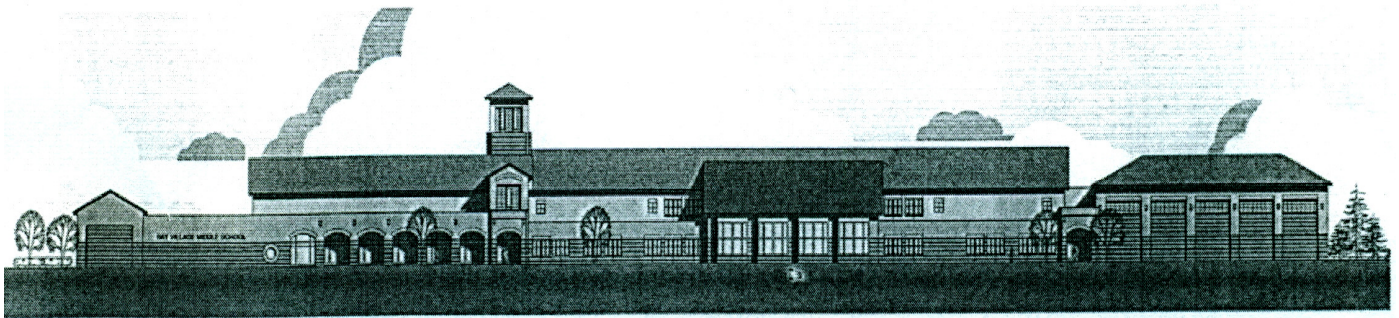


# **BAY MIDDLE SCHOOL**

# **STUDENT HANDBOOK**

**2016-17**



**BAY VILLAGE MIDDLE SCHOOL**

**27725 Wolf Road**  
**Bay Village, Ohio 44140**

**(440) 617-7600**  
**Fax (440) 617-7601**  
**Attendance (440) 617-7610**

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Welcome to Bay Middle School!

We are very excited about the 2016-17 school year. Please take time to read this handbook and discuss it with your parent(s)/guardian. It provides information about the operations of Bay Middle School. The policies and procedures outlined in this handbook allow us to maintain a safe and enjoyable learning environment. You will find important information in this handbook including: grade level schedules, phone numbers, how to report absences, policies and rules of how students are expected to conduct themselves. If you have any questions about the content of this handbook, please do not hesitate to contact us.

We have an outstanding staff and they are looking forward to working with each of you. Please take advantage of all of their expertise while you are a student at Bay Middle School.

Your time at Bay Middle School will pass very quickly. We recommend that you get involved in the numerous extra-curricular activities that we offer. Your middle school experience will be what you make of it. Be proud of it. Take good care of it and remember our slogan, "Bay Middle School...A Journey Into Excellence." Together, we will continue to make Bay Middle School the best middle school in the world!

Mr. Sean McAndrews  
Principal

Mr. Thomas Grodek  
Assistant Principal

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**SCHOOL CALENDAR**  
**2016-17 SCHOOL YEAR**

**First Semester**

August 25-26	Staff Professional Days
August 29	First Day of School for Students
September 5	Labor Day – <b>No School</b>
October 14	NEOEA Day – <b>No School</b>
November 11	Staff In-service – <b>No School for Students</b>
November 23-27	Thanksgiving Break – <b>No School</b>
December 22 - January 2	Winter Break – <b>No School</b>
January 3	School Resumes
January 16	Martin Luther King Jr. Day - <b>No School</b>
January 23	Teacher Record Day – <b>No Students</b>

**Second Semester (starts January 24, 2017)**

February 20	Presidents' Day – <b>No School</b>
March 10	Staff In-service – <b>No School for Students</b>
April 14 - 23	Spring Break – <b>No School</b>
April 24	School Resumes
May 29	Memorial Day – <b>No School</b>
June 9	Last Day School for Students
June 12	Teacher Record Day

**Grading Periods**

<i>August 29 – Nov 1</i>	<i>45 days</i>
<i>November 2 – January 20</i>	<i>45 days</i>
<i>January 24 – March 29</i>	<i>45 days</i>
<i>March 30 – June 9</i>	<i>45 days</i>

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## **Bay Middle School Vision Statement**

It is our belief that all students will achieve success in the classroom and on required assessments.

### **Middle School Philosophy**

We believe an effective middle school program:

- Is based on the unique physical, psychological, intellectual, social, moral and ethical needs and characteristics of the young adolescent. The entire program is developed around these needs.
- Is a balanced, student-centered and subject-centered philosophy.
- Includes provisions for both pre-service and in-service teacher training to meet the widely varying interests, abilities, and experiences of students in transition.
- Accepts and respects each student and staff member as an individual of worth and dignity; celebrates differences and encourages creativity and freedom of expression in keeping with culture, heritage and experiences.
- Requires the same teachers to share the same students over the same block of time in the same part of the building.

The successful middle school program is progressive and devoted to excellent classroom instruction, motivating students, the quest for life skills, broad-based learning, and creative thinking.

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## **5<sup>TH</sup> GRADE TIME SCHEDULE**

1 <sup>st</sup> Period	7:45 – 8:45
2 <sup>nd</sup>	8:45 – 9:45
3 <sup>rd</sup>	9:45 – 10:43
4 <sup>th</sup>	10:45 – 11:14 – Lunch
5 <sup>th</sup>	11:16 – 12:08 – Electives
6 <sup>th</sup>	12:10 – 1:10
7 <sup>th</sup>	1:13 – 2:02
8 <sup>th</sup>	2:05—2:55—Clubs

## **6<sup>TH</sup> GRADE TIME SCHEDULE**

1st Period	7:45 – 8:35 – Electives
2 <sup>nd</sup>	8:37 – 9:27 – Electives
3 <sup>rd</sup>	9:30 – 10:30
4 <sup>th</sup>	10:32 – 11:32
5 <sup>th</sup>	11:32 – 12:18
6 <sup>th</sup>	12:20 – 12:50 – Lunch
7 <sup>th</sup>	12:52 – 1:52
8 <sup>th</sup>	1:54 – 2:55

## **7<sup>TH</sup> GRADE TIME SCHEDULE**

1 <sup>st</sup> Period	7:45 – 8:47
2 <sup>nd</sup>	8:47 – 9:27
3 <sup>rd</sup>	9:30 – 10:20 – Electives
4 <sup>th</sup>	10:23 – 11:13 – Electives
5 <sup>th</sup>	11:16 – 11:45 – Lunch
6 <sup>th</sup>	11:48 – 12:48
7 <sup>th</sup>	12:50 – 1:50
8 <sup>th</sup>	1:52 – 2:55

## **8<sup>TH</sup> GRADE TIME SCHEDULE**

1 <sup>st</sup> Period	7:45 – 8:45
2 <sup>nd</sup>	8:47 – 9:45
3 <sup>rd</sup>	9:47 – 10:47
4 <sup>th</sup>	10:49 – 11:47
5 <sup>th</sup>	11:47 – 12:15 – Lunch
6 <sup>th</sup>	12:17 – 1:07 – Electives
7 <sup>th</sup>	1:09 – 1:59 – Electives
8 <sup>th</sup>	2:01 – 2:55

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**Bay Village City School District—www.bayvillageschools.com**

**Board of Education – 377 Dover Center Road 617-7300**

Mrs. Amy Huntley, President, 2016

Dr. Gayatry Jacob-Mosier, Vice President, 2016

Mrs. Beth Lally

Mr. Steve Lee

Mrs. Lisa Priemer

The Board generally meets the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 6:30 p.m. See website for schedule.

**District Services – 377 Dover Center Road 617-7300**

Mr. Clint Keener, Superintendent of Schools

Mr. Kevin Robertson, Treasurer

Mr. Daryl Stumph, Assistant Superintendent of Operations

Mrs. Char Shryock, Director of Curriculum

Mrs. Karen Derby-Lovell, Director of Communications

Mr. Tom Knick, Supervisor-Transportation 617-1659

Mrs. Jodi Higgins, Supervisor-Food Service

Mr. Dave Newsome, Supervisor-Building and Grounds

**Bay High School – 29230 Wolf Road 617-7400**

Mr. Jason Martin, Principal

Mr. Aaron Ereditario, Assistant Principal

Mr. Matthew Spellman, Athletic/Activities Director

**Bay Middle School – 27725 Wolf Road 617-7600**

Mr. Sean McAndrews, Principal

Mr. Thomas Grodek, Assistant Principal

**Westerly Elementary – 30301 Wolf Road 617-7550**

Miss Josie Sanfilippo, Principal

**Normandy Elementary – 26920 Normandy Road 617-7350**

Mr. Dan Sebring, Principal

**Special Services – 377 Dover Center Road 617-7323**

Mrs. Marty Patton, Assistant Superintendent of Special Services

Mr. Richard Bogielski, Psychologist

Mrs. Melissa Grimes, Psychologist

**Glenview Center for Child Care – 28727 Wolf Road 617-7330**

Mrs. Dorothy C. Chadwick, Director

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## **Bay Middle School Staff**

Mr. Sean McAndrews, **Principal**

Mr. Thomas Grodek, **Assistant Principal**

Mr. Gary Fitchpatrick, **Athletic Director**

### **5<sup>th</sup> Grade**

Mrs. Gavin-English, Science/Health

Mrs. Kralik, Soc. St.

Mrs. Lion, L. Arts

Mrs. Millet, Math

Mrs. Mitchell, Science/Health

Ms. Mullarkey, Soc. St.

Mrs. Schneider, L. Arts

Mr. Sherwood, Math

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

Mrs. Beck, Science/Health

Mrs. Guinte, Soc. St.

Mrs. Hunt, L. Arts

Mr. Illenberger, Science/Health

Mr. Kevesdy, Math

Mr. Kuh, Math

Mrs. Prewitt, L. Arts

Mrs. Randjelovic, Soc. St.

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

Mr. Caddey, Science

Mr. Fitchpatrick, Soc. St.

Mrs. Gerhan/Mrs. Stannert, Soc. St.

Mrs. Goldberg, L. Arts

Mr. Goepfert, Math

Mrs. Joyce, Science

Mrs. Scanniello, Math

Mrs. Stanislaw, L. Arts

### **Technology**

Mrs. Gase

Mr. Hill

### **Special Services 617-7323**

Mr. Bogielski, School Psychologist

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

Mrs. Altieri, L. Arts

Mrs. Brajdic, Math

Mrs. Budzik, Science

Mr. Hack, L. Arts

Mr. Kralik, Soc. St.

Mr. Payne, Soc. St.

Mrs. Russell, Math

Mrs. Sheehan, Science

### **Art**

Mr. Leininger

Mrs. Wilder

### **Music**

Mr. Allen

Mr. Awad

Ms. Herczeg

Mrs. Singler

### **Foreign Language**

Ms. Acosta, Spanish

Ms. Laura Hall French/Spanish

Ms. Rademaker, Spanish

### **Family Consumer Science**

Mrs. Abdul

### **Physical Education**

Mr. Brewer



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Mrs. Crumbacher

**Bay Family Services 617-7416**

**Intervention Specialists**

Mrs. Anderson  
Mrs. Butcher  
Ms. Coralic  
Mrs. Costanzo  
Mrs. DiLallo  
Mrs. Flynn  
Miss Jeglie- Speech/Language Specialist  
Mr. Lackey  
Ms. Levi  
Mr. Sittinger

**Math Intervention Teacher**

Miss Moser—Grades 5-8

**Guidance 617-7600**

Mrs. Machcinski, Counselor – Grades 5/7  
Mrs. Pavicic, Counselor - Grades 6/8

**Gifted Education 617-7623**

Mrs. Hurtuk  
Mrs. Tianello

**Library 617-7626**

Mrs. Schley, Library Media Specialist  
Ms. Arty, Library Assistant  
Mrs. Nagel, Library Assistant  
Mrs. J.J. Perrine, Library Assistant

**Middle School Secretaries 617-7600**

Mrs. Pressler, Principal's Office

Mrs. Bender, Asst. Principal's Office

Mrs. Giessler, Attendance Office

**Attendance 617-7610**

**Custodians 617-7616**

Mr. Klink, Head Custodian  
Mr. Hall, Night Supervisor  
Mrs. Datko  
Mr. Mears  
Mr. Shaughnessy

**School Nurse 617-7606**

Mrs. Wall

**Child Nutrition Services 617-7649**

Mrs. Clark, Manager

**Educational Aides**

Mrs. Grandy  
Mrs. Greene  
Mrs. Gundlach  
Mrs. Joecken  
Mr. Jones  
Ms. Kish  
Mrs. Krieg  
Mrs. Matakovich  
Mrs. McLaughlin  
Mrs. Mussara  
Mrs. Oxsalida  
Mrs. Pugliese  
Mrs. Sweeney  
Mrs. Ulmenstine  
Mrs. Yeager  
Mrs. Zwilling

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As students enter the Middle School, there are a number of rules and regulations with which they must become acquainted. The following guidelines will help our students become more familiar with school policies. We ask student and parent cooperation with the following:

## **Things to Know**

### **School Day**

1. The school day begins at 7:45 a.m. and ends at 2:55 p.m. Students who do not ride the bus should arrive after 7:00 a.m., unless authorized by a teacher or administrator.
2. Once students arrive at school, they must remain on school property until they are dismissed or excused. For example, a student may leave by a special excuse pass from the office or for a field trip. (Please see attendance/tardy procedures.)

### **Office Procedures**

**Hours:** The school office is open from 7:30 a.m. until 4:00 p.m.

Students should check in the office if they have:

- Forgotten something at home (lunch money, supplies etc.)
- Their parent is delivering something from home.
- They have lost something.

Messages and deliveries must be processed through the main office.

### **Phones**

Office phones are only available to students for emergency calls. Students will not be called to the office to receive a telephone call unless it is an emergency.

### **Lost and Found**

The school will maintain a lost and found within the building. Items placed in the lost and found will be held throughout the year. Items that remain unclaimed at the end of each semester are donated to local charity organizations.

### **Locks and Lockers**

One locker is issued to each student for the purpose of storing outerwear, books, and school supplies and should not be shared and must be locked at all times. Valuables should not be kept in a locker. The school maintains no responsibility for lost or stolen articles. The school may, upon reasonable suspicion, open and search any locker at any time, with or without the student's knowledge, presence, or permission. Lockers will be inspected the last day of school in June. The student who damages or defaces a locker will be assessed a cleaning/repair bill.

### **School Visits**

The Board of Education encourages building visits by citizens and parents. The Board believes parents have special rights and responsibilities to keep themselves informed about the day-to-day operation of the schools.

Parent requests to visit classes must be made at least 24 hours in advance by contacting the principal. Parent visits will be permitted one time a week. Occasionally, the requested time may be inconvenient or potentially disruptive to the classroom activity. Therefore, the teacher will be given the opportunity to ask that the visitations be rescheduled.

### **Transfer Policy**

In the event of a student transfer from BMS to another school, parents/guardians should notify the office as soon as possible. We ask that you provide the name and address of the new school and the new home address. On the last day of attendance at Bay Middle School, the student is asked to report to the office before going to class. He/she will be given a checkout form to be presented to each of his/her teachers. After his/her last class he/she must return this form to the office in order to receive their report card and transfer slip.

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## Parent Complaint Process

Parents and guardians of our students may have a concern about a program or a teacher decision. The best way to reach a resolution is to address the concern with the school employee responsible for the issue.

When lodging a complaint or expressing a concern:

- 1) First contact the teacher, coach, or advisor responsible for the classroom or other setting where the situation took place.
- 2) If your child is in a sport or club, the student should first discuss the matter with the coach or advisor if appropriate.
- 3) If you inform an administrator first, you will be directed to the teacher, coach or advisor where appropriate. If you plan to meet with the teacher, coach or advisor, a district administrator will attend if you wish.
- 4) If you do not receive a response or the issue remains unresolved, you may contact the Principal if the matter relates to a teacher or classroom. Contact the Director of Athletics and Activities if the matter is related to a sports team or school activity group.
- 5) If a matter is of serious nature and you believe that it is not appropriate to talk to the school employee responsible, please contact the administrator responsible.

Levels to address complaints:

Level 1-teacher, coach or advisor

Level 2-Principal or Director of Athletics/Activities

Level 3-Superintendent

## Cafeteria

A complete lunch is offered each day for \$3.40. However, individual items may be purchased, e.g., soup, sandwiches, salads, and desserts. Students who bring their lunch may purchase milk or orange juice for \$0.50 a carton.

Applications for the school district's free and reduced meal program are distributed to all students and are available in the main office. The form explains eligibility requirements and must be completed in full to be considered for the program.

In addition to being a lunchroom, the cafeteria is also a place where good human relations can be developed. Each student is expected to display good manners. Students are expected to use common sense and common courtesy while eating lunch. It is expected that they conduct themselves in the same manner as they would while eating at home or in a restaurant. The following rules apply in the cafeteria:

1. Demonstrate courtesy and respect in the lunch lines. Use a conversational voice in the lunch lines and cafeteria. No pushing, yelling or cutting in the lunch lines. No books or other foods are to be brought through the lunch lines.
2. Borrowing from other students is strictly prohibited.
3. Sit at your appropriate table and dispose of trash in an orderly fashion. The expectation is to leave the cafeteria area clean. Trays need to be neatly stacked. Throwing or tossing trays is not acceptable.
4. Prior to dismissal, remain quiet until the table has been checked. Do not leave the cafeteria until you are dismissed.
5. Follow all directions given by adults.

**Failure to behave in an acceptable manner in the cafeteria may lead to a loss of cafeteria privileges, disciplinary consequences, and/or parent contact.**

## Assemblies

Assemblies are part of the curriculum. They are designed to be educational as well as entertaining experiences. Assemblies provide a valuable opportunity to learn formal audience behavior.

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Regardless of the type of program, courtesy demands that students are respectful and appreciative. During live performances, presenters are very conscious of the audience. Talking, whispering, whistling, stamping of feet and booing are discourteous. Yelling is appropriate only at pep assemblies.

**Other Assembly Rules to Remember:**

1. Do not take books or coats to the assembly unless instructed to do so by staff.
2. Go to the assembly area quietly and find a seat promptly.
3. When the assembly is called to order, give attention immediately.
4. Listen to the program courteously and don't talk to others.
5. Applaud in keeping with the occasion.
6. Do not leave the assembly until dismissed.

Students may receive disciplinary consequences for misbehavior during an assembly.

**Field Trips**

Opportunities for field trips are provided in grades 5 through 8. To ensure safe and enjoyable learning experiences, additional behavior expectations may be necessary. Staff members will review specific and appropriate field trip behavior with students.

**Fire and Tornado Drills/Lockdown**

Emergency drills will be held throughout the year. During a fire or tornado drill, students are expected to proceed to the proper place in a quiet and orderly manner.

**Appearance/Dress Code**

The primary responsibility for proper grooming rests with the individual and his/her parents/guardians. However, the school has developed appearance regulations to prevent disruption in the learning environment, protect the health and safety of students, and maintain standards of decency.

No student while at school or any school function shall dress or appear in such fashion as to substantially interfere with a staff member's ability to conduct a class or activity. While it is not the intent of Bay Middle School to dictate styles of dress, we do ask students to follow the appearance guidelines below:

1. In general, clothing should be clean, should not constitute a threat to the student's own or other's health and safety, and shall not damage school property.
2. Any dress or appearance constituting a disruption or distraction of the educational process will be considered improper. Bare midriffs, halters, underwear type t-shirts, boxer shorts, pajama pants, or cutout garments are not to be worn. Exhibitionism will not be permitted.
3. Outer garments must cover undergarments. No sheer or see through clothing allowed.
4. Any clothing or jewelry depicting inappropriate language, signs, symbols, or advocacy of drugs, alcohol, tobacco, or violence will not be permitted.
5. Students are permitted to wear shorts of appropriate length and style.
6. Students may wear shoes, sandals, or sneakers. Bare feet are not permitted. Shoes with "wheels" are not to be worn inside the building.
7. Head coverings (hats, hoods, bandanas etc.) are not to be worn inside the building.
8. Additional regulations for health and safety purposes may be required in certain classes.
9. Any student representing Bay Middle School at an event or special program may be required to adhere to a more rigid and specific appearance code.

**Electronic Media/Computers/Internet**

Students have the opportunity to use electronic media for the purposes of research and learning. Before using the internet we require the Acceptable Use Policy be read, signed and returned. It is the student's responsibility to use these systems in an appropriate manner. The use of the computers and

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the internet is a privilege, not a right. Inappropriate use of or vandalism will result in a loss of these privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or of the agencies or networks that are connected to the user's computer. This includes, but is not limited to, the uploading or creation of computer viruses, destroying other user's files, hacking, and other inappropriate uses.

Use of Bay Middle School's computer networks or computing resources accessed through networks must comply with the rules appropriate for that network. Transmission of any material in violation of any United States Federal or State regulation is prohibited. This includes copyrighted material, threatening or obscene material, or material protected by trade secret.

Email can be a powerful communication tool for students to increase communication and collaboration, but it must be used responsibly.

Email is to be used for school-related purposes only. Students should send emails to their teachers, for school purposes only, using their Bay Village City Schools student email.

Security on computers is a high priority, especially when the system involves many users. Attempts to log into a system as any other user will result in cancellation of user privileges. If you feel you can identify a security problem you must notify a library media staff member.

Inappropriate use of electronic media, computers, or network resources may be grounds for in-school or out-of-school suspension.

## **Attendance, Absences, and Tardiness**

### **Attendance Procedures**

Daily attendance is necessary for students to obtain a fully integrated and functional education. State law permits excused absences for personal illness, illness in the family, death of a relative, observance

of a religious holiday, quarantine of the home or an emergency. All other absences will be considered unexcused unless there is an emergency situation or a set of circumstances judged as appropriate by the school administration or the authorities. **A failing grade will be assigned for each day or class period of unexcused absence.**

In the event of a student absence, we ask that the following procedures be followed:

1. A phone call from a parent is **required** when a student is absent or tardy for any reason. **The attendance phone number is 617-7610.**

*If a parent phone call is not received by 9:00 a.m. the school will notify the Bay Village Police Department to ensure your child's safety.*

2. Students are responsible for making up all work missed due to absence. Students and parents are asked to check the homework policy of the class that is missed or Power School for assignments.

**A parent/guardian phone call** is required when a student is to be excused from class to keep an appointment. A specific time and reason for the absence must be given. The student will then pick up a special pass in the attendance office the morning of the appointment. **A student should request documentation from a doctor to present upon return to school.**

3. Upon returning to school the student should produce documents of his/her appointment. While we realize some appointments are necessary during school time, we ask your cooperation in setting appointments so as not to interfere with the student's academic classes.

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4. Students must be in attendance for at least half a school day to attend any co-curricular activity.

## Bay Schools' Special Absence Policy

### For Absences and Tardies Call (440) 617-7610

The following Board of Education policy applies to requests for excused vacation absences.

When absences become excessive, the following procedures will be enacted:

**10 days** of absence will result in a letter sent home to parents emphasizing the importance of good attendance.

**15 days** of absence will result in a second attendance letter sent to parents and doctor's verification will be required for future absences. Students may also be referred to a truancy program facilitated by Bay Family Services.

**20 days** of absences will result in a doctor's excuse being required for **each** absence occurrence. An attendance meeting with administration will be required when 20 absences occur with a possible referral to Bay Village Police and/or filing with Juvenile Court.

#### Family Preference

A student may be marked as unexcused even though a parent has consented to the absence. Absences coded "Family Preference" is considered as an acknowledgement between the school and the parent as to the student's whereabouts; however, they are considered unexcused for attendance purposes.

#### A. Length and conditions of vacation absences:

1. There will be a five school day limit per school year of excused vacations. Absence in excess of the five days shall be considered unexcused.
2. A maximum of three additional days will be granted for special occasions such as weddings, graduation, and/or college visitations.
3. Students must be accompanied on vacations by their parents, guardians, or grandparents in order to have the excuse approved.
4. Parents/guardians shall request the vacation request forms in person, or by telephone. Students can pick the form up in the Attendance Office.
5. The completed request form shall be signed by the parents and returned to the school at least five days in advance of the first day of the proposed absence.

#### B. Makeup work during vacation absence:

1. Some class work and activities are impossible to make up, e.g., lab classes. Missing these classroom experiences may affect the student's total understanding as well as the final grade.
2. Teachers will not be required to tutor students who have been absent due to vacation or special occasion absences.
3. Students are fully responsible for makeup work.
4. All teachers shall provide make-up work if students and parents fulfill their responsibilities as indicated.
5. Students may receive a failing grade for any work missed due to an unexcused absence.

- a. Teachers will determine dates for make-up work to be due. Work may be due either before a vacation or up to a maximum of one week after a student's return.
- b. Major assignments, such as term papers that are due during the excused absence, will be due prior to the absence.
- c. Make up work/assignments should be arranged with the teacher outside of class time.

**C. Administrators may, under unusual circumstances, alter the above conditions.**

**D. Evaluation and grading procedures regarding excused and unexcused absences**

1. A student who is ill or has poor attendance for approved reasons may be given an "incomplete."
2. Following the receipt of an "incomplete" a student will have a reasonable time to complete the work. This time will be determined by the teacher and will not exceed one grading period.
3. Failing grades will be given for work missed during unexcused absences. However, major tests covering a longer period than the unexcused absence may be completed as make-up work.

**Tardy Procedures**

1. If a student is late in the morning, she/he must obtain a pass from the attendance office before going to class.
2. A student who is late to class as a result of being detained by a teacher or staff person must obtain a pass from that person.

**If the student is unable to obtain a pass, the teacher may issue either a teacher detention or office referral.**

3. Students must report to the attendance office to sign in to school when tardy, leaving early, or leaving for or returning from an appointment.

**Consequences for Tardies**

A student is considered tardy if she/he is not in class when the 7:45 a.m. bell rings.

- Students with an unexcused tardy will receive a 30 minute lunch detention for the first four occurrences.
- After **five** unexcused tardies, a one-hour, after school detention will be assigned for **each** occurrence of tardiness.
- If a student arrives to school unexcused and **more than 30 minutes** late, he/she will receive a Major Detention (2 hour) for every offense.

When tardies are excessive, the following procedures will be enacted:

**10 days** of tardy will result in a letter sent home to parents emphasizing the importance of good attendance. Upon the 10<sup>th</sup> unauthorized tardy and **each** occurrence after will result in an office referral.

**15 days** of tardy will result in a second tardy letter sent to parents detailing the importance of arriving to school on time. Upon the 15<sup>th</sup> unauthorized tardy **each** occurrence can result in a major office detention referral or In-School suspension. Parents and students may also be required to have a formal meeting with the Administration to discuss the issue of tardiness and the negative impact it has on the education of all students.

**20 days** of unauthorized tardies will result in the assignment of In-School Suspension and a possible referral to Bay Village Police Dept. and/or filing with Juvenile Court. Parents and students may also be required to have a formal meeting with the Administration to discuss the issue of tardiness and the negative impact it has on the education of all students.

**Chronic tardiness may result in a Suspension from school.**

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# For Absences and Tardies Call (440) 617-7610

## Medicines and Emergencies

All students will complete a personal information questionnaire containing basic information: phone numbers, family doctor, hospital preference, etc. This will be done with parent assistance and returned to the office via the homebase teacher.

### Emergency procedures

1. **Illness** – In the event of illness students should report to the main office. If necessary the office staff will contact a parent/guardian or the designated person.
  
2. **Serious injury**
  - a. Students will be sent by Bay Village ambulance to the designated hospital.
  - b. Parents will be notified by phone to meet the student at the hospital.
  
3. **Accidents** – When a student is involved in an accident on school grounds or at a school-sponsored event, he/she must immediately notify the person in charge, who will notify the school office. A medical emergency form is kept on file in the office in case the student needs medical treatment.

### Emergency Notification Procedures

In the event of a whole school emergency situation, parents will be notified by school officials through a phone messaging system. The recorded phone call will be made to the home phone number on file as part of the student's record. These calls are sent to all student phone numbers simultaneously. If the call is not picked up, the message is left on an available answering service or machine.

## Care of Students w/ Chronic Health Conditions

When developing and implementing regulations the district staff members will recognize the fact that some allergies and chronic illnesses can be life threatening. The district staff and parents must work collaboratively to best assure student safety. Quality communication from parents is essential. The team assigned to the student will cooperate with parents to identify the need for individual health plans, food allergy action plans, and/or eligibility for a Section 504 (ADA) plan. Further information can be found in Board of Education Policy 5335.

## Immunizations

Each student must have the immunizations required by law or have an authorized medical or religious exemption. If a student does not have the required immunizations or exemption, the Principal may remove the student or require compliance by a specific date. This procedure is for the safety of all students and in accordance with state law. Any questions about immunizations or exemptions should be directed to the School Nurse, Chanda Wall at 617-7600

### Minimum Immunization Requirements:

<u>Doses</u>	<u>Vaccine</u>
4-5	DTP or DT immunizations
1	Tdap (required for seventh grade entry, must have been given within the past five years)
4	Polio immunizations
2	MMR (Measles, Mumps, Rubella) immunizations, the first must be administered on or after the 1 <sup>st</sup> birthday. The second dose must be at least 28 days after the first MMR immunization
3	Hepatitis B immunizations

## Communicable Diseases Guidelines

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The



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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-transient pest, such as lice.

Students who have been ill from a communicable disease, such as the flu, should return to school when they have been feeling well for 24-48 hours. In addition, they should:

- Not have vomited for 24 hours.
- Not have experienced diarrhea for 24 hours.
- Have maintained a temperature below 100 for 24 hours without fever reducing medicines such as acetaminophen (Tylenol).
- Have taken antibiotics for 24 hours if they have suffered from strep.

Returning to school too soon puts the student at risk for relapse and unnecessarily exposes others to the communicable disease.

### **Medication**

The following summarizes the Bay Village Board of Education Policy regarding administration of medication to students:

1. Students **may not** carry medication with them during the school day.
2. If your student requires medication, a completed and signed form from the physician and a parent/guardian release form must be on file in the main office.
3. School personnel will not administer medication such as Tylenol under any circumstances unless a parent authorization for non-prescribed medication is completed ahead of time (Form 5330 F2).
4. New request forms must be submitted each school year.
5. Parents/Guardians are asked to:
  - Deliver medication to school
  - Notify the school if there is a change in physicians
  - Submit a revised request signed by the physician who prescribed the medication if

any of the information provided by the physician changes

- Provide directions re: special storage needs (refrigeration)
  - Provide measuring spoon/cup for liquid medication
6. Medication shall be received in the container in which it was dispensed by the prescribing physician and must have an affixed label including:
    - Student's name
    - Name of medication
    - Dosage
    - Licensed pharmacist's name
    - Time of administration

### **Student Insurance**

Student insurance is available to all students for a nominal fee and covers any accidents while in school or traveling to and from school. The information kit is distributed in homebase and the premium is paid directly to the insurance company.

## **Bus Transportation**

Students may be eligible for bus transportation to and from school. If you have any questions regarding eligibility contact the transportation office located at the K.T. Allen Building by calling **617-1659**. Eligible students will be assigned a bus stop near their home.

Bus transportation is a service provided by the Bay Village City Schools. Students and parents should regard this service as a privilege. Our expectations for behavior on the buses are the same as our expectations for behavior in the classrooms. Student safety is the primary objective of the Transportation Department. Behavior on the school bus is the responsibility of both students and parents.

### **Student Responsibility**

1. Follow directions the first time they are given.

2. Behavior on school buses should follow the same guidelines as behavior in the classroom.
3. Board and leave the bus at your designated stop.
4. Do not cross the street to enter or exit a bus until the driver motions you to do so.
5. You must be absolutely silent at railroad crossings and whenever the bus driver tells you it is necessary.
6. Do not bring items onto the bus that cannot be held on your lap. Ohio law forbids animals, glass or liquids on school buses. (Ohio Revised Code 4511.76)

2. After boarding the bus, students shall go immediately to their assigned seats. Students should remain seated at all times.
3. Obscene language, gestures or spitting will not be tolerated.
4. Heads, arms, legs, and objects must be kept inside the bus at all times.
5. Nothing is to be thrown in, on, or out of the bus.
6. The possession of alcohol, harmful drugs, tobacco, lighters, matches, or weapons in any form is prohibited on district owned vehicles.
7. Eating, drinking, or chewing gum is prohibited.
8. Fighting, pushing, and tripping are prohibited.
9. Damage or attempted damage to a school bus will result in disciplinary actions.

### **Parent/Guardian Responsibility**

1. Parents/Guardians are responsible for reviewing the transportation guidelines with their student and for the safety and discipline of students as they go to and from the bus stop, and for any damage done by students at the stop.
2. Students should arrive at the bus stop five minutes before the scheduled pick up time. The buses operate on a schedule that does not allow waiting for tardy students. If the bus is more than 15 minutes late, call the Transportation Department at 617-1659.
3. Parents are financially responsible for any damage done by their children to a bus or to property at a bus stop.
4. School district responsibility for students begins when the school bus arrives to pick up students and ends when students depart from the bus.
5. Please do not discuss transportation issues or problems with the bus drivers who are completing a route. Concerns or problems should be directed to **the Transportation Department (617-1659)**.

### **Bus Behavior Code**

1. Physical aggressiveness, destruction of property and other inappropriate behavior will not be tolerated.

### **Transportation (Bus) Department Discipline**

Safety is the first priority of the Bay Schools. Appropriate bus conduct is necessary to insure the safety of students and the driver. Continued inappropriate behavior will result in suspension and/or expulsion from the bus. In the event of suspension or expulsion, due process will be followed.

### **Transportation Discipline Procedure**

**First Violation** – The student is warned by the driver and the student’s name is recorded by the driver. Seat assignments may be changed.

**Second Violation** – A written record is made by the driver and submitted to the transportation director. The parents will be notified by the building principal.

**Third Violation** – The driver will notify the building principal. The principal may hold a conference with the driver, the student and/or the parent(s). The principal may suspend transportation privileges for a designated period.

**Continued Violations** – Will result in the same procedure as the third violation.

If an incident occurs on the bus which, according to the Student Code of Conduct, calls for the suspension from school, the Student Code of Conduct takes precedence.

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## Suspension Sequence

1. First Suspension – up to three days
2. Second Suspension – up to five days
3. Third Suspension – up to ten days
4. Fourth Suspension – removal from the bus for the remainder of the semester

A severe incident could result in immediate suspension from the bus. A severe incident is one where a student may endanger him/herself, others, or the driver.

**Suspension Appeal** - A parent/guardian who wishes to appeal a bus suspension may do so by contacting the building principal within 24 hours.

## Parent Transportation

Parents who drive students to school from areas east and west of the school are asked to drop students in front of the building at the main entrance. Please do not drop students behind the building on West Oakland. **This is not a drop off area.**

**Please do not enter the bus turnaround at bus arrival or bus departure times. This presents a safety hazard for students. Parents may use the bus turnaround after 7:30 am and after 3:30 pm.**

## Bicycles Riders and Walkers

Students are permitted and encouraged to ride bicycles to school. It is recommended that **bicycles be locked and properly licensed by the Bay Village Police Dept.** The school is not responsible for lost, stolen or damaged bicycles.

**There is to be no bicycle riding in the parking lots at any time.** Students are expected to observe the rules of safety, courtesy and respect for the property of others in the operation of their bicycle; this includes using caution when crossing the street.

## Student Expectations

The most important part of school is for each student to have a successful learning experience. The guidelines listed below are designed to help all students achieve their maximum potential.

## Textbooks and Workbooks

All school issued textbooks must be covered. With the privilege of using the textbooks comes the responsibility to care for them. A charge will be made at the end of the school year for damages other than normal wear and tear. The school board must be reimbursed for lost books. Charges will be prorated according to the age and condition of the book.

## Fees

The middle school student consumable fee is \$45.00. This fee should be paid as soon as possible. **State regulation requires that all checks for payment of fees, books, etc. be made out for the exact amount payable to Bay Middle School.** Failure to pay fines, fees or charges may result in the withholding of report cards. Fees may be adjusted in situations where there is financial hardship. **For more information, please contact the main office at 617-7600.**

## Homework

Our staff believes homework helps students practice their subject skills, prepares them for the next lesson, transfers their skills from one area to another, and helps them apply what they have learned. Doing homework is one of the most important student responsibilities. Students should plan on doing about 10 minutes of homework per each grade level (i.e., 5<sup>th</sup> grade 50 minutes, 6<sup>th</sup> grade 60 minutes.)

## Library Media Center

The Library Media Center (LMC) is open from 7:30 a.m. to 3:30 p.m. each school day. The LMC has a large collection of books and other materials to meet the students' needs and interests.

Students may come to the LMC on a teacher pass or with a class. Books are normally loaned out for two weeks, and there is a five-cent per day charge for overdue books (after a 5 day grace period). Overnight books are due before homebase and the fine is 25 cents per day.

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The LMC also offers two computer labs which students are encouraged to use. Students are encouraged to observe the rights of others as they read or study quietly.

### **Guidance**

Guidance services (counseling and testing) are available to students during the school day. If a student wishes to talk to someone about problems with school work, schedule changes, high school courses, or their own concerns, feelings, and ambitions, he/she may see a counselor by:

- Stopping in the guidance office for a pass
- Getting a pass from a teacher
- Being sent a pass by the guidance counselor

Teachers are ready and willing to help students with academic problems. If a student is having difficulty in a particular class, he/she can make arrangements with their teacher to get extra help.

### **Student Assessment**

To measure student progress, students will be tested in accordance with Ohio standards and district policy.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well students have achieved specific objectives.

Parent consent and/or specific information may be required for certain tests. Bay Middle School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### **Individuals with Disabilities**

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

The Bay Village School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant in the process. To inquire about the procedure or programs, a parent should contact the Pupil Services Department at 617-7323.

Parents who believe their child may have a disability that substantially limits that child's major life activities should contact the Pupil Services Department at 617-7323.

### **Physical Education**

Students are required to participate in the Physical Education program unless they are ill or injured. For absences of less than a week, students need an excuse from a parent/guardian. If a student needs to be excused from PE for more than a week, they must have a written excuse from a medical doctor. Appropriate clothing for grades 6, 7, and 8 is the regulation gym uniform, which can be purchased in the main office. Fifth graders should wear appropriate clothing on PE days. All students must wear socks and gym shoes.

### **Report Cards**

Each nine weeks (four times a year) students will receive a report card with grades and comments to help them judge their progress in school. However, we encourage parents and student to check Power School regularly to check progress and encourage students to discuss unsatisfactory progress with their teacher.

### **Honor Roll**

To qualify for the Honor Roll a student must have a grade point average of 3.6 or higher. The Merit Roll honors those students with a grade-point average between 3.1 and 3.59.

The Honor Roll of Bay Middle School is published each nine-weeks for grades 7 and 8 as a means of recognizing and promoting scholarship.

### **Superintendent's Best**

Beginning with the 2016-17 school year 7th graders must have a 4.0 for seven straight quarters and less than 10 days of absence from school per year to qualify for the Superintendent's Best award. The 8th graders will continue to qualify with 3.75 GPA for their 7th grade year but must have a 4.0 for the first three quarters of 8th grade.

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## Awards

Special awards and assemblies are held throughout the year as a way to recognize students for their special efforts and achievement.

## Promotion and Retention

### Promotion

Promotion to the next grade is based on the following: current level of achievement; potential for success at the next level; and/or emotional, physical, and social maturity.

### Retention

Students will be considered for grade level retention for the next year if he/she fails two major subjects: English, Social Studies, Science, Mathematics, and Foreign Language. Students may also be considered for retention if one of the major subjects and two other subjects are failed.

### Student Records (Board Policy 8330)

Teachers, counselors, and administrative staff keep many student records. There are two basic kinds of records—directory information and confidential records.

Directory information may be given to any non-profit organization or its representative, unless the student's parents/guardian restricts the information, in writing, to the superintendent's office. Directory information includes a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, membership on an athletic team; dates of attendance; or any other information which would not generally be considered harmful or an invasion of privacy if disclosed.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers.

The school must have the parent's/guardian's written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record and that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as that for enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. To review student records contact the main office and identify the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

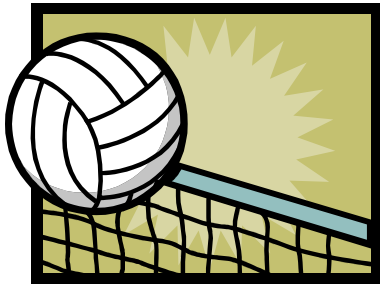
## Student Activities

Students are encouraged to participate in school sponsored social or service organizations. The activity program is an important part of a student's education.

**Student Government** is operated by each grade level and is comprised of a Town Council consisting of student representatives from each grade level and faculty advisors.

**Builders Club** was formed in January 1980 as a school/community service organization. Its many activities, including fund-raising and service projects, are enjoyed by the total membership. Money earned by the club is returned to the school in the form of gifts. Students who display the qualities of good citizenship, leadership, and dedication are eligible to become members.

**The Villager** is the Middle School yearbook. The yearbook is completely student produced. All photos, artwork and layouts are done by seventh and eighth grade students after school and



# Student Conduct Code

## Preface and Philosophy

Each student is expected to respect the rights of others and conform his/her behavior to the Student Code of Conduct, Board of Education policies, and other school regulations.

Bay Middle School's Staff and Administration are committed to the fair and equitable treatment of all students. Disciplinary actions are not meant to demean individual students but to correct behavior (s) that have been identified as unacceptable for a school/classroom setting. Every emphasis is placed upon providing students and parents with timely information as to the reason for the discipline referral and the assigned consequences. Students will be given an opportunity to discuss the reasoning for their referral to the office with a building administrator before any consequences are assigned. Parents are encouraged to call the school if they have any questions regarding an assigned consequence.

All school employees have the obligation to the community and students to insist upon moral and good behavior. To this end, the Board of Education has established the following rules and regulations to govern conduct of students while at school, any school-related activity, and to ensure fair and equitable handling of violations of such rules and regulations.

Any student who fails to comply with the Student Code of Conduct, Student Discipline code, or other established school rules or with any reasonable request made by school personnel on school property and/or at school related activities will be subject to discipline. A student may be disciplined for misconduct that occurs off school property, but is connected to activities or incidents that have occurred on school property. Additionally, disciplinary action may be taken against a student for misconduct directed at school officials or employees, or their property, regardless of where the conduct occurs.

Any and all violations of the Student Code of Conduct or Student Discipline Code or other established school rules should be reported immediately to a teacher or building administrator. The board and its administrators will cooperate with

occasionally on Saturday. Information will be sent home regarding purchase of the yearbook.

**Rachel's Angels** are students, teachers and administrators who actively work together to create and maintain a school that is welcoming, safe and filled with kindness and compassion. Our goal is to start a chain reaction of kindness by performing large and small acts of kindness for others in our school and community.

**Ski Club** is available to all sixth, seventh and eighth grade students who ski or would like to learn to ski. For six Tuesdays in January and February, buses will transport students to Brandywine Ski Center for an evening of fun. Sign-up for the club is in November, and price may include rentals if necessary.

**Athletics** are offered on a limited basis for seventh and eighth grade students only. The following is a list of sports offered at BMS in grades 7 and 8:

<b>Fall:</b>	Girls	Volleyball
	Boys	Football
	Girls/Boys	Cross-Country
	Girls	Cheerleading
<b>Winter:</b>	Girls	Basketball
	Boys	Basketball
	Boys	Wrestling
	Girls	Cheerleading
<b>Spring:</b>	Girls	Track
	Boys	Track
	Girls	Softball

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local law enforcement officials with regard to violations of state and/or local laws.

The Student Discipline Code and Procedures are published in conformity with Ohio Revised Code, section 3331.661.

## Progressive Discipline Procedure

### Student Discipline Code

We intend to impose a procedure of progressive discipline, where violation of school rules will be dealt with as a totality of misbehavior and not

necessarily as individual acts. However, should an individual act or offense be so serious as to justify removal from school, suspension or expulsion may also result regardless of whether the student has committed previous acts of misconduct. In such cases, each instance of unsatisfactory behavior will be treated and handled individually.

Students, who receive warnings or reprimands, detentions, major detention, classroom removal time (CRT), in-school restriction, community service, removal, or out-of-school suspensions for one violation, will receive an advanced consequence for the subsequent violations. Lesser incidents will be dealt with by the use of detentions and major detentions. More severe incidents will be dealt with using in-school restrictions or out-of-school suspensions. The ultimate punishment is an expulsion from school. This punishment is levied by the superintendent of schools as recommended by the school's administration. Administration will report any criminal acts to local law enforcement officials in addition to imposing appropriate discipline at school. It is understood that certain criminal acts may result in permanent exclusion from school. In addition to an individual teacher's Classroom Management Plan, this would include his or her own disciplinary rules and regulations.

### Informal Discipline

Informal discipline takes place within the school and includes:

- Teacher Intervention (contacting parents, parent-teacher-child conferences, signing assignment notebooks by teachers and parents/guardians, etc.)
- Classroom Removal Time-out (CRT)
- Teacher Detentions
- Office Detentions
- Restriction of student privileges
- Major Office Detentions
- In-School Restriction
- Community Service

### Teacher Intervention

These are strategies that teachers use in the classroom to help students succeed both academically and behaviorally. Typical strategies are conferencing with students, conferencing with parents, and adjusting instructional teaching strategies. Examples of adjustments may include moving a student's seat, modifying an assignment, providing additional academic support, and designing a contract with the student to help change the student's behavior.

### Classroom Removal Time-Out (CRT)

Students deserve classroom instruction without disruption. Students who choose behavior that disrupts the learning process may be removed for a time-out. A time-out occurs when a student fails to:

- Stop talking
- Follow directions (being disruptive)
- Stop distracting others
- Stop being disrespectful

Repeat offenders may receive a greater consequence such as a detention, major detention, community service, In-School Restriction or an out-of-school suspension.

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### Teacher Detentions

This term refers to the time a teacher detains a student before or after school for unacceptable behavior during class or for failure to come to class prepared. The length of these sessions average 30 minutes but may vary from teacher to teacher. Students will be given twenty-four hour notice for a teacher's detention, e.g., a detention assigned on Wednesday will be served on Thursday and it will be the individual student's responsibility to make all arrangements necessary to attend.

### Detentions

Detentions are scheduled from 3:00 to 4:00 p.m. after school Monday through Friday. Students who have been assigned an office detention must be in a seat by 3:00 p.m. If students fail to show up, two detentions will be assigned.

Administrators may assign detentions when, in their judgment, a student's behavior is unacceptable. Some of these behaviors include class disruption, disrespect, cutting class, habitual tardiness, insubordination, endangering others by their behavior and failure to attend a teacher's detention.

When a detention is assigned the student will receive one day notice (i.e., a detention assigned on Tuesday will be served on Wednesday unless other arrangements are made with parents/guardians). This is to allow students time to make any arrangements necessary (transportation, etc.) to serve the detention. Other student responsibilities regarding detentions are as follows:

1. The student must have materials to study for a full 60 minutes. Posted rules must be followed.
2. Doctors' appointments and illnesses (absent from school) are the only acceptable excuses for missing a detention. Students failing to attend for any other reason will receive two additional detentions for the one missed. Continuous failure to attend detentions will result in In-School Restriction.
3. Misconduct on the student's part during the detention will result in the student being assigned additional detentions.

### Major Office Detentions

Students failing to serve an office detention, accumulating an excessive number of detentions, or involved in a more serious rules infraction may be assigned major office detentions. A major office detention goes from 3:00 p.m. to 5:00 p.m. and may be assigned Monday through Friday.

### Disruption of School

1. A student shall not commit or use verbal outbursts, disrespectful interactions, violence, force, coercion, intimidation, threats, harassment, insubordination, repeated acts of disobedience, repeated failure to abide by the Student Discipline Code, cause or attempt to cause disruption or obstruction of the educational process, including all curricular and extracurricular activities or impede the order of operation of the school.
2. A student shall not advocate or promote any of the above prohibited acts nor the disruption or obstruction of the educational process.
3. No student shall interfere with or obstruct nor shall he/she advocate or promote interference with or obstruction of a teacher's instruction of a class or an activity.

### Damage to School Property

1. No student shall cause or attempt to cause damage to school buildings, grounds, equipment, materials, or any other school property.
2. No student shall advocate or promote the actions prohibited in the statement above.

### Insubordination/Disrespect

No student while at school or at any school function, whether or not on school premises, shall fail or refuse to carry out or comply with requests, directions, instructions or orders given by any school personnel. **Student language or action that expresses willful disobedience and defiance of authority and is directed toward any school employee will lead to disciplinary action.**

Examples of insubordination include: running from or refusing to accompany teachers or administrators to offices; speaking, writing, or signaling obscenities or vulgarities to a member of the faculty



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or staff; giving false names or otherwise refusing to provide proper identification; refusing to follow instructions of teachers or administrators; failing to report to the office after receiving an office pass or after being sent by a teacher or refusing to accept discipline or punishment from teachers, school officials, teacher's aides, or other authorized school personnel.

### **Profanity and/or Obscene Language**

No student while at school functions, whether or not on school premises, shall:

1. Use profanity or obscenity, either verbal or written in communication with, or in the presence of another person
2. Use obscene gestures or signs in communication with or in the presence of another person
3. Possess, display, sell or distribute obscene publications or pictures
4. Possess, display, distribute obscene publications or wear clothing imprinted with profanity or obscene signs, sayings or pictures
5. Encourage, instigate or conspire with others to commit the acts prohibited above

### **Violation of School Regulations**

No student while going to, present at or returning from school or any school function, whether or not on school premises, shall fail or refuse to comply with rules and regulations established for the purpose of maintaining such order and discipline as is necessary for creating and maintaining an environment conducive for learning or for insuring the effective operation of the schools and school programs and activities.

### **Plagiarism/Cheating**

All acts of plagiarism and/or cheating will be reported to the office. Students will receive a "0" for the assignment where this occurred and will be subjected to disciplinary consequences.

### **Possession or Use of Personal Electronic Devices**

All electronic devices are to be kept out of sight and turned off unless otherwise directed by a staff

member. Devices may be used in school with teacher permission and direct supervision for educational purposes only. ***Electronic devices may be used before and after school hours and during the student's lunch period in the cafeteria only. All use of electronic devices must be school appropriate and align with the Bay Middle School Code of Conduct. Use of this privilege to communicate with others in learning environments will constitute a Code of Conduct violation. Students using the wireless network must abide by the acceptable use policy. Any lost, stolen, or damaged electronic devices will be the responsibility of the student and the family.***

Examples of prohibited devices include, but are not limited to, radios, CD players, televisions, cellular telephones, tablets, beepers or other paging devices, headphones, iPods', MP3 players, tablets, e-readers, or other equipment determined by school authorities to be disruptive to the educational process or the orderly operation of the school.

Students must not make or distribute videos, images, sound recordings, or other mediums that show behavior prohibited by the student code of conduct on school property or at any school event. ***Students are also prohibited from capturing images or video of any staff member or student without prior consent from the individual.*** Any representation of prohibited behavior must be immediately turned over to the principal or school officials. Reproductions and distribution of these items that are discovered will result in disciplinary action. The previous statement is derived from Bay Village BOE policy 5136.

## **Major Offenses**

Major violations, repeated violations and first offenses that have a direct negative impact on the school or others will result in out-of-school suspension and consideration of recommendation for expulsion. Examples include, but are not limited to:

- Vandalism/Destruction of school or private property
- Theft/Extortion

- Any action which could, or does cause physical harm to property or another person
- Possession or use of tobacco or imitation of such in any form.
- Physical fighting
- Possession of drugs, alcohol or a counterfeit substance
- Unauthorized use, misuse, or abuse of computers or any other technology which results in: a material disruption of school, a theft, harassment of another person, damage to property, obscenity, or any other negative impact on the school or other persons
- Hazing and/or any activity that degrades or detracts from the dignity of any other person, including activities of a sexual, racial, ethnic, economic, and/or religious nature
- Possession, use, and or activation of any item that causes a material disruption to the school
- Direct defiance of any reasonable direction given by any school staff member
- Threats, either written or verbal, that imply or include intimidating statements
- Profane or abusive language or gestures used in reference to or directed to a staff member, parent or school guest on school grounds or at any school function
- Any other rules that may be established from time to time by the board of education, superintendent, or principal
- Sale or transmission of illegal drugs, alcohol or a counterfeit substance
- Threat/assault on school personnel
- Assault and Battery which causes injury requiring medical treatment
- Possession of any weapon, potential weapon, knife, chemical sprays, fireworks, explosives, etc.
- Other severe major offenses that are deliberate actions, as determined by the principal, that places others in extreme harm and/or cause a material disruption of the school
- Repeated violations for the student code of conduct and a failure to make a reasonable effort to submit to reasonable control of school officials

### **Search and Seizure**

Search of a student and his/her possessions, may be conducted at any time the student is under jurisdiction of the Board of Education, and there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to protect against theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

### **Severe Offenses**

Severe major offenses will result in 10 days of out-of-school suspension, filing in juvenile or criminal court and recommendation to the superintendent for expulsion. Those offenses include:

- Any conduct which violates federal, state, and/or local law and is considered felonious

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# Suspension

## Definition

The term “suspension” shall be understood to mean the removal of a student from the school premises and/or any or all classes or school-related activities for a period of 1 to 10 days. Community service may be assigned with, or in lieu of, actual suspension from school. Suspension may be carried over to the following school year. Students may receive zeroes for work missed while on suspension.

## Suspension Procedures/Due Process Rights

The Board of Education recognizes the importance of safeguarding a student’s constitutional rights, particularly when subject to the district’s disciplinary procedures.

To better ensure a student receives due process, the board establishes the following guidelines:

### Procedure

1. The student shall be given written notice on the official school form of the intention to suspend, the reason(s) for such suspension, and of the right to an INFORMAL HEARING regarding the charges.
2. At or about the time such written notice is given to the student, an attempt shall be made by telephone to notify the student’s parent(s) or guardian of the impending action and reasons for it.
3. The student shall be provided an opportunity for an INFORMAL HEARING before the Superintendent, the Superintendent’s designee, the Principal and/or the Assistant Principal to present his/her cause regarding the reason(s) for the intended suspension and/or otherwise explain his/her actions which constituted the basis for the notice of intention to suspend.
4. If, after such INFORMAL HEARING, a decision is made to suspend the student, then, within 24 hours thereafter, a letter shall be sent to the parent(s) or guardian and the student stating the specific reason(s) for suspension and giving notice of the right to appeal such action to the Board of Education or its designee and to be represented in an appeal proceeding and the

right to request a hearing to be held in executive session.

5. Simultaneous written notice of the suspension shall also be sent to the Superintendent of Schools
6. An appeal hearing with the Board of Education must be recorded verbatim. Formal actions by the board to affirm, vacate, or modify the disciplinary action or appeal may be heard in executive session. If the appeal decision is to uphold the suspension, a student’s parents may pursue further appeal to the Court of Common Pleas.

# Expulsion

## Definition

1. The term “expulsion” shall be the exclusion of a student from the schools of the District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place.

2. If at the time of expulsion there are fewer days remaining in the school year than the number of days of expulsion, the Superintendent may apply the remaining periods to the following school year. Expulsion from school may be permanent for any student 16 years of age or older who commits a violent weapon-related or drug-related felony.

## Procedure

1. Prior to any expulsion, the superintendent must give the student and his parent(s) or guardian written notice of the impending expulsion. The hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice of possible expulsion is given. This can be amended by mutual consent of the school and parent. The notice must include the reason(s) for the possible expulsion and the right of the student and parent(s) or representative to appear at a hearing to challenge the reason(s) or otherwise explain the student’s actions.

2. The notice of possible expulsion shall state the time and place for the hearing. If the superintendent grants an extension of time, he must notify all parties of the new time and place.

3. Within 24 hours after an expulsion, the superintendent must notify the student and the parent(s) or guardian of the student. This notice must include the reasons for the expulsion, the right of the parent to appeal to the Board of Education or its designee, the right to be represented at the appeal, the right to request the hearing is held in executive session. Any student who is expelled from school for more than 20 days or into the following semester or school year will be provided information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent will provide the student and his/her parent/guardian/custodian with the names, addresses and phone number of these public and private agencies.

4. The appeal hearing with the Board of Education must be recorded verbatim. Formal action by the board to affirm, vacate, or modify the disciplinary action of appeal may be heard in executive session.

5. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

**If you have any questions  
please call the school at 617-  
7600 or stop in the Main  
Office.**

#### **Damage to Private Property**

1. No student shall cause, or attempt to cause damage to the real or personal property of any person, organization or other entity on school

premises, or at any other school activity, function or event whether on or off school premises.

2. No student shall advocate or promote the actions prohibited in the statement above.

#### **Assault, Threats and Intimidation**

No student while at school, or at any school function, whether on or off school premises, under the authority of the school, or off school premises, if the misconduct is connected to activities or incidents that have occurred on school premises, shall:

1. Engage in fighting, hitting, unauthorized touching, or disruption

2. Use or attempt to use physical force on another person for the purpose of intimidating, insulting, abusing, menacing, or physically injuring such person

3. Act or behave in such a way as to cause another person to believe that the student will inflict physical harm to the person or property of such other person

4. Act or behave in reckless disregard for the physical safety and well-being of other persons

5. Encourage, instigate or conspire with others to commit any of the aforesaid prohibited acts

#### **Dangerous Weapons, Instruments, and Ordinance**

A dangerous weapon, instrument or ordinance, is any device which may be used for offensive or defensive purpose, including but not limited to objects such as firearms (as defined in the Federal Gun Free Schools Act of 1994), guns, pellet guns, knives, or club type implements. They may also include any toy that is presented as a real weapon or reacted to as a real weapon.

Possession and/or use of a weapon may subject a student to expulsion or possible permanent exclusion. Additionally, possession and/or use of a firearm will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent in accordance with Ohio law.

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As such, no student while at school, at any school function, whether on or off school premises, under the authority of the school, or off school premises, if the misconduct is connected to activities or incidents that have occurred on school premises, shall:

1. Possess, knowingly attempt to convey or convey, conceal or in any other way handle or use any object, instrument or weapon capable of harming another person without written permission of the principal of the school which the student attends
2. Threaten to or use any instrument or object as a weapon to inflict bodily harm on another person or to damage or destroy the property of another person. This includes but is not limited to the use of padlocks, pens, pencils, and jewelry
3. Act or behave in such a way as to cause another person to believe that the student intends to use an object, instrument or weapon to inflict bodily harm to the person or to damage or destroy the property of such person
4. Handle or use an instrument, object or weapon in reckless disregard of the physical safety and well-being of other persons or of the safety and well-being of their property
5. Possess, conceal, sell, transmit or use matches, lighters or other flame producing devices except under the expressed permission of school personnel
6. Encourage, instigate or conspire with others to commit any of the above prohibited acts

### **Tobacco**

No student while at school or any school function, whether or not on school premises, shall:

1. Possess, conceal, sell, transmit, use, purchase or attempt to purchase tobacco or tobacco products in any form, including but not limited to, cigarettes, electronic cigarettes, cigars, chewing tobacco, pipe tobacco, snuff or any other matter or substance that contains tobacco; or
2. Conspire with others to conceal, sell, transmit, or use tobacco in any form or
3. Possess paraphernalia for the purpose of tobacco use, such as, matches, lighters, papers, pipes, etc.

### **Controlled Substances, Counterfeit Controlled Substances and Paraphernalia**

Drugs of abuse are all intoxicants or other substances that could modify behavior including but not limited to, all narcotics, hallucinogens, stimulants, depressants and alcoholic beverages. Examples include marijuana, amphetamines, barbiturates, glue, cocaine, PCP, beer, wine and liquor. This includes any substance which produces a drug-like effect on a student, e.g., PEP spice, K2, or any other synthetic drug.

Counterfeit drugs of abuse include any substance that is directly or indirectly represented to be a drug of abuse, whether by communication, marking, labeling, packaging, distribution, or similarity in shape, size, color or price. Use of drugs as authorized by medical prescription from a licensed physician shall not be considered a violation of this rule.

No student while at school or at any school function, whether or not on school premises, or at any other time the student is subject to the authority of the school, shall:

1. Possess, use, sell, offer to sell, deliver, conceal, purchase or attempt to purchase, consume or be under the influence or suffer some impairment as a result of the use of any drugs of abuse. A student is subject to disciplinary action after the student has used or consumed any alcoholic beverage, intoxicant, or any of the drugs of abuse, or if he/she is found to have the smell of alcohol on his/her breath
2. Instigate or conspire with others to possess, use, sell, deliver, conceal, purchase or attempt to purchase, consume or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse
3. Directly or indirectly represent a substance as a drug of abuse by describing its effect as the physical or psychological effect associated with the use of a drug of abuse
4. Possess, use, sell, offer to sell, deliver, purchase or attempt to purchase, or conceal any instrument of paraphernalia for use with drugs of abuse (for example, hypodermic needle, syringe, water pipe, roach clip). The administration will suspend, in most cases, aforementioned when under the circumstance of possession or personal use. The administration will recommend expulsion for an

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offense where controlled substances are possessed to be sold or shared.

All prescription drugs and/or over the counter drugs used by a student must be noted on the school medical form. All medications intended to be taken by a student during the day must be submitted to the school nurse/main office by a parent/guardian for dispensing. No student – at any time – should have any drugs on their being while at school.

#### **Theft/Forgery**

No student while at school or at any school function, whether or not on school premises, shall, alone or in concert with others, conspire to take, attempt to take or take into possession property of any kind or nature which is owned, leased, borrowed or being used in any way by the school district or any other person. Students who engage in theft will be subject to disciplinary action and may be reported to law enforcement officials. Students who forge names, alter official documents, passes, admits, excuses, notes, etc., or use false identification will be subject to disciplinary action.

#### **Frightening, Threatening, Degrading, Disgraceful Acts**

No student while going to, present at, or returning from school or any school function, whether or not on school premises, shall alone or in concert with others, engage in any act or course of action, the purpose of which is to frighten, threaten, or disgrace another person. Students may also be subject to disciplinary action for misconduct that occurs off school property, but is connected to activities or incidents that have occurred on school property.

#### **Violation of the Law**

No student, while under the jurisdiction of the school, shall violate any federal, state or municipal law or ordinance.

#### **Other Conduct of Similar Nature Prohibited**

Other student misconduct of a nature similar to that prohibited in the sections above shall also be prohibited. Such violations shall include, but are not limited to:

1. Trespassing (presence on school property in a restricted area or at an unauthorized time)
2. Gambling or possessing gambling paraphernalia
3. Arson or attempted arson
4. Misuse of fire extinguisher
5. Initiating false fire alarms or bomb reports
6. Possession or use of fireworks or explosives
7. Forgery
8. Sexually molesting, abuse, or harassment of another person
9. Inciting others to riot
10. Failure to follow established procedures
11. Extortion, i.e., use of threat, intimidation, force, or deception to take or receive something from someone else
12. Violation of individual school/classroom rules

#### **Conduct Against Board of Education Employees**

A student shall not physically assault, threaten to assault, vandalize, damage or attempt to damage the property of a school employee or his/her family or demonstrate physical or verbal disrespect on school property or while in attendance at any Board of Education sponsored or supervised activity.

#### **Hazing**

No student may 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 toward any student or other organization that creates a risk of causing mental, emotional 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. Hazing activities are prohibited at any time in school buildings and facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. Students who engage in hazing will be subject to disciplinary action and may be reported to law enforcement officials.

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## **Harassment**

It is a violation of the law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

### **Sexual Harassment**

#### **A. Verbal**

Written or verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats are prohibited.

#### **B. Non-Verbal**

Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling and other like acts are prohibited.

#### **C. Physical Contact**

Threatened, attempted, or actual unwanted bodily contact, including patting, pinching, pushing the body, or coerced sexual intercourse is a violation of school rules.

## **Gender/Ethnic/Religious/ Disability/**

### **Height and or Weight Harassment**

#### **A. Verbal**

1. Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. are prohibited.

2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person is a violation of this code.

#### **B. Non-Verbal**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures is prohibited.

#### **C. Physical**

Any intimidating or disparaging action such as hitting, hissing, or spitting on the person will not be tolerated.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should promptly take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the affected student should, as soon as possible after the incident, contact the assistant principal or the principal and fill out an appropriate form.
2. If the alleged harasser is the student's principal or assistant principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person (s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside the investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken to prevent the continuance of the harassment or its recurrence.

All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the District.

Some forms of sexual harassment of a student by another student or staff member may be considered a form of child abuse which will require that a report be made to proper authorities.

#### **Misconduct off School Premises**

Students may be subject to disciplinary action for misconduct even when such misconduct occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the Board. Additionally, disciplinary action may be taken against a student for misconduct directed at school officials or employees, or their property, regardless of where the conduct occurs.

### **SAFER SCHOOLS OHIO HOTLINE**

**1-844-SAFEROH**

**(1-844-723-3764)**

#### **Bullying and other Forms of Aggressive Behavior**

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 relationships between members of the school community.

Harassment, intimidation or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. 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, on a school bus, or while en route to or from school, and those occurring off school property in which 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, in a school vehicle, or where an employee is engaged in school business.

#### **Harassment, Intimidation, or Bullying Means:**

- a. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- b. Violence with a dating relationship.

#### **Cyber or Electronic Bullying:**

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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 intimidation and 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/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

#### **Reporting Violations of Harassment, Intimidation or Bullying:**

Any student or student's parent/guardian who believes he/she 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 teachers and other school staff who will be responsible for notifying the appropriate administrator. Every student is encouraged to report any situation that they believe to be aggressive behavior directed toward a student.

All reports pertaining to aggressive behavior shall be properly investigated in a timely manner. If the investigation finds an instance of harassment, intimidation, and/or bullying, has occurred, it will result in prompt and appropriate remedial and/or



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disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

Retaliation against any individual making a formal complaint, or is thought to have reported a violation, is strictly prohibited and will not be tolerated. Retaliation may result in disciplinary action as indicated above.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying to a teacher, school administrator or other school personnel. Such informal or anonymous complaints shall be reasonably specific and include person(s) involved, number of incidents and places of the alleged conduct, the target of the suspected harassment, intimidation, and/or bullying, and potential names of student or staff witnesses.

Individuals who make informal complaints may request that their name be maintained in confidence by the school and staff member(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a review of the complaint subject to further information being made available.

### **Education and Training:**

In support of Board Policy 5517.01, the Board promotes, preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. Annually, the District shall provide all students enrolled with age-appropriate instruction regarding the Board's policy including consequences for violation of the policy.

Additional educational programming for those students who are suspected of being in violation of this policy may be applied in order to fully provide the student(s) with a complete understanding of the Board of Education policy and the risks and consequences posed for violating the established policy. Students who also file complaints will be afforded an opportunity to gain further guidance from an assigned staff member in order to effectively monitor the alleged violation and to promote a safe, positive, productive, and nurturing educational environment for the student.

For further information on bullying please see Board Policy 5517.01