



ROCKY RIVER MIDDLE SCHOOL

STUDENT

AND PARENT
HANDBOOK
2023-2024



Rocky River

CITY SCHOOL DISTRICT

Caring · Exceptional · Competitive

Rocky River

CITY SCHOOL DISTRICT

Caring • Exceptional • Competitive



ROCKY RIVER MIDDLE SCHOOL

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This Handbook Belongs to:

Name: _____

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ROCKY RIVER BOARD OF EDUCATION

Mr. Peter Corrigan

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Ms. Jessica Wilson

ROCKY RIVER MIDDLE SCHOOL

Mrs. Megan Rose
Principal

Mr. Jeffrey Schultz
Assistant Principal



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ROCKY RIVER CITY SCHOOLS

WE BELIEVE...

- Students are the heart of our purpose.
- Student success requires a partnership among family, school and community.
- A Rocky River education empowers values, inspires curiosity and encourages talents that lead to success.
- High expectations lead to high achievement.
- Lifelong learners thrive as they embrace the changing global society.

An exceptional school district demonstrates all of the above.

MISSION

At the Rocky River School District, we provide a caring environment and exceptional opportunities, resulting in successful students who are globally competitive.

STRATEGIC OBJECTIVES

- All students will engage in contemporary, globally competitive curricular and co-curricular programs of excellence.
- All students will achieve their educational goals incorporating the highest international standards.
- All students will participate in a student-centered environment that addresses educational, social and emotional needs.
- All students will learn through lessons and experience that communication is open, sincere, timely and responsive.
- All students will attend schools that are state-of-the-art facilities.
- All students will learn in an environment that is technologically competitive on a global level.

STRATEGIES

Communication: Develop guidelines, protocol and procedures to disseminate information to all students, staff, parents, alumni and community about the strategic plan, including updates on progress and status in achieving our mission.

Curriculum and Co-Curriculum: Develop systems to ensure the same expectation of excellence in all programs, curricular and co-curricular.

Facilities: Provide facilities that meet our mission.

Finance: Provide traditional and non-traditional fiscal resources to meet our mission.

Human Resources: Recruit, hire and retain exceptional staff and provide professional development to accomplish our mission and strategic objectives.

Technology: Ensure availability of technology and training necessary to support achievement of our mission and strategic objectives.



ABSENCE/ATTENDANCE

The educational program offered by this District is predicated upon the presence of the student at school. Regular school attendance is essential for the educational development of students. It is also essential for the continuity of instruction and interaction between teachers and students. Attendance is required of all students enrolled in the schools during the days and hours that school is in session.

A parent/guardian must call the attendance office at 440-356-6873 each day that a student is absent. If unable to call, parents are expected to write notes covering the days of absence.

Notification of parents/guardians: In order to assure regular attendance in school, it is our policy to call the home of each absentee to verify the student's absence. The District reserves the right to investigate the cause of each single absence or prolonged absence.

Students will be marked "absent unexcused" if notes or other documentation is not presented upon their return. Parents have 24 hours after the absence occurs to provide documentation for the absence; otherwise, the absence will be deemed "absent unexcused."

There are two (2) types of absences at Rocky River High/Middle School. They are:

1. Absent Excused
2. Absent Unexcused

Excused Absence: An absence of a student from school or class for the following reasons:

1. Personal illness
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Necessary work at the home due to absence or incapacity of parent(s) / guardian
6. Observation or celebration of a bona fide religious holiday
7. Out-of-state travel (up to a maximum twenty-four (24) hours per year that the student's school is open for instruction to participate in a district approved enrichment or extracurricular activity
8. Such good cause as may be acceptable to the Superintendent
9. Medically necessary leave for a pregnant student in accordance with Policy 5751
10. Service as a precinct officer at a primary, special or general election

Absence shall include full days of absence, partial days of absence, and any hours missed due to cut classes or other unauthorized absence from school.

Regardless of the number of hours or days of excused absence, school administration may require written documentation or other information to verify whether a student's absence qualifies as Absent Excused for any of the permitted reasons addressed above.

If a parent/guardian fails to submit promptly any written documentation or other information requested by school administration, the student's absence will be deemed to be Absent Unexcused.

Since the inception of Ohio House Bill 410, a student is considered to have excessive absences when:

- a. Absent 38 or more hours in one school month with or without a legitimate excuse; or Absent 65 or more hours in one school year with or without a legitimate excuse.

When a student is excessively absent from school, school administration requires absences to be reported to the school office each day the student misses school, provide a note upon his/her return to school, as well as provide the appropriate medical documentation to the school for missed days due to medical reasons.



Planned Absence: Planned absence means an absence due to a set of circumstances judged by the school administration to constitute a good and sufficient cause for absence from school. Reasons for such absence may include accompanying parents on a trip, participation in non-school athletic events, family matters out-of-town, college visitation or other trips approved by the parent. Students must submit a written request accompanied by a parental note for a planned absence to the school office five days prior to the absence.

In order for a planned absence to be considered an Absent Excused, a student must first:

- a. Notify the school administration in writing five school days in advance of the vacation through the planned absence form.
- b. Obtain the signature of classroom teachers on the form and obtain all assignments from each teacher, unless posted online and/or Grade Book.
- c. All work must be made up.
- d. A student not complying with the aforementioned policies may receive failing grades.

Unexcused Absence: Any absence of a student from school (full or partial days) that does not meet the criteria for Absent Excused.

Out-of-school suspension will be treated as Absent Unexcused.

Since the inception of Ohio House Bill 410, a student is considered to have excessive absences when:

- a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

A student is considered habitually truant if the student is absent without a legitimate excuse:

- a. 30 or more consecutive hours of school this month
- b. 42 or more hours this month
- c. 72 hours or more this year

House Bill 410 requires Rocky River City School District to create an intervention plan for the parent/guardian and student to assist the family in improving school attendance. Discussions will focus on improving school attendance and to outline the District's actions going forward should attendance not improve.

General Restrictions: Students who are absent from school due to illness but are seen in or around the school or in the community during the school day may have their absence marked as an Unexcused Absence. If a student is too ill to come to school, he/she should be at home.

Make-Up Privileges: Students whose absences are deemed either Absent Excused or Absent Unexcused will have the opportunity to make-up all missed class assignments, examinations, quizzes and/or tests. The student shall have the number of days of absence to make-up missed class assignments, examinations, quizzes and/or tests. Work not completed during that time period will not be eligible for subsequent make-up or evaluation. On his/her first day back to school after an Absent Excused or Absent Unexcused the student must contact his/her teachers in each course for make-up of missed class assignments, examinations, quizzes and/or tests.

Make-up Procedures for Excused Absences: Upon your return to school or while you are absent, check GradeBook/online and teacher/team websites to secure any missed assignments or tests.

Many teachers post their assignments and grades on GradeBook. Although your Plan Book should be the main source of recording homework assignments, please consult GradeBook/online platform and teacher/team websites. GradeBook can be accessed through the school web site.

Make-up Procedures for Excused Appointments: Students that miss one or more classes due to an excused absence for an appointment, and return to school that same day, are responsible for assignments missed. Additional make-up time will not be granted without conferring with the teacher.

Make-Up Privileges for OSS: Students will be permitted to make up missed assignments for unexcused absences up to 10 days. For unexcused absences in excess of 10 days, the student may not make-up missed assignments. During a student's Out-of-School Suspension, the student will have the opportunity to earn full credit for any assignments, projects, quizzes or tests that fall during the suspension dates.



Absence due to Student's Chronic Condition: Students are advised that if there is a chronic physical condition that will cause an unusual number of days of absence, this circumstance must be on file in the school office in the form of a note signed by a physician.

On the third consecutive day of a chronic absence, a student's homework assignments may be requested by calling the Counseling Office at 356-6875, before 8:00 a.m. This allows the time needed for the assignments to be collected from the teachers and be made available by 3:15 p.m. in the main office area.

RRCSD Quarantine K-12: Check online resources and email teachers with questions.

ACADEMIC ACCELERATION

The district recognizes appropriate use of accelerated learning may be required for some students who demonstrate remarkable performance. Procedures for evaluating these students for possible accelerated placement are delineated in Administrative Guideline 5408. Contact the school counselor for further information.

ACADEMIC GRADES

Report cards are posted online after each grading period. Marks are given in performance, effort, and conduct. Interim reports are prepared and posted online at the midpoint of each grading period for those students who are failing or who are achieving significantly below expectations.

Grading: Grades are quantitative statements reflecting instructor assessment of student performance. Grades represent the degree of mastery in the prescribed curriculum for a given content area or course at a given point in time in a student's educational development. Measurement of a student's performance provides a means for educators to communicate with students and parents. Grades reflect academic achievement, not necessarily ability. Assessment is a daily function so feedback, both written and verbal, is constant. Components include authentic assessments, tests, class work, homework, and class participation.

Students will receive grades of A, B, C, D, (including pluses and minuses) or F. An "I" grade designates that the work required for the class has not been completed, while an "EX" grade is given when a student has been excused from taking the class. Scholastic grades are interpreted as follows:

| | |
|---------------------------|--|
| A+ = 98% - 100% (or more) | D+ = 67% - 69% |
| A = 93% - 97% | D = 63% - 66% |
| A- = 90% - 92% | D- = 60% - 62% |
| B+ = 87% - 89% | F = 0% - 59% |
| B = 83% - 86% | I = Incomplete (must be changed within 2 weeks after the grading period ends) |
| B- = 80% - 82% | P = Passing (is issued for courses that do not have a credit value or with administrative approval) |
| C+ = 77% - 79% | EX = Excused/Exempt from taking the class |
| C = 73% - 76% | |
| C- = 70% - 72% | |

Grade Point Average: Grade Point Average is calculated only for high school credit courses based on quarterly credit and letter grade earned and will post to the report card.

Effort and Conduct: The effort mark represents the degree to which you are trying to achieve. This mark may or may not be comparable with the scholastic mark.



These are general guidelines that teacher may use when giving effort.

- E 1: (model student) comes prepared, meets deadlines, participates, demonstrates focus
- E 2: (responsive student) seldom requires prompts; late/missed work does not affect grades
- E 3: (choices affect his/her learning process) regularly demonstrates disorganization; requires seat reassignment to maintain focus or control; quality of work affects grades
- E 4: (choices affect grade outcomes & others) shows little initiative; does not respond to help or interventions; choices lead to failing grades

The conduct mark represents the general behavior observed. This will include cooperation, courtesy and compliance with school and classroom rules within the teacher's jurisdiction. They reflect the philosophy of those who develop them and work to maintain them. We have a responsibility to expect a type of behavior that shows consideration for others, indicates respect for property, and displays a willingness to help make our school a better place in which to live and learn.

These are general guidelines that teacher may use when giving conduct.

- C 1: (model student) leads, asks complex questions, independent problem solver
- C 2: (responsive student) seldom requires redirected focus; rare off-task decisions do not affect grade
- C 3: (choices affect his/her learning process) makes others wait, struggles with listening to directions; asks repeated questions; regular redirection; if a student's name has been left by a substitute teacher
- C 4: (choices affect grades & others) practices no/little success behaviors; requires removal from class due to disruption of the learning process

Marks of "3" and "4" for effort and/or conduct indicate a student's behavior is unacceptable. If the majority of marks are 3's or 4's a parent/teacher conference is recommended.

ANTI-HAZING STATEMENT

It is the belief of the Rocky River City Schools that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act, including an act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in the statement.

ATHLETIC AWARDS

An evening awards ceremony will be held after the fall, winter, and spring sports seasons. All participating athletes will be recognized and will receive certificates at this ceremony.

AWARDS

Throughout the school year students are recognized in a variety of ways by their designated teaching team. The first three quarters' recognition includes, but is not limited to, the categories as defined below:

Academic Honor Certificate: Grades of all A's and no more than one B.

Academic Merit Certificate: Grades of A's, B's and no more than one C.

Improvement Roll: To be considered for recognition for the Improvement Award, a student must demonstrate appropriate improvement in his/her work ethic, responsibility, and academic standing as determined by the team. This is recognized quarters two and three only.



Effort and Conduct: All 1's and 2's in effort and conduct, and no major disciplinary incidents.

At the end of the year a grade level awards assembly will be held. Students will be recognized for various awards including but not limited to:

Educational Achievement Award: Given in all grade levels for students who have earned the Academic Honor Certificate for the first three quarters.

The Principal's Honor Awards will be held annually in May for all 8th graders who have met the following criteria:

- **Presidential Excellence Award:** Will be presented to students who have earned all A's for all eleven quarters.
- Student must not have received any in or Out-of-School suspensions.

BICYCLES, ROLLER BLADES, SCOOTERS, SKATEBOARDS, AND HOVERBOARDS

Students may ride bicycles to school. Bicycles are to be parked in the bike racks located in the front of the building. You may also lock your bikes on the outside part of the tennis court fence located on Hampton Rd. Bikes parked in the front of the school must be locked and chained to the bike rack. Do not lock your bike to the metal gates in the front of the school. If for some reason you don't have your bike lock on any given day, please stop by the office and let us know so that we may lock your bike in the cage. We will do this occasionally to help you but it is your responsibility to see that you have a bicycle lock. Roller blades, scooters, or skateboards may be ridden to school; however, they are not to be worn or ridden anywhere on school property at any time. Hoverboards are not permitted on school grounds. Students that do not follow these rules will lose their privilege of riding/bringing these items to school.

CELL PHONES

Cell phones are required to be kept in your school locker and turned off at all times during the school day (8:15 a.m. – 3:18 p.m.). The purpose of this rule is to avoid issues with text messaging, placing or receiving calls, and the taking of pictures during class. Violations of this policy will result in the minimum of a one-hour detention being assigned after school with the Assistant Principal. Subsequent violations may result in additional consequences including but not limited to additional detentions of longer duration, suspension from after school activities (dances, sports events, social activities), and/or suspensions from school. There is a phone available for student use in the main office if calls need to be made during the day.

We understand that there may be some rare instances when a student may need to have access to their cell phone during the school day. Perhaps you may need to find a phone number in your address book or you may have some other legitimate reason. If this is the case, you are to ask for a pass to go to the office to make this request.

CLINIC

The clinic is located in the main office. In the event you become ill or injured, please inform your teacher, obtain a pass, and report to the clinic. If you are between classes (except in an emergency), please inform your next period teacher that you are going to the clinic. If you are ill, you will be permitted to stay in the clinic for fifteen to twenty minutes. After that time, your parents will be called and a decision will be made regarding appropriate care or action. The school nurse will be at RRMS every day. When reporting to the clinic, please be sure to sign in and out on the log.



COUNSELORS

The goal of the Counseling Department is to meet the individual needs of every student- academic, personal/social and career. Counselors support students, parents and staff as they develop trusting relationships throughout the middle school years. Communication between students, parents and staff is a critical component for counselors to ensure positive school experiences and appropriate high school, career and college planning for all students. Counselors are not disciplinarians, but are available to help, assist and advise whenever a need arises. Counselors can make necessary arrangements if a parent conference needs to be scheduled. The Counseling Office phone number is 356-6875.

DAILY CLASS SCHEDULE

School Day: All students can enter the building beginning at 8:05 a.m. through the back wing doors. Students will be permitted to attend early morning reviews, sunrise, or other legitimate reasons. For these instances, students will enter through the front doors and into the main office.

Please time your arrival to school between 8:00 a.m. and 8:05 a.m. Once on school property, you should not leave the school grounds. At approximately 8:05 a.m., all students will be dismissed to their lockers and first class. The school day is divided into 19 mods of 19 minutes each with a 20 minute intervention at the end of each day. Daily attendance will be taken during the first class. Three minutes are provided between each class period. At the end of the day at 3:18 p.m., students are expected to promptly vacate the building and school grounds unless participating in an approved school activity or under the direct supervision of a teacher or staff member.

DANCES/ EVENTS

The Middle School will plan dances/events for students at appropriate intervals. The purpose of a school dance/ event is to provide a supervised activity that will promote the social development of Middle School students. All students are asked to bring their school I.D. cards to the dances. Students must be in attendance at school on the day of the dance in order to be permitted to attend the dance.

Regulations will be as follows:

1. Only students enrolled in the Rocky River Middle School will be permitted to attend.
2. Students are not permitted to leave prior to the end of the dance/event without permission of the parent arriving to release their child.
3. Event times and dates will be announced on Channel 10 and posted around school.
4. Violation of the Discipline Code at school activities will result in disciplinary action. Such action may include banning the student from future events during the school year.
5. Most dances/events will be held in the Commons.
6. All students will be expected to wear clothing as designated by the school dress code. Students not adhering to the dress code will not be admitted.
7. Sexually suggestive or inappropriate dancing as determined by the chaperones will not be permitted. Students not adhering to this policy will be asked to leave the dance and parents will be contacted for pick-up.
8. Students will be charged at the door for admission to school dances.
9. Students remaining on school property 15 minutes after a dance/event has concluded will not be permitted to attend the next scheduled dance/event.
10. Students who are excused ill from school on the day of an event are not permitted to attend.



DETERMINATION OF GRADE LEVEL

A student must pass three of the four core academic subjects (Language Arts/English, Mathematics, Science, and Social Studies) in order to be promoted to the next grade. A student may be placed in another grade level or be assigned to an alternative schedule or program if it is determined that mitigating factors warrant such action.

DRESS CODE

Final decision as to acceptability of student attire rests with the school administration.

The Rocky River City School District Board of Education believes that appropriate student dress contributes to a productive learning environment. The student dress code establishes the general parameters and guidelines for student attire. The components of the dress code are necessary for the health and safety of the school environment. School administration shall administer the dress code with neutrality and consistency. Each student bears responsibility for appropriate attire at school and school events/activities. Parents and school administration also bear responsibility for the appropriate attire of students.

General Guidelines:

1. Students are required to show proper attention to personal cleanliness, neatness, health, safety and suitability of clothing and appearance for school activities;
2. Dress and grooming of the student shall not create a hazard to the safety or health of any person or cause a substantial disruption of the school environment;
3. Clothing, jewelry or personal items with language or images that are vulgar, of a sexual nature, sexually suggestive, discriminatory, obscene, profane, libelous or threatening, that contains symbols of hate or hate speech, or that relates to or promotes illegal conduct are prohibited;
4. Students shall not be permitted to wear clothing, jewelry or other personal items containing violent images or language or that creates a hostile or intimidating environment;
5. Gang-related apparel is prohibited.

Specific Guidelines:

1. Undergarments must be covered at all times and not visible;
2. All pants and shorts are to be worn at one's waist;
3. Garments must be of appropriate length and size;
4. Students must wear shoes or sandals at all times;
5. Any article deemed by school administration to be in poor taste for school may be unacceptable;
6. Sunglasses and hats may not be worn, unless approved by principal or designee;
7. Jewelry that poses a safety risk to anyone shall not be permitted;
8. Clothes with excessive or inappropriate holes, rips, or shredding or that is sheer are not permitted.



FEES

A \$55.00 annual fee shall be charged to each student enrolled in the Middle School for basic supplies and materials. A \$55.00 fee will be assessed to each student involved per activity program requiring transportation. In addition, each student is required to have a physical education uniform that may be purchased from the fitness teachers. A fee up to the maximum amount allowed by law may be assessed for any returned check used to pay student fees, fines, or for any other purpose. School fees may be waived for students in need of financial assistance upon application/approval for the free or reduced lunch program. This is the standard used for waiver of fees.

FIELD TRIPS

The principal has the authority to authorize field trips and to establish criteria, which students must meet to participate in such a trip. Students and staff may be involved in establishing those criteria. Failure to attain those criteria may include disciplinary actions including not being allowed to participate in field trips. Such disciplinary actions may be in addition to the usual disciplinary actions. In most instances, each student may be requested to pay a fee associated with the field trip to cover costs. Since we need to make many arrangements regarding transportation, ticket purchases and other issues related to planning, the school may select specific deadlines for registration that cannot be extended. It is the responsibility of the student/parent to make sure that all permission slips and fees are paid in advance of announced deadlines. If students are bringing lunch they have the option to purchase a brown bag lunch from the cafeteria.

FITNESS EDUCATION EXCUSES

Students who need to be excused from Fitness Education must give a signed note from a parent to the fitness education teacher at the beginning of the period. A note from a parent will be accepted for a period of time up to 3 days. A physician's statement is required if you are to be excused for more than three days. If you have a medical excuse for less than two weeks, you will remain as part of the class and assist the teacher unless there is some specified medical reason why you cannot do so. If the medical excuse is longer than two weeks, you will be assigned to a study hall. Medical documentation is required to return to fitness participation. Although we maintain records for all of our students regarding individual health issues, it is always helpful when a student will advocate for himself or herself by reminding their teacher of any physical restrictions when necessary.

GIFTED/HONORS PROGRAM

The State of Ohio requires students in Grades 1-12 to be reviewed yearly for giftedness in one or more of the following areas: Superior Cognitive Ability, Specific Academic Ability, Creative Thinking Ability, Visual and/or Performing Arts Ability. Parents will be notified regarding these tests and if their child qualifies.

GRADEBOOK

GradeBook is an online listing of each individual student's academic standing. Most of the teachers post their grades, homework assignments, and progress of their students on this Web Site. Parents and students should check their academic progress through the use of a personalized user name and password. Most students and parents already have this information from the previous year. Students new to this building/district will be issued their password within the first month of school. If you have forgotten your password, please contact the GradeBook website. If you do not have Internet access at home, you can print a copy of your GradeBook account at school and take it home for your parents/guardians.



GradeBook is a tool that can be used to check on your progress. It must never be used as a sole source of information regarding communication between home and school. The first line of communication regarding your daily homework assignments is your Plan Book. Teachers may update their accounts as they see fit, usually weekly and sometimes daily. Since GradeBook is not the primary method of communication between home and school, the teachers will update their accounts when practical.

GUM/CANDY/FOOD

Candy is not permitted in the Middle School building except for approved activities. In addition, food is not permitted outside the cafeteria/Commons area except for special events that have been approved by the principal. Gum is generally permitted in the building as long as it is not seen, heard, or found. Students that do not demonstrate proper use or disposal of gum may lose their privilege of having gum in school. Some classes may restrict the use of gum (i.e. fitness class, world language, speech, and music classes) due to the nature of the class. Use of gum by students in a given classroom is at the discretion of the individual teacher. Student use of chewing gum is not something that is openly permitted in many other schools. It is up to the behavior of the students if this permission will continue.

HALL PASSES

Each student has been issued 10 hall passes per quarter to be used for requests to use the restroom or locker. The passes are printed on a page in the Plan Book and must be carried with the student while out of class. Once the teacher has granted permission, the student must get their planbook pass signed. Students are not permitted to use or borrow passes from other students or attempt to use passes designated for future academic quarters. Students will also be granted 10 bathroom passes to be used specifically out of study halls.

HOME INSTRUCTION

If a student will be absent from school for a minimum of twenty (20) consecutive school days, home instruction is an option available. Parent should contact their school counselor. A physician's certification of the illness is required.

HOMEWORK

Homework is defined as out-of-class preparation in a given subject area which is either assigned or approved by a student's teacher. Homework is designed to supplement and support classroom experiences and to reinforce learning through practice, integration, and application. Teachers are encouraged to provide you with meaningful homework assignments related to the school's goals and philosophy. These assignments are of such a nature that the student must complete all or part of the assignment during non-class time. Research papers and long-range projects that are in addition to regular homework assignments are assigned far enough in advance to allow sufficient time for completion. Major project assignments will not have a scheduled due date after an extended holiday.

Plan Books: All students are required to maintain a plan book for homework. Homework is to be recorded in this book to insure that assignments are identified and due dates listed. Periodically, teachers and counselors review the books to determine if they are up to date and to suggest improvements. The first plan book cost is included within the fees. Plan books that are lost can be replaced by purchasing another in the main office. The number of hall passes will be prorated according to week that the plan book was purchased.



LEAVING SCHOOL DURING THE DAY

You are not permitted to leave the school grounds at any time during the school day without having a pass from the office. If for some reason you must be excused from school during the day, a written statement from home must be brought to the office before first period to obtain the necessary pass. If at all possible, medical, dental, and other appointments should be made for non-school hours. If you become ill during the day or a personal emergency occurs, you must always report to the office. A student will be dismissed from school only after a parent or school personnel have notified a responsible adult.

LOCKERS

Every student is assigned a locker to store books and coats. Locker combinations should not be shared with friends. School personnel will assist you with locker combination problems but they cannot be responsible for problems arising as a result of a student telling his or her locker combination to a friend. Lockers are school property and remain at all times under the control of school officials. Periodic general inspections may be conducted at any time without student consent or a search warrant, and students should not expect privacy with respect to items stored in lockers.

NEVER preset your locker combination, give your combination to another student, or use any device to prevent your locker from locking properly.

Almost all of reported locker thefts involve students who have not followed these guidelines. Remember, easy access for you means easy access for everyone. Be sure to close your locker properly by closing the top and bottom latches. Do not jam your locker shut by only securing one latch. Carefully store the items in your locker and close both latches.

Some students like to celebrate the birthday of another student by decorating a locker. You may decorate the locker of another student according to the following guidelines:

1. Use masking tape only to hang decorations, other forms may damage lockers.
2. You must provide your own decorations and supplies.
3. Decorations cannot affect the operation of other lockers in the area or go on the wall or above the lockers.
4. You are responsible to remove all decorations at the end of the week.
5. Food is not permitted as part of locker decorations.

LOITERING

Students are not permitted in the building or on the school property after 3:30 p.m. unless you are involved in a specific school related activity such as sports practices, Student Council, detention, play practice, Sunset, etc. After your scheduled activity has been completed you are expected to leave the building and the surrounding school grounds immediately. Please note that middle school students are not permitted to use the playground on the northeast part of the school property at any time, as this playground is intended for young children.

LOST AND FOUND

All lost and found items will be kept outside the Counseling Office. Please be sure to check with the counseling secretary for lost or found items. Valuables such as calculators, wallets, electronic equipment, watches, jewelry, etc. will be kept in the Assistant Principal's office or safe.



LUNCHROOM PROCEDURES

The Middle School has a closed lunch period and students are not permitted to leave the school without permission. The following guidelines have been established for your safety and convenience during lunch.

1. Please proceed to the Commons and enter the food court as directed by the supervising teacher.
2. After buying food, you may select your own seat at a table but may not save a seat for another student. Tables and seats are never saved and are available daily to any student on a first come basis.
3. All food is to be eaten in the Commons.
4. Please remain seated after eating until dismissed by the teacher or lunchroom aide.
5. Please clean up after eating, place all rubbish in containers, use towels to wipe off your table, and perform other cleaning if necessary.
6. Dismissal will be in an orderly fashion by a teacher or lunchroom aide after checking the table area for cleanliness.
7. The teacher or lunchroom aide may excuse students to use the bathroom.
8. Uneaten food and liquids are not permitted to be taken from the commons during lunch.
9. Outside fast food is not permitted to be brought into the lunchroom.

All students have a pre-established account. Unlimited funds may be deposited to the account electronically or by cash payment. A debit against the deposit will occur for each purchase made.

Cash for purchases are not accepted at any building during the lunch service. Credit will not be offered.

Pre-payment is available by establishing an account at: <http://www.ezpay.com>

MEDIA CENTER

The Media Center is available for reference work, recreational reading and computer use. All students are encouraged to use the Media Center often, but to use it wisely. Books may be checked out for a period of two weeks. The Media Center is open from 7:45 a.m. to 3:45 p.m. The library staff may issue passes to responsible students requesting access to the media center before and after school for academic research. A \$2.00 processing fee will be charged for lost library books in addition to the replacement cost of the book. The student will be notified of outstanding books. All students are to take care of any outstanding books prior to the end of the school year or replacement cost will be assessed. Students will not be eligible for the quarterly effort and conduct award if they have overdue books.

Students are expected to use the Media Center for research, reading, or for quiet study. Printing in the morning is available but planning ahead is preferred. Those that do not use this time productively may lose their privilege to use the Media Center.

MEDICATION

All medication, including over-the-counter medication, for students during the school day will be submitted on a medication management form. The parent is to complete the approved form (available in the office or on district website) to notify the school that the student will need to take medication during the school day. Medication can be turned in to the school nurse or in the main office.



PERSONAL ELECTRONIC DEVICES

Personal Electronic Devices and AirPods are not permitted to be used during the school day at any time. If you bring these devices to school, they are to be locked in your locker between 8:15 a.m. and 3:18 p.m. and are not to be carried with you during the day. Violations of this policy will result in a minimum of a one-hour detention being assigned after school. The school is not responsible for the loss or theft of any such items that are brought to school and are under no obligation to investigate such thefts. It is highly recommended that these and other expensive items not be brought to school.

PURCHASES OF SUPPLEMENTAL INSTRUCTIONAL MATERIALS

Upon advance approval of the principal, students may be required to buy supplemental books, workbooks, materials, personal instructional or safety equipment, and uniforms or uniform items. The Rocky River City Schools do not provide these items.

SAFETY DRILLS

Every year we are required by State of Ohio law to conduct a series of safety drills. Fire drills and tornado drills occur regularly for your protection. Consult the exit posters and procedures in your room for exact direction in vacating the building or moving to an area of safety. Students need to keep quiet and walk quickly to the proper exit at the sound of the alarm.

We are also required to have “lock down drills” each school year. We may have a lock down in the event that an intruder has entered the building or an external threat exists. Lock down drills may also be used during a medical emergency. Visitors will not be permitted to enter the building until the all clear is given.

SCHEDULE CHANGES

Once course selections are made, schedule changes are discouraged due to staffing assignments and class size. In some instances, a legitimate educational reason may exist to request a change. Please contact your child’s counselor if you have questions about any type of schedule change.

Regarding Music Elective Courses:

- Students enrolled in Band and/or Choir must remain in the course for the entire school year.

SPECIAL EDUCATION

Special education services are provided for students, ages 3-21, which have been identified as having a disability under the Ohio Rules for the Education of Handicapped Children, Rules for the Education of Preschool Children with Disabilities, Individual with Disabilities Education Act, and Section 504 - The Rehabilitation Act of 1973. Information concerning identification, parent rights, programs and services and other special education issues is available through the Division of Learning Resource Services.



STUDENT COUNCIL

You are eligible to be elected each year to the Student Council. The purpose of the Student Council is to enable students to assume a share of responsibility for citizenship experience and to provide services and activities for the student body. They will also assist faculty members, encourage a spirit of friendliness and cooperation among members of the student body, and teach students to recognize and respect qualities of good leadership.

STUDENT AIDES

Some of our students may request to serve as office aides during study hall period. The assistance that these students provide is appreciated. Since students would be scheduled out of a study hall, current academic standing will be given consideration for any interested students. To be considered, a student must:

1. Be consistent with academic achievement by maintaining A's and B's.
2. Be consistent with effort/conduct.
3. Demonstrate responsibility and courtesy.
4. Be scheduled for a study hall.

Student requests will be evaluated by the staff members requesting assistance. Selections will be based entirely on staff choice given the requirements. Due to the potential number of requests and the limited number of available positions, not all requests may be filled. If a request is not filled, the student will be scheduled in a study hall as usual.

STUDY HALL ASSIGNMENTS

Some students are assigned a study hall if they do not participate in band or choir. A band/choir student will typically have one day per week in study hall. If a student participates in both band and choir, they will not have a study hall during the music period for their grade. One nine-week rotation in the sixth and seventh grades will be scheduled as a study hall period. Some students may be assigned to a specific study hall designed for student intervention.

STUDY HALL SUPERVISION

The purpose of the study hall is to ensure a proper, comfortable, and quiet place for concentration. Study halls are expected to be quiet and to be used for studying or reading. Students are expected to be prompt and to take a seat immediately upon entering the room. Students should have something productive to do during this quiet study time. Reading a book is always an acceptable alternative if students do not have assignments. Chromebooks are available for academic assignments.



TARDY TO SCHOOL

Students are asked to observe the start time of the school day and all class starting and dismissal times and to be punctual. The following are consequences for being tardy to school:

1st, 2nd, 3rd Tardy: Office records dates, reminds/ warns the student.

4th, 5th Tardy: Lunch detention.

6th, 7th Tardy: 30 minute detention after school. Assistant Principal sends communication home to parents when 6th tardy is reached.

8th, 9th Tardy: One hour after school detention and assistant Principal sends communication to parents.

10th, 11th, 12th Tardy: 3-hour detention assigned and assistant Principal communicates with parents.

13th Tardy: ISED assigned, meeting is scheduled with parents.

14+ Tardy: ISED or OSS may be assigned. Possible Washington DC forced withdrawal for 8th grade students.

Records for unexcused lateness to school are maintained on an annual basis. Students that are chronically tardy or absent may be referred to the Attendance Officer or the Cuyahoga County Juvenile Court.

TARDY TO CLASS

Generally, three minutes are allowed for passing between classes. Bell tones will sound announcing the beginning and dismissal of each class. Students are expected to be in the room before the bell tone is sounded. Your teacher may assign detentions for being tardy to class. Tardies do not start over each quarter or semester.

The following consequences are for being tardy to class:

1st, 2nd, 3rd Tardy: Classroom teacher records dates and reminds / warns student.

4th, 5th, 6th Tardy: Lunch detention

7th Tardy: Lunch detention and the classroom teacher will communicate home.

8th, 9th Tardy: Refer to assistant principal and 30-minute after school detention.

10th, 11th, 12th Tardy: One-hour detention will be assigned and assistant principal contacts home.

13th + Tardy: 3 hour detention assigned and assistant principal communicates home.

TEAM COORDINATOR

Teams have coordinators who are in charge of your general welfare and discipline. Consult your Team Coordinator or your teachers if you have a question or concern. If one hour detentions become necessary, a Team Coordinator will be the supervisor.

TEXTBOOKS

Students may be issued textbooks in August and will be required to return them in June. Fines will be assessed to cover damage that is beyond normal wear and tear. Textbooks issued by the school to you are your responsibility even if lost or stolen. Please be sure to report a lost or stolen textbook to your teacher as soon as possible. You will be issued a replacement textbook and charged for the replacement cost of the book. If the book is found after the school has received payment, you will be issued a refund. Teachers may require their students to provide covers for school textbooks. It is recommended that all textbooks be covered.



TRANSPORTATION

You are entitled to bus transportation if you live two or more miles from school. Riding the bus is a privilege that can be denied if abused. The safety and comfort of the passengers requires that everyone remain seated when the bus is in motion and adhere to the same rules of conduct expected at school. You may not ride any bus other than the one to which you have been assigned unless the Transportation Supervisor has approved an emergency situation.

An assertive discipline plan has been implemented in an effort to maintain proper discipline and safety.

The five rules include:

1. Follow the directions of the bus driver.
2. Stay in your seats and face forward.
3. Keep hands and feet to yourself.
4. Talk quietly and respectfully to the driver and other students.
5. Do not eat, drink, throw objects, or litter.

Consequences for violation of the rules are:

1. First violation: The driver will warn the student.
2. Second violation: The student will be reassigned to a new seat on the bus.
3. Third Violation: Written referral to the Administrator. Two lunch detentions will be assigned. The bus driver will call the parent.
4. Fourth Violation: Written referral to the Administrator. The student will be suspended from the bus for one (1) day with 24-hour notice. The Transportation Supervisor will call the parent and notify them that this fourth incident will result in a suspension from the bus.
5. Fifth Violation: Written referral to the Administrator. The student will be suspended for three (3) days with 24-hour notice. The Principal will call the parent.
6. Sixth Violation: Written referral to the Administrator. The student will be suspended for five (5) days with 24-hour notice. The Principal will call the parent.
7. Seventh Violation: The Administrator will call the parent and arrange for a conference with the parent, student, Transportation Supervisor, and the bus driver. The student will be suspended for a minimum of five days from the bus.
8. Eighth violation: The Administrator will schedule an expulsion hearing (from riding the bus) with the Executive Director of Human Resources and Support Services.

A severe violation of the bus rules may result in a suspension from the bus even though no previous violations were reported.

VALUABLES

Items of great personal or monetary value should not be brought to school. Personal valuables such as purses, watches, wallets, graphing calculators, cell phones, clothing items, etc. should always be locked up in a locker when not in use. Thefts at school can be the result of students presetting locker combinations, giving their combination out to other students, or leaving items unattended. Please be sure to keep such items in your possession at all times or locked in your locker.



YEARBOOKS

In the fall, students will be able to order a school yearbook for delivery in June. Conduct such as defacing a yearbook will not be tolerated and offending students will be disciplined. The best advice for all students is to only allow close friends to sign your yearbook. **NEVER** pass your yearbook around to a large group to be signed out of your own sight and control.

ROCKY RIVER CITY SCHOOL DISTRICT CODE OF CONDUCT

STAKEHOLDERS RIGHTS & RESPONSIBILITIES

School staff, students and parents are responsible for reading this document in its entirety and understanding the contents of this document. If any school staff, student or parent has questions or requires clarification regarding the contents of this document, please direct further inquiry to the building administrator.

The Rocky River City School District Board of Education is dedicated to the development of each student's potential for learning and to providing a positive school environment. Essential to the achievement of these goals is reasonable and necessary order within the educational institution itself, its buildings and grounds, and at events and activities held on or off school grounds. The schools of the Rocky River City School District shall be free from disruption that interferes with teaching and learning activities and the positive school environment. School staff, students, and parents must individually and collectively assume a responsible role in promoting behavior that encourages learning and the development of individual potential.

Each member of the school staff is expected to make every effort to supervise, maintain and regulate student conduct in accordance with this document. Each staff member shall refer students to the building administrator who shall then be responsible for determining the necessity for and the nature of informal or formal disciplinary action in accordance with this document.

To achieve a positive school environment for all students of the Rocky River City School District, the Student Code of Conduct and other applicable rules of student conduct shall apply whenever the interests of the Rocky River City School District are involved, on or off school grounds, in conjunction with or independent of classes or school-sponsored activities.

STUDENT RESPONSIBILITIES

1. Attend all scheduled classes daily and on time;
2. Be prepared for class and school activities;
3. Bring necessary materials for class:
 - a. Textbook
 - b. Notebook paper
 - c. Pen and pencil
 - d. Any specialty items (example: gym clothes for fitness education)
4. Respect all persons and property;
5. Refrain from abusive, inflammatory conduct;
6. Conduct yourself in a safe and responsible manner;
7. Abide by all rules and regulations of the Rocky River City School District;
8. Abide by all rules and regulations established by the classroom teacher or other school staff;
9. Do not engage in any disruptive conduct;



- 10.** Be a positive, contributing member of the Rocky River Schools' community;
- 11.** Maintain acceptable behavior in hallways during class changes, before and after school;
- 12.** Adhere to the acceptable use of school-owned technology, property requirements, and the school network - Refer to Internet Use Guidelines on our district website. (7540.03 Student Network and Internet Acceptable Use and Safety)

PARENT RESPONSIBILITIES

- 1.** Maintain regular and/or necessary contact with school staff concerning their child(ren)'s progress and conduct;
- 2.** Ensure that their child(ren) maintains daily attendance and promptly report an absence from or tardiness to school;
- 3.** Provide proper immunizations required by law;
- 4.** Respect all persons and property;
- 5.** Refrain from abusive, inflammatory conduct at school, on school property and at any school or school-sponsored event or activity;
- 6.** Communicate with school staff regarding any problem or condition that affects their child(ren)'s ability to function in school; and
- 7.** Maintain up-to-date contact information at school.

SCHOOL STAFF RESPONSIBILITIES

- 1.** Report to work on time;
- 2.** Respect all persons and property;
- 3.** Refrain from abusive, inflammatory conduct;
- 4.** Conduct yourself in a safe, responsible, and professional manner;
- 5.** Abide by all rules and regulations of the Rocky River City School District and the building administrator(s);
- 6.** Follow and implement the Student Code of Conduct and any other applicable rules and regulations in a fair and impartial manner;
- 7.** Maintain an environment that encourages good behavior and compliance with this document;
- 8.** Encourage parents to maintain regular contact with school staff;
- 9.** Develop, maintain, and communicate classroom rules to students;
- 10.** Notify the building administrator when any crime has been committed or is suspected;
- 11.** Do not permit any student to engage in disruptive conduct;
- 12.** Notify the building administrator promptly of any student misconduct, suspected or confirmed; and
- 13.** Maintain strict confidentiality regarding student, staff and district concerns.

DISCIPLINE FOR STUDENT MISCONDUCT

A major component of the educational program in the Rocky River City School District is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State, and local laws and rules and policies and administrative guidelines, and in a way that respects the rights and safety of others.

Student misconduct is defined as any student conduct that interferes with the maintenance of a positive learning environment or disrupts the educational process. Student acts and behavior that tend to conflict with the educational programs or are antagonistic to the welfare of other students, school staff, and/or Rocky River City School District and its property will not be tolerated. Student lockers and desks are school property and, as such, may be subject to periodic inspections by authorized school officials. Lockers can be searched based on reasonable suspicion. In addition, parking



on school property is a privilege, not a right. Cars parked on school property are subject to routine patrols by school officials. Cars may be searched upon reasonable suspicion.

Disciplinary action shall be determined based primarily on the offense committed. Other factors such as the frequency of a particular offense or the number of repeated Code of Conduct violations as well as the student's age shall be considered. Student misconduct shall result in discipline commensurate with the seriousness of the offense and the relevant circumstances and may justify suspension and/or expulsion.

POTENTIAL DISCIPLINARY ACTION

(Listed in alphabetical order)

1. Behavioral contracts
2. Confiscation of items related to and/or resulting from student misconduct
3. Detention (AM, PM, Lunch, Teacher)
4. Emergency removal
5. Exclusion from extracurricular and/or co-curricular activities
6. Expulsion
7. In-School Restriction
8. Loss of privilege
9. Mediation
10. Out-of-School Suspension
11. Parental conference
12. Parental notification
13. Referral to law enforcement
14. Removal of bus and other privileges
15. Requirement of Outside Counseling or assessment
16. Restitution of damages
17. Verbal or written warning

A student may be excluded from graduation exercises as a disciplinary measure. Any suspected criminal act shall be reported to law enforcement by the building administrator.

DEFINITIONS

Behavioral contracts: A written document completed by the student, parents, and school administrator governing among other things the disciplinary consequences for current and future acts of student misconduct.

Community Service: The requirement that a student complete a volunteer project as an alternative to formal disciplinary action.

Confiscation of items related to and/or resulting from student misconduct: Impound; take temporary possession of items related to and/or resulting from student misconduct as an act of security or by legal authority.

Detention: There are four types of detentions -- teacher, lunch, morning and extended-day detentions. Teacher detentions are usually given for an infraction of a teacher rule in the classroom. Any refusal to serve a teacher detention will result in further disciplinary action.

Disciplinary removal: The removal of a student from a class or from participation in co-curricular activity for less than twenty-four hours. During the disciplinary removal period a student will not be permitted to take part in any school function or activity. In addition a student will not receive credit for class work missed during disciplinary removal.



Emergency removal: The removal of a student whose presence poses a continuing danger to persons or property or an on-going threat of disrupting the curricular or co-curricular school activities. During the period of emergency removal, a student will not be permitted to take part in any school function or activity.

Exclusion from extracurricular and/or co-curricular activities: The exclusion from extracurricular and/or co-curricular activities due to misconduct.

Expulsion: The removal of a student from school for a period not to exceed the greater of 80 school days or the number of school days remaining in the semester or term in which the incident that gives rise to the removal takes place. This consequence may extend beyond semesters and school years. During the period of expulsion a student will not be permitted to take part in any school function or activity. In addition, a student will not receive credit for class work during the period of expulsion.

In-School Restriction: In-school restriction is the reassignment of a student from the student's regular class schedule to a designated supervised learning environment in the school where the student may study and/or do other assigned tasks associated with their education. A student will receive credit for classwork completed in In-School Restriction.

Mediation: The use of facilitation and other forms of assisted negotiation as an alternative to formal disciplinary action.

Out-of-School Suspension: The removal of a student from the school environment for a least one (1) but not more than ten (10) days per incident. During the period of suspension a student will not be permitted to attend any school function or activity, home or away. During a student's first Out-of-School Suspension, the student will have the opportunity to earn full credit for any assignments, projects, quizzes or tests that fall during the suspension dates. Students are able to make up any missed classwork, assessments, etc. during a suspension for full credit. It is the responsibility of the student to communicate with their teachers in order to obtain assignments.

Parental conference: A meeting with a parent(s) or legal guardian(s) to discuss violations of school rules and the impending action school officials may take.

Parental notification: Direct contact with a parent or legal guardian of a student to inform him/her of the child's misconduct.

Referral to Law Enforcement: Referral by a school administrator to law enforcement authorities for conduct which is not only in violation of school rules but also any local, state or federal law.

Removal of bus and other privileges: The denial of bus and other transportation privileges due to misconduct.

Requirement of outside counseling or assessment: The use of outside counseling or assessment as an alternative or in addition to formal disciplinary action.

Restitution of damages: A sum of money paid in compensation for loss or injury.

Verbal or Written Warning: A verbal or written warning to a student that his/her conduct is in violation of school rules. It may be issued by any authorized school officials including teaching or non-teaching personnel.

MORNING DETENTIONS | LUNCH DETENTIONS

Morning detentions at RRHS are held from 7:15 -7:45 a.m. Lunch detentions at RRMS are held during student lunch. School personnel may assign detentions to students for minor infractions of rules or other inappropriate behavior. Missing an assigned detention will result in an additional detention. During the RRHS detention period, no talking or sleeping is permitted, and students shall be required to work on school assignments.

EXTENDED DAY DETENTIONS

Extended Day Detentions at RRHS are held from 3:15 – 4:15 p.m. and at RRMS from 3:20 – 4:20 p.m. Monday through Friday. RRMS three hour detentions are assigned on scheduled Thursdays from 3:20 p.m. – 6:20 p.m. Administrators may assign Extended Day Detentions to students for infractions of rules which may be more serious than those warranting morning detentions but do not justify In-School suspension or suspension. Failure to serve assigned Extended Day Detentions will result in additional disciplinary consequences. During these detentions, no talking or sleeping is permitted, and students are expected to work on school assignments.



IN-SCHOOL RESTRICTION

In-School Restriction at RRMS is held from 8:15 a.m. to 3:18 p.m., Monday through Friday. Administrators may assign In-School Restriction for a rule infraction, in lieu of out-of-school suspension. During In-School Restriction, school rules will be enforced and include no talking or sleeping. In addition, students shall be required to work on school assignments. It is the student's responsibility to come prepared with other educational materials. Students are permitted to either bring their lunch or purchase from the school cafeteria. Failure to serve assigned In-School Restriction days will result in additional disciplinary consequences. If a student receives an in-school restriction, s/he will be permitted to complete any classroom assignments missed because of the in-school restriction.

EMERGENCY REMOVAL

When circumstances are such that a student's continuing presence is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting curricular or co-curricular school activities taking place within a classroom or elsewhere on school premises, the superintendent, principal, or assistant principal may remove a student from curricular or co-curricular activities, or from the school premises, without complying with the notice of hearing requirements required prior to suspension or expulsion.

In like circumstances, a teacher or supervising adult may remove a pupil from curricular or co-curricular activities under his/her supervision, without complying with the notice and hearing requirements required prior to suspension or expulsion. As soon as practicable after making such removal, the teacher shall submit reasons, in writing, for such removal to the assistant principal and/or other school officials.

If a student is removed under emergency removal, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practicable prior to the hearing. Parents will be notified when a student is removed under this section. A due process hearing will be held on the next school day after the removal is ordered.

The hearing shall be held in accordance with the procedure set forth under the suspension procedure, unless it is probable that the student may be subject to expulsion. In that event, the hearings shall be held in accordance with established procedures except that the hearing shall be held within seventy-two (72) hours of the initial removal. The individual who ordered, caused, or requested the student's removal shall be present at the hearing.

OUT OF SCHOOL SUSPENSION

The student shall be given written notice of the intention of suspension and the reasons for such action by a building administrator. The student will be given an opportunity for an informal hearing before the building administrator, superintendent or superintendent's designee to challenge the reasons for the suspension and explain his/her actions.

Within twenty-four (24) hours after the time of a student's suspension, a building administrator shall send written notice of the suspension to the student and his/her parent or guardian and the Treasurer of the Board of Education. The notice shall include the duration of the suspension and the reasons therefore. It also shall include notification of the right of the student or his/her parent or guardian to appeal the suspension to the Board of Education or its designee within five (5) days of the suspension, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the suspension, and to request such hearing be held in executive session if such hearing is conducted by the Board. During the appeal process, the student will not be permitted to remain in school. The Board or its designee, however, shall act upon a suspension only at a public meeting.

EXPULSION

Prior to any expulsion, the superintendent shall give the student and his/her parent/guardian or representative written notice of the intention of expulsion.

The notice shall include the reasons for the intended expulsion, notification of the opportunity of the student, and his/her parent/guardian or representative to appear before the superintendent or his designee to challenge the reasons for the intended expulsion and explain the student's actions, and notification of the time and place to appear. The time to appear shall not be earlier than three (3) not later than five (5) days after the notice is given, unless the superintendent grants



an extension of time at the request of the student or his/her parent/guardian or representative. If an extension of time is granted, the superintendent shall notify the student and his/her parent/guardian or representative of the new time and place to appear.

Within twenty-four (24) hours after the time of any expulsion, the superintendent or principal shall send written notice to the student and his/her parent/guardian and the Treasurer of the Board of Education. The notice shall include the duration of the expulsion and the reasons for the expulsion. It also shall include notification of the right of the student or his/her parent/guardian to appeal the expulsion to the Board of Education or its designee within fourteen (14) days of the expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee, and to request that such hearing be held in executive session if such hearing is conducted by the Board. The Board or its designee, however, shall act upon an expulsion only at a public meeting. If the expulsion is for more than twenty (20) days, or will extend into the next semester or school year, the notice must also contain information on services or programs that work toward improving the student's attitudes and behavior.

The Board, by a majority vote of its full membership, or by the action of its designee, may affirm the expulsion or may reinstate the affected student or may otherwise reverse, vacate or modify the order of expulsion.

The Board or its designee shall keep a verbatim record of all hearings under this Article. Decisions of the Board or its designee may be appealed to Common Pleas Court under Chapter 2506 of the Ohio Revised Code.

STUDENT CONDUCT OCCURRING ON SCHOOL PROPERTY OR AT SCHOOL-SPONSORED EVENTS

Unless otherwise noted in the individual section, the rules and standards for the discipline of students shall be applicable to any conduct: on-school grounds, during and immediately before or after school hours; on-school grounds at any other time when the school is being used by a group; off-school grounds at a school sponsored activity, function or event; on a school bus or conveyance; at any other time when the student is subject to the authority of the school.

STUDENT CONDUCT OCCURRING OFF SCHOOL PROPERTY OR OUTSIDE OF THE REGULAR SCHOOL DAY

The rules and standards set forth for the discipline of students shall apply to misconduct by a student that occurs off school property or outside of the regular school day provided that the misconduct bears a reasonable connection to the interests, activities or responsibilities of the Rocky River City School District and its students, parents and staff.

Social Networking or Telecommunications Misconduct: Facebook, Instagram, Snapchat or other social networking misconduct as well as telecommunications harassment that occurs outside the school day and off school property but disrupts the educational environment is subject to the Code of Conduct and potential disciplinary actions as well as a referral to the Rocky River Police Department.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Harassment, intimidation or bullying of any student is strictly prohibited on school property, on a school bus, en route to or from school, and/or while attending or participating in any out-of-school activity (regardless of whether such activity is school-sponsored, school-approved or school-related). Harassment, intimidation or bullying means: (i) any intentional written, verbal, electronic or physical act that a student or group of students exhibits toward another student more than once where the act causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s); (ii) any violence within a dating relationship; and (iii) any cyber bullying through electronically transmitted acts (internet, email, cellular telephone, personal digital assistance, or wireless handheld device). Engaging in any harassment, intimidation or bullying, including cyber bullying, is a serious matter which may lead to severe consequences including suspension from school or expulsion. Please refer to Policy 5517.01 of the Board of Education of the Rocky River City School District.



CODE OF CONDUCT

The Code of Conduct defines specific acts that are considered violations of the expected standards of student behavior. The Code of Conduct is based on Board policy, District guidelines, and applicable law. These violations are examples of those acts that disrupt the school environment and the teaching and learning in the Rocky River City School District and are not an exhaustive list of acts of misconduct that may lead to disciplinary action. The goal of the Code of Conduct is to provide school staff, students, parents, and community members with a clear understanding of student conduct that is unacceptable and grounds for disciplinary action. A student committing an act of misconduct not listed below shall nonetheless be subject to the disciplinary authority of a building administrator or other school administrator. Each of the behaviors and/or types of misconduct described below is prohibited and may subject a student to disciplinary action. Furthermore, any criminal misconduct by a student shall be reported to law enforcement authorities. Certain criminal acts may result in permanent exclusion from school. When a student is subject to criminal proceedings and is otherwise unavailable (or fails) to report to school, the District may delay adjudication of any school disciplinary matter until the student returns or intends to return to school. This provision shall also apply when a student is withdrawn from school and later re-enrolled.

- a. Arson: causing a fire;
- b. Abusive Language or Gestures: using or threatening to use any form of communication, gestures, images, photos or other such means which are offensive, obscene, abusive, threatening, and/or vulgar;
- c. Assault (non-sexual or sexual): physical attack on another with or without a weapon;
- d. Absence (unexcused) from school;
- e. Absence (unexcused) from class;
- f. Absence (unexcused) tardy to class or school;
- g. Aggressive or threatening conduct;
- h. Audio/Video Recording (Unauthorized): recording or attempting to record without authorization from school staff any image or other record (audio or video) of a student or staff member;
- i. Battery: threatening a physical attack on another with or without a weapon;
- j. Bullying: harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship;
- k. Burglary or unauthorized or illegal entry;
- l. Cheating: cheating on any school assignment, test or other work, or attempting to do so;
- m. Criminal Mischief: damaging or defacing school property or the property of another or tampers with such property so as to endanger person or property;
- n. Weapons/Dangerous Instruments/Look-alike Instruments—Possession and/or Use: possessing and/or concealing a weapon and any potentially dangerous instruments, tools, and/or debilitating sprays (such as guns of any kind, knives, razor blades, sharp instruments, penknives, mace, pepper spray, slingshots, or any weapon or equipment which will, is designed to, or may be readily converted to expel a projectile by action of air pressure, carbon dioxide, or mechanical means including but not limited to pellet gas, BB guns, CO2, or air guns). Look-alike instruments are also prohibited;
- o. Defiance of Authority/Insubordination: using defiant verbal or non-verbal behavior directed toward any school personnel;
- p. Demeaning conduct toward another in and around the school environment;
- q. Disruption of Educational Process or Activities: individual or group behavior that interferes with teaching, learning or other school activities; Students shall not use violence, force, noise, speech, coercion, threat, harassment, intimidation,



fear, passive resistance, or any other conduct, to cause, attempt, or threaten to cause, the disruption or obstruction of any lawful mission, process, activity, or function of the school. Student shall not solicit or 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; Preventing or attempting to prevent by physical act or verbal utterance the functioning of any school, class, or activity of any lawful meeting or assembly on or off the school property; Preventing or attempting to prevent students from attending class or any school-sponsored or related activity or event; Except under the direct instruction of the building administrator or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event; Continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or co-curricular activity or with a coach/adviser's ability to conduct an extracurricular activity;

- r. Disruption of the School Bus: any misconduct on a school bus; disrespectful conduct toward the operator or other school personnel on the bus; and/or vandalism to the school bus;
- s. Unauthorized Publication or Distribution of Materials: publishing or distributing materials at a time, place, or in a manner not authorized by a building administrator or other school personnel;
- t. Dress Code Violation;
- u. Driving—Unsafe: operating any vehicle on school grounds or at a school-sponsored event recklessly or without regard for the safety of persons and/or property;
- v. Drug, Chemical Abuse & Alcohol Policy Violation;
- w. Electronic Devices—Unauthorized use or possession;
- x. Explosives or Fireworks—Possession or Use: possessing, concealing, or using any article which could explode, burn, detonate, cause bodily harm or have the appearance to do so;
- y. Extortion: obtaining or attempting to obtain money, goods, or information from another person by threat or force;
- z. Failure to adhere to the standards of respect for others and school property in and around the school environment;
- aa. Failure to cooperate with a school investigation or interference with a school investigation;
- bb. False Documentation/Forgery: falsifying, misrepresenting, and/or replicating school or student-related documents or signatures;
- cc. Fighting: being involved in or instigating aggressive physical contact;
- dd. Firearms or Other Weapons: possessing, concealing or using any weapon capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant or compressed air or spring including any unloaded or inoperative firearm, or any simulated or "look alike" firearm. Also, a knife is defined as any device capable of causing serious bodily injury that consists of a blade whether or not fastened to a handle, designed or intended for use as a cutting instrument, regardless of the length of the blade. A weapon is any device or object, which is or may be used to harm another person, including but not limited to a firearm, a knife, a club, a chain, razor, metal knuckles, noxious irritants, chemicals, or explosive or incendiary device. Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal or other school officials. Failure to report such knowledge may subject the student to disciplinary action;
- ee. Gambling: participating or instigating the participation of others in games of chance;
- ff. Hazing/Harassment/Discrimination/Bigotry/Intimidation;
- gg. Inflammatory Action: using or threatening to use written, verbal or electronic language, gestures, photos, images, or other actions to create fear, alarm, and/or disturbance;
- hh. Leaving School without Permission;
- ii. Loitering/Trespassing: being present in any school area or school bus without authorization;
- jj. Lying: students shall not lie about, fabricate, distort, or change information given to school staff or administration



or any individual;

- kk. Offensive Touching or Contact: touching another person with part of one's body or with any instrument to cause harm, alarm, fear, or intimidation;
- ll. Plagiarism: use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. In addition, falsifying signatures or data or refusing to provide proper identification or giving false information to a staff member is prohibited and may subject a student to disciplinary action;
- mm. Pulling/Sounding (or Causing to be Pulled/Sounded) an Alarm without Authorization or Necessity; this infraction may relate to any school fire alarm, the Multi-Agency Radio Communication System (MARCS), and any other school safety or notification/warning system;
- nn. Reckless Endangerment: engaging in reckless conduct that creates a risk of physical or emotional harm to another person;
- oo. Robbery: taking the property of another person or entity;
- pp. Sexual Behavior: indecent propositioning, proposal, contact, touching, and/or exposure of a sexual nature or intent;
- qq. Sexual Contact: making or attempting to make contact of a sexual nature or intent with another person with or without the consent of the other person;
- rr. Technology—Unauthorized Access, Possession, Disruption, or Use: accessing or causing to be accessed a computer or other District technology system or equipment without authorization; obtaining unauthorized technologies or attempt to do so; altering, deleting, tampering, destroying, or stealing any technology, data, or electronic information or equipment;
- ss. Theft/Possession of Stolen Property: taking, exercising control over, and/or obtaining the property of another person or entity; receiving, retaining, or disposing of property of another person or entity;
- tt. Tobacco-Free Schools Policy Violation;
- uu. Vandalism: intentionally, purposely, recklessly, or negligently damaging school property or attempting to do so;
- vv. Repeated Code of Conduct Violations;
- ww. Making a fictitious bomb or other destructive threat, making any false report or inducing panic;
- xx. Failure to accept discipline or punishment;
- yy. Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another;
- zz. Violation of bus and other transportation rules; and
- aaa. Violation of classroom rules.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the Rocky River City School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. In particular, sexual harassment is any activity of sexual nature that is unwanted or unwelcome including but not limited to touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, or pressure to engage in sexual activity. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. The school's disciplinary procedures will be followed in determining the appropriate consequence for any harassment, including suspension or expulsion as appropriate. The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts: retaliating against a person who has made a report or filed a complaint alleging harassment or who has participated as a witness in a harassment investigation; and/or filing a malicious or knowingly false report or complaint of harassment. Any student who believes he or she is a victim of harassment in violation of this policy should immediately notify the superintendent/



designee, who is the Title IX coordinator, or the student's building principal or other administrator with whom the student feels comfortable. A complete copy of the district's anti-harassment policy may be obtained by contacting the building principal.

The administration reserves the right to confiscate any items in connection with an alleged violation of the Code of Conduct or otherwise considered inappropriate for a school setting.

Aggressive behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, including any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This also includes intimidation and harassment based on any of the legally protected characteristics such as sex, race, color, national origin, marital status, or disability, stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Any student who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to the building principal. See Board Policy 5517.01 for details.

Desks and lockers are the property of the Board (Policy 5611) and remain at all times under the control of school officials. Students are granted non-exclusive use of desks and lockers and should not expect privacy with respect to items stored in desks or lockers. Desks and lockers and the contents of all desks and lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any desk or locker, or its contents, contains evidence of a violation of a criminal statute or a school rule. Building principals or their designees may inspect a student's vehicle parked on school premises if there is reasonable cause to believe that prohibited articles are kept there, or that school rules and regulations have been violated. If such an inspection takes place, the student or another adult will be present. An inspection of a vehicle from the exterior is not a search. This policy will not intend to limit or prevent a school official from investigating incidents and determining a basis for decisions affecting the operation of the schools, conduct of students, or services of employees.

There are situations where severe disciplinary action is required regardless of any behavior history. Out of school suspensions may also be assigned as a first time offense for serious or extreme violations of any rules listed. This decision will be made by the administration depending upon the circumstances involved.

DRUG, CHEMICAL ABUSE & ALCOHOL POLICY

1. During school, summer school, travel on any school-provided transportation or any school-sponsored activity held on or off school property, students shall not possess, buy, sell, use, supply, transmit, be under the influence of, and/or apply any mood-altering chemical of any kind including alcohol.
2. "Under the influence" means not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated. Impairment of a person's physical and/or mental faculties may be evidenced by a pattern of abnormal or erratic behavior and/or the presence of physical symptoms of drug or alcohol use. The following is a list of examples of indicators of possible drug or alcohol use: stumbling, staggering, being unsteady, slurred speech, being inappropriately loud or quiet, extreme hostility, over aggressiveness, bloodshot, red or glassy eyes, dilated pupils, smell of alcohol or illicit drugs, and/or physical evidence of drug or alcohol use (bottles, pills, and drug paraphernalia). Failure to submit to an assessment of the student's condition shall be considered being under the influence of alcohol and/or illicit drugs.
3. "Possession" includes, without limitation, retention on the student person or in purses, wallets, lockers, desk, or automobiles parked on the school property.
4. "Mood-altering chemical" including, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, intoxicating inhalants, and prescription drugs, unless authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student's name and directions for proper use.
5. The Rocky River City School District Board of Education recognizes alcohol/drug abuse and dependency to be a serious problem; furthermore, the Board recognizes the dependency stage of chemical use to be a primary physical illness.



6. Health problems of youth are primarily the responsibility of the home and community; however, schools share in that responsibility as the community's youth spend a major portion of their time therein and chemical abuse problems often interfere with school behavior, student learning, and the fullest possible development of the individual. The schools then should have a major part in early detection of chemical use, abuse and dependence, the protection of students from the promotion and sales of alcohol and non-prescribed drugs, and a partnership role with families and other institutions in seeking treatment for the chemically dependent person. Toward this goal, the Board of Education is committed to achieving an environment of high risk for those who would use or abuse all non-prescribed chemicals. This goal, however, cannot be achieved by the schools alone, regardless of funding, staffing ability or program development. The family, religious organizations, police, community health services, mental health and treatment centers, and concerned citizens must also play a role if our goal is to be accomplished.
7. The Code of Conduct is in effect at school, at school and school-sponsored activities, and on school premises and school buses. In accordance with the Code, possession, consumption, sale or attempted sale of alcoholic beverages or illegal drugs, or hallucinogens, "look-alike" drugs, controlled substances without prescription, drug paraphernalia, or any substance purported to be alcoholic beverages or illegal drugs, or attendance at school or school-sponsored activities after having consumed such substances are in violation of the Code and the following procedures will be enforced:

Use/Possession:

First Offense -

- a. Ten day Out-of-School suspension. Five days will be waived if the student attends "Eduvention" and/or receives a professional assessment by a certified chemical dependency counselor. Documentation of participation and/or assessment will be provided to the school.
- b. Parents will be notified.
- c. Police will be notified.

Second Offense -

- a. Ten day Out-of-School suspension, recommendation to Superintendent for expulsion.
- b. Parents will be notified
- c. Police will be notified.
- d. Notification to the Department of Motor Vehicles will be sent, causing the student to lose his/her license up to a maximum of 18 years of age.

Sale/Distribution:

First Offense -

- a. Ten days out-of-school suspension, recommendation to Superintendent for expulsion.
- b. Police will be notified.

Suspected use:

- a. Parental contact.
- b. Possible interventions (including search and police involvement).

CHEATING/PLAGIARISM

Cheating and plagiarism cannot be tolerated in the school environment. All staff members are to be alert to potential problems in this area and must act to discourage attempts to academic dishonesty. Should such dishonesty be identified clearly, the following procedures are to be used:

- First offense - the student will be reprimanded by the teacher; will receive "no credit" on the assignment; a disciplinary referral will be filed with the assistant principal; the parent will be informed by the teacher.



- Second offense (in same class) --The student will be assigned a failing grade for the quarter; an office report will be filed; and the assistant principal will notify the parents.
- Second offense (in different course) -- The student will be assigned a failing grade for the quarter when the multiple offense is determined by the assistant principal; parent will be notified by the teacher.
- Chronic offenses may lead to suspensions from classes or failure in a given course. This will be determined by the assistant principal.
- RRMS administration reserves the right to modify the above disciplinary action. Additional disciplinary action may also be taken.

TOBACCO, VAPOR, SMOKING

Students shall not possess, use or transmit tobacco or vapor related products on school grounds, at any school function or activity whether on or off school grounds, or on any property within view of the school. This includes smokeless tobacco products (snuff and chew), vapor cigarettes, vapor e-pens or related vapor or e-liquid vapor delivery devices/ tobacco and vapor paraphernalia and possessing lighters or matches.

- First offense – Three days out-of-school suspension - two days will be waived if the student agrees to participate in a tobacco or vapor related cessation program. Information regarding the cessation program will be provided to the parent/student. If a student does not complete the program, he/she will be required to serve the other two days of suspension.
- Second offense – Five days Out of School Suspension
- Third offense – Ten days Out of School Suspension

SCHOOL TRUANCY

Any student leaving the building without one of the above stated forms of permission will be considered “out of the building - unauthorized” and/or truant. A student leaving the building for a legitimate reason but without permission will have the absence marked as unexcused.

A student will be deemed “habitually truant” if the student is Absent Unexcused for:

1. 30 consecutive hours of instruction or
2. 42 hours of instruction during one calendar month or
3. 72 hours of instruction during one school year.

The parent/s and/or legal guardian of a student who is deemed “habitually truant” will be required to comply with school adopted policies and procedures to address the student’s truant behavior. In each case, reasonable and meaningful attempts will be made by the school to notify and engage the student and parents in resolving the truant behavior.

If a student is habitually truant and the student’s parent/legal guardian failed to cause the student to resume attendance, the Superintendent will file a complaint with the Juvenile Court and/or take other appropriate intervention actions as set forth in Board policy.

School or Class Truancy: Credit for missed assignments may be given to a student who is deemed habitually truant at the discretion of the administration.

NOTE: Students who are tardy or missing from class for 20 minutes or more without a legitimate excuse will have this count as an “absence unexcused” from class.

STUDENT NOTICE OF VIDEO SURVEILLANCE NOTICE / ELECTRONIC MONITORING EQUIPMENT

For student welfare, video surveillance / electronic monitoring systems are placed throughout District buildings, on school grounds and on buses. Any information obtained from video surveillance / electronic monitoring systems may only be used to support the orderly operation of the District’s schools and facilities, and for law enforcement. As such,



recordings obtained through the use of video surveillance / electronic monitoring equipment may be used as evidence in any disciplinary proceeding, administrative proceeding and/or criminal proceeding instituted by law enforcement, subject to Board policy and regulations. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the District and possible referral to the local law enforcement agencies. Copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law with regard to the privacy rights of other students whose images appear on the recording. Otherwise, such confidential recordings shall only be released through subpoena or court order. The Board shall maintain video surveillance/electronic monitoring recordings for a limited period (based on equipment). If, however, action is taken by the Board/administration, as a result of a complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. Please note that this provision does not address or cover instances where school officials record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this provision.

ASSAULT ON OR ABUSIVE LANGUAGE TOWARD A SCHOOL EMPLOYEE, AUTHORIZED SCHOOL VISITOR, OR ANOTHER STUDENT

Students shall not use vulgar, profane or abusive language or make a vulgar, profane or abusive gesture toward any school employee, authorized school visitor, or any other student nor cause or attempt to cause physical injury to a school employee, authorized school visitor, or another student. Students who make threats, spoken or implied, toward any school personnel will be subject to severe penalties including out-of-school suspension and the filing of criminal charges. All such threats shall be taken seriously and documentation of such threats will be provided to the police department.

EQUAL OPPORTUNITY POLICY.

It is the policy of the Rocky River Board of Education that there shall not be any discrimination on the basis of sex, race, color, religion, age, handicap or national origin in educational programs and activities or employment. The Board has approved grievance procedures for alleged violations of equal employment opportunities and/or equal educational opportunities, outlining a detailed grievance procedure which can be followed when a parent, student, citizen, employee, or other person feels that discrimination has taken place. The compliance officer, Executive Director of Pupil Services, may be contacted at 440-356-6000.



Rocky River
CITY SCHOOL DISTRICT
Caring • Exceptional • Competitive

