

# SHRODER MIDDLE SCHOOL STUDENT & PARENT HANDBOOK



Welcome to Shroder Middle School for the 2025–2026 academic year! This comprehensive handbook outlines our school's vision, mission, policies, and expectations to ensure every student has the opportunity to thrive academically and socially. Our commitment to our "ROAR" values—Respect, Order, Achievement, and Responsibility—guides everything we do as we empower students to become lifelong learners who discover their potential and develop into responsible citizens.

# Welcome & Contact Information

Shroder Middle School is dedicated to creating a thriving environment that fosters exploration, collaboration, and growth. We inspire students to develop necessary skills to discover their infinite potential – becoming lifelong learners and active responsible citizens.

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| <div>School Information</div> <div>6100 Desmond Street<br/>Cincinnati, Ohio 45227<br/>513-363-3100 (phone)<br/>513-363-3120 (fax)</div> | <div>School Leadership</div> <div><b>Principal:</b> Danielle Battle<br/>513-363-3100<br/><a href="mailto:battled@cpsboe.k12.oh.us">battled@cpsboe.k12.oh.us</a></div> <div><b>Lead Secretary:</b> Stacey Lewis<br/>513-363-3100<br/><a href="mailto:lewstac@cpsboe.k12.oh.us">lewstac@cpsboe.k12.oh.us</a></div> |

## Our Vision & Mission

|                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                  |
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| <div> Vision</div> <div>SMS empowers all stakeholders to become lifelong learners that strive to grow, discover, and lead.</div> | <div> Mission</div> <div>We are dedicated to creating a thriving environment, fostering a culture of exploration and collaboration. We inspire students to develop necessary skills to discover their infinite potential – becoming lifelong learners and active responsible citizens.</div> |
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## Our ROAR Philosophy

Following our motto of "ROAR" – Respect, Order, Achievement and Responsibility helps to serve as consistent reminders to students that Jaguars always ROAR. High expectations can be achieved with hard work, a clear understanding of responsibilities, and mutual respect.

## School Safety Reporting

**1-866-SPEAK UP** is a national awareness and educational initiative providing students with tools to improve the safety of their schools and communities. Based on the fact that in 81% of school shootings the attackers tell other students about their plans beforehand, the 1-866-SPEAK UP program empowers students to report threats of weapon-related violence anonymously.

## Introduction

Shroder Middle School implements effective instruction needed to develop essential critical thinking skills, produce a culture of lifelong learning, and prepare students to make productive contributions to the community-at-large. Our aim is to provide the best education for every student.

In individual and group settings, students learn in a safe and respectful environment that is conducive to nurturing growth and development for all students, as well as teachers and staff. Faculty members are experts at encouraging students to discuss their learning processes through guided seminars, which in turn guides students in developing and communicating solutions to complex problems.

Shroder Middle School (SMS) is a community of individuals (students, staff, families, and community partners) all working together to achieve our mission. We will accomplish this through the development and support of healthy, positive, and respectful relationships.

## Opportunities For Parent, Community, and Staff Involvement

- Local School Decision Making Committee (LSDMC)
- Instructional Leadership Team (ILT)
- Positive Behavioral Intervention and Support Committee

If you would like to participate in any of the above committees, please contact the main office.

# Community Responsibilities

At Shroder Middle School, we believe that education is a collaborative effort between students, parents, and staff. Each group has specific responsibilities that contribute to creating an optimal learning environment.

## Student Responsibilities

The student's responsibility is to make school their top priority. Students are expected to:

- Attend school daily and arrive at each class on time
- Arrive each day following the dress code and prepared to learn
- Follow all class, team, school, and district rules
- Show respect for themselves and all members of the school community

The staff of Shroder Middle School is here to help students. We encourage students to work with their teachers to take full advantage of this educational opportunity.

## Parent Responsibilities

The parents' responsibility is to make their child's education a top priority and to help their child do his/her best. Parents are expected to:

- Send their child to school each day on time and ready to learn
- Ensure their child is well-rested, properly nourished, and following dress code
- Provide their child with needed school supplies
- Monitor their child's completion of all school assignments and progress
- Ensure they have contact information for the school and their child's teachers
- Attend scheduled parent-teacher conferences and other student-centered activities
- Support the school's efforts to educate their child
- Instill in their child a respect for self, others and their property, and for school and class rules

## Staff Responsibilities

The staff members' responsibility is to make each student's education a top priority and to help each student do his/her best. Staff are expected to:

- Provide a clean, safe, and orderly learning environment
- Consistently and fairly enforce district, school, team, and class rules
- Provide meaningful learning activities for all students
- Monitor student academic progress and behavior
- Communicate regularly with parents
- Provide encouragement and positive reinforcement for all students
- Encourage and provide opportunities for parent involvement
- Instill in students a respect for others and their property, and for school and class rules
- Provide parents with positive feedback regarding their child's performance
- Read and periodically review the school handbooks with the students

By working together and fulfilling these responsibilities, we create a strong foundation for student success. At Shroder Middle School, we believe that when students, parents, and staff collaborate effectively, every student has the opportunity to reach their highest potential.



# Academics

## Philosophy

Our philosophy emphasizes a course of study that requires active student learning, mastery of skills, and conceptual understanding. Each student is challenged to perform to the best of their ability.

## Curriculum

Consistent with our philosophy, students at Shroder are expected to complete a college preparatory course of study that meets the district's requirements for promotion/graduation. Furthermore, students are expected to complete 21 credits successfully to qualify for a High School diploma.

## Required Courses

The following courses are required for all Shroder Middle School students and must be completed along with elective courses:

### Grade 7

- English
- Math
- Science
- Social Studies
- Career Connections

### Grade 8

- English
- Math
- Science
- Social Studies
- Career Connections

## Electives

### Arts & Music

Fine Art – Music / Art / Band

### Physical Education

Fitness and health focus with team and individual activities

### Technology

Digital literacy and computing fundamentals

### Creative Writing

Express yourself through various writing styles and formats

### Financial Literacy

Learn essential money management skills

### Journalism

Develop reporting and media skills

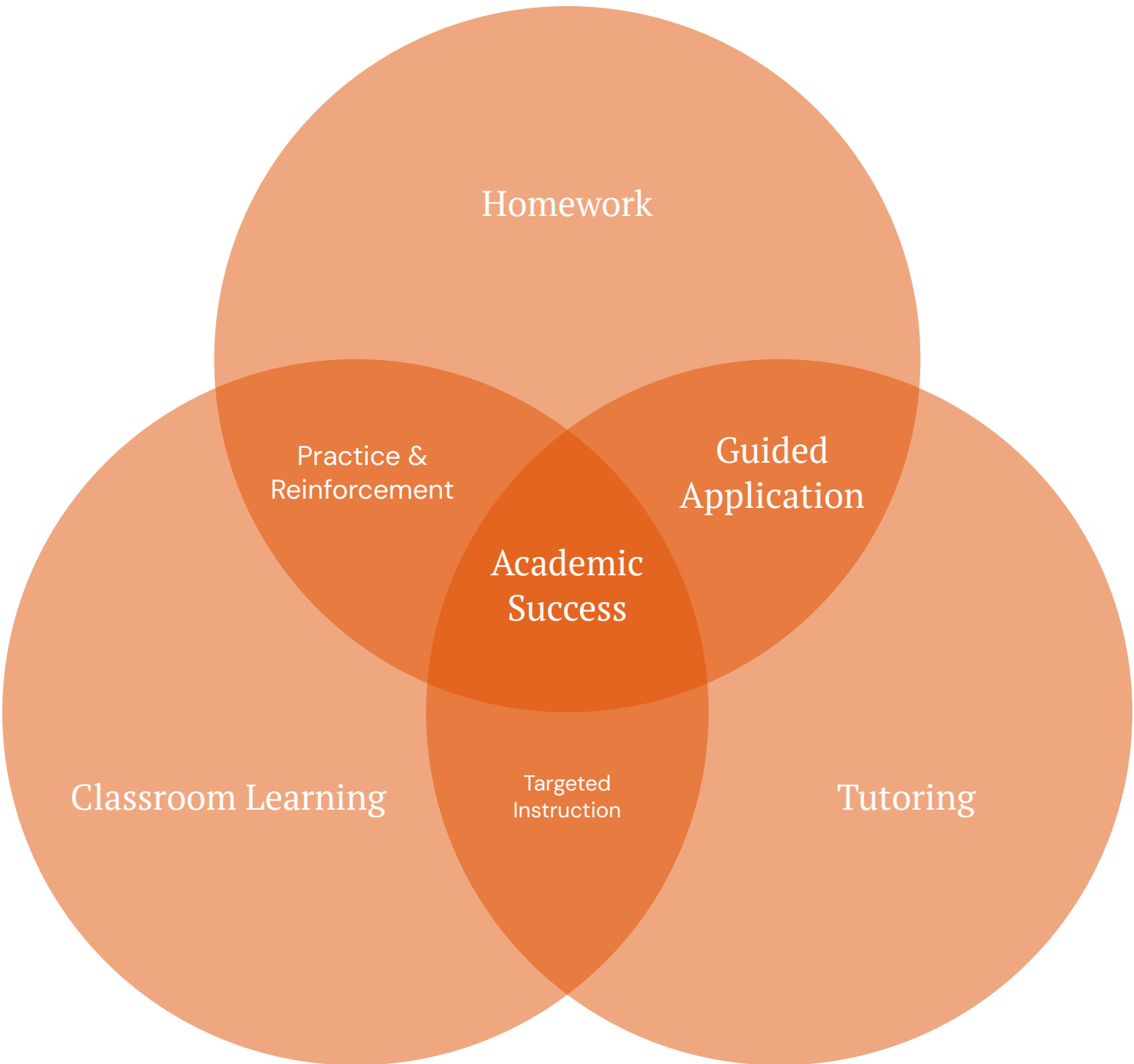
## Classwork & Homework

Students are expected to complete class and homework assignments on time. Students should spend additional time nightly to complete homework assignments, review class work, study, and read.

It is strongly recommended that parents establish a designated daily study time and location for students to complete homework assignments. Parents should review homework assignments to ensure they are complete, neat, and accurate.

## Tutoring & Help Sessions

Many students need extra help outside of class time. These students should make arrangements with their teachers to receive assistance before or after school. Parent notification and transportation arrangements are the responsibility of the student.



# Academic Reports & Communication

Effective communication between school and home is essential for student success. Shroder Middle School provides several ways for parents to stay informed about their child's academic progress.

## Mid-Term Reports

Midterms are issued to students halfway through each quarter to inform parents of their child's current academic status. Please contact the school immediately if the Mid-Term Report is not received by the date indicated on the school activity calendar.

## Report Cards

Report cards are issued to students no more than two weeks after the end of each term (approximately 10 weeks). Please contact the school immediately if the report card is not received by the date indicated on the school activity calendar.

## Parent Conferences

Any parent who wishes to meet briefly with any or all of their child's teachers is recommended to and welcome to attend our scheduled conference days. Additional conferences can be arranged by contacting the school.

## Focus

Parents and students are expected to utilize Focus regularly to monitor attendance, academic performance, assignments, and other important school information. Parents should sign up at <https://focus.cps-k12.org/focus/auth/>.

## Canvas

Canvas is an integrated learning-management solution that gives students, parents, and teachers a new and easy way to connect and communicate. Canvas is an online platform to deliver class materials, assignments, and assessments, and enables students, parents, and teachers to engage with learning materials and their school communities.

Using Canvas, students can digitally submit homework assignments, review individual assignment grades, participate in interactive discussions, receive announcements and feedback, take tests, write academic blogs, and much more.

# School Counselors

The primary roles of the school counselor are to be a teacher, a mentor, and a coach in order to assist each student to reach their full potential. Counseling services are available to provide each student with the opportunity to acquire the academic, civic, and social skills essential to graduate from high school and become productive citizens.

In addition to working with students, the counselor is part of an educational team which includes parents, teachers, administrators, and advisors. This team works in partnership assisting students in meeting the graduation requirements and in planning post-secondary options.

## Counseling Services Include:

- Course selection and credit review
- Academic counseling
- Monitoring student academic progress
- Consultations with teachers, administrators, parents and students
- Individual counseling and small group counseling
- Post-secondary counseling
- Communications between school and home
- Orientation programs
- Parent information programs
- Testing coordination and administration



# Arrival and Dismissal



## Morning Arrival

There is NO supervision for students until 8:30 am. Students should report directly to the cafetorium for breakfast. Students must arrive by 8:50 am and report to Bell 1 by 8:50. No student should be anywhere else on school premises unless accompanied by a teacher or in possession of a pass.

Students may not leave school grounds in the morning after arriving by bus, car, or walking.



## Lunch Period

Students are expected to be in their assigned cafeteria during their scheduled lunch. Students may not leave campus during lunch or at any other time without expressed permission.

Students may not receive deliveries of restaurant food at school. Administration and/or teachers must approve any celebration involving outside food.



## Afternoon Dismissal

Upon leaving the building, students should board buses, continue walking, catch rides, or report to their extracurricular activity promptly.

There will be no reentry into the building or academic area once a student has left the building. Loitering is not permitted. Students must use sidewalks and crosswalks at all times.

# Transportation

Parents and students must find their routes by calling Metro directly (621-4455) or checking the route lists in the office. Lost bus cards must be replaced at the student's expense and can be ordered at the front desk through the main office. Replacement cards cost \$15 each and can be purchased before school, during lunch, and after school only.

## Bus Behavior Guidelines

Students may lose bus transportation privileges and consequences will be assigned if behavior is inappropriate. Follow these rules:

- 1. Keep your hands to yourself and stay in your seat.
- 2. Speak quietly; do not shout or scream.
- 3. Respect your bus drivers; obey their rules and directions.
- 4. Never argue with the bus driver.
- 5. No profanity, threats, or fighting. All school rules also apply on the bus.

# Main Office

The office is the business center of the school. No student should enter the office without permission from school personnel, tap on office windows, or attempt to attract the attention of other students in the office. Upon entering the office, the student should wait quietly until assisted by office personnel.

Only telephone messages of an urgent nature will be delivered to students by the main office. Parents are requested not to ask office personnel to deliver messages to students unless it is absolutely necessary.

# Parent/Guardian Visits

The courtesy of a phone call prior to a visit, appointment, or conference is requested. Upon arrival at school, all visitors must report to the main office to show ID and secure a visitor's pass. Other visitors, including non-custodial parents, must be listed in Focus approved by the parent/guardian. All visitors must report to the main office to show ID and secure a visitor's pass.



# Dress and Grooming

The Shroder Middle School dress code is designed to create a safe and inclusive environment for all students, regardless of gender identity or expression. Our dress code prioritizes comfort, practicality, and respect for oneself and others. Students are expected to follow the school dress code at all times. Inappropriate dress may result in a non-academic exclusionary consequence such as detentions, school community service, etc.

## General Guidelines

All students must wear appropriate tops, bottoms, and footwear to school on a daily basis. Clothing must cover all undergarments and private body parts including but not limited to chest, cleavage, torso, midriff, back, or buttocks.

Clothing must not depict or promote violence, hate speech, profanity, nudity, drug or alcohol use, or other inappropriate content. Clothing must not be overly revealing or sexually suggestive. No sleepwear may be worn within the school.

## Tops

- Shirts, blouses, and sweaters must have a sleeve that covers the shoulder
- Tops may not be tied, pinned, or knotted up
- Midriff-baring shirts are not allowed

## Head Coverings

- No hats, hoods, or other head coverings may be worn at any time in the school building
- The only exception to this rule is religious head coverings
- No durags or bonnets are permitted

## Footwear

- Shoes must be worn at all times for safety reasons
- Shoes must be close-toed
- Slippers, house shoes, sandals, and athletic slides are not permitted for safety reasons

## Bottoms

- Shorts and skirts must be at least fingertip length when arms are at the sides
- Any slits or rips in pants should not extend above the knee unless something is worn underneath the pants to cover the skin
- Pants and shorts must stay up around the waist unassisted by a belt
- Leggings or other tight-fitting bottoms may only be worn if they are not sheer/see-through and are paired with a top that extends long enough to cover the buttocks

## Accessories & Outerwear

- Hats and head coverings are allowed for religious or medical reasons
- Accessories that pose a safety hazard, such as chains or spikes, are not allowed
- No outdoor gear (jackets, heavy coats, scarves, gloves, etc.) may be worn in the building – these should be stored in the student's locker after arrival
- No blankets or other sleep items are permitted

Students who come to school dressed inappropriately will be asked to change into appropriate clothing. If necessary, parents may be contacted to bring appropriate clothing to school. Repeated dress code violations may result in disciplinary action.

The administration reserves the right to determine what constitutes appropriate dress. Our goal is to maintain a safe, respectful learning environment while allowing students to express themselves appropriately.

**When in doubt, dress for success!**



# Attendance

Daily school attendance is critical to academic success. Students should make every effort to attend school daily. Students are required by state law to attend school daily unless absent due to religious holiday, illness, death in immediate family, or other reason approved by the school administration.

### Absence Procedures

When a student is absent the parent must:

1. Notify the school by phone (513-363-3100) between 8:30 am and 10:00 am each day the child is absent
2. Write a note explaining the absence
3. The student should give the excuse to the main office upon his/her return to school

### Tardiness

Students are expected to report to school by 8:50 am and to be in their first bell by 8:55 am. Students are also expected to report to class before the tardy bell for each class rings. Excessive tardiness to class and/or school will result in a behavior intervention referral. (Ex. school and class tardies can result in after-school detentions, and/or ALC, and/or removal).

### Truancy

Any student absent from school without permission from school administration is truant. Consequences will be assigned to students who are truant. A student may be cited to court for chronic truancy (This is handled by our school social worker).

Please see Ohio's Attendance Laws FAQs for information on Ohio State Attendance Laws.

## Early Dismissal

Students requesting an early dismissal must have a note from a parent or legal guardian prior to 3:00 pm. The cutoff is 3:00 pm daily. Students must present the note to the Main Office and must be signed out by a parent, legal guardian, or emergency contact in the Main Office before leaving the premises. The note must contain a telephone number where a parent can be contacted.

If there is no note or verification, the child will not be released. Students will only be released when signed out (in person with identification) in the main office by a parent, legal guardian, or emergency contact.

## Illness During The School Day

Students becoming seriously ill during the school day should report to the office with a note from their teacher. Staff will contact the student's parents.

## Make Up Work

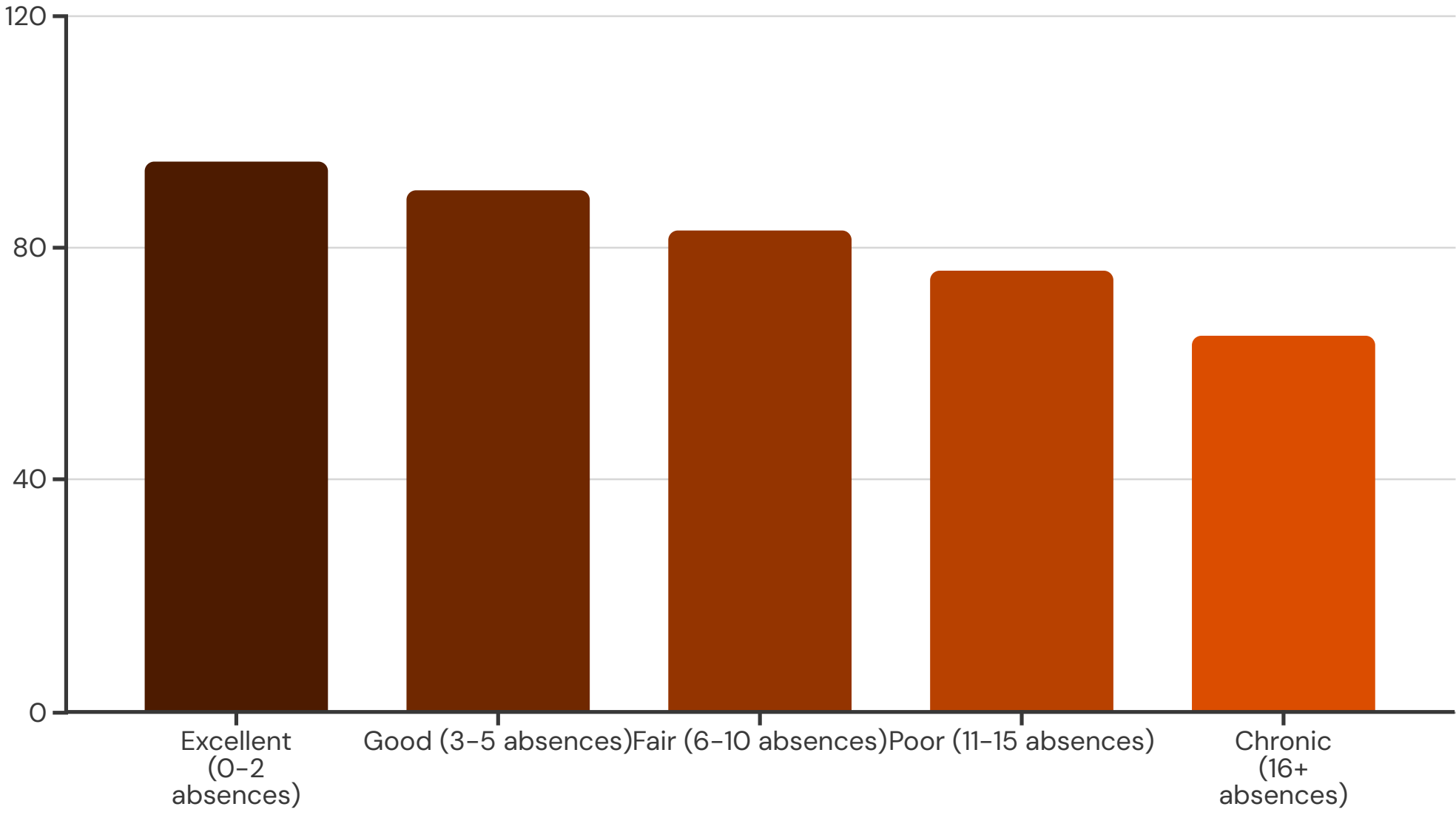
Students must make up any work missed due to absence. It is the student's responsibility to secure missing assignments from teachers immediately upon returning to school and make before or after school arrangements as necessary.

## Extended Absence

Parents of students who are (or expect to be) absent from school for an extended period of time (3 or more consecutive days) should contact their child's grade level team leader to request make-up work.

## Residence

Provided the parent(s)/legal guardian(s) reside within the boundaries of the Cincinnati Public School District, a student is eligible at a CPS school which has allowed them to enroll assuming all other eligibility standards are met. Where there has been a change of legal custody, a student must live in the same school district with the legal guardian.



This chart illustrates the strong correlation between student attendance and academic achievement. Students with excellent attendance tend to perform significantly better academically than those with poor or chronic absence patterns.

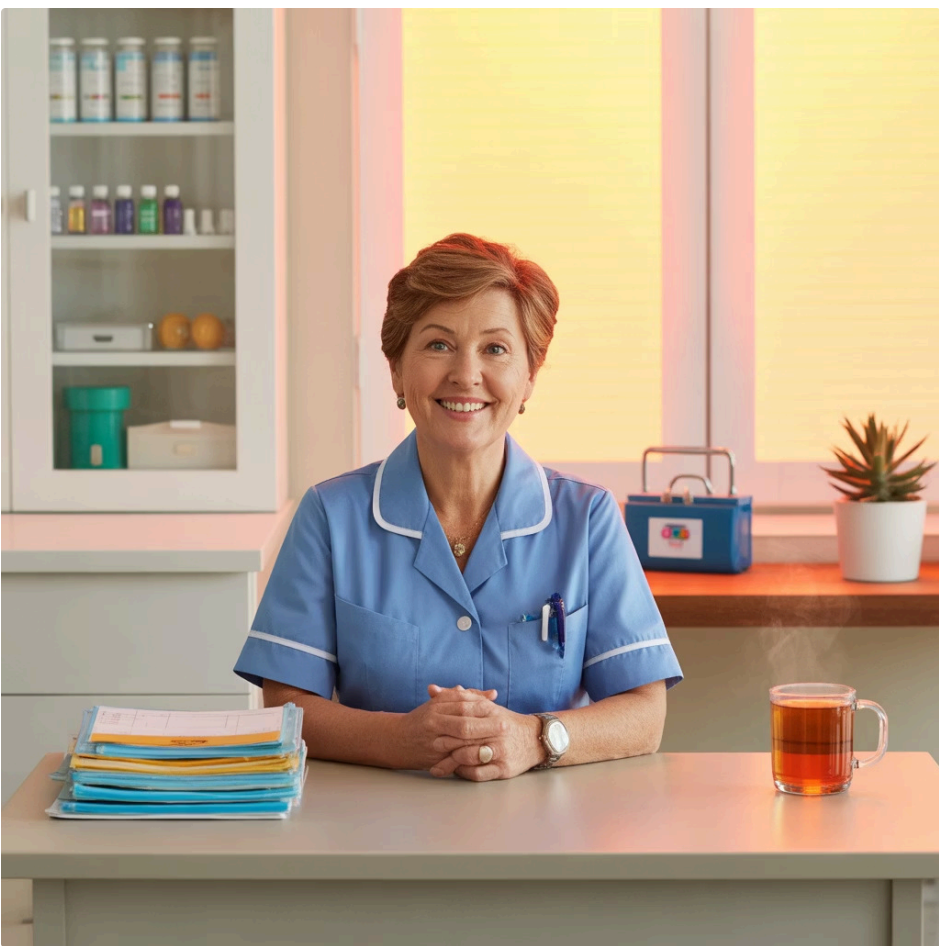
# Student Health

## Medication Policy

School personnel are prohibited from dispensing any medication (including aspirin) unless the Administration of Medication form, completed and signed by the parent, is on file in the Main Office.

If medication is prescribed by a physician, authorization signed by the physician must be on file in the Main Office for storage and safekeeping. Students may then return at prescribed intervals to receive the appropriate dosage.

-  Students are not allowed to carry any medication with them except for inhalers and epi-pens with proper documentation.



## Medical Conditions

Parents of students with special medical conditions (i.e., epilepsy, asthma, diabetes, hemophilia, etc.) should notify the School Nurse in writing, and the Nurse will notify Administration. The Nurse will work with the grade level team on a case-by-case basis to ensure proper care and accommodations.

## Physical Conditions

Parents of students with physical conditions (poor bladder control, for example) that require special access to restroom facilities must provide the School Nurse with a physician's statement.

## Illness & Injury Protocol



### When to Stay Home

Students should stay home if they have:

- Fever of 100°F or higher (must be fever-free without medication for 24 hours before returning)
- Vomiting or diarrhea (must be symptom-free for 24 hours)
- Undiagnosed rash or skin condition
- Severe cough or difficulty breathing
- Known contagious condition (strep throat, pink eye, etc.)



### Emergency Care

In case of serious injury or illness at school:

1. First aid will be administered by trained staff
2. Parents will be contacted immediately
3. If parents cannot be reached, emergency contacts will be called
4. In severe cases, emergency medical services may be contacted



### Required Documentation

Please ensure the school has:

- Current emergency contact information
- Updated health forms
- Documentation for any medical conditions
- Proper authorization for medications

## Immunization Requirements

Ohio law requires that all students be properly immunized for preventable diseases. Students must show proof of required immunizations to attend school. Parents should consult with their healthcare provider to ensure all required immunizations are up to date.

The school nurse can provide information about required immunizations and local resources for families who need assistance obtaining them.

## Health Screenings

Throughout the school year, vision and hearing screenings are conducted for certain grade levels. Parents will be notified if their child does not pass a screening, with a recommendation for follow-up with a healthcare provider.

If you have concerns about your child's vision or hearing at any time, please contact the school nurse to request a screening.

# Supplies & Fees

## School Supplies

Supply lists will be sent home by individual teachers and grade-level teams. Lists may also be found on the school's website. Students are expected to come prepared to each class with all necessary supplies.

Students are issued textbooks for some classes. It is the student's responsibility to care for and return their books at the end of the school year in the same condition as when issued. Students will be fined for damaged and lost books.

Basic supplies that all students should have include:

- Pencils and pens (blue or black ink)
- Notebooks for each subject
- Loose-leaf paper
- Folders or binders for organizing work
- Highlighters
- Colored pencils or markers
- Calculator (appropriate for math level)
- Index cards
- Ruler

## Student Instructional Fees

Each school year, parents are assessed a fee to offset the school's cost for consumable instructional materials and supplies. Prompt payment of this fee is appreciated.

Failure to pay fees will result in the student's final report card being withheld. Students will not be permitted to attend field trips or year-end activities if these fees are not paid.

### Payment Methods

- **In Person:** Cash (exact amount as we cannot provide change) or money order/cashier's check (made payable to Shroder Middle School)
- **Online:** Fees can be paid online at [www.payforit.com](http://www.payforit.com) (There is a \$1.95 per transaction fee)

Please see the School Treasurer for information on how to set up an online account.

### Fee Waivers

Families experiencing financial hardship may be eligible for a fee waiver or payment plan. Please contact the main office for more information about this option.

## Hallway Lockers

A locker is assigned to each student by his/her 1st bell teacher. This locker must be secured with a combination lock issued by the 1st bell teacher. Every student is required to purchase their own lock.

Students should not give their combination to other students. Students are expected to use their lockers to store coats, purses, book bags, lunch, extra supplies, etc.

⚠ Students may NOT share lockers. Shroder is not responsible for lost or stolen property.

## Restrooms

Students are expected to remain in class for the entire instructional period. Students may use the restrooms before school, during the first twenty minutes of their lunch period, and at other times designated by their team.

Students must have teacher permission to leave the class and NO restroom passes will be given during the first ten or last ten minutes of each class. If a student leaves class without permission, they will be subject to disciplinary action.

**Note:** If a medical problem requires more frequent access to restroom facilities, a physician's statement must be presented each year to the School Nurse.



# Student Behavior Expectations

At Shroder Middle School, we believe that our success is embedded in our culture. This culture is the lived experience of every student, family or community member, and staff that enters our buildings or events. We will have inclusive voices and equity in our decision-making processes to ensure the academic success and social well-being of the community.

## General School Behavior

Each student is expected to:

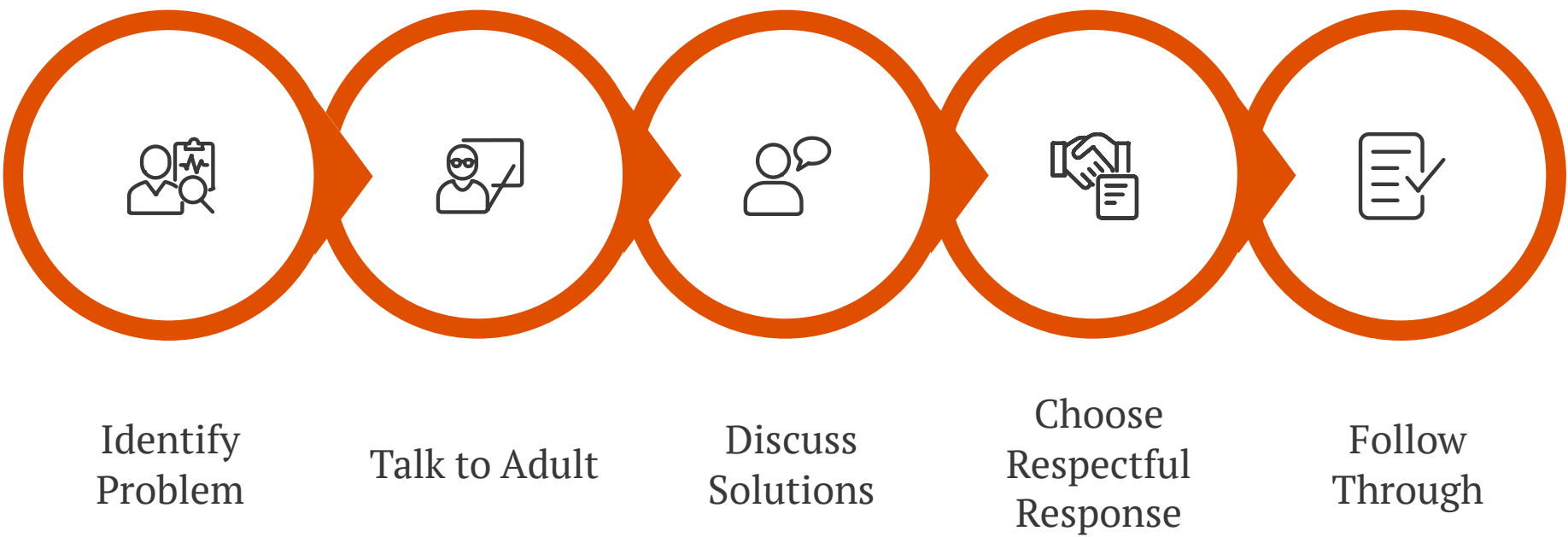
- Actively pursue education, taking advantage of every learning opportunity
- Walk quietly on the right side of the hallway and report directly to class on time
- Enter a hallway during class time only with a signed hall pass
- Consume food/beverage only in the cafeteria during appropriate times (only clear, bottled water is acceptable in classrooms)
- Avoid detentions and other consequences, but serve them promptly if issued
- Use electronic devices only in approved academic activities
- Keep toys, stuffed animals, and other items distracting to the academic process at home

## Respect & Tone of Decency

This is defined as maintaining a friendly and civil tone of voice and demeanor when addressed by or dealing with an adult or student at Shroder Middle School. It means that you respond willingly and openly when any adult speaks to you. It means that you cheerfully greet and respond to the greeting of both adults and students, and that you politely and respectfully identify yourself and answer any questions asked by an adult.

Tone of decency also implies the use of manners and is communicated by body language as well as speech. Muttering under your breath, turning your back to someone, or walking past someone who is trying to talk to you is rude and disrespectful. "Please," "Thank you," "Yes, sir," and "Yes, ma'am" are always appropriate and will help you to better achieve your goals.

Gossiping (talking about someone behind their back), shouting, being overly dramatic or negative, is out of place and violates the Core Value of Respect.



## Prohibited Activities

### Violence/Bullying/Gang Activity

Any student who threatens or aids in threatening the safety and/or security of others by word or deed or is involved in any violence or gang-related activity will be suspended from school and possibly expelled.

### Profanity

Profanity used towards or in the presence of peers or adults is unacceptable and will not be tolerated.

### Cell Phones and Electronic Devices

The use of cell phones and other electronic devices by students is prohibited between arrival at the school door and exiting the building. Please see Yondr Pouch policy as well.

Any adult staff member may confiscate a cell phone or electronic device that is seen, heard, or used during the school day. If the student turns over the phone immediately, there will be NO disciplinary action. The phone will be turned into the office where it will be secured, and a parent may pick it up from the office after a 24-hour wait period.

If, however, a student refuses to turn over the device when the request is made, the student will be placed on emergency removal immediately.

### Alcohol/Drugs/Tobacco

Possession or use of drugs or alcohol is an offense that results in automatic expulsion. Tobacco is also prohibited and will result in suspension. All CPS buildings and vehicles are NO SMOKING AREAS.

This prohibition includes to and from school, including the streets and sidewalks in the vicinity of Shroder Middle School. Students that smell of or display behaviors of intoxication or prohibited substances will be placed on emergency removal.

### Sexual Harassment/Public Display of Affection

Students will refrain from actions involving even minor touching of a sexual nature, with or without consent of the other party. Inappropriate physical contact or remarks are considered sexual harassment and are a CPS Category II offense.

Respect for one another and good taste in appropriate public behavior should be exhibited at all times.

# ROAR: Positive Behavior System

According to Shroder Middle School's vision statement and the Paideia philosophy, we strive to have a positive, safe, and respectful environment to support students' learning opportunities. These are four overarching behavioral expectations our stakeholders have chosen for our school:

## ROAR: Respect, Order, Achievement, and Responsibility

### Positive Behavior Awards and Rewards

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <p><b>Jag Bucks Rewards</b></p> <p>All staff members at Shroder Middle School want to reward positive behaviors that align with our ROAR matrix of desirable behaviors. We reward students for these behaviors by giving them "Jag Bucks."</p> <p>Jag Bucks are a form of currency that can be used every other Friday, during lunch, to receive different tangible rewards. These rewards include but are not limited to:</p> <ul style="list-style-type: none"><li>• Snacks, candy, drinks</li><li>• School supplies</li><li>• Fidget devices</li><li>• Gift cards</li><li>• Food delivery certificates</li><li>• Raffle tickets</li></ul> | <p><b>Recognition Awards</b></p> <p>Quarterly and/or at the discretion of administration, there will be individual or group award presentations. Awards may include but are not limited to:</p> <ul style="list-style-type: none"><li>• Academic excellence</li><li>• Attendance</li><li>• Perseverance</li><li>• Leadership</li><li>• Creativity</li><li>• Our four building-wide pillars: Respect, Order, Achievement, and Responsibility</li></ul> |
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### ROAR Matrix of Expected Behaviors

| Area                        | Respect                                                                                                                                                      | Order                                                                                                                                                                                                   | Achievement                                                                                               | Responsibility                                                                                                                                                |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Classroom</b>            | Treat others how you want to be treated<br>Keep noise level low<br>Be supportive of other students' learning<br>Take care of class materials                 | Get to class on time<br>Use appropriate/professional language                                                                                                                                           | Stay focused<br>Ask for help<br>Turn in work on time<br>Reflect on your learning                          | Be in class on time<br>Clean up your desk and the floor around it<br>Keep your phone away and silent unless authorized by staff<br>Stay on task               |
| <b>Hallways</b>             | Keep your hands and feet to yourself<br>Keep noise level low<br>Respect others' right to not be recorded or photographed                                     | Walk with purpose<br>Maintain flow of traffic<br>Keep noise level low<br>Use appropriate/professional language                                                                                          | Get to class on time<br>Use your locker efficiently to be prepared for class                              | Conduct oneself in an appropriate manner in the hallways and throughout the building<br>Adhere to fire drills, tornado drills, etc.                           |
| <b>Cafeteria/ Lunchroom</b> | Keep your hands and feet to yourselves<br>Respect other people's food and property<br>Respect other people's personal space, especially when choosing a seat | Food should remain on your table until it is disposed of properly<br>Clean up your table and the floor around it<br>Keep noise level low<br>Push in your chair<br>Use appropriate/professional language | Get back to class on time<br>Discuss what you've learned that day<br>Prepare for your after-lunch classes | Even if it's not your mess, help clean<br>Act prosocially and non-destructively while eating in the cafeteria<br>Follow directions<br>Ask permission to leave |
| <b>Restrooms</b>            | Respect others' privacy<br>Keep hands and feet to yourself                                                                                                   | Keep noise level low<br>Keep restroom clean<br>Use appropriate/professional language                                                                                                                    | Take care of business and return directly to class<br>Reflect on what the lesson is for the day           | Always have a hall pass<br>Wash your hands<br>Make healthy choices<br>Respect school property                                                                 |

### Violence Intervention Prevention (V.I.P)

The purpose of V.I.P is to empower students to solve conflicts involving their peers. If you are having a problem with another student and/or someone is telling you that someone has a problem with you, DO NOT approach the student to ask if he or she has a problem with you. To prevent the problem from escalating into a fight you will need to:

1. Discuss the problem with an adult. You need to talk to your teacher, your administrator, a paraprofessional, or the SRO Officer.

2. We will discuss the situation with the student. You can be involved in this meeting or you can choose not to be involved.
1. At that time, a warning will be issued to all students who are involved in the situation. Consequences for unacceptable behavior will be outlined in accordance with the district code of conduct.

2. Your parents will be informed of the situation. If the problem persists, the offending student may be removed from school for harassment/intimidation.



# Disciplinary Actions & Consequences

The Board of Education acknowledges that student conduct is closely related to learning, and an effective instructional program requires an orderly school environment. The effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

## Detentions

**Teacher-assigned or Team-assigned Detentions:**  
Detentions assigned by individual teachers or teams are conducted according to procedures established by each team. Students will be given prior notice before serving an assigned detention. Students will have three weeks to serve a detention issued.

## Alternative Learning Center (ALC)

Students who chronically disrupt class or violate school rules despite the genuine efforts of the school and teachers to help the student recognize and change behaviors will be assigned to our in-house Alternative Learning Center.

The expectations for students in ALC are extremely high. While in ALC, students will receive work daily from all teachers to stay caught up on assignments.

There are rules that every student assigned to ALC must follow. If any student chooses not to follow the rules, they will be placed on removal up to (but not limited to) a 1-day removal. This consequence will be strictly enforced.

## ROAR Card

A ROAR Card is a written behavior plan in the form of a template to provide a check in/check out plan for students who have received chronic behavior infractions. This card will provide the ability to improve and respond positively to reinforcements and reduce the amount of discipline infractions.

Each card will be presented to be initiated by specific staff to increase accountability for students and to take control of their behavior in terms of Respect, Order, Achievement, and Responsibility.

## Emergency Removal

At the discretion of the Principal or their designee, students may be removed from school. For emergency removals of students, a conference must be scheduled as soon as possible and no later than the next school day after the date of the initial removal.

Unless the student is referred for suspension or expulsion, the student who was emergency removed must be allowed to return to school after one full day following the initial removal, even if a conference has not occurred.

## Promise Center (5 to 10 days)

An assignment to the Promise Center addresses the needs of students who exhibit chronic disruptive behavior that interferes with classroom instruction or school environment. These students may not be a danger to themselves or others, however, decisions they have made violate the district's Code of Conduct and require removing the students from regular school for a brief period of time.

The removal period will range from 5 to 10 days, depending on the infraction and the student's progress at the Promise Center.

## Promise Center( 10+ days) Alternative to Expulsion (A2E)

The Alternative to Expulsion program addresses the needs of students who exhibit a category three offense which can lead to injury or threat of injury to others. A2E can also result from chronic category two offenses.

During A2E, students will attend the Promise Center where certified teachers provide classroom instruction and social-skills development.

# Discipline Categories



Category I

Category II

Category III

## Progressive Discipline Examples



### Category I Offenses

#### Inappropriate use of Electronic Device:

1. Administration keeps device the rest of the day
2. Administration keeps the rest of the day/parent must pick up plus one day of ALC
3. Phone checked in each day with Administration and can be received at the end of the day

#### Disruptive Behavior/Disobedience:

1. ALC the rest of that bell and detention
2. ALC the rest of the day in addition to three days of ALC and project
3. One day removal. Must return with a parent/guardian for a conference and be placed on a behavior plan (ROAR Card)
4. Five days of ALC
5. Assignment to A2S

For complete details on disciplinary categories and consequences, please refer to the district's Code of Conduct available on the Cincinnati Public Schools website.

The actual length of each removal or A2S and the number of suspensions prior to a recommendation for expulsion are subject to administrative/team discretion based upon the severity of the offense and the individual student's pattern of misbehavior.

**Note:** Category II Offenses could be upgraded to Category III Offenses, depending on the circumstances and if the behavior is chronic in nature.

# Athletics & Extracurricular Activities

## Athletic Eligibility

Students in grades 7 or 8 in the Cincinnati Public Schools should be aware of the following requirements in order to be eligible to participate in athletics. These are requirements of the Cincinnati Public Schools and cannot be waived. Parent(s) or guardian(s) should make sure that they are aware of these rules.

### Required Forms

Each student in Grades 7 or 8 who wishes to participate in a sport must have the proper forms on file prior to being allowed to participate in any athletic programs offered by the Cincinnati Public Schools. These forms consist of:

- 1. Parental Medical Authorization to Participate Form/Physical:** It must be completed and signed by the student's parent(s)/guardian(s) prior to participation.
- 2. Physical Examination Form:** We strongly recommend and encourage students to get an annual pre-participation physical examination. However, they are no longer mandatory for students in Grades 7 & 8 provided the parents complete and sign the Parental Medical Authorization to Participate Form.
- 3. Parental Release of Liability/Assumption of Risk Waiver:** This form is signed by both the student and his/her parent/guardian and must be on file for each team member.



## Academic Eligibility Policy



A student entering Grade 7 for the first time will be eligible during the first grading period of the 2025–2026 school year regardless of previous academic achievement.

To be eligible throughout the rest of their 7th and 8th grade school years, students must be currently enrolled and receive a passing grade in at least five subjects in which students received grades during the immediately preceding grading period.

**Note:** There is no provision for academic probation for students who do not meet the minimum requirement during their 7th & 8th grade years. Student eligibility will be established for each of the four quarterly grading periods during the school year.

**Note:** Summer school grades cannot be used to determine eligibility. Eligibility for the first quarter of the school year for 8th graders is based on quarterly grades received during the fourth quarter of their 7th grade school year.

## Age Limitations

Students who turn 15 years of age or older prior to August 1, 2025, are ineligible for the 2025–2026 school year in Grades 7 & 8.

All forms are available from your coach, from the office at the high school, or online at <https://www.shroderjaguars.com/> under the forms tab. Make sure that you have this information completed prior to the start of practice.

## Sports Insurance Coverage

The school district has purchased insurance coverage for those who participate in our extracurricular programs. Medical expenses for accidental bodily injuries incurred during our supervised school extracurricular programs are considered.

The insurance policy does not cover illnesses or conditions unrelated to an accidental injury. Our coverage is "in excess only" coverage which means that benefits are paid only after any insurance carried by your family has reached its maximum levels. If no medical insurance is currently available to your family, our policy will consider medical bills up to the limits of the policy.

## Extracurricular Activities Policy

At Shroder Middle School, extracurricular activity attendance is recommended. All student code of conduct rules within Cincinnati Public Schools and the Shroder Middle School Student/Parent Handbook apply.

Administrators will review the extracurricular policies with students/staff prior to the event, including entry time restrictions, dress code, necessary pick-up times, chaperone locations, guest policies, etc.

Students who have reached chronic absenteeism and/or have excessive disciplinary action may not be able to attend extracurricular events, as determined by administration.



### Sports

Basketball, Track & Field, Volleyball, Wrestling, Cross Country



### Arts

Drama Club, Art Club, Band, Choir



### Clubs

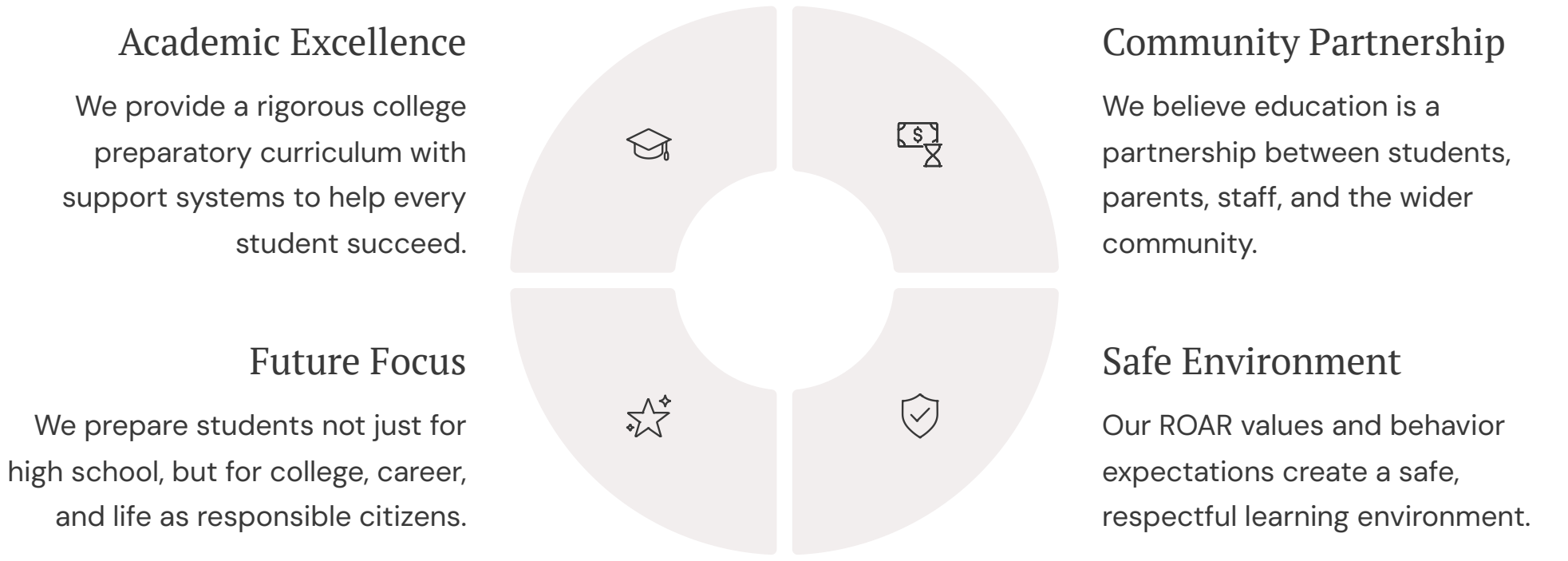
Chess Club, Student Council, Math Club, Science Club

# Closing & Acknowledgement

We are here to help your child become successful, both now and in their future endeavors. Our pledge is to teach not only academics but to teach by example respectful relationships and skills needed to succeed and be members within the community that show Respect, Order, Achievement, and Responsibility. It is our pleasure to work with your children.

Please contact Administration if you have any questions regarding this handbook or the policies of Shroder Middle School. We welcome your thoughts, time, and consideration to provide valuable feedback so that we can continuously improve.

## Summary of Key Points



## Acknowledgement of Shroder Middle School Student/Parent Handbook

Please complete the form below to acknowledge that the Student/Handbook has been read by each Shroder student and their guardian.

 **Link:** Student/Parent Acknowledgement Form of Handbook SY2526

**QR CODE:** [Scan for quick access to the acknowledgement form]

I acknowledge that I have read and understand the policies and procedures outlined in the Shroder Middle School Student/Parent Handbook for the 2025–2026 school year. I agree to follow these guidelines and support the school's mission and vision.

By signing below, I confirm that I have discussed the contents of this handbook with my child and we both understand the expectations, rules, and consequences described within.

**Student Name (printed):**  
\_\_\_\_\_

**Student Signature:**  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Name (printed):**  
\_\_\_\_\_

**Parent/Guardian Signature:**  
\_\_\_\_\_

**Date:** \_\_\_\_\_

