

# Roberts Middle School

**"Six Pillars of Character"**  
Citizenship, Respect, Responsibility, Trustworthiness,  
Caring/Fairness, and Courage

## *Black Tiger Planner 2011 - 2012*

Phone: 330-926-3809

FAX: 330- 920-3748

**Mr. Sean Wolanin, Principal**

3333 Charles St.  
Cuyahoga Falls, Ohio 44221

**Progress Book:** <https://parentaccess.neonetda.org>

**Website:** <http://www.cfalls.org>

**Board of Education 330-926-3800**

**THIS BOOK BELONGS TO:**

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ HOMEROOM # \_\_\_\_\_

This book was made possible through student fees. In this book you will find useful information for your daily academic needs. It is to become part of the items you need every day. If it is lost or stolen, it must be replaced for a fee of \$5.00.

### Table of Contents

Welcome	4	Anti-Harassment Policy	5
Academic Eligibility	4		

Arrival at School	5	Library	12
Attendance	5	Lockers	12
Appointments	6	Lost and Found	12
Dismissal	6	Make-up Work	12
Cafeteria Guidelines	6	Medications	12
Communicable Diseases	6	Parent Conferences	13-14
Computer Technology	6-7	Passes	13
Course Offerings	7	Physical Education	13
Discipline	7-9	Restrooms	13
Tardy	8	School Safety	13
Dress	9-10	School Equipment/Facilities	13
Dropping Students Off	10	School Fees	13
Due Process Rights	10	Student Attendance/	
Early Dismissal	10	School Events	13
Emergency Closing	10	Student Records	13-14
Emergency Drills	10	Student Schedules	14
Emergency Medical	10	Student Valuables	14
Enrolling	10-11	Telephones	14
Failure/Retention	11	Testing	14
Field Trips	11	Textbooks	14
Grades	11	Transportation	14
Grading Periods	11	Truancy	15
Grade Point Average	11	Vacations	15
Guidance	11	Visitors	15
Gum	11	Volunteers	15
Homework	11	Zero Tolerance	15
Illness During School	11	PAWS	15
Immunizations	11		

## **FORWARD :**

This student agenda book was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This agenda book contains important information that you are responsible for knowing. Please become familiar with the following information. You should keep the agenda book available for frequent references by you and your parents. If you have any questions that are not addressed in this book, please talk to your teachers or the building principal. This agenda book replaces all prior agenda books and handbooks and other written material on the subjects.

## **MISSION OF THE SCHOOL DISTRICT:**

The mission of the Cuyahoga Falls City School District is to provide each student with skills: to excel to his or her highest level, to contribute to our democratic society, and to successfully compete in a global economy.

## **EQUAL EDUCATION OPPORTUNITY:**

It is the policy of the Cuyahoga Falls City School District to provide an educational opportunity for all students. Any person, who believes that the school or any staff member has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, or place of residence within the boundaries of the District has the right to file a complaint. Complaints and/or questions should be directed to the school district's compliance officer.

Dr. Paula Snyder  
Director of Human resources  
330.926.3800 ext. 502020

Complaints placed in writing will be investigated and a response provided to the person filing the complaint in a timely manner. The complaint officer can provide additional information concerning access to equal educational opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

## **STUDENT RESPONSIBILITIES:**

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. Students are expected to follow staff member's directions and to obey all school rules.

## **WELCOME**

to

## **ROBERTS MIDDLE SCHOOL**

On the following pages of this agenda/planner you will find the rules and responsibilities each student is expected to know and follow for success at the middle school. To provide a safe and productive learning environment is the goal of every adult in our district.

As all of our students are preparing for academic success at the high school our rules and expectations are the same. We expect that everyone in the educational community will address the solid pillars of character in order to become productive and contributing human beings. The two mightiest pillars for which we hold high expectations are those of **RESPECT** and **RESPONSIBILITY**. The six pillars of character are explained on page 15.

We encourage parents to make every effort to be a positive, active participant in your student's academic progress. Our structure is designed to best serve you and

your student, but we need your involvement to operate at peak efficiency. In addition to individual Parent Conferences, each school holds Parent Open House, and evening Parent Conferences. There are many opportunities to become involved in Parent Advisories, Parent Achievement Teams as well as the Parent Teacher Association (PTA) for overall school improvement and activities for students at the school.

**ACADEMIC ELIGIBILITY:** All Cuyahoga Falls Middle Schools follow the Ohio High School Athletic Association guidelines for student athletic eligibility. All athletes must maintain a 1.75 grade point average or higher and be passing 75% of their academic core subjects.

### **Aggressive Behavior Toward Students (BOE Policy 5517.01)**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. 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. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the district, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Anti-Harassment Policy (BOE Policy 5517)**

Board of Education maintains an educational and work environment, which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. 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. Individuals who

are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District Community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property)

#### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. 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.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

#### **CONFIDENTIALITY**

The School District will make reasonable efforts to maintain the confidentiality of the parties involved in a harassment investigation. Confidentiality, however, cannot be guaranteed.

Report harassment complaints to the Assistant Principal or the Principal

#### **STUDENT VIOLATION**

Student violations of the school district's anti-harassment policy shall result in disciplinary action according to the Student Code of Conduct.

**ATTENDANCE INFORMATION:** If you miss school, you miss out! All students are required by law to be in regular attendance except when properly excused by the appropriate school administrator. Students who miss school frequently experience difficulty in achieving the maximum benefits of schooling. Under normal circumstances a student should not miss more than 4 days

of school per year. All absences will be placed into one of four categories:

**ARRIVAL AT SCHOOL:** Students should plan to arrive no earlier than 7:45 am unless they have been requested to be here earlier by a teacher for additional academic help, clubs, band, or detention. Students may enter the building at 7:45 am. Upon entering the building, all students riding a bus must report to the cafeteria. Those students who walk, bike, or are dropped by their parents must report to the gymnasium. The tardy bell rings at 8:05 am. Students are expected to conduct themselves appropriately while waiting outside. Parents need to consider temperature and inclement weather when/if they drop their child off early.

**ABSENCE (EXCUSED):** If a student is going to be absent, the parent should call Roberts (330.926.3809 ext. 502430) before 9:00 am. A NOTE MUST BE SENT WHEN A STUDENT RETURNS TO SCHOOL CERTIFYING THE REASON FOR THE ABSENCE SIGNED BY THE PARENT/GUARDIAN. If a call is not received by the Guidance office the student will be determined to be unexcused. Excused absences include:

- 1) Personal Illness
- 2) Family Illness
- 3) Death of a relative
- 4) Observation of religious holidays

**ABSENCE (UNEXCUSED):** Absences for reasons not covered by the above categories may be referred to the district attendance officer for review, CF Police Dept. and Summit County Juvenile Court may be involved. For any absence past the 10 days a medical note **MUST** be provided each time the student is out or, it will be marked as unexcused with disciplinary action to follow. Suspensions and no credit for work attempted may result after the 10<sup>th</sup> absence.

**DISMISSAL:** School is dismissed at 2:50 pm. Students are to go directly to their lockers, get their belongings, and leave the building. The school and grounds are to be cleared by 2:57 pm.

#### **APPOINTMENTS DURING THE SCHOOL DAY:**

Students must present a parent note to the office **before school** for appointments or other requests for early release. A pass will be issued and the student is to sign in and out at the office for the time of the appointment. **If your student will arrive at school late because of an appointment, please call the school in the morning to make us aware of the appointment.**

**CAFETERIA:** The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala Carte items are available. Students may also bring their own lunch to be eaten in the school's cafeteria. No student shall be permitted to leave

school premises during the lunch period without specific written permission granted by the principal.

**CAFETERIA GUIDELINES:** The following guidelines reflect appropriate cafeteria behavior on the part of students. Violations may result in reprimands, detentions, change of seat placement (permanent or temporary), in-school and/or out-of-school suspensions:

- 1) Students are expected to report for lunch on time.
- 2) Students cannot go to their lockers during lunch.
- 3) Students are expected to use good manners at all times. Throwing of food or other objects is absolutely not allowed.
- 4) No running, yelling, or general misconduct.
- 5) No cutting or holding spots in line for others.
- 6) Students are to remain seated after going through the lines. Table-hopping is not permitted.
- 7) Once students have chosen a table, they need to sit at that table.
- 8) Do not take food off of another student's tray.
- 9) All students sitting at a table must clean their tables and adjoining areas of paper and trash and return trays to the tray window before they are dismissed.
- 10) Students will be dismissed when they are through eating by a teacher or monitor in order to dispose of their trays at the appropriate location.
- 11) Ask the teacher for lavatory privileges.
- 12) No food or drink is to be taken from the cafeteria.
- 13) Foods from outside sources (fast food) or other school organizations may not be brought into the cafeteria during the lunch periods as stated in the board policy under the food service sales chap. VIII, 8.440.
- 14) If students fail to abide by these rules, they will have their privileges in the cafeteria limited, restricted, or denied.

#### **COMMUNICABLE DISEASES:**

##### **(Control of Casual-contact)**

Because a school has a high concentration of people, it is necessary to take specific measures when health and safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transmitted pest, such as lice. Specific diseases include but are not limited to: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by local and state health departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

##### **(Control of Non-Casual Contact)**

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the county health department, to ensure that the rights of the person affected and those

in contact with that person are respected. The school will seek to keep students and staff persons in the school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-Aids Related Complex HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the state board of health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students and staff members have been exposed to the blood. Any testing is subject to the laws protecting confidentiality and the parents will assume the cost.

#### **COMPUTER TECHNOLOGY AND NETWORKS:**

Before any student may enhance his/her school career through participation in the school's computer network, she/he and his/her parents must sign an agreement that defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the student code of conduct.

**COURSE OFFERINGS:** All students at the middle school are required to take Language Arts, Math, Social Studies, and Science. These are called CORE academics. Students may also be offered Consumer Science, Physical Education, Health, Computer Technology and Art. At the Middle School, all subjects are important and deserve equal attention by the student.

#### **DISABILITIES (INDIVIDUALS WITH):**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through proper evaluation and placement procedure in place in every school within the District. Parent involvement in this procedure is mandated. More importantly, the school desires the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the principal of the school.

**DISCIPLINE:** It is to be remembered that the school's rules apply going to and from school, at school, on school property, at school sponsored events including transportation. Students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be

suspended from school transportation for infractions of school bus rules.

**DISCIPLINE (CODE OF CONDUCT):** This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

## **DISCIPLINE: ADMINISTRATION OF:**

Violation on the part of students of any one or more of the following rules of conduct may result in disciplinary action, including Detention, In-School Restriction-CLC (from classes, grade level lunch, and activities), Out-of-School Suspension, Friday School, and Expulsion from school. **Disciplinary actions will generally be progressive in nature; administration may repeat and/or omit steps in the process pursuant to professional judgment as it relates to specific conditions.** The following types of offenses by students of the Cuyahoga Falls City School District may lead to consequences which may include ( but not limited to), Detention, In-School Restriction/CLC (from classes, grade level lunch, activities including field trips), Friday School, Out-of School Suspension, or Expulsion.

This code of conduct applies during all school related activities, and/or on any school grounds.

- A. **Disruption Of School** - A student shall not by use of violence, force, coercion, threat, harassment or insubordination cause disruption passively or aggressively to the educational process.
- B. **Damage To Property** – A student shall not cause or attempt to cause damage to school or private property or cause injury to students or school personnel on school premises or at any school activity. As a result, among other possible disciplinary consequences, the student may be held responsible for remuneration of damages.
- C. **Degrading Acts/Horseplay** – A student shall not engage in any act which does, or may frighten, degrade, disgrace, threaten or cause injury to any person within the school system.
- D. **Disrespectful/Defiant Behavior** – A student shall not through his actions, show, engage or behave in such a way which demonstrates insolent, disrespectful or defiant behavior to school personnel.
- E. **Fighting/Assault/Battery** – A student shall not fight, physically touch or behave in such a way as could cause physical injury to another party. Any student involved in fighting may be emergency removed for the remainder of the school day.
- F. **Profane/Inappropriate Language** – Students shall not use profane or vulgar language or gestures at school and/or school activities.  
**Note:** The term language in these guidelines is intended to cover the use of profane, indecent, inappropriate or obscene language, including racial, sexual or ethnic slurs, in written or verbal communication. This shall include the use of obscene gestures, pictures, signs or clothing.
- G. **Disobedience/insubordination** – A student shall not fail to comply with reasonable directions from teachers or other school personnel at any time while under the jurisdiction of the school. Examples of disobedience/insubordination are, but not limited to: Refusal to identify oneself and/or to go to the office upon request; Refusal to serve Friday School and Refusal to serve In-School Restriction.
- H. **Dangerous Weapons Or Instruments**  
A student shall not possess, handle, transmit, conceal, or threaten to use any object, which might be considered a dangerous weapon or instrument. Some examples are, but not limited to, fireworks, explosives, guns, knives, look-alike weapon, or chemical spray. This offense is a violation of the ORC, Section 2923.122. A violation of this rule is considered a major offense and will result in student suspension/expulsion from school.
- I. **Arson** – A student shall not burn or attempt to burn any property, whether public or private, within the grounds of the school system or while under the jurisdiction of school personnel. As a result, among other possible disciplinary consequences, the student may be held responsible for remuneration of damages.
- J. **Alarms**– A student shall not discharge or use emergency equipment without just cause.
- K. **Stealing**- A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor or employee of the school district. As a result, among other possible disciplinary consequences, the student may be held responsible for remuneration of damages.
- L. **Leaving School Without Permission/Truancy**  
A student upon arrival at school may not leave the school without parental notification, a pass from the office and administrative approval. A student will be considered truant if he/she misses a class, lunch or study hall without official permission.
- M. **Tobacco:**  
A student shall not possess or use tobacco or related products (including lighters and matches)

on school grounds or at school sponsored activities. Any tobacco product confiscated shall be given to the Principal who will be personally responsible for its disposal.

**Note:** It is prohibited by Ohio law for a minor to use, consume, or possess cigarettes, other tobacco products, or papers used to roll cigarettes. It is also now prohibited for a minor to assist, pay for or share in the cost of such products. Even though there are some exceptions to this new law, those exceptions would not apply to use or possession of these products at school or school activities.

N. **Forgery:**

Students shall not give false statements and/or interfere with staff investigations, shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, signatures, addresses, or other data on school forms or school related correspondence. Failure to comply could be due cause for suspension. Cheating – any unauthorized use of instructional materials, fraudulent use of supplementary aids, or other intentional misrepresentation or deception.

O. **Throwing Objects**

Because of possible physical harm from thrown objects, students shall not throw objects on school property.

P. **Public Display Of Affection**

Students should not be engaged in an overt display of affection on school grounds that presents an embarrassing appearance to fellow students, staff and school guests. School is not the place for conducting this type of behavior.

Q. **Narcotics**

A student shall not possess, use, transmit, sell, conceal or give evidence of having consumed any alcoholic beverages, dangerous drugs, narcotic or mind-altering substance, counterfeit or look-a-like controlled substance, or over-the-counter drugs on school grounds or at school sponsored activities. Nor may a student be in possession of drug paraphernalia.

R. **Tardiness**

Unexcused lateness to school and class is disruptive to the educational environment and interferes with student learning.

Consequence: Use Tardy Policy

3 - Letter mailed home

4 - ½ day of CLC (Corrective Learning Center)

8 - 1 day of CLC

9 - 2-3 days of CLC

10 - Friday School

13 - Parental Conference/Possible Suspension,  
Referral to court for truancy violation

Subsequent offenses may include OSS, possible court referral and possible recommendation for expulsion.

S. **Inappropriate Use of Technology**

The use of computer technology and/or the Internet is a privilege and not a right. It must be used in an acceptable manner. Inappropriate use includes, but is not limited to, vandalism to equipment, uploading or creation of computer viruses, harassment, sending of unwanted mail, wasting materials, and initiating access to inappropriate material. As a result, among other possible disciplinary consequences, the student may be held responsible for remuneration of damages.

T. **Electronic Devices**

Due to the modern advances of technology that can interfere with the privacy of individuals and the safety of the environment, electronic devices are prohibited. CD players, tape players, game boys, cell phones and other electronic devices are to be kept in the locker during the entire school day (7:55 am – 2:50 pm). (There is no exception of student privacy for any electronic device (cell phone, PDA, IPOD, Laptops, etc.) brought onto school property.)

U. **Inappropriate Dress**

All students are to dress in a manner that is consistent with the Student Dress Code. Students in violation of the Dress Code will be given the opportunity, with parent contact if necessary, to immediately remedy the inappropriate dress or will be assigned to the in-school restriction room for the rest of the school day.

V. **Multiple Code Violation**

A student who accumulates 15 or more days of suspensions in the course of the school year may be recommended for expulsion from school. Serious violations of the student conduct code could result in a recommendation for expulsion before the accumulation of 15 days of suspension.

The foregoing acts of misconduct are prohibited on all school property, on school or chartered buses, at all school functions and activities, on or off the school premises, and off school property if such acts affect the operation of the schools. In the event of negligent or willful property damage, reimbursement of the cost of replacement thereof be borne by the students and/or his parents.

The building principal may develop an additional list of offenses appropriate to that building which includes but is not limited to:

1) Gum chewing

2) Extortion

3) Abuse of bicycle regulation (no motorized vehicles)



- 4) Performing unsafe behavior (pertains to bicycles and general unsafe practices).
- 5) Bus conduct behavior

#### W. **Harassment/Intimidation**

No student shall harass, sexually or otherwise, another student, staff or other person who is on school premises during a school activity, function or school sponsored event on or off school property. This prohibition of harassment also includes any act of intimidation or threat that causes mental or physical harm or discomfort to another student or staff. Any incident should be reported to a staff member or building administrator.

**DISCIPLINE (FORMAL):** Formal discipline removes the student from the school. It can include emergency removal for up to seventy-two hours, suspension up to ten days, expulsion for up to eighty days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Removal for less than one day without the possibility of suspension or expulsion cannot be appealed.

**DRESS CODE:** Students are expected to follow the dress code adopted by the Board of Education of the Cuyahoga Falls City Schools. When student's fashion statements become a disruption to the educational process, parents will be notified. Students who come to school dressed appropriately approach their educational goals in a positive and serious manner. The Roberts faculty is committed to educational excellence and strives to make middle school a place where teachers come to teach and students come to learn. The administration guarantees that teachers will be able to teach and students will be able to learn in the environments that are established for the success of all students. Any violations of the Dress Code and Procedures will result in consequences per the student discipline code.

#### **TO MAINTAIN A HEALTHY ATMOSPHERE FOR THE PROPER EDUCATION OF STUDENTS, THE FOLLOWING GUIDELINES ARE SET FORTH:**

Students may not wear attire in which the wearer tends to attract attention or disrupt the regular business of school. This would include but not be limited to: clothing with messages about drugs, alcohol, sex, or violence. Students will not be permitted to wear clothing and/or accessories that promote drugs, alcohol, tobacco products or illegal substances. Profanity or obscenities on any clothing or accessories are prohibited.

- 1) Body piercing will not be tolerated because of health concerns and disruptions to the educational environment. Ex.: Tongue piercing is not permitted because it interferes with appropriate communication. The only exception to this is ear piercing.
- 2) Pants will not be frayed at the hems and will fit appropriately at the waist. Dragging, sagging, or bagging is unhealthy and unsafe.

- 3) Extremes in hair color and styles that are a distraction to the classroom and teaching will not be tolerated.
- 4) Pagers, cell phones, and all other electronic communication devices should not be seen or heard during the school day.
- 5) School clothing should be neat, clean, in good taste, and in styles appropriate to the educational climate of the school.
- 6) Novelty signs and patches must be of acceptable taste for school wear.
- 7) The wearing of hats, hoods, and other head coverings designed for outside wear is prohibited in the building and the classroom.
- 8) Shorts will be permitted. Shorts should be of the jam, culottes, or Bermuda short variety and shall not be shorter than mid-thigh in length (approximately fingertip length).
- 9) Coats and jackets are to be placed in the assigned locker; not worn in class.
- 10) Examples of inappropriate dress are but not limited to: cutoffs, bicycle/spandex shorts, tank tops, muscle shirts, halters, bare midriffs, spaghetti straps, clothing in poor repair or that shows students' underwear.
- 11) Clothing that is torn, tattered, or has holes will not be permitted.
- 12) Sunglasses are not to be worn in school

**DROPPING STUDENTS OFF:** At Roberts, students **ARE NOT** allowed to be dropped off or picked up in the front parking lot/bus loop of the school building. For your student's safety, please pick up or drop him/her off in the parking lot located at the rear of the building.

#### **DUE PROCESS RIGHTS:**

Before a student may be suspended, expelled, or permanently excluded from the school there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal.

**EARLY DISMISSAL:** No student will be allowed to leave school prior to dismissal time without either (a) a written request signed by the parent or guardian or (b) the parent or guardian coming to the school office to request release. No student will be released to a person other than the custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. Students who leave the building in any manner other than the manner presented will be disciplined.

#### **EMERGENCY CLOSING AND DELAYS:**

School closings due to inclement weather (or other unexpected emergencies) are broadcast on all local radio and television stations. As soon as the decision is made, the radio and TV stations are notified. Calls to the schools or the TV/Radio stations only tie up phone lines and delay the announcements. Parents and students are

responsible for knowing about emergency closings and delays.

### **EMERGENCY DRILLS: FIRE, TORNADO, LOCK-DOWN, ETC.**

It is important for every student to cooperate during emergency drills of any nature since no one knows when an emergency might occur. A sign is posted in every classroom as to the proper way to exit the building.

Remember, do not panic, listen for directions, and walk in an orderly and quiet manner out of the building. Depending upon the nature of the emergency, adults will give the students further information about what to do if an occasion arises.

### **EMERGENCY MEDICAL AUTHORIZATION**

**FORMS:** The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parents by the second week of school in order to participate in any activity off school grounds. These activities include but are not limited to field trips, spectator trips, athletic, and other co-curricular activities. The school has made the form available to every parent at the time of enrollment and at the beginning of each new school year. Failure to return the completed form to the school will result in consequences for your child and may result in temporary removal from school.

**ENROLLING IN SCHOOL:** Students are expected to enroll in the school district in which they live unless they are enrolling under the District's open enrollment policy\*. (This policy states that if there is room at the school in which a parent chooses for their student to attend the student may attend. It is expected that the student will follow all rules and expectations of the school and work to attain strong educational goals. If those things do not happen the school has the right and the responsibility to revoke the student's open enrollment permit and send the student to the school of his/her residency). This policy is relevant for schools within a district as well as district to district.

Students who are new to (the District) are required to bring:

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of Residency (Utility bill, rental agreement)
- Proof of Immunizations

Under certain circumstances, temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment official. Students entering from another accredited school must have an official transcript from the sending school in order to receive high school credit. The guidance office

secretary will have the appropriate forms for transfer of the remaining cumulative file materials.

A student who has been suspended or expelled from another public school may be denied admission to the district's schools during the period of the suspension or expulsion even if the student would otherwise be entitled to attend school in the district. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant to the case and enrollment in the district.

**FAILURE/RETENTION:** Students must receive a minimum of 3 points in a course to pass for the year. The exception is where a student receives 2 points in the second semester with no more than 2 F's for the year. The following point system will be used (A=4, B=3, C=2, D=1, and F=0).

**FIELD TRIPS:** Field trips are academic activities held off of school property. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in school-sponsored trips without parental consent and a current emergency medical form on file. The student code of conduct applies to all field trips. Attendance rules apply to all field trips. While the District encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend. Students who violate school rules while on a trip may lose privileges to go on future trips.

**GRADES:** The Cuyahoga Falls City Schools two middle schools utilize the 90/10 grading procedures, as well as additional notations that may indicate work in progress or incomplete work. The purpose of the grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. 90% of the student's grades will be based upon summative assessments, or items such as tests, and projects. The other 10% of the student's grades will be based upon formative assessments, or things such as homework, work habits, participation. Each teacher will explain to their students how the grading is done in each class. If a student is not sure how his/her grade will be determined, she/he should ask the teacher.

The school uses the following grading system:

90 to 100 % = A = Excellent Achievement  
80 to 89 % = B = Good Achievement  
70 to 79 % = C = Average/Satisfactory Achievement  
60 to 69 % = D = Minimum/Poor Achievement

F = failure                      I = Incomplete  
E = effort                      M = medical excuse

**GRADING PERIODS:** Student receive a report card at the end of each academic quarter indicating their grades for each measured time period. Each quarter is approximately nine (9) weeks long and dates are published in the PTA newsletters. Interim reports may be mailed to students' families who do not have access to Progress Book.

**GRADE POINT AVERAGE:** To calculate a grade point average (GPA), A's are worth 4 points, B's are worth 3 points, C's are worth 2 points, D's are worth 1 point, F's, I's, E's, and M's are worth 0 points. At the middle school all academic or core classes are weighted with a full credit. Unified Arts classes (Health, Consumer Science, Tech Ed, Art and PE are worth a half credit (.50).

**GUIDANCE:**

Guidance is a service of which the chief purpose is to help students with problems, the nature of which may be social, emotional, physical, and/or educational. The counselor may assist on an individual basis or in concert with peers, staff, and/or parents as well as outside agencies when the proper paperwork is filed. Please call the counselor for assistance in helping your child or to share pertinent information with him/her and those directly involved with your student's well being.

**GUM:** Chewing gum in the school building is not permitted. Disciplinary action will follow.

**HOMEWORK:** The assignment of homework can be expected. Student grades reflect the completion of all work including outside of the class assignments. Homework is also part of the student's preparation for the proficiency tests and graduation.

**ILLNESS DURING SCHOOL:**

Parents are requested to NOT send their students to school ill, specifically if they are running a temperature. Students are to notify their teacher if they need to report to the office when they become ill during the day. **Students are not permitted to use the classroom phones for any reason unless monitored by a staff member.** Parents will be contacted as soon as possible. Please be sure to keep your contact information updated during the school year (such as changes in job, address, phone number). This information becomes vital should your child become ill or an emergency occur during school hours and the school needs to reach you.

**IMMUNIZATIONS:** Each student should have the immunizations required by law or an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with the State Law. Any questions about immunizations or waivers should be

directed to the building administrator. All 7<sup>th</sup> grade students must have the second MMR vaccination **before** entering seventh grade.

**LIBRARY:** The Librarian is there to help students find books and materials. Ask if you need help. Books should be returned promptly; other students might be waiting for them. Students will be fined for overdue books. If fines are not paid in a prompt manner, other charges can be assessed as well as school privileges may be forfeited due to the fines. If you have a special problem, we will work it out regarding library issues.

**LOCKERS:** Lockers are the property of the Cuyahoga Falls School District and are assigned to students for their personal use. All students are provided with a lock at the beginning of the school year. Students are expected to use the school-supplied locks and keep their lockers locked at all times.

**LOST AND FOUND:** "I am sure I locked it up, so it must have been stolen." Most items reported stolen turn out to be simply misplaced or left at home. School books and assignment books are not among the ten most wanted Christmas presents this year, and are rarely stolen.

The same goes for shirts, shoes, jackets and socks. Should you misplace a possession, you are encouraged to check our lost and found daily. Each year, unclaimed items are donated to charity.

**MAKE-UP WORK (TESTS & OTHER WORK):**

Students who are excusably absent from school shall be given the opportunity to make-up work that has been missed. The student should contact his/her teachers as soon as possible upon returning to obtain assignments if that was not possible while the student was out of school. As a general rule, students will be given the number of days absent plus one to complete missing work and return it to the teacher.

**MEDICATIONS:**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be strictly observed:

- 1) Parents should, with their physicians' counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- 2) The appropriate form **MUST** be filed with the school nurse before the student will be permitted to begin taking any medications during school hours.
- 3) All medications **MUST** be registered with the school nurse.
- 4) Medication that is brought to the office will be properly secured. Medication may not be sent to school in the student's possession such as lunch container, pocket, or any other means on or about his/her person

- 5) Medication **MUST** be delivered to the school by the parent or guardian.
- 6) Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is not longer to be administered or at the end of the school year.

The parents shall have sole responsibility to instruct their student to take the medication at the scheduled time. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date and the time of day. This log will be maintained along with the physician's written request and the parent's written release. Medications must be provided in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.

#### **MEDICATIONS (NON-PRESCRIBED/OVER THE COUNTER:**

No staff member will be permitted to dispense non-prescribed, over the counter (OTC) medication to any student without parental authorization.

Parents may authorize the school to administer a non-prescribed medicine using a form that is available in the school office. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescription medication without parent authorization he/she will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written notification is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's code of conduct and will be disciplined in accordance with the drug-use provision of the code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms. An inhaler may be used before exercise to prevent the onset of asthmatic symptoms while at school or a school activity. A form must be on file in the principal's office.

A student who is authorized to possess and use a metered dose or dry inhaler may not transfer possession of any inhaler or other medication to another student.

If your child must take a prescription medication at school, they must have the appropriate medication forms on file in the office. These forms can be picked up in the office. Once the medication forms are on file, only parents or another designated adult can bring in the refills. We appreciate your cooperation.

#### **PARENT CONFERENCES:**

Parents who wish to discuss the progress of their children with teachers are encouraged to do so. Please call the

office and arrange a conference. Generally two or three times can be offered to you for meetings with the entire team of your child. If you have a particular problem with time, depending on the circumstances, we may also be able to arrange a team conference via the telephone. **EVENING CONFERENCES** are on the CFCS Calendar. The schools will also notify you.

#### **PASSES:**

Students are not to be in the halls at anytime during classes unless they have a pass from a teacher. The passes will be color coordinated with their current grade level and should have their teacher's name on it. Students are not to report to the office unless a teacher has issued them a pass.

#### **PHYSICAL EDUCATION:**

All students are required to take physical education by Ohio law. It is the responsibility of the student to be dressed properly for PE. School clothes **ARE NOT** proper attire for PE. All students will be required to wear the district designated PE shirt, gym shorts, and appropriate athletic footwear. Clothing and other personal items should be locked at all times while students are in the locker room. Valuables should be given to the PE teacher.

**RESTROOMS:** Restrooms are conveniently located and should be used between classes or during lunch period. Students are not permitted to use restrooms during class without a pass. Students are not to congregate in restrooms at anytime. Smoking is always prohibited anywhere on school grounds.

#### **SCHOOL SAFETY:**

Keeping our students safe in the school setting is of utmost importance. This is reflected in school rules regarding visitors and emergencies and the student conduct code. The administration has the right to employ accepted methods of school observation and inspection necessary to maintain a safe and secure environment. This may include, but is not limited to, the use of video recording devices, security officers, police dogs, adjustment in daily routines when necessary and restricted access to school property.

**SCHOOL EQUIPMENT/FACILITIES:** Students must receive permission of the teacher or staff member in charge before using any equipment or materials in the classroom and permission of the building principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are permitted to use. The building belongs to you and to your parents. They have paid for it and we want to make it and keep it as nice and clean as possible for everyone. Please respect all items in the building and treat it with care as if it were your own personal property. The repair or replacement cost of damaged school property comes from your pocket in the long run. Take pride in your building!

**SCHOOL FEES:**

Roberts Middle school charges specific fees for the following activities and courses. The cost of the materials is based upon the supplies that the students consume. Such fees are determined by the cost of materials, or for loss or damage to school property.

School fees are collected at the beginning of the year. These fees help defray the cost of materials that are used in the consumer science, art, computer tech classes as well as this agenda book. We ask that fees be paid within the first two weeks of school. If this does not happen and no arrangements are made with the school, students may be prevented from hands-on activities in classes where the fees are utilized. Text materials can be substituted for the hands-on activities.

If school fees, fines and charges are not paid, report cards may not be distributed to the student, students may not be permitted to continue borrowing materials from the library, students may lose the privilege of after school social activities such as dances and records/grades may be withheld from requesting school.

Fees may be waived in situations where there is demonstrated financial hardship. Students using school property and equipment can be fined for excessive wear and abuse of the property or equipment. All textbooks are to be covered all the time for this reason.

**STUDENT ATTENDANCE AT SCHOOL EVENTS:**

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build strong school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised those students are accompanied by a parent or adult chaperone when they arrive to the event. The school is not responsible for the supervision of unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

**STUDENT RECORDS:** The teachers, counselor, and the administrative staff keep many student records. Confidential records contain educational and behavioral information that has restricted access based upon the Family Education Rights and Privacy Act (FERPA) and Ohio Law. This information can only be released with written consent of the parents. The only exception is to comply with State and Federal Laws that authorize the release of such information without consent.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside services

providers. The school must have parent's written consent to obtain records from an outside professional or agency. Confidential information that is in the student's record that originates from outside professional sources or agencies may be released to the parent through the originator and parents should keep copies of such records for their home files. Parents may also provide the school with copies of records made by non-school professional agencies or individuals as deemed necessary for the well being of the student.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to the records, and obtain copies of such records. Copying cost may be charged to the requester. If a review of student records is warranted, please contact the building principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions that there may be.

**STUDENT SCHEDULES:**

Class schedules are issued to students in the Fall outlining their teachers and course selections. No changes will be made to a student's schedule unless a student has a class conflict with another class that they have requested to take, there is a safety issue surrounding a student, or a teacher recommendation for a course change has been made.

**STUDENT VALUABLES:**

Students are encouraged **NOT** to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment and the like are tempting targets for theft and extortion. The school **IS NOT** responsible for the safekeeping and will not be liable for any loss or damage to personal valuables.

**TELEPHONES:** School phones are not to be used for personal calls. Except in emergency situations, students will not be permitted to receive or make phone calls at the school. The only exception to this rule is to call home for a forgotten lunch or lunch money. Students are not to use the telephones to receive permission to leave school. Office personnel will assess the situation and initiate all calls on behalf of the students.

**TESTING: (Student Assessment/Achievement Testing)** Each student in the district will be expected to pass the appropriate Ohio Achievement Test at their grade level. These new testing measurers will be phased into the school year over the next several years. The OAT (Ohio Achievement Test) will begin at the end of April and beginning of May. The (Ohio Graduation Test) OGT is now given to all tenth grade students.

**TEXTBOOKS:**

Textbooks are the property of the Cuyahoga Falls School District and are assigned to students for their personal use. Textbooks should not be shared with friends and classmates. Students assume responsibility for school

textbook care and their loss. Damaged or lost books shall incur fines and are the responsibility of the student to whom the item(s) are issued. All text material should be covered at all times.

#### **TRANSPORTATION:**

##### **(bus transportation to school)**

The school provides bus transportation for all students who live farther than 1.75 miles from school. The bus schedules, routes and more extensive rules and expectations of bus behavior can be obtained by contacting the CFCS bus garage.

Students will ride only the assigned buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except when approved by the principal. Each student riding the bus will receive his/her own copy of the rules and expectations of riding the buses safely. Parents and students are expected to read and know the rules for the bus transportation. It is the parent's responsibility to inform the bus driver when their child will not be aboard the bus. The bus will not wait for a student.

##### **(videotapes on school buses)**

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and/or transportation supervisor and may be used as evidence of misbehavior. Since tapes are considered part of the student's record, they can be viewed only in accordance with State and Federal Law.

##### **(penalties for infractions)**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the student discipline code and may be deprived of the privilege of riding the bus.

##### **(self-transportation to school)**

Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. If students ride bicycles to school, they should wear helmets and follow the rules of bicycle safety. When students do not observe safe riding habits, permission to ride bicycles to school can be revoked. Bikes **MUST** have locks to secure them at the bike racks provided by the school. **NO SKATEBOARDS** or **SCOOTERS** are to be used as transportation to school. Schools are not responsible for lost or stolen bicycles.

#### **TRUANCY:**

Unexcused absences by reason of truancy (as determined by the principal) will result in disciplinary action.

#### ***(DAUGHTER/SON TO WORK DAY IS NOT RECOGNIZED AS AN EXCUSED ABSENCE)***

#### **VACATIONS:**

We ask that parents consider the student release days in the school calendar when they plan time away. When that is not possible students are responsible for getting assignments before they leave on vacation. Students should request a vacation form from the guidance office at least one week in advance of their planned vacation. This must be signed by the parent and approved by the principal. Failure to make arrangements prior to going on vacation will result in receiving no credit for the work missed during vacation. **AFTER COMPLETING THE VACATION FORM, PLEASE BE SURE TO RETURN IT TO THE OFFICE.**

**VISITORS:** Families are welcome and encouraged to visit school and their student's classes at any time. For the safety and well being of everyone in the building, please let us know you are in the building and "sign in" at the office when you wish to visit. All visitors are expected to register in the office upon arrival in the building and receive an identification badge. Students from other schools cannot be accommodated as visitors in the building unless special arrangements are made with the principal in advance of the visit.

**VOLUNTEERS:** Volunteers are always needed. Any amount of time you could give would be helpful whether it be a few hours, ½ day or whole day. This is another way in which you can be involved with your child's school. Please contact the office if you would like to help in any way.

**ZERO TOLERANCE:** No form of violent, disruptive, or inappropriate behavior including excessive truancy will be tolerated.

#### **PAWS- Positive Attitudes Win Success:**

The **PAWS** awards program is designed to recognize our students for their positive attitudes both academically and behaviorally. The criteria used in the selection process are: work habits, academic skills, active positive participation in the classroom and learning, social attitudes, and showing respect for others. These positive attitude traits are encompassed within the **Six Pillars of Character: Citizenship, Respect, Responsibility, Trustworthiness, Caring/Fairness, and Courage.** Teachers, administrators, and staff nominate students weekly. Ten names are drawn at the end of each week. These students are given a tangible recognition along with a color coded paw print with their name and character trait to be placed in the hall for all to see.

Our goal is to promote what students do well. We have great kids and we want them to know, that we know, they are great kids. At the end of the year all students will be

invited to attend the end of the year activity, whether it is a swim party or other activity.

**The only way a student will not be permitted to attend the end of the year activity is by his or her choice. This will include, but not limited to, behavior issues and failing grades.**

STUDENT      SIGNATURE      PAGE

Parents:

This page needs to be returned to the office after you and your child have read through the Agenda Book.

Please sign and have your child sign that you have read and your child agrees to follow the guidelines described.

I agree to follow all guidelines contained in the Agenda Book and I understand that discipline will be progressive in nature; I.E., consequences for rules violations will be more significant for repeated offenders.

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this page with both your and your child's signatures to the office by Sept. 3, 2009.