

# **Student Handbook 2013-2014**

**Cloverleaf Middle School  
7500 Buffham Road  
Seville, OH 44273**

**Main Office  
330-721-3606**

**Attendance  
330-721-3607**

**Fax  
330-721-3619**

**This agenda belongs to:**

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

# WELCOME!

Welcome to Cloverleaf Middle School. The policies and procedures in this handbook result from a concerted effort from students, faculty, and administration. This information will be of great value in helping students adjust to and become an integral part of CMS.

Excellence is our goal and our great staff is committed to helping our students find success. We urge all students to get involved in their studies and our extracurricular activities.

Have pride in being a Colt.

Jamie Lormeau, Principal

## Cloverleaf Middle School

7500 Buffham Road  
Seville, OH 44273

330-948-2500      330-722-1515  
330-336-7855      330-721-3606  
330-721-3607      **330-721-3619 FAX**

## Principal

Ms. Jamie Lormeau

## Assistant Principal

Mr. Michael Coury

## School Secretaries

Valerie Gregory  
Linda Todd

## Guidance Counselor

Kristine Nagy  
Elissa Ray

## Cloverleaf Board of Education Members

Mike Schmidt  
Jim Curran  
Chris Berry  
William Hutson  
Jane Rych

## Superintendent

Mr. Daryl Kubilus, Jr.

## Curriculum Director

Mr. Robert Hevener

## Special Services

Mrs. Victoria Hessey

## Treasurer

Mr. Jim Hudson

## School Colors

Green & White

## Team Name

Colts

## Athletic Conference

Suburban League

**Arrival:** The required school day runs from 7:35 AM to 2:35 PM. The doors open each morning at 7:20 AM. **Students are not allowed in the building for any reason unsupervised until 7:20 AM.**

At 7:30, all students are to go to their lockers and then report to homeroom. The tardy bell will ring at 7:35 AM. Students must be on time to homeroom so that they will not be counted tardy or absent. Students arriving after 9:14 AM will be considered ½ day absent. If a student misses more than 1 ½ hours during the school day he/she is considered absent for ½ day.

Students who will need to leave at any time throughout the school day for appointments need to **bring a note to the office window, by 7:35A.M.**, so it may be put on the attendance list. This will prevent miscommunications about when a student is leaving, prevent class disruptions and will inform the teachers when to release the student. Upon return, the student is to sign in at the window, receive a pass to class and drop off a medical/dental/legal excuse if applicable.

**Dismissal:** Students will be dismissed at 2:35 PM. Students being picked up by parents need to wait in the cafeteria until buses have departed. At that time, parents may pull in front of the school to pick up students. **Student safety is our main concern. Students are not to cross into the teacher's parking lot for any reason.**

School closes at 2:35 PM and all students are expected to leave the building by 3 PM. Only students supervised by a staff member are to remain in the building after 3 PM. See driving and parking section for additional information. Students should be picked up by a parent or relative only.

**School Closing:** In the event of school closing for inclement weather, accurate information will be made available to parents and students using the automated phone service and on the following television stations: WEWS (Ch. 5), WOIO(Ch. 19), WKYC(Ch. 3), WJW(Ch. 8)

Please help by not calling school offices, homes of school officials, radio or television stations. Such calls may tie up lines, which should be kept open in order to cope with the emergency

## ***IMPORTANT DATES 2013-14***

### **SEPTEMBER**

- 2 Labor Day-No school
- 18 School photos
- 20 Interims

### **OCTOBER**

- 8 Choir Performance at Highland
- 18 NEOEA Day-No school
- 25 End of 1<sup>st</sup> Quarter

### **NOVEMBER**

- 11 Veteran's Day Concert at 7pm (CHS)
- 18 Parent/Teacher Conferences 4-8pm
- 26 Interims
- 28-29 Thanksgiving Break

### **DECEMBER**

- 17 Winter Concert at 7pm (CHS)
- 23-Jan 1 Winter Break

### **JANUARY**

- 10 End of 2<sup>nd</sup> Quarter
- 17 In-Service-No school for students
- 20 MLK Jr. Day- No school

### **FEBRUARY**

- 12 Interims
- 17 Pres. Day- No school
- 27 Parent/Teacher Conferences 4-8pm

### **MARCH**

- 4 MIOSM Band Concert at 7pm (CHS)
- 14 End of 3<sup>rd</sup> Quarter
- 27 MIOSM Choir Concert at 7pm (CHS)
- 31-April 4 Spring Break

### **APRIL**

- 18 Good Friday-No school
- 21-25 OAA Testing

### **MAY**

- 7 Emerald Key Induction Banquet
- 13 Spring Band Concerts  
Concert 1- 5:30pm  
Concert 2- 7pm
- 19-21 Washington, DC
- 26 Memorial Day- No school
- 29 Students' last day/ End of 4<sup>th</sup> Quarter

*This list of dates is NOT comprehensive, and dates listed are subject to change. Please see district calendar at [www.cloverleaflocal.org](http://www.cloverleaflocal.org) for the most up-to-date information.*

## Attendance

School attendance laws in the state of Ohio require each child between the age of six and eighteen to attend school for the full time the school is in session. Parents have the legal obligation to see that their children attend school. We do recognize that there are occasions when a student cannot be present.

The **Ohio Revised Code** and **Cloverleaf Board of Education** state the following six conditions under which an absence from school may be excused.

1. **Personal Illness:** The school may require a certificate of a physician, especially if absences go beyond 10 days per year.
2. **Illness in the family:** The absence under this condition shall not apply to children under 14 years of age.
3. **Quarantine of the home:** The absence from school, under this condition, is limited to the length of the quarantine as fixed by the proper health official.
4. **Death of a Relative:** This condition is limited to a period of three (3) days unless a reasonable cause may be shown by the applicant for longer absence.
5. **Observance of Religious Holidays:** Any child of any religious holiday consistent with his/her creed belief.
6. **To assist a parent in the event of an Emergency:** The set of circumstances, which, in the judgment of the Principal, constitutes a good and sufficient case for the absence from school.

**Vacations:** Family vacations must be approved prior to the absence in order to be excused. It is the principal's discretion to approve vacation as an excused absence. Students must be in good academic and attendance standing to be considered for excused absence. Vacation permission forms are available at the office window. Any vacation without prior approval will be considered an unexcused absence. The school must be notified by note or phone call of each student's absence prior to or on the day of the absence. (See reporting students absent).

**Reporting Student Absence:** All absences are to be verified by a written excuse from the parents upon the student's return to school or by telephone call from the parents on the morning of the student's absence. If neither of these occurs, the absence is unexcused and will be considered truant after 5 in a row, 7 in a month, or 12 in a year. Students will have a one-day grace period to bring the written excuse. All medical excuses must be turned in within 5 days of the absence.

Families can call 24 hours a day to report a student absence. **Dial 330-721-3605 or 330-948-2500, ext. 3605.** Please give student's name and reason for absence. In order to comply with the Missing Child's Act, school personnel will call home to verify the absence on the days that parents have not called. If the student's parent or guardian is not contacted directly, then the school will send a postcard home. We must receive confirmation of the student's absence in note form or a phone call from the parent. Otherwise, the student may be considered unexcused/truant and consequences may be assigned. If the student is going to be late due to appointments, oversleeping, etc., please call the attendance line.

**Excused Absence Work:** Students who missed school due to an excused absence are required to make up the work they miss. Upon returning to school, the student will have the same number of days he/she missed to make up the work.

Parents may request missed homework assignments beginning the second day of an absence. Requests should be made by 8:00 AM, and assignments may be picked up between 2:35-3:30 PM the same day they are requested. When a student must be absent, parents and students are encouraged to check Progress Book since teachers may post assignments there.

**Unexcused Absence-Truancy:** Students absent for a reason other than the six listed categories above or a pre-approved vacation will be considered unexcused or truant. Notification of absence from a parent will still be required to comply with the Missing Children's Act; however, it may not automatically excuse an absence. Truancy is defined as unexcused absence from a class or school. If a student is considered truant or unexcused, no credit will be issued for the work missed. Although students will receive no credit for the work missed during an unexcused absence, students will be encouraged to make up work missed, since doing the work does help them keep current and become prepared for future lessons. In accordance with State Law, the school system recognizes the following, but not limited to, as acts of truancy:

1. Leaving school without signing out
2. Oversleeping
3. Transportation problems
4. Shopping
5. Babysitting
6. Emergency removal from class or school
7. Skipping class or school
8. Other absences listed as excused
9. Failure to come back to school on the same day when sent home for improper dress
10. Failure to provide a doctor's excuse for absence when requested by the school system

**Chronic Absence:** Parents of students missing more than ten days will be notified by letter that any further student absences must be verified by written medical documentation. It is the responsibility of the student and parent to communicate with the school. In cases covered by medical documentation, the parents should contact the counselor or principal to review the case and discuss any other options to help keep the student current with class work. Any undocumented absences totaling 5 in a row, 7 in a month, or 12 in a year will be considered truant and may result in the student being referred to the Juvenile Prosecutor.

**Perfect Attendance:** A perfect attendance pass will be issued to students who have achieved perfect attendance during the school year. The pass will allow the student to gain free admission to most school sponsored activities for the succeeding school year (athletic events, musical, plays, and dances). Perfect attendance is defined as being present for all days prescribed by the school calendar. Absence during any part of the day for less than one and one-half hours will be counted as early dismissal and shall be counted as a full day of attendance.

## School Policies & Procedures (In Alphabetical Order)

**Academic Dishonesty:** Cloverleaf Middle School takes a strong position that cheating and plagiarism hinder the learning process are not acceptable practices. Emphasizing the need for students to submit original work or properly acknowledged work of others is a responsibility of the school. Students found cheating or plagiarizing will be penalized and disciplinary action may be taken.

Cheating includes but is not limited to:

- A. Copying homework from another
- B. Securing answers in a dishonest manner
- C. Allowing work to be copied by another
- D. Transmitting answers from one class to another
- E. Obtaining copies or digital images of tests/exams without teacher approval

Plagiarism is using another's thoughts, writings, drawings, etc., as one's own. Plagiarism includes but is not limited to:

- A. Failure to document materials with quotation marks from other sources.
- B. Failure to acknowledge paraphrased materials (from someone else's ideas)
- C. Failure to provide a works cited (bibliography)
- D. Failure to provide sources for any visual (drawing, sketch, painting, etc.)

The above mentioned points include works taken from the internet, software, published or non-published works and computer disks and/or files. Individual teachers may adapt this policy to include course-specific requirements.

Students found cheating/plagiarizing will receive consequences that may include: loss of credit for assignment, mandatory recompletion of assignment, referral to administrator for disciplinary action, and/or other consequences deemed appropriate by the teacher and/or administrator involved.

**Announcements:** All regular announcements will be made each morning during homeroom over closed circuit TV. All announcements must be submitted to the office on the proper form or in writing, signed by a faculty member or the Principal and placed in Mrs. Gregory's mailbox by 3:00 PM prior to the day they are to be read.

**Appointments:** All students who leave during the school day must present a written note from their parents to the office prior to the start of homeroom. The time of their dismissal will be noted on the daily absence list. Students must then report to the **office** before leaving the building. Any student who does not follow this procedure will be deemed truant and consequences will be assigned. Parents/designee must sign the student out in the office. Upon returning to school the same day, the student must sign back in at the office window.

**Assemblies:** Assemblies are held during the school year for a variety of reasons, including recognition, special speakers and promotion of school spirit. Students are expected to be attentive and courteous. Students may not leave during an assembly. At the conclusion of the assembly, students will be dismissed by the Principal or the designated leader. Consequences will be assigned for inappropriate behavior, which may include denial of the privilege of attending future assemblies.

While in pep assemblies, students are expected to show support for their fellow students. All students are expected to attend assemblies unless excused by the Principal.

**Backpacks & Book bags:** All backpacks and book bags must be stored in the student's locker upon entering the building. These items are not allowed in the classrooms. This is necessary for health and safety reasons. Special exceptions for injury or disability may be approved by the Principal.

**Book Store:** The bookstore is located across from the office. Many school supplies may be purchased at lunch. PTO volunteers help in running the bookstore.

**Cafeteria:** Each student is assigned a thirty minute lunch period daily. All students are expected to eat in the cafeteria. Students may bring lunch from home, purchase full lunches, a la carte items, or items from the vending machines. Students **may not charge** lunches. Ice cream, milk, and a variety of punches are also available. While in the cafeteria, individuals are expected to behave in an orderly manner, respecting the rights of others. Students are expected to keep tables clean and the floors free of food and paper. There is to be no horseplay. Students are not to borrow money or eat off of others' trays. Food is not to be consumed anywhere in the building except the cafeteria unless special permission is granted. Students may have the opportunity to participate in sports or activities inside or outside, weather permitting.

**Changing Classes:** Classes are dismissed by the teacher and not the bell. There is adequate time between each class allowing students to reach any section of the building. Students do not need to go to their lockers between every class. Students are expected to be in their designated classrooms at the beginning of each period.

**Change of Address:** Any student that changes his or her address within the school district must provide acceptable proof of residence.

**Child Custody (ORC 3313.67):** In order to facilitate the enforcement of the Missing Child Law, and to assist in other aspects of school administration, the law requires each entering student to provide a certified copy of any child custody order or decree, which has been issued with respect to the student. The custodial parent of such a student must also provide the Board with certified copies of any later court orders, which modify the original order or decree.

**Clinic/Illness While at School:** Should a student become ill while at school, he or she is to inform the teacher and when excused from class report directly to the office window to sign into the clinic. At that time the student will be asked to sit in the office and the parent or guardian will be contacted if necessary. It is imperative that each student has an up-to-date emergency medical form on file, complete with correct phone numbers for parents at work. Parents are encouraged to notify the office by note with changes that need to be made.

**Clubs/School – Organizations:** Students will have the opportunity to join a variety of clubs and organizations. Morning Announcements will detail, where, when and how students may join.

**Credit Flexibility:** The Board recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit Flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning.

Credit flexibility shifts the focus from seat time to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21<sup>st</sup> century skills.

The following are approved forms of educational options for pupils in grades 9-12: (Applications are available through the High School Guidance Office.)

1. completing coursework
2. testing out of showing mastery of course content
3. pursuing an educational option and/or individually approved option and/or
4. any combination of the above.

**Directory Information:** The School District has designated the following personally identifiable information contained in a student's education records as "directory information", and it will disclose that information without prior written consent, except when the request is for a profit-making plan or activity:

1. student's name
2. student's address
3. student's date of birth
4. student's extracurricular participation
5. student's achievement awards or honors
6. student's weight and height, if a member of an athletic team

Parent(s)/guardian(s) or eligible students will have two weeks from issuance of this handbook to advise the District, in accordance with such regulations, of any or all items which they refuse to permit as directory information about their student.  
(Bd. Policy JO)

**Disruption of School:** A student shall not, by use of violence, force, coercion, threat, harassment or insubordination, cause any disruption or obstruction to the educational process, including all curricular and extracurricular activities.

1. Radios, headsets, music players, video players, video games or similar devices should not be brought into school past the lockers. Cell phones may be possessed by students but shall be kept out-of-sight and turned-off. Cell phones are not to be used between 7:35 AM – 2:35 PM. Phones are not to be used on school transportation unless the student is given consent by the driver.
2. Gambling of any kind will not be permitted on school grounds.
3. Note writing by students will not be permitted during classes. All notes will be confiscated.
4. Use of electronic devices of any kind is not permitted during the school day without permission of a staff member.
5. Please do not have flowers/balloons, etc. delivered to the school.  
(Also see Student Code of conduct for further information.)

#### **Driving and Parking:**

Middle School students are not permitted to drive to or from school.

Bus transportation is provided for all students. Students who have parents' permission to ride with High School students should walk to the High School to meet their ride. No students are to cross the bus line at dismissal for any reason. For safety reasons, parents need to pick students up after buses depart. Students may be dropped off at the front door in the morning.

**Dress Code:** See Dress Code after School Policies & Procedures and Bus Conduct

#### **Eligibility for Athletics:**

**7<sup>th</sup> grade students:** Seventh grade students will be allowed to participate in selected sports as agreed to with the Suburban League. All 7<sup>th</sup> grade students will be eligible for the first nine-week period. Second, third and fourth nine weeks' participation will be determined according to the same criteria as 8<sup>th</sup> grade students; students must receive passing grades in a minimum of five courses of all subjects taken in the preceding grading period.

**8<sup>th</sup> grade students:** A student must be currently enrolled and must have been enrolled in school in the immediately preceding grading period and received passing grades in a minimum of five courses of all subjects taken in the preceding grading period. Summer school grades may not be used.

**Emergency Procedures:** Schools are required to have periodic fire and tornado drills. Other types of safety drills will be conducted. Directions for evacuation to places of safety are posted in each room and must be followed unless circumstances dictate alternative methods of operation. It is imperative that all students move quickly and quietly during these procedures to their designated areas of safety.

**Energy Drinks:** Students are not to drink or possess highly caffeinated and/or energy drinks at any time at the middle school including extracurricular and sporting events.

**Fees:** Student fees are collected for consumables, workbooks and lab fees. Collection weeks for fees are as follows:

**6<sup>th</sup> Grade** – week of October 7<sup>th</sup> – 11<sup>th</sup>

**7<sup>th</sup> grade** - week of October 14<sup>th</sup> – 17<sup>th</sup>

**8<sup>th</sup> grade** - week of October 21<sup>st</sup> – 25<sup>th</sup>

When paying fees, parents should make checks payable to Cloverleaf Middle School. At the end of the year, fines may be assessed. Fines for restitution must be paid in a timely manner. Fees/fines not paid will accumulate until graduation.

**6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> Grade Fee: \$60**

**In order to participate in the Washington D.C. field trip, students may not have an outstanding student fee balance.**

**Field Trips:** Students who have received four Friday PM detentions or have been suspended will not be allowed to take part in field trips including the Washington D.C. field trip. Students not in good academic or attendance standing may be denied participation in all field trips, including the Washington D.C. field trip.

**In order to participate in the Washington D.C. field trip, students may not have an outstanding student fee balance.**

**Free and Reduced Lunch Program:** Students may qualify for free or reduced meals at school, based on family size and income. Families who qualify for this program are encouraged to apply by picking up an application in the school office. All information provided on the application will be treated with discretion and appropriate confidentiality. Parents of students who qualify for the free lunch program may have their students' instructional fees waived by completing the instructional fee waiver form available from the secretaries by request.

**Grades/Grading Scale:** Students attending Cloverleaf Middle School will be graded on the following scale:

A	93-100	4.0	C	73 - 76	2.0
A-	90 - 92	3.6	C-	70 - 72	1.6
B+	87 - 89	3.4	D+	67 - 69	1.4
B	83 - 86	3.0	D	63 - 66	1.0
B-	80 - 82	2.6	D-	60 - 62	0.6
C+	77 - 79	2.4	F	59 – below (failing)	0.0

**Guidance Services:** Guidance services are provided through the Guidance Department located in the back of the main office. Students should enter by way of the door from the cafeteria and speak to the student helper on duty in the waiting room. Students may sign up before school, during lunch, or in study hall to speak with the counselor. In the usual course of events, students should not meet with the counselor during a regularly scheduled class except for emergencies.

Guidance services include:

- A. *Orientation*  
Grade 6 and new students in the fall and throughout the year
- B. *Scheduling*  
New students and all students for the following school year
- C. *Testing*  
Administration, scheduling & interpretation of results of Ohio Achievement Assessments, Ability/Achievement Testing.
- D. *Career Planning*  
MCCC tours, panel presentation, individual career plans, Ohio Career Information System
- E. *Individual Counseling*  
Students experiencing difficulty maintaining academic concentration because of personal and/or family stress may participate in individual sessions with our guidance counselor and/or student assistance coordinator. These sessions are conducted on a limited basis. Any issue that may require more in-depth services will be referred to an outside agency. Parents and their support are an integral part of these services.
- F. *Group Counseling*  
Groups are available to all students. The topics are offered as needed; grief, stress, adjustment, anger management, changing families and substance abuse.
- G. *Classroom Guidance*  
The counselor will visit classrooms and present various topics including academic and personal issues.
- H. *Records/Reporting*  
The counselor will maintain the accurate academic records for all students.

**Gum:** Gum chewing is discouraged. It will be left to team/teacher discretion on whether it is allowed in individual classrooms.

**Hall Passes:** A student in the halls while classes are in session must be carrying his or her agenda book, or be accompanied by a staff member. Halls will be monitored closely. It is the student's responsibility to receive a pass when in the halls, restroom, lockers, etc., while classes are in sessions.

**Harassment, Intimidation, or Bullying:** Harassment, intimidation, or bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This includes violence within a dating relationship.

Harassment, intimidation, or bullying also means **electronically transmitted acts**, including those acts transmitted via the Internet, cell phone, or wireless/ cellular handheld device, that a student has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student/school personnel, and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/ school personnel.

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include:

- Physical violence and/or attacks
- Threats, taunts and intimidation through words and/or gestures
- Extortion, damage or stealing money and/or possessions
- Exclusion from peer group or spreading rumors
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites, such as the following:
  - Posting slurs on websites where students congregate or on web logs
  - Sending abusive or threatening instant messages/texts.
  - Using cameral phones to take embarrassing photographs of students and posting them online
  - Using websites to circulate gossip/rumors to others
  - Excluding others from an online group by falsely reporting them for inappropriate language to Internet providers

Harassment, intimidation, or bullying is strictly prohibited and may result in disciplinary action including suspension and/or expulsion from school. These behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation (including on the school bus to and from school) or at any official school bus stop.

Students who are bullied or observe bullying should report this activity or event to a teacher, counselor and/or principal.

Harassment/Intimidation/Bullying reports are available in the office. Students found to have purposely made a false report may face disciplinary action.

**Hazing:** No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

**Honor Roll/Merit Roll:** Each grading period the counselor will post the lists of those students achieving academic progress that qualifies them for either the Merit or Honor Roll. A student must receive a 3.00 to 3.49 point average to be recognized on the Merit Roll and a 3.5-4.0 grade point average to be recognized on the Honor Roll. This information may also appear in the newspaper.

**Internet/Computer/ Personal Cell Phone Use:** Students who use district computers, network, internet, personal cell phones or other digital devices while on campus are subject to the provisions of the Disciplinary Code. Students may not share or post personal information about or images of any other student or staff member without permission from that student or staff member. If a student is found to have used a personal cell phone or digital device in a manner that is not in accord with this Acceptable Use Policy, in addition to other disciplinary actions, the administrator may ban the student's use of any personal cell phone or digital device. All computer usage must be school appropriate. Board Policy governs all usage. A nominal fee may be charged for copies printed from the school printers.

**Lines of Communication:** Those students or parents with questions or concerns about the school are encouraged to utilize the following communication to insure accurate answers.

Student/ Parents  
Teachers  
Counselor  
Principal  
Superintendent  
Board of Education

**Lockers:** Student lockers are the property of the district. It is the policy of the Board of Education to permit the building administrator or the designee of the building administrator, to search lockers, desks, or storage spaces. These searches may be conducted at any time.

Cloverleaf Schools cannot be held responsible for personal items or money left in lockers. Items of value should not be brought to school. Students should not share lockers with other students or keep locker combination "set" in the unlocked position. Lockers should be kept clean at all times.

**Lost and Found:** The shelf outside the office is for lost and found items. Each locker room also has a lost and found area. Students are encouraged to check these areas for any lost item. The areas are emptied and articles given to charity at the end of each semester. Items such as jewelry, purses or glasses are kept in the office. Students missing this type of item should inquire at the office window.

**Loitering:** A student shall not loiter or stay in or around a school building without any purpose for being there. No student or other persons should be on school property before 7:15 AM or after 3:00 PM who are not participating in a school function. This includes school buildings and board owned property during unauthorized periods. Also included are areas that are restricted from students during regular school hours. Students are not to be in any other part of the building or grounds without supervision. The Middle School building closes at 3 PM and all students must be in their assigned location for their activity or detention by 3 PM. Students in restricted areas may face disciplinary action. Student safety is our primary concern. Trespassing charges may be filed on those persons who do not comply.

**Medical Information:** It is the responsibility of parents/guardians to keep the main office informed of any relevant medical information that pertains to the student while under the care of the school. This would include keeping the student's emergency medical form up to date and providing any supporting medical documentation.

**Medication:** Students are not to be in possession of any over-the-counter or prescribed medications without office permission. Parents must complete form S-55 and have a physician complete the form prior to any school official administering any medication. All medications must be dropped off at the office and must be in original containers with the student's name on it. This is to insure all students' safety.

Students in possession of medication without proper permission of the office and the doctor will be dealt with through the drug/alcohol policies listed in this handbook. Consequences will range from out of school suspension to expulsion. (See Procedures for dealing with alcohol use/student drug abuse).

Medication will need to be picked up at the end of the school year within one week of school closing or it will be destroyed.

**Physicals:** Physicals are required before a student is allowed to practice or tryout for a particular sport. The physical is the responsibility of the parent.

**Progress Reports/Report Cards:** There are two formal means of reporting academic and social growth to parents: quarterly grade reports and interim reports. While quarterly grade reports will be mailed home, interim reports will be posted on ProgressBook. Parents will be alerted via email or phone when reports are ready to view. Families may request that paper copies of interims be mailed home. As always, parents are encouraged to contact teachers directly (email is preferred) with questions or concerns regarding their child's progress. Please refer to the calendar for all dates. (Also see honor/merit roll section.)

**Parents Right to Request Teacher Qualifications:** Parents have the right to request information regarding the professional qualifications of their child's classroom teacher(s). If they request this information, the district or school will provide them with the following as soon as possible:

- a. Whether the teacher has met state licensing requirements for the grade level/ subjects in which the teacher is providing instruction;
- b. If the teacher is teaching under an emergency status for which State licensing requirements have been waived.
- c. the type of college degree major of the teacher and field of discipline for any graduate degree or certificate; and
- d. If the child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like this information, please contact your child's school.

**Policy Referral:** All policies of the Cloverleaf Board of Education are available on-line at [www.cloverleaflocal.org](http://www.cloverleaflocal.org). If unable to access the internet, hard copy policies are available in each school building or in the office of the Board of Education.

**Promotion/Retention:** A student in grade six will be promoted to the next grade if he/she passes three of the five major subjects for the year. A student who fails three or four of the major subjects will be required to repeat the grade or to attend summer school. A student who fails five major subject areas will not be permitted to attend summer school in order to be promoted.

A student in grade seven or eight will be promoted to the next grade if he/she passes three of the four major subjects for the year. A student who fails two or three of the major subjects will be required to repeat the grade or to attend summer school. A student who fails four major subject areas will not be permitted to attend summer school in order to be promoted.

A student who fails may be placed in the next grade based on age or number of times retained.

**Public Displays of Affection:** Students are not to engage in inappropriate physical contact while on school property, at school related functions off school grounds, on a school bus or at any other time the student is subject to the authority of the school. This includes holding hands, kissing, hugging or touching others in an inappropriate manner.

**Schedule:** In general, students will be scheduled in the following courses:

**6<sup>th</sup> Grade**

Language Arts  
Mathematics  
Science  
Social Studies  
Reading  
Physical Education  
Art  
Band or Chorus  
Keyboarding

**7<sup>th</sup> Grade**

Language Arts  
Mathematics  
Science  
Social Studies  
Physical Education – 1 semester  
Health – 1 semester  
Music: Band, Chorus or General Music

**8<sup>th</sup> Grade**

Language Arts  
Mathematics  
Science  
Social Studies  
Physical Education – 1 semester  
Art – 1 semester  
Technology – 1 semester  
Music: Band or Chorus Elective

Accelerated courses are offered in 7<sup>th</sup> and 8<sup>th</sup> grade Mathematics. In order to be enrolled in an accelerated course, a student must meet grade point, teacher recommendation, and/or achievement requirements. A student who received a grade of C- or lower for a grading period will be placed on probation for the next grading period. A student receiving a grade of C- or lower in an accelerated course for the semester will be withdrawn from the accelerated course.

With elective classes, a student may drop the elective with no penalty during the first twenty-five meetings/days with written parent permission.

**Soliciting, Selling and Distributing:** No person is permitted to solicit, sell or distribute anything in school, on buses, or on grounds without permission of the Principal.

**Study Hall:** Students are to be in assigned seats on time. Students are to bring study materials. Media Center passes may be obtained during homeroom time. No talking will be permitted. Aides and peer tutors will be available to answer questions.

**Tardiness and Truancy:** Students are responsible for being on time to homeroom and classes. Any student arriving after the tardy bell at 7:35 AM must report to the office window to receive a pass to enter class. A student who is tardy more than two times to school or class in a given grading period will be issued a detention. Continued tardiness will result in Friday PM or in-school suspensions detentions being assigned. Students should be in their seats when the tardy bell rings.

Tardiness to class will be handled by teachers.

**Telephone:** There is an office phone available to students who need to make a call to parents/guardians during or after school. Calls should be made only with permission of the office personnel. All calls concerning illness must be made in the office by the office staff. We cannot call students to the office to receive personal phone calls or relay personal messages. In urgent situations, a message will be relayed to the student.

**Textbooks:** All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Books are to have student's name, grade and section written on the inside cover. Students will be charged for any damage to the books while they are on loan to them. Students assume the risk of loaning a book to a friend. Students will be charged for the book if it is not returned at the end of use. All textbooks that have hard covers are to be covered at all times.

**Visitors:** All visitors are required by state law to report to the school office before entering any part of the school building. A badge will be issued. School board policy prohibits student visitors from other schools unless in an approved exchange program.

**Withdrawing from School:** Any student who will be withdrawing from school needs to bring a note to confirm this from a parent or guardian and give it to the guidance counselor on his/her last day at 7:35 AM. The student will need to fill out a sign out sheet to inform teachers and to get necessary records for transfer to their new school.

**Work Permits:** Work permits for after school or Saturday or for summer break, must be obtained before a student under 18 years old may be legally employed under the Child Labor Laws in Ohio. To obtain a full-time permit, an applicant must be at least 16 years of age and obtain a job of at least 30 hours per week. Work permits for limited jobs may be obtained by students beginning at age 14. Students must present a birth certificate at the time of application, and must provide evidence of a physical exam.

## BUS CONDUCT

Students riding school buses are the responsibility of the school once he/she boards the bus, and only at that time. Such responsibility will end when the child is delivered to the regular bus stop at the end of the school day. Students are not allowed to leave school grounds at any time without written permission and approval from the office.

Students are expected to show bus drivers respect at all times. Bus drivers have tremendous responsibility and students are expected to cooperate.

Students are not to:

- A. Use tobacco or drugs while a passenger on a school bus;
- B. Be insubordinate or disruptive while a passenger of a bus;
- C. Assault another student or school personnel while a passenger on a school bus;
- D. Be in possession of dangerous weapons while a passenger on a school bus;
- E. Use profanity and/or obscene language while a passenger on a school bus;
- F. Cause or attempt to damage a school bus.

A program for reporting and disciplining of students shall be undertaken to help insure the safety of all students and school buses. Proper procedures for reporting the misbehavior of students of school buses shall be as follows:

- A. The district's student code of conduct applies to students while on the buses and supersedes bus rule violations.
- B. Violations:
  - First Violation* - verbal warning
  - Second Violation* - written warning
  - Third Violation* - bus discipline report, conference with the driver, student and administration, appropriate discipline assigned, copies of the form sent to: 1-parents, 2-administrators, 3-driver, and 4-transportations supervisor
  - Fourth Violation*- bus discipline report and a 5-day suspension from riding the bus
  - Fifth Violation* - bus discipline report, 10-day suspension from riding the bus and referral to the superintendent.
- C. Student behavior, which may affect the safety and/or welfare of any student or adult, will result in an immediate suspension of bus riding privileges. Bus drivers may bring a loaded bus back to school when the behavior of any student endangers the riders on the bus.
- D. If there is any question about a bus discipline report, a conference will be held with the parties.
- E. Parents are responsible for the safety of their student going to and from the pick-up locations and for abiding by the bus on schedule.
- F. The school does not enter disputes between parents and students prior to pick up or after drop off. However, school personnel may intervene in disputes witnessed.
- G. Buses are on a time schedule and cannot wait on tardy students. Students that miss the bus are responsible for getting themselves to school on time.
- H. Parents are responsible for any damage to a bus caused by their student.
- I. Eating, drinking, and littering are not permitted on the bus.
- J. Noise on the bus will be maintained at a safe level as determined by the driver. Absolute quiet must be maintained at all railroad crossings.
- K. Students are to return to their side of the street or road. Cross at least ten feet in front of the bus. Wait for the driver to gesture that it is OK to cross.
- L. In case of emergency medical situations, the driver will contact the transportation supervisor who will in turn contact the proper authorities.

In bad weather, if the bus arrives late to school, please report to the office before going to lockers or classes. It is the responsibility of the student to get to school if he/she missed the bus. Students will be expected to enter the building immediately upon arriving at school. Students will not be permitted to go to the student parking lot if they ride to school on a bus or walk to school.

The vast majority of Cloverleaf School District students are transported by bus. The Transportation Department assumes the responsibility for getting these students to and from school in a safe and efficient manner.

**Please note: Video cameras are now on buses and may be used in disciplinary hearings.**

**Transportation Policy: Bus Passes** - Bus passes will not be issued for a student to ride alternate transportation home. Additional students riding on a bus add to the responsibility of the bus driver in respect to discipline, to changes in seating arrangements, to proper dismissal at a requested stop and to possible overcrowding.

**Child Care** – We recognize the need for parents to have their children picked up or dropped off at a childcare provider or day care center. Therefore, with certain restrictions, transportation will be provided to and from childcare. The restrictions that apply are that students will be transported to and from a given location five days per week. The AM may or may not differ from the PM location. However, various locations during the week and/or weekly changes cannot be accommodated.

**Emergency** – An exception will be made to the above stated policy for a medical or accident related emergency only. The parent or legal guardian will contact the building principal with an alternative bus request to get the child home safely. The necessary paperwork will be completed by the building principal or his/her designee. This paperwork will include a medical authorization form, which will be given to the bus driver.

## Dress Code

Cloverleaf Middle School students will be expected to keep themselves well groomed and neatly dressed at all times. The dress and appearance of all middle school students shall reflect high standards of cleanliness, neatness, health, safety, appropriateness, and decency. To this end, any grooming habits or apparel that disrupt the educational environment or present safety concerns shall not be permitted.

The administration or designee reserves the right to make final decisions regarding the appropriateness of student dress and grooming. If a student requires a modification in the dress code for a medical reason then the parent or student must contact the administration for approval before returning to school.

To provide a school atmosphere that is safe, non-disruptive and conducive to learning Cloverleaf Middle School students shall adhere to these guidelines:

1. Apparel shall not display: Illegal activities, drug/alcohol/tobacco references, sexual references, obscene language/pictures/symbols/references, ethnic/racial slurs or epithets, gang related material or activities, sexist attitudes, offensive material, violent material, or grotesque material.
2. Tops must have sleeves. Tops must be long enough to tuck in waistband and remain there in any position. Suggestive, revealing, off-the-shoulder, low-cut, lacey, sheer, or see-through clothing is not permitted.
3. Clothing may not have any rips, cuts, frays, tears, or holes even if the clothes were purchased that way. Bottoms may not be oversized, excessively baggy, drag on the ground, reveal undergarments, or reveal skin. All bottoms must be worn securely around the waist. No writing may appear on the rear of the bottoms.
4. Hats, sunglasses, bandannas, or other head coverings are not permitted during the school day. These items must be removed upon entering the building and placed in the student's locker for the duration of the school day. Hoods on hooded apparel must be kept completely off of the head throughout the school day.
5. Shorts, skirts, and dresses must be at least mid-thigh in length even in a seated position. Any slit in skirts or dresses may not be higher than mid-thigh. Bike shorts are not permitted.
6. Apparel may not be excessively tight or conforming to the body.
7. Sweat pants that gather at the ankle, tear-away athletic pants, and pajama pants are not permitted.
8. Chains, dog collars, choker chains, chained wallets, chained keys, lanyards, or other items of a similar nature are not considered jewelry and may not be worn.
9. Rings, studs, or other piercings located anywhere other than the ears are not permitted. Jewelry must not present a safety concern. NOTE: All jewelry must be removed for Physical Education. Please DO NOT have your ears newly pierced as even these piercings must be removed for Physical Education.
10. Garments may not be tied around the waist.
11. Hair style must not present a distraction in the educational environment. Hair must be kept clean and well-groomed.
12. Outdoor apparel (such as coats, jackets, vests) must be kept in the student's locker for the duration of the school day.
13. Book bags of any type (including any bag, purse, or satchel used to carry books and/or notebooks) are not permitted for use during the school day and must be kept in the student's locker. Due to the dimensions of the student lockers, smaller book bags are recommended.
14. Shoes must be worn at all times. Slippers are not permitted. All footwear must not present a safety concern.

Note: Tape or other means of temporarily modifying dress are not acceptable means of bringing apparel into compliance with this code.

This policy will be reviewed in May of each school year for the purpose of improving and updating the dress code for the following school year. Suggestions, ideas and comments for improving the dress code policy should be forwarded to the building principal or designee.

## Student Code of Conduct

**Reference: Cloverleaf Board Policy JFC-R, JG and JEGA**

Parents and students are expected to read the Cloverleaf District Code of Conduct and understand the possible consequences should a rule be violated by the student. Each student has received a copy of this Code of Conduct. It is posted within the Middle School as a reminder to all students.

**Purpose** – To provide the regulations and guidelines governing student conduct and discipline in the Cloverleaf Local Schools.

**Rational** – Education cannot proceed without an atmosphere of good order and discipline necessary for effective learning. The intent of this code is to help to create a positive educational environment, which holds young people accountable for their actions and teaches them to live with the consequences of their decisions.

The Board of Education and the administration of Cloverleaf Local Schools, in consultation with representatives of the faculty, student, and parents have established these guidelines. We feel that they will aid in achieving the best possible atmosphere. The code is also intended to standardize procedures to guarantee equally the rights of every student within the district.

This code meets the intent of H. B. 421 and the Ohio Revised Code. However we realize that it is impossible to foresee every possible situation or circumstance. Thus, this is not meant to be a complete list of all rules and regulations. Further this code will be reviewed and updated by the Board of Education, as it deems necessary.

**Jurisdiction** – This code and its provisions shall be applicable not only during schools hours, but also at all school related activities, whether or not they are on Cloverleaf school property.

**Rules Guiding Student Conduct:** The authority of school officials extends beyond the school day. Any misconduct (on or off school property) which directly relates to and adversely affects the welfare and morale of the school is within the scope of authority of school officials.

Violation on the part of a student of any one or more of the following rules of conduct may result in disciplinary action, including detention, Friday PM detention, suspension, emergency removal, and/or court referral. The nature and severity of any action may warrant more or less severe consequences than stated on a given offense. Actions that jeopardize the safety or well being of staff and students may call for recommendation for expulsion from school.

### **RULE 1: Academic Dishonesty**

See Academic Dishonesty in Policies and Procedures above.

*(Administrative Discretion)*

### **RULE 2: Aiding and/or Abetting**

A student shall not aid or abet another student who is in violation of any rule outlined in this code of conduct and may be subject to the same or similar disciplinary action.

*(Administrative discretion)*

### **RULE 3: Assault- Physical and/or Menacing**

A student shall not cause physical or mental injury or behave in such a way, which could threaten to cause physical or mental injury to school personnel, other students or visitors while under the jurisdiction of the school. Fighting is included in this section.

- A. *Harassment:* This includes any speech or action that creates a hostile, intimidating or offensive learning environment; i.e. gender, ethnic, religious, and disability.
- B. *Extortion:* This includes asking for money, goods or services under threat or feeling of threat. This includes panhandling.
- C. *Physical assault* on fellow student.
- D. *Physical assault* of an adult in authority.
- E. *Hazing* (see Hazing in the School Policies and Procedures section).

*1<sup>st</sup> offense:* 5-day suspension with possibility of assault charges filed

*2<sup>nd</sup> offense:* 10-day suspension and recommendation for expulsion.

### **RULE 4: Bus Misconduct**

Student shall observe all school rules aboard school transportation. See Bus Conduct in Policies and Procedures above.

*(Administrative discretion)*

### **RULE 5: Cell Phones/ Personal Electronic Devices**

Cell phones and other electronic devices may be possessed by students but shall be kept out-of-sight and turned off. Cell phones and other electronic devices are not to be used between 7:35 AM – 2:35 PM. Phones and other electronic devices are not to be used on school transportation unless the student is given the consent by the driver.

*1<sup>st</sup> offense:* Phone/device confiscated and returned to parent, Warning

*2<sup>nd</sup> offense:* Phone/device confiscated and returned to parent, Friday PM  
Detention

*3<sup>rd</sup> offense:* Phone/device confiscated and returned to parent, 3 day suspension

**RULE 6: Damage to Property**

A student shall not cause or attempt damage to school or private property on the school premises at any time or at school activities on or off school grounds. The nature and severity of the damage will determine the consequence and possibility of criminal charges. (*Administrative discretion*)

Replacement cost may be assessed to fees. Full payment of actual repair, replacement or cleaning will apply when appropriate. Students may not participate in graduation until full payment is made.

**RULE 7: Dangerous Weapons and Instruments/ Use of an Object as a Weapon** A student shall not possess, handle, transmit or conceal any weapon or instrument capable of harming another person, such as guns, rifles, knives, ice picks, switch blades, brass knuckles, bars, etc., on the school premises, at school activities or while transported to and from school activities. (Included in this prohibition would be the use of chemicals, gasses, mace firecrackers, smoke bombs, explosives, etc.)

*1st offense:* 10-day suspension and recommendation for expulsion with a possibility of criminal charges filed and/or permanent exclusion.

**RULE 8: Knowledge of Dangerous Weapons or Threats of Violence**

Students are required to report knowledge of weapons, dangerous instruments, and/or threats of violence to the principal(s). Failure to report such knowledge may result in disciplinary consequences. (*Administrative discretion*)

**RULE 9: Disrespect**

A student shall not be disrespectful or toward any staff member, student, or visitor. (*Administrative discretion*)

**RULE 10: Disruption of Class**

A student shall not disrupt the learning process for other students in a class setting.

*1st offense:* (after all other classroom/team procedures exhausted - warning, isolation, detentions, parent conference) Friday PM detention.

*2nd offense:* 2 Friday PM detentions, possible temporary removal from class for 5 days and conference with parent, teacher, student and principal.

**RULE 11: Disruption of School**

A student shall not by use of violence, force, coercion, threat, harassment or insubordination, cause any disruption or obstruction to the educational process, including all curricular and extracurricular activities. This will include said violations to board authorized vehicles to transport students.

Some examples, not intended to be exhaustive, would include: false fire alarms or arson, false 911 emergency call, student walkouts, use of fireworks of any kind, misconduct during fire or tornado alert, running within the building, horseplay (pushing, ripping, grabbing, hitting, etc). Regardless of intent, horseplay may cause more serious problems and possibly even injury. Therefore, it can never be tolerated in the school. (Also see School Policies and Procedures on disruption.)

*Administrative Discretion:* Friday PM Detention to Expulsion.

**RULE 12: Dress Code Violation** (*See Dress Code above in Policies and Procedures*)

*1st offense* - a warning and student must change clothes.

*2nd offense* -detention; and student must change clothes.

*3rd offense* -Friday PM detention and student must change.

*4th offense* -3 day suspension and student must change.

*5th offense* -5 day suspension and student must change clothes.

*All offenses will result in students receiving zeros for any class work missed if student refuses or is unable to change clothes.*

**RULE 13: Extortion**

A student shall not use violence, the threat of violence, intimidation, force, or deception to compel another person to act in a given way. Extortion is against the law.

(*Administrative Discretion with the possibility of criminal charges filed*)

**RULE 14: Failure to Serve**

Failure to serve after/before school detention will result in two detentions issued. Failure to serve Thursday before school detention will result in Friday PM detention or two Thursday morning detentions. Failure to serve Friday PM detention will result in two Friday PM detentions or suspension. Chronic failure to serve will be treated as insubordination (See Rule 18).

**RULE 15: Fighting**

A student shall not engage in physical confrontations while under the jurisdiction of the school.

*1st offense:* 5-day suspension.

*2nd offense:* 10-day suspension and recommendation for expulsion.

**RULE 16: Inappropriate Physical and/or Menacing Behavior**

A student shall not behave in such a way that he or she may cause physical harm or the threat of physical harm to another person. A student shall not engage or participate in the harassment in any form (physical, psychological, racial, religious, sexual, verbal, non-verbal, and

technological) of another individual or group of individuals. (*Administrative Discretion, may range from suspension to recommendation for expulsion with the possibility of criminal charges*)

**RULE 17: Inappropriate/ Unauthorized Use of Technology**

A student shall abide by the Board's Computer/On-Line Services Acceptable Use Policy. A student shall not use school and/or personal technology to engage in the violation of any rule.

(*Administrative discretion*)

**RULE 18: Insubordination**

A student shall not disregard or refuse to obey reasonable directions given by school personnel. Violations of minor rules, directives or disciplinary procedures shall constitute insubordination.

*1<sup>st</sup> offense:* Friday PM detention or 3 day suspension.

*2<sup>nd</sup> offense:* 5-day suspension.

*3<sup>rd</sup> offense:* 10-day suspension with recommendation for expulsion.

**RULE 19: Misconduct Against a School Official or Employee or the Property Thereof Regardless of Where it Occurs**

(*Administrative discretion*)

**RULE 20: Misconduct by a Student that Occurs Off of School Property, but is Connected to Cloverleaf Activities or On Property Owned by the District**

(*Administrative discretion*)

**RULE 21: Trespassing/ Loitering**

(See Loitering in School Policies and Procedures section)

*1<sup>st</sup> offense -* Warning

*2<sup>nd</sup> offense -* Friday P.M. detention

*3<sup>rd</sup> offense -* 3-day suspension, student restricted to no after school activities without parent supervision.

*4<sup>th</sup> offense:* - 5-day suspension, trespassing charges may be filed.

**RULE 22: Profane, Obscene, Abusive, or Inappropriate Language**

A student shall not use profanity, obscenities or inappropriate language (written or verbal) or vulgar gestures, in general or while communicating with school personnel, other students, or visitors while under the jurisdiction of the school.

*1<sup>st</sup> offense:* Friday PM detention or 3 day suspension depending on severity.

*2<sup>nd</sup> offense:* 5-day suspension.

*3<sup>rd</sup> offense:* 10-day suspension with recommendation for expulsion.

**RULE 23: Public Display of Affection**

Students are not to engage in inappropriate physical contact while on school property, at school related functions off school grounds, on a school bus or at any other time the student is subject to the authority of the school. This includes holding hands, kissing, hugging or touching others in an inappropriate manner.

*1<sup>st</sup> offense:* Friday PM detention

*2<sup>nd</sup> offense:* 1-day suspension

*3<sup>rd</sup> offense:* 3-day suspension

**RULE 24: Sexual Harassment**

Cloverleaf Middle School is committed to eliminating and preventing sexual harassment. Sexual harassment is improper, immoral, illegal and detrimental to the educational environment of our school. This procedure is implemented to inform students as to the definition and procedure to be followed in dealing with sexual harassment. Ohio and Federal law defines sexual harassment as unwanted sexual advances or unwanted visual, verbal or physical contact of a sexual nature. Such offensive behavior includes, but is not limited to the following: Unwanted sexual advances, making or threatening reprisals after a negative response to sexual advances, nonverbal conduct, leering, making sexual gestures, displaying sexually suggestive objects, making or using derogatory comments, epithets, slurs or jokes, making sexually based remarks about another person or one's own body, verbal abuse of a sexual nature, graphic verbal commentaries or suggestive obscene letters.

(*Range of consequences will be from Friday detention to suspension with recommendation for expulsion.*)

**RULE 25: Theft/ Forgery**

A student shall not take, borrow or move property, which does not belong to him/her. This includes property belonging to the Cloverleaf School Board, another student, teacher, other staff member or visitor to the school. A student shall not imitate another individual's or entity's signature, handwriting, or likeness. A student shall not engage in unauthorized copying or copyright infringement. The nature and severity of the damage will determine the consequence and possibility of criminal charges. Replacement cost may be assessed to fees.

(*Administrative discretion*)

**RULE 26: Unauthorized Touching/ Words of Provocation**

A student shall not engage in physical conflict, unauthorized physical contact, threats, challenges, or words/actions that incite altercations or physical violence. (*Administrative discretion*)

**RULE 27: Unexcused Absence/Truancy**

*1<sup>st</sup> Offense* - Friday PM detention issued - no credit for work missed

*2<sup>nd</sup> Offense* - 2 Friday PM detentions issued - no credit for work missed

*3<sup>rd</sup> Offense* - Denial of privileges, in-school suspension or out-of-school suspension, and possible referral to Juvenile Prosecutor.

**RULE 28: Use or Possession of Tobacco Products**

It is the belief of the Cloverleaf Local Board of Education that smoking is a definite hazard to good health and safety of people. The Board therefore, believes that it is necessary to establish rules and regulations, which will relate to the policy stating that there shall be no smoking or use of tobacco products on school properties, buses or at other school related functions.

*1<sup>st</sup> offense:* 3 days out-of-school suspension and recommendation for tobacco insight program. It will be strongly encouraged that students, parents, the Principal and Chemical Dependency Coordinator meet to discuss the insight program.

*2<sup>nd</sup> offense:* 5 days out-of-school suspension. Conference with parents highly recommended discussing choices that the student has made.

*3<sup>rd</sup> offense:* 10 days out of school suspension and recommendation for expulsion.

The tobacco insight programs will be established by the District Prevention Coordinator and may not meet during the school day.

**RULE 29: Use, Possession, Concealment, and/or Distribution of Alcohol, Drugs, Narcotics, Mind-altering Substances, and/or Counterfeits/Look-a-likes of the preceding**

A student shall not possess, use, transmit, conceal, or be under the influence of narcotics, alcoholic beverages, drugs or any mind-altering substance. A student shall not possess any counterfeit drug (look-alikes), nor shall a student make, sell, offer to sell, conceal, give, package or transmit any counterfeit drug.

**First Offense**

1. The principal will assign the student a 10-day out-of-school suspension.
2. The principal will recommend to the superintendent of schools that the student be expelled unless the following procedure is followed:
  - The student must agree to and complete a professional drug assessment for a professional opinion concerning the use/misuse/addiction. The assessment information must be released to the District Prevention Coordinator for intervention with the student. It will be strongly encouraged that student, parents, Principal, and District Prevention Coordinator meet to discuss the intervention strategies and the future of the student. Cloverleaf Local Schools believe that early intervention in the disease process means less destruction for the student and a greater likelihood to recover.
  - The parents or guardians of the child will notify the school principal and District Prevention Coordinator that the student has made contact and is willing to comply with the appropriate treatment process. Based on the data that the student is being evaluated and appropriate procedures agreed upon are being followed, the student will not be recommended for expulsion.
3. The principal will notify the appropriate guidance counselor and the building level Prevention Counselor.
4. The principal will notify the Juvenile Officer of the Medina County Sheriff's Department

**Second Offense**

1. The principal will assign the student a 10 day out-of-school suspension and make a recommendation for expulsion.
2. The principal will notify the School Resource Officer of the Medina County Sheriff's Department.
3. The principal will contact the Medina County Juvenile Prosecutor and pursue prosecution of the student.
4. The principal will notify the appropriate guidance counselor and building level Prevention Counselor.

**RULE 30: Selling or distributing illegal chemical and/or instrumentalities for use of drugs to fellow students:****First Offense**

If a school employee sees what appears to be harmful and/or illegal chemicals being transferred from one student to another, he/she should immediately take the students and the material to the principal of the school.

The principal should call the Medina County Sheriff and request someone to be dispatched to investigate the case. A report of the investigation should be provided to the school principal.

The principal will contact the Medina County Juvenile Prosecutor and pursue prosecution of the student.

The principal will assign the student a 10-day out-of-school suspension and request a parent conference to discuss the matter.

The principal will recommend to the superintendent that the student be expelled.

All sections of Cloverleaf Board of Education Policy JEGA Permanent Exclusion apply.

**Students expelled or suspended for use or possession of alcohol/drugs:**

- Affected students – all persons under the age of 18 who have been expelled or suspended for use or possession of alcohol/drugs.
- Reporting Official - County Superintendent
- Hearing timeline – no hearing required
- Reporting time – The Bureau of Motor Vehicles and Juvenile Judge must be notified within two weeks after the expulsion or suspension hearing date.
- After receiving such information from the Superintendent, the Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license.

**RULE 31: Violation of Individual/Classroom/School Rules**

Every learning environment may have differing rules for students. These rules exist to maintain a safe, orderly, and productive learning environment. To this end, students shall be oriented to these specific rules, all of which shall be consistent with this code of conduct and board policy. (*Administrative discretion*)

**RULE 32: Any Act or Deed that is Detrimental to the Operation and/or Welfare of the School.**

(*Administrative discretion*)

**Chronic Misconduct:** Students who have chronic behavioral or attendance problems may have unruly charges filed with the Medina County Juvenile Court. Unruly child as defined in sections 2151.01 to 2151.54, inclusive, of the Ohio Revised Code, include any child:

- A. who does not subject himself to the reasonable control of his parents, teachers, guardians or custodian, by reason of being wayward or habitually disobedient;
- B. who is an habitual truant from home or school;
- C. who departs himself/herself as to injure or endanger the health or morals of himself/herself or others;
- D. who marries, visits/associates with undesirables, works illegally, or breaks the law.

**Application of the Code:** It is considered a fundamental understanding by each student and his/her parent that any administrator, teacher, or other school official has not only the right, but also the duty, to insist on good behavior. The building principal is charged with the overall responsibility of proper enforcement of discipline in the total school setting. However, he/she has discretionary authority along with other certificated personnel to use the following measures to correct pupil behavior:

1. teacher-student conferences
2. teacher-parent conferences
3. referral to guidance
4. extra assigned studies
5. assigned detentions
6. referral to the office
7. removal from class or activity for 24 hours or less

A key guideline in the application of this policy is embodied in the principle that the appropriate reaction to a discipline problem is the least extreme reaction that holds promise of resolving the problem. However, there are situations in which a more severe disciplinary measure is needed to correct the problem. At this time, the student is referred to the principal; and the following action may be taken:

1. emergency removal
2. suspension (in or out of school)
3. referral to police or judicial authorities
4. expulsion

The nature and severity of any action may warrant more severe consequences than stated on a given offense. Actions that jeopardize the safety, or well being of staff and students may call for a recommendation for expulsion from school.

Corporal punishment is prohibited and shall not be used as a form of discipline in the District. The Board expects administration, faculty and staff to use other forms of discipline, counseling and referral, including communication and meetings with the parents to promote appropriate, positive behavior.

**Detention:** Students may be assigned a detention by any member of the school staff.

Offenses may include, but not limited to, undesirable patterns of tardiness, repeated misconduct in class, cafeteria problems, as well as other discipline problems.

Students assigned to detention are to report to the room designated on the detention notice at the time given and be excused at the time stated on the detention. Signed detention forms must be returned to the teacher. Each student is to have sufficient study materials and is to cooperate with the detention supervisor. Students will be given 24 hours notice of detentions at minimum. Detention assignment times are at the teacher's discretion. Morning detentions (7AM-7:30AM) will be highly recommended due to transportation problems after school, which leave students unsupervised.

**Thursday Detention:** Students exhibiting misconduct in study halls, hallways, tardy to homeroom or other disciplinary infractions will be issued detention on Thursday from 7 AM to 7:30 AM in room 209. Failure to serve these detentions will result in Friday PM detention.

**Friday PM Detention Rules:** Accumulation of detentions, truancy or discipline referrals will result in a Friday PM detention. Failure to serve a Friday PM detention will result in additional Fridays assigned or suspension, depending on the repetition of the offense. Friday PM School will meet from 2:35 PM until 6:00 PM. Friday PM School is held at the High. Please use the main entrance to enter the school since all other doors will be locked. Tardy students admitted after 3:00 PM will be required to attend additional Friday PM School or be issued an in-school suspension. Students will not be allowed to go to their lockers or use the phone except in cases of emergency.

- Students will not be allowed to put their heads down or sleep.
- No radios, cards, magazines, or other recreational articles will be allowed in the room.
- No food or beverages will be consumed during Friday PM School.
- There will be a 10-minute break at 4:30 PM. Students may go to the restroom, throw away paper, and sharpen pencils at that time.
- Students are required to bring all their textbooks with them and have class assignments with them when they attend Friday School.
- The only way a student may be excused from a Friday PM School session will be if prior permission was obtained from the principal. This includes illness or any other reason that would prevent a student from attending a particular session. A student, who misses a

session without receiving permission beforehand, will be assigned an extra session to attend or assigned to in-school suspension. If a student would fail to serve in-school suspension, the student will then be assigned an out-of-school suspension for the days left in the suspension.

#### **In-School Suspension:**

- Students will report to the in-school suspension room by 7:35 AM and will remain there until 2:35 PM. Students on early dismissal will stay the entire day.
- Students are to bring educational material to the in-school suspension room. Failure to bring books or materials will result in further disciplinary action.
- Students must get their assignments before starting in-school suspension. Students will not be permitted to leave the in-school suspension room to get assignments. Students must turn in all assignments the first day back to class.
- The student must complete any additional assignments made by the in-school suspension teacher.
- Students are not permitted to talk or sleep in in-school suspension.
- Students will use restrooms as directed by the teacher in charge of in-school suspension. Restroom privileges will be limited to once in the morning and once in the afternoon, as a group, unless there is an emergency.
- There will be a lunch period. Students will have to provide a sack lunch. Lunch will be eaten in the in-school suspension room. Lunch program students will have lunch provided.
- Students must be present the full day for the day to be counted. Days of partial attendance will not be counted. (Including work-study students).
- Students who refuse to report to in-school suspension; who leave without permission, or who disrupt the quiet atmosphere will be suspended out of school.

#### **Suspension:**

- A. The Superintendent or Principal must give the pupil actual written notice of the intention to suspend.
- B. The pupil must have the opportunity to appear at an informal hearing before the Principal, Superintendent, or Superintendent's Designee to challenge the reasons for the intended suspension or to otherwise explain his/hers actions. If the administrator determines as a result of the hearing that the pupil should be suspended, then within twenty-four hours of the suspension, the parent, guardian, or custodian of the student must be notified in writing. The notice must include the reasons for the suspension and the right of the pupil, parent, guardian or custodian to appeal the action to the Board of Education or its designee, and the right to request that the hearing be held in executive session.
- C. The following guidelines will pertain to schoolwork missed during suspension. In all cases it is up to the student, not the teacher to initiate the process.
  - A student should make up any work missed. Full credit will be given for work completed if submitted to the teacher when the student returns. If a student fails to request and complete the make-up work, he/she will receive zeros for all work missed. A general guideline of three (3) days of in-school suspension will be allowed per semester per student.

#### **Emergency Removal:**

1. The Superintendent or Principal may remove the student from curricular or extra-curricular activities or from the school premises.
2. A teacher may remove the pupil from curricular or extracurricular activities under his/her supervision but not from the school premises altogether.
3. If a teacher makes any emergency removal, the reasons for the removal must be submitted to the principal as soon as practicable thereafter.
4. Written notification of the decision and the right to appeal to the Board of Education or its designee is required, as it is for a suspension. The notice must include the reasons the expulsion, the right to be represented in the appeal, and to request the hearing to be held in executive session.

**Appeal:** A student, his parent, guardian, or custodian may appeal a suspension or expulsion to the Board of Education or its designees. Thus, the Board may either review the case itself or approve a hearing officer to act in its place. As previously noted, the student has the right to representation at the hearing. At the request of the pupil, his parent, guardian, custodian, or attorney, the Board or its designee may hold the hearing in executive session. Formal action on the appeal may only be taken in a public meeting. By a majority vote of the Board or by action of the Board's designee, the order of suspension or expulsion may be affirmed, the pupil may be reinstated, the action reversed, vacated or modified.

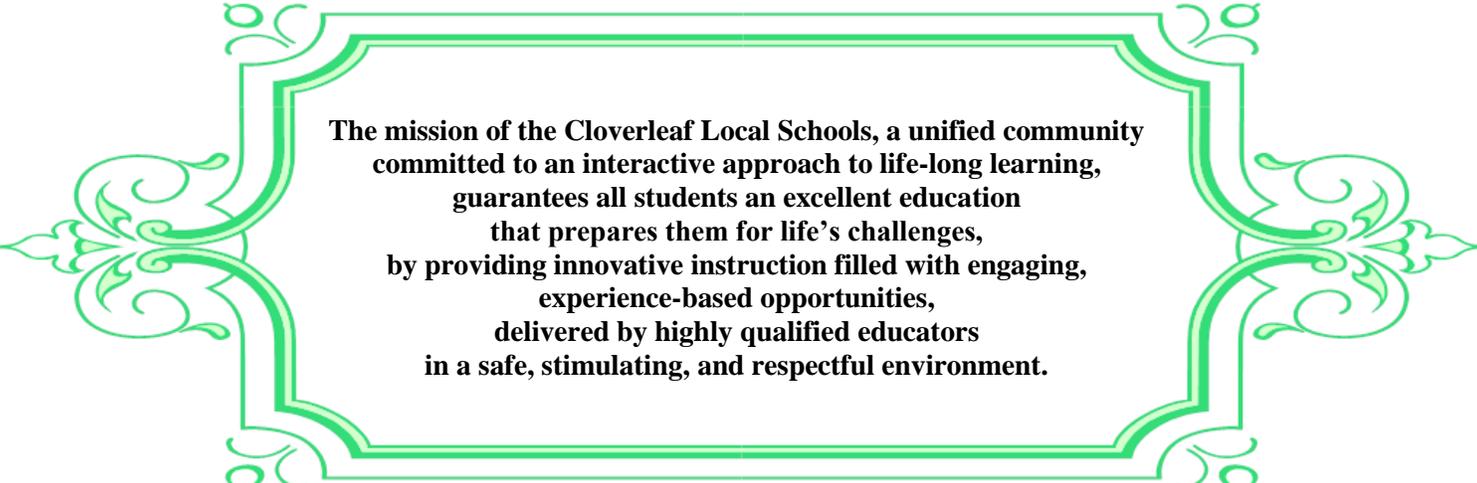
**Exclusion:** The Board may seek the permanent exclusion of a student 16 years or older who is either convicted in a criminal court or adjudicated delinquent by a juvenile court of certain offenses that occur on school grounds or at a school function. See Board policy for more details.

#### **Professional procedures for handling students who appear to be under the influence of chemicals:**

If a student appears to be displaying unusual behavior due to the possibility of the use of some harmful or illegal chemical, a school employee should enlist help to determine the seriousness of the apparent illness. When the student is brought to a nurse or physician, an attempt should be made to determine what chemical was taken, by what method and in what quantity. When the student's condition appears to be in immediate need of further medical attention, regular emergency procedures should be followed. The building level prevention counselor and guidance counselor should be notified of the student who appears to be under the influence of chemicals.

	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE READY</b>
<b>CLASSROOM</b>	Raise hand to be recognized before speaking. Encourage others. Be polite and courteous towards teacher and classmates. Follow your teacher's instructions.	Give 100% effort. Complete all assignments. Use time wisely. Get make-up work when absent. Admit when you are wrong.	Be on time. Bring necessary materials (agenda, homework, paper, pencils, etc..). Be rested and prepared to learn.
<b>HALLWAY/ LOCKERS</b>	Speak with inside voice. Observe personal space. Walk quietly. Close lockers quietly.	Use time wisely. Walk on the right. Walk directly to your next destination.	Have signed agenda ready to show staff member.
<b>CAFETERIA</b>	Speak with inside voice. Use good manners. Wait your turn. Eat your own food.	Report on time. Keep area clean. Keep food and drinks in cafeteria. Make healthy food choices. Sign out to use restroom.	Know your ID number or have money/packed lunch.
<b>RESTROOM</b>	Respect privacy. Keep restroom graffiti free.	Flush toilets. Keep restroom clean and neat. Wash hands.	Have signed agenda ready to show staff member.
<b>ASSEMBLIES/ SPECIAL EVENTS</b>	Enter venue in a quiet orderly manner. Listen to speakers/ performers. Treat guests with an extra dose of courtesy. Demonstrate school pride.	Remain seated and follow instructions. Be supportive of your classmates.	Engage in behavior that matches the event.
<b>ARRIVAL/ DEPARTURE</b>	Follow adult directions. Obey bus rules. Respect the property of others.	Be safe. Stay in AM zone until 7:30 bell. Keep cafeteria and locker area neat and clean.	Be on time to school. Exit building promptly at end of day.
<b>ALL SETTINGS</b>	Keep hands and feet to self. Use appropriate language. Follow dress code. Be courteous to all.	Stay on task. Do your best always. Use self control. No PDA. Make smart choices.	Be prompt. Display positive attitude.





**The mission of the Cloverleaf Local Schools, a unified community committed to an interactive approach to life-long learning, guarantees all students an excellent education that prepares them for life's challenges, by providing innovative instruction filled with engaging, experience-based opportunities, delivered by highly qualified educators in a safe, stimulating, and respectful environment.**

## **Beliefs**

**We believe that family is the foundation of society.**

**We believe that excellence is achieved through commitment, risk and hard work.**

**We believe that every person has worth and potential.**

**We believe that learning is a life-long process.**

**We believe that a safe environment is essential for a quality of life.**

**We believe that honesty and integrity are the basis of good relationships.**

**We believe that respect is fundamental for social order.**

**We believe that all people are responsible for their own actions.**