

**LEE BURNESON MIDDLE SCHOOL**

**Student Handbook  
2011-2012**

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**This Agenda Belongs to:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Grade/Team:** \_\_\_\_\_

**First Period Teacher** \_\_\_\_\_

**WE EDUCATE FOR EXCELLENCE.....Empowering all students to achieve their educational goals, to direct their lives, and to contribute to society.**



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# WELCOME

The entire middle school staff desires that each student experience success every day of the school year. The staff will dedicate itself to offering an environment, which fosters the well being of each young adult. A broad range of social, emotional, physical and intellectual differences exist among students in a middle school. Please allow our staff to provide assistance when needs are identified in these areas. This handbook is to help parents and students become aware of and familiar with middle school policies, procedures and pertinent information. In some instances, references to specific Board of Education “policies” will be made. Copies of all school policies may be found in the principal’s office of each school building, the Board of Education building, The Porter Public Library, and on the Westlake City Schools Web Site.

## **WESTLAKE CITY SCHOOLS MISSION STATEMENT**

WE EDUCATE FOR EXCELLENCE...Empowering all students to achieve their educational goals, to direct their lives, and to contribute to society.

## **BURNESON MIDDLE SCHOOL MISSION AND VISION**

**MISSION:** THE STAFF AT LEE BURNESON WILL PROVIDE AN EMOTIONALLY SAFE AND DEVELOPMENTALLY APPROPRIATE ENVIRONMENT THAT DEMANDS STUDENT LEARNING AND GROWTH.

### **VISION COMPONENTS**

- We will **ensure** a positive environment that encourages risk taking and is free from ridicule.
- We will **commit** to collaborative grade level training.
- We will **develop** lessons that actively engage learners and promote the application of higher order thinking skills.
- We will **progress** in our utilization of computer technology as a teaching resource.
- We will **build** responsibility, respect, and an appreciation of diversity.
- We will **embrace** parent-teacher partnerships.
- We will **accept** our duty toward continuous improvement.

### **VISION STATEMENT**

Lee Burneson Middle School will ensure a positive learning environment that encourages risk-taking and is free from ridicule. Our school will embrace a strong school-parent partnership, will incorporate the use of technology into our curriculum, and will actively engage learners through the promotion and application of higher level thinking skills. We will strengthen our commitment to collaborative teaming and will build responsibility, respect and an appreciation of diversity among our students.

## **THE RIGHTS AND RESPONSIBILITIES OF WESTLAKE STUDENTS**

### **RIGHTS- ALL STUDENTS HAVE THE RIGHT TO:**

1. A meaningful education.
2. Wear distinctive insignia unless the manner of expression interferes with the orderly operation of the school program or trespasses on the rights of others or widely disturbs others.
3. Inspect their tests, grades, and school records. (Students must be accompanied by a counselor, teacher or administrator)
4. Symbolic and actual freedom of expression, and verbal expression of their personal opinions. Such verbal opinions shall not interfere with the freedom or well being of others. The use of profane or obscene language, negative or derogatory comments, or threats of harm to persons or property are prohibited.
5. Be protected from unreasonable seizures and searches.
6. Attend school without fear of intimidation.
7. Consultation with teachers, counselors, and administrators.
8. Free election of their peers in student government; moreover, all students have the rights to seek and hold office.
9. Present petitions, complaints or grievances to school authorities and as well the right to receive prompt authoritative replies from school authorities regarding the disposition of their petitions, complaints or grievances.
10. Inform the school administration that an instructor is consistently late to class.
11. Anonymity when giving information regarding wrongdoing.
12. Be informed of his rights and responsibilities.

13. Appeal through their teacher, counselor, and principal on a decision affecting their school life.

## **RESPONSIBILITIES**

Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in adhering to legitimate rules and regulations. Responsibility is inherent in the exercise of every right. It is impossible to list all student responsibilities, but it must be emphasized that the absence of responsibility means a weakening of rights.

### **STUDENTS HAVE THE RESPONSIBILITY TO:**

1. Attend school and attempt to complete the course of study developed by the school district.
2. Report to classes on time with the necessary materials, be prepared with lessons, and have a positive attitude toward learning.
3. Be aware of and adhere to school regulations and respect the authority of school officials who enforce the rules. This responsibility extends to a student's conduct to and from school as well as in the buildings.
4. Develop tolerance for verbal and written viewpoints and opinions of others and to recognize the right of other individuals to form different points of view.
5. Provide information in disciplinary cases should he/she be asked and have knowledge of importance in such cases.
6. Present themselves according to the appearance code of the system.
7. Respect school property as well as the property of others.
8. Accept the consequences for any wrong act they may commit, subject to the right of appeal as set forth elsewhere in this policy.
9. Respect the authority of all employees of the Westlake City Schools.

## **APPEARANCE CODE**

The Westlake Board of Education realizes that the dress and appearance of students is the joint responsibility of the schools and the home. While it is not the intent of the Westlake Board of Education to dictate styles of dress, it does accept its responsibility in the area of appearance.

1. All clothing will be clean and without holes, tears, or rips. It will not constitute a threat to students' health or safety; it will not damage school property.
2. Any type of dress or appearance constituting a disruption of the educational process will not be permitted.
3. Belt, waist, wallet, wrist or neck chains are not permitted.
4. Shorts and skirts worn to school must have a hem judged as appropriate and be long enough to reach one's fingertips when arms are resting naturally at one's side.
5. **If tights or leggings are worn, a top that reaches below one's fingertips must be worn as well.**
6. Shirts, blouses, and other tops must have sleeves and be long enough to be tucked in.
7. Appropriate undergarments must be worn. Outer garments must cover all undergarments.
8. Boys and girls are permitted to wear shoes or sandals without socks.
9. **Students are not permitted to wear slippers.**
10. Neatly trimmed beards, mustaches, and goatees for boys are permitted. Boys' and girls' hair will be clean and well groomed.
11. Any student representing Westlake Middle School (to/from athletic events or while on field trips) may be required to adhere to a more rigid and specific appearance code; thus it would remain the student's choice as to whether he/she wants to participate under these circumstances. The advisor, teacher or coach, in conjunction with the building principal, may establish these appearance guidelines.
12. Students may not wear clothing, which exhibits sexual or obscene statements, pictures or gestures.
13. Clothing with slogans or trademarks pertaining to alcohol, drugs, tobacco or gangs are not permitted.
14. Students are not permitted to wear hats or any type of headgear such as bandannas in school.
15. Sunglasses, unless required by a physician, are not permitted.
16. Trousers and pants must be worn at waist level. Oversized pants and shorts that sag below the waist level are not permitted. Pants must be of appropriate length and have hems. Pajama bottoms are not permitted.
17. Clothing which displays bared midriff is not permitted.
18. Coats or jackets are to be put in lockers and not worn around the building or in classes.

## **ATTENDANCE POLICIES AND PROCEDURES**

**ABSENCE-** Students are expected to be in school and on time every day. Excused absences are limited to the following.

- Personal Illness
- Illness of an immediate family member
- Medical/Dental/Legal appointment (with documentation)
- Death of relative
- Religious Holiday
- Planned Absence (approved at least 5 days in advance)

**IF A STUDENT IS ABSENT FROM SCHOOL-** Parents are required to inform the school's attendance office no later than 8:30 AM on the day of the absence. Please note, attendance calls may be made as early as 3:30 PM the previous day.

- **ATTENDANCE TELEPHONE: 835-6337**
- All calls are recorded on an answering machine. Please note.
  - a) name of person calling
  - b) name of student
  - c) reason for absence
  - d) date of absence

If no parent contact is made within 24 hours of the absence, the absence will be considered unexcused. Furthermore, suspension due to truancy may result.

When Calling an Ill Child's Absence into School...

Please assist our Health Services in tracking communicable disease by reporting your child's confirmed diagnosis; strep throat, chicken pox, pink eye, flu, etc., when you call your child's absence into the attendance line. If your child has not been seen by a physician but still is suffering from symptoms, report any/all of the following symptoms to the absence line or school secretary:

- Fever
- Headache
- Cough
- Sore Throat
- Body Aches
- Diarrhea and/or vomiting

#### **ABSENCE: MAKE-UP WORK**

Work missed as a result of absence is to be obtained and made up by the students. **Students or their parents are responsible for contacting teachers directly with requests for make-up work.** Students will be allowed the same number of days to complete missed work, as they were absent (e.g. 4 days absent, 4 days for make-up). The exception to this format occurs when a student is in school the day previous to a test but absent on the day of the test. In this event, he/she will be expected to take the test on the day he/she returns to school

#### **PLANNED ABSENCE** (family vacation, family business, etc.)

Westlake board of Education Policy requires that the office receive written notice at least 5 school days in advance of a planned absence. (BOE Policy JED)

#### **The student is then responsible for:**

1. Obtaining a "planned absence" form from the office
2. Having the form completed by his or her teachers
3. Returning a copy of the completed form to the office **prior to the date of planned absence**
4. Having all assignments completed and turned in *the first day upon returning to school*

**TARDINESS TO SCHOOL-** Tardiness is student absence from school during the first two consecutive hours of the school day. Students must be in their assigned seats when the last bell or tone sounds. Each student will be allowed three unexcused tardies per semester without consequences. A consequence will result from each additional unexcused tardy.

1. Tardiness to school because of a verified early morning medical appointment requires the appointment card or a note from a doctor in order for it to be considered an excused tardy.

2. Arrival to school after the second hour of the school day will be recorded as ½ day A.M. absence.
3. If a student is present for at least the first two hours of the school day and leaves anytime after that point for any reason, the absence will be considered as a ½ day absence (P.M.).
4. If a student leaves school during the first two hours of the school day and does not return, the student will be considered absent all day.
5. If a student arrives at school with two or less hours left in the day, that student will be considered absent for a full day.
6. Tardiness caused by circumstances beyond the student's control should be brought to the attention of the school's administration.

### **LATE ARRIVAL OR EARLY EXCUSED**

1. If a student arrives late for any reason, he/she must report to the office.
2. If a student is tardy, the reason must be confirmed by a parent's telephone call.
3. To be excused for part of the day for a medical appointment, the student must bring a note or appointment card to the office upon entering school. If students leave during the school day, parents must pick up their children and sign them out in the main office.
4. A student who needs to go home for medical reasons during the day will do so only after a parent/guardian has been notified of the need and a building administrator has approved the request.
5. From the time of arrival in the morning until departure for home, a student cannot leave school grounds without permission from the principal.
6. A student must be in school a minimum of one-half (3.5 hours) of the day in order to participate in any extra curricular activities or events that day.

### **EMERGENCY SCHOOL CLOSING**

**BEFORE SCHOOL OPENS-** In the event of inclement weather or other circumstances, which will require the schools not to open, the superintendent will make a decision to cancel school. Local television and radio stations will broadcast school cancellation notice. If no message is broadcast by 7:30 A.M., please assume that school is in session.

**AFTER SCHOOL HAS BEGUN-** Other than in extreme circumstances, middle school students will not be dismissed early due to weather conditions. In the event that an emergency situation develops and it becomes necessary to evacuate a building, procedures exist that allow students to be sent home.

### **ACADEMIC CONCERNS**

**GRADING-** Student grades of A, B, C, D and F are earned at the end of each quarter. Each of these letter grades equal credit points (A=4,B=3,C=2,D=1 and F=0) toward passage of a course for the year. Although there is no standardized Westlake grading policy, generally 90%=A, 80%=B, 70%=C, and 60%=D.

**PROMOTION AND RETENTION OF STUDENTS-**The following excerpt is from BOE policy IKE: The promotion of each student in the Westlake City School district will be determined individually. The decision to promote a student or to retain a student in a grade may be based on any or all of the following: intellectual ability; academic achievement; physical, emotional and/or social development; and environment factors.

#### **In Grades 7-8**

1. A student must pass three of the four CORE subjects, (Language Arts, Math, Science, Social Studies) in order to be promoted. Level I Foreign Language is a CORE subject in the eighth grade.
2. If Math or English is not passed, attendance at summer school will be required.
3. Students not meeting the criteria for promotion will be identified and provided assistance by the grade level team and guidance staff.
4. When a student's academic progress jeopardizes promotion, the student and parents will be notified. This will occur generally at the end of each grading period and/or no later than midpoint of the fourth quarter.
5. The decision to promote or retain will be made by the building principal and may be affected by mitigating circumstances.

**PROGRESS REPORTS-** Mid-quarter progress reports for each course will be sent home with students in an envelope\* near the start of the fifth week of every quarter. These notices may describe positive and negative performance. Students and parents are encouraged to contact teachers for further clarification if necessary.

**REPORT CARDS-** Report cards are issued at the end of each quarter. After each of the first three quarters, report cards will be sent home with the students in an envelope\*. Fourth quarter report cards will be mailed.

**\*REPORT CARD / INTERIM PROGRESS REPORT (IPR) ENVELOPE RETURN-** Except for fourth quarter report cards, students are responsible for transporting Report Cards and Interim Progress Reports (IPR) home via an envelope which requires parent signature and subsequent return to home base teachers. Students who do not return these envelopes by the established deadline will receive daily, a classroom demerit from their home base teacher, until the signed envelope (or a signed note plus \$.50 replacement cost) is returned.

**PARENT / TEACHER CONFERENCES-** Formal parent/teacher conferences will be scheduled near the beginning of the second quarter; parents may expect to receive more specific information during the first quarter of the school year. Should a parent wish to confer with a teacher other than on these formal days, the parent should call the school office to make arrangements for a conference. Each teacher has time in the day established for this purpose.

**HOMEWORK-** Homework is assigned to reinforce learning at school. Students may have homework every day. Completion of homework is good preparation for tests and quizzes. Students should record all assignments on their assignment calendar, which is located in their STUDENT PLAN BOOK.

## **PHYSICAL EDUCATION**

**PARTICIPATION-** All students are required to participate in the Physical Education program. Students who cannot participate for long-term medical reasons (more than 2 successive classes) must have a written excuse signed by a doctor on file in the physical education office. These students are not required to dress for class during the excused period of time and should arrange with their teacher to use class time to work on appropriate assignments. Students may return to regular physical education class with written permission from their doctor.

Students who cannot participate for short-term reasons (one or two successive classes) must have a written excuse signed by a parent/guardian, for each day they are excused. **These students must still dress for class but will not be allowed to participate**

**DRESS CODE-**The required uniform to be worn consists of socks (any length), securely tied shoes, and a prescribed green T-shirt and green shorts purchased through **Hometown Threads at 24801 Brookpark Road, North Olmstead (440).779.6053**. In addition, sweat pants and a sweatshirt may be kept in gym lockers and worn as needed.

**BEHAVIOR-** Students are expected to observe the school's rules of behavior as stated in the student handbook, whenever they are in the building, the gym or on school grounds. These include but are not limited to: treating yourself and others with respect (no tussling, no disruptive behavior, no loud, abusive or threatening language); coming prepared with uniform and on time to class; helping and encouraging fellow students; using school property and equipment as intended.

**LOCKS AND LOCKERS-** Each student will be assigned a small gym locker and lock. During class, students may use the adjacent long lockers to hang their school clothes. After class, students should return their physical education clothes to their small locker. **It is the student's responsibility to keep his/her combination private and to keep the locker being used locked at all times.** Any student losing a lock will be assessed a replacement fee and will receive a new lock. The school is not responsible for clothing/apparel that is misplaced, lost or stolen. Consequences will be levied against students who steal or abuse other's property.

## **STUDENT HEALTH AND SAFETY**

**CLINIC-** If a student is injured at school or becomes ill, he/she should report to the office. School personnel are only permitted to administer minor first aid. In the case of serious illness or injury, parents or an emergency contact person will be called. Because the school cannot provide transportation, parents or the Westlake Rescue Squad will transport a student home or to the hospital as needed.

**SCHOOL NURSE-** School nurses are assigned to all school buildings. To locate the school nurse, please contact the school's main office.

**EMERGENCY MEDICAL FORMS-** A current form must be on file in the school office. **Please inform the office of any change in this information.** It is critical that changes in parents' work phone numbers be updated promptly on this form. (BOE policy-JHC)

**MEDICATION-** Students may not take any medicines at school without first complying with the Board of Education Policy (BOE Policy JHCD, JHCD-5). See code of conduct: Rule 29 for further information.

**INOCULATION OF STUDENTS-** Evidence must be presented to show that students have been immunized properly. (BOE Policy JHCB)

**COMMUNICABLE DISEASES-** Any student judged by the school nurse or building principal to be suffering from or to have been exposed to a contagious disease may be excluded from the building. (BOE Policy JHCC)

**STUDENT HEALTH INSURANCE-** Information regarding the voluntary purchase of student health insurance will be sent home with students during the first week of school.

**CAFETERIA-** There will be a designated "Nut Free" table and students with any type of food products containing nuts may not sit at that table.

**SPORTS PHYSICALS-** Prior to any participation (including practice) in an interscholastic sport, students must have a physical examination. Appropriate forms must be used and may be obtained from the school's main office. (BOE Policy JI-ICA)

**BUS SAFETY-**To ensure the safety of students who ride the buses, it is imperative that the instructions of the bus driver be followed. Students may not leave their seats, throw objects, or be disruptive. Bus drivers have the authority to discipline violators, and the violators face possible cancellation of their privilege to ride the buses. (BOE Policy JFCCR) – Refer to page 15 of the student handbook for further information.

**BIKE RIDERS AND WALKERS-** All students are expected to obey all traffic signals and rules whether walking or whether riding a bike to school. All bicycles must be properly licensed, parked in the proper rack and locked. Parking lots and traffic lanes are potential danger areas. Students are urged to use extreme caution and exercise good judgment.

**SKATEBOARDS/ROLLERBLADES-** Skateboards and roller blades may not be used on school grounds or in the building; they present a safety hazard.

**FIRE AND TORNADO SAFETY-** Safety procedures must be followed exactly whether during a fire drill or during an actual fire. The state requires that procedures for both emergencies be posted in every classroom. During either a drill or an actual emergency, teachers also will give oral directions. It is imperative that students remain quiet and cooperate fully with the instruction.

## **ATHLETIC COMPETITION**

**INTERSCHOLASTIC SPORTS-** School teams exist for boys and girls in grades seven and eight. Our teams complete in the Southwestern conference and there will be four separate "seasons", or intervals (approximately 10 weeks in length), during which competition takes place.

**First 10-weeks-** will include boy's football (one team at both the 7th and 8th grades), girls' volleyball (two teams at both the 7th and 8th grades), and cross-country (one combined teams).

**Second 10-weeks-** will include boys' basketball (two teams at both 7th and 8th grades), and boys' wrestling (one combined team).

**Third 10-weeks-** will include girls' basketball (two teams at both 7th and 8th grades).

**Fourth 10-weeks-** will include boys' and girls' track (one team per gender, and girls' fast pitch softball (one combined team).

Some sports have a practical limit to the number of players on the team; therefore, the coach may select players according to his/her criteria and judgment. Concerns about selection to the team, playing time, etc., should be directed to the coach.

**PHYSICALS-** Students must have a yearly physical exam acceptable to the OHSSA before they may participate or practice in interscholastic sports. As a service, the school will arrange for physical exams to be administered at school for a nominal charge near the end of each school year. These exams will qualify a student for any participation during the next year.

**CHEERLEADERS-** Squads may exist for football and boys' basketball. The size of the squads and the criteria for membership are determined each spring based upon the number of interested students.

**ELIGIBILITY-** In order to be a cheerleader or to participate on an athletic team, students must be academically eligible. Students must pass with a grade point average of 1.50 or above, 75% of their course work during the grading period immediately preceding the start of practice. All students entering the seventh grade for the first time are eligible through the first grading period. Eligibility of students entering the ninth grade is determined by the grades received for the fourth quarter of the eighth grade. Again, students must have passed 75% of their course work with a grade point average of 1.50 or above. Additionally, a student loses eligibility if he or she turns 15 before August first.

**ABSENCE / ATTENDANCE-** Prior to contests, students must be in school a minimum of one-half of the school day (3.5 hours) in order to participate. Individual coaches may develop further guidelines relative to game participation.

### **SPORTSMANSHIP CODE OF THE SOUTHWESTERN CONFERENCE**

As members of the Southwestern Conference, we believe students should conduct themselves 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 games as we do and do it in a way that will bring credit to our schools, our teams, our league and our country.

### **MIDDLE SCHOOL SPECTATOR GUIDELINES**

1. Once the game or match begins, spectators must stay seated in the bleachers until halftime or when the game is over
2. Students may not sit in the cafeteria during the games. Students are to watch the game or leave the building.
3. Students are not permitted in the locker rooms at anytime before, after, or during the course of the game.
4. No food or beverages are permitted in the gym at any time
5. Parents of small children are responsible for supervising them during the contest. Unsupervised students/children are not permitted in any area of the building other than the gym
6. After the game is over, students are expected to leave the building for home. Students are not to congregate in, or outside of, the school building.
7. Good sportsmanship is expected at all times. This means cheering and rooting for your team, but not against the opponent. For example, foot-stomping or excessive noise making when an opponent is at he foul line is unacceptable.

<b>MIDDLE SCHOOL MEMBER</b>	<b>LOCATIONS / DIRECTIONS</b>
Amherst 440/988-0324 548 Milan Ave.	Oak Point Rd. exit of 90/2, left on Oak Point To Milan Ave (left on Milan
Avon Lake (Learwood) 440/933-8142 340 Lear Road	Detroit Rd. west to Lear Road, turn right go North on Lear Rd., school is approximately ¼ mile north of Walker Rd. on the left
Brecksville – Broadview Heights 440/740/4400 6376 Mill Road	480E or 90E to 77S, south on 77 to Wallings Rd. exit, Immediately turn Left, cross over bridge then a quick turn right onto Mills Rd., (Middle School is the old HS on the right)
Ford Middle School 216/433/1133 17001 Holland Rd.	480E to 71S to Bagley Rd. Exit. Turn right on Bagley Rd., turn right on Engle Rd., turn right onto Holland Rd., school is located on right
North Olmsted 440/779-8501 27351 Butternut Ridge	Dover Center south to Butternut Ridge, turn right, then turn left at the library driveway, Middle School is on the left.
Olmsted Falls 440/235-8400 27045 Bagley Road	Dover Center Road to Butternut Ridge, left on Butternut to Fitch Rd. Right on Fitch to Bagley Rd., right on Bagley
Roehm Middle School 440/234/1326 7220 Bagley Rd	480E to 71S to Bagley Rd. Exit. Turn right on Bagley Rd., Roehm will be 1 1/2 miles on the left

## **GUIDANCE AND COUNSELING**

A Certificated guidance counselor is assigned to each grade level. To complement the counseling staff, every professional middle school staff member functions to some degree in a guidance capacity. Students and parents will find that classroom concerns can be addressed with the teacher, or teaching team involved. As a member and liaison of each teaching team, the guidance counselors can act as a resource for students and parents relating to these concerns. Middle school years are often turbulent for adolescents. Because of this, the counseling staff reaches out to students in many ways. Among these are new student groups, small group counseling, individual student concerns, and concerns regarding peer relationships. We also focus through individual and classroom guidance on social skills, problem solving, decision-making, self-esteem, and career awareness. We look forward to supporting the students, parents, teaching teams, and administration in the endeavor of a fulfilling middle school educational experience.

## **TESTING AND STUDENT RECORDS**

A variety of assessment instruments are administered. These will include nationally normed standardized tests of ability and achievement and district competency tests in math, reading and written composition. The results of

these tests will be sent to parents and used as diagnostic tools by professional staff to determine student needs and effectiveness of the curriculum.

**ACCESS TO STUDENT RECORDS-** In order to provide students with appropriate instruction and educational services, it is necessary for the Westlake School District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or legal guardian(s) or the student in accordance with the law and yet be guarded as confidential information. Upon request, all records and files that are included in the student's cumulative folder will be available to parents, guardians or the student if he/she is over 18 years of age. This request must be in writing to the school principal and will be granted within seven calendar days. Since no records are to be removed from the school a principal, teacher or other qualified school personnel must be present to explain any of the tests or other material. (BOE Policy J), JO-R)

## **MISCELLANEOUS**

**BOOKS / FINES / FEES-**The Board of Education supplies textbooks to all students. With the privilege of their use comes the obligation for their care. Books are to be covered and must be kept in good condition. Students will be charged for any damage or loss of schoolbooks, materials, or equipment loaned to them. The late return of borrowed materials from the school libraries will be subject to appropriate fees. Report cards will be held until all fines or charges are paid. Checks should be made payable to the Westlake Board of Education.

**RETURNED CHECKS-** The school district will assess a \$30.00 fee for any check returned because of non-sufficient funds, stop payment, or account closure. The fee will be in addition to the amount of the returned check. Payment to settle accounts will only be accepted in the form of cash, money order, or bank certified funds. The school district will not accept further personal checks until the above debt has been satisfied. Final report cards will not be released until all debts have been satisfied.

**VISITORS-** Out of town guests may attend school for one day only. Any such visitor must be approved by the principal beforehand and obtain a pass from the principal on the day of the visit.

**TELEPHONES-** A pay telephone is for student use for out-going calls only. In case of an emergency, a student may request to use an office telephone. An office aide will deliver in-coming messages of an urgent nature to students as needed.

**LOST & FOUND-** A lost and found area is located both in the office and in the cafeteria. Textbooks that are found will be placed in the office and eventually routed to students through their teachers. Found clothing will be displayed in the cafeteria. Additionally, physical education teachers will maintain a lost and found for items left in the locker room.

**BUILDING HOURS-**The school building is open 30 minutes before the first tardy bell sounds. Students should enter the building, wait in the cafeteria until dismissed, and then proceed to their lockers. Students must leave the building within 10 minutes after classes are dismissed unless they are under the direct supervision of a teacher or coach.

**STUDY HALL AND CAFETERIA RULES-**Teachers who supervise study halls and the cafeteria will explain during the first few days of school, all pertinent procedures and expectations.

**RADIO / ELECTRONIC EQUIPMENT-** Radios, tape players, CD players, I-Pods, hand held games, beepers, laser pointers, or cellular telephones must be kept in the student's locker and are not to be used during the school day. If these items are seen or heard, they will be confiscated, and students may retrieve the items at the end of the day. Repeated infractions will be considered as insubordination and addressed through the Code of Conduct.

**LOCKERS-** Student lockers are provided with combination locks. Lockers are board of education property loaned to students for their convenience. Students are expected to keep their locker clean. By law, school administrators have the authority to enter student lockers and lockers may be randomly checked for organization, neatness and the appropriateness of their contents. In the event that items are discovered which violate state law or the Westlake Schools' Code of Conduct disciplinary action will result. Locker combinations should not be shared with other students. As the school is not responsible for items lost or stolen, items of value should either be left at home or given to the school secretary for safekeeping.

**CORRECTION FLUID-** Whiteout and other products of this kind are not necessary or appropriate at school.

**BACKPACKS-** Backpacks, gym bags, brief cases, etc. are not to be used during the school day. They may, however, be used to transport books, lunches, and other appropriate items to and from school. Once at school, these conveyances must remain in a students' locker.

**EXPRESSION OF CONCERNS-** Communication is the key to a successful learning experience. Communication should always begin with student and teacher, or parent and teacher. Should a situation arise when consensus cannot be reached, a building administrator may be contacted.

## **CANTEEN**

Canteens are evening disk jockey dances provided and sponsored by the middle school PTA. Although a school administrator will be present in the building, canteens are chaperoned by parent volunteers. **The PTA and school administration reserves the right to exclude any student who misbehaves at a canteen or at school from further/future attendance.**

**TIME-**Doors open at 7:30 P.M. All students are expected to have entered the building by 7:45 P.M. Once students are inside, they may not leave until the canteen is over.

**USE OF TELEPHONE-** Since canteens always end at the time established by the school's PTA, parents should expect to pick their children up at that time. Telephone use will be restricted to emergency communication only.

**COST-** An admission is charged as determined by each PTA. Pizza and pop will be available for purchase. No food or drinks are permitted in the gym.

**DRESS-**The same standards for student dress and behavior that occur during the school day will apply to canteens. No hats will be worn.

**GUESTS-** Guests are not permitted. The canteens are open only to students of Burneson Middle School.

**BEHAVIOR-** Canteens are a school related function on school property; therefore, normal school rules of behavior will be enforced. The following written code of behavior for canteens is provided so students and chaperones will clearly understand certain specific behaviors that are not acceptable during these events.

1. No running.
2. No 'snake line' dancing or head banging. ("Mosh Pits" are not permitted)
2. Students will not lift other students in any manner.
3. No public displays of affection.
4. Students will not sit on the gymnasium floor or on tables in the cafeteria.

The administrator and chaperones using the consequences listed below will enforce these rules.

### **CONSEQUENCES**

**First offense:** Students will sit in a supervised area for a few minutes.

**Second offense:** Parent called and asked to pick the student up.

Students who choose to harass others or be insubordinate toward adult chaperones will lose the privilege of future canteen attendance and may face further disciplinary measures.

At the discretion of those in charge, the lights in the dance area may be fully turned on and remain on for the duration of the dance.

**\*Canteen dates will be published in the PTA's newsletter**

## **STUDENT CONDUCT**

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated or abused. The students of the Westlake City School District will conform to school regulations and accept direction from authorized school personnel.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations and may as a result, lose the privilege of attendance on school approved field trips or extra-curricular activities.

Students will annually receive at the opening of school, or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-sponsored activity or event. The information will include the type of conduct that will make them liable to suspension or expulsion from school as well as other forms of disciplinary action. Parents will also be informed of the conduct expected of students. (BOE Policy JFC)

Data regarding disciplinary action(s) may be entered on a student's record when such notation can be used to assist counselors. All such disciplinary information shall not be forwarded outside of the school district. (BOE Policy JG)

## **PROCEDURES FOR MANAGING BEHAVIOR OF MIDDLE SCHOOL STUDENTS**

**DISCIPLINARY ACTION-** Misconduct and other behaviors that disrupt school, cause damage, or violate the rights of others will meet consequences appropriate in the judgment of school personnel.

**OFFICE DEMERITS-** Office demerits may be earned by students for misbehavior in the classroom and for violations of school wide rules outside the classroom. Any adult responsible for supervising students may issue demerits. A record will be kept of demerits earned by each student as the year progresses. The following list shows the number of demerits *usually* assigned for violating certain school-wide rules

1. Disrespect ..... 1 demerit
2. Negative peer interaction ..... 1 demerit
3. Disruption..... 1 demerit
4. Disregarding rules..... 1 demerit
5. Profanity of obscenity (minor) ..... 3 demerits
6. Not being in the correct assigned area ..... 3 demerits
7. Cheating / Falsification (plus loss of credit)..... 3 demerits
8. Tussling with another student ..... 3 demerits
9. General misbehavior for a substitute teacher..... 3 demerits
10. Spoiling / marring / defacing property ..... 3 demerits
11. Other as determined by school personnel..... 1 or more demerits

Disciplinary action is determined by the type, frequency and seriousness of offenses. Although the disciplinary actions listed below reflect a progressive process, all steps may not be considered or appropriate in a given case.

**DETENTIONS-** Every time a student accumulates three demerits (or multiple of three), the student will be required to serve an office detention. Missing assigned detentions will result in further consequences such as additional detentions, serving Saturday detentions, and suspensions from school. Detentions will be served in a designated classroom and supervised by a certified staff member.

**ADDITIONAL CONSEQUENCES-** Students earn demerits and detentions through negative behavior. Most students will stop the negative behavior once serving an office detention. For those students who continue to behave negatively, additional consequences will occur.

### **DEMERIT LEVEL**

### **CONSEQUENCE**

3,6,9,12 demerit level	35 minute before school detention
15 demerits	One 3 hour Saturday detention
18 demerits	One 3 hour Saturday detention
21 demerits	One 3 hour Saturday detention
24 demerits	Individualized Discipline Plan (May include suspension from school)

**(The above process begins anew at the start of the semester)**

**FIELD TRIP ELIGIBILITY-** A student will lose the privilege of extended (i.e., beyond the normal school day) field trip attendance under the following conditions:

**FIRST SEMESTER:**

- Accumulation of 24 office demerits
- 3 suspensions over the course of the whole school year
- 5 or more days of suspension over the course of the whole school year

**SECOND SEMESTER:**

- Accumulation of 15 office demerits
- 3 suspensions over the course of the whole school year
- 5 or more days of suspension over the course of the whole school year

Students whose behavior in school is of a disruptive nature or have demonstrated the inability to be on time to school, class, or events, may be excluded from any field trip, be it during the school day or of an extended nature, (regardless of the number of demerits currently accrued) upon teacher recommendation and administrative approval.

**PROCEDURES FOR SUSPENSION-**The principal or assistant principal will give written notice to the pupil of the intention to suspend and the reasons why. The student will have an opportunity to appear at an informal hearing before the principal or assistant principal to challenge the reasons for the intended suspension, to produce witnesses, or otherwise explain his/ her actions. If the student is to be suspended, he/she will be told of the suspension and its length. The parent or guardian shall be notified of the suspension by telephone, if possible. An official notice of the action will be mailed to the parent or guardian within 24 hours of the suspension. This notice must include the reason(s) for the suspension, the right of the student and parent to appeal the decision within three to five days, the right to be represented at the appeal and the right to request that the hearing to be held in private. The parent or guardian, together with the student, may be requested to come to school for a conference with the administrator. This conference shall in no instance be later than the date the student is scheduled to re-enter school. (BOE Policy JGD)

**SUSPENSION APPEAL PROCEDURES-** Appeal from suspension shall be made by the student, accompanied by his/her parent or guardian, to the Superintendent of Schools. Appeals of suspension may be made on the basis of lack of formal due process, or because the assigned suspension length does not agree with this Code of Conduct. Appeals must be submitted in writing within five days of suspension. (BOE Policy JFA/JGD)

**ACADEMIC AND DISCIPLINARY CONSEQUENCES OF OUT-OF-SCHOOL SUSPENSION**

Students who have committed offenses warranting suspension have forfeited their right to fully participate in the educational process. Therefore, although a student is expected to complete all coursework assigned during the period of his/her suspension and upon his/her return may turn in projects that were assigned before the suspension or take tests which covered materials before the suspension, the student may not participate in any curricular or extracurricular activities during the suspension period. Credit is permitted for work during out-of-school suspension for any first out-of-school suspension offense. Upon any second offense resulting in out-of-school suspension, students' credit for work will not be granted.

During the period of suspension, a suspended student will not be permitted to attend any school function or activity whether on or off school property or during or after school hours. If the suspension days fall into two different school weeks, a student will also be prohibited from attending school functions or activities scheduled for the weekend between those two different weeks.

**SATURDAY ALTERNATIVE TO OUT-OF-SCHOOL SUSPENSION-**This alternative to out-of-school suspension may be offered at the discretion of the principal or assistant principal for violation of section one offenses found in the student Code of Conduct. Transportation to the "alternative" is the responsibility of the student. The principal or his assistant will determine the validity of any absence. The Saturday Alternative will be held on Saturdays from 8:00 until 11:00 A.M. In the event that the rules governing behavior while at the program are violated, that day plus any remaining days will be served out of school. Failure to attend a Saturday alternative will result in that day, plus any remaining Saturdays, to be served out-of-school. This program is intended as an alternative to being suspended out-of-school. Acceptance of this alternative does not negate the fact that a suspendable offense has been committed and that a suspension has been documented. The normal due process procedures relating to suspension (as described above) will be followed.

Attendance at these Saturday morning sessions may also be assigned at the discretion of the building administrators, as a detention study period for violators of building rules when suspension is not appropriate.

**PROCEDURES FOR EMERGENCY REMOVAL FROM SCHOOL/CLASS** If a student's presence poses a continuing danger to persons or property, or poses an ongoing threat of disruption to the academic process, the principal or his assistant may remove the student from the premises. A due process hearing must be held within seventy-two hours after such removal is ordered.

A student may be removed by a teacher from a class or an activity under his/ her supervision when the student's presence poses a continuing danger to persons or property, or poses an ongoing threat of disruption of the academic process. If a teacher makes an emergency removal for 24 hours or more, the reasons for the removal must be submitted to the principal or his assistant as soon as practical. A due process hearing must be held within three school days after removal is ordered. The person who ordered the removal must be at the hearing. Procedures for this hearing are the same as for a suspension hearing. If the principal or his assistant reinstates a student prior to the hearing, the teacher, upon request, will receive written reasons for the action. The teacher cannot refuse to reinstate a student. In an emergency removal, a student can be kept from class until the matter of his/her misconduct is disposed of by reinstatement, suspension or expulsion. (BOE Policy JGDA)

**PROCEDURES FOR EXPULSION-** Upon recommendation of the principal, the superintendent may expel a student from school. The superintendent will give the student and his/her parent or guardian written notice of the intended expulsion. This notice will include reasons for the intended expulsion. Upon request, the student and parent or representative will have an opportunity to appear before the superintendent to challenge his/her action or to otherwise explain the student's action. The administrator cannot order such a hearing in the event that the student and parent choose not to attend. The written notice of intended expulsion by the superintendent will state the time and place to appear for the hearing. Said hearing must not be less than three days, or later than five days after notice is given.

An official notice of the expulsion will be mailed within 24 hours, to the parent or guardian. This notice will include the reason(s) for the expulsion, the right of the student and parent or guardian to appeal to the Board of Education, the right to be represented at the appeal, and the right to request that the hearing be held in private. (BOE Policy JGE)

**APPEAL TO THE COURT-**Under Ohio Law, appeal of the Board's or its designee decision may be made to the Court of Common Pleas (BOE Policy JGD)

**EXTRA CURRICULAR / STUDENT BEHAVIOR RULES-** Students who participate in extra curricular activities may be required to follow additional, and possible more stringent rules as a requirement of participation. If it should be necessary to deny or terminate the participation of a student from an activity, an informal hearing will be held with the student.

## **BUS SAFETY**

## CONDUCT ON SCHOOL OWNED VEHICLES

The School Board provides students - both public and nonpublic - transportation based on eligibility. Transportation service is a privilege and, as such, demands certain responsibilities and behaviors from the passengers.

### Rules and Obligations of Students

All rules as stipulated are to be enforced by the school vehicle driver (with common sense) with consideration for the nature of the situation and the student.

The rules are important with respect to student safety (the degree of eminent danger such an act could pose), respect for authority and the personal rights of others.

All Westlake City School District Student Code of Conduct rules apply while students are loading, unloading, waiting for, or riding school vehicles (Policy JFC & JFC-R). In addition, the following rules specific to bus safety will be followed:

1. All students will enter or leave a school vehicle in an orderly fashion (no pushing or shoving).
2. All students will be absolutely quiet at all railroad crossings and other areas designated by the driver.
3. All students are forbidden from changing seats, once seated.
4. All passengers are forbidden from throwing or propelling in any way, any object while in a school vehicle, or at a school vehicle or out of a school vehicle.
5. All students are to refrain from hanging any object or any part of their body outside a school vehicle.
6. All students must, upon a signal from the driver, cross at least 10 feet in front of the school vehicle.
7. All students will refrain from crossing behind the school vehicle.
8. All students will refrain from committing acts of vandalism to a school vehicle. Such acts would include but not be limited to defacing, taking, breaking or altering in any way the physical condition of the interior or exterior of a school vehicle or to the personal property of others on the vehicle. In such cases where culpability is established for any of the above, the student responsible and his/her parents will be required to make restitution.
9. All students will refrain from causing, committing, participating in, encouraging or inciting any disruption on a school vehicle or at a school vehicle stop by virtue of their verbal or physical behavior.
10. All students will comply with the instructions of the driver or other personnel in authority in the District.
11. All students will ride the school vehicle they have been assigned and refrain from loading or unloading at a stop other than the stop they are assigned.
12. All students will refrain from eating or drinking and/or littering on a school vehicle.
13. All students will refrain from loud talk or noisemaking. Talk at a normal level is permissible.
14. Students will refrain from bringing animals of any kind on a school vehicle.
15. Students will refrain from delaying the departure of a school vehicle by being frequently or habitually late to the designated stop or departure point.
16. Students will refrain from spitting on, at or out of the school vehicle.
17. Students may not use cell phones on school vehicles unless granted permission by the adult supervising an extra-curricular event.

## Discipline

The Board authorizes the superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. Prior to being suspended from riding the bus, the student shall receive written notice of the alleged offense and have an opportunity to be heard before the appropriate school administrator. The parents and Transportation Department shall receive written notification of the bus privilege suspension. The suspension may be appealed in writing to the Director of Business Affairs within five days. The Director of Business Affairs may affirm, modify or rescind the suspension.

Depending on the particular circumstances, the building administrator may consider suspension of the student from school in addition to suspending bus riding privileges. Suspension of school will be in compliance with Board of Education Policies JFC, JFC-R, JGD, JGD-R, JGE and JGE-R.

## Procedures for Implementation

1. An immediate verbal reprimand to the student followed by a written statement and a completed bus conduct report form from the driver to the transportation supervisor.
2. The principal of the school that the student attends will be notified so that the principal or designee can review the bus misconduct report and review the response of the student.
3. Based upon the review of the misconduct report and student response, the building administrator may suspend the student's bus riding privileges. The administrator is responsible for notifying the transportation department and the student's parents of the decision.
4. Suspensions from transportation privileges and/or suspension from school will be assessed for any infraction of transportation rules and regulations. Normally suspensions will be assigned in the following sequence. However, serious misconduct may result in a longer bus suspension or suspension from school.
  - A. First offense – up to 3 school days
  - B. Second offense - up to 5 school days
  - C. Third offense - up to 10 school days
  - D. Fourth and subsequent offenses - up to the remainder of the current school year or into the next school year.
5. The building principal and transportation director will maintain a record of all bus infractions.

## **STUDENT CONDUCT (Zero Tolerance)**

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

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents receive, at the beginning of each school year or upon entering during the year, written rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters, which might lead to a reduction of the expulsion period, include: the student’s mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

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

### Circumstances in Which Student Discipline is Appropriate

As detailed below, students are subject to school disciplinary action up to and including emergency removal, suspension and expulsion for any and all action(s) which directly affect the good order, efficiency, morale, management and welfare of the school. Students shall be subject to discipline for misconduct occurring in any of the following situations.

1. while in school, on school grounds, or in sight of school premises during, immediately before or immediately after school hours (including schools where the student is not in attendance);
2. while on school-owned, leased or operated buses or vehicles;
3. while waiting at school bus stops, walking to and from school bus stops or walking to and from school;
4. while engaged in or attending school-related activities whether on or off school grounds;

5. while on school grounds, at any time when school premises are being used by the school or by school-related groups;
6. while engaging in any conduct which directly affects the good order, morale, management and welfare of the school and
7. any conduct directed at a District official or employee or the property of such official regardless of where it occurs.

Serious Criminal Offenses

The superintendent is authorized to expel a student from school for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or serious physical harm to property while the student is at school, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity. Any expulsion under this division shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Serious physical harm to persons means any of the following:

1. any physical harm that carries a substantial risk of death;
2. any physical harm that involves some permanent incapacity, whether partial or total, or that involves some temporary, substantial incapacity;
3. any physical harm that involves some permanent disfigurement or that involves some temporary, serious disfigurement or
4. any physical harm that involves acute pain of such duration as to result in substantial suffering or that involves any degree of prolonged or intractable pain.

The superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Adoption Date: May 23, 2002  
 Revision Date:

LEGAL REFS.: ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662  
 OAC 3301-35-03

CROSS REFS.: ABC, Student Involvement in Decision Making (Also JFB)  
 EBC, Emergency Plans  
 JFCA, Student Dress Code  
 JFCEA, Gangs  
 JFCJ, Dangerous Weapons in the Schools  
 JG, all subcodes  
 Student Handbooks

File: JFC-R  
STUDENT CONDUCT (Zero Tolerance)

**SECTION 1**

These examples of misconduct will generally result in the following penalties that are cumulative for any offense in this section. The principal may modify this sequence based on circumstances.

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
1 <sup>st</sup>	Up to 3-day Suspension and/or Saturday Alternative School or Extended school day
2 <sup>nd</sup>	5-day suspension
3 <sup>rd</sup>	10-day suspension and recommendation for expulsion
4 <sup>th</sup>	10-day suspension and recommendation for expulsion

**Rule 1 - Misconduct**

A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission process, activity, or function of the school including all curricular and extra-curricular activities. Neither shall any student urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school including all curricular and extracurricular activities. Misconduct prohibited by this rule includes, but is not limited to the above listed examples.

**Rule 2 - Inappropriate Language**

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school-sponsored or related activities or events. Neither shall any students use profane, vulgar, or other improper gestures, publications, pictures or signs, nor engage in any socially or sexually improper behavior.

**Rule 3 - Truancy and Tardiness**

Students are required by law to regularly attend school. A student shall not be absent from 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 tardies shall be considered truancy. Leaving the school building and/or grounds without permission is truancy.

When the building principal advises the superintendent that a student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days, or a total of at least 15 days in any term or semester, the following procedure will apply:

- A. The superintendent will notify, in writing, the student and his/her parent, guardian or custodian that information regarding the student's absences has been provided to the superintendent, and that, as a result the student's driving privileges will be denied. This notification will also state that the student and his/her parent, guardian or custodian may appear before the superintendent or designee to challenge the information provided to the superintendent.

- B. The notice from the superintendent to the student must set forth the information received and must include the date, time and place of the hearing. The hearing must be scheduled between three and five days after the notification is given unless an extension is requested by the student, parent, guardian or custodian and is granted by the superintendent. If granted, the superintendent must notify the student, and the parent, guardian or custodian of the date, time and place of the new hearing.
- C. At the hearing before the superintendent or designee, the student will have an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. Under Ohio law, "legitimate excuse" includes, but is not limited to:
1. enrollment in another school or school district in Ohio or another state;
  2. possession of an age and schooling certificate;
  3. a bodily or mental condition that prohibits attendance under ORC 3321.04 or
  4. participation in a home instruction program in accordance with ORC 3321.04.
- D. If a habitually absent student does not appear at a hearing before the superintendent or designee, or if the student does not convince the superintendent or designee that the absences are legitimate, the superintendent must notify the registrar of the Bureau of Motor Vehicles (BMV) and the County Juvenile Judge. Such notification must be given to the registrar of the BMV and the Juvenile Judge within two weeks of the receipt of the information regarding habitual absences, or if a hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of the BMV and the Juvenile Judge must comply with ORC 3319.321 and the Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

The registrar of the BMV is required to suspend the temporary instruction permit or driver's license of any student who is the subject of such a notice. If a temporary permit or license has not yet been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

The denial of a student's driving privileges will remain in effect until the student reaches age 18 or until the denial is permitted for another reason allowed by Ohio law. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in the jurisdiction where he/she resides.

#### Rule 4 - Unauthorized Sale or Distribution

Distribution or selling unauthorized materials on school property, or attempting to distribute or sell such items, is not permitted.

#### Rule 5 - Forgery/False Reports

No student shall cheat, lie, prefabricate, deceive, use crib notes, receive or disseminate answers to a test, or falsify records. Neither shall any student forge, falsify, distort or misrepresent (in verbal or written form) dates, times, addresses, grades, signatures or other data contained in any communication to or from the school. Any student who assists or participates in any of the above actions on a secondary basis shall also be subject to discipline.

### Rule 6 - Academic Dishonesty

No student shall fraudulently, dishonestly or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements with respect to proper test taking or the completion of work assignments. Neither shall any student assist another student in the pursuit of academic dishonesty by providing information or by any other means. For purposes of this Policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed work product, examination questions and examination answers. Any student who misappropriates or plagiarizes someone's work, assists another in such misappropriation or otherwise engages in academic dishonesty shall not obtain credit for the work in question and shall be subject to other disciplinary action.

### Rule 7 - Trespass/Loitering

- A. 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.
- B. 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.
- C. Loitering is defined as a student's presence in a restricted area at an authorized time. This includes the student parking lot; no student is to be in the parking lot during school without an administrator's permission.

### Rule 8 - 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 9 - Failure to Comply with Directives/Insubordination: Violation of Rules

- A. Students shall comply with the 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. 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 directives relating to this code by authorized school personnel.
- B. Students shall comply with all school rules and regulations which are a part of this Code and which shall be posted on school bulletin boards. It is the responsibility of each student to familiarize himself/herself with all school rules and regulations.

### Rule 10 - Use of Flame Producing Devices

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

### Rule 11 – Hazing/Bullying

No student shall 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 and/or bullying are banned in any form.

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. Bullying is defined as a form of habitual aggressive behavior that is hurtful or deliberate. Permission, consent or assumption of risk by any individual subjected to hazing and/or bullying will not lessen the prohibition contained in this Policy, and will not exempt any student from discipline under this Policy.

#### Rule 12 - Harassment and Sexual Harassment

No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, national origin, religion, age, disability, status as Vietnam-era veteran or special disabled veteran. 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 (orally or in writing) abuses another. No student shall retaliate against any other student, school employee, community member or school visitor for assisting with the investigation of a complaint of harassment.

Students are specifically prohibited from sexually harassing any other student, school employee, 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, pressure to engage in sexual activity, repeated propositions and unwanted body contact.

Any student who believes that he/she has experienced any form of harassment including sexual harassment should report this conduct immediately to his/her building principal, guidance counselor or a teacher.

A member of the administration will meet with the student to discuss the complaint and to develop a clear understanding of the student’s statement of facts. An administrator will then attempt to meet with the charged party to obtain his/her response to the complaint. The administrator also will attempt to meet with individuals identified by the charging party or the charged party to substantiate the position of the charged party or charging party. Based on this evidence, the administrator will make a decision regarding the need for discipline.

All complaints of harassment will be treated as “confidential” and information will only be released on a “need to know” basis.

No student shall be retaliated against for reporting harassment or assisting in the investigation of a harassment claim. Students should report charges of retaliation to the administrator investigating the complaint.

#### Rule 13 - 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 14 - Transportation

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.

### Rule 15 - Driving/Parking

Any student driving to school must keep his/her vehicle under control at all times, follow established safety procedures, and comply with school parking regulations. Failure to follow these guidelines may result in the student's driving privileges being withdrawn. While parked on school property, student vehicles are subject to routine patrols and exterior inspections that may be conducted without the student's consent, and without a search warrant. The inside of student vehicles may also be searched when school officials have reasonable suspicion to believe that illegal or unauthorized materials are contained therein.

### Rule 16 - Accomplice

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. The prohibition of this section includes but is not limited to serving as a "look out" for a student engaged in misconduct. In addition to the foregoing, students shall also have an affirmative duty to report another student who a student knows has violated, is violating, or is planning to violate a school rule involving any dangerous weapon (as defined in Board Policy) or any illegal, prescription or counterfeit drug. In administering discipline under this Section, school officials and administrators shall have discretion to consider the circumstances and nature of the offense, including any mitigating circumstances.

### Rule 17 - Electronic Devices

No student shall use radios, televisions, cellular phones, devices that can produce a photographic image, I-pods, pagers, laser pointers or any other electronic equipment on school grounds during school hours that interfere with the educational program or the operation of the school. Because of their potential disruptive and distracting nature to the operation of the school, electronic devices as specified above may not be carried with students during the school day and must remain in the student's locker or checked with the office. Electronic devices used or carried in violation of this rule may be confiscated and returned only when their appropriate use is assured.

### Rule 18 - Failure to Accept Discipline or Punishment

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 19 - Misconduct During 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 that, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity.

### Rule 20 - Extortion

No student shall use an expressed or implied threat, violence, harassment, coercion or intimidation 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 21 - 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:

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

### Rule 22 - Any Other Conduct Which Disrupts or Interferes with the Educational Process

Students may be disciplined for any other misconduct that, although not detailed herein, is determined by school authorities to disrupt or to interfere with the educational process.

**SECTION II**

These examples of misconduct that are cumulative will generally result in up to a 10-day suspension along with a possible recommendation for expulsion and/or police and court referral due to the more serious nature of these offenses.

**Rule 23 - Damage, Destruction, or Theft of School or Private Property, Vandalism**

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 or, any form of computer piracy, any improper usage of the Internet or other on-line agencies.

Pursuant to ORC 3109.99 and ORC 3109.091, a student and/or their parent or legal guardian shall be held financially accountable to the Westlake City Schools for any damage, destruction or theft caused by their child.

**OFFENSE**

**CONSEQUENCE**

- 1<sup>st</sup> Up to a 10-Day Suspension and/or Court Referral with Possible Recommendation for Expulsion
- 2<sup>nd</sup> 10-Day Suspension and Recommendation for Expulsion

**Rule 24 - 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 include any object that is used or may be used to inflict physical harm or property damage. (Note: Bringing firearms to school shall result in a one-year expulsion from school, see Board Policy JGE. Bringing a knife onto school property may also result in a one-year expulsion, see Board Policy JGE).

No student shall possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives or munitions, nor shall any student ignite or explode fireworks, explosives or munitions at school-sponsored or related functions or activities on or off school grounds or at any other time the student is subject to the authority of the school.

This prohibition applies to firearms, explosive (including fireworks, lighters, matches), knives and other dangerous objects of no reasonable use to the student at school. It also applies to any look-alike weapon or dangerous object (including normal school supplies like pencils or compasses) that a reasonable person might consider, under the circumstances, capable of harming a person or property.

**OFFENSE**

**CONSEQUENCE**

- 1<sup>st</sup> Up to a 10-Day Suspension with Possible Recommendation for One-Year Expulsion from School
- 2<sup>nd</sup> 10 Day Suspension and Recommendation for One-Year Expulsion from School

Rule 25 - Assaulting/Hitting/Threatening

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

A student who assaults a school employee or other student whether on or off school property, or at a nonschool-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.

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
Threatening: 1 <sup>st</sup> Offense	Up to a 10-Day Suspension with Possible Recommendation for Expulsion
2 <sup>nd</sup> Offense	10-Day Suspension and Recommendation for Expulsion
Assaulting: 1 <sup>st</sup> Offense	Up to a 10-Day Suspension and/or Referral to Court and/or Recommendation for Expulsion

Rule 26 - False Alarms

The act of initiating a fire alarm or initiating a report warning of a fire or catastrophe such as a tornado without cause.

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
1 <sup>st</sup>	Up to a 10-Day Suspension and/or Police Contact and/or Court Referral and Recommendation for Possible Expulsion
2 <sup>nd</sup>	10-Day Suspension, Police Contact, Court Referral and Recommendation for Possible Expulsion

Rule 27 - 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.

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
1 <sup>st</sup>	10-Day Suspension, Police Contact, Court Referral and Recommendation for Expulsion of up to one year

Rule 28 - Arson

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

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
1 <sup>st</sup>	10-Day Suspension, Police Contact, Court Referral, Recommendation for Expulsion

Rule 29 - Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants

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 mood-altering chemical of any kind, including alcohol. "Possession" includes, with limitation, retention of a student's person or in a student's purse, wallet, locker, desk or automobile parked on school property. "Under the influence" is defined as manifesting signs of chemical misuse including, but not limited to, staggering, red eyes, odor, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior which is not considered normal for the particular student. The term "mood-altering chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol and inhalants. 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 office. All other procedures outlined in school policy should also be followed.

- A. Legal authorities will be informed.
- B. The substance will be turned over to legal authorities.
- C. The student will be suspended and/or expelled from school.
- D. The student will be referred to an Insight Group.
- E. The student may be referred to an outside agency for an assessment. If this assessment is in conjunction with the 5/10 suspension option, then the student must follow through with the assessment recommendation.
- F. A first incident of selling, supplying or transmitting mood-altering chemicals shall be treated as a second offense as defined below.

OFFENSE

CONSEQUENCE

1 <sup>st</sup>	5/10 option and/or referral to an assessment with the recommendation being followed. Five days of out-of-school suspension are in effect with the remaining 10 held. If not the 5/10 option, then a 10-day out-of-school suspension and/or a police contact and/or a court referral and/or a recommendation for expulsion.
2 <sup>nd</sup>	10 days out-of-school suspension and a police contact, court referral and a recommendation for expulsion.

### Rule 30 - Look-Alike Drugs

A student shall not use, conceal, sell, purchase, accept or transmit any substances that 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. (Medications prescribed by a physician must follow the Board-adopted policy regarding student medication.)

A. A counterfeit controlled substance is defined as:

1. 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;
2. any unmarked or unlabeled substance that is represented to be a controlled substance;
3. any substance that is represented to be a controlled substance or is a different controlled substance and
4. 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.

B. No students shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 29 (Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants).

C. 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.

D. 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 (Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants).

### Rule 31 - Drug Paraphernalia

A student shall not possess, use, transmit or conceal any item that 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 32 - Fighting

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

#### OFFENSE

#### CONSEQUENCE

1 <sup>st</sup>	Up to 10-Day Suspension
2 <sup>nd</sup>	Up to 10-Day Suspension with a Possible Recommendation for Expulsion
3 <sup>rd</sup>	10-Day Suspension and Recommendation for Expulsion

### Rule 33 - Use of Tobacco

The use of any tobacco products by students is prohibited. This applies to all 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.

#### OFFENSE

#### CONSEQUENCE

- |                 |   |
|-----------------|---|
| 1 <sup>st</sup> | 3-Day suspension or 3-Day in-school assignment and mandatory attendance at an educational seminar sponsored by the American Lung Association, American Cancer Society or another like health organization approved by the Board of Education, and issued a ticket under O.R.C. 2151.87. |
| 2 <sup>nd</sup> | Up to a 5-Day Suspension, and issued a ticket under O.R.C. 2151.87  |
| 3 <sup>rd</sup> | 10-Day Suspension and/or Recommendation for Expulsion, and issued a ticket under O.R.C. 2151.87   |

### Rule 34 – Disruption of School

Students shall not engage in any activity/conduct that creates a disruption to the learning environment or endangers students, employees or visitors to the school in any way. This includes but is not limited to any act by a student or groups of students that induces panic or riotous behavior.

The superintendent shall publish to all students a policy outlining these and any other District rules regarding student conduct and the sanctions, which may be imposed for their breach. Said policy shall also be posted in a central location in each school and shall be made available to students upon request.

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