education. The notice shall specify the duration of the expulsion and the reasons therefore. The expulsion may extend beyond the current school year, if at the time an expulsion is imposed, fewer days remain in the school year than the term of the expulsion. The Superintendent may apply any or all of the period of expulsion to the following year. 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) calendar days of the date 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 session.
3. If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

Appeal - Within fourteen (14) calendar days of the date of the notification of the student expulsion, the student (if eighteen years old or older), the parent, guardian or custodian may appeal the expulsion. The request for appeal should be submitted in writing to the Treasurer for the Board of Education or the Superintendent. A hearing shall be scheduled and the requesting parties notified of the time for the hearing which may be extended by mutual agreement. The student or his parent, guardian or custodian may be represented in the appeal proceedings. The Board may affirm the order of expulsion or 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.

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

LIMITATIONS ON THE DISCIPLINING OF HANDICAPPED STUDENTS

A handicapped student is one whose education is governed by an Individualized Education Plan (IEP). Unless their IEP provides otherwise, handicapped students may be suspended for a period not to exceed ten (10) days per year without convening a placement or IEP conference. Discipline may result in removal from school for more than ten (10) school days if it is determined that the behavior is not a manifestation of the student's handicapping condition. In such a removal beyond ten (10) school days, the special education and/or related services of the IEP will continue as determined by the IEP Team. All handicapped students are subject to removal on an emergency basis described in the Code. Repeated violation of the Code may indicate that a change in the student's placement or IEP is necessary.

PERMANENT EXCLUSION

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 and Board Policy may be permanently excluded by the State Superintendent of Public Instruction at the request of the Revere Local School District Board of Education in the manner prescribed by law.

The Board'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.

GROUND FOR CLASS REMOVAL, SUSPENSION, OR EXPULSION

Grounds for removal from class, suspension or expulsion may include any of the following violations committed at school or school sponsored activities regardless of its location, on school premises, or against school property, or directed at a district official or employee or the property of such district official or employee regardless of the location. A student under an out-of-school suspension is not permitted on school grounds or at school events regardless of the location of the event during the suspension.

1. **Aiding & Abetting** – an involvement (active or passive) with another student or students engaged in prohibited activities.
2. **Arson/Firearms or Other Weapons/False Alarms and/or Threats** – an act of arson or unauthorized use, possession, transfer, or disposal of firearms or other weapons, initiating without cause a fire alarm, reporting a fire, or false reporting of an impending bombing or catastrophe.
3. **Attendance** – truancy or unexcused absence from class or school or excessive tardiness to class or school.
4. **Bus Conduct** – violation of the rules of conduct on the school bus.
5. **Computer Usage** – violation of the school's computer lab policy and/or the district's acceptable use policy.
6. **Criminal Activities** – violations of specific provisions of federal, state, or local statutes.
7. **Dishonesty** – cheating on tests or school assignments, forging school and/or parental documents, falsifying information, plagiarism or committing fraud.
8. **Disrespect** – rude or disrespectful behavior or failure to cooperate with other students or school personnel.
9. **Disruptive Behavior** – disruption of the classroom, school, school grounds, or school activities or functions.
10. **Fighting/Assault/Physical Violence** – to intentionally cause or threaten to cause physical or emotional harm to another student or behave in such a manner as to present an eminent risk of such harm. Causing or attempting to cause harm to ones self is included within.

11. **Fireworks/Dangerous Instruments or Materials** – the use, threatened use, or possession of fireworks or explosives including matches and lighters; possession/use of mace, pepper spray or laser pointers (examples).
12. **Gambling** – playing games of chance which involve wagering
13. **Harassment** – harassment includes, but is not limited to, any act which subjects an individual or group to unwanted abusive 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, include the following: sexual harassment, bullying, intimidation, coercion, hazing, spreading rumors, name calling and menacing.
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 material.
15. **Inciting** – inciting to riot or to disrupt or attempt to disrupt the operation of the school.
16. **Illegal Substances** – sale, possession, intent to sell, or intent to make a purchase, concealment, or uses of illegal drugs, counterfeit controlled substances, look-a-like substances, drug paraphernalia, inhalants, consumables, near beer or alcoholic beverages or the unauthorized use and/ or distribution of over-the-counter medication or prescription medication. Evidence of any use is a violation.
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**– occupation of, or loitering on, near, or around school property or unauthorized areas without authorization.
19. **Repeated Violations** – repeated violations of the code of behavior.
20. **Rules** – violation of rules and policies of the classroom, school, and the Revere Board of Education.
21. **Sexual Contact** – defined as any touching of an erogenous zone of another or public display of affection.
22. **School Personnel** – harassment, vandalism, physical abuse, theft, or other disruptive or destructive behavior toward school personnel during school and non school time regardless of the location.
23. **Theft** – Confiscate, possess or steal private or public property of the school or another individual.
24. **Tobacco** – use and/ or possession of tobacco products 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 Touching** – touching another person without permission or consent.
26. **Unauthorized Materials** – publication or distribution of unauthorized material. This includes postings throughout the school and school grounds.
27. **Vandalism** – the destruction or defacing of public or private property.
28. **Weapons** – possession, concealment, use, threat of use, or exhibition of a firearm or other weapon, or look-a-like weapon. A weapon is defined as either an item designed to inflict injury or an item designed for another purpose, then converted to a weapon through its use.

Students found in violation of any section of this Code of Student Behavior may be immediately removed from school and recommended to the superintendent for expulsion.

Parents of students suspended out-of-school for ANY length of time may be asked to personally return the child to school and meet with the principal/designee and/or guidance personnel before he/she is readmitted.

LIABILITY OF PARENTS FOR STUDENT MISCONDUCT

Under Ohio Revised Code 3109.09 and 3109.10, 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 and for assaults committed by the minor. The Board of Education, or any other owner 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 if the damages were caused by acts of vandalism, desecration, or ethnic intimidation.

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.

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 distracting, 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; 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. Shorts are not permitted until May 1st. Exposure of cleavage or undergarments is prohibited. Shoes must be worn throughout the day. "Flip-flops" or slip-on sandals are prohibited. **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. All students are assessed a \$40.00 student fee for the 2012-2013 school year.

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.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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

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

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s);
or —
- 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.

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

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abuse educational environment for the other students(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractor, and removal from any official position and/or request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

In after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

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

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

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

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A school 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 this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the relate complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The superintendent or designee shall provide implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violation prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Neola 2012

GRADING

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

District Grading Policy for grades 3-9 effective for the 2012-2013 school year.

Percentage	Grade	Regular	Honors	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. 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.

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 ProgressBook 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) 523-3107.

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 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 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.

PLEASE SIGN

I have read and discussed this material with my child.

Parent Signature

Date

I have read my student handbook.

Student Signature

Date

New Document



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

2012-2013

This book belongs to:

Name: _____

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 Board in order to participate in extracurricular activities. Among these requirements are passing grades in at least 5 subjects in which enrolled and having earned a minimum GPA of 1.75 in the previous grading term. Students meeting the passing grades in 5 subjects requirement but having a GPA of 1.00 to 1.74 will be placed on academic probation.

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

Revere Board of Education has adopted a policy regarding compulsory attendance that conforms to the minimum standards prescribed by the State Board of Education (ORC 3321.01). 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). Poor attendance disrupts the continuity of the instructional process. The school shares the responsibility of school attendance with the student and his/her parents. Administration will reserve the right to review attendance issues on a case-by-case basis.

AUTHORIZED EXCUSED ABSENCES

All absences, regardless of reason, will be charged against the student's attendance record, except when a student is required to represent the Revere Local School District in an approved activity. Parents are to provide a written note or medical note to explain any absence on the day of the student's return to school. Absences are recorded as excused or unexcused.

Any absences that are not included in the list below will be considered unexcused.

1. Personal Illness
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Observation or celebration of bona fide religious holiday
6. Such good cause as may be acceptable to the Superintendent such as medical or dental appointments
7. College visitation (limited to 4 per year) RHS only

8. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Board policy (5725). RHS only

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 zeros 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 7:35 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 zeros 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 7:35 a.m.** A student will be considered absent from a class if he/she arrives more than twenty minutes into the class period. If a student arrives after 11:05 a.m., he/she will be counted as a half-day absence. If a student arrives after 1:45 p.m., he/she will be counted as a full-day absence. All tardiness will be counted as such and is cumulative over the trimester. (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 trimester are as follows:

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

6. Homeroom - On days scheduled for Homeroom, all students are expected to be in Homeroom by 7:35 a.m. Students who arrive after the start of Homeroom are to report to the Main Office. Those students who are in Homeroom but are then subsequently late to their first period class may be disciplined as being tardy to class rather than tardy to school.

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 and electronic communication devices are to be turned off and kept out of sight 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 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.

CODE OF STUDENT BEHAVIOR: GRADES K-12

DISCIPLINE

In order to foster a trust and respect between staff and students, guidelines must be developed for the purpose of providing fair and just treatment for students who violate the offenses listed in this handbook. When breaches of school rules and regulations occur, it is the responsibility of the involved teachers and administrators to work with the student, his parents and other personnel to help the student correct his behavior. All disciplinary actions should help to protect the welfare of the school community as well as help the student to develop self-discipline.

The following guidelines have been developed for the purpose of providing fair and just treatment for students who violate the rules listed in this handbook.

- A. To protect the rights of students, staff and public, all offenses shall be thoroughly investigated and properly recorded. This may include a conference with the students involved in an incident and a search of the student, student's belongings, student's assigned school locker(s), car or other school property based upon "reasonable suspicion" that a dangerous situation exists.
- 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:
 - 1. Conference with the student to clarify the problem and to insure full understanding of consequences of future misbehavior.
 - 2. Assignment of additional task(s), which may or may not interfere with the academic or after-school programs.
 - 3. Assignment of detentions.
 - 4. Conference with parents to secure cooperation of the home in regaining student behavior.
 - 5. Referral to counselor, school psychologist or Intervention Assistance Team for guidance, testing or therapy.
 - 6. Referral to Juvenile Court.
 - 7. Emergency removal in accordance with State law, including curricular and extracurricular activities.
 - 8. Suspension: To refer to "out-of-school" in accordance with State law covering both curricular and extra-curricular activities. Suspension is the removal from all academic, extra-curricular and social events affiliated with the school.
 - 9. Expulsion from school in accordance with State law.
- C. Students enrolled in alternative program options are subject to all rules and regulations covered under the Code of Student Behavior and adopted by the Revere Board of Education.

SUSPENSION PROCEDURE

- A. Out-of-School Suspension:

Suspension (out-of-school) 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, or be on school property. 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.
- B. In case of a student's intended removal from school for purposes of suspension, the following procedures shall be enacted:
 - 1. Only the principal, assistant principal, superintendent or any other authorized administrator may suspend.
 - 2. The student shall be informed in writing of the intended suspension and reasons for the proposed action.
 - 3. The pupil 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.
 - 4. An attempt shall be made to notify his/her parent(s), guardian or custodian by telephone of the suspension and the reason for it.
 - 5. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student by certified mail

and the Treasurer of the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

6. Should a student enrolled at the Cuyahoga Valley Career Center be suspended from the career center for a conduct code violation, which would also be grounds for suspension in the home school district, the suspension of such student also will be in effect at the home school district. The student shall be notified of that suspension by the home school district in accordance with the normal suspension procedure.
7. Simultaneous written notice of the suspension shall be sent to (a) student's discipline file; (b) Superintendent; (c) Treasurer.

EMERGENCY REMOVAL PROCEDURES

Definition: The term "emergency removal" shall be understood to mean the removal of a student from curricular or extra-curricular 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. In all cases of emergency removal where a student is removed from a curricular or extra-curricular activity for less than twenty-four (24) hours, the staff person initiating the removal shall submit to the principal, the reasons in writing for the removal.

If it is intended that the student is removed from a curricular or extra-curricular activity for more than twenty-four (24) hours, a due process hearing will be held within three (3) school days after a removal is ordered.

1. An attempt should be made to notify his/her parents, guardian or custodian immediately by telephone of the pending action and the reasons for it.
2. Written notice of the hearing and reasons for the removal and any intended disciplinary action must be given to the pupil as soon as possible prior to the hearing.
3. The person who ordered or requested the hearing must be present at the hearing.
4. If suspension or expulsion is intended, the due process requirement of the law must be carried out in accordance with the applicable procedural requirements in Board Policy and State Law.

EXPULSION PROCEDURES

Definition: The term "expulsion" shall be understood to mean 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 80 school days, unless otherwise addressed in this Code. The Superintendent of Schools may expel a pupil in accordance with procedure outlined by Ohio Statute. Exclusion from school attendance by expulsion is the most severe remedy available to the school for disciplinary infractions.

The Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled

by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy.

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

Prior to expulsion, the Superintendent shall follow the following procedures:

1. Give the Pupil and his/her parent, guardian or custodian 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 carry the place and time of the hearing, which must take place no earlier than three (3) school days and not later than five (5) school days after the notice is sent. The Superintendent may grant an extension of time upon request provided all parties involved are notified. If the student is 16 years old or older and the intent to expel is based on an offense for which a permanent exclusion may be requested, the written notice must include a statement that the Superintendent may seek permanent exclusion.
2. Arrange for a hearing to be conducted by the Superintendent or his designee under the guideline established by the individual conducting the hearing. Within one school day after the time of the expulsion, the Superintendent shall send written notice to the student and his/her parent, guardian or custodian, and the Treasurer of the Board of Education. The notice shall specify the duration of the expulsion and the reasons therefore. The expulsion may extend beyond the current school year, if at the time an expulsion is imposed; fewer days remain in the school year than the term of the expulsion. The Superintendent may apply any or all of the period of expulsion to the following year. 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) calendar days of the date 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 session.
3. If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

Appeal - Within fourteen (14) calendar days of the date of the notification of the student expulsion, the student (if eighteen years old or older), the parent, guardian or custodian may appeal the expulsion. The request for appeal should be submitted in writing to the Treasurer for the Board of Education or the Superintendent. A hearing shall be scheduled and the requesting parties notified of the time for the hearing which may be extended by mutual agreement. The student or his parent, guardian or custodian may be represented in the appeal proceedings. The Board may affirm the order of expulsion or 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.

Should a student enrolled at the Cuyahoga Valley Career Center be expelled from the Career Center for a conduct code violation, which would be grounds for expulsion in the Home School District,

the student will be expelled from the Home School District in accordance with the normal expulsion procedure.

LIMITATIONS ON THE DISCIPLINING OF HANDICAPPED STUDENTS

A handicapped student is one whose education is governed by an Individualized Education Plan (IEP). Unless their IEP provides otherwise, handicapped students may be suspended for a period not to exceed ten (10) days per year without convening a placement or IEP conference. Discipline may result in removal from school for more than ten (10) school days if it is determined that the behavior is not a manifestation of the student's handicapping condition. In such a removal beyond ten (10) school days, the special education and/or related services of the IEP will continue as determined by the IEP Team. All handicapped students are subject to removal on an emergency basis described in the Code. Repeated violation of the Code may indicate that a change in the student's placement or IEP is necessary.

PERMANENT EXCLUSION

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 and Board Policy may be permanently excluded by the State Superintendent of Public Instruction at the request of the Revere Local School District Board of Education in the manner prescribed by law.

The Board'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.

GROUND FOR CLASS REMOVAL, SUSPENSION, OR EXPULSION

Grounds for removal from class, suspension or expulsion may include any of the following violations committed at school or school sponsored activities regardless of its location, on school premises, or against school property, or directed at a district official or employee or the property of such district official or employee regardless of the location. A student under an out-of-school suspension is not permitted on school grounds or at school events regardless of the location of the event during the suspension.

- 1) **Aiding & Abetting** – an involvement (active or passive) with another student or students engaged in prohibited activities.
- 2) **Arson/Firearms or Other Weapons/False Alarms and/or Threats** – an act of arson or unauthorized use, possession, transfer, or disposal of firearms or other weapons, initiating without cause a fire alarm, reporting a fire, or false reporting of an impending bombing or catastrophe.
- 3) **Attendance** – truancy or unexcused absence from class or school or excessive tardiness to class or school.
- 4) **Bus Conduct** – violation of the rules of conduct on the school bus.
- 5) **Computer Usage** – violation of the school's computer lab policy and/or the district's acceptable use policy.
- 6) **Criminal Activities** – violations of specific provisions of federal, state, or local statutes.
- 7) **Dishonesty** – cheating on tests or school assignments, forging school and/or parental documents, falsifying information, plagiarism or committing fraud.
- 8) **Disrespect** – rude or disrespectful behavior or failure to cooperate with other students or school personnel.

- 9) **Disruptive Behavior** – disruption of the classroom, school, school grounds, or school activities or functions.
- 10) **Fighting/Assault/Physical Violence** – to intentionally cause or threaten to cause physical or emotional harm to another student or behave in such a manner as to present an eminent risk of such harm. Causing or attempting to cause harm to ones self is included within.
- 11) **Fireworks/Dangerous Instruments or Materials** – the use, threatened use, or possession of fireworks or explosives including matches and lighters; possession/use of mace, pepper spray or laser pointers (examples).
- 12) **Gambling** – playing games of chance which involve wagering
- 13) **Harassment** – harassment includes, but is not limited to, any act which subjects an individual or group to unwanted abusive 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, include the following: sexual harassment, bullying, intimidation, coercion, hazing, spreading rumors, name calling and menacing.
- 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 material.
- 15) **Inciting** – inciting to riot or to disrupt or attempt to disrupt the operation of the school.
- 16) **Illegal Substances** – sale, possession, intent to sell, or intent to make a purchase, concealment, or uses of illegal drugs, counterfeit controlled substances, look-a-like substances, drug paraphernalia, inhalants, consumables, near beer or alcoholic beverages or the unauthorized use and/ or distribution of over-the-counter medication or prescription medication. Evidence of any use is a violation.
- 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**– occupation of, or loitering on, near, or around school property or unauthorized areas without authorization.
- 19) **Repeated Violations** – repeated violations of the code of behavior.
- 20) **Rules** – violation of rules and policies of the classroom, school, and the Revere Board of Education.
- 21) **Sexual Contact** – defined as any touching of an erogenous zone of another or public display of affection.
- 22) **School Personnel** – harassment, vandalism, physical abuse, theft, or other disruptive or destructive behavior toward school personnel during school and non school time regardless of the location.
- 23) **Theft** – Confiscate, possess or steal private or public property of the school or another individual.
- 24) **Tobacco** – use and/ or possession of tobacco products 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 Touching** – touching another person without permission or consent.
- 26) **Unauthorized Materials** – publication or distribution of unauthorized material. This includes postings throughout the school and school grounds.
- 27) **Vandalism** – the destruction or defacing of public or private property.
- 28) **Weapons** – possession, concealment, use, threat of use, or exhibition of a firearm or other weapon, or look-a-like weapon. A weapon is defined as either an item designed to inflict injury or an item designed for another purpose, then converted to a weapon through its use.

Students found in violation of any section of this code of conduct may be immediately removed from school and recommended to the superintendent for expulsion.

Parents of students suspended out-of-school for ANY length of time may be asked to personally return the child to school and meet with the principal/designee and/or guidance personnel before he/she is readmitted. Students who receive a Saturday detention, Alternative Learning Center or an Out of School Suspension will not be permitted at the following Activity Night.

LIABILITY OF PARENTS FOR STUDENT MISCONDUCT

Under Ohio Revised Code 3109.09 and 3109.10, 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 and for assaults committed by the minor. The Board of Education, or any other owner 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 if the damages were caused by acts of vandalism, desecration, or ethnic intimidation.

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.

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 radios, CD players, MP-3 players, electronic devices, laser pointers, Kindles, iPads, and card playing (as well as related games) serve to distract others, these items are not permitted to be used during school or at school events. In addition to classrooms, this includes the hallways during class change time. 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 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.

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; 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. Gym clothes are not to be worn during academic classes. **Final determination of appropriate school attire rests with the school administration.**

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. All students are assessed a \$50.00 student fee for the 2012-2013 school year.

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. 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 is not permitted at RMS.

GRADING

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

District Grading Policy for grades 3-9 effective for the 2012-2013 school year.

Percentage	Grade	Regular	Honors	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. 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. This will not impact the student's G.P.A.. The letter grade earned will be reflected on the student's transcript.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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

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

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or --
- 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.

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

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless handheld device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abuse educational environment for the other students(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts

are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractor, and removal from any official position and/or request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

In after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

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

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

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

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A school 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 this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The superintendent or designee shall provide implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Neola 2012

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

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. **Fast food or other catered foods are not to be purchased and delivered to the Cafeteria for consumption.** As a rule, students are not permitted to leave the Cafeteria during their lunch period except to use the restroom.

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) 523-3107.

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.

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.
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. ***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 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		

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	
Power of the Pen	

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 \$5.00 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. Public pay phones are available in the hall near the new gym. 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.*

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

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 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 and all financial obligations are 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 should report these changes to the Guidance Office and to the Attendance Office.

PLEASE SIGN

I have read and discussed this material with my child.

Parent Signature

Date

I have read and discussed this material with my custodial parent.

Student Signature

Date

New Document



Revere High School Student Handbook

**3420 Everett Road
Richfield, Ohio 44286**

**Main Office
(330) 659-6111 Ext. 3202
(330) 666-4155 Ext. 3202**

**Guidance Office
(330) 659-6111 Ext. 3210
(330) 666-4155 Ext. 3210**

School Fax (330) 659-6407

Visit us at www.revereschools.org

PLEASE SIGN

I have read and discussed this material with my child.

Parent Signature

Date

I have read and discussed this material with my custodial parent.

Student Signature

Date

GREETINGS FROM THE ADMINISTRATION

Dear Revere High School Students,

I would like to extend a warm welcome to the incoming class of 2016, and a friendly welcome back to those that are returning to Revere High School. The 2012-2013 school year is under way and we are excited to assist and support you in reaching your goals. Please take advantage of the opportunities you have here to excel in academics, extra curricular activities, athletics, and the arts. If you get involved and get connected, you will have a meaningful experience at Revere High School. Please take the time to read through your handbook and become familiar with the Revere High School rules and guidelines. The guidelines that have been established are geared to help keep you focused and work to your highest potential. Keep your handbook with you during the school day and use it to record assignments and events. Please note that this handbook is also to be used as your "hall pass". Make sure you commit yourself to study, work hard, and make the most of every opportunity offered at Revere High School! We wish you a very successful year full of great memories and accomplishments.

Sincerely,

Phillip King

Phillip King
Principal

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. Requirements are passing a minimum of 1.66 credits in the previous grading term, being enrolled in at least 1.66 credits in the current grading term, 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.

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.

ATHLETICS

The Revere Local School District believes that participation in school athletics is a privilege, not a right. 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 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 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. Forms are available from coaches, the Athletic Director's Webpage, or in the Athletic Office. The 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 75 percent of subjects in which they were enrolled the immediately preceding grading period.
- Eligibility for each grading period is determined by grades received the preceding grading period. **Yearly 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 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.

INTER-SCHOLASTIC ATHLETICS

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

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.

http://www.revereschools.org	http://www.ohsaa.org/
http://www.ncaa.org/wps/portal	http://www.naia.cstv.com/

ATTENDANCE

Revere Board of Education has adopted a policy regarding compulsory attendance that conforms to the minimum standards prescribed by the State Board of Education (ORC 3321.01). 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). Poor attendance disrupts the continuity of the instructional process. The school shares the responsibility of

school attendance with the student and his/her parents. Administration will reserve the right to review attendance issues on a case-by-case basis.

AUTHORIZED EXCUSED ABSENCES

All absences, regardless of reason, will be charged against the student's attendance record, except when a student is required to represent the Revere Local School District in an approved activity. Parents are to provide a written note or medical note to explain any absence on the day of the student's return to school. Absences are recorded as excused or unexcused.

Any absences that are not included in the list below will be considered unexcused.

1. Personal Illness
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Observation or celebration of bona fide religious holiday
6. Such good cause as may be acceptable to the Superintendent such as medical or dental appointments
7. College visitation (limited to 4 per year) RHS only
8. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Board policy (5725). RHS only

ATTENDANCE PROCEDURES

❖ CLASS ATTENDANCE

Students are expected to be in attendance daily at RHS. Students who miss more than six classes of a trimester course, for any reason, are at risk for attendance failure in that course. Students who report more than 20 minutes tardy to a course are recorded as absent. Parent notification is conducted through the Attendance Office as absences accumulate past the limit of six. The administration reserves the right to render judgment in individual cases and determine appropriate school action regarding absenteeism. Further involvement with the

courts may be required to encourage compliance with compulsory school attendance.

❖ **ATTENDANCE FAILURE OF A CLASS**

Students who have amassed more than 6 absences in a class will Attendance Fail. To attendance fail means a student will receive No Credit for the class for that trimester. At the end of each trimester students can, however, submit a letter of appeal, along with documentation for the absences, to the Attendance Office. **All appeals for each trimester must be finalized by the end the following trimester** with the following exceptions: Trimester 3 appeals are due before the start of following school year, and graduating seniors must submit appeals by the last day of class **before senior final exams.** Any Attendance Failures that are not appealed during the appropriate time frame, or are denied appeal, will be converted to an "F" for the class.

❖ **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 hrs./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.

❖ **REPORTING TO SCHOOL UPON ARRIVAL**

Students report directly to the Attendance Office if they arrive after 7:34 AM. Failure to do so will be considered truancy.

❖ **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

Regular School Day Schedule

Warning Bell	7:28 AM
Tardy Bell	7:34 AM
1st Period	7:34-8:46
2nd Period	8:53-10:06
3rd Period	10:13-11:25

4th Period (Based on your lunch schedule)

<u>Lunch A</u>	11:27-11:57
4th period	12:02-1:18
<u>Lunch B</u>	11:54-12:24
4th period (split)	11:32-11:54, 12:29-1:18
<u>Lunch C</u>	12:21-12:51
4th period (split)	11:32-12:21, 12:56-1:18
<u>Lunch D</u>	12:48-1:18
4th period	11:32-12:48
5th Period	1:25-2:37

BULLETINS AND ANNOUNCEMENTS

All P.A. 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

Students must remain seated at all times. Seat changes are not permitted while the bus is in motion.

Excessive noise, boisterous conduct, calling to others outside the bus, and talking at intersections and railroad crossings is prohibited.

Students must keep all body parts inside the bus and feet must remain on the floor.

There will be no eating on the bus.

The use of profane, vulgar, or improper language and/or gestures is prohibited.

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. Fighting and/or scuffling is prohibited.

Students are expected to promptly obey the instructions of the bus driver or will face disciplinary action by the building administrators.

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 turned off and kept out of sight 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 calls attention to itself will be considered a disruption and subject to confiscation by RHS 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.

CODE OF STUDENT BEHAVIOR

The Revere Board of Education has adopted the following Code of Student Behavior. The code includes types of misconduct that will subject a student to disciplinary action. 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.

❖ DISCIPLINE

In order to foster a trust and respect between staff and students, guidelines must be developed for the purpose of providing fair and just treatment for students who violate the offenses listed in this handbook. When breaches of school rules and regulations occur, it is the responsibility of the involved teachers and administrators to work with the student, his parents and other personnel to help the student correct his behavior. All disciplinary actions should help to protect the welfare of the school community as well as help the student to develop self-discipline.

The following guidelines have been developed for the purpose of providing fair and just treatment for students who violate the rules listed in this handbook.

- A. To protect the rights of students, staff and public, all offenses shall be thoroughly investigated and properly recorded. This may include a conference with the students involved in an incident and a search of the student, student's belongings, student's assigned school locker(s), car or other school property based upon "reasonable suspicion" that a dangerous situation exists.
- 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:
 - 1. Conference with the student to clarify the problem and to insure full understanding of consequences of future misbehavior.
 - 2. Assignment of additional task(s), which may or may not interfere with the academic or after-school programs.
 - 3. Assignment of detentions.
 - 4. Conference with parents to secure cooperation of the home in regaining student behavior.
 - 5. Referral to counselor, school psychologist or Intervention Assistance Team for guidance, testing or therapy.
 - 6. Referral to Juvenile Court.
 - 7. Emergency removal in accordance with State law, including curricular and extracurricular activities.
 - 8. Suspension: To refer to "out-of-school" in accordance with State law covering both curricular and extra-curricular activities. Suspension is the removal from all academic, extra-curricular and social events affiliated with the school.
 - 9. Expulsion from school in accordance with State law.
- C. Students enrolled in alternative program options are subject to all rules and regulations covered under the Code of Student Behavior and adopted by the Revere Board of Education.

❖ **SUSPENSION PROCEDURE**

A. Definitions:

Suspension (out-of-school) 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, or be on school property. 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.

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

1. Only the principal, assistant principal, superintendent or any other authorized administrator may suspend.
2. The student shall be informed in writing of the intended suspension and reasons for the proposed action.
3. The pupil 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.
4. An attempt shall be made to notify his/her parent(s), guardian or custodian by telephone of the suspension and the reason for it.
5. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student by certified mail and the Treasurer of the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to

be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

6. Should a student enrolled at the Cuyahoga Valley Career Center be suspended from the career center for a conduct code violation, which would also be grounds for suspension in the home school district, the suspension of such student also will be in effect at the home school district. The student shall be notified of that suspension by the home school district in accordance with the normal suspension procedure.
7. Simultaneous written notice of the suspension shall be sent to (a) student's discipline file; (b) Superintendent; (c) Treasurer of the Board of Education.

❖ **EMERGENCY REMOVAL PROCEDURES**

Definition: The term "emergency removal" shall be understood to mean the removal of a student from curricular or extra-curricular 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. In all cases of emergency removal where a student is removed from a curricular or extra-curricular activity for less than twenty-four (24) hours, the staff person initiating the removal shall submit to the principal, the reasons in writing for the removal.

If it is intended that the student is removed from a curricular or extra-curricular activity for more than twenty-four (24) hours, a due process hearing will be held within three (3) school days after a removal is ordered.

1. An attempt should be made to notify his/her parents, guardian or custodian immediately by telephone of the pending action and the reasons for it.

2. Written notice of the hearing and reasons for the removal and any intended disciplinary action must be given to the pupil as soon as possible prior to the hearing.
3. The person who ordered or requested the hearing must be present at the hearing.
4. If suspension or expulsion is intended, the due process requirement of the law must be carried out in accordance with the applicable procedural requirements in Board Policy and State Law.

❖ **EXPULSION PROCEDURES**

Definition: The term "expulsion" shall be understood to mean 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 80 school days, unless otherwise addressed in this Code. The Superintendent of Schools may expel a pupil in accordance with procedure outlined by Ohio Statute. Exclusion from school attendance by expulsion is the most severe remedy available to the school for disciplinary infractions.

The Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy.

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

Prior to expulsion, the Superintendent shall follow the following procedures:

1. Give the Pupil and his/her parent, guardian or custodian 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 carry the place and time of the hearing, which must take place no earlier than three (3) school days and not later than five (5) school days after the notice is sent. The Superintendent may grant an extension of time upon request provided all parties involved are notified. If the student is 16 years old or older and the intent to expel is based on an offense for which a permanent exclusion may be requested, the written notice must include a statement that the Superintendent may seek permanent exclusion.
2. Arrange for a hearing to be conducted by the Superintendent or his designee under the guideline established by the individual conducting the hearing. Within one school day after the time of the expulsion, the Superintendent shall send written notice to the student and his/her parent, guardian or custodian, and the Treasurer of the Board of Education. The notice shall specify the duration of the expulsion and the reasons therefore. The expulsion may extend beyond the current school year, if at the time an expulsion is imposed, fewer days remain in the school year than the term of the expulsion. The Superintendent may apply any or all of the period of expulsion to the following year. 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) calendar days of the date 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 session.

3. If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

Appeal - Within fourteen (14) calendar days of the date of the notification of the student expulsion, the student (if eighteen years old or older), the parent, guardian or custodian may appeal the expulsion. The request for appeal should be submitted in writing to the Treasurer for the Board of Education or the Superintendent. A hearing shall be scheduled and the requesting parties notified of the time for the hearing which may be extended by mutual agreement. The student or his parent, guardian or custodian may be represented in the appeal proceedings. The Board may affirm the order of expulsion or 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.

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

❖ **LIMITATIONS ON THE DISCIPLINING OF
HANDICAPPED STUDENTS**

A handicapped student is one whose education is governed by an Individualized Education Plan (IEP). Unless their IEP provides otherwise, handicapped students may be suspended for a period not to exceed ten (10) days per year without convening a placement or IEP conference. Discipline may result in removal from school for more than ten (10) school days if it is

determined that the behavior is not a manifestation of the student's handicapping condition. In such a removal beyond ten (10) school days, the special education and/or related services of the IEP will continue as determined by the IEP Team. All handicapped students are subject to removal on an emergency basis described in the Code. Repeated violation of the Code may indicate that a change in the student's placement or IEP is necessary.

❖ **PERMANENT EXCLUSION**

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 and Board Policy may be permanently excluded by the State Superintendent of Public Instruction at the request of the Revere Local School District Board of Education in the manner prescribed by law.

The Board'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.

❖ **SCHOOL TRANSPORTATION PRIVILEGES**

If the Superintendent and/or designee determines 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.

❖ **GROUND FOR CLASS REMOVAL, SUSPENSION, OR EXPULSION**

Grounds for removal from class, suspension or expulsion may include any of the following violations committed at school or school sponsored activities regardless of its location, on school premises, or against school property, or directed at a district official or employee or the property of such district official or employee regardless of the location. A student under an out-of-school suspension is not permitted on school grounds or at

school events regardless of the location of the event during the suspension.

1. **Aiding & Abetting** – an involvement (active or passive) with another student or students engaged in prohibited activities.
2. **Arson/Firearms or Other Weapons/False Alarms and/or Threats** – an act of arson or unauthorized use, possession, transfer, or disposal of firearms or other weapons, initiating without cause a fire alarm, reporting a fire, or false reporting of an impending bombing or catastrophe.
3. **Attendance** – truancy or unexcused absence from class or school or excessive tardiness to class or school.
4. **Bus Conduct** – violation of the rules of conduct on the school bus.
5. **Computer Usage** – violation of the school's computer lab policy and/or the district's acceptable use policy.
6. **Criminal Activities** – violations of specific provisions of federal, state, or local statutes.
7. **Dishonesty** – cheating on tests or school assignments, forging school and/or parental documents, falsifying information, plagiarism or committing fraud.
8. **Disrespect** – rude or disrespectful behavior or failure to cooperate with other students or school personnel.
9. **Disruptive Behavior** – disruption of the classroom, school, school grounds, or school activities or functions.
10. **Fighting/Assault/Physical Violence** – to intentionally cause or threaten to cause physical or emotional harm to another student or behave in such a manner as to present an eminent risk of such harm. Causing or attempting to cause harm to ones self is included within.
11. **Fireworks/Dangerous Instruments or Materials** – the use, threatened use, or possession of fireworks or explosives including matches and lighters; possession/use of mace, pepper spray or laser pointers (examples).
12. **Gambling** – playing games of chance which involve wagering

13. **Harassment** – harassment includes, but is not limited to, any act which subjects an individual or group to unwanted abusive 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, include the following: sexual harassment, bullying, intimidation, coercion, hazing, spreading rumors, name calling and menacing.
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 material.
15. **Inciting** – inciting to riot or to disrupt or attempt to disrupt the operation of the school.
16. **Illegal Substances** – sale, possession, intent to sell, or intent to make a purchase, concealment, or uses of illegal drugs, counterfeit controlled substances, look-a-like substances, drug paraphernalia, inhalants, consumables, near beer or alcoholic beverages or the unauthorized use and/ or distribution of over-the-counter medication or prescription medication. Evidence of any use is a violation.
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**– occupation of, or loitering on, near, or around school property or unauthorized areas without authorization.
19. **Repeated Violations** – repeated violations of the code of behavior.
20. **Rules** – violation of rules and policies of the classroom, school, and the Revere Board of Education.
21. **Sexual Contact** – defined as any touching of an erogenous zone of another or public display of affection.

- 22. **School Personnel** – harassment, vandalism, physical abuse, theft, or other disruptive or destructive behavior toward school personnel during school and non school time regardless of the location.
- 23. **Theft** – Confiscate, possess or steal private or public property of the school or another individual.
- 24. **Tobacco** – use and/ or possession of tobacco products 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 Touching** – touching another person without permission or consent.
- 26. **Unauthorized Materials** – publication or distribution of unauthorized material. This includes postings throughout the school and school grounds.
- 27. **Vandalism** – the destruction or defacing of public or private property.
- 28. **Weapons** – possession, concealment, use, threat of use, or exhibition of a firearm or other weapon, or look-a-like weapon. A weapon is defined as either an item designed to inflict injury or an item designed for another purpose, then converted to a weapon through its use.

Students found in violation of any section of this code of conduct may be immediately removed from school and recommended to the superintendent for expulsion.

Parents of students suspended out-of-school for ANY length of time may be asked to personally return the child to school and meet with the principal/designee and/or guidance personnel before he/she is readmitted.

❖ **LIABILITY OF PARENTS FOR STUDENT MISCONDUCT**

Under Ohio Revised Code 3109.09 and 3109.10, 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 and for assaults committed by the minor. The Board of Education, or any other owner 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 if the damages were caused by acts of vandalism, desecration, or ethnic intimidation.

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.

COMMENCEMENT/COMMENCEMENT REHEARSAL

Attendance at commencement rehearsal is a requirement for participation in commencement. Students who achieve a 4.0 or higher cumulative GPA at the end of the second trimester of their senior year will be seated in a location of privilege during commencement. Valedictorian and Salutatorian will be determined at the end of 11 trimesters.

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 rooms 205 and 212. Students may serve a detention either from 7:00 AM to 7:25 AM or after school 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 Behavior 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 distracting, 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; 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. Gym/jogging/exercise type shorts are not permitted. 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.**

DRIVING TO SCHOOL

Driving to school is a privilege limited only to Seniors and Juniors. A permit is required. Applications for permits are available in the main office. Requirements include, but are not limited to, the following items: Completed application filed by the determined due date, a valid Ohio's driver's license or evidence one is obtainable by the end of the 1st month of school, payment of the required fee, and compliance with academic eligibility. Students who meet all requirements and the deadlines receive first priority. 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

Each student 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 Behavior 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 in their vehicles or in the parking lot during school hours except during arrival and departure time.

Excessive tardiness or absences may cause restriction or revocation of driving privileges.

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 \$100.00 student fee for the 2012-2013 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. 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.

FOREIGN EXCHANGE STUDENTS

Revere High School welcomes a maximum of three foreign exchange students a year. It is our privilege to support the students in their year long experience in the United States. Foreign exchange students need to have the proper documentation through their sponsoring organization. The sponsoring organization must be sanctioned with the OHSAA in order for a foreign exchange student to be eligible to participate in athletics. Foreign exchange students will be registered as junior status and will receive a certificate of attendance from Revere High School.

GRADING

The 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. All other grades are based on the four point system and are computed as follows:

Grade Scale ONLY for grades 10-12

A = 90-100%	4 points (Excellent)
B = 80-89%	3 points (Above Average)
C = 70-79%	2 points (Average)
D = 60-69%	1 point (Below Average)
F = 59% and below	0 points (Failing)

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 ONLY for grades 3-9 effective for the 2012-2013 school year.

Percentage	Grade	Regular	Honors	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	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.**

Beginning at the start of the 2012-2013 school year, only the top 10% of the senior class will be ranked.

The Freshman Class of 2012-2013 (graduation class of 2016) will not be ranked.

The title of Valedictorian and Salutatorian will be phased out beginning with the Senior Class of 2016.

The Senior Class of 2016 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)

Beginning with the 2013 – 2014 school year 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. (Current 8th graders will have the option of taking the credit and/or grade for calculation in their high school GPA) All Flex Credit Courses or courses taken in the summer between 8th and 9th grade will be calculated into a student's GPA.

Beginning at the start of the 2014-2015 school year, any Junior or Senior will be permitted to take a one credit elective course as a "credit/no credit" option per year. If a student earns less than a "C" in the elected course, the actual grade will be placed on the report card and calculated in the student's GPA.

GUIDANCE POLICIES

The assignment of a student's guidance 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 Guidance 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 with your School Counselor 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. Good attendance
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. They will receive credit toward graduation on a pass/fail basis.
5. Please see your guidance counselor regarding Credit Flexibility Policies in addition to the above guidelines.

❖ 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 trimester. 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 educational 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 trimester unless administration approval has been granted.

GRADE POINT AVERAGES FOR GRADES 10-12 ONLY

Course grades are computed on a point basis.

Grade Points

A = 4

B = 3

C = 2

D = 1

F = 0

To calculate GPA, a student should divide total quality points by the number of credits for the courses that issued quality points. Pass/Fail courses, although issued for credit, do not award quality points and are not used in determining GPA. **AP courses are given a weighted grade (A=5, B=4, etc.)**

HALL PASSES

The required hall pass is the Student Handbook. Permission for hall privileges is required. Students must complete necessary tasks during hall pass in a reasonable amount of time.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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

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

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating , threatening, or abusive educational environment for the other student(s);
or –
- 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.

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

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or

appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractor, and removal from any official position and/or request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular

definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

In after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports

may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

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

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

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A school 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 this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the relate complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The superintendent or designee shall provide implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Neola 2012

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. 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 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.

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 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 requirement of a GPA of 3.6 or above and are active in service and/or school related activities. A selection process established by both the national and local organizations determines membership in 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 trimester 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 the main office at (330) 523-3220. 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.

RANK IN CLASS Beginning with the Class of 2011 and ending with the class of 2015.

For the purpose of class rank, ONLY the concept of Grade Point Average will be dropped, and a system based on quality points earned will be adopted.

- A. The quality points process would award students points (quality points) earned by the grades received in their courses as described below (including the weighted grade for the Honors, AP, or 4th year Language course taken at RHS).

- B. Students may earn quality points only for as many courses as may be allowed in a normal RHS school day (5 courses per trimester or the equivalent on a different schedule) thus limiting the number of points that may be earned in a grading term. Students taking courses through educational opportunities other than RHS must count their RHS courses first when calculating the quality point total, and then may add other courses after the RHS calculation takes place, not to exceed a total of 5 courses.
- C. Honors, AP, and 4th year language courses are weighted to better reflect their academic rigor. NO course taken by an RHS student through another educational opportunity will be weighted (e.g. post-secondary, correspondence courses, on-line courses, etc.).
- D. These quality points will accumulate at the beginning of 9th grade for both RHS and transfer students and will continue through the final grading period of the student's senior year. The accumulation will include only school year courses; thus, summer school courses will not qualify for quality points.
- E. Students transferring into RHS will earn equivalent quality points for previous course work (including weighted grades for courses that fit the category to be weighted AND are offered at RHS) as would be awarded at RHS. For students transferring from a traditional or block schedule, the total of those quality points will be multiplied by a conversion factor. The conversion factor is the ratio of the number of course offerings that the student would have had at RHS (15 for a year on a trimester schedule) divided by the number of class periods on a traditional schedule or number of blocks per year on a block schedule.

SATURDAY DETENTION

A three hour Saturday detention session (9-12am) 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. 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 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	

SECURITY

In our continued efforts to increase security, we ask visitors to limit unplanned visits during the school day. This includes lunch deliveries, visiting with students during lunch or passing periods, and visiting teachers during class time.

STUDENT ACTIVITIES

The following is a list of clubs and activities available at RHS.

Academic Challenge	Pep Club
Project Love	Office Assistants
Art Club	Revere Players
AV Assistants	Reverie (Yearbook)
Band	Ski Club
CARE	Student Council
Chess Club	Volunteers
Choir	Teacher Assistants
Class Council	Teen Institute
Dance Team	Vocational Clubs
Flag Squad	Science Olympiad
International Club	Ping Pong Club
Junior Statesmen	Library Assistants
Key Club	Mock Trial
Lantern (newspaper)	Anime Club
National Art Honor Society	Computer Club
National Honor Society	RESPECT. Ambassadors
PTSA Student Board	JETS Team
Speech and Debate	Student Ambassadors
Ohio Math League	

STUDENT ASSESSMENT

Once a student has taken an assessment in a particular class, parents are encouraged to set up a conference with the instructor 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 if it is lost. Replacement cost to the student will be \$5.00 per badge.

SUMMER SCHOOL/CORRESPONDENCE/NIGHT SCHOOL COURSES

All summer school, correspondence, and night school courses must be approved by the administration/guidance department. Pass/fail grades will be assigned for all courses except for those that are retakes due to failure.

TARDIES

Students who arrive to school after 7:34 AM are considered tardy. Upon arrival, students must immediately report to the Attendance Office. 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 zeros 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 the trimester.

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 Guidance Office. Official transcripts required for college admissions and/or scholarships will be mailed directly to the appropriate institution. Students need to complete the required form in the Guidance Office, and pay a \$1.00 fee. Ten (10) school days are required to process these requests.

RHS Alumni may obtain transcript request forms online by visiting the Revere Local Schools website, choosing Revere High School, and then Guidance Office.

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 parents on a vacation. Students are responsible for the completion of the Pre-Arranged Absence form from the Attendance Office prior to the vacation and obtaining the signature of the building administrator. These days are considered and counted as part of the 6 class limit per course each trimester. 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, including alumni, must report to the office immediately 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 guidance 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. A maximum of one (1) credit can be counted towards graduation as an elective. 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 Attendance Office.

WITHDRAWALS, TRANSFERS AND CHANGE OF ADDRESS

A student should notify the Guidance Office in advance of transferring or withdrawing from school. The student must obtain a withdrawal form from the Guidance Office. All teachers must sign this form after textbooks are returned and all financial obligations are 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 addresses, telephone numbers or emergency information should report these changes to both the Guidance Office and to the Attendance Office.

REVERE HIGH SCHOOL CALENDAR 2012-2013

To be added by John Evans