



**Student Handbook
2018-2019**

**420 East Union St.
Medina, OH 44256**

Telephone: (330) 636-3600

Fax: (330) 636-3818

Web: www.medinabees.org

Name:

Grade: _____ **Locker Number:** _____

Homeroom Teacher:

Medina City Schools

Claggett Student Handbook

2018 - 2019 BOARD OF EDUCATION

Mr. Douglas Eastwood	Member
Ms. Rebecca Parkhurst	Member
Mrs. Valerie Pavlik	Member
Mr. Ron Ross	Member
Mr. Rob Skidmore	Member

DISTRICT ADMINISTRATION

Mr. Aaron Sable, Superintendent
Dr. Kristine Quallich, Asst. Superintendent
Mr. David Chambers, Treasurer

CLAGGETT BUILDING ADMINISTRATION

Paul Worsencroft, Principal	330-636-3602
John Telloni , Associate Principal	330-636-3603
School Resource Officer	330-636-3620
School Psychologist	330-636-3607

CLAGGETT GUIDANCE DEPARTMENT

Mrs. Wendy Dralle (Students A - K)	330-636-3607
Mr. Kevin Miller (Students L - Z)	330-636-3608
Prevention Program Coordinator	330-636-3615

Claggett Main Office

7:00 a.m. - 3:00 p.m.

Main Office	330-636-3600
Attendance Line	330-636-3604
FAX	330-636-3818

Agenda Cover created by **Bridget Mowery**

NON-DISCRIMINATION STATEMENT

As required by law, it is the policy of the Medina City School District that educational programs and activities are provided without regard to race, color, national origin, sex, or handicap. The board designates the following individuals to serve as Anti-Harassment Compliance Officers for the District.

Jim Shields, Director of Human Resources/Legal Counsel

330-636-3033

739 Weymouth Road

shieldsj@medinabees.org

Kristine Quallich, Director of Educational Services

330-636-3092

739 Weymouth Road

quallick@medinabees.org

NONDISCRIMINATION

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

COMPLAINT PROCEDURE

Section 1

If any person believes that the Medina City School District or any of the District's staff has inadequately applied the principles and/or regulation of (1) Title II, VI, and VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the Director of Educational Services at 330-636-3092 or by email at quallick@medinabees.org.

Section 2

The person who believes she/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, Kristine Quallich at 330-636-3092 or quallick@medinabees.org who shall, in turn, investigate the complaint and reply with an answer to the complainant.

WELCOME

We hope you are as excited as we are to begin a new school year. Our staff wishes you success and hope you enjoy all the things we have planned for you. This handbook is provided for each student so that you will be able to easily access our policies and rules, as well as organize your school work.

Our goal is to help every student achieve and continue to grow by expanding boundaries and removing limitations. We need parents to be our partners since they are the most significant influence in the lives of our students. We need students to focus on the school program and make a commitment to do their best by putting forth the effort necessary to keep up with the demands of each class.

We encourage students to become involved in their classes and in extracurricular activities in order to really feel like a part of our school. Parents are encouraged to monitor their child's progress daily, stay in close contact with the school, and get involved.

Be Responsible, Be Respectful and Be Ready to Learn.

Make it a great year!!!!!!

2018-2019 School Year

Student Fees

Grade	School Fee	Fee Allocation
6 th Grade	\$39.00	-ELA novels/materials -Science lab materials & *safety goggles *(to be used for grades 6-8. Future replacement cost additional expense) -Math consumable materials -Art project supplies -Agenda
7 th Grade	\$36.00	-ELA novels/materials -Science lab materials -Math consumable materials -Art project supplies -Agenda
8 th Grade	\$36.00	-ELA novels/materials -Science lab materials -Math consumable materials -Art project supplies -Agenda

Additional Fees

**As appropriate to student schedule*

Honors Physical Science (Sci 8 Plus)	\$6.00	Lab materials
Spanish	\$6.00	Workbook
Band	\$20.00	Sheet music
Choir	\$20.00	Sheet music
Orchestra	\$20.00	Sheet music

**Students will be provided locker locks and PE locker locks in 6th grade at no expense; however, replacement locks must be purchased in the office for \$5.00 each.*

MEDINA CITY SCHOOL DISTRICT MISSION STATEMENT

The Medina City School District prepares students for an ever-changing future by:

- Providing a student-centered learning environment to help students reach their maximum potential;
- Instilling in them an enthusiasm for lifelong learning;
- Engage in collaborative partnerships with our families, community, and world.

CLAGGETT MIDDLE SCHOOL PHILOSOPHY

WE BELIEVE:

- In the unique nature of the young adolescent. The middle school student is in the process of rapid, cognitive, physical and emotional constant change.
- The middle school must provide for individual differences.
- The middle school should provide opportunities for students to grow cognitively, physically, emotionally and creatively.
- Learning is an active and life long process, in an ever changing world.
- Middle school education is a partnership of the student, family, school and community, linking cognitive knowledge, creativity reasoning ability and interactive communications.
- Middle school learners need a variety of extracurricular activities to stimulate learning. These activities provide the excitement of change to complement academic learning. The opportunities include, but are not limited to: various clubs, Student Council, Builders Club, school dances and sports teams.
- Middle school students are maturing and learning at vastly different rates, regardless of age. The elimination of age barriers in some academic areas and some activities is necessary to allow students to learn various levels of subject matter when they are developmentally ready.
- Students experience many physical and psychological changes during their middle school experience. It is important to include in the middle school student's educational process physical activities and an increasing emphasis on health awareness, including lifelong physical fitness.
- Educators at the middle school will provide an environment creating the opportunity to strengthen the student's self-concept and confidence. Positive learning experiences enable students to grow from dependent to independent young people.

Positive Behavioral Intervention and Support

What is PBIS?

Positive Behavior Interventions & Supports aims to improve student academic and behavior outcomes while ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible.

PBIS is not a curriculum, intervention, or practice; it is a decision-making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.

The Claggett School Community is expected to:

Be Respectful

“Treat others the way you want to be treated”

Students will...

- Use appropriate behavior and language throughout the building
- Respect themselves and others at all times
- Value school property in and around the building’s campus
- Consider the thoughts and feelings of others when choosing your words and actions

Be Responsible

“Think before you act, speak, or post”

Students will...

- Be proactive by understanding the Code of Conduct
- Be adaptable by understanding and complying with different teachers’ expectations
- Communicate concerns and ideas clearly and effectively
- See Something, Say Something




Be Ready

“Think ahead so you don’t have to look back”

Students will...

- Be prepared by bringing all materials and completed work to class each day
- Be on time for school and for each class period
- Bring a positive attitude to the learning environment
- Be proactive by considering long-term responsibilities and commitments

PBIS MATRIX

PBIS	All Settings	Classroom	Hallways and Lockers	Restrooms and Locker Rooms	Cafeteria	Recess	Bus	Arrival and Departure
Be Respectful 	Listen more than you speak Work cooperatively Clean up after yourself	Listen to the person talking Talk at appropriate times Respect others' property - classmates and staff	Move with a purpose quickly to your destination Keep hands, feet, and belongings to yourself Use a quiet indoor voice	Clean up after yourself Respect others privacy	Follow staff directions Keep conversation at a level heard only at your table	Follow staff directions Follow the rules for your chosen activity	Follow driver's directions Keep conversations at a level heard only by the person in your seat	Follow staff directions Use designated routes
Be Responsible 	Help others Think before you act Ask questions and seek help when needed Take all drills seriously	Be prepared for class Complete all assignments on time Participate - be attentive in class	Travel on the right Plan your locker trips Use the shortest route to class Keep your lock on your locker	Go, flush, wash, and leave Report problems to staff immediately Have a pass at all times Secure all belongings	Clean up after yourself (table and floor) Eat your own food without waste	Treat school property and equipment as your own Report problems to staff immediately Follow rules for electronic use	Stay seated in your assigned seat Be aware of emergency procedures and exits Keep feet out of aisles	Collect all necessary belongings Travel on the right Use the shortest route Use designated route at dismissal
Be Ready to Learn 	Be punctual to EVERY class. Be prepared and organized	Be on time to class and ready to learn at the bell	Keep your locker clean and organized	Change quickly Keep belongings (phone) in classroom	Arrive prepared (lunch, coat, passes) and on time Sign out on clipboard if leaving Follow dismissal directions	Listen for signal to come in Stand in line quietly to hear directions	Collect all belongings before your stop	Follow procedures for breakfast and waiting in the hallway

Bell Schedules

Daily Bell Schedule for 8th Grade

Students in the 7th and 8th grade will follow the traditional 47 minute bell schedule for all of their classes.

	Start	End	Minutes	
First Bell	7:40			
Warning	7:43			
Home Base	7:44	7:54	10	
1st	7:57	8:44	47	
2nd	8:47	9:34	47	
3rd	9:37	10:24	47	
4th	10:27	11:14	47	Lunch - 7
5th	11:17	12:04	47	Lunch - 6
6th	12:07	12:54	47	Lunch - 8
7th	12:57	1:44	47	
8th	1:47	2:35	48	

Daily Bell Schedule for 6th and 7th Grade

****Students in the 6th grade are scheduled to have a 72 minute period for both Math and Language Arts. These two classes may be scheduled during the 2-3, 3-4, 6-7, or 7-8 periods. All other 6th grade courses (Science, Social Studies, PE, art, electives, etc.) are scheduled for 47min during a normal bell schedule.****

	Start	End	Minutes	
First Bell	7:40			
Warning	7:43			
Home Base	7:44	7:54	10	
1st	7:57	8:44	47	
2nd	8:47	9:34	47	
2-3	8:47	9:59	72	
3rd	9:37	10:24	47	
3-4	10:02	11:14	72	
4th	10:27	11:14	47	
5th	11:17	12:04	47	Lunch - 6
6th	12:07	12:54	47	
6-7	12:07	1:19	72	
7th	12:57	1:44	47	
7-8	1:22	2:35	73	
8th	1:47	2:35	48	

*****Bell schedules are subject to change for special events (early release, spirit assemblies, etc.)*****

ATTENDANCE

One of the ingredients which promotes success in school is regular attendance. The Medina City Schools is committed to assuring that students attend school on a regular basis. In support of this position, the Board of Education has enacted the following policy:

All absences may require medical documentation as deemed necessary by school administration. The excuse is to be submitted to the office on the day you return to school.

The following are considered excused absence:

1. Personal illness
2. Illness in family
3. Death of a relative
4. Quarantine for contagious disease
5. Requested court attendance
6. Observance of religious holidays

MAKE-UP WORK DUE TO TRAVEL

The Medina City Board of Education does not believe that students should be excused from school for non-emergency trips out of the district. The responsibility for this will rest with the parents and they must not expect any work missed by their child to be re-taught by the teacher. However, if the school is notified in advance of such a trip by the parent/guardian, a form will be given to the student to take to all teachers in order to procure assignments. Teachers are not obligated to permit make-up work if proper arrangements have not been made prior to departure. Assignments are **due on the day of return** to school unless arrangements have been previously made with the teacher.

PLANNED EARLY DISMISSAL

Students needing to leave school before the end of the day should bring a **written note** to the office in the morning from the student's parent or guardian requesting the early dismissal. Please include the complete name of student, reason, and requested dismissal time. The parent or guardian must sign the student out before leaving the building. If the student returns to school later that day he/she must sign-in at the office and will be given a pass to return to class.

LEAVING THE SCHOOL

Leaving the school or school grounds without permission violates State Law. Once students arrive on school grounds, they may not leave again without first reporting to the office and following proper procedures. Violations of this procedure will result in disciplinary action and possible referral to Juvenile Court in accordance with the Medina City Day Curfew Ordinance 509.09(A).

TRUANCY

As defined by the Ohio Revised Code and House Bill 410:

Habitually truant is defined as a school-aged child who is absent from school without a legitimate excuse for 30 consecutive hours (formerly 5 days), or 42 hours in one month (formerly 7 days), or 72 hours in one school year (formerly 12 days) "School month" is defined as four weeks. Students who are habitually truant will be assigned to the Attendance Intervention Team which includes school personnel as well as parents. Failure to improve attendance or participate in this process may result in a complaint being filed with the Judge of the Juvenile Court in compliance with State law.

GENERAL INFORMATION

HALL PASSES

Students are expected to be in class during class periods. Students should plan trips to the locker to avoid returning each period. Do not loiter in the halls, rather move directly to class and be seated. If you are out of a classroom, you must have a pass from a staff member. Teachers will issue hall passes only when necessary so that you can take full advantage of what is offered each period in class.

ARRIVAL

Claggett Middle School officially opens the doors at 7:20 a.m. Please do not drop off students earlier than 7:20. Any student arriving prior to 7:20 a.m. must wait outside in front of the building. At 7:20 a.m. students are permitted to wait in the cafeteria. At 7:38 a.m., the bell dismisses students to their lockers and then their first period class.

DROPPING OFF BEFORE SCHOOL

Parents should enter the driveway off of E. North St. on the south side of the building and drop students in the rear of the building. Drivers should follow traffic signs and loop around to exit out the south driveway back onto E. North St. Students will enter through the back recess doors. Parents may also enter the south driveway and follow traffic signs to travel along the south to east side of the building and drop off students at the designated area, exiting on E. Union St. In this case, students will enter using the east doors.

Please do not drop your children off on East Union Street.

DISMISSAL

1. School is dismissed at 2:35 p.m. Remain in your last period class until your group is dismissed.
2. Students are not to remain after school unless they are participating in a supervised school activity and have their parents' permission.
3. Walkers will exit via the front office doors and the back recess doors unless other arrangements are made with the associate principal.

VEHICLE PICKUP/DISMISSAL

All students being picked up in vehicles other than buses need to exit out the back playground doors or east doors. Parents need to proceed slowly and park in the southwest parking lot. All traffic should exit slowly to the south. Students may also exit through the east doors and be picked up on the east side of the building. Parents need to proceed slowly to exit onto E. Union St.

SCHOOL DISTRICT TRANSPORTATION

1. Pupils will ride on assigned buses only. Parents must make a request, in writing to the school, to permit deviation from this rule.
2. Pupils must get on and off the bus at their assigned stop unless a written request asking permission to be let off the bus at some other stop is presented to the office for approval. Bring the note from your parents to the office when you arrive in the morning and pick up your permission slip during your lunch period. Signed notes, not phone calls, are the only acceptable forms of permission.
3. Additional guidelines concerning appropriate behavior on the bus are included in this handbook.
4. Bicycle racks are provided for students riding bikes to school. All bicycles are to be placed in the racks and securely locked. No bike riding is allowed during the school day.
5. Students who bring their bicycles to school do so with the understanding that bicycles are private property, the school cannot assume responsibility for the damage or theft that might occur. Students are expected to walk bicycles off of school so that the safety of other students is not imperiled. Students who do not exercise good judgment in riding their bikes may be refused permission to ride them to school in the future.
6. **No other forms of personal transportation, such as hoverboards, skateboards, roller skates, roller blades, hee-ies or mopeds, are to be used.** These items are not permitted in school without the permission of the administration. Any use of these items on school grounds is strictly prohibited.
7. School district policy prohibits the transportation of students by private vehicle to school sponsored events. Parents may transport their own child to and from the school, but parents may not transport a child other than their own, even if they have permission from the other child's parent. Should unusual circumstances arise, the coach/advisor may permit, with administrative approval, an alternative mode of transportation for individual students. Should unusual circumstances arise, the coach/advisor may permit, with administrative approval, an alternative mode of transportation for individual students.

VISITORS

Parents are encouraged to become familiar with their child's classes and teachers. All visitors must, by State Law, report immediately to the Main Office to explain their purpose for being on school property. All visitors are to inform the office of their presence immediately upon entering the building and procure permission from one of the principals or secretaries and obtain a visitor's pass. Students from other schools are not permitted to attend classes or visit during the school day. This policy has been implemented in order to protect the students and educational environment of the school.

GRADES

A combination of letter grades and pluses and minuses shall be used to communicate academic progress of students.

MEDINA MIDDLE SCHOOL GRADING SCALE

A+	100	-	97
A	96	-	93
A-	92	-	90
B+	89	-	87
B	86	-	83
B-	82	-	80
C+	79	-	77
C	76	-	73
C-	72	-	70
D+	69	-	67
D	66	-	63
F	62	-	0

GRADE REPORTING

You will receive your report card at the end of each nine-week grading period. If your parents do not receive a report card, they should call the school. The grading periods and the dates report cards are sent home are on the school calendar. The last report card will be mailed home.

NINE-WEEKS GRADES

The teacher expectations that are required will be given to each student in every class the first week of school. This will include each teacher's grading system. Tests, quizzes, projects and homework, formative assessments would be averaged toward the nine-week grade. Class participation can also be a part of a grade average.

INCOMPLETES

Students should be made aware that failure to complete all class requirements may merit a failing grade. "Incomplete" may be temporarily assigned in the case of excused absence when the remaining time of the grading period does not equal the time missed by the student. All work for incompletes must be turned in by interims. Grades will be adjusted accordingly.

HONOR AND MERIT ROLL

A student must achieve a 3.5 nine-week grade average or above in order to be placed on the **honor roll**. Students achieving a 3.0 to 3.49 nine-week grade average will be placed on the **merit roll**.

HONORS CLASSES

For a student enrolled in honors courses, his/her GPA is calculated on a weighted GPA unless a non-weighted GPA is requested.

GUIDANCE

GUIDANCE DEPARTMENT

The guidance counselor is available to help all students in adjusting to our school and assist any students that have school, personal, or vocational questions. Students wishing to see the counselor should make an appointment through the counselor or the secretary during the student's study hall or lunch period, or before or after school. Parents are encouraged to contact the counselor for information or assistance whenever necessary by calling 330-636-3608.

TRANSFERRING & WITHDRAWING FROM SCHOOL

When students are going to move out of the school district, parents or guardians must contact the office a week prior to leaving. All fees and fines must be paid in order to complete any transfer of records. Students are expected to be in attendance in the Medina City Schools until official notification has been received from the new school (this includes all online schools). Any school days missed during the transition between schools are unexcused absences and the child will be considered truant.

ACTIVITIES

Many clubs, organizations, and activities are available during your years at Claggett Middle School. We encourage you to become involved in those that you find appealing. It is important for students to learn to balance time spent on studying with involvement in various activities. Our goal is to provide you the opportunity to belong to a group, demonstrate leadership, and contribute to your school, while maintaining successful academic performance. If there are any other clubs or activities you wish to suggest, please contact the office or counselor. Here is a partial list of current clubs or activities:

Student Council, Office Aides, Orchestra, Band, Musical Ensemble, Talent Show, Library Aides, Drama Production, Scholars Club, Spelling Bee, Interscholastic Sports (7th and 8th grade only), Geography Bee.

For information concerning these activities, contact the office or and listen carefully to the announcements.

ANNOUNCEMENTS

News of school activities, special meetings, and other items of interest to you as a student are made each day during lunch period. It is important that you pay attention to all posted announcements and record the information you may need in your agenda. Announcements and important dates will be posted on the web site. Special announcements will be made at the beginning or the end of the day.

EQUAL EDUCATION OPPORTUNITY

The Medina City Board of Education is dedicated to providing equal educational opportunities. No student shall be denied admission to the Medina City School District or to any particular course, instructional program or extracurricular activity or otherwise discriminated against for reasons of race, color, national origin, sex, or handicap.

ADDITIONAL INFORMATION

The following items will be distributed the first week of school. It is imperative that the appropriate forms be completed, signed, and returned the first week of school:

Student Verification Form, Claggett Student Absence Reporting Card, Directory Information Release Form, Student Fees Receipt, Pay-to-Participate Form (band, choir or orchestra only)

The Federal Family Education Rights and Privacy Act of 1974 requires school systems to annually inform parents of students under 18 years of age and also students 18 years of age or older of certain provisions of the act. One of these provisions covers school records in the student's educational file, which may contain items such as grades, test score and other materials that are collected in the interest of developing the best educational program for the individual student.

FAMILY RIGHTS

- Parents have the right to have access to and review the records kept on their child. Students over 18 have access rights to their own records. To see the records, one needs to send a written request to review the folder; this review is done in the company of a designated staff member.
- Parents (or students over 18), having had the opportunity to review the file, may question the contents of a student's educational record. If the parent (or student over the age of 18), does question the accuracy or appropriateness of any material in the record, the person may request a hearing. The hearing is a formal review of the material in question. All sides will have a fair opportunity to present their viewpoint.
- Families are assured that the records will not be released without prior notice or consent. Exceptions include disclosure to another school district in which a student intends to enroll or a judicial order.

ACADEMIC POLICIES

HOMEWORK

Homework is an extension of the classroom experience. It is the responsibility of each student to make sure that they are prepared for the next school day by personally completing the homework assignment correctly. If a pattern of not doing homework becomes obvious, parents will be notified by the teacher. A conference may be scheduled and, if necessary, disciplinary action taken. If you are having a problem with the amount of time spent on homework, see your counselor immediately. Work missed due to absences is the responsibility of the student to pursue.

Field trips and absences will from time to time require students to submit homework prior to departure. It is the student's responsibility to make the necessary arrangements with teachers to meet this requirement.

ADDING/DROPPING CLASSES

Students may not add or drop a course after the first 5 days without administrative approval. In order to request administrator approval, students must first provide a written explanation to their teacher and school counselor as to why they wish to add or drop a class. Students may not add or drop 9 week or semester courses.

NON-CORE CLASSES

During the scheduling process if a student has an available period, they will be required to fill that available period with an available non-core course. No exceptions will be made.

GIFTED IDENTIFICATION

In accordance with Section 3324.01 through 3324.07 of the Ohio Revised Code and the Ohio Rule for the Identification and Services for Children Who Are Gifted, Medina City School District has established procedures to identify students considered to be gifted.

The district identifies children in grades K-12 who may be gifted in one or more of the following areas:

- A. Superior Cognitive Ability
- B. Specific Academic Ability
- C. Creative Thinking Ability
- D. Visual or Performing Arts Ability

Testing for Gifted and Talented placement will be determined through whole grade assessments in 6th grade using the In View and Terra Nova. More information can be found under the Educational Services tab within the www.medinabees.org website.

MISCELLANEOUS

TEXTBOOKS

Books are classified as to condition when issued. Students must pay for any damage to a book. If a book is lost, the student must pay for a replacement. To minimize damage, students are expected to cover every textbook issued to them. Your name must be written in ink on the space provided in each of your books. If a book is lost, the student must pay for the lost book prior to receiving another textbook.

DEBTS

Financial obligations are due by determined deadlines. Parents/students have the responsibility to pay all financial obligations before the end of the school year. In accordance with state law, copies of records will be withheld for fees, fines, athletic equipment, or damaged property, and charges that have not been paid. Contact the principal if you have any problems with meeting the deadlines. Please be aware that unpaid fees may affect student participation in some school sponsored events.

LOCKERS

Lockers are board property and assigned to students for their personal use. Lockers and locker combinations are not to be shared with friends and classmates. **Use your own locker.** All lockers must have a **school issued lock** with all appropriate information given to your homeroom teacher. Any locker difficulties should be reported immediately to the office. Since lockers are the property of the school, they may be opened by school officials for just cause.

Do not leave items in any locker over vacations. Any item left in any locker is at your own risk. **The school assumes no responsibility for school or personal property lost or stolen from lockers provided. The school is not responsible for the loss or theft of money which students bring to school and/or keep in their lockers. Locker decorations must be secured with magnets, only! (They must be in acceptable taste).**

POSTERS, PICTURES AND SIGNS

Any posters, pictures, literature or signs displayed or distributed by an organization or an individual in the school must have the approval of the administration.

CELL PHONES AND WIRELESS COMMUNICATION DEVICES (WCDS)

Cell phones or other electronic devices are to be used only with permission from school personnel per policy 5136. All students are required to sign and adhere to the acceptable use policy. At school or school-sponsored events if such item(s) are deemed disruptive in nature by school personnel, the item(s) will be confiscated.

Students are personally and solely responsible for the care and security of their WCDS. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDS brought onto its property, or the unauthorized use of such devices.

TELEPHONE

In case of an emergency or illness, the office phone is to be used. In all other cases, the classroom phone may be used **with permission only.**

SELLING WITHIN THE SCHOOL

You are not permitted to sell anything within the school to your classmates or teachers. Please cooperate also by not buying anything from your friends and classmates.

FOOD, GUM, BEVERAGES

All food and beverages shall be confined to the cafeteria and are permitted during the lunch period **only unless requested by a staff member.** Gum chewing is strongly discouraged throughout the building due to gum left on floors, etc. Each teacher may establish their own classroom rules regarding gum and follow through with teacher enforced discipline.

MEDIA CENTER

The Library Program provides access to knowledge and information through print, nonprint, and electronic resources. Program objectives include instruction in information literacy skills and encouragement of lifelong reading habits. Students use the Library in large classroom groups, small groups, or independently before or after school, during recess or study hall. Students who maintain a quiet productive atmosphere are always welcome. Inappropriate behavior could result in loss of library privileges.

STUDY HALL

Study hall is a quiet area to be used for schoolwork and leisure reading only. Each student is expected to

- Come to study hall prepared to work.
- Bring assignments and/or other appropriate materials.
- Bring a pass to leave study hall for any reason (media center, office, etc.) Students are not permitted to play cards. Electronic devices should be used for academic purposes and not cause a distraction to any other students present. Prepare for study hall as you would any other class.

STUDY HALL PROCEDURE

When students have a research or/reading assignment, they must request an ACADEMIC PASS (written in their Agenda Book) from their assigning teacher. Students are to report their study hall first before they will be allowed to leave to the Library. Students will be required to have a signed pass in their Agenda Book ACADEMIC PASS and sign in at the Circulation Desk where computer workstations will be assigned, if needed. Students must remain in the library for the entire period.

CIRCULATION

Books and Playaways can be checked out for two weeks (10 school days). Back issues of magazines can be checked out for one week (5 school days). Current magazines stay in the library for everyone to read. Multiple copies of classroom books may be checked out for four (4) weeks. Some reference materials can be checked out overnight and must be returned by the second period the following school day. Materials can be renewed unless there is a hold placed on it by another student.

FINES FOR OVERDUE BOOKS/ITEM:

Five cents (\$.05) a day will be charged for each book/item that has not been returned by the due date, which is stamped in the back of the book/item. Fines will not exceed the value of replacement of the book/item. Books/items overdue six weeks or longer will be considered lost and the replacement value will be charged.

DAMAGED BOOKS/MATERIALS:

The fee assessed will be determined by the extent of damage (minimum charge of \$1.00).

LOST BOOKS/MATERIALS:

Replacement value of the book/material will be assessed if lost. Parents will be notified in writing of any financial obligation.

COMPUTER USE

A signed Acceptable Use Form must be on file before a student may use the computers. Computers are to be used for school-related activities only and unless directly supervised by a teacher, students must acquire a pass to use. "Surfing" the Internet is never permissible by students. Students must always log off of the device when they are done with their session. See also Computer Usage Guidelines.

LOST AND FOUND

The lost and found center is located in the main office. When you find someone else's property, please take it to the Office and give it to the secretary. You can claim lost articles by describing them to the secretary. PLEASE PUT YOUR NAME ON ANY ITEMS YOU BRING TO SCHOOL (books, lunches, purses, shoes, etc.). Lost textbooks not claimed will be returned to teachers, and lost library books brought to the office will be returned to the media center.

CLINIC & MEDICAL INFORMATION

ACCIDENTS OR ILLNESSES occurring during the school day should be reported immediately to the supervising teacher. He/she will issue a pass admitting you to the office. On arriving in the office, you should report your illness to one of the office personnel. The clinic does not treat home accidents or illnesses.

No student who is ill may leave the building without permission. It should be understood by parents and students that clinic and office personnel are forbidden to diagnose ailments or dispense any medication without a medical authorization form this includes aspirin/Tylenol and other over-the-counter medications.

Students who are too ill to attend class are generally too ill to remain in school. Parents will be notified to arrange for transportation when necessary. Please report communicable diseases to the school office. The principals will investigate reasons for an unusual number of clinic visits and parents will be notified.

Parents must provide the school name(s) of relative(s), neighbor(s), and/or doctor who the school could contact if they are unable to reach the parents in case of an emergency. (A student emergency card is on file in the office for this purpose). It is important to maintain current information on the medical form.

MEDICATION POLICY

Should it be necessary for a student to take any medication at school, parents MUST adhere to the Board of Education procedure outlined in Policy 5330. It should be understood by parents and students that **office personnel are forbidden to diagnose ailments or dispense any medication without a medical authorization form, including aspirin/Tylenol and other over-the-counter medications. All medication must be kept in a secured location located within the office.**

All unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription is no longer to be administered or at the end of a school year.

EMERGENCY MEDICAL INFORMATION

Each student must have an updated emergency medical **FormShare**, which can be found through your parent portal account on the www.medinabees.org website or Blackboard. This information is critical to communication if an emergency was to arise throughout the school day or when your child is on a field trip of any type. **If there is any change in information during the year, please update your account and notify the school secretary.**

CAFETERIA

Students will have one class period, split into two halves, for lunch and recess. Depending on your assignment, you will report directly to the lunchroom, or to the recess area. In the case of inclement weather, indoor recess, you will

be notified of your assigned location. Students may buy a school lunch or bring a lunch and buy milk. In the lunchroom, display good manners and courtesy. Pupils are not permitted to leave the school grounds during the lunchtime. Changes in the lunch/recess schedule are at the discretion of the principal. If you bring money to put into your account, please take the money to the cafeteria in the morning before school in an envelope with your name and student I.D. number.

1. Arrive to the lunch area on time. Do not cut in line.
2. Students must eat in the cafeteria. No food or drink is to leave the lunchroom.
3. Due to safety concerns, no student is permitted to have drinks in glass containers.
4. No loitering in the halls/locker area is permitted.
5. Please remain seated until you are dismissed from the cafeteria.
6. You must get permission from your supervising staff member to leave the cafeteria.
7. Supervising staff members will be assigned to various sections of the cafeteria, lobby, gymnasium and outside. They will release students at the end of the period.
8. It is each student's responsibility to properly dispose of all their refuse and clean their place at the table.
9. After you are released, please report directly to your assigned recess location or return to class.
10. Charging lunches is not permitted. Students must be responsible to bring a lunch or have the appropriate money for purchase. Peanut butter sandwiches are available upon request if a student forgets their money. Students may come to the office at any time to contact a parent about their account balance.
11. Cafeteria staff and administration reserve the right to reassign lunch/recess splits to students who fail to comply with the rules.
12. Students must remain in their assigned lunch/recess halves unless special permission is granted from the office.

SAFETY DRILLS

FIRE DRILLS are held from time to time without warning. Information concerning fire exits is posted in each room. When the signal is heard, all students are requested to walk quickly and quietly out of the building and stand quietly until signaled to return. Fire drill expectations are:

- No talking
- Walk rapidly, don't run. Take wallets and purses with you. Leave all other material in the room
- First person to reach exit doors is to open the door and hold it open for students and teachers leaving the building
- Do not return to the building until signaled by the bell or other administrative notification, please enter the building quietly.

TORNADO ALERT DRILLS will also be held throughout the school year. Such drills are necessary and serious business. Students must cooperate fully by listening to directions carefully and not talking, running, or otherwise fooling around. In the event of a "Tornado Warning" (which means that a tornado has been sighted or indicated on radar), the students will do the following:

- Total silence is to be maintained. Listen carefully to all instructions.
- Follow your teacher in a single file line from your room to the designated areas within the school. Move in a slow, orderly manner. Doors should be left open.
- If directed to do so, kneel down, place your head between your knees, and cover your head/neck area with a book/binder or hands.
- The sounding of a continuous bell will signal the end of the alert.

INTRUDER ALERT GUIDELINES: ALICE DRILLS

Teachers will:

- Proceed to the classroom door and look into the hallway for any students.
- Instruct any students in the hallway to enter your classroom immediately.
 - Faculty/Staff members who do not have a class responsibility are to step into the hallway and be available to assist.
- Lock the classroom door.
- Staff and students will implement ALICE procedures.

DRESS CODE

To clarify our dress guidelines and establish consistency for all our staff, we will utilize similar dress guidelines as our high school. The majority of our students are always dressed appropriately and take pride in their grooming. In order to maintain a good educational climate and to advance the knowledge and experience of our students in areas of dress and grooming, it is necessary that all students observe certain standards.

Clothing styles: Claggett Middle School believes that pride in one's self and school is often reflected in the way students dress. In order for a student to look his/her best, he/she should be knowledgeable about health, grooming, and choice of clothing. Poise and confidence are derived from an individual looking his/her best. It should also be noted that you would behave as you dress. We, as administrators, teachers, parents, students, and community, have the right to expect a higher standard of dress in the school atmosphere than if you were going to a park or picnic. All of us want the Medina City Schools to be thought of as the best in the area and the only impression many observers have of us is our personal behavior and appearance.

While the major responsibility for good grooming rests in the home with the student and parents, the school has certain concerns based on consideration of health, safety, and the maintenance of the school atmosphere that promotes study and learning. Reasonable conformity to current fashions in student dress is to be expected and is appropriate; however, when student appearance becomes extreme and, in the considered opinion of the school administration, violates health or safety regulations, is not in keeping with appropriate dress for school, or violates commonly accepted standards of modesty; such appearance is not acceptable.

The following statements are provided as guidelines to promote understanding of a few areas of concern;

1. Any apparel showing suggestive or profane pictures or wording; showing alcohol, tobacco, or drug-related sayings or pictures; promoting or depicting sex, violence or self-destructive behavior; or any item that defames the nation, state, community or an individual will not be permitted.
2. Tight-fitting or excessively short shorts, skirts, or slacks such as spandex, etc., are not permitted at any time. Pajamas are not permitted. All shorts or skirts must be fingertip in length with arms at sides including those clothing items that are worn over leggings, tights, or yoga pants. Skirt length must be closer to knee than mid-thigh.
3. Clothing should be so constructed and worn in a manner that is not unduly revealing. Tops that may NOT be worn are muscle shirts, tube tops, tank tops, halter tops, backless shirts, tops with spaghetti straps, sheer or fishnet shirts, fishnet stockings, and cut-offs or other tops which show midriff. Navels, cleavage, hipbones, or underclothing should never be visible.
4. Clothing with group markings or clothing associated with a non- school group or gang will not be permitted; e.g. shirts, sweats, drooping/sagging pants or shorts, or coats of the same color or marking.
5. Chains, spiked collars, spiked belts, or spiked wrist wear may not be worn on school property at any time. Items will be confiscated.
6. Hairstyles: In the instances where long hair and/or hair which is not clean can be hazardous to the wearer, or the health and comfort of other persons in the vicinity, the Principal may direct that steps be taken to correct the hazardous or offensive condition. Such conditions may exist where lack of proper hygiene results in the spread of germs or offensive odors, or where certain types of machinery or some activities are involved.
7. Proper footwear must be worn at all times in the school buildings.
8. Sunglasses are not to be worn in the building.

9. Hats, headbands, bandanas and any other head coverings are not to be worn in the building and are to be kept in assigned lockers. All hair bands and bandanas worn by students must be no more than one inches in width, must be worn off the forehead and must be holding back hair.
10. Tear-away wind pants can be worn over shorts and can be worn during physical education only.
11. Any new “fads” in clothing or anything not specifically covered in the the above guidelines, which is considered inappropriate dress, shall be dealt with at the discretion of the Principal or designee.
12. No underwear showing (male or female) whether standing or sitting.
13. Winter-style coats (ski coats, etc.) and/or long coats that extend beyond the waist are not to be worn during school hours.

If there are any questions as to the appropriateness of any type of clothing, the school should be contacted in advance. In the event inappropriate clothing is worn or displayed, it is the responsibility of the student to make arrangements to immediately remedy the situation.

7TH & 8TH GRADE DANCES

Dances are scheduled throughout the school year. The dances are fundraisers for school clubs and organizations. A dance is a school event which requires the cooperation of all in attendance. It is your school’s way of showing appreciation for your good behavior and adherence to building rules and regulations. Announcements will be made to remind you of each dance - listen carefully to daily announcements!

DANCE RULES

1. Arrive during the first 1/2 hour after the scheduled beginning time of the dance -- do not come early.
2. All dances last for two hours and begin at 7:00 pm (unless otherwise advertised).
3. Once here, students remain until the end of the dance. If it is necessary to leave before that time, a parent must come to the dance to escort you out of the building. During the dance, you are not permitted to leave at any time.
4. ONLY ROOT OR CLAGGETT SEVENTH AND EIGHTH GRADE STUDENTS WILL BE PERMITTED TO ATTEND.
5. Coats are to be taken to the assigned rooms; doors will be locked at the end of the first half hour of the dance.
6. If a student’s behavior is such that it is considered disruptive during a dance, permission to attend future dances will be withheld and the student sent home immediately.
7. Students are to be picked up immediately following a dance/social. Any abuse of this rule may result in the loss of dance privileges.

6TH GRADE SOCIALS

Each year we plan to hold three or four 6th grade socials. A “social” is an event held after school from approximately 2:30-4:00 p.m. Only Claggett 6th grade students may attend. There is something for everyone! Activities may include: table soccer, ping pong, refreshments, and group-type dancing (Electric Slide). An admission charge is required and proceeds go to the sponsoring student club. Parents are encouraged to chaperone or visit and join in the fun!

1. If you are attending the sixth grade social, place all items in your locker then return to your homeroom to be called to the social.
2. At the end of the social (4:00) you will be permitted to go to your locker or designated area for books, coats or other items.
3. All other school rules apply during both Dances and Socials.

ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING

Model Policy (Revised 11/2013)

State Board of Education adopted anti-harassment and anti-bullying policy in 2012 Per Section 3313.666 of the Ohio Revised Code we must:

Establish a policy prohibiting harassment, intimidation or bullying. This policy must be included in student handbooks and employee training materials, and clearly define what harassment, intimidation or bullying are.

HARASSMENT, INTIMIDATION, OR BULLYING – means any intentional written, verbal, graphic or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

Causes mental or 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.

This behavior does include electronically transmitted acts that meet the above two conditions.

Guidelines - Pay special attention to the words chosen or action taken, whether it occurred in front of others or was communicated to others and the motivation.

- Any activity conducted on or off school property that is sponsored, recognized or authorized by the Ohio Board of Education

COMPLAINT PROCESSES

Formal Complaints

Students or parents or guardians may file reports. Reports must be written and reasonable specific including person(s) involved, number of times and places, the target of the suspected harassment, intimidation and/or bullying and names of student or staff witnesses. These reports can be filed with any staff member but must be promptly forwarded to the building principal for review

Informal Complaints

These reports shall be reasonably specific. Any staff member who receives such a complaint shall document it in writing and forward to the building principal for review.

Anonymous Complaints

Students who make complaints can request their name be maintained in confidence. These complaints shall be reviewed and reasonable action taken to address the situation.

TEACHERS MUST . . .

1. If witness acts of harassment, intimidation or bullying, promptly notify the building principal and/or his/her designee and promptly file a written incident report concerning the events witnessed.
2. If they receive a report they shall promptly notify the building principal and/or his/her designee.
3. If they receive an informal complaint they will prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day to the building principal and/or his/her designee)

PRINCIPALS MUST...

1. Investigate and write a written report when investigation is complete including:
 - a. Findings of fact
 - b. Determination of whether acts of harassment, intimidation or bullying were verified
 - c. When verified, a recommendation for intervention, including disciplinary action
 - i. Intervention intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.
 - ii. Peer mediation and instruction in bullying may be appropriate.
 - d. When appropriate, witness statements shall be attached

Report to Parents of Perpetrator:

When verified, the principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding; if consequences are imposed against such student, a description of such discipline shall be included in such notification.

Report to Parents of Victim:

If verified, the principal shall notify the parent or guardian of the victim of such finding. Care must be taken to respect the statutory privacy rights of the perpetrator.

- e. When complaint is anonymous the investigation will be limited. this may include restricting action to a simple review of the complaints, subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

2. Send copy of this report to Student Services

Report to Board

Semiannually district administrators must provide the president of the district board a written summary of all reported incidents and post the summary on the district website. The list shall be limited to the number of verified acts (to and from school included as well as school sponsored events)

CLAGGETT MIDDLE SCHOOL STUDENT CONDUCT CODE

RIGHTS AND RESPONSIBILITIES

Students attend Medina City Schools under the direction of state law and with the full benefit of constitutional protection for their rights. Students, therefore, can act, speak, or behave as young citizens within a large scope of options. This code, written in conformity with Ohio Revised Code 3313.661, specifies some expectations of the school system by stating acts and actions which are not permitted. Students have the right to reasonable treatment from the school system and its employees. The system, in turn has the right to expect reasonable behavior from students. The freedom possessed by all citizens carries with it responsibilities for all citizens. Students share with the administration and faculty the responsibility of developing a climate in the school that is conducive to wholesome learning and living. Students should have a voice in the formulation of school policies and decisions.

BOARD POLICY 5600 - STUDENT DISCIPLINE

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

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility to their own behavior and consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. Conform to reasonable standards of socially-acceptable behavior;
- B. Respect the person and property of others;
- C. Preserve the degree of order necessary to the educational program in which they are engaged;
- D. Respect the rights of others;
- E. Obey constituted authority and respond to those who hold authority.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Following is a list of major areas that could result in disciplinary action. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

General Statement:

Disciplinary actions will generally be progressive in nature. Administration may repeat and/or omit steps in the process pursuant to professional judgment as it relates to specific conditions. In addition and when necessary, the disciplinary actions of suspension or expulsion may be carried over to the next school year.

COURT DECISIONS HAVE CLEARLY STATED THAT "STUDENTS ARE CONSIDERED TO BE UNDER THE JURISDICTION OF THE SCHOOL WHILE ON SCHOOL PROPERTY, ON BUSES, OR AT ANY SCHOOL-SPONSORED ACTIVITIES, AWAY SPORTING EVENTS, CONTESTS, TRIPS, ETC."

This Code of regulations applies while a student is in the custody or control of the school, on school grounds or close proximity thereto, while at a school-sponsored function or activity, or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Medina City Schools.

CODE OF CONDUCT CONSEQUENCES DEFINED

The following is a list of the types of consequences that may be used at Claggett Middle School.

- A. **TEACHER DETENTIONS:** Teacher detentions will be served with the teacher who issued the detention. Teacher detentions can last up to one hour and will be worked out between the teacher, student, and parent. They can be served before or after school. After informing the student of the detention, the teacher will notify the parent so transportation can be worked out. Teachers may do this so the student completes unfinished homework or assignments as well as for disciplinary reasons. If detentions are not served, additional consequences may be issued.
- B. **EXCLUSION:** Denial of the right to participate.
- C. **CONFISCATION:** Surrendering of items/objects that are illegal, inappropriate, or disruptive/distracting to the education process. All items will be kept by the administration until a parent/guardian makes an appointment to pick them up. Illegal items will be turned over to the proper authorities.
- D. **EMERGENCY REMOVAL:** There are occasions when a student's behavior poses a threat to the safety of themselves or others, or may result in physical damage to property. When these instances occur, it is reasonable and prudent for school officials to conduct an emergency removal of that child from the school premises, pending disciplinary action.
- E. **ASD - AFTER SCHOOL DISCIPLINE:**(Issued for violating See Section I –Minor Violations of the Claggett Middle School Code of Conduct) ASDs can only be served Monday through Friday after school in a designated area for up to 60 minutes. A student who has been issued an ASD has the dates, as specified by the student's principal, in which to serve. Parents/guardians are notified by mail and in some cases, may receive a call from an administrator. Students are required to bring materials necessary to complete assignments and/or appropriate reading materials. They are to plan in advance the best way to utilize the time period to be served. Failure to serve ASDs on or before the assigned date will result in additional discipline.
- F. **IN SCHOOL RESTRICTION:** In-school restriction is an option that the principal may use to improve attendance and/or to modify student behavior. Students who have violated any section of the Code of Conduct may be assigned to in-school restriction by the principal. Attendance is to be taken from the attendance sheet and recorded by the supervising personnel. The teacher(s) is to assign work related to a course of study for which the student will receive full credit. In-school restriction means the student may not come to any after school hour events. Students coming onto school property after school hours, while they are under in school restriction, will be charged by the police for trespassing. The in-school restriction begins on the date designated by the administrator and ends the morning of the student's return to their regular classroom. There is no appeal process for in school restriction.
- G. **SATURDAY SCHOOL (2-hour / 4-hour):** The Saturday School Detention (SSD) will be in session from 8 am to 12 pm. Students may be assigned for part or whole amounts of time. Minor violations will result in Saturday School from 8 am to 10 am; major violations will incur an 8 am to 12 pm consequence. Final determination for the time of consequences will be made by your Principal. Students assigned to a continuous four (4) hour period will be permitted one five (5) minute break at 10 am. Each student shall arrive with sufficient educational materials to be busy during this four (4) hour study period. Failure to serve an assigned SSD or arrive on time for the SSD will result in an out-of- school suspension.
- a. Rules and procedures for SSD should include, but not necessarily be limited to the following:
 - b. Students are to have sufficient learning activities and materials for the period of their restriction.
 - c. Students are not to communicate with each other unless given special permission to do so.
 - d. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
 - e. Students shall not be allowed to use the electronic devices or to go to their lockers.
 - f. Students shall not be allowed to put their heads down or sleep.
 - g. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
 - h. No food or beverages shall be consumed.
 - i. Students are required to have class assignments with them when they attend the Saturday School.
 - j. Transportation to and from Saturday School shall be the responsibility of the parent/guardian of the student. The Saturday School shall be held in a school building. If the student fails to obey the

rules established for Saturday School or is removed by the Saturday School monitor, she/he may be subject to an additional Saturday School or out-of-school suspension.

- H. **SUSPENSION:** “Suspension” means the student may not come to school, attend classes, or any school events. Credit will be given for work missed due to out of school suspensions provided the student completes and submits all required assignments within 3 school days upon return from school. Students coming onto school property while they are under “suspension” will be charged by the police for trespassing. The suspension begins on the date designated by the administrator and ends the morning of the student's return. Students remain suspended throughout the appeals process.
- I. **REFERRAL TO SCHOOL RESOURCE OFFICER:** The police officer will work closely with the student and the court system to attempt to modify a student's negative behavior.
- J. **COURT CHARGES:** Court charges are generally filed against students who continue to be truant from school or who behave in an unruly manner. “Unruly,” for school purposes, means the student does not subject himself to the reasonable control of his teachers or the school administration.
- K. **EXPULSION:** Expulsion from school is only used as a last resort against a student who habitually breaks school rules. Expulsion can occur on a student's first offense if it is of a very serious nature. It is not possible to list every reason why a student could be expelled. Each case will be handled on an individual basis and may have any number of extenuating circumstances. The expulsion itself can last up ONE school year and may be carried into the next school year if deemed appropriate by the Superintendent. This means that the student does not attend school and is not allowed the opportunity to do any make-up work or attend any school functions. He/she also receives no credit for the semesters for which he/she is expelled. Examples - striking a teacher, setting a fire, bringing a weapon to school, involvement in the sale or distribution of drugs, pulling a fire alarm, etc.
- a. **SUSPENSION / EXPULSION PROCEDURES Grounds for suspension/expulsion shall include but not be limited to:**
- i. Disruption of school by the use of violence, force, coercion, threat, drugs/alcohol, tobacco, weapons, or disorderly conduct. This shall include the use of the same to incite others toward acts of disruption.
 - ii. It should be noted that other possible student conduct, persistent disobedience, gross misconduct, or violation of the law might also serve as grounds for expulsion.
 - iii. Students who are expelled receive no credit for the semester.
 - iv. Students have the right to appeal suspension decisions to the Board of Education or their designee. A representative of his/her choosing may represent students in the appeal. Please notify the building principal if an appeal hearing is desired. Students must remain suspended during the appeals process.
- b. **EXPULSION/FIREARMS:** Section 3313.66 of the Ohio Revised Code states that the Superintendent must expel a student for one year for bringing a firearm on school property, in a school vehicle, or to any school-sponsored event. A definition of a firearm as provided in the Federal Gun-Free Schools Act of 1994 includes the following:
- i. Any weapon (including a starter's gun) which will or 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.
 - ii. The term “destructive device” means any explosive, incendiary, or poison gas, such as a bomb or grenade.
- L. **PERMANENT EXCLUSION:** When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that she/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:
- a. Any possession or involvement with a deadly weapon.
 - b. Drug trafficking.

- c. Murder, manslaughter, assault, or aggravated assault.
- d. Certain sexual offenses.
- e. Complicity in any of the above crimes.

This process is formal and will usually follow an expulsion and the proper notification of the parents.

Claggett Middle School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, students may not appeal. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the student's principal.

- M. **TEMPORARY EXCLUSION:** When a student is disruptive or insubordinate, he/she may be temporarily removed from class/study hall/hallway/cafeteria or any other area for an amount of time to be determined by the administration.
- N. **SEARCH AND SEIZURE:** Students possess the right of privacy as well as freedom from unreasonable search and seizure of property. These individual rights, however, are balanced by the school's responsibility to protect the health, safety, and welfare of its students. Therefore, all lockers, items of clothing, book bags, and vehicles are subject to search under the condition of "reasonable suspicion," and school authorities may seize any items that violate school or criminal rules. Although searches may take place without the knowledge of the students and with no advance warning, every "reasonable" attempt will be made to notify the student and have the student present during the search. Claggett Middle School administration in conjunction with local police authorities may conduct lockdowns and canine searches without prior notification.

The Board of Education had adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board had adopted the list of behaviors and the terms contained in the list.

SECTION I (MINOR)

These examples of misconduct may result in penalties based on seriousness and disciplinary history which are cumulative for any offense in this section. Repeated violations will warrant increasing discipline at administrator's discretion.

RULE 1- HONOR VIOLATION

Students shall not be involved in activities including but not limited to: cheating, plagiarism, improper collusion, misuse of privileges, forgery, falsification of information, and/or other ethical violation. No student shall place himself/herself in a position to **aid, abet, facilitate, encourage**, allow or in any manner to actively or passively assist another student to violate any school rule.

RULE 2 - BUS MISCONDUCT

No student, while under the authority of a school bus driver, may interfere with the safe operation of the bus through destructive actions or words either to other students, the bus driver or passing motorists. Bus misconduct will result in disciplinary action which may include loss of bus-riding privileges for a time period to be determined by administration. **Safety is a serious concern. Riding a bus is a privilege and appropriate behavior a responsibility.**

RULE 3 – DISRUPTION OF CLASS/STUDY HALL OR ANY GENERAL MISCONDUCT

Students may be disciplined for any other misconduct which, although not detailed herein, is determined by school authorities which disrupts or interferes with the educational process.

RULE 4-HIGH SCHOOL ONLY (PERTAINS TO DRIVING AND PARKING)

RULE 5 - ELECTRONIC DEVICES

Cell phones or other electronic devices are to be used only with permission from school personnel. All students are required to sign and adhere to the acceptable use policy. At school or school-sponsored events if such item(s) are deemed disruptive in nature by school personnel, the item(s) will be confiscated.

RULE 6 - INSUBORDINATION/NON-COMPLIANCE

Students shall comply with the reasonable requests, directives and orders of teachers, student teachers, educational aides, substitute teachers, principals, or other authorized school personnel during any period of time when they are properly subject to the authority of the school (i.e., refusal to give one’s name, refusal to surrender items). Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered “insubordination” for anyone to disobey or fail to comply with, which is a part of this code, directives of authorized school personnel. Some examples of insubordinate and disrespectful behavior are: Refusing to identify one’s self, repeated violation of minor rule, or refusing to obey a reasonable request.

RULE 7 - FAILURE TO ACCEPT DISCIPLINE or CONSEQUENCES

No student shall refuse to accept discipline or punishment from teachers, school officials, teacher aides, or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.

RULE 8 - INAPPROPRIATE LANGUAGE, COMMENTS, PROFANITY, OR GESTURE

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language, comments, profanity, or gestures in any school building areas during school hours or at any school- sponsored or related activities or events.

RULE 9 - USE/POSSESSION of FLAME PRODUCING DEVICES:

The unauthorized use or possession of matches, lighters or other flame producing devices on school property is not permitted.

RULE 10 - LOITERING/TRESPASSING/UNAUTHORIZED AREAS

Loitering is defined as a student’s presence in a restricted area at an unauthorized time. Loitering is congregating in an area within the school without an intended purpose. No student shall enter upon school grounds or enter any school building to which the student is not assigned, either during or after school hours, except with express permission of the building principal or for purposes of attending or participating in a school-sponsored event in which his/her regularly assigned school is involved or where students from his/her regularly assigned school have been invited to attend or participate. No student shall allow access to the building to any person attempting to access the building during school hours. A student who is already the subject of an emergency removal, a suspension, or an expulsion shall not enter upon any District property without the express permission of the principal.

RULE 11 - MISCONDUCT AT ANY SCHOOL SPONSORED EXTRACURRICULAR ACTIVITIES

A student who has been accepted or qualified to participate in a school-sponsored or related extracurricular activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations, or policies which govern participation in an extracurricular activity which rules, regulations or policies are provided to participants and made part of this code. Students attending any school-sponsored or related activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity. Students will be excluded from attending if in violation of these behavioral expectations.

RULE 12 - TRUANCY AND TARDINESS

Students are required by law to regularly attend school. A student shall not be absent from school or an assigned location for all or part of any school day without school authorization and parental consent, and shall be considered truant when he/she is absent from school for any portion of the school day. Excessive tardiness shall also be considered truancy. Leaving the school building and/or grounds without permission is truancy. Make-up work for truanies is not permitted. Additionally, students may have truancy charges filed with Medina County Juvenile Court if absences become excessive.

SECTION II (MAJOR)

These examples of misconduct which are cumulative will result in up to a 10-day suspension along with a possible recommendation for expulsion and police notification due to the more serious nature of these

offenses.

RULE 13 - REPEATED VIOLATIONS of SCHOOL RULES

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel.

RULE 14 - GAMBLING

No student shall engage in or promote games of chance, place a bet, or risk anything of value on school grounds, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority.

RULE 15 - GANG ACTIVITY:

Subject to any applicable legal and constitutional limitations, no student's dress, apparel, activities, acts of behavior or manner of grooming will be condoned if they:

1. cause school officials to have reasonable suspicion that such behavior, apparel, activity, act, or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives;
2. present a physical safety hazard to the student in question, other students, staff members or other employees;
3. create an atmosphere in which a student, staff member or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence or
4. imply gang membership or affiliation by written communication, marks, drawings, paintings, design or emblem whether on school or personal property or on one's person.

RULE 16 - HAZING:

No student shall conspire to engage in hazing, harass, persecute, or participate in any act(s) or attempt to threaten, act, or participate in any act(s) that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student. Hazing is banned in any form.

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any school sponsored events. Hazing is defined as acting or coercing another, including the victim, to participate in 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 (see Board Policy 5516). Permission, consent, or assumption of risk by any individual subjected to hazing will not lessen the prohibition contained in this Policy, and will not exempt any student from discipline under this Policy.

RULE 17 – HARASSMENT/BULLYING/LIBEL CYBERBULLYING/IDENTITY THEFT/FRAUD

For the purpose of this Code of Conduct, the term "harass" includes, but is not limited to, conduct which intimidates, insults, persistently annoys or otherwise physically or verbally (oral or in writing) abuses another, or any behavior which is threatening, intimidating, degrading, injurious, disrespectful or abusive to another person. No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, national origin, religion, age, and disability status or, other protected characteristics (see Board Policy 5517).

Students and parents should be cautioned that creating fraudulent web pages (e.g.: youtube, Facebook, Instagram, Twitter, or other similar websites or social media) under another person's identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include school disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law. Please be advised that identity theft is considered a felony in the state of Ohio. Libel: A written or oral defamatory statement or representation that conveys an unjustly unfavorable impression, or a statement or representation published without just cause and tending to expose another

to public contempt.

RULE 18 – TOBACCO/SMOKING/VAPOR INHALANT DEVICES

The use of any tobacco products (including electronic cigarettes and vapors) by students is prohibited. To include but not limited to all accessories associated with vaporizers (cartridges, liquids, etc). This applies to all school sponsored events and extracurricular activities both on school property and away from school. Use includes possession; smoking is defined as holding a tobacco product, whether lit or unlit or having held it and tossed it aside. Failure to comply with this rule will result in 5-day suspension reduced to a 3-day suspension requiring mandatory participation in the In-school Tobacco Intervention program (T.A.G.) or school approved counseling and police notification.

RULE 19- EXTORTION

Intimidating, an implied threat, violence, coercion or forcing another person to do something against his/her will, or to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions, off school grounds, or any other time the student is subject to school authority.

RULE 20 - ASSAULT/FIGHTING/PHYSICAL CONFRONTATION

A student shall not cause physical injury or behave in any way which could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the school or attending any Board of Education-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate contact.

Assault - A student who assaults a school employee or other student whether on or off school property, or at a non-school-sponsored or related activity, function or event may be subjected to discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the Superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.

Fighting - Students involved in fighting on school property, Board of Education owned vehicles, or in attendance at any Board of Education sponsored activity will be suspended. In most cases, all parties involved in the fight will be suspended.

Physical Confrontation – This includes incidents that involve a physical altercation that includes, but not limited to, inappropriate contact (e.g., pushing, contact by inanimate objects thrown by a student).

RULE 21 -THREATS

No student has the right to threaten or attempt to provoke another person. All such incidents should be reported to a teacher or principal. The police may also be involved.

Threats to faculty or staff members - This includes threatening or being disrespectful to a faculty member at any time, including off school grounds and when school is not in session.

RULE 22 - DISORDERLY CONDUCT

No student shall create a condition which is physically offensive or presents a risk of physical harm to persons or property or which induces panic. May also include engaging in a fight or threatening harm to persons or property, making unreasonable noise or communicating unwarranted and grossly abusive language to any person, insulting, taunting, or challenging another in such a manner which is likely to provoke a violent response, or hindering or preventing the movement of persons to, from, within, or upon public or private property, so as to interfere with the rights of others. A student may not outwardly defy a reasonable request from an administrator.

RULE 23 - DAMAGE, DESTRUCTION or THEFT of SCHOOL or PRIVATE PROPERTY, VANDALISM (INCLUDING TECHNOLOGY), and IMPROPER USE OF TECHNOLOGY

A student shall not cause or attempt to cause damage to school property or to personal property of students, teachers, school personnel or other persons. Neither shall a student steal or attempt to steal property of students,

teachers, school personnel or other persons or participate or attempt to participate in the unauthorized removal of property either on school grounds or during a school-sponsored or related activity, function, or event off the school grounds. The prohibition of this Section includes, but is not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive, any form of computer piracy, and any improper usage of the Internet or other on-line agencies. Pursuant to R.C. 3109.99 and R.C. 3109.091, a student and/or his/her parent or legal guardian shall be held financially accountable to the Medina City Schools for any damage, destruction or theft caused by their child.

RULE 24 - FALSE ALARM /9-1-1 CALLS

The act of initiating a fire alarm or initiating a report warning of a fire or catastrophe such as a tornado, but not limited to above mentioned situations without cause. This includes but not limited to fake 9-1-1 calls at any school function, home or away.

RULE 25 – BOMB THREATS

The act of initiating a report warning of a bomb on school property, on Board of Education owned vehicles, or at Board of Education sponsored or supervised activities.

RULE 26- ARSON

The willful and malicious burning of, or attempt to burn, any property of the Board of Education.

RULE 27 - DRUG PARAPHERNALIA

Student shall not possess, use, transmit or conceal any item which is designed for use with any illegal substance while on school property or in attendance at any Board of Education sponsored or supervised activity.

Rule 28 – SEXUAL HARASSMENT

Students are specifically prohibited from sexually harassing any other student, school employee, and community member or school visitor. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions and unwanted body contact. Some forms of sexual harassment of a student by another student may be considered a form of child abuse that would require that the student-abuser be reported to proper authorities in compliance with State law.

RULE 29 – ALCOHOL/CONTROLLED SUBSTANCES/DRUGS/NARCOTICS/ INHALANTS/STEROIDS

During school, summer school, travel on any school-provided transportation or at any school- sponsored activity held on or off school property; students shall not knowingly possess, buy, sell, use, supply, transfer, apply or be under the influence of any drug. "Possession" includes, with limitation, retention of a student's person or in a student's book bag, purse, wallet, locker, desk or on school property. The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the education institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational means. For purposes of this policy, "drugs" shall mean:

All dangerous controlled substances as so designated and prohibited by Ohio statute; chemicals that release toxic vapors or fumes; alcoholic beverages; prescription or patent drug: These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container with the student's name and with directions for proper use. Prescription medications shall be kept in the school clinic. Any substance that is a "look-alike" to any of the above; Mood-altering drugs; chemicals which fall into the category of club drugs (e.g. ecstasy, GHB, etc.) A first incident of selling, supplying or transmitting mood-altering chemicals shall be treated as a second offense as defined below.

1st Offense 5/10 option: The student participates in the school-sponsored Insight group and approved outside counseling. The student must obtain a professional assessment of the Drug/Alcohol problem from an approved agency. The assessment report must be signed by the parent for release to the building principal. Five days of out-of-school suspension are in effect with the remaining five held. Failure to complete the above-mentioned procedure

will result in a ten-day suspension.

If not the 5/10 option: 10-day out-of-school suspension, police contact and recommendation for expulsion.

Any violation will result in non-attendance to school-sponsored events (dances, sporting events, etc.)

RULE 30 – LOOK-ALIKE DRUGS

A student shall not use, conceal, sell, purchase, accept or transmit any substances which are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be drugs of abuse or inferred by the seller or buyer to be drugs of abuse. (Medication prescribed by a physician must follow the Board-adopted policy regarding student medication; see Board Policy).

1. A counterfeit controlled substance is defined as:
2. any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
3. Any unmarked or unlabeled substance that is represented to be a controlled substance
4. any substance that is represented to be a controlled substance or is a different controlled substance;and
5. any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
6. No student shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 29.
7. No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct, that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.
8. No student shall knowingly make, offer to sell, give, package, or deliver a counterfeit controlled substance. Violations of this provision will be treated in the same manner as Rule 29.

RULE 31 - WEAPONS, DANGEROUS INSTRUMENTS, FIREWORKS AND EXPLOSIVES

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions, or events off school grounds, on school-owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage.

This prohibition applies to firearms, explosives (including fireworks, smoke bombs, snap pops), knives and other dangerous objects of no reasonable use to the student at school.

It also applies to any look-alike weapon (such as play guns, starter pistols, stun guns, etc. as well as any literature that promotes the construction and/or use of any incendiary devices) or dangerous object (including normal school supplies like pencils or compasses) which a reasonable person might consider, under the circumstances, capable of harming a person or property.

RULE 32 –ELECTRONIC MESSAGING

No student shall transmit/disseminate statements or comments which are threatening, offensive, or inappropriate in nature toward another student or group of students. No student shall photograph or attempt to photograph, video, possess, or distribute pictures, video or images of a lewd, sexual, pornographic, or inappropriate manner as determined by administration. Any student who receives an inappropriate message or an image of a lewd, sexual, or pornographic nature while in school or at a school-related event is required to report this incident to school personnel immediately. If a student is found to have received said pictures or images involuntarily, they will not be disciplined. Accessing social media sites during school hours, for personal use, is strictly prohibited.

ATHLETICS/EXTRA AND CO-CURRICULAR ACTIVITIES

The Athletic Department consists of all interscholastic sports and cheerleaders in the Medina City School District. The department is headed by an athletic director who works closely with the building principals and coaches to bring about an athletic program that is commensurate in coaching and school philosophies. There should also be a philosophical carry over from one sport to the next. In so doing, it is important that the head coach of each sport work with the athletic director and building principals.

The Medina City Schools recognize athletics as one of the many educational experiences provided for youth during their school years. The athletic program strives to contribute to the optimum development of participants as individuals. It also serves an important tool for developing desirable behavior patterns and attitudes. Athletics in Medina are a means to the end of developing well-rounded individuals. Medina athletics are never an end in themselves.

PHILOSOPHY OF SPORTSMANSHIP

Medina also believes in the values of sportsmanship and strives to promote it among the coaches, athletes, and spectators. Board Policy (434.3) As members of the Northeast Ohio Conference, we believe that we should conduct ourselves at all times in a way befitting true sportsmen, realizing that we must be governed by the ethics of honest rivalry and graceful acceptance of results. We urge all supporters of our respective teams to enjoy the game as we do and to do it in a way that will bring credit to our schools, our teams, and our league. Let the players play, the coaches' coach, and the officials officiate.

POLICIES AND PROCEDURES Conflict with other School Activities

For those student athletes, who are involved in other school activities during the athletic season, conflicts may arise between the athletic activity and the other activity.

Conflict Resolution

Medina City Schools recognizes that each student should have the opportunity for a broad range of experiences in the area of co-curricular activities, and will make every attempt to schedule events in a cooperative manner to minimize conflicts. However, students who attempt to participate in more than one co-curricular activity at a time may have a conflict of obligations. When this happens, it is important that the athlete, as soon as he or she knows of the conflict, talks to the coach and the other activity director. Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts may be inevitable. It also means immediately notifying the coaches and advisors involved when a conflict does arise.

When potential and/or probable conflicts occur, coaches, advisors and student must adhere to the following guidelines:

- Tournaments
- Scheduled Contests or Performances
- Scheduled Rehearsals or Practices
- Conditioning

These guidelines may not resolve all conflicts. In these situations, it is the responsibility of the coaches and advisors to resolve the conflict through mutual agreement. If this cannot be done, the situation should be referred to the principal who will make the final decision based on the following information:

- Importance of each event to the student.
- Parental input.
- Relative importance of each event.
- Relative contribution the student can make.

Once the final decision is made and the student has followed that decision, he/she shall not be penalized or chastised in any way by the coach or advisor. If it becomes obvious that the student cannot fulfill the obligation of the school activity, he/she should withdraw from the activity.

Practice

Athletes are expected to attend practice. The athlete is excused from practice, if he/she is sick and not in school. If he/she cannot make practice, then he/she must see the coach. There could be penalties for unexcused missed practices. An athlete must arrive by the end of 4th for MS in order to practice or participate in contest.

Risk

Every reasonable effort will be made to provide for the safety of participants, but there are present in any athletic activity certain physical risks which may result in injury. Proper conditioning along with the participant's compliance with rules and coaching are paramount.

Hazing

No athlete shall conspire to engage in or participate in hazing or any conduct similar to hazing, or commit any act that injures, degrades, or tends to injure or disgrace any fellow athlete/student or person attending our school.

Steroids

The improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. According to the Ohio Revised Code (section 3313.752 and 3707.50) possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment. The school penalty for use of steroids would fall under the penalties for illegal drug usage.

Middle School Eligibility

All incoming 7th graders are eligible for the fall season of their 7th grade year. Beginning with their second quarter of their 7th grade year through their 8th grade year, students must pass a minimum of any five (5) classes during the preceding quarter to be eligible.

Sports Eligibility for Freshman Year

For incoming ninth grade students the OHSAA mandates that a student pass (5) courses during the fourth grading period of their eighth grade year. This means eighth grade students must carry a minimum of 5 classes during final quarter of the eighth grade year to be eligible to play sports as a freshman. A student who carries less than (5) courses would be ineligible for sports as a freshman even if all classes are passed. In addition to the above, a student must earn a GPA of 2.0 in the previous grading period to be eligible. Students who earn below a 2.0, but above a 1.0 will be placed on academic probation. During the probation period the athletic director will rule on continued eligibility.

Talking to the Coach

There is no guarantee on any amount of playing time. As we move through each level of the program (seventh, eighth grade, freshman, JV, and varsity), there could be very limited time given. The coaches determine who plays and how long, based on ability, practice, rules, and desire. When there is a question about playing time, the athlete should first talk to the coach. It is important to reinforce with your son or daughter that his/her contribution to the team is just as important regardless of the amount of playing time. Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position we are better able to accept the actions of the other and provide great benefit to our athletes. As parents, when your son and/or daughter become involved in our program, you have a right to understand what expectations are placed on your son/daughter. This begins with clear communication from the coach. Talk to the coach first.

The Parent should:

- express concerns directly to the coach
- notify the coach of foreseeable problems well in advance
- speak with the coach about any specific concern of that sport

The Coach should:

- explain his/her reasons for actions
- set expectations.
- explain team requirements
- explain discipline that results in the denial of participation

It is appropriate to discuss with your coach:

- how your son/daughter feels about the experience
- how your child could improve
- concerns about your son's/daughter's behavior and academic progress

Coach's responsibility:

- playing time
- play calling
- team strategy

Please Do Not:

- try to discuss another athlete with the coach.
- attempt to confront a coach before or after a contest.

- attempt to confront a coach before or after a practice.
- attempt to confront a coach when in an angry state.

There are situations that may require a conference between the coach and the parent. These are encouraged. It is important that both parties involved have a clear understanding of the others position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

Student Leadership

Any student in a position of leadership found to be in violation of the code of conduct (with the exception of academic requirements) will be subject to the following:

- Immediate termination of all leadership positions and any awards related to these activities.
- If a second violation of the conduct code occurs while the student is in a leadership position, he/she will forfeit his/her privilege to run for any leadership position for the balance of the student's high school career.

Expectations and Reasonable Conduct

Students not only represent themselves but also their family, their school and their community. Since participation is a privilege, it is important that students and parent/guardians be aware of the rules and expectations. A violation of the MCS Code of Conduct may result in the denial of the privilege to participate in a co-curricular activity.

Medina City Schools recognizes that the safety and welfare of individual students and teams are a priority. Therefore, students will not engage in any acts of criminal activity such as, but not limited to, vandalism, assault and battery, hazing, theft, or other disruptive conduct.

Students are also expected to behave appropriately during school and co-curricular activities. Detrimental actions include, but are not limited to, insubordination, repeated absenteeism, fighting, sexual harassment (verbal or physical), sexual misconduct, negative/apathetic attitude, unsportsmanlike conduct, lying, and inappropriate language or gestures. Recognizing the varying degrees of severity, the type of misconduct and a student's previous record of conduct, each situation will be considered individually. The coach/advisor and/or the appropriate administrator will determine appropriate consequences, which may include denial of participation or dismissal from the team/activity. In all cases, the student will have the right to due process and a written record of the incident will be filed with the appropriate administrator.

ATHLETIC / EXTRA CURRICULAR / CO-CURRICULAR CODE OF CONDUCT

The Medina City Schools Code of Conduct is applicable to students in any school sponsored, non-credit, co-curricular activity in grades 7-12 in which the students participate as players, members, performers, officers, and/or chairpersons, including instrumental music during the marching and competition seasons. Students must realize that both the MCS Code of Conduct and the school district discipline policy will be enforced in those situations when both are applicable.

Philosophy

Medina City Schools believes that extra class and school activities are a privilege and a part of the general school program. We believe students have no absolute right to participate in co-curricular activities, but a privilege that is strongly encouraged. The additional time and requirements of such activities demand each student attain and maintain his/her best possible condition. We recognize that the use and abuse of mind-altering chemicals as well as alcohol and tobacco is a significant health problem for adolescents, against the law, and will affect the development of the skills necessary to successfully participate in co-curricular activities. We believe co-curricular activities make school more rewarding. Adherence to certain codes of behavior and academic standards enhances an individual's quality of life.

Eligibility

Any restrictions and/or guidelines due to a student being ineligible will be made available to all students in writing when a student begins his/her participation in an activity.

1. All students participating in any co-curricular activity shall be consistent with those established by the OHSAA (Ohio High School Athletic Association) and by the Medina City School Board of Education.
2. Participation restrictions due to ineligibility shall be consistent for all students.
3. The athletic director, principal and/or principal's designee shall be directly responsible for enforcing all eligibility matters.
4. At least once a year the principles of eligibility will be explained to the faculty.
5. The status of the academically ineligible student is as follows:
 - a. An ineligible student may be permitted to practice and/or attend meetings. The student would not be permitted to hold an office or a position of leadership.
 - b. The student shall not participate in any type of contest, public performance, or any other activities sponsored by the co-curricular program. Denial of participation will not affect academic standing.
 - c. If the principal, athletic director, and/or coach/advisor feel a student should not be practicing with the activity because of citizenship, attitude, or academic work, the student may be denied this privilege.
 - d. Coaches/advisors, with the approval of the athletic director or principal, may place other restrictions on a student who has been determined to be ineligible.

GENERAL REGULATIONS

Daily attendance is mandatory. A student must be in attendance to participate in practice, competition, or public performance held on a school day unless approved by a building administrator (i.e. college visitations, funerals, school business, doctor's appointment). An athlete must arrive by the end of 2nd period for high school and end of 4th for middle school in order to practice or participate in a contest or performance. Any student who has an excessive tardy problem to school - on the day of or day after a performance - could be denied participation in future performances. Financial obligations resulting from equipment fees, replacement of lost or stolen equipment, and/or unpaid balance from sales projects, must be paid prior to participation in any present or future co-curricular program activity. It is expected that students avoid social functions where drugs, alcohol, or tobacco products are being used in violation of criminal law or the co-curricular code of conduct.

Students who have charges pending, have been charged, or are under the jurisdiction of the courts may be denied participation for the duration of the court jurisdiction. The denial of participation penalty would be invoked by the Code of Conduct Review Committee. The only exception would be vehicular violations that do not include alcohol or drugs. A coach/advisor shall have the right to remove any student from immediate participation in any co-curricular activity under the coach/advisor's supervision if the student's presence poses a danger to persons or property or an ongoing threat of disrupting school; travel, on any school provided transportation; or any school-sponsored activity held on or off school property. All students will travel to and from school events with their respective team or group. Should unusual circumstances arise, the coach/advisor may permit, with administrative approval, an alternative mode of transportation for individual students. A parent transportation request can be obtained at the Athletic Director's office or from the coach/advisor. Approval will only be considered when the transporting member is the parent or guardian. Approval will not be considered for friends or other family members.

EJECTION FROM A CONTEST

The OHSAA has adopted (summer 1994) a policy to address athletes and coaches who are ejected from a contest for unsportsmanlike conduct or a flagrant foul. It stipulates that any athlete who is ejected from a contest will be denied participation for the next two (2) contests in all sports but football (one in football). An athlete under suspension may not sit on the team bench, enter the locker room, or be affiliated with the team before, during, or after the contests. If the occurrence is in the last game of the season, the penalty does carry over to the next sports season in which the athlete participates. An athlete who is ejected a second time shall be suspended for the remainder of the season in that sport.

SCOPE OF THE CODE OF CONDUCT

The tobacco, alcohol, and other drug (TAOD/DAT) and major misconduct provisions of this MCS Code of Conduct are year-round - beginning for students at the start of the 7th grade and continuing until graduation from the Medina City Schools. Any employee of the Medina City School District or any law official may report a violation to the appropriate administrator (athletic director or principal). Students will not be permitted to avoid the application of this code of conduct by virtue of the timing of the infraction. If a violation occurs at or near the end of a sport season or activity or if the student is not “in season” at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next “in-season” sport or activity in which he/she is a regular student (i.e. a sport or activity in which the student has participated in previously). Students (except freshmen), suspended under this rule, may not avoid the consequences of a denial of participation by trying out for a new sport or activity (i.e. one in which he/she is not a regular student). In such cases, the suspension applies to the next sport or activity in which the student is a regular student.

MAJOR MISCONDUCT POLICY

1. Any student in a Medina City Schools co-curricular activity will be subject to disciplinary action if he/she commits any of the following offenses:
 - a. Failure to abide by the discipline code as adopted by the Medina Board of Education, which results in a suspension, either in or out of school.
 - b. Acts of unsportsmanlike conduct during the particular sports season or activity in which the student is involved, such as fighting or verbal abuse of officials, other students, coaches, advisors, or spectators for which the student is ejected from the team, squad, or activity by game or school officials.
2. Any violations of the stated policy during the season in which the student competes will result in the following:
 - a. Failure to abide by the MCS discipline policy, which results in an Out of School Suspension (OSS), will result in the student not being permitted to practice or compete in any competition or public performances for the duration of the OSS period.
 - b. Failure to abide by the MCS discipline policy, which results in an OSS, will result in the following:

First Offense

A student suspended out-of-school for the first time will be denied participation for 10% of the contests/events/activities (season or tournament), based on the number of regular season scheduled events. The student will not be permitted to practice or compete in any competition or public performances for the duration of the OSS period.

Second Offense

A student on an OSS for the second time will be denied participation for 20% of the contests/events/activities (season or tournament), based on the number of regular season scheduled events. The student will not be permitted to practice or compete for the duration of the OSS period.

Third Offense

A student on an OSS for the third time will be denied participation indefinitely.

TOBACCO, ALCOHOL, AND OTHER DRUG (TAOD) POLICY

Participation in activities is an important part of the overall educational process. However, a student has no absolute rights to participate in activities, as involvement is a privilege. Commitment to an activity entails additional time requirements and implies the maintenance of top physical and mental condition. Students participating in any activity outside of school, or during school hours, are subject to the same discipline code as when school is in session. In addition to normal consequences as specified in the student handbook, students may receive additional consequences relating to their specific activity.

TOBACCO

Students shall not use or have in their possession tobacco in any form, as defined in the Student Code of Conduct.

First Tobacco Offense

A student found in violation for the first time will be denied participation for 25% of the contests/events/activities (season or tournament), based on the number of regular season scheduled events. If the student agrees to attend and successfully completes the Tobacco Education Group (TEG) program then the penalty is reduced to 10%. In order to use this option, the student must enroll and attend the next scheduled TEG program.

Second Tobacco Offense

A student found in violation for the second time will be denied participation for 50% of the contests/events/activities (season or tournament), based on the number of regular season scheduled events.

Third Tobacco Offense

A student found in violation for the third time will be denied participation from any co-curricular activity for one calendar year from the date of the violation.

The administration has the authority to skip steps and invoke a more stringent penalty for continued violations of the TAOD policy in successive years.

DRUG OR ALCOHOL POSSESSION AND/OR USE

Students shall not possess and/or use any controlled or counterfeit substance, including but not limited to narcotics, hallucinogens, alcohol, steroids, marijuana, and/or paraphernalia related to any of these substances.

First Drug or Alcohol Offense

A student found in violation for the first time will be denied participation for 50% of the contests/events/activities (season or tournaments), based on the number of regular season scheduled events. The student is required to attend the Insight Program and successfully complete the program. Failure to participate in or to not successfully complete the Insight Program will result in 100% denial of participation.

Second Drug or Alcohol Offense

A student found in violation for a second time will be denied participation for one calendar year from the date of the violation, if the violation has occurred in the same school year. In addition, the student will be required to have an assessment and complete the recommendations made by that assessment.

Third Drug or Alcohol Offense

A student found in violation for the third time will be denied participation as determined by the Code of Conduct Review Committee.

The administration has the authority to skip steps and invoke a more stringent penalty for continued violations of the TAOD policy in successive years.

DRUG OR ALCOHOL SALE OR DISTRIBUTION

Students shall not be involved in the sale or distribution of drugs and/or alcohol. This includes collecting money or facilitating the collection of money for the purpose of purchasing drugs or alcohol and bringing drugs or alcohol to a party.

First Drug or Alcohol Sale or Distribution Offense

A student found in violation will be denied participation for one calendar year from the date of violation. The student is required to attend the Insight Program and successfully complete the program. Failure to participate in or to not successfully complete the Insight Program will result in a denial of participation determined by the Code of Conduct Review Committee.

Second Drug or Alcohol Sale or Distribution Offense

A student found in violation the second time will be denied participation determined by the Code of Conduct Review Committee.

Third Drug or Alcohol Sale or Distribution Offense

A student found in violation the third time will be denied participation permanently.

CODE OF CONDUCT REVIEW COMMITTEE

The Code of Conduct Review Committee shall consist of 3 - 7 members selected by the athletic director or Principal. The athletic director or designee shall serve as the chairperson. Additional members may be appointed by the principal. The purpose of this review committee is to review the specific case and recommend a course of action or proposed penalty, within the guidelines of the code of conduct, for cases of multiple activities. The Review Committee is a body that only RECOMMENDS courses of action to the Athletic Director and the Principal.

ADDITIONAL RULES BY COACHES/ADVISORS

All head coaches or activity advisors may publish specific rules unique to their programs that are not covered in these general rules. This published set of training rules or organization rules must be filed with the athletic director. A copy of all rules in effect must be given to each student at the beginning of the program or season; the coach or advisor may ask the athletes and/or parents to sign the rules and the signed forms will be kept with the specific coach.

SELF-REFERRAL

If our goal as a school system is to work in conjunction with the athletes and his/her family, the following is a suggestion that might allow athlete/student or school personnel to work together in order to make the process of helping the student more effective. If a student or his/her parents/guardian comes forward with a violation of the TAOD policy to an administrator and asks for assistance concerning a violation of the policy (prior to any school or law official verifying or witnessing a violation of the TAOD,) there will be a 10% penalty in denial of participation in the activity. The self-referral, however, is still considered a violation for the purpose of accumulation of violations. If another violation occurs during the self-referral period, the student will automatically be required to serve out of the terms of the previous and current offenses consecutively.

Parents are encouraged to inform the school administration when they know that their son or daughter violated the TAOD provision of this policy. Any student when first questioned about a possible violation, prior to verification or witnessing by any school or law official, of the TAOD (exception of distribution) admits to a violation of the policy, the student will follow the definition of the self-referral.

Any student who confides in a teacher, advisor, coach, clergy, or any other adult about a violation, prior to verification or witnessing by any school or law official, of the TAOD (exception of distribution) and that person informs an administrator, that student would follow the self-referral definition.

Note: For a student who is involved in a variety of activities, the code of conduct appeals committee will examine the rules of all the organizations in which the student holds membership and determine what the denial of participation will be. It is important to note that some activities by their very nature require a no use contract. In those situations, the students will be denied participation in that activity.