

Brookside Middle School

1662 Harris Road
Sheffield, Ohio 44054
www.sheffieldschools.org

2017-2018 Student Planner

This planner belongs to:

Name _____

Grade _____

Street Address _____

City, State, Zip _____

Phone _____

Welcome

Welcome to Brookside Middle School. Preparations have been made to provide an excellent curriculum and environment in which you can learn and grow. A superior staff has been brought together that stands ready to assist you in your quest for learning and personal growth. You have the responsibility to attend school as regularly as possible, be prepared for class, and take advantage of the many opportunities that are made available. Many activities, athletic teams, and clubs exist at Brookside Middle School. Involve yourself in some of them to stimulate your physical, mental, and social growth and to make your years at BMS more enjoyable. Ask questions as they arise. We hope that you have an exciting and rewarding school year. Sincerely,

Mr. Schremp, Principal

Mr. Patrizi, Assistant Principal

Philosophy

Brookside Middle School recognizes certain obligations in serving students from varied economic, social, and cultural backgrounds. Therefore, we attempt to provide learning opportunities which are both broad and comprehensive in nature. The school must meet the needs of students in a changing society and provide for a successful transition from elementary to high school.

Personnel, training in modern concepts of learning and technology, are committed to a purposeful education for all students. We stress the importance of a positive learning and teaching environment necessary for both students and staff. Because of each individual student's personality, background, and ability, the school recognizes the uniqueness of each individual. Each student should receive consideration, respect, attention, and value as a person and as a student.

Educational Objectives

1. To help each student recognize the importance and practice of self-responsibility.
2. To assist every student in mastering the basic skills required to function in a changing technological society.
3. To instill in the student an awareness of and respect for the individual differences and rights of others.
4. To make each student aware of the freedoms that we, in the United States, enjoy and to foster pride in these freedoms and a willingness to do his/her part to maintain these freedoms.

5. To make the student aware of the importance of choices in moral and ethical values in today's society.
6. To stimulate and develop the physical, mental, social, and emotional growth of all students; to instill in each student a knowledge of and confidence in his/her ability through positive reinforcement; and to recognize the influences of society that contribute to student growth, both positively and negatively.
7. To help the students discover information about his/her abilities and limitations and to provide various exploratory courses.
8. To keep the lines of communication between school and home open and flowing freely, so that we may coordinate our efforts in directing student growth.
9. To stimulate and maintain student curiosity, desire, and enthusiasm for learning; to instill the attitudes and abilities that will enable the student to think logically and critically; to pursue knowledge through individual research; and to pursue a program of continuous education.
10. To provide experiences in practical arts, fine arts, and humanities that helps the student in his/her perception and appreciation of our culture and understanding of cultures other than our own.

The School Day

The student school day officially begins at **7:45 a.m. and ends at 2:44 p.m.**, although the bus schedule may result in students arriving earlier or home later. The day is divided into a 9-period day including academic "core" courses, exploratory classes, and a morning homeroom and/or intervention session. Students participating in extracurricular activities do so outside of the school day. Practice for sports and meetings typically take place after 2:45 p.m. and will require a ride home following the activity.

Attendance

While every student cannot have perfect attendance, every effort should be made to miss school as seldom as possible. Clearly, it is difficult to learn new classroom information and benefit from school, if there is not a regular, daily pattern of school attendance. Regular, prompt school attendance is the responsibility of all parents according to the State of Ohio Revised Code. This responsibility, however, is willingly shared as a cooperative effort between the home and school with the support of the Lorain County Juvenile Court and its attendance officer serving the Sheffield-Sheffield Lake

City School District.

Expectations: Students are to attend school daily. Parents are to notify the school on every day of school absence.

Student Notes:

1. On the day of the absence, or the night before, parents need to call the school before 8:00 a.m. A parent call is expected each day of absence.

BROOKSIDE MIDDLE ATTENDANCE OFFICE
949-4227

2. On the day returning from an absence, a note (parent signature only) is to be given to the homeroom teacher. (A parent note can document and excuse absences up to Seventy-Two (72) hours. After Seventy-Two (72) hours of absence, according to court guidelines, only a note from a doctor or court can document an absence to be counted as excused. Undocumented absences are unexcused.)

NOTES SHOULD INCLUDE:
DATES, REASON, AND
PARENT SIGNATURE

3. If a parent call is **not** received the morning of the absence, the BMS automated phone system will place a call to the student's **home** to verify a student's absence.
4. If an illness is extended more than three (3) days, homework assignments will be provided, upon request. Please allow one (1) full day after the request is made for picking up assignments.
5. Missing the bus and not attending school is considered an unexcused absence.
6. If both parent(s) leave for work before a student leaves for school, the student should contact a parent and have the parent call the school to explain the absence. Parent contact is expected.
7. Perfect attendance is considered an outstanding achievement and is recognized at the Awards Assembly at the end of the year. Perfect attendance is recognized for no absences or tardiness to school.

Tardiness

Expectation: Students are to be to school on time and in homeroom BEFORE the 7:45 a.m. bell.

Student Notes:

1. Students who are (a) late to school, or (b) in school but NOT in homeroom before the 7:45 a.m. bell, are recorded as tardy to school.
2. If arrival at school is after 7:45 a.m., students must report immediately to the attendance secretary and receive an “admit pass.”
3. Missing the bus or getting up late is not an acceptable reason for tardiness.
4. If a student is tardy to an individual class, they will be sent to the office for a pass & a tardy will be added to the student’s record.
5. Being tardy to school or class may result in Administrative Detentions, ISA, No-Hall Pass List, Dance Denial, and Denial to attend any Field Trips that are not related to academics.

3rd tardy= letter to parents

5th tardy = “Tardy Alert” issued / Administrative Detention

7th tardy = Student will be issued 1 day ISA

After the 7th tardy, the student will start back at zero (0) tardies.

Absence

Expectation: A student’s absence must be documented for an approved reason by the State of Ohio/ Sheffield-Sheffield Lake City Schools to be considered excused by the Sheffield-Sheffield Lake Schools and Juvenile Court.

Approved reasons are:

1. Personal illness, injury, disease, or serious emergency/crisis.
2. Death in the immediate family and/or relative.
3. Religious holiday observance.
4. Prearranged absence: Requests must be made a minimum of one (1) calendar week before the absence is to occur. Requests may be made for educational visits, career shadowing, special family circumstances, or family vacation that cannot be scheduled outside the school year. If a student has been absent more than 72 hours, then the absence will be unexcused. A form is available in the school office.
5. School-sponsored or approved activities.
6. Family emergencies which could not be predicted or prearranged.

Leaving and Returning to School/Appointments

Whenever it is possible, appointments should be made outside the regular school hours. If it is necessary to schedule appointments during the school

day, the appointment should be arranged to miss the least amount of time.

Expectation: Students are to arrange appointments outside the school hours whenever it is possible and be signed out of school by a parent only.

Student Notes:

1. Submit a parent written request for an appointment **in advance** of the appointment. The student must give the note to the attendance secretary **before** 7:45 a.m.
2. Exit only at the scheduled appointment time.
3. Report to the attendance secretary before leaving (parent sign-out) and when returning (student sign-in). The student must exit and return with a parent.
4. A school exit will be approved only to a custodial parent/guardian or an adult designated by a parent with a written note. This individual must be indicated on the student's emergency medical form.
5. IT IS CLEARLY THE STUDENT'S RESPONSIBILITY TO CONTACT THE TEACHER TO MAKE ARRANGEMENTS FOR ANY MAKE-UP WORK.

TRUANCY

While some absences are legal and/or excused, truancy is not. Truancy is defined as absence from school or class for reasons not qualifying as legal in the Ohio Administrative Code. Truancy shall be considered any unauthorized absence from school or class.

Chronic absenteeism and truancy pose problems for the student. They interfere with learning and can result in the student missing out on valuable information, which may result in failing courses. Truancy is considered a serious breach of school rules.

A "habitual truant" is any child of compulsory age who is absent without a legitimate excuse for 30 or more consecutive school hours, 42 or more school hours in one month or 72 or more school hours in a school year. For students that meet the criteria defined as "habitual truant," an intervention plan will be developed by a team consisting of, at minimum, two school employees, the parent(s)/guardian, and the student. The administration will file a complaint with the juvenile court on or before the 61st day of implementation of the plan if the student does not show improvement in school attendance while under the intervention plan.

General Procedures

Student Options Following an Absence

1. If the absence is excused:

- A. The student will be allowed an amount of school time to make up the assigned work equal to the number of school days missed.
- B. The student is responsible for contacting all appropriate teachers regarding missed assignments.
- C. The student may be granted time extensions for make-up work at the discretion of the involved teacher. In these cases, the student would be temporarily given the grade of incomplete until this work is completed and submitted.
- D. Any academic work/assignment/ test not made up within the prescribed time frame will result in a grade of F and a zero (0).
- E. All make-up work must typically be completed before the end of the current grading period.

2. If the absence is unexcused:

- A. The student shall not be permitted to make up any missed work for a grade.
- B. A grade of F or zero (0) shall be entered for each subject for each day of unexcused absence.

Absentee Homework

If a student has been absent for three (3) days, parents may call the school in order to request homework or assignments. Homework will be available in the Attendance Office 24 hours after the call. If absent less than three (3) days, assignments should be obtained by contacting a classmate or website www.sheffieldschools.org

Assignments are also typically available on individual teacher websites.

Late to School (Tardy Admit Slip)

When a student arrives to school late, he or she must report directly to the Attendance Office to obtain a tardy admit slip. The tardy will be deemed excused or unexcused according to the same guidelines listed for absences. Students who are late to school more than one-fourth ($1/4$) of the school day will not only be listed as tardy, but will also be listed as at least one-half ($1/2$) of a day absent.

Hall Passes

It is the student's responsibility to request a hall pass and the teacher's obligation to see the student has a hall pass when exiting from a class. Hall passes are issued to allow students to move through the halls on official school business. Students should report to class having used the restroom, with books, materials, and assignments. All passes should have a current

date, time, and name of the student. Passes must only be used for the intended reason issued and, typically, only one (1) student should be exited from a class at one time. Students are not permitted to leave class without a pass for any reason; i.e. this includes bathroom usage. Violation will result in a “no hall” pass being issued.

Change of Address or Phone Number

From time to time, a student’s family moves to a different address or changes phone numbers during the school year. When this occurs, the office should be immediately advised of all changes, in writing, by a parent/guardian. All new addresses and phone numbers should be noted on the emergency sheets that are filled out at the beginning of the year, along with home/parent email and cell phone number changes. Items required to prove residency are three proofs from the following list.

One (1) item from this list:

- Purchase/Lease Agreement signed by all parties with closing date
- Rental Agreement signed by landlord and renter along with landlord contact information
- Construction contract signed by all concerned parties
- Homeowner current mortgage statement
- Homeowner’s deed

AND Two (2) items must be from this list:

- Recent utility bill (choose one of the following: water, gas, electric, cable)
- Homeowner’s insurance statement/bill
- Recent Property Tax Bill
- Most recent paystub that shows name and address
- Letter of verification of utility service (Can be used if utility bill has not been received at the time of registration)

Change in Family Status (Custody/ Guardianship)

Any legal change in the family status must be immediately reported to the Attendance Office, guidance counselor, or administrator. Legal documentation indicating custody, guardianship, or other unusual conditions must be on file and up-to-date with the school.

Withdrawals or Transfers

A withdrawal/transfer form must be obtained from the Attendance Office and completed. All loaned books must be returned, and the locker must be emptied. All bills should be paid before credits are transferred to another school. Under the Missing Child Act, a student must be enrolled in his/her

new school within ten (10) days.

Visitors (Parents and Others)

All visitors must report directly to the Main Office and sign in before transacting any school or personal business in the building or with employees (ORC 2917.211). In all cases, a visitor's pass must be worn, and authorization must be secured to be outside the office area. Authorization is granted to parents/visitors when a PRIOR appointment/ arrangement has been made to meet with a school employee or attend a scheduled meeting. Parents picking up their child for an appointment/EXIT or returning to school/RE-ENTRANCE MUST sign their child OUT/IN in the Main Office.

School Telephone

All school telephones are for business purposes. Students should inform parents of school activities and deadlines before leaving home. Calls home for homework; physical education uniforms etc. are not permitted. To use a school phone, a student is to get permission from a teacher or educational assistant and log your call in the main office before using a phone. This record is maintained for school security.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices must not be visible or audible inside the school building during the regular school day 7:30 a.m.–2:44 p.m.

There are NO EXCEPTIONS to the cell phone policy.

1. Students may not use their cell phones during the school day. Cell phones are to be placed in lockers before school starts. Cell phone are to remain in student lockers until the end of the school day. **NO EXCEPTIONS.**

Students are prohibited from posting on social media during the school day unless directed to do so by a teacher or administrator.

Students are not to bring electronic devices, tablets, e-readers, cameras, video recorders, gaming devices, etc. to school unless they are part of a classroom assignment and the student has received prior permission from the teacher for whom they are doing the assignment.

Unauthorized use of camera phones, cameras, video equipment or any other device for recording (still images, video or audio) school personnel, students or documents is strictly prohibited.

Violation of these rules will result in the following consequences:

1. First Offense – cell phone is confiscated and returned at the end of the day. A detention is assigned.

2. Second Offense – Cell phone is confiscated and student is issued 1 day of ISA. Cell phone will only be returned to a parent/guardian.

3. Third Offense – Cell phone is confiscated and student is issued 2 days of ISA. Cell phone will only be returned to a parent/guardian.

4. Fourth Offense – Cell phone is confiscated and will result in Out of School Suspension (OSS). Cell phone will only be returned to a parent/guardian.

Data, information, and graphics contained in any confiscated device can be subject to review by school authorities if it is believed that law or the school code of conduct has been violated. Said violations will result in appropriate disciplinary action and possible referral to authorities.

Vacations

Vacations should be planned to correspond with school vacations, so students are not absent from school. In unusual family situations, parents must fill out an “*Advance Notice of Absence*” form located in the main office. If possible, advance assignments will be made, but this is sometimes difficult. Advanced assignments are due immediately upon the return to school. Make-up work may also be provided and a due date will be determined upon receiving the assignment. If a student has missed more than 72 hours of school, then the absence will be counted as unexcused.

Parental Consent & Directory Information

Parental/Guardian consent regarding the acceptable use policy for the Sheffield-Sheffield Lake City School District and forms pertaining to the release of directory information are distributed at the beginning of each school year to each student. These forms should be returned as soon as possible.

Grading, Reporting, and Homework

Grade Reports to Parents

Students receive a report card four (4) times a year. All report cards are mailed home to the students.

Progress reports are prepared the middle of each nine-week period.

Parent-teacher conferences are held three (3) times each year -- in the fall, winter and spring. Parents are encouraged to contact individual teachers throughout the year to discuss their child’s progress. If a conference is desired, parents should call Brookside Middle School at 949-4227 or 949-4228 to set up an appointment with a specific subject teacher.

Grading Procedures

In all major and year-long subjects, a final exam or project will be administered and shall be weighed as one-eighth (1/8) of the final average

grade for the year. Students are to work for the best grades they can achieve.

Grading Scale

- 90 -100 = A (Excellent)
- 80 - 89 = B (Commendable)
- 70 - 79 = C (Satisfactory)
- 60 - 69 = D (Needs Some Improvement)
- Below 59 = F (Needs Much Improvement)

Retention/Promotion

At Brookside Middle School, a student may be retained if he/she received a failing grade (final average) in two (2) major academic areas or a failing grade in one (1) major academic area and two (2) minor areas. Major academic areas are English, math, social studies, and science. All other subjects taught in grades 7 and 8 are considered minor subjects. A student must earn a grade higher than an "F" in the third or fourth grading periods, irrespective of grades earned during grading periods one or two. Promotion to the next level is based on grades and staff recommendation. Summer school may be recommended each school year for remediation of failed subjects.

Homework

All students will have homework (teacher assigned) and/or studying (student decision) on a regular basis. A student is expected to take all unfinished work home, complete the work, and turn it into his/her teacher the next day. An assignment book is provided to record all work due and homework that must be done. Failure to complete homework may result in a lower grade or no credit. Teachers and parents are expected to communicate with each other when homework is not being done or turned in on time. Check the teacher's website (www.sheffieldschools.org) for assignments.

Fees, Fines, and Material Care

School Fees and Fines

The Sheffield-Sheffield Lake Board of Education establishes the policy that fees and fines may be charged for the use and/or misuse of educational supplies, materials, and equipment (ORC 3313.06). Student grades and credits are to be withheld until such time said fees and fines are paid in full (unless there is a financial hardship as determined through a request to the Superintendent). File JS Adopted: 8/21/78

School Course Fees

The fees, which are approved by the BOE, are established each year. This information is sent to parents and is available in the school office.

Fee Payment Procedure

Fees will be collected throughout the school year in the main office. Parents may also stop in the Main Office to pay fees. All fees should be paid when school begins. Fee payments can be made by a check made payable to "Brookside Middle School." Payments may be made in cash, but exact amounts are requested. If fees are not paid by the end of each marking period, report cards may be held until such fees are paid.

Care of Books

Textbooks will be assigned by subject teachers. When assigning texts, the student's name will be recorded in the book in the proper place. Students are responsible for the textbooks assigned to them for the entire year. If a text is lost or misplaced and it is not found, the student is responsible for the replacement cost of the book. The teacher will provide the student with a debt slip. The replacement cost of the book can be paid in the Main Office. Should the lost or misplaced book be found, the replacement cost of the book will be refunded.

Fines are assessed at the end of the school year for damaged books. Damage to books can include, but is not limited to, writing in the book, torn pages, broken bindings, etc. It is mandatory that all books issued to a student be covered by the student all year.

Responsible Computer Use

Students using the school district computers should read and must abide by BOE policy 6.46, "Acceptable Use Policy." In addition, a current copy of the "Sheffield-Sheffield Lake School Student Account Agreement" must be on file at Brookside Middle School for students to use board-owned computer/technology equipment.

Students may not use the computer or related technology in an unauthorized manner. Unauthorized use may include, in part, access to illicit/restricted areas of the Internet, plagiarism, tampering with school records/documents, or in any way using the computer for personal gain or expression of speech not related to an official school project, paper, or assignment. Any off-site misuse/violation will be disciplined and/or prosecuted. Damage to a computer/ technology is subject to restitution.

Physical Education Uniforms

A red shirt and black bottoms will be required for all 7th, and 8th grade students who take physical education. This is the physical education uniform.

Tops must be red and be plain or have a logo concerning Sheffield-Sheffield Lake Schools or programs (e.g., BMS, college, or professional sports teams). These tops should be T-shirts or sweatshirts only.

Bottoms must be black with no opposite color stripe. Shorts, jam-length sweat pants, and sweats are allowed, as long as the edges are not frayed and cut-offs are hemmed.

The gym uniform is required for all students at the beginning of school. Students can provide their own uniform as long as it follows the above stipulations.

Changing Clothes/Personal Hygiene

Due to health reasons, clothing that is worn for physical education class cannot be worn into another classroom. Students will have the opportunity to change clothing in the gym locker rooms before and after a gym class. Students should NOT leave anything valuable (money, jewelry, etc.) in the gym locker room during gym class without it being locked up. Lockers are provided to students for use during class. Any aerosol spray of any kind, deodorant included, must be properly and safely used throughout the school/property. Any misbehavior or violation of school rules in the locker room will result in administration of discipline, which may include detention, in-school assignment, and/or out-of-school suspension.

Medical Exclusion for Physical Education Classes

A student will be excused from gym only by a note from a doctor indicating the nature of the illness or injury and the length of time that the student is to be excused from gym. The note should be brought to the main office for processing. The student will be given a change of schedule, if the medical excuse would have the student missing a significant portion of the class. If the student is to be excused from gym for only one (1) or two (2) weeks, no schedule change will be necessary; the guidance or main office will contact the physical education teacher and alternative assignments may be given.

Extracurricular Activities

Service Groups/Activities

There are many groups in Brookside Middle School which perform valuable assistance in maintaining a courteous and smooth-working school. These should rightfully be called extracurricular activities, because they are not part of the required or elective course of study. Pupils who work in various service groups follow the motto, "Service before Self."

Activities:

1. Girls' athletics offered are: cross country, volleyball, basketball, and track in 7th and 8th grades.
2. Boys' athletics offered are: cross country, football, wrestling, basketball, and track in 7th and 8th grades.
3. Co-curricular activities typically offered are: band and choir in each grade, along with clubs.
4. Student Council provides opportunity for leadership and service.
5. Groups can be organized typically around special interests (obtain permission first).

Academic Eligibility for Activities and Service Groups

In order to participate in extracurricular activities or service groups, certain academic requirements must be met.

1. Girls' and Boys' Athletics: The student must meet OHSAA requirement of passing a minimum of 5 subjects/classes that meet five (5) days a week and GPA of 1.5 as calculated per the building/district report card. A higher standard may be added by the Board of Education.
2. Clubs, Yearbook, or Student Council: No specific academic requirements unless determined by the specific activity.
3. Service Groups: The student must maintain a "C" average or higher. Failure to maintain the average will result in a probationary period. If the average remains below "C," the student will be reassigned.
4. Academic Club: Eligibility for students to attend any end of year/culminating field trip will be based on the following: The student must qualify for the high honor roll, honor roll, or merit roll as follows:
High Honor Roll -- 3.751 to 4.000 GPA
Honor Roll -- 3.300 to 3.750 GPA.
Merit Roll -- 2.751 to 3.299 GPA

Band

Students may not withdraw from band without prior notification to the instructor.

Student Council

The Student Council is the student governing body of the school & is made up of officers & representatives at large from the student body. ALL students are encouraged to support & assist their Student Council with the various projects undertaken. The Student Council may sponsor approved fund-raising activities &, in turn, spend the funds for school improvement.

Athletics

Students who have interest and/or are skilled in various sports will have an opportunity to try out for teams. Boys may try out for football, basketball, wrestling, cross country and track. Girls may try out for volleyball, basketball, cross country and track. Students interested in sports must read and know the Brookside School Eligibility Statement. The Brookside Discipline Code is in effect while participating in all phases of the athletic program. Participation in Brookside Middle School's sports programs is open to 7th and 8th grade students. A physical exam is required for all athletic practice and participation.

Absence and Extracurricular Participation

Under state guidelines, students who are absent from school on the day of an extracurricular or athletic activity are NOT eligible to participate. To participate in an extracurricular activity, a student must be present in school for at least one-half (1/2) day (by 11:30 a.m.) on the day of the activity.

Dances

From time to time during the school year a club or organization may sponsor a dance. Dances are usually held on Friday and are chaperoned by adults. To be eligible to attend a dance, a student must be present in school a full day or half day on the day of the dance. Dances are only open to students currently enrolled at Brookside Middle School. All school rules are in effect during the dance. Suspension from school or other disciplinary violation(s) may result in denial of participation. Student Dance guidelines state that if a student is suspended, he/she is not eligible to attend the next school dance following the suspension.

When a student arrives at a dance, he/she is expected to stay until the end of the dance. Students are not permitted to leave the building during a dance unless they have received special permission from an administrator, and parents have been contacted. Transportation to and from the dance is the responsibility of the student. Students must arrange to have a parent ride home immediately at the conclusion of the dance.

Field Trips

Some field trips are related specifically to classroom teaching, school curriculum, and other extracurricular activities. Whatever the case, the sponsoring teacher(s), team, or activity will have special conditions that must be met, on time, in order to be able to participate. Failure to meet the timeline, expectations, or conditions will clearly risk being denied participation in the field trip event. Suspension from school or other disciplinary violation(s) may result in denial of participation.

Guidance Counselor

The Guidance Department is built around helping the student develop in the areas of self-awareness, relationships with other students, and educational pursuits. Students may schedule a conference by stopping before school or between classes. A “Student Conference Request” form should be filled out if the guidance counselor is not in.

Pupil Personnel Services

The school psychologist, district social worker, and speech/language pathologist are also available for those students who may have special needs. Conferences may be scheduled through the Pupil Personnel Office in the administrative building or the school guidance office.

Library-Media Center

The students are strongly encouraged to use the facilities and services of the Library. While in the library-media center, students are expected to follow these regulations:

1. Quiet at all times.
2. Replace chairs when leaving.
3. Students may stay for the period of time stated on the pass.
4. Computer use must be appropriate and “Acceptable Use Policy” strictly followed.
5. Books are to be checked out for a two-week period at the desk before students leave.

Lunch Period/Breakfast Program

Breakfast and lunches are served in the cafeteria at a nominal cost. A student may bring a lunch to school or buy a hot lunch. All students must eat in the cafeteria, except for days when a student is in group guidance or on a field trip. Students cannot leave the building for lunch, even with a parent request, to celebrate birthdays or for other reasons. Main lunch room rules are: only six (6) students to a table, low conversation talk only, and no walking about or “table hopping.”

Prescription Medication/Drugs

No student is allowed to be in possession of ANY over-the-counter or prescription medication or herbal or herbal-like product on school property. A form filled out completely and properly by a physician/doctor/dentist **must** be on file with the school nurse/principal **before** any over-the-counter or prescription drug can be administered. Students cannot possess or take medication or prescription drugs without authorization.

Read the prescription, medication, and drug policies carefully and ask questions before coming on school property with any form of over-the-counter or doctor-prescribed medication. As a guideline, **DO NOT be in possession of any form of pill, capsule, liquid, or powder drug, medication, vitamin, energy supplement, or herbal product** without prior authorization, completion of permission forms, and having carefully read the drug and prescription medication policies.

Required Materials for Class

Students are expected to have the necessary materials for their education with them in class. Items include paper, pencils, assignment book, erasers, pens, notebooks, and other materials required by the teacher. **Students are expected to cover their textbooks** and keep them covered at all times. **Students are prohibited to carry any type of book bag, large purse, or back sacks during the school day.**

Lost and Found

The school's lost and found is located in the cafeteria. Students may search for missing items at that location. Lost items must be reported immediately.

Bicycles, Rollerblades , Skateboards, Heeleys and Scooters

Students who ride bikes to school must lock and chain them to the bike rack. There are to be no Rollerblades, scooters, skateboards, or Heeleys (any shoes with wheels and/or skate shoes) in school. The student may not use these items between arrival and dismissal. The school accepts no responsibility for damaged or stolen items. Motorized vehicles are not permitted.

Assemblies

Assemblies are held according to need or to observe a variety of traditions and occasions. Students should recognize the different types of assemblies and respond accordingly. Students are to enter the gym orderly and quickly, prepare to be attentive to speakers and performers, and properly recognize the efforts of those presenting the assembly by applauding.

Awards Assembly

The Awards Assembly is held at the end of each school year. Students from all grade levels are given recognition for various accomplishments including: attendance, academic achievement, Scholastic Athlete Award, and the Phil Miceli Award.

Lockers and Locks -- Board Policy JCAB

Each student in the middle school is assigned a locker for the storage of books and equipment. The student's responsibility is to see that his/her locker is locked and in order at all times. In each grade level, students are provided with their own individual locker. Individual lockers cannot be shared.

Lockers remain the property of the Sheffield-Sheffield Lake School District and are loaned to students for their use. The school district retains the right to enter and to examine the student's locker at any time for any reasonable cause as determined by the school administration. Adopted 1/5/81. The school may also use police dogs to search the building and lockers.

Dress Code

Students are expected to maintain an acceptable level of appearance that is not contradictory to the school mission statement and conforms to school rules and guidelines. Dress and appearance should contribute to the general atmosphere of the building by not drawing undue attention to an individual student; it should contribute to the health and safety of the student. Dress should always be appropriately modest. School attire should be comfortable and clean. Below is a list of common examples of appropriate and inappropriate dress. Appropriate dress is at the administrator's discretion. The list is not meant to be all inclusive.

1. Overly tight or brief clothing, such as spandex items, halters, short-waisted blouses, tank tops, exposed bra straps, and short shorts, are inappropriate dress for school. Shorts for all students should be at least mid-thigh or longer and skirts for girls must be at top of knee or longer. If tights are worn, they cannot be worn just by themselves. Midriffs must be covered and pants waist hip-high. Shirts and tops must have (2) separate straps (spaghetti straps are not appropriate going over the shoulder). **Leggings are permissible, but tops/shirts must be longer than fingertip length.**
2. No holes or frays in pants or bottom wear above the knee level. Oversized clothing that "sags" without a properly sized waist and/or displays underclothing, including pants/bottoms that are too small for the individual are unacceptable. Outerwear, such as a jacket, coats, gloves, caps, blankets and hats, should not be worn while in the building.
3. Bandanna and other headwear cannot be worn in school. Check with an administrator to be sure any variation is acceptable.

4. Clothing, jewelry, or school supplies that advertise or promote alcohol, tobacco, or drug products or that use inappropriate language or graphics such as profanity, threats, or discriminating content cannot be worn in school.
5. Sweats or bottom wear (such as warm-up pants) can be worn only if they do not have rips, holes, or frays above the knee of the item being worn with ABSOLUTELY NO lettering across the seat of the clothing. Pajama-like pants or sleepwear is always UNACCEPTABLE. Hooded sweatshirts or sweaters are acceptable but the student cannot have the hood up while in the building.
6. Accessory items that are sharp, pointed, heavy, and have the potential to do physical harm are prohibited. This includes, but is not limited to, chains, look-alike weapons, jewelry, martial arts equipment, and heavy dog collars or ball-like necklaces.

Proper and tasteful dress is the shared responsibility of the school, parents, and student. When there is any doubt that clothing, hair, makeup, or piercing would be considered inappropriate for school, pick something else to wear or choose not to do it. Violations will initially result in being issued a remedy such as a belt/string to hold up pants. Documentation of the violation will be recorded with the office. Repeat violations will be disciplined and parents contacted to bring a change of attire to school for their child.

Dress Code Violations and Consequences:

1st offense - will result in student signing the dress code clip board in the office, an opportunity to change their clothing and return to class, or a phone call to parent to bring the appropriate clothing.

2nd offense - will result in student signing the dress code clip board, a phone call home from a school official for the parent/guardian to bring appropriate clothing to the student. The student will also be issued an Administrative Detention from the office. If the parent/guardian is unable to bring a change of clothing, the student will be placed in ISA for the entire school day.

3rd offense - will result in the student signing the dress code clip board, a phone call home from a school official for parent/guardian to bring up the appropriate clothing, and the student will be placed in ISA for the entire day.

Repeat violations will result in further disciplinary action.

Dangerous or Disruptive Objects

The following items are not to be in the possession of any Brookside Middle School student at any time during school hours, or while under the supervision of school personnel, without the permission of the principal: matches, lighters, chains, smoke devices, irritant sprays, fireworks, tobacco products, weapons, alcoholic beverages, drugs (including those prescribed by a doctor), look-alike drugs, and electronic articles (e.g., radios, headphones, iPods, MP3 players, cellular phones). State law and board policy now provide for immediate expulsion and police involvement for any student who possesses a firearm or weapon while on school property or at a school event.

Bus Conduct

Students are expected to follow this handbook's guidelines and Student Code of Conduct while riding any school bus. Pupils may be assigned seats either by the bus driver, the school principal, or assistant principal. Students must remain seated except when entering or leaving the bus. Bus conduct must not distract the driver or pose a danger to other students on the bus, traffic, or people around the bus. Misbehavior that violates the Student Code of Conduct or presents dangers or distractions mentioned above may result in loss of bus privileges. Students are to ride their assigned buses. Passes to ride another bus will not be granted. (Violations will result in denial to ride along with disciplinary action.)

Creating Panic

Any behavior that creates a situation that may be dangerous to others, or cause them to respond in a way that may cause injury or panic, will have a serious consequence. Students involved in this situation may be disciplined per student code of conduct and possibly referred to the police department. Consequences may include suspension and recommendation for expulsion.

Building Security

Students are not allowed in any part of the building before 7:15 a.m. or after 3:00 p.m. unless they are under the direct supervision of a teacher/coach. The following rules will be observed.

1. Halls should be cleared by 3:00 p.m. Students found in halls or rooms unsupervised after this time will be subject to disciplinary actions.
2. Students participating in after-school activities must take all needed equipment to their area immediately after school.
3. Players are aware of practice and game schedules and should arrange for transportation accordingly. No participant should have to wait longer than 10 to 15 minutes for a ride.

4. Spectators for athletic events should be aware of these regulations. Students will not be able to return to hall lockers after 3:00 p.m.

Rapid Dismissal Procedure

The Rapid Dismissal is intended to empty the building of all students and employees in a quiet manner when there is no danger of fire. When an announcement is made, the following procedures should be followed.

1. Secure books and other personal items unless directed otherwise.
2. Exit classroom or hallway, under the supervision of a teacher or other employee, through the nearest door.
3. Move quietly, without talking, and follow directions.
4. Do not go to lockers unless directed to do so.
5. Do not leave the property or board a bus unless directed to do so.
6. Move away from the building or to a designated area, if told to do so.

Lock Down Procedures

The Lock Down Alert is intended to move all students and employees into classrooms and out of common areas, such as the halls. Doors to the rooms are to be closed and locked, if possible. Students should follow directions and move, if possible, to be completely out of visibility. There is to be **no talking** in the classroom(s), and everyone should wait for further information and/or instructions related to the situation. Typically, no one should leave the classroom or be out of direct supervision of a teacher/employee.

Building-Wide Drug Search

On occasion, a canine (dog) drug search will be conducted. This search of the building will not be announced in advance. Students will be directed to remain in their assigned classroom during the time of the search.

Tornado Procedures

After assuming the proper position in shelter areas, students will wait for further instructions to be given by the principal or person in charge of the building at the time. Students shall remain silent and await further instructions from the teacher. An announcement will be made when the danger has passed or the drill is over.

Fire Drill Procedures

In case of an actual fire or fire drill, look to posted fire drill regulations on classroom walls.

Follow these procedures:

1. Close all windows.
2. Turn off lights.
3. Walk in a single file line with absolutely no talking.
4. Close the door.
5. Exit the building rapidly, but walk.
6. Move 50 ft. from the building.

School Resource Officer (SRO)

A School Resource Officer (SRO) is accessible at the middle school much of the school day/week. Students can talk with the SRO regarding concerns that may involve a variety of issues as necessary.

Student Conduct

Introduction

Most students are never referred to the BMS office for misbehavior, misconduct, or a violation of district policy or school rules. Our expectation is that all students conduct themselves in ways that demonstrate respect for themselves, others, and the environment. Clearly, students are expected to make wise choices and good decisions that conform to school/district regulations and the reasonable directives/requests from authorized school personnel. The school/ district policy is in effect at school, to and from school, during extracurricular activities and special events, and when in any form of contact/communication with a school district employee.

A student who fails to comply with policies and rules is subject to disciplinary action including, but not limited to, suspension, expulsion, and denial of privileges. Repeat violations are subject to more severe consequences, such as long-term suspension, and/or expulsion and major violations may result in the involvement of the Lorain County Juvenile Court and/or the local police department(s). Explanations of “just joking,” “just playing,” “just playing around,” “I’m just taking the blame”, satire, sarcasm, “was not intended,” etc., do not avoid consequences or discipline.

Students will receive annually, and should ask if not received, the district disciplinary policies and BMS school rules and guidelines of the Sheffield-Sheffield Lake Schools and Brookside Middle School.

Disciplinary Responses

When there is a violation or breach of district policy or school rules, disciplinary action will be directed toward both protecting the welfare of the school community, as well as helping the student make choices/decisions that show self-discipline. Decisions may take into account the nature of the act, impact of the act, previous history of the student, age and maturity, mitigating circumstances, the effect on others, and welfare of

the school community. It is believed by the administration that the classroom teacher is the best judge of what rules should be established in the classroom and what discipline is to be assigned. Full cooperation will be provided in backing any reasonable discipline policies created by the classroom teacher and explained to the class. Students are reminded that the administrative involvement in any classroom problem will, more often than not result in disciplinary action more severe than that originally assigned by the teacher.

Disciplinary responses may include, but are not limited to:

1. Conference
2. Counseling
3. Warning
4. Immediate correction
5. Restitution/compensatory Service
6. School/class probation
7. Restriction(s)
8. Parent notification
9. Parent-student conference
10. Student conflict mediation
11. Behavioral staffing review
12. Deferred future consequence
13. Lunch Detention
14. Emergency removal
15. Denial of privileges
16. Behavioral/academic contract
17. Time out
18. Isolation
19. School restraining order
20. Bus &/or extracurricular Privilege denial
21. Suspension
22. Expulsion recommendation
23. Agency referral
24. Juvenile court referral
25. Police complaint
26. Attendance court referral
27. No pass restriction
28. Alternate school placement
29. In-School Assignment

School Detentions

Detentions may be assigned by a teacher, monitor, or school administrator. If a detention is not served, there will be disciplinary actions and/or reassignments.

Behavior Expectations

There are a lot of policies and rules which must be read and understood. However, there are two (2) key expectations that need to be remembered when making choices and decisions:

1. Resolve all conflicts personally and peacefully. Get adult intervention, if necessary.
2. Demonstrate respect for yourself, others, and the environment.

School Authority

Students are under the authority of all school employees. School monitors can write disciplinary referrals. School monitors must have the same level of respect that is given to teachers. School monitors are expected to enforce and uphold the expectations and rules of the school.

PREPARING AND ORGANIZING THE DAY

Students who organize their day and are prepared for class achieve better than students who leave their organization and preparation to chance. Expectation: Take the time to organize and prepare properly for classes, homework, and studying.

Student Notes:

1. **PLAN THE DAY IN HOMEROOM:** You should be in your first class before the 7:45 a.m. tardy bell. You should be prepared for all morning classes and have the following items with you when you report to your first class.
 - A. Book for Silent Leisure Reading.
 - B. Assignment book.
 - C. Two (2) pencils and/or pens.
 - D. Notebook.
 - E. Individual folders for all morning classes.
 - F. Covered textbook(s) for all morning classes.
 - G. Enough writing paper for the entire day.
 - H. All homework fully and properly completed.

When you leave your first period class, you should be prepared for all morning classes up to lunch. If you have a problem, discuss it with your homeroom teacher or guidance counselor.

2. **PLAN THE AFTERNOON AT LUNCH:** You should plan and have all materials for your afternoon classes ready to be easily picked up in your locker after lunch. Take all items for your afternoon classes with you when you go to the period following lunch.

3. **PLAN YOUR HOMEWORK AND STUDYING:** You should take home your assignment book, textbook(s), and other materials you need to study and have completed for homework. There are three (3) big ideas we think will help you:

A. Organize your locker and put books and materials to go home all together in one section, so they can easily be identified and quickly picked out at the end of the school day.

B. Keep your assignment book up-to-date and accurate. When you complete a homework assignment, check the assignment off as being done. Be sure to write your name and place the proper heading on all papers.

C. Do not always count on study hall time to get your classroom work done. Have a regular study time and place at home and use the time and place consistently.

VALUABLES AT SCHOOL

Students are very much discouraged from bringing valuables to school unless it is absolutely necessary. Items such as money, jewelry, electronic devices, expensive clothing...anything of significant value invite thievery by other students who cannot resist the temptation to take them. However, the school is not responsible for items that are stolen.

CLASSROOM BEHAVIOR

A main purpose of school is to help students learn. The BMS staff and parents are committed to maintaining and supporting a classroom atmosphere that gives every student the opportunity and right to learn.

Expectation: Students are to arrive in all classes prepared with materials and completed assignments, avoiding all forms of disruptive and distracting behavior.

Student Notes:

1. Arrive on time to class.
2. Have all necessary supplies, books, and assignments.
3. Sit and remain in your assigned seat.
4. Respond promptly and courteously to teacher inquiries and directions.
5. Avoid all "talk-out" and conversational talk with classmates unless talking is a specific required part of the class activity. No writing or exchanging notes.

6. Food, liquids (eating/drinking) are not permitted in classrooms or halls. Gum is **NOT** permitted during school (**No Exceptions**). Students are expected to comply. Water is permissible but must be in clear plastic containers. Thermoses are not allowed.

Sheffield-Sheffield Lake Schools

Student Code of Conduct

The following actions will result in suspension from school:

NOTE: Each rule in both of the following sections applies in all of the following areas and situations: in a school building, on school grounds, on school property, on Board of Education-owned vehicles, and at Board of Education-sponsored or supervised activities and field trips.

POLICY 6.25 - STUDENT CONDUCT

A. Code of Conduct

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

This Code shall also be inclusive for the right to exercise authority, and for personal and property protection of administrators, teachers, librarians, clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, and/or expulsion. A student may be suspended pending the outcome of expulsion proceedings.

B. Zero Tolerance

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 their conduct/ behavior to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, or inappropriate behavior by its students.

In addition, the Board will not tolerate excessive truancy.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to student discipline. The Superintendent is directed to develop student discipline procedures, which establish strategies ranging from prevention, to intervention, to exclusion, to address student misbehavior and truancy.

Students and parents will annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which the students are subject while in school or participating in any school-related activity or event. The information will include the types of conduct which are subject to suspension or expulsion from school and other forms of disciplinary action. The Board directs the administration, through its teaching staff, to carefully review with students the Student Code of Conduct to make them aware of the Code itself and the fact that any violations of the Student Code of Conduct are punishable. The review shall take place during the first few weeks of school (or during a new student’s first few weeks of attendance).

If a student violates this policy or the Code of Conduct, school personnel and students should report the student to the appropriate building administrator. Parents may contact the appropriate building administrator if they have information related to, knowledge of, or witness to a violation of this policy or the Code of Conduct. In order to reduce repeat offenses, the building principal may meet with a student returning from an out-of-school suspension in excess of five (5) days to discuss, clarify, and reiterate the District’s expectations concerning the student’s conduct/behavior.

The administration cooperates with any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

Adopted March 14, 2000

POLICY 6.25 - STUDENT CODE OF CONDUCT

RULE A - Disruption of School - A student shall not by use of violence, force, coercion, threat, harassment, insubordination, or repeated violations of the Code of Conduct disrupt or obstruct the educational program, including lunch periods, as well as all curricular and extracurricular activities. Examples of disruption may include unusual dress and appearance, strikes or walkouts, the use of stink bombs, the impeding of free traffic to and within the school, the playing of radios and the use of headphones, and the possession of **cell phones**, etc.

RULE B - Damage to School Property, Private Property, or Arson - A student shall not cause or attempt to cause damage to school property as it affects the good order and welfare of the school. Examples of school property are: landscaping, athletic facilities, buildings and contents. Examples of private property include: vehicles, buildings and landscaping, clothing, or other possessions. Depending upon the circumstances, restitution may also be required.

Fight/Assault

Fighting is defined as a situation in which blows and/or ANY other aggressive physical contact are exchanged by each party involved in the incident.

Assault – is defined as an attack or violent act directed at students, staff, visitors or community members on school property or at school sponsored activities

RULE C - Assault - A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school staff, students, or visitors while under the jurisdiction of the school. Jurisdiction includes the school day and any school activity. Examples include: hitting, kicking, fighting, throwing objects, or running in the halls. BMS has adopted the following guidelines regarding this aspect of the Code of Conduct: Each will be handled on a case-by-case basis.

Level I -- Verbal statements/Threats will result in 2 days minimum ISA up to 10 days OSS.

Level II -- Minor Physical altercations (with the exception of punching) will result in a minimum of 3 days OSS and up to 10 days OSS upon repeated offenses and progressive discipline.

Examples are but not limited to:

Kicking, slapping, spitting, shoving, pinching, flicking, hair pulling, horseplay or any physical contact that can be deemed as inappropriate.

Level III -- Major Physical Altercations (punching, fighting) will result in a minimum of 3 days OSS, and up to 10 days OSS with a possible recommendation for expulsion and report to Juvenile Court via Police. Transfer of Bodily Fluids (blood, saliva, urine, etc) to another individual or any abuse directed toward staff members by students involving any purposeful contact with mal intent, verbal threats to do physical harm to person or property, or the actual commitment of same **may result in a 10-day suspension from school and a recommendation for expulsion with the first offence.** Should testing to determine the presence of any pathogens be deemed necessary by the school due to the transfer of a bodily fluid, the cost of testing will be born by the person initiating the transfer.

1st Offense - 3-5 days OSS

2nd Offense - 5-7 days OSS

3rd Offense - 7-10 days OSS

Level IV -- Extreme verbal and/or written threats (For example but not limited to kill threats, kill lists) will result in up to 10 days OSS with a recommendation for expulsion and report to Juvenile Court via Police.

RULE D - Dangerous Weapons and Instruments - Students shall not knowingly possess, handle, or transit any object that can be reasonably considered a weapon, either on school grounds, during, before, or after school hours or off school grounds at any school activity or on a school bus. Such as, but not limited to, guns, knives, lighters, matches, and switchblades; also, objects that may be considered “look-alike” and that which may represent a weapon. Included in this prohibition would be the use of chemicals and gases such as Mace. Violations of this rule may result in a minimum of 1 day OSS up to 10 days OSS with recommendation for expulsion.

RULE E - Unauthorized Possession/Theft - A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district.

RULE F - Tobacco - Use of tobacco in any form is prohibited. Display or possession of a lighter, matches, tobacco, electronic cigarettes, vapes or smoking materials is prohibited. When possession of tobacco is involved BMS will;

1st Offense - 3 days of OSS will be issued. The suspension can be held in *abeyance* and **LCADA** may be used at the parent’s expense as an alternative

to OSS. If there is failure to enroll or non-completion of the program, Administration will then assign the original 3 days of OSS.

2nd Offense - 5 days of OSS

3rd Offense - 7 days of OSS

4th Offense - 10 days of OSS with possible recommendation for expulsion.

RULE G - Alcohol, Drugs, and/or Drug Paraphernalia - No student shall possess, deliver, attempt to deliver, or cause to be delivered any form of alcohol, drugs, prescription drugs, drug paraphernalia, narcotics, or non-controlled substances which may be considered to be harmful to the health or morals of themselves or others; this includes steroids. This will include counterfeit controlled substances or "look-alike" drugs. A student shall not appear at school or school-related events after having consumed any of the above. (See Section V - Expulsion.)

"Counterfeit Controlled Substance" is defined in the following ways: (1) any drug or drug container or label that bears a trademark, trade name, or other identifying mark used without the owner of the rights of such trademark's authorization; (2) any unmarked or unlabeled substance that is manufactured, processed, packed or distributed by a person other than the person with the legal rights to manufacture, process, pack, or distribute it; (3) any substance that is represented to be controlled, but is not a controlled substance or is a different substance; and (4) any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

A controlled substance is defined as a drug, compound, mixture, or substance included in Schedule I, II, III, IV, or V (Ohio Administrative Code 4729-11). Included in these schedules are narcotics such as amphetamines, depressants, and hallucinogens, as well as many other type drugs.

RULE H - Insubordination - A student shall not disregard or refuse to follow school rules, regulations, assigned disciplinary consequences, being disrespectful, or reasonable directives given by school personnel. Also, any action judged by school officials to involve misconduct or misbehavior, and not specifically mentioned in other sections, will be dealt with as insubordination.

RULE I - Violations of the Law - A student shall not violate any law or ordinance when the student is properly under the authority of school personnel.

RULE J - Frightening, Degrading, or Disgraceful Acts - A student shall not engage in any act which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace a teacher, student, employee of the school district, or visitor by written, verbal, or gesturing means. Profanity is considered a degrading act. Public display of affection is not permitted. Examples may include: kissing, hand holding, embracing, or any sexual acts or displays that are not appropriate. Including pornography on cell phones (sexting), nude pics/pictures, computers, pictures, or any electronic devices in the student's possession.

RULE K - Truancy and Tardiness - Truancy is prohibited. Truancy is declared when a student is absent from school or any portion thereof without school authorization and parental consent. Tardiness to class is prohibited.

RULE L - Publications and Organizations - Publishing or distributing any printed material, or promoting organizations or joining any club or organization which has not been approved by the Board of Education is prohibited.

RULE M - Forgery, Cheating, Plagiarism, and/or Infringement of Copyright Material - Any form of forgery, cheating, plagiarism, and/or infringement of copyright material is prohibited. Examples may include the following: use or attempt to use false identification or information to mislead school personnel; taking and using as one's own writings and/or recorded ideas of another. **Also, knowingly giving false reports or identification to school officials with the intent to mislead them is prohibited.** Penalties and Policies within individual classes will be determined by either team or individual teacher discretion, and will be sent home for parents to read and sign with the other district forms at the beginning of the year.

RULE N - Unauthorized Sales - No student shall sell or cause to sell anything during school hours, anytime on school property, or at school-sponsored events without the prior approval of the building administrators. Depending upon the circumstances, restitution may also be required.

RULE O - Collusion - No student shall assist or aid in any way another student in violating either school rules and regulations or any law or ordinance when either student is properly under the authority of school personnel.

RULE P - Hazing - Hazing is prohibited. Hazing is defined as doing any act or Coercing another, including the victim, to do any act of initiation into any

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. *

It is the policy of the Sheffield-Sheffield Lake Board of Education that hazing activities of any types are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable to civil and criminal penalties in accordance to the Ohio law. In addition, this policy shall be incorporated into building, staff, and student handbooks and shall be the subject of the discussion at employee staff meetings or in-service programs. Ohio Revised Code 2307.44 or 2903.31.

RULE Q - Extortion - A student shall not engage in any action or threat that forces or attempts to force a person to pay money, or give material possessions or property, or to perform services that are not due to him/her.

RULE R - Student Use of Transportation Vehicle - A student shall not misuse a transportation vehicle while on school property or at school activities off school property. Examples of misuse include: speeding, unauthorized occupancy, reckless operation, and illegal parking.

RULE S - Possession of a Firearm - A student shall not possess or bring a firearm to a school operated by the Board or on to any other property owned or controlled by the Board, to an Interscholastic Competition, an extracurricular event, or any other school program or activity. Firearm has the same meaning as provided pursuant to the "Gun-Free Schools Act of 1994." At the time this policy was adopted, the above referenced statute defined a firearm as any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use as a weapon; any

device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned, or given by the Secretary of the Army, or Class C common fireworks. If the definition of a firearm as provided by the “Fund Free Schools Act of 1994” changes, then the definition set forth in this policy shall automatically change to conform to it.

RULE T - Possession of a Knife - A student shall not possess or bring a knife to a school operated by the Board, to an Interscholastic Competition, an extracurricular event, or any other school program or activity. Knife, for the purposes of Board Policy, is defined as a cutting instrument consisting of a sharp blade or edge. Knife does not include scissors, wire cutters, or other similar tools determined by the Superintendent to be necessary in the school setting at a particular building or grade level, if used only for the necessary purpose.

RULE U - Inappropriate Use of Electronic Media - A student shall not commit an act that is illegal nor misuse any electronic equipment including computers. Misuse may include, but is not limited to: the damage to computer equipment, files, peripheral devices, and computer networks; copyright violations; unauthorized use of equipment; the downloading or transmission of inappropriate materials; the unauthorized accessing of computers, sites, or information databases or unauthorized storage of personal files; and any act that causes physical, financial harm, or otherwise disrupts information technology.

RULE V - Bomb Threats - A student may be expelled from school for a period of up to one (1) year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. Any expulsion may extend as necessary into the school year following the school year in which the incident giving rise to the expulsion takes place.

RULE W - Harassment/Bullying - Student harassment is prohibited at school and at all school activities. Harassment is defined as any intimidation or abusive behavior toward a student that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the school’s programs. Harassing conduct may take many forms, including verbal acts and name-calling, ethnic slurs, as well as nonverbal behavior, such as graphic and written statements, and conduct that is physically threatening, harmful, or humiliating. This includes using cell phones and other electronic devices for the purpose of harassment and instances of cyber bullying or harassment. Discipline issued for bullying or harassment is at the discretion of the

administrator and may include detention, in-school assignment, out-of-school suspension and/or recommendation of expulsion.

Any suspected instances of dating violence between students should be reported to the appropriate authorities and parents. School officials, such as counselors and administrators, will assist with counseling and referrals as deemed necessary. Students should be vigilant and report suspected instances of dating violence to these officials. Students can take advantage of the anonymous incident report link on the school's website.

RULE X - Abuse of Personnel - No student may verbally or physically abuse school personnel at any time, on or off school property. Also, no student may damage or destroy property owned by school personnel at any time, on or off school property.

RULE Y - Inappropriate Acts or Excessive Horseplay - Any inappropriate behaviors which are deemed serious by an administrator or designee due to the nature or repetition of the act or excessive horseplay including but not limited to horseplay with bodily contact. **(Minimum 2 days ISA)**

Effective March 14, 2000 Revised February 26, 2001

Revised May 12, 2001

POLICY 6.47 - EXTRACURRICULAR PARTICIPATION

The Board of Education encourages students to participate in extracurricular activities. However, participation in extracurricular activities is a privilege, not a right. Students who participate in such activities are expected to conduct themselves in the same manner as is expected of the student if he/she were in math or English class during the regular school day or participating in any other school-sponsored activities. The Student Code of Conduct and the conduct which it prohibits are incorporated by reference.

This policy is in addition to the policy governing the suspension, expulsion, or emergency removal of students from school, in accordance with Policy 6.23. The scope of this policy is limited only to the removal of a student from any particular or all extracurricular activities. In those instances, in which a student is suspended or expelled from school, those policies adopted in accordance with Ohio Revised Code 3313.66 and 3313.661 are to be followed.

A student may be prohibited from participating in a non-athletic extracurricular activity for any prohibited conduct engaged in by the student during the school year. A student may be prohibited from participating in an athletic extracurricular activity for any prohibited conduct engaged in by the student during the season, including pre-season practices and post-season activities in which the student is engaged to prepare for his/her participation in the athletic program.

A student may be prohibited from participating in any or all extracurricular activities of the School District for a period of up to one (1) calendar year by the Superintendent, principal, assistant principal, or person employed to supervise a particular extracurricular or pupil activity program. Only the Superintendent, principal, or assistant principal may prohibit the student from participating in multiple extracurricular programs. For instance, the coach of the football program is only permitted to prohibit the student from participating in football. The football coach could not also prohibit the student from participating on the debate team for engaging in conduct prohibited under the Student Code of Conduct.

Prior to removal of the student from participation by the supervisor of a particular activity, the supervisor must provide the student with an opportunity to appear at an informal hearing before the supervisor to challenge the reasons for the intended removal. If, following the hearing, the decision is made to prohibit the student from participating in the activity, the supervisor shall provide written notice to the student, his/her parents, guardian, or custodian, and the building principal of the duration of and the reason(s) for the removal. A student may appeal the decision of the person supervising the extracurricular activity to prohibit the student's participation in a particular activity to the building principal. Upon receipt of a written notice of appeal, the principal shall inform the student and parents, guardians, or custodians of the date and time of the appeal hearing which should be held no later than ten (10) days after receipt of the appeal. The building principal's decision is final and may not be appealed.

Prior to removal of the student from participation in a particular or all extracurricular activities by the Superintendent, principal, or assistant principal, the student must be provided with an opportunity to appear at an informal hearing before the administrator to challenge the reasons for the intended removal. If following the hearing the decision is made to prohibit the student from participating in a particular or all extracurricular activities, the administrator shall provide written notice to the student, his/her parents, guardian, or custodian, and the building principal of the duration of and the reason(s) for the removal. The decision of the principal, assistant principal, or Superintendent to prohibit a student's participation in a particular or all extracurricular programs in the District is final and may not be appealed.

Adopted March 14, 2000

POLICY 10.11 - DANGEROUS ORDNANCE

No person shall knowingly convey or attempt to convey any deadly weapon or dangerous ordnance into a school safety zone.

No person shall knowingly possess a deadly weapon or dangerous ordnance into a school safety zone.

No person shall knowingly possess an object in a safety zone, if both of the following apply:

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired; and
2. The person indicates that the person possesses the object and that it is a firearm or the person knowingly displays or brandishes the object and indicates that it is a firearm

This policy does not apply to officers, agents, or employees of this or any other state of the United States, or to law enforcement officers authorized to carry deadly weapons or dangerous ordnance and acting within the scope of their duties. Nor does said policy apply to any security officer employed by the Board during the time that the security officer is on duty pursuant to his/her contract of employment, or to any other person who has written authorization from the Board to convey deadly weapons or dangerous ordnance into a school safety zone, possess a deadly weapon or dangerous ordnance in a school safety zone, and who conveys or possesses a deadly weapon or dangerous ordnance in accordance with that authorization. Violation of this policy by an employee of the Board will result in disciplinary action up to and including termination and/or criminal prosecution.

Violation of this policy by a student of the District will result in disciplinary action as provided in the Board Policy Manual and/or criminal prosecution.
ORC §2923.122
Effective March 14, 2000

Suspension, Emergency Removal, and Expulsion -- (Some or all of these procedures may or may not be in practice due to availability)

Major disciplinary actions, such as suspensions, emergency removal, and expulsion, are used in the most serious disciplinary cases. While it is legally possible for the school principal or his/her designee to suspend a student for up to ten (10) days, or to remove a student for a period of time, only the Superintendent of Schools has the authority to expel a student from school.

Procedures for Suspension -- The principal or assistant principal will give written notice to the pupil of the intention to suspend and the reasons why. The student will have an opportunity to appear at an informal hearing before the principal or assistant principal to challenge the reasons for the intended suspension, to produce witnesses, or otherwise explain his/her actions. If the student is to be suspended, he/she will be told of the suspension and its length.

The parent/guardian shall be notified of the suspension by telephone, if possible. An official notice of the action will be mailed to the parent/guardian within 24 hours of the suspension. This notice must include the reason(s) for the suspension, the right of the student and parent/guardian to appeal the decision within three (3) to five (5) days, the right to be represented at the appeal, and the right to request that the hearing be held in private.

The parent/guardian, together with the student, may be requested to come to school for a conference with the administrator. This conference shall in no instance be later than the date the student is scheduled to re-enter school.

Out-of-School Suspension -- When a student is under out-of-school suspension, he/she is to remain at home under the supervision of his/her parent/guardian during the regular school hours. He/She is not to be on the school premises, or to attend any school-related function or activity, regardless of its location during the days of the suspension. These restrictions are in effect until the student returns to school and is reinstated by the school Administration. Any violation of these suspension rules will result in further disciplinary action. All work missed for 1st OSS offence can be made up for full credit. Students who receive 2 or more OSS infractions can only make up any tests or projects missed under the duration of the suspension. Daily class work and homework will be provided to the student but will not count for credit.

In-School Assignment (If Available)

This step in the Progressive Discipline Program is issued at the discretion of the Administration, upon infractions of the Code of Conduct, behavior referral from a teacher, or continual violations of school rules. The ISA (In-School Assignment) philosophy centers on student isolation as a consequence for inappropriate behavior in school, while permitting the student to complete school work within a controlled, separated environment from the school population. The ISA schedule is the same time as the normal school day with students receiving periodic restroom breaks and lunch (held in the ISA room). The purpose of this program is to offer an alternative to being suspended from school. However, failure or refusal to attend, will result in an Out-of-School Suspension pursuant to the Code of Conduct. (Policy 6.25 and Rule H -Insubordination/Failure to accept discipline).

Extracurricular Student Behavior Rules -- Students who participate in extracurricular activities may be required to follow additional, and possibly more stringent, rules as a requirement of participation. If it should be

necessary to deny or terminate the participation of a student from a membership activity (e.g., club, athletic team), an informal hearing will be held with the student. However, a student may be denied participation in non-educational events (e.g., dances and parties, as a spectator) when membership is not required for participation. In these cases, denial may be used as a disciplinary consequence. Employee Rights and Protection -- Whether on or off school property, or whether or not participating in a school-sponsored event, a student who violates school rules or civil or criminal law is subject to school discipline.

PUBLIC DISCLOSURES

Right to Access of Permanent Records

Federal Statute (The Family Rights and Privacy Act of 1974, as amended) provides parents (or legal guardian) the right to inspect and review the education records of their child. Parents may make a request for an appointment with the appropriate school administrator or counselor to review their child's school records.

Nondiscrimination Policy

It is the policy of the Sheffield-Sheffield Lake City School District that no student or other individual shall be denied admission to the school district or to a particular course, instructional program, activity, or be otherwise discriminated against for reasons of race, color, religion, national origin, sex, disability or handicap, age, or any other basis of unlawful discrimination. The Sheffield-Sheffield Lake City School District is an equal opportunity employer.

Please contact the following offices if you have concerns, questions, or need information pertaining to:

Nondiscrimination on the basis of sex:

Title IX Coordinator

Michael Cook, Superintendent

(440) 949-4202

Nondiscrimination on the basis of race, color, national origin, religion, or disability:

Title VI Coordinator/Section 504 Coordinator

Director of Pupil Services

(440) 949-4211

Non-authorized Persons on School Premises

Non-authorized persons should not be in the school building or on the school premises at any time without specific authorization of the school building administrator. Teachers are obligated to inform the administrator of an intruder. Any non-authorized personnel in the building or on the school premises will be requested to leave the school premises, and if his/her activities or actions disrupt the orderly operation of the school, discipline, or scholarly atmosphere, he/she may be subject to prosecution.

Visitor's Trespass Law

In accordance with Section 2917.211 of the Ohio Revised Code, non-authorized personnel shall not be in school buildings or on school grounds without the express permission of the Sheffield-Sheffield Lake Board of Education or its authorized agents.

All visitors must sign in and out and report directly and immediately to the Main Office to register and obtain a visitor's permit or to the Attendance Office to sign their child in and out of school. Whoever violates this section of the code is subject to a fine, imprisonment, or both.

- A. Non-authorized persons include:
 - 1. Students not assigned to that specific building.
 - 2. Any person not an employee of the Sheffield-Sheffield Lake Board of Education.

- B. School administrators may enlist the aid of the Police Department to have any non-authorized persons removed.

- C. Parents are welcome to visit the school and school personnel in accordance with the Board of Education Policy and building procedures.

- D. Procedures dealing with non- authorized persons are reasonable and are nondiscriminatory and non-arbitrary.

BMS School Fees 2017-2018

Master Code	Description	Amount
Course	Algebra 1	\$5.00
Course	Art 7	\$10.00
Course	Gifted 7	\$10.00
Course	Gifted 8	\$10.00
Course	Sped Language Arts	\$5.00
Course	Sped Math	\$5.00
Course	Sped Science	\$5.00
Course	Sped Social Studies	\$5.00
Miscellaneous	Student Handbook	\$3.75
Course	Art 8	\$10.00
Course	French 1	\$12.00
Course	Language Arts 7	\$5.00
Course	Language Arts 8	\$7.00
Course	Living Skills 7	\$10.00
Course	Living Skills 8	\$12.00
Course	Math 7	\$5.00
Course	Math 8	\$7.00
Course	Science 7	\$6.00
Course	Science 8	\$10.00
Course	Social Studies 7	\$10.00
Course	Social Studies 8	\$11.00