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Dear Parent/Guardian,

It is a pleasure to welcome you to a new school year. Our teachers and staff look forward to ensuring that our students learn and grow in a safe and supportive environment. Your involvement and support will go a long way in helping make this a successful school year!

This handbook was developed to answer many of the commonly asked questions and to provide specific information about certain board policies and procedures. Let us know if you have any questions that are not addressed in this handbook.

Let’s have a terrific year!

Sincerely,

Tracy L. Wheeler
Superintendent
Berea City School District is partners with FinalForms, an online forms and data management service. FinalForms allows you to complete and sign back-to-school and athletic participation forms for your students. The most exciting news is that FinalForms saves data from season-to-season and year-to-year, meaning that you will never need to enter the same information twice! FinalForms also pre-populates information wherever possible, for each of your students, saving you time.

You will need to review your information once per school year to verify information is current and sign the forms.

We are asking that ALL parents please register by going to the Berea City School District web site at www.berea.k12.oh.us and click on the word “Popular” in the upper right corner and from the dropdown list select FinalForms.

If you require any support during the process, scroll to the page bottom and click “Use Support.”

When entering the student portion in FinalForms for your student(s), be sure to use their Berea City School District Gmail account.

Note: If your student is NEW to the district (kindergarteners and transfers), upon completion of student registration, you will then be registered for FinalForms.

Thank you for your assistance in streamlining our paperwork processes in the Berea City school District.
Berea City School District
390 Fair Street
Berea, Ohio 44017
216-898-8300
www.berea.k12.oh.us

Twitter @BereaCSD
Facebook.com/BereaCSD

Board of Education
Ana Chapman | President
Cori Farris | Vice President
Steve Dockman
Jeff Duke
Neal Postel

Administration
Tracy Wheeler | Superintendent
Mike Draves | Assistant Superintendent

Lori Bobincheck | Director of Pupil Services
Cristina Carosielli | Director of Marketing and Community Relations
Karen Frimel | Director of Academic Affairs
Vincenzo Ruggiero | Director of Personnel and Employee Relations
Michael Slivochka | Director of Business Services
Vicki Turner | Director of Information Technology

School Directory
Berea-Midpark High School | Mark Smithberger, Principal .......................... 216-898-8900
Berea-Midpark Middle School | Nick Discenza, Principal ............................. 216-676-8400
Big Creek Elementary | Katie Rolland, Principal ............................... 216-898-8303
Brook Park Memorial Elementary | Mike Kostyack, Principal .......................... 216-433-1350
Brookview Elementary | Tracy Schneid, Principal .............................. 216-676-4334
Grindstone Elementary | Teri Grimm, Principal ................................. 216-898-8305
Snow School | Joseph Kornick, Principal ............................ 440-260-8251
The Berea City School District is a diverse community dedicated to inspiring lives of character, learning, leadership, and service.
1. Administration Building
   390 Fair Street
   Berea, Ohio 44017
   216-898-8300

2. Berea-Midpark High School
   165 E. Bagley Road
   Berea, Ohio 44017
   216-898-8900

3. Berea-Midpark Middle School
   7000 Paula Drive
   Middleburg Heights, Ohio 44130
   216-676-8400

4. Big Creek Elementary School
   7247 Big Creek Parkway
   Middleburg Heights, Ohio 44130
   216-898-8303

5. Brook Park Memorial Elementary School
   16900 Holland Road
   Brook Park, Ohio 44142
   216-433-1350

6. Brookview Elementary School
   14105 Snow Road
   Brook Park, Ohio 44142
   216-676-4334

7. Grindstone Elementary School
   191 Race Street
   Berea, Ohio 44017
   216-898-8305

8. Polaris Career Center
   (separate school district; serves BCSD students)
   7225 Old Oak Boulevard
   Middleburg Heights, Ohio 44130
   440-891-7600
   www.polaris.edu

9. Roehm Sports Complex
   Lou Groza Field
   7220 Pleasant Street (facing Bagley Road)
   Berea, Ohio 44017

10. Buildings & Grounds
    205 Riveredge Parkway
    Berea, Ohio 44017
    216-898-8302

11. Transportation
    235 Riveredge Parkway
    Berea, Ohio 44017
    216-898-8301

www.berea.k12.oh.us

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2019-20 Berea City School District Map

www.berea.k12.oh.us

Berea City School District
EXCELLENCE • INTEGRITY • PURPOSE
Serving Berea, Brook Park and Middleburg Heights
This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the School’s rules as of August 2019. If any of the policies or administrative guidelines referenced herein are revised the language in the most current policy or administrative guidelines are available from the building principal and on the District’s web site.
TRANSPORTATION AND SAFETY
The safety and security of each student at Berea-Midpark Middle School is a priority for the entire school community. Students and parents are asked to cooperate with the administration, teachers and staff in maintaining a safe and secure school community and building. Students of legal age are not permitted to drive a motor vehicle to school or in proximity to school grounds.

BUS REGULATIONS
The following rules and regulations are to be followed by all students:

Busing students are to:

1. Arrive at the bus stop five (5) minutes before the bus is scheduled to arrive.
2. Wait in a location clear of traffic and away from the road.
3. Form a line and wait until the bus comes to a complete stop.
4. Cross streets or highways in front of the vehicle. Never cross a street behind a vehicle.
5. Board the vehicle in an orderly manner.
6. Go directly to an available or to an assigned seat.
7. Keep silent at all railroad crossings.
8. Remain seated until the vehicle has come to a complete stop.
9. Obey the driver and other persons in positions of authority.
10. Board and leave the bus at locations to which they assigned.
11. Place all personal items such as books or supplies on laps under the seats.
12. Keep heads, hands, arms, and feet inside the windows of the vehicle. Keep feet on the floor. Do not place feet in aisles or on the seats.
13. Skateboards are prohibited on any school transportation vehicles.

If there are any questions concerning transportation, please call the Transportation Department at (216) 898-8301.

School Bus Emergency Procedures
1. Stay seated and follow the driver’s directions.
2. Students nearest the exit go first.
4. Wrap loose clothing, such as shirt tails or coat edges, around one’s body to keep from getting caught on protruding objects.
5. Keep hands free.
6. Do not try to take anything with you.
7. Bend knees if you have to jump.
8. Move to a safe distance from the vehicle as instructed by the driver. The driver will review evacuation procedures annually with the students.

SUSPENSION OF TRANSPORTATION PRIVILEGES (BOE Policy 5610.04)
Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.
EQUAL EDUCATION OPPORTUNITY
This District provides an equal educational opportunity for all students. (BOE Policy 2260)

Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District’s Compliance Officer Michael Silvochka, (216-898-8300) Complaints will be investigated in accordance with the procedures described in this handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

STUDENT RECORDS (BOE Policy 8330)
Notice to Parents Regarding Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires the Berea City School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Berea city School District may disclose appropriately designated “directory information” without written consent unless you have advised the District to the contrary in accordance with District procedures.

FERPA defines “directory information” as information that would not generally be considered harmful or an invasion of privacy if disclosed. The Berea City School District has designated the following information as directory information:

1. Name
2. Address
3. Telephone Number
4. Grade Level
5. Dates of Attendance
6. Date and Place of Birth
7. Photograph
8. Participation in officially recognized activities and sports
9. Weight and height of members of athletic teams
10. Electronic mail address
11. Degrees, honors and awards received
12. Major field of study

The most recent education agency (school) or institution attended

The primary purpose of directory information is to allow the Berea City School District to include this type of information from your child’s education records in certain school publications. Examples include: school or district newsletters, annual yearbooks, school programs (such as drama and music productions), graduation programs, honor roll or other recognition lists, and sports programs and activity sheets. Directory information shall not be provided to any organization for profit-making purposes.

In addition, two federal laws require the District to provide military recruiters, upon request, with three directory information categories – names, address and telephone numbers – unless parents have advised the District that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Berea City School District to disclose directory information from your child's education records without your prior written consent you must notify the district in writing within the first two weeks of school.
STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION (BOE Policy 2416)

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or his/her parents;
B. mental or psychological problems of the student or his/her family; C. sex behavior or attitudes;
D. illegal, anti-social, self-incriminating or demeaning behavior;
E. critical appraisals of other individuals with whom respondents have close family relationships;
F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
G. religious practices, affiliations, or beliefs of the student or his/her parents;
 or
H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

CONFIDENTIAL RECORDS

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

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

Students and parents have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying cost may be charged to the requestor. To review records, please contact the Guidance Counselor, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.
SCHOOL CALENDAR 2019-20

Dates in the following calendar may be changed if such is necessary to schedule makeup days, for days lost to emergency school closing, in order to meet the minimum number of student instructional days required by state law.

PROFESSIONAL ACTIVITY DAYS AND HOLIDAYS

<table>
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<td>First Day of School for Students</td>
<td>August 23, 2018</td>
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<tr>
<td>No School, Labor Day</td>
<td>September 2, 2019</td>
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<td>No School, NEOEA Day</td>
<td>October 11, 2019</td>
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<tr>
<td>No School, Teacher Work Day</td>
<td>October 25, 2019</td>
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<tr>
<td>No School, Election Day/Teacher Work Day</td>
<td>November 5, 2019</td>
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<td>Thanksgiving Break</td>
<td>November 27, 28, 29, 2019</td>
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<td>Winter Break</td>
<td>December 23, 2019 - January 3, 2020</td>
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<td>No School, Teacher Work Day</td>
<td>January 17, 2020</td>
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<td>No School, Martin Luther King Day</td>
<td>January 20, 2020</td>
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<td>No School, Presidents’ Day</td>
<td>February 17, 2020</td>
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<td>March 20, 2020</td>
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<td>Spring Break</td>
<td>March 23-27, 2020</td>
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<td>No School</td>
<td>April 10, 2020</td>
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<td>No School, Teacher Conf Comp Day</td>
<td>April 13, 2020</td>
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<td>Memorial Day</td>
<td>May 25, 2020</td>
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<td>Last Day of School for Students</td>
<td>June 3, 2020</td>
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SEMESTER SCHEDULES

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<td>January 21 - June 3</td>
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| 5th Grade Schedule             | 6th, 7th, & 8th Grade Schedule |
| Block 1                        | 8:00-8:49            |
| Block 2                        | 8:53-9:39            |
| Block 3                        | 9:43-10:29           |
| 1                              | 10:33-11:26          |
| Special Area 1                 | (A) 10:33-10:59 (B) 11:00-11:26 |
| Special Area 2                 | 11:30-12:23          |
| Block 3                        | (A) 11:30-11:56 (B) 11:57-12:23 |
| 2                              | 12:27-1:20           |
| 3                              | 1:24-2:10            |
| 4                              | 2:14-3:00            |
**SCHOOL CLOSINGS**
If the school will be closed due to bad weather, an announcement will be made on the local radio and television stations, the district website, social media, and through our All Call system.

**ENROLLING IN THE SCHOOL DISTRICT**
For enrollment in the district, please contact Central Registration at the Berea City School District Administration Building, 390 Fair Street, Berea, (216) 898-8300 ext. 6233. You will be given a registration packet, which includes forms such as a Residence Affidavit and a custody form. Proof of residency will need to be established. Please follow the verification requirement on the Residence Affidavit form.

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent, legal guardian, or grandparent under the provisions of policy 5111. When enrolling, parents must provide copies of the following:
- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency,
- proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from the sending school in order to receive credit from that school. The Guidance Office will assist in obtaining the transcript, if not presented at the time of enrollment.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the District’s schools during the period of suspension or expulsion even in that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District’s schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

**ADMISSION OF STUDENTS FROM NON-CHARTERED OR HOME SCHOOLING (BOE Policy 5463)**
Students wishing admission in the District who have been enrolled in a non-chartered school or a home schooling program must be enrolled on a full time basis. Such students may be required to take competency examinations to help determine their proper grade placement.

The Superintendent will be responsible for the selection or development of the examination. Grade placement will be determined by the Superintendent after evaluating the examination results. The Superintendent shall, for the purpose of placement, consider transcripts, grades and other pertinent data from the school attended, if any, and the competency examination results.

**STUDENT-PARENTAL CUSTODY / RESIDENCE**
Parents have an immediate legal obligation to notify the registrar at the Administration Building of the Berea City School District when there is a change of custody or residency involving a student who is enrolled in the Berea City School District. The phone number is (216) 898-8300.

**FAMILY RIGHTS AND PRIVACY ACT**
Federal legislation provides that parents of students under eighteen (18) years of age, and students eighteen (18) years of age or older, have the right to review and question the records of the student within a reasonable time after making the request. If there are any questions as to the accuracy of the record that cannot be solved informally, a hearing will be held concerning the questionable material. Transcripts cannot be sent without the written permission of a parent if the student is under eighteen (18) years of age.
PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS (BOE Policy 9130.01)
Although care is exercised in selecting learning resources, occasions will arise when a parent(s) or resident(s) may wish to request a reconsideration of the use of certain learning resources. In such an event, the individual shall contact the teacher or school employee in an attempt to informally resolve the issue. If the matter cannot be resolved between the teacher or school employee and the individual calling for reconsideration of the learning resource, the matter will be referred to the principal or his/her designee to resolve the issue. This might include the parent/resident and the teacher or school employee. If this effort is unsatisfactory, and if the parent or resident cares to pursue the issue further, the principal will send the necessary form to the complaining person.

STUDENT RIGHTS AND RESPONSIBILITIES (BOE Policy 5780)
1. Students have the right to attend school in a safe, respectful, and orderly learning environment.
   Responsibility - Students have the responsibility to attend school regularly and to maintain acceptable behavior while attending school and to behave in such a way that the education, health, and welfare of others is not endangered. This implies an obligation to be aware of the rights of others and to have knowledge of school rules and regulations.

2. Students have a right to be treated with respect and dignity.
   Responsibility - Students have the responsibility to treat others with respect and dignity

3. Students have a right to expect a meaningful education.
   Responsibility - Students have the responsibility to actively participate in the education program.

4. Students have the right to due process for their concerns and grievances; to use established procedures to examine concerns/grievances. Responsibility - Students have the responsibility to use the established procedures to examine concerns/grievances.

5. Students have the right to freedom of expression through speech, assembly, and petition. They have a right to express opinions, take a stand, and support causes within reasonable regulations as to the time, manner, and place in which such rights are exercised.
   Responsibility - Students have the responsibility to exercise restraint and good taste in their expression and to refrain from the use of expression that is vulgar, profane, obscene, slanderous, or which advocates violation of State or Federal law or official school policies, rules, and regulations.

6. Students have the right to responsibly determine personal dress and grooming styles.
   Responsibility - Students have the responsibility to dress in a manner that is appropriate and not hazardous to the health and safety of self or others and not disruptive to the educational program of the school.

7. Students have the right to have a voice in the formulation of school policies and decisions.
   Responsibility - Students have the responsibility to become actively involved in the school program and to make constructive suggestions for improvement.

8. Students have a right to have time set aside during the school day for a lunch period.
   Responsibility - Students have the responsibility to be aware of cafeteria rules and regulations and to conduct themselves in a manner appropriate for a large group.

9. Students have a right to use school facilities under the supervision of school district employees.
**STUDENT COMPLAINTS (BOE Policy 5710)**

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by Board Policy 9130.

**VISITORS (BOE Policy 9150)**

Berea-Midpark Middle School does not allow student visitors or guests during the academic day. All persons coming to school for business purposes must report to the main office per Ohio Revised Code 3313. Any alumni wishing to visit teachers should make an appointment to visit at the end of the school day.

**WITHDRAWAL FROM SCHOOL (BOE Policy 5130)**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver’s license, if he/she is under the age of eighteen (18).

If a student plans to transfer to another school outside the Berea City School District, the parent must notify the administrator and guidance counselor. School records will be transferred within (14) days to the new school district.
ATTENDANCE POLICIES AND PROCEDURES (BOE policy 5200)

Regular school attendance is very important to insure the continuity of a student’s education. All students are expected to be in school each and every day unless ill or involved in a set of personal circumstances or family circumstances that constitutes a good and sufficient cause for absence.

Ohio State Board of Education Regulations Governing Excuses from Future School Attendance and Past Absences 3301-51-13

DAILY ATTENDANCE

The State Board of Education has adopted regulations governing excuses from future school attendance and past absence from school attendance within the framework of section 3321.04, Ohio Revised Code. These rules and regulations are binding upon the authorities empowered to issue excuses from school attendance.

Reasons for which absences may be excused include but are not limited to the following:

- Personal illness
- Illness in the family
- Quarantine of the home
- Death of a relative
- Observance of religious holidays
- Emergency or set of circumstances which in the judgment of the superintendent of schools constitutes a good and sufficient cause for being absent from school.

All absences must be cleared by parent phone call prior to the student’s return to school. Each student absence is classified as either excused or unexcused.

- If excused – student will be given the opportunity to make up all tests, reports, and other work.
- If unexcused – no make-up work is allowed
ABSENCE FROM SCHOOL
1. If a student is absent from school, the parent/guardian is responsible for calling the attendance office at (216) 676-0913 between the hours of 7:15 a.m. and 2:45 p.m. to give the reason for the absence.

2. If the reason falls within the state guidelines (see Ohio State Board of Education Regulations) for an excused absence, the attendance office will mark the student “excused.” All other absences will be marked “unexcused.”

3. If no call is made within twenty-four hours of an absence; then the absence in question will be recorded permanently as an unexcused absence, and no credit will be given for school work due or completed in class on that day. Disciplinary action may then result from this unexcused absence.

4. It is the student’s responsibility to provide the teacher with written verification of a change in the classification of an absence from unexcused to excused. Verification may be obtained from the attendance office or one’s grade level administrator.

5. If a student is found to be truant, the appropriate disciplinary action will be given for the time the student is truant. If chronic truancy persists, student may be referred to the Juvenile Court System.

6. A doctor’s certificate may be requested by the administration for all excused/unexcused absences in excess of 10 days.

MAKE-UP WORK FOR EXCUSED ABSENCES
1. Students who have an excused absence from school are expected to make up the work missed during their absences.

2. It is the student’s responsibility to see the teacher immediately upon his/her return to arrange for the work missed. To make up work missed, all absences must be excused and verified by the attendance office.

3. A student will be given at least the same amount of time to make up the work as the student was absent from school.

4. A parent or student may request homework when an extended absence occurs. The request is made electronically by e-mail communication to the appropriate teachers. Please allow a minimum of 24 hours notice to obtain assignments.

5. An assignment made prior to an absence from school is due immediately upon the student’s return to school.

Any exception to the above rules must be arranged between the teacher and the student.

MINIMUM SCHOOL YEAR AND SCHOOL DAY
A minimum school year of 1,001 hours is required by O.R.C. 3313.48. This section of the Ohio Revised Code also prescribes a minimum school day, which is defined as six hours per day. Examples: missed bus, truancy, oversleeping, car trouble, etc.

CLASSROOM/STUDY HALL ATTENDANCE
Regular punctual and consistent class attendance is a basic ingredient for success in every course. All students are to be in each assigned class or study hall each and every day that they are in school. Attendance is taken in every class and study hall. Any unauthorized absence from class/study hall will result in disciplinary action.

TARDINESS TO CLASS
Tardiness will be considered as a student’s arrival to class after the tardy bell and within the first 14 minutes of class. Any arrival to class or school after this 14-minute grace period will be considered as an unexcused class absence and the student will be subject to disciplinary action.

Repeated class tardiness will result in a referral to the appropriate grade level administrator for further intervention and/or consequences. Referrals will be generated on every 3rd tardy. The grade level administrator will use progressive discipline.

EXTRA-CURRICULAR PARTICIPATION
Students absent any portion of the school day may not participate in any extra-curricular activity unless excused by the ADMINISTRATION for:

1. routine doctor appointment with written permission to participate from the attending physician;
2. attendance at a funeral;
3. school business;
LEAVING THE BUILDING DURING THE SCHOOL DAY
Students are to remain in the building during the course of the regular school day. Berea-Midpark Middle School is a closed campus. No one is permitted outside the building during the regular school day without first being given authorized, written permission by an administrator. Students detected outside the building without permission may be considered truant. No student is allowed to leave the building for lunch purposes. Leaving school grounds without permission may result in disciplinary action.

Any need to leave the school building before the end of the school day, such as a doctor’s or dentist’s appointment, court appearance or funeral, must be cleared through the attendance office by a telephone call from a parent. All students leaving the building must have proper authorization, sign-out and receive a pass.

Parents are to call the school at 216-676-0913 to inform the attendance office of the reason and the time to be excused.

For all medical excuses, when the student reports to sign out, an appointment card should be presented to the attendance office. If an appointment card is not available at the time of signing out, the student may be required to present a statement of verification from the doctor, dentist, medical center, or court summons upon return to school.

FAMILY VACATIONS
Students who will be absent from school because of a family vacation or extended trip with their parents will be excused provided the appropriate paperwork has been completed and returned to the attendance office prior to the expected absence. Teachers and administrators signatures on vacation absence forms (secured in the attendance office) do NOT constitute approval by the school for the absence but simply confirm proper notification of the reason for this excused absence. If the attendance office and teachers are notified at least one week in advance of such a trip, every effort will be made to prepare a list of assignments for the student to complete while absent. These assignments are then due on the day of return to school. Teachers are not obligated to permit makeup work if proper arrangements have not been made prior to departure.
FEES and FINES
Transcripts, and dance tickets will be issued only if all fees and fines are paid to a current status. Unreturned text books and library books will be billed to the student’s fee bill.

P.A. ANNOUNCEMENTS
If an announcement needs to be made for a club or activity, the announcement must be written on an office form, signed by the advisor and submitted to the Main Office by 3:00 p.m. the day prior to the requested announcement date.

LOST and FOUND
The “lost and found” is located in the main office. Students who have lost an item should check with the receptionist.

VENDING MACHINES
Vending machines are located in the gym lobby hallway. The machines are on a timer and are not available during school hours.

SCHOOL PHOTOGRAPHY
Cavanaugh Photography takes pictures during the month of September. Packages are available for purchase. Brochures and price lists are distributed to each student prior to picture day.
**HALL LOCKERS**
All students will be assigned an individual hall locker and are encouraged to secure/lock their locker and belongings. Students have the option to purchase and use a combination lock from the school. Students are not permitted to use locks from outside retail stores.

Purchased locks must meet school guidelines. Lockers are not to be marked with decals, are to be kept neat and clean, and are not to be shared. If your locker or lock needs repair, notify the Student Management Office. General locker clean outs and inspections are conducted periodically during the school year.

Lockers and locks are the property of the Board of Education and are provided for the students’ convenience. Lockers and the contents of all lockers are subject to random search at any time without regard to whether there is reasonable suspicion that any locker or contents contains evidence of a violation of a criminal stature or a school code. (Ohio Revised Code 3313.20)

**MEAL SERVICES**
Berea-Midpark Middle School participates in the National School Lunch Program and makes lunches available to students at a cost to be determined annually. A la Carte items are available. Students may also bring their own lunch to school to be eaten in the Berea-Midpark Middle School cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by an administrator.

Applications for Berea-Midpark Middle School’s Free and Reduced-Priced Meal program are available by visiting the district website and searching under Services and then clicking on Nutrition Services.

**MESSAGES**
Emergency messages will be delivered to the student immediately. Parents/Guardians and students should not request the Main Office to deliver routine messages.

**STUDENT FUND RAISING (BOE Policy 5830)**
Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. School fundraising is for the purpose of the betterment of the school. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds. Student must also not engage in house-to-house canvassing for any fund-raising activity. Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

**STUDENT VALUABLES**
Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not responsible for their safe-keeping and will not be liable for any loss or damage to personal valuables.

**TELEPHONES**
Students who need to contact parents during the school day may ask their teacher to use the telephone available in every classroom or request a pass to secure permission from the Main Office to use their cell phone within view of the office in the hallway. A phone for student use is also available in the Main Office with permission from staff member.

**WORK PERMITS**
Work permit applications may be obtained in the main office when the student has secured a job. When the application forms have been completed, the student will return them to the office. If a student changes jobs, a new employer’s pledge form must be completed in order to have an updated work permit. Minors 16 and 17 years old are not required to obtain work permits during the summer months when school is not in session, which means that 14 and 15 year minors are required. All minors 14-17 are required to obtain work permits when school is in session. Necessary forms and employer tax identification numbers are available at the following website: www.com.state.oh.us/laws/default.htm.
**COURSE REGISTRATION**
Registration for courses is done through the Guidance Department in January of each year for the following academic year. Counselors provide assistance in the selection of courses in keeping with the abilities and interests of each student. Courses require parent/guardian approval and in some instances, teacher approval. A course selection booklet is provided to each student prior to registration, outlining courses and other educational options.

**COURSE ADD POLICY**
Students may add a course to their schedule on a space available basis prior to the start of the new semester. There will be no schedule changes to accommodate teacher preference.

**COURSE DROP POLICY**
Students need to be meticulous in the selection of courses. The building master schedule is determined based on student course selections. No schedule changes will take place after the course verification process. A schedule change may take place for the following reasons only:
1. An error is made by the data processor.
2. A student lacks a prerequisite.
3. A student is academically misplaced.
4. A student has already taken the course.
All course changes by counselors will involve teacher consultation/input and parent contact.

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COURSE DROP POLICY continued
In many cases students request changes due to their experience with summer reading or summer assignments. Also, students often request schedule changes due to anticipated workload. These reasons are not acceptable. Berea-Midpark Middle School expects students to challenge themselves with the curriculum. Counselors will assist with all scheduling concerns and determine students’ most beneficial placement.

HOMEWORK
The assignment of homework can be expected. Student grades will reflect the completion of the work, including outside assignments. Homework is also part of the student’s preparation for graduation.

GIFTED SERVICES
Students who meet special criteria have many individualized options available to them including, but not limited to, enrichment seminars, career shadowing, internships (1/4 credit), mentorships (1/2 credit), and Cleveland area programs. Students enter Gifted Services based on superior performance on standardized tests or validation from a professional in the fine and performing arts. Those interested should contact their counselor for more information.

INDIVIDUALS WITH DISABILITIES
The American’s with Disabilities Act (A.D.A.) and section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District’s programs and facilities. The laws define a person with a disability as anyone who:

A. Has a mental or physical impairment that substantially limits one or more life activities;
B. Has a record of such an impairment; or
C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the “least restrictive environment.”

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504 and State law. Contact school guidance counselor or school psychologist to inquire about evaluation procedures, programs, and services.

GRADUATION REQUIREMENTS (BOE Policy 5460)
In order for a student to graduate from high school in the Berea City School District, he/she must have complied with all attendance at school and classes and achieved a total of 22 credits as well as passed all state testing requirements. Actual graduation requirements may be found in the High School Student Registration Booklet, the school guidance office or on the school district web site at www.berea.k12.oh.us
ATTENDANCE AWARD
Those students who qualify for perfect attendance for the entire school year will be honored as students of the month the following September.

PRINCIPAL’S ROLL
The award represents academic excellence and goes to those students who achieve a 4.0 or higher grade point average for a marking period and who are enrolled in at least five courses.

HONOR ROLL
This award represents outstanding academic achievement and is assigned to each student whose grade point average for a grading period is 3.5 or higher and who is enrolled in at least five courses.

MERIT ROLL
To be eligible for this award of good academic achievement, a student must achieve a 3.0 grade point average for a grading period and be enrolled in at least five courses.
BEREA CITY SCHOOLS ACHIEVEMENT SCALE

90 – 100  A
80 – 89  B
70 – 79  C
60 – 69  D
0 – 59  F

The following codes and their interpretations will be used as part of the grading process.

A  Superior academic achievement. Exceeds course expectations in an exemplary manner.
B  Above average achievement. Exceeds course expectations.
C  Average achievement. Meets course expectations.
D  Below average achievement. Deficient in meeting some course expectations.
E  Fails to meet standard expectations but receives credit in course due to exceptional circumstances. Credit awarded but no value given towards G.P.A.
F  Failure in the course. Fails to meet course expectations.
I  Incomplete. Course obligations have not been met. No credit or grade assigned unless these obligations are completed within a three- week period. After a three-week period, the “I” becomes and “F” unless there are extenuating circumstances that have been discussed with and approved by the building administrator.
M  Medical excuse. No credit awarded.

Repeating Courses: when a student repeats a course in the normal school program, summer school, alternative school, and/or night school that has already been taken and passed with a “D” or “C” grade or failed with a grade of “F”, the student receives the grade for the latest attempt and the previous attempt grade is replaced.
SEMESTER EXAMS (BOE Policy 5421.01)
Exams are given at the end of each semester. Exams count as 20% of the final course grade. The issued textbook must be returned to the teacher or the student will be assigned a grade of “incomplete” and a fine will be assessed to the student for replacement cost of the textbook.

REPORTING STUDENT PROGRESS TO PARENTS
Berea-Midpark Middle School’s calendar is divided into two semesters. The first semester covers from August through mid-January, and the second semester covers from mid-January to mid June. Each semester is divided into two nine-week grading periods. In an effort to keep students and parents informed of student progress, a progress report and grade card is available electronically using the Infinite Campus portal.

<table>
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<tr>
<th>Grading Period Ends</th>
<th>1st Quarter October 24, 2019</th>
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<tr>
<td></td>
<td>2nd Quarter January 16, 2020</td>
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<td></td>
<td>3rd Quarter March 19, 2020</td>
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<td>4th Quarter June 3, 2020</td>
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NCAA DIVISION I/II COLLEGE ELIGIBILITY RULES
Any student who wishes to participate in Division I/II intercollegiate athletics as a freshman or receive athletic grant-in-aid scholarships must meet specific criteria. The requirements are intended to ensure that entering student-athletes are prepared and motivated adequately to handle college-level course work. Courses that meet these requirements are identified in the Schedule Planner by the following: (NCAA course).
Student-athletes should consult with their coaches and/or Berea-Midpark Middle School’s Athletic Director or visit http://www.ncaa.org for copies of NCAA Freshman Eligibility requirements.
The NCAA requires all seniors to be registered with the NCAA Initial-eligibility Clearinghouse if they intend to play sports at a Division I/II college. Please see your counselor or Athletic Director for details.

SCHOLASTIC ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS (BOE Policy 2431)
Scholastic eligibility for senior high students in grades 9-12 is determined each grading period by grades received the preceding nine-week grading period. Semester average and yearly average have no effect on eligibility. You must be currently enrolled in school and have received passing grades in a minimum of five one-credit courses or the equivalent and have earned a minimum 1.5 grade point average in the immediately preceding grading period. Summer school, night school, and correspondence school grades may not be used to substitute for failing grades received during the final grading period of the regular school year. Students enrolled in post-secondary options must consult with the athletic director to ensure eligibility status.

Student athletes in order to maintain eligibility through the Ohio High School Athletic Association (OHSAA) students should be enrolled in a minimum of five (5) classes, excluding physical education, per semester. Student athletes should see their guidance counselor as soon as possible if their class schedule reflects less than five “academic” (.5 credit) classes in any semester. Physical Education classes earn no more than .25 credit. In order to be eligible for inter-scholastic competition, a student must pass 2.5 units of credit and attain a minimum 1.5 grade point average the immediately preceding grading period.
Thus, for example, grades earned the third grading period determine eligibility for the fourth grading period (basically the spring sports season) and grades earned the last grading period of the school year determine eligibility for the first grading period (the fall sports season) the next school year. It cannot be emphasized enough; athletes need to be certain they are enrolled in at least 2.5 credits each semester in order to maintain athletic eligibility!

Scholastic eligibility for students in grades 7-8 is determined each grading period by grades received the preceding nine-week grading period. To be eligible students must pass 75% of their core academic classes.
BEREA-MIDPARK MIDDLE SCHOOL RESPONSE TO INTERVENTION

Berea-Midpark Middle School has established an Intervention Assistance Team for students at risk of failing. This team (IAT) is composed of teachers, guidance counselor, grade level administrator, student and parent. Any questions concerning grades and failures should be directed to the appropriate guidance counselor.

COUNSELING SERVICES

Counseling services are available through the Guidance Department, Family Intervention Services or with the school psychologist. Services may be requested through any guidance counselor or administrator. Individual, group crisis, college and career counseling are available to all students on an as- needed basis.

HOTLINES

First Call for Help .............................................. 216-436-2000
Child Abuse Hotline ........................................... 216-696-5437
Ala-teen/Ala-non ............................................... 216-621-1381
Rape Crisis Center .............................................. 216-391-3912
Safe Space (runaway) ......................................... 216-421-2002
Safe Schools.................................................. 1-800-418-6423, ext. 359

GRADS

Graduation, Reality and Dual-role Skills (GRADS) is a program to assist pregnant girls and young parents who are in school. Referrals may be made to/through a guidance counselor.
MEDIA CENTER USAGE
The library media center exists to support classroom assignments, leisure reading, and research interests. It provides students with a variety of multimedia materials for class work and individual use. Students have access to books, magazines, and a large collection of on-line databases.
All incoming students receive orientation instruction. There is an ongoing program of library instruction through the year. Students may use the library media center before or after school as well as during study halls. Often teachers will bring classes to the center to complete class assignments. Students may obtain permission to use the library during Enrichment periods during the school day. Posted library rules and consequences are designed to promote the proper use of the facility. Infractions may result in a loss of library privileges.

USE OF SCHOOL EQUIPMENT AND FACILITIES
Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. Students are not permitted to use any facility that is unsupervised by an adult (pool, gyms, weight room, science labs, etc.).

EQUAL ACCESS FOR NON-DISTRICT SPONSORED, STUDENT CLUBS, AND ACTIVITIES (BOE Policy 5730)
The Board of Education will not permit the use of school facilities by non-district sponsored, student clubs and activities during the regular school day. Beyond the school day, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.
An application for permission for non-district sponsored, student clubs and activities to meet on school premises shall be made to the principal and/or business services office, who shall grant permission provided that it is determined that:
A. the activity has been initiated by student;
B. attendance at the meeting is voluntary;
C. no agent or employee of the District will promote, lead, or participate in the meeting.
D. the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
E. non-school persons do not direct, conduct, control, or regularly attend the activity.
ORGANIZATIONS & CLUBS
For more information/updates on Berea-Midpark Middle School activities visit the Berea-Midpark Middle School website at http://www.berea.k12.oh.us/bmms

USE OF SCHOOL EQUIPMENT AND FACILITIES
Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. Students are not permitted to use any facility that is unsupervised by an adult (pool, gyms, weight room, science labs, etc.).

CO-CURRICULAR AND ATHLETIC ACTIVITIES PROGRAM
ATHLETICS: There are athletic offering for both boys and girls in grades 7 through 9. These include basketball, cross country, golf, soccer, swimming, tennis, and track. Boys’ athletics include baseball, football, and wrestling. Girls’ athletics include cheerleading, gymnastics, softball, and volleyball. Not all of the sport teams listed above is available to students in grades 7 and 8. In some cases, financial considerations will dictate number of teams, level of competition, and number of participants. There is an activity fee to participate in any of the aforementioned sports.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES
Non-school sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the meeting. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with Berea-Midpark Middle School rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot on any materials or information.

ADVERTISING OUTSIDE ACTIVITIES
No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours notice is required to ensure that the principal has the opportunity to review the announcement or posting.
DISCIPLINE

Schools must provide a climate that promotes academic learning in a safe and democratic atmosphere. To this end, there must be organizational rules governing the conduct and behavior of all who work and learn at Berea-Midpark Middle School. These rules must be firmly and consistently enforced throughout the school, on school vehicles, and at all school sponsored activities.

Rules and regulations are necessary to maintain good order and discipline and to promote a healthy educational climate. Students are responsible for their actions. Violations of rules will result in disciplinary action, which may include parent contact, after school detentions, or Wednesday/Saturday School, out of school suspension, expulsion, referral to appropriate law enforcement authorities, etc. The discipline procedure will be organized into two areas, administrative and non-administrative offenses.

Every individual throughout the school system must take a direct, personal, and active responsibility for discipline.

STUDENT DUE PROCESS RIGHTS (BOE Policy 5611)

Students are provided due process in any situation which may result in an interruption to or loss of their rights to an education, except in an emergency removal lasting less than 24 hours. During an informal hearing, the student is given written notice of the charges. During this hearing, the student has the right to challenge the reasons for the intended suspension or removal and to otherwise explain his/her actions. This hearing may occur immediately or during the period of the removal. In the event a suspension or expulsion is determined, the student and parents have the right to appeal the decision through the procedures outlined in the student suspension and student expulsion policy.
REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS
(BOE Policy 5610)

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

1. Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the district must conform with school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive or inappropriate behavior by its students.

2. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property, while on properties immediately adjacent to school district property, within the line of sight of school district property, while on school transportation, and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

3. The Board of Education realizes, accepts and supports the concepts: (a) that each instance pertaining to discipline, misconduct and improper behavior of students must be dealt with separately, (b) that decisions of punishment will be influenced by such factors as the age of the student(s), the degree, the time and/or nature, the gravity, the spontaneity or premeditation of the offense and (c) that administrators will apply prudent judgment concerning the gravity and effect of the offense(s) or situation(s) and the type, nature and degree of punishment.

4. The authority of school officials extends not only through the regular school day but also the time between home and school and at school events outside of school hours and away from school property. Any misconduct on the part of students in school, on the way to or from school, any misconduct which is connected to activities or incidents that have occurred on property owned or controlled by the district or any misconduct which is directed at a district employee or official or the property of such employee or official, which directly relates to and affects the management and efficiency of the school, is within the scope of power of school officials and the Board of Education.

MISCONDUCT AGAINST A SCHOOL OFFICIAL OR EMPLOYEE

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type); vandalism; assault (verbal and/or physical), and destruction of property regardless of where it occurs.

MISCONDUCT AWAY FROM SCHOOL

A student who engages in misconduct off of school property or at a non-school sponsored event, but which is connected to activities or incidents that have occurred on property owned or controlled by the district, or who engages in misconduct while off of school property or at a non-school sponsored event, directed at a district employee or official or the property of a district employee or official is subject to suspension and/or expulsion.

MISCONDUCT CLAUSE

Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.

In general, disciplinary action will result from, but is not limited to: disrespect to school personnel; habitual or extreme acts of misconduct; misappropriating teachers’ school records; being in an unauthorized area on school premises or property; leaving class or school premises without proper authorization; littering; loitering; refusing to pay for purchases; providing misleading information during an investigation; gambling; or any conduct in violation of the criminal code of the State of Ohio.

CRIMINAL MISCONDUCT AWAY FROM SCHOOL

A student who engages in any misconduct in violation of the criminal code of the State of Ohio off school property or at a non-school sponsored or related activity, function, or event may, in accordance with the procedures set forth within the due process procedures, be suspended or expelled from school if the superintendent determines that the student’s continued presence in school is reasonably certain to substantially disrupt or interfere with the educational process or substantially endanger the health or safety of the student or others.
CONSEQUENCES FOR VIOLATIONS

The following list of consequences for violating school rules is listed below in order of severity.

1. Warning 9. Alternative to Suspension
2. Working lunch detention 10. Emergency Removal
4. Removal of privileges 12. Referral to Juvenile court
5. Parent notification 13. Withdrawal from school
6. Conference with parents(s)/guardian(s) 14. Expulsion from school
7. Suspension from a particular class 15. Prosecution to the fullest extent of the law
8. Withdrawal from a particular class with “no credit”

Note: All participants in the co-curricular program (activities and athletics) are subject to rules and regulations in addition to those stated in this book.

STUDENT MANAGEMENT ROOM

The Student Management Room (SMR) is staffed by SMR personnel and is used as a central location for students displaying disruptive behavior. Students who have been dismissed from class are to report to the student management room for further disciplinary intervention. Failure to report or to report in a timely manner will result in further discipline actions. In addition, the SMR may be used to facilitate a working lunch, detentions and/or before and after school make-up periods.

ALTERNATIVE TO SUSPENSION

This disciplinary measure is assigned to students, in lieu of suspension, who have violated school rules and regulations. This is an extended detention period of individual study assigned by the administrator. Failure to serve the Alternative to Suspension will result in out-of-school suspension.

EXPULSION & SUSPENSION (BOE Policy 5610)

A. Emergency Removal is the exclusion from school and all school related activities of a student whose presence poses a continuing danger to District property or persons or whose behavior presents an ongoing threat of disruption of the academic process taking place in the classroom or elsewhere on the school premises, for a period not to exceed seventy-two (72) hours. A hearing will be held with the assistant principal to determine if the actions of the student that resulted in the removal will result in suspension from school.

B. Disciplinary Removal is an action less severe than suspension, expulsion or emergency removal and defined as the denial to a student of permission to attend a class in which she/he is enrolled or to participate in an extra-curricular activity which she/he has been accepted or qualified for membership.

C. “Suspension” shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District’s instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed; fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611-Due Process Rights. Suspension is a serious consequence, which stops short of expulsion. Suspension results in exclusion from classes and all school activities, which includes work/study and Polaris. Students are permitted to make up and receive academic credit for any projects, tests, quizzes, or work assigned while on suspension. It is the student’s responsibility to request assignments from his or her teachers. The same amount of time will be given to make up the work as the amount of days suspended from school.

D. “Expulsion” shall be the exclusion of a student from the schools of this district for a period not to exceed the greater of eighty (80) school days of the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 – Due Process Rights.

E. “Permanent Exclusion” shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01). This process is formal and will usually follow an expulsion with the proper notification to the parents.
SEARCH & SEIZURE (BOE Policy 5771)
The Board or its designee reserves the right to search the lockers, desks, person, personal belongings of a student (wallet, purse, book bag, gym bag, locker, automobile or any other container), and conduct K-9 searches on school grounds or at any school activity when it is reasonable necessary for the maintenance of order, discipline and safety, and in the supervision and education of students. If possible, the student’s consent prior to the search will be obtained.

1. If the student refuses permission, the student will be subject to suspension for insubordination.
2. In some cases, the police may be called and the matter turned over to the legal authorities.

At the beginning of the school year, students will be advised that their lockers, desks, persons, and personal belongings are subject to search for contraband, and/or harmful or dangerous substances. The presence of a staff member or adult witness is required in all instances of a search or seizure of the property of a student. All contraband seized will be safeguarded and disposed of appropriately or turned over to the proper authorities.

INTERROGATION OF STUDENTS
The school is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the school believes these agencies should conduct their investigations off school property if possible, investigations may take place at school or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or designated guidance counselor) will remain in the room during questioning.

If law enforcement or children’s services agency removes a student from school, the building administrator will notify a parent.

STUDENT RIGHTS OF EXPRESSION
The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Student may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

Materials cannot be displayed if it:

1. Is obscene to minors, libelous, or pervasively indecent or vulgar;
2. Advertises any product or service not permitted to minors by law;
3. Intends to be insulting or harassing;
4. Intends to incite fighting; or
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display; it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal or grade level administrator twenty-four hours prior to display.

VIDEO SURVEILLANCE
The interior and exterior of the middle school, as well as school buses, are under surveillance by video equipment. A recording may be used as evidence by the administrators or by the police in any situation involving the violation of any rule, regulation, policy, or law.
CODE OF CONDUCT
This CODE OF CONDUCT is the established rules and regulations of the middle school. A violation of any section or rule of this code may result in disciplinary action including suspension or expulsion.

AIDING OR ABETTING VIOLATION OF SCHOOL RULES
If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

CLASS CUTTING
A class cut is an unexcused or uncleared absence from school. Violations will result in progressive discipline by the administration.

COLLECTIONS
All collections must be approved by the principal prior to any advertisement, sale or collections. Unauthorized solicitations may result in disciplinary actions. Any fundraising activity must first be approved by the principal.
STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE and SAFETY (BOE POLICY 7540.03)

Below is an abridged version of BOE Policy 7540.03, to review this policy in its entirety, go to:
http://www.boarddocs.com/oh/berea/Board.nsf/goto?open&id=AMXJ7X494333

The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students.

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children’s Internet Protection Act.

The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Any student who attempts to disable the technology protection measures will be subject to discipline.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., “hacking”, “harvesting”, “digital piracy”, etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District’s network, but shall be permitted to access social media for educational use in accordance with their teacher’s approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board’s Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students’ use of the District’s Education Technology.
CYBERBULLYING

Engaging in cyberbullying is prohibited. “Cyberbullying” involves the use of information and communication technologies such as e-mail, cell phone text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or staff member on a web site or on weblog;
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim’s cell phone bill;
3. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
4. Posting misleading or fake photographs of students or school staff members on web sites.
5. To the extent permitted by the First Amendment, instances of cyber-bullying of school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.
6. Installing or maintaining any hardware of executable software not owned or licensed by the Berea Board of Education.
   This includes software in the public domain and “shareware”.
7. Continuously and intentionally making noise or acting in a manner so as to interfere seriously with a teacher’s ability to conduct a class or an extracurricular activity.
8. Use of lewd, vulgar, profane, or harassing language as a method to offend, intimidate, or insult others that results in a substantial disruption to school operations. This includes the use of text messaging and/or the creation or modification of a social networking site or electronic account that specifically results in a substantial disruption to school operations.

Anything not listed specifically but causes a disruption to the educational process may result in suspension.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR (BOE Policy 5517.01)

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. 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).

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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 cyberbullying 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 student(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 suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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, in 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 (AG5517.01) 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 Director or appropriate administrator shall notify the custodial parent/guardian of the victim of 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.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director 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, bullying and/or other aggressive behavior for 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 Director 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 Director 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. 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 appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about 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 Director 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.
DRESS AND GROOMING CODE (BOE Policy 5511)

Students are expected to attend school and school activities in clean and appropriate attire. Dress and appearance significantly contribute to a positive learning environment. Therefore the administration reserves the right to determine the appropriateness of clothing and accessories worn by the students. In general clothing and accessories may not interfere with the learning climate, be disruptive to teaching, learning or the general operation of the school and/or activity, be deemed unsafe, contain inappropriate language or symbols, or damage the property of others.

Violations of the dress code will be addressed by the school administrator and may result in suspension or the recommendation for expulsion for repeated acts of misconduct. The following are general guidelines to be followed:

- Footwear must be worn.
- NO headwear (hats or hoodies) is permitted.
- Shorts and skirts must be of appropriate length (must not be shorter than fingertip length when arms are naturally hanging at sides).
- No bicycle shorts or shorts made from spandex or Lycra are permitted.
- No tank tops or shirts which expose any part of the torso except the neckline, or any shirts made of transparent material.
- No clothing may have inappropriately placed holes, tears, or patches.
- Pants must be worn properly around waist, not sagging below the hip line.
- No spiked jewelry or accessories, no pocket chains, no sunglasses are permitted.
- No clothing, accessories or body markings that are inappropriate for the school setting or which promote drugs, alcohol, tobacco, sex, gangs, racial/ethnic slurs or violence may be worn.
- Pajamas/Nightware may not be worn as school appropriate clothing.
- Undergarments may not be worn as outergarments.

School officials will make judgments on student dress based upon the following criteria:

1. Is it disruptive or likely to be disruptive to the teach activity?
2. Does it pose a threat to the health or safety of any individual?
3. Can it be damaging to the property of others?
4. Is it neat, clean, and appropriate for school?

NOTE: The administration of the school reserves the right to adjust these rules for special medical or religious circumstances and for special school sponsored activities or programs.

DRUGS/COUNTERFEIT, CONTROLLED SUBSTANCES

A student shall not possess, use, transmit, sell, conceal or be under the influence of any alcoholic beverage or intoxicant or any of the drugs of abuse defined by Ohio Revised Code Section 3719.011 on school grounds, while on property immediately adjacent to school district property, within the line of sight of school district property, while on school transportation, at school-sponsored or related functions or activities off the school grounds or at any other time the student is subject to the authority of the school. This prohibition also includes any substances substantially resembling an illegal or controlled substance. Any substance or equipment will be turned over to legal authorities.

If a building administrator has a reasonable individualized suspicion of drug or alcohol use, he/she may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, he/she will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.
**ELECTRONIC COMMUNICATION DEVICES**

Electronic devices (i.e. cell phones, cd players, iPods, and radios) with or without earphones, are not to be used during the school day unless they are part of the educational plan. These devices are permitted before and after academic school hours. If used during instructional time without staff consent, they may be confiscated and disciplinary action may result. Furthermore disciplinary action may result if these devices are used during school hours utilizing lewd, vulgar, profane, or harassing language as a method to offend, intimidate, or insult others that results in a substantial disruption to school operations. This includes the use of text messaging and/or the creation or modification of a social networking site or electronic account that specifically results in a substantial disruption to school operations.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messages. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the device.

**EXTORTION**

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

**FIGHTING, INSTIGATING, OR ABETTING A FIGHT**

Engaging or abetting a physical confrontation with another person on school grounds, during school or at a school activity will not be tolerated. Punishment will be determined by the severity of the offense and will result in suspension. In the event of any fight, local law enforcement authorities may be notified and may intervene.

**FALSE ALARMS/BOMB THREATS**

The pulling of false alarms, the stealing or discharge of fire extinguishers, the threat of a bomb and/or inducing panic is in direct violation of Ohio law. The superintendent also has authority to expel a student for up to one year for making a bomb threat to a school building or any premises at any school activity occurring at the time of the threat. Violators may be suspended or expelled from school and may be prosecuted to the fullest extent of the law.

**FORGERY**

No student shall willfully deceive school officials by altering or forging passes, records, or documents. Punishment will be determined by the severity of the infraction. Violations may result in alternative to suspension, suspension, or expulsion.

**GAMBLING**

Gambling is forbidden on school grounds or at any school activity. Violators will receive a warning and disciplinary action as warranted.

**GANG INVOLVEMENT (BOE Policy 5516.01)**

An individual gang member refers to anyone who threatens to cause, or causes harm to another or his or her family or property for the purpose of solicitation or causing membership in any association or organization. A gang is any combination, confederation, alliance, network conspiracy, understanding or similar conjoining, in law or in fact, of three persons with an established hierarchy that, through its membership or through the agency of any member, engages in a course or pattern of criminal activity. The high school prohibits the wearing and displaying of gang apparel which includes but not limited to tattoos, clothing, jewelry, signs, etc. Any student in violation will receive a warning and disciplinary action as warranted.

**STUDENT HALL PASSES**

Students are not permitted to pass through the halls or to go to lockers except during regular class changes and before and after school unless given written authorization in the form of an administrative/teacher pass or the signed hall pass located in the student handbook. Any student caught out of class without an official handbook hall pass or an administrative/teacher pass will have their attendance marked as a class cut and be subject to the disciplinary consequences.
HARASSMENT/SEXUAL HARASSMENT/BULLYING/DATING VIOLENCE/THREATS
(BOE Policy 5517/5517.01 and ORC 3316.666)

The harassment and/or bullying and/or threatening of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Individuals engaging in such conduct will be subject to disciplinary action.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the Principal.

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 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, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes she/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 a teacher or counselor 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.

A threat is an expression of intent to harm someone (self or others). Threats may be spoken, written, or gestured. It is important to recognize the signs, verbally or written, especially in social media, of an individual who may be a threat to him or herself or others to say something and get help for that person. A student who has been a target of a threat or has knowledge of a threat should contact either the building principal or Safer Schools Ohio Hotline (844-723-3764 844-SAHEROH).

STUDENT HAZING (BOE Policy 5516)

Hazing is defined as doing any act of coercing another, including the victim, to do or initiate any act to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing activities of any type are inconsistent with the educational process and are prohibited at all times.

Complaint Procedures
1. The Board of Education encourages students who believe that they have been subjected to or have witnessed hazing to promptly report, either orally or in writing, such incidents to the building administrators.
2. The administrator will prepare a written report summarizing the findings of the investigation and recommending the disposition of the complaint. The written report will be submitted to the Assistant Superintendent.
3. If the investigation results in the substantiated finding of hazing, the administrator shall administer appropriate disciplinary action for all parties involved. Additionally, students may be subject to disciplinary action by the coach or advisor according to the procedures of the co-curricular code of conduct.
4. If circumstances warrant, a report may be filed with the appropriate local authorities.
LEAVING SCHOOL WITHOUT PERMISSION
The middle school is a closed campus. Leaving the school without permission is a suspendable offense.

LITTERING
There is to be no littering in the building or on school grounds. Each student has the responsibility for maintaining the cleanliness of the building. Any student in violation may receive disciplinary consequence.

LOITERING
No student is to loiter at any place on the campus. Students are expected to respect the neighboring properties and to behave in an acceptable manner while coming to or going home from school.

Middleburg Heights Ordinance 523.02 expressly forbids loitering on the public sidewalks, streets, etc. The student’s first offense will result in a warning and parental contact. The second offense may result in a more severe disciplinary action.

PROFANITY AND VULGARITY
Students may not use physical gestures or verbal expressions that carry obscene or disrespectful connotations. Students are prohibited from making slanderous remarks which may be interpreted as vulgar or offensive. Violations may result in suspension.

PUBLIC DISPLAY OF AFFECTION
Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

SCHOOL PUBLICATIONS/PRODUCTIONS (BOE Policy 5722)
Official school publications may reflect the policy and judgment of student editors. This involves, however, the obligation to be regulated by standards of responsible journalism including the avoidance of libel, obscenity, defamation, vulgarity, and offensiveness. The suitability of the subject matter relating to the maturity level of the reader for which it is intended must also be considered. The publications should all provide as much opportunity as possible for expression of varying opinions.

A staff member will sponsor student publications. These guidelines should be followed:

A. Advisors shall advise on matters of style, presentation, grammar, format and suitability of materials.

B. The school publications and productions will reflect the policy and judgment of the student editors/directors. Materials of a controversial nature should not be prohibited unless:

1. material imminently threatens to disrupt the educational process of the school, to damage other individuals or to advocate conduct that otherwise is inconsistent with the shared values of a civilized social order (e.g., advocating drug or alcohol use, etc.);

2. material threatens any person or a group within the school or is prejudicial to an ethnic, racial, religious, or other delineated group;

3. material advocates violation of the law or official school regulations;

4. material is considered false, libelous or slanderous in the light of available facts and

5. material is potentially harmful to juveniles or offensive according to community standards as to what is suitable for juveniles.

C. The final decision as to the suitability of material shall rest with the principal after consultation with the student editor and faculty advisor. Parties shall have the right of appeal to the Superintendent.

D. Advertising is permitted in school newspapers, yearbooks, programs, etc. which are published by student organizations. Permission should be given by the principal.

The production and/or distribution of any unauthorized publications are prohibited. Violation of this regulation may result in disciplinary consequences.
NON-SCHOOL SPONSORED PUBLICATIONS
Students who edit, publish and/or wish to distribute non-school sponsored handwritten, printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of the publication. Students may be restricted as to the time and place of distribution, or may be prohibited from distribution. The Board also prohibits such publications and productions which fail to identify the student or organization responsible for distribution and/or solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

SKATEBOARDS/ROLLERBLADES
Skateboards and rollerblades are prohibited on the grounds of or in the building. These items present a clear and present danger and therefore will be confiscated.

SMOKING and/or POSSESSION of TOBACCO PRODUCTS (B.O.E. Policy 5512)
The possession, transmittal, or use of any tobacco or tobacco-related product is prohibited in the school district building, on school district grounds, while on property immediately adjacent to school district property, within the line of sight of school district property, while on school transportation, at school-sponsored or related functions or activities or at any other time the student is subject to the authority of the school. This prohibition includes such items as cigarettes, e-cigarettes, cigars, pipes, lighters, matches, and chewing tobacco. Items such as these are not to be on a student’s person, or in a student’s locker. Violators will be subject to suspension.

THEFT
Any student found involved in theft of personal or school property or found to be in possession of stolen personal or school property may be subject to suspension or expulsion and may be prosecuted. Restitution will be required.

TRESPASSING
1. A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which his/her regularly assigned school is involved where students from his/her regularly assigned school have been invited to attend or participate.

2. A student already under suspension, emergency removal or expulsion shall not enter on the grounds or premises of the student’s regularly assigned school building without the express permission of the principal.

3. A student shall not enter on the grounds or premises of the student’s regularly assigned school building after school hours unless the student is present to participate as a member of an extracurricular activity or to attend a school sponsored event where students from his/her regularly assigned school have been invited to attend.

UNEXCUSED ABSENCE – TRUANCY (BOE Policy 5200.01)
Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of work. Penalties can range from detention to a referral to court and/or revocation of the student’s driver’s license.

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) school year.

If a student is habitually or chronically truant and the student’s parent has failed to cause the student’s attendance to improve, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200. Repeated unexcused absence from school may subject a student to alternative to suspension detentions, parent notification and may lead to suspension and/or expulsion. Further truancy will result in a filing in Juvenile Court.
Unauthorized Touching/Abusive Language Toward a School Employee, Student or Other Person

- Abusive language toward a school employee.
- A student shall not use vulgar, profane or abusive language or gestures toward any school employee.
- Abusive language toward a student or other person.
- A student shall not use vulgar, profane or abusive language or gestures toward any other student or person.
- Assault toward a school employee.
- A student shall not cause or attempt to cause physical injury or behave in such a manner as to threaten to cause physical injury to a school employee.
- Assault toward a student or other person.
- A student shall not cause or attempt to cause physical injury to another student or person.
- Suspension/expulsion and/or legal prosecution may result from this behavior.

Unauthorized Use of School or Private Property

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

Vandalism/Theft, Damage, Destruction (BOE Policy 7440.10)

1. A student shall not cause or attempt to cause
2. A student shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property either on the school grounds or during a school-sponsored or related activity, function, or event off school grounds.
3. Willful marking or defacing any part of the building or destroying school or personal property is the joint liability of the student and parent. Persons responsible will pay for the repair or replacement of damaged property and may be suspended, expelled, and/or prosecuted.

Weapons (BOE Policy# 5772)

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. Included also are any objects considered “look-a-like” weapons, which may be used as a threat of violence.

Policy exceptions include:
- A. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation);
- B. theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines.

The Superintendent will refer any student who violates this policy to the student’s parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy. R.C. 2923.12, 2923.122, 3313.20, 3313.66, 3313.661 18 U.S.C. 921, 20 U.S.C. 8922, 20 U.S.C. 7151
FIREARM OR KNIFE
Ohio Revised Code requires the superintendent of schools, in certain specifically defined cases, to expel a student from school for up to a period of one year for possessing a firearm or knife, as defined in Ohio law. Additionally, the superintendent has the authority under Ohio law to expel a student for up to one year for violent conduct occurring at school, on other school property, at interscholastic competitions, extracurricular events, or at any school program or activity if the act will be a criminal offense committed by an adult and if the act results in serious physical harm to persons as defined in Ohio law. Specific guidance regarding one year expulsions and permanent exclusion may be found in Policy 5610.
Each school maintains a clinic with a Southwest General Health Center School Health Specialist who is trained in CPR and first aid. For treatment beyond basic first aid, families should consult a physician, or in an emergency situation, 911 may be called.

**IMMUNIZATION POLICY (BOE Policy 5320)**

Students enrolled in kindergarten through grade twelve must have written proof of immunizations currently required under Ohio law on file at their school. Ohio law requires schools to exclude students from attendance no later than fifteen school days after admission if they are not properly immunized. For specific requirements please consult your School Health Specialist or the School Health Coordinator at the Board of Education.

**EMERGENCY MEDICAL FORMS (BOE Policy 5341)**

The blank form given to all students at the beginning of each school year should be completed and returned within the first week of school. Each year a “Health Alert List” is generated for school staff based on the current information provided. This confidential list alerts school staff to things such as students’ allergies, special needs, seizures, diabetes,... Parents-/Guardians must keep the school informed of “day-time” telephone numbers where they or a designated adult may be reached. “Emergency Contacts” must be able to come to school within 45 minutes of a call to pick up a sick or injured child.

Students who fail to have an emergency medical form on file may not participate in any athletics or extracurricular activities or participate in any class/group field trips.
INJURY AND ILLNESS
All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School’s emergency procedures and attempt to make contact with the student’s parents.

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

CLINIC PROCEDURES FOR STUDENTS
Any student who becomes ill or injured during school should get a pass to report to the clinic for an evaluation. If the nurse is not available, an administrator must be contacted. Depending on the seriousness of the situation, the following may occur:

1. transport to Southwest General Hospital – parents contacted;
2. parents contacted and with permission, student sent home;
3. parent unable to be contacted; no emergency, return student to class.

NOTE: All students/parents are required by law, Section 3313.712 ORC to have the emergency medical card on file in the school office.

USE OF MEDICATIONS (BOE Policy 5330)
To promote safety and allow students to obtain medication during school hours the following is required for all prescription and non-prescription medication (over-the-counter cough drops and throat lozenges are considered medications):

• Medication Assistance Form completed and signed by physician, parent/guardian and principal. We can assist with obtaining your physicians’ orders through use of the school fax.
• Medication and refills must be brought into health clinic or office by parent or guardian. It is unacceptable for students to bring medication to or from school in book bag, purse, etc...
• Medication must be in original container labeled with: student name, medication name, dosage & time. Some pharmacies will give you a duplicate bottle for school if you request it.
• Health clinic staff must store all medications, both prescription & non- prescription.
• The clinic staff requests a picture of your child be brought in with his/her medication. This allows us to safely identify your child when he/she comes for his/her medication.
• To allow students in grades 4-12 to carry their inhaler, an additional form is required.
• To allow students to carry their own “allergy kit”, an additional form is required.

If you have any questions, don’t hesitate to contact the school nurse.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES
Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school’s professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include: chicken pox, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, staph, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the school’s administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES
In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other disease that may be specified by the State Board of Health. As required by federal law, parents will be requested to have their child’s blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood.
STUDENT DROP OFF/PICK UP

Drop-off procedures:
All 5th grade students must be dropped off at the 5th grade wing. Entrance to this drop-off area is off Middlebrook Blvd. Cars will enter off Middlebrook, drop off at the building curb and loop back out onto Middlebrook. Please pull up as far beyond the door as possible to keep traffic moving. You can also drop off your 6th, 7th, and/or 8th grader at this location as well. It is a short walk to the 6-8 entrance door marked G.

If you do not have a 5th grader, drop off occurs on the other side of the building. Enter off Paula Drive and follow the loop with drop off at the building curb (again pull through to keep traffic moving) and exit back onto Paula.

5th grade students will enter and be housed in the multi-purpose room of the 5th grade wing. 6th, 7th, and 8th graders will be housed in the cafeteria. Supervision is present outside as well for students who choose to stay outside until the 7:50 a.m. bell rings.

Pick-up procedures:
All 5th graders will be picked up in the car loop (same as drop off) at the end of the day.

If you have a 5th grader and a child in another grade, you can pick up your 6th, 7th, and/or 8th grader at the 5th grade location as well. Please communicate with your child about meeting in that car loop.

6th, 7th, and 8th graders will be picked up in the car loop with the entrance and exit off Paula Drive (same as drop off).

You also have the option of picking your child up on Sandalhaven Dr. Note that there is a sidewalk from the building to Sandalhaven. This could be an option for families looking to avoid traffic. Please communicate with your child if you will be picking up there.

Your cooperation and understanding in regards to this very important safety issue is much appreciated.

EMERGENCY DRILLS/LOCK-DOWN

In the event of a warning, students should follow the directions of their teacher and proceed in a quiet and orderly manner to the assigned or designated area. Directive signs are posted in all rooms.

The following procedures are to be strictly followed, without exception, at the announcement of an “EMERGENCY LOCK-DOWN:”
- People in hallways and restrooms move to the nearest classroom.
- People in the Cafeteria move to the Auditorium.
- People in the Sports Center move to the Wrestling Room.
- People in the Main Gym move to the Locker Room

FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct the fire drills in accordance with State law. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

The School conducts tornado drills during the tornado season following procedures prescribed by the State.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials from the presence of asbestos materials used in previous construction. A copy of the School District’s Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board office upon request.
IMPORTANT MIDDLE SCHOOL DATES TO REMEMBER

August 2019
19 First Day for Teachers
22 Freshman Orientation
23 All Grades in the Building
29 First Day for Kindergarten

September 2019
2 Labor Day - NO SCHOOL

October 2019
11 NEOEA Day - NO SCHOOL
24 End of First Quarter
25 Teacher Work Day - NO SCHOOL

November 2019
5 Election Day/Teacher Work Day - NO SCHOOL
13 Parent-Teacher Conferences (Grades 5 & 6)
21 Parent-Teacher Conferences (Grades 7 & 8)
27 Teacher Comp Day - NO SCHOOL
28-29 Thanksgiving Break - NO SCHOOL

December 2019
23-31 Winter Break – NO SCHOOL

January 2020
1-3 Winter Break – NO SCHOOL
6 School Resumes
16 End of Second Quarter
20 Martin Luther King Day – NO SCHOOL

February 2020
12 Parent-Teacher Conferences (All Grades)
17 Presidents’ Day – NO SCHOOL
20 Parent-Teacher Conferences (All Grades)

March 2020
19 End of Third Quarter
20 Teacher Work Day – NO SCHOOL
23–27 Spring Break

April 2020
10 NO SCHOOL
13 Teacher Comp Day - NO SCHOOL

May 2020
25 Memorial Day

June 2020
3 Last Day for Students
### Important Dates

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Aug. 19-20</td>
<td>Teacher In-Service</td>
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<td>Aug. 21</td>
<td>Teacher Work Day</td>
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<td>Aug. 22</td>
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<td>Sept. 2</td>
<td>Labor Day</td>
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<td>Oct. 11</td>
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<td>Oct. 24</td>
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<td>Oct. 25</td>
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<tr>
<td>Nov. 5</td>
<td>Teacher In-Service</td>
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<td>Nov. 7</td>
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<td>Nov. 28-29</td>
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<td>Jan. 16</td>
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<td>Jan. 20</td>
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<td>Feb. 17</td>
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<td>Mar. 19</td>
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<tr>
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<td>Mar. 23-27</td>
<td>Spring Break</td>
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<td>Apr. 10</td>
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<td>Apr. 13</td>
<td>Teacher Conf Comp Day</td>
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<td>May 25</td>
<td>Memorial Day</td>
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<td>June 3</td>
<td>Last day for Students</td>
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<td>June 4</td>
<td>Last day for Teachers</td>
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### Grading Periods

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<tr>
<th>Quarter</th>
<th>Dates</th>
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<tr>
<td>1st Quarter</td>
<td>Aug. 22 - Oct. 24</td>
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<tr>
<td>2nd Quarter</td>
<td>Oct. 28 - Jan. 15</td>
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<tr>
<td>3rd Quarter</td>
<td>Jan. 21 - Mar. 19</td>
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<tr>
<td>4th Quarter</td>
<td>Mar. 30 - June 3</td>
<td>45</td>
</tr>
</tbody>
</table>

### Key

- ○ Student First/Last Day
- ■ No School
- ( ) Teacher Work Day (no students)