



# Revere Middle School

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## STUDENT HANDBOOK

2021-2022

**This book belongs to:**

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

**RISE/Homeroom Number:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

## **ABSENCES AND PARTICIPATION**

Students must be in attendance the entire school day in order to be eligible for extracurricular, co-curricular, and curricular participation. This includes, but is not limited to; athletics, band, choir, drama and field trips. Exceptions to this policy will be reviewed by the administration.

## **ACADEMIC EXTRACURRICULAR ELIGIBILITY**

Students are required to meet all eligibility requirements set forth by the Ohio High School Athletic Association and the Revere Local School District Board of Education to participate in extracurricular activities. Among these requirements are passing grades in at least 5 subjects in which they were enrolled in the immediately preceding grading period and having earned a minimum GPA of 2.0 in the previous grading term. Students meeting the passing grades in at least 5 subjects, but having a GPA of 1.00 to 1.99 will be placed on Academic Probation.

Student-athletes must receive a passing grade in five classes during the last grading period to remain eligible. The five classes must be indicated on the student's academic record.

Summer school courses cannot be used to restore a student's eligibility for fall sports.

## **ACADEMIC INTEGRITY**

Students are expected to present only their work for any assignment, project, or assessment. Presenting another's work as one's own is considered cheating and/or plagiarism. Students who violate this policy may receive zero credit. This includes the unauthorized use of data to gain an academic advantage. Students may also be referred to administration for further disciplinary action.

## **ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions or at any event sponsored by the school must be reported immediately to the person in charge and to the Main Office.

## **ATTENDANCE**

Each parent, guardian, or custodian having charge of a child of compulsory school age must send the child to school for the entire time the school attended is in session (ORC 3321.04). Students are more likely to succeed in school, academics, and building skill sets when they consistently attend school. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to be prepared for higher education and the workforce upon high school graduation. Because of this, in December 2016, Ohio legislature passed House Bill 410 to proactively address excessive absences and truancy. By law, once a student accumulates 38 hours of absence per month or 65 hours per year, they will be considered excessively absent and referred to the district's at-risk student coordinator. Absences accompanied with a medical note will be excluded from the

accumulated hours of absence. The student and family may be required to participate in an intervention program or be referred to the Summit County Juvenile Court as necessary.

#### **AUTHORIZED EXCUSED ABSENCES**

Absences for the following reasons shall be considered as excused:

- A. Personal illness.
- B. Serious illness or death of a family member.
- C. Funeral.
- D. Medical and dental appointments that cannot be arranged during non-school hours.
- E. Unusual or emergency situations at home.
- F. Religious holidays and activities.
- G. Authorized school-sponsored activities.
- H. Approved college visits.
- I. Acts of God.
- J. Quarantine.
- K. At the Superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

An absence for any reason other than those listed above shall be classified as unexcused. All excuses from parents, as well as other documents pertaining to a student's enrollment, attendance, and withdrawal from the District, shall become a part of the official attendance record and shall be maintained regardless of format or condition.

A student shall have the opportunity to make up school work missed due to an excused absence; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his or her teacher(s). All make-up work shall be completed within the number of days missed following the excused absence. A student shall receive full credit for school work made up pursuant to an excused absence.

The principal or his or her designee may request written verification of a student's illness from a physician licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness.

A student must be in attendance at school for half of the school day in order to participate in any school-sponsored activity that is conducted on that day; in cases of emergency the principal or his/her designee may grant an exception to this limitation.

LEGAL REFS: O.R.C. §§3301.60; 3321.041; 3321.13  
Ohio Department of Education EMIS Manual, Section 2.1.1: Student Enrollment Overview, Version 4.0 (2017)  
Adopted: December 19, 2017

### Attendance Procedures

1. Student absences are verified daily by the attendance secretary.
2. Absences - Any absence that is not reported to the Main Office by the student's parent, guardian or custodian will be listed as unexcused. To avoid this, please call **330-523-3404** on the day of the absence. Unless a phone call or note from the student's parent or guardian accompanies the student on the day of his/her return, this absence will be considered as truancy from school and zero credit for class work on that day will be issued.
3. Make-up work - It is the responsibility of students who are absent for any reason to obtain their make-up work. Students are permitted one day of make-up for every day missed. A day's absence does not excuse a student from the responsibility for all previously announced assignments or tests on the day of his/her return.
4. Students who leave the building because of illness, appointment or other emergency must first report to the Main Office. For early dismissal, the student must bring a note from his/her parent with the student's name, date, time of dismissal, reason and who will be picking the student up. The student needs to bring this note to the Main Office before school starts. The student will receive an early release slip and present it to his/her teacher at the time of his/her departure. The parent must sign the student out in the attendance office. The clinic will be available for part of a period if a student wishes to lie down due to illness. It is the Main Office policy to obtain permission from a parent, guardian or alternate authority before releasing a student from school. Students must rearrange tests or quizzes or any other assignment due that day and then sign out in the Main Office and receive a pass to leave the building. Failure to do so may result in zeroes issued at the discretion of the teacher. Students must sign-in immediately upon their return and go to class.
5. Tardiness to School - Any student arriving after 7:30 a.m. must report to the Main Office. Only students who are late due to a medical appointment or an emergency will not be disciplined as tardy. A note from the doctor must accompany the student upon their arrival. Oversleeping or transportation difficulties are not excused tardies. Students who are excused and miss a class due to arriving late to school must consult with their teachers prior to leaving school that day to rearrange for tests or quizzes and to obtain the homework assignment. Failure to do so may result in zeroes issued at the discretion of the teacher. Chronic tardiness will not be tolerated and will result in disciplinary action beyond detention. A student is considered tardy **if they are not in first period class by 7:30 a.m.** A student will be considered absent from a class if he/she arrives more than twenty minutes into the class period. All tardiness will be counted as such and is cumulative over the quarter. (Note: an unusual circumstance is left to the discretion of the administration.) Punctuality to class is expected as well. Students who are chronically tardy to class may be reported to the administration.

Consequences for tardiness to school in a quarter are as follows:

Second Tardy	Warning
Fourth Tardy	One detention
Sixth Tardy	One Saturday detention

Eighth Tardy      One day Alternative Learning Center

Note:      Each two subsequent tardies will result in additional disciplinary action that may include out-of-school suspension.

Note:      Because of the potential multitude of circumstances related to attendance matters, the administration reserves the right to render judgments in individual cases.

### **BULLETINS AND ANNOUNCEMENTS**

All announcements for the P.A. must be written in advance and signed by an activity advisor. Students are not to come to the PA room during announcements with special messages. All posters and signs placed in the building must receive prior approval by an administrator.

### **CELLULAR PHONES/ELECTRONIC COMMUNICATION DEVICES**

Cell phones are to be kept in locker during the school day. No use of cell phones in the halls or restrooms. Cell phones may be used for 30 minutes during lunch period. First offense is a verbal warning and the phone goes in the locker. Second offense is a verbal warning and the phone goes to the office and may be picked up by the student after school. Third offense, the student will be issued a detention, the phone will go to the office until the parents/guardians pick up the phone.

### **CLASSROOM EXPECTATIONS**

All students are expected to comply with the Code of Student Behavior during classroom instruction. Violations of the Code of Student Behavior will not be tolerated and may require further disciplinary action by administration.

### **COMPUTERS**

Policies governing the use and/or misuse of computers and technology are included in the Revere Board of Education policy guidelines and Code of Student Behavior. Use of school computers is dependent upon annual receipt of a Technology Acceptable Use Policy signed by the parent /guardian and student.

### **DETENTIONS**

Office detentions will be assigned for Monday and Thursday afternoons from 2:45 p.m. - 3:20 p.m. in Room 301. A one-day notice is always given before the detention is to be served. Students must be on time, work on school assignments, and be quiet during detention. Failure to comply with rules or failure to serve a detention on the day assigned will result in additional disciplinary action.

<b>First missed detention</b>	Two detentions assigned
<b>Second missed detention</b>	One Saturday detention assigned

Note: Each subsequent missed detention will result in additional disciplinary action.

### **DISCLAIMER**

The handbook may not include every item or incident that may occur in the building or on school grounds. Final resolution of each of these situations will be made by the school administration. Additional information about student conduct is found in the Code of Student Behavior. The handbook is not intended to be a manual of all the policies of the Revere Board of Education.

### **DISTRACTIONS**

Because music players, electronic devices and laser pointers serve to distract others, these items are not permitted to be used during school or at school events. We have a responsibility to maintain our building with a level of quiet conducive to learning. School personnel are authorized to confiscate these items and turn them in to the Assistant Principal.

### **DRESS CODE**

We are committed to a safe and orderly learning environment for students that is free from distraction. Attire should not detract from the educational process; reasonable standards in dress and grooming apply. Compliance with the dress code is expected and non-compliance may be considered insubordination.

Any form of dress or hair style that is considered contrary to good hygiene or that is deemed distracting, disruptive, or detrimental to the routine operation of school is prohibited.

Clothing must be worn as designed. Clothing prohibited includes the following items and conditions; Clothing that is skin-tight, cut-off, torn, having holes and/or frayed above the knees; pants worn below the waist/hip and are low hanging; sheer or mesh garments; tube tops; tank tops that have less than 2-inch strap; T-back/open back or exposure of any undergarments; wide arm opening muscle shirts (unless worn with an appropriate tank top underneath); shirts off the shoulder unless worn with appropriate tank top underneath; shirts that do not cover the midriff when standing and seated; hats, sun glasses, slippers, outer coats, pajamas, bandannas/head coverings, sweatbands; chains, any item advertising alcoholic beverages, drugs, tobacco, or weapons; or any item with obscene or questionable printing in violation of the Code of Student Behavior. This list is not all inclusive as these are only examples of inappropriate dress.

Shorts and skirts must be finger-tip length all the way around the body or longer from their shortest points and must meet other conventional standards of dress. Tight shorts and shirts with messages across the front or back are not permitted. Exposure of cleavage or undergarments is prohibited. Shoes must be worn throughout the day. Gym clothes are not to be worn during academic classes. Yoga pants cannot be worn unless with a shirt that

falls well below the hips, all the way around the body. **Final determination of appropriate school attire rests with the school administration.**

#### **DROP DATE**

Students interested in changing their class schedule must do so within 10 school days of the offering. All changes or switches are at the discretion of the administrators and/or counselors.

#### **EMERGENCY HALL PASSES**

Students are not permitted in the halls during class periods or lunchtime unless they have a hall pass from an authorized staff member. Sufficient time to attend to necessary matters is provided between classes. If a pass is issued, no loitering will be allowed in the hallways or in the restrooms.

#### **FIELD TRIPS**

Field trips enhance the educational experience of students. A completed student field trip permission form with teacher and parent/guardian signatures is required for student participation. Teachers may decline approval for student field trip participation if the student's attendance or academic performance is of concern.

#### **FINES AND FEES**

All financial obligations incurred by students must be paid in full. Any unpaid fees will follow a student to the high school and must be paid before he or she can graduate.

#### **FIRE, SAFE SCHOOLS, AND TORNADO DRILLS**

All drills are conducted periodically in accordance with state law. Safety routes are posted in each classroom and in various locations in the building. It is expected students will follow the direction of staff during drills and assist in the orderly completion of any drill. Anyone involved in causing a false fire alarm is subject to the penalties defined in Ohio Revised Code section 2917.32.

#### **FOOD AND BEVERAGES**

All food and beverages must be consumed in the Cafeteria or the courtyard adjacent to the Cafeteria unless a teacher gives permission in their classroom. Food and drinks are not to be consumed in the hallways. Only clear, non-carbonated, bottled water will be permitted in the classrooms at the teacher's discretion. Gum chewing in the classroom is at the teacher's discretion. Food is not permitted in the gymnasium.

## GRADING

The grade earned at the end of the quarter is the grade that appears on the student's report card.

### District Grading Policy

Percentage	Grade	Regular	Honors RHS	*AP RHS
93% - 100%	A	4.0	4.5	5.0
90% - 92.99%	A-	3.7	4.2	4.7
87% - 89.99%	B+	3.3	3.8	4.3
83% - 86.99%	B	3.0	3.5	4.0
80% - 82.99%	B-	2.7	3.2	3.7
77% - 79.99%	C+	2.3	2.8	3.3
73% - 76.99%	C	2.0	2.5	3.0
70% - 72.99	C-	1.7	1.7	1.7
67% - 69.99	D+	1.3	1.3	1.3
63% - 66.99	D	1.0	1.0	1.0
60% - 62.99	D-	0.7	0.7	0.7
0% - 59.99	F	0.0	0.0	0.0

**\*Weighted grades will only be given to students completing an entire AP course. Weighted grades will not be given for grades below a C.**

8<sup>th</sup> Grade students earning a “C” or higher in Spanish I, French I, Latin I, Geometry or Algebra will receive High School credit for the course. The grade will not be calculated into the student’s G.P.A. The letter grade earned will be reflected on the student’s transcript. All Flex Credit courses or courses taken in the summer between 8<sup>th</sup> and 9<sup>th</sup> grade will be calculated into the student’s G.P.A.

## HARASSMENT, INTIMIDATION, AND BULLYING

### Introduction

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time on school property, on a school bus, or during any school sponsored event, and at the times and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.



To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- A. Students must report acts of harassment, intimidation, or bullying to teachers, District employees, and/or school administrators;
- B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;
- C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;
- D. School administrators shall investigate and document any written or oral reports;
- E. School administrators shall notify the custodial parent or guardian of a student who commits acts of harassment, intimidation, or bullying and the custodial parent or guardian of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

#### 1. Definition of Harassment, Intimidation, or Bullying

In accordance with this policy, “harassment, intimidation, or bullying” means either of following:

- A. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
  - 1. Causes mental or physical harm to the other student; and
  - 2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- B. Violence within a dating relationship.

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

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

## 2. Conduct Constituting Harassment, Intimidation, or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

- A. Physical violence and/or attacks.
- B. Taunts, name-calling, and put-downs.
- C. Threats and intimidation (through words and/or gestures).
- D. Extortion or stealing of money and/or possessions.
- E. Exclusion from the peer group or spreading rumors.
- F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
  - 1. Posting slurs on Web sites where students congregate on Web logs (personal online journals or diaries);
  - 2. Sending abusive or threatening instant messages;
  - 3. Using camera phones to take embarrassing photographs of students and posting them online;
  - 4. Using Web sites to circulate gossip and rumors to other students;
  - 5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and
- G. Violence within a dating relationship.

### 3. Complaint Process

#### A. Formal Complaints

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

#### B. Informal Complaints

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff

member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

### 4. Deliberately Making False Reports

Students are prohibited from deliberately making any false report of harassment, intimidation, or bullying. Students found to have violated this prohibition are subject to the full range of disciplinary consequences, up to and including suspension and expulsion.

#### 5. Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

#### 6. Investigation

- A. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment, intimidation, or bullying, and the Board of Education's interest in a prompt and fair investigation.
- B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

#### 7. Post-Investigation Procedures

- A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.
- B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.

- C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

#### 8. Retaliation is Prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

#### 9. Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

#### 10. Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

#### 11. Disciplinary Interventions

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences.

Suspension is a possible consequence for a student found responsible for harassment, intimidation, or bullying by an electronic act.

12. Strategies for Protecting Victims or Other Persons From New or Additional Acts

- A. Supervise and discipline offending students fairly and consistently;
- B. Maintain contact with parents and guardians of all involved parties;
- C. Provide counseling for the victim if assessed that it is needed;
- D. Inform school personnel of the incident and instruct them to monitor the victim and the victim's friends or family members and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- E. Check with the victim and the victim's friends or family members to ensure that there has been no new or additional incidents of harassment/intimidation/bullying or retaliation of the victim or other persons from the offender or other parties.
- F. If necessary to protect a person from new or additional acts of harassment, intimidation, or bullying, and from retaliation following a report, a person may make an anonymous report of an incident considered to be harassment, intimidation, bullying, or retaliation by providing written information to any staff member or administrator. The report should include as much information as possible and shall be forwarded promptly to the building principal for review and action.

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other District actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;
- B. Planned professional development programs addressing bully/targeted individuals' problems;

- C. Data collection to document bully/victim problems to determine the nature and scope of the problem;
- D. Use of peers to help ameliorate the plight of victims and include them in group activities;
- E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);
- F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;
- G. An attitude that promotes communication, friendship, assertiveness skills, and character education;
- H. Modeling by staff of positive, respectful, and supportive behavior toward students;
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or
- K. Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the District. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students and their custodial parents or guardians. Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided annually with age-appropriate instruction on the recognition and prevention of harassment, intimidation, or bullying, including discussion of the consequences of violating this policy, and their rights and responsibilities under this and other District policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

A District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment,

intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The Administration shall annually send to each student's custodial parent or guardian a written statement describing this policy and the consequences for violating it. The Administration shall semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the District's website to the extent permitted by state and federal student privacy laws.

LEGAL REFS: O.R.C. §§3313.666; 3313.667

Adopted: October 17, 2017

### **LIBRARY**

Fines are charged on overdue or damaged items. Students are expected to follow library regulations or they may forfeit access to the library.

### **LOCKERS**

RISE/Homeroom teachers will assign a locker and lock to every student. Students should not share their combinations with anyone. **Lockers are the property of the school and the administration reserves the right to search any locker.** Since students are not permitted to carry book bags or backpacks, all personal items and books, when not in use, are to be kept in the locker. Decals, inappropriate pictures, etc. are not allowed. Defective lockers should be reported immediately to the Office. Intentionally damaging the locker or lock mechanism or damage incurred by presetting the lock will result in a fine for replacement. While using the locker room during or after school, students should lock their belongings in a locker.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the lunch room where they can be claimed by the owner. Unclaimed items will be donated to local charities.

### **LUNCH PERIOD**

All students must eat lunch in the Cafeteria or the courtyard adjacent to the Cafeteria whether they purchase or carry their lunches. All food and beverages must be consumed in these two areas. Students are to take pride in the lunch facilities and are responsible for clearing tables of trays, litter, and debris before they leave the Cafeteria. Lunchroom conduct should conform to general rules of courteous behavior. Cutting in line, throwing food, placing trays in trash cans, and boisterous behavior are unacceptable and will result in discipline. Lunch periods are closed. This means that students are not permitted to leave school during their lunch period. Students who do so are subject to disciplinary action. As a rule, students are not permitted to leave the Cafeteria during their lunch period except to use the restroom.



## **MEDICATION**

The administration of any medication to a student by school personnel requires the completion of necessary forms by the parent /guardian. Forms are distributed at the beginning of the year and are available in the Main Office. Both a parent /guardian and a physician must complete and sign the form. Medicine to be dispensed at school must be in its original prescription bottle. The school or its employees cannot provide aspirin or any other over-the-counter medication.

## **OUT OF SCHOOL SUSPENSION**

The student may make up any available missed assignments or tests during out of school suspensions. It is strictly the student's responsibility to determine what work is missed by checking Progress Book or contacting a fellow classmate for information. Teachers are not responsible for providing make-up information or assignments. It may not be possible to make up class participation activities. All missed assignments are due the day the student returns to school from the out-of-school suspension. The student must make arrangements through their classroom teachers to complete any tests or quizzes.

## **PROGRESS BOOK AND REPORT CARDS**

Academic progress is reported through various methods such as Progress Book, Interim Reports, and Report Cards. All Report Cards Interims and grades will all be electronic on Progress Book. Conferences are encouraged at any time and parents may contact teachers for appointments. For questions about access to Progress Book, the online grade report program, please call (330) 523-3403.

## **PUBLIC RECORDS**

A request for public records must go through the Treasurer's Office, as the Treasurer is the designated Records Officer for the Revere School District.

## **SATURDAY MORNING DETENTIONS**

The guidelines for students serving Saturday Detention are:

1. Sessions will be held at Revere Middle School from 9:00 a.m. until 12:00 p.m. Anyone arriving after the session starts will not be allowed to enter and will be considered unexcused and absent. (No exceptions.)
2. Students will enter the building at the front door and will be in their seats by 9:00 a.m.
3. Students who fail to show up for Saturday detention will be subject to additional disciplinary action.
4. Students are to bring books and materials to complete their assignments. No one will be permitted to go to his/her lockers.
5. No food, audio equipment or any recreational/leisure activities will be permitted.
6. Students are responsible for having work to do to cover the complete three (3) hour time period.

7. Failure to follow the stated rules will result in the students being removed from the session and being subject to additional disciplinary action.

## **SCHOOL BUS PROCEDURES**

Safe school transportation is considered an integral part of the total educational program within the Revere School System. Riding a school bus is a privilege. The primary purpose of the school bus is to transport pupils to and from school safely. The Revere School District recognizes that a safe school bus requires the cooperation of our parents, students and school staff. Please read the following duties and responsibilities of school bus passengers carefully and do your part to stress the importance of an accident-free school bus transportation program to your child.

***Riding the school bus*** is a privilege extended to students that can be taken away anytime for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey the driver's directions. The school bus drivers are in charge while students are on buses.

The following bus regulations are in effect:

1. Students boarding the bus from the right side of the road must stand back in a safe designated spot and wait until the bus comes to a complete stop and the red lights are flashing before approaching the bus.  
Students boarding from the left will use the same rules as the right side, but must wait for the driver to give a hand signal to cross the street.
2. Students must carry backpacks and other bags in front of them when boarding and disembarking the bus. **No key chains of any kind can be on the backpacks.**
3. While on the bus, the pupil is under authority of, and directly responsible to the bus driver.
4. Upon entering the school bus, the pupils shall take their assigned seats. Pupils shall remain seated at all times, facing forward in the seat. The aisle must be kept clear at all times. No arms, legs, feet or parcels shall extend into the aisle way at any time. **This is a state law.** All backpacks and bags must be held on their laps. Nothing is to be stored under the seat. Any over-sized project for school may not be transported by bus.
5. Pupils should conduct themselves on the school bus as they would in the classroom **except** that a reasonable amount of quiet conversation is permissible. Yelling to one another is not permitted.
6. **Eating or drinking on the bus is not permitted at any time.**
7. Pupils shall not smoke or light matches or cigarette lighters, or cause any other flammable material to burn on or near the bus.
8. Pupils causing damage of any type to the school bus will be held liable for the cost of repairing the damage to the bus. Students causing willful and malicious damage will be denied the privilege of riding the bus to school.
9. Permission must be given by the bus driver before any windows may be opened. No throwing of any objects out of the windows is allowed. No pencils, pens or any sharp objects are permitted out of book bags while student is on the bus.

10. **Carrying of any dangerous objects or materials (such as knives, guns or fireworks) is an automatic suspension of bus riding privileges. The following items may not be transported on the bus: glass containers, skateboards, lawn chairs, balloons, large boxes, lacrosse or hockey sticks, golf clubs, skis, plastic sleds, baseball bats. All soccer balls, footballs, basketballs, etc. may be transported if they are contained either in a closed bag or backpack.**
11. The Board of Education is required by state regulations to designate all bus stops. Bus stops have been placed in locations throughout the district that have, through the years, proven safe for loading and unloading students. Due to the number of students transported, an effort has been made to locate stops so that no student has to walk more than one half mile to a bus stop. The exception to this would be students living on spur roads not traveled by Revere school buses. Parental assistance is requested in seeing that the children arrive safely to and from the stop.
12. All pupils will load and unload from the buses only at designated stops. When on schedule, the bus cannot wait for tardy pupils. Pupils are to be at their designated bus stop five minutes before the bus is scheduled to arrive. When ahead of schedule the driver shall wait until the bus is on schedule for the stop. Transfer of a pupil from his regular bus will be permitted only in case of hardship. A signed note from the parent must be presented to the principal's office in advance.
13. Bus drivers are to report discipline cases on the bus to the Transportation Supervisor. The Transportation Supervisor will consult with the pupil's school principal after a reported infraction of the bus rules. Continued disorderly conduct or refusal to submit to authority of the bus driver shall be sufficient reason for refusing transportation service to any pupil. The administration shall follow the procedures outlined for suspending a pupil from school.

### **SCHOOL TRANSPORTATION PRIVILEGES**

If the Superintendent and/or designee determine that a student's behavior on a school vehicle violates school rules, he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Prior to such suspension, the Superintendent shall notify the student of the intended bus suspension and afford the student the opportunity to respond to the intended suspension or otherwise defend himself.

### **SCHOOL CLOSINGS**

In the event of inclement weather or a calamity, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closings, delays in starting time, or early dismissals will be announced via the Alert Now notification system. If no report is heard, it can be assumed that school will be in session.

WAKR 1590 AM	WTAM 1100 AM	WQMX 94.9 FM
WKDD 98.1 FM	WCRF 103.3 FM	
WONE 97.5 FM	WGAR 99.5 FM	

## **STUDENT ACTIVITIES**

The following is a list of clubs and activities available at Revere Middle School. Any questions concerning the following should be discussed with a guidance counselor, administrator or club advisor.

<b>Student Council</b>	<b>Cross Country</b>
<b>Spelling Bee</b>	<b>Football</b>
<b>Panda</b>	<b>Volleyball</b>
<b>Yearbook</b>	<b>Cheerleading</b>
<b>Science Olympiad</b>	<b>Basketball</b>
<b>Gaming Club</b>	<b>Wrestling</b>
<b>Math Counts</b>	<b>Track</b>
<b>Chess Club</b>	<b>Speech and Debate</b>
<b>Academic Challenge</b>	

## **STUDENT IDENTIFICATION CARDS**

Students will be issued one identification badge at the beginning of the school year. If they lose their badge, students are responsible for replacing it. Replacement cost to the student will be the current cost for each badge.

## **STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money or other valuables to school. Students, not the school, are responsible for their personal property.

## **TELEPHONES**

Office telephones may be used in the cases of emergency with the permission of school personnel. Using the phone is not a reason to be absent from or tardy to class.

## **TEXTBOOKS**

All basic texts are loaned to students for their use during the school year. The student pays for workbooks and other supplies. Textbooks are to be kept clean and handled carefully. Students are to use book covers to prevent damage to their books. Students should write their name and grade on the book label in case the book is misplaced. Pupils will be required to pay for lost or damaged books.

## **UNAUTHORIZED USE OF YEARBOOK AND WEBSITE**

Unauthorized use of the yearbook and website content or photographs is prohibited. *None of the materials may be copied, modified, reproduced, posted, published, transmitted and/or distributed in any form or by any means without prior written permission.*

### **VACATIONS DURING SCHOOL DAYS**

Regular, uninterrupted attendance is crucial to full academic achievement. Parents are urged to make every effort, whenever possible, to plan vacations when school is not in session. The length of time for completion of make-up work shall be commensurate with the length of absence. Pre-arranged absence forms may be picked up in the main office.

### **VIDEO AND AUDIO RECORDING DEVICES**

Video and/or audio recording devices are not to be used at school without permission from school personnel. **This includes the use of these functions on cell phones.**

### **VISITORS**

All visitors must report to the office immediately and secure a pass. Students from other schools are not encouraged to visit unless they plan to compare to enroll. These student visitors must present a pass and be escorted by a Revere Middle School student throughout the day. Prior approval by the principal is required.

### **WITHDRAWALS, TRANSFERS AND CHANGE OF ADDRESS**

A parent/student should notify the Guidance Office a few days in advance of transferring or withdrawing from school. The student must obtain a withdrawal form from the Guidance Office. All subject teachers must sign this form after textbooks are returned. All financial obligations must be satisfied. The form is returned to the Guidance Office when it is completed. No transfers or withdrawals will be issued until the form is returned. Students who change their address, telephone number or emergency information must update in Oneview. All technology items must be returned and all library books returned.



## **Revere Reunification Method Parent/Guardian Information Sheet**

### **Student/Parent/Guardian/Authorized Person Reunification**

Circumstances may occur at the school that will require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat, or if a crisis occurs at the school. The Standard Revere Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

### **Notification**

Parents may be notified in a number of ways. The school or district may use Blackboard Connect and/or social media. In some cases, students may be asked to send a text message or make a phone call to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

### **Parent/Guardian/Authorized Person Expectations**

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent, guardian or authorized person.

### **What if a Parent /Guardian Can't Pick-up Their Student?**

When a parent/Guardian can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents/guardians or authorized person can pick up their student.

### **What if the Student Drove to School?**

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, a parent/guardian or authorized persons are advised to recover the student. In some circumstances, high school students may be released on their own.

### **How it Works**

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardian. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

## Reunification Cards

For parents/guardians/authorized persons, there are a couple steps. If a parent/guardian/authorized persons is driving to the school, greater awareness of traffic and emergency vehicles is advised. Once at the school, you should park where indicated and not abandon your vehicle. You will then be asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, you will be asked to fill out a Revere Reunification Form. This form is perforated and will be separated during the process. In the case of multiple students being reunified, a separate form will need to be completed for each individual student.

*Example image of Revere's Reunification Form is below*



### Revere Reunification Information (PLEASE PRINT CLEARLY)

Have photo identification out and ready to show school district personnel.

#### Pre-release Information:

Student Name..... Student Birthday.....

Student Grade..... Student Cell Phone Number.....

Printed name of authorized person picking up student.....

Phone number of authorized person picking up student.....

Relationship to student being picked up.....

#### **Below to be completed upon release of student:**

Date..... Time..... First initial, last name of school personnel.....

Signature of authorized person picking up student.....

**School personnel to verify that ID matches the name of the person authorized to pick up student before final release of student in his/her care.**

## Bring Valid ID to Check In

During check in, identification and custody rights are confirmed. From the "Check In" area parents/guardians/authorized persons are directed to the "Reunification" area once ID is validated. There, a runner will take the bottom half of the form and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

## Interviews and Counseling

In some cases, parents/guardians or authorized persons may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents/guardians or authorized persons may be pulled aside for emergency or medical information.

Revere Local Schools  
Code of Student  
Conduct





*In January 2021, the Revere Board of Education adopted the Revere Local Schools “Vision of a Minuteman” which, as an educational community, encompasses our hopes and aspirations for our students. The Revere Local Schools Code of Student Conduct will help all students reach their fullest potential in their journey to achieve each of these competencies.*



## A REVERE MINUTEMAN...

### CREATES SOLUTIONS

Embraces the world and skillfully uses critical thinking to bring creative solutions to problems. Minutemen focus on authentic tasks with a real world purpose and impact.

### DEMONSTRATES A LEARNER'S MINDSET

Stays curious to maximize opportunities and grow perspectives through a willingness to learn, unlearn and relearn information in pursuit of mastery. Minutemen apply financial, media, technical and information literacy skills to foster decision-making and intellectual growth.



### EMBODIES CONFIDENCE & EMPATHY

In groups and individual work, Minutemen demonstrate awareness, sensitivity and compassion for others' experiences while persisting to overcome obstacles and creating joint reasoning.

### PERSEVERES & ADAPTS

Works effectively in a climate of ambiguity and changing priorities. Minutemen are agile and respond productively to feedback with a focus on positive outcomes.

### ENGAGES WITH PURPOSE

Takes initiative and acts intentionally to benefit the broader community and greater good. Minutemen seek personalization in variety of tasks, make significant choices and strive for equitable access.

### COMMUNICATES TRUTH

Seeks mutual understanding through effective verbal, written and non-verbal communication while considering the audience. Minutemen actively listen, honoring diverse perspectives to create collective commitment and action.

#WeRRevere

## **INTRODUCTION**

One of the primary goals of the Revere Local School District is to support students through their individual educational journey and help encourage positive relationships with peers and staff. In order to foster trust and respect within the school community, the Revere Local School District Code of Student Conduct has been developed to establish high expectations for students as they grow and develop in our schools. We are confident that students will be able to meet these expectations through ongoing support from our school community.

Revere Local Schools believes that positive discipline is rooted in a philosophy that the whole child must be considered and that consequences must lead to opportunities for the student to correct behavior and learn. Parents or guardians hold the primary responsibility for setting positive discipline standards for their children. While students are in school, however, members of the school staff must act in the place of parents in maintaining a high level of student conduct. It is the goal of the school to work together with parents and guardians to support the learning of the student in situations that are related to violations of the code of conduct.

Each of the buildings in the Revere Local School District strive to maintain an educational and engaging learning environment. The codes of conduct and procedures established in this document serve as a guide to promote a positive school culture and to identify opportunities to assist students in their educational journey.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

The role each student plays in our educational environments is critical to the success of the overall district. It is the collective responsibility of the school community to maintain high levels of trust, pride, and decorum. The Revere staff will work to equip students with the essential skills needed to succeed while also providing them with opportunities to explore their passions and interests. It is expected that Revere students have a comprehensive understanding of the consequences of violating the expectations of the Code of Conduct and assume responsibility for their actions. In turn, Revere students have the right to a fair and equitable investigation into an alleged violation of the Code of Conduct as well as the opportunity to receive their due process as a member of the school community.

## **ATTENDANCE**

Daily attendance at school is critical to the success of every student. Revere Local Schools is governed by House Bill 410 with regard to the overall policy. Each school's attendance policy is listed in their individual handbooks.

## **SCHOOL DISCIPLINE**

The following guidelines have been developed for the purpose of providing fair and just treatment for students who allegedly violate the rules listed in this Code of Conduct. However, Revere Local Schools recognizes there is a distinction between students of differing ages and maturity, and it is within reason to expect that, at times, a decision impacting the denial of educational participation may be tempered by reference to such distinction.

- A. To protect the rights of students, staff, and other members of our school community, all offenses shall be thoroughly investigated and properly recorded. This may include a conference with the

student(s) involved in an incident and a search of the student, the student's belongings, student's assigned school locker(s), vehicle(s), or other school property based upon "reasonable suspicion" that a dangerous situation exists. Reasonable suspicion exists when there is information to indicate a search will reveal evidence that a student has violated, or is violating, the law or the rules of the school. If a search is deemed appropriate, it will only be performed by the school administration.

- B. In seeking a solution of the offenses, there shall be appropriate alternatives such as one, or a combination of the following actions, but not necessarily in the order appearing below:
- a. Conference with the student to clarify the problem and to ensure full understanding of consequences of future misbehavior.
  - b. Assignment of additional task(s), which may or may not interfere with the academic or after-school programs.
  - c. Assignment of detentions.
  - d. Conference with parents to secure cooperation of the home in supporting appropriate student behavior.
  - e. Referral to counselor, school psychologist or other school staff member for guidance, testing or recommended therapy.
  - f. Referral to Juvenile Court.
  - g. Emergency removal in accordance with State of Ohio law, including curricular and extracurricular activities.
  - h. Assignment to a Saturday School Detention. This assignment will be in accordance with the policies set forth by the Saturday School supervisor. The detention will last no more than three (3) hours.
  - i. Selection of an In-School Assignment (ISA) option. This will act as an in-school suspension where the student will attend school but be isolated to a room and supervised by an adult both of which will be determined by the administration.
  - j. Assignment of Out of School Suspension (OSS) in accordance with the State of Ohio law.
  - k. Expulsion from school in accordance with State of Ohio law.
- C. Students enrolled in alternative program options are subject to all rules and regulations covered under the Code of Student Conduct and adopted by the Revere Board of Education.

### **SUSPENSION PROCEDURE**

- A. **Definition:** Out-of-School Suspension (OSS) is defined as the denial of attending school for the period of at least one (1) but not more than ten (10) school days. Students suspended may not take part in or attend any school activities, including extracurricular activities, or be on school property at any time during the suspension period. Any visit to the school for any reason during a period of suspension must be arranged with the school administration and will take place after typical school hours have concluded.
- B. **Procedure:** In case of a student's intended removal from school for purposes of suspension, the following procedures shall apply:
- a. Only a building level administrator or superintendent may issue a suspension.
  - b. An attempt shall be made to notify his/her parent(s), guardian or custodian by telephone

- of the suspension and the reason for it.
- c. The student and/or his parent(s) shall be provided an opportunity for an informal hearing to discuss the reason for the intended suspension and/or otherwise explain his/her actions.
  - d. The student shall be informed in writing of the intended suspension and reasons for the proposed action.
  - e. If a suspension is imposed, a copy of the suspension paperwork will be provided via mail to the parent(s) and/or guardian(s).
  - f. A notice of suspension shall include the procedures applicable to an appeal.

**C. Notification of Appeal:**

- a. A written notification of appeal must be made to the Superintendent and the Treasurer of the Board of Education and be postmarked no later than fourteen (14) days after the date of the Notice of Suspension. The notice shall include the right to an informal hearing by personnel not prejudiced by association with the decision to suspend or recommend suspension of the student from school. It shall also include notification of the right of the student and his/her parent(s), guardian or custodian to appeal the suspension, in writing, to the Superintendent/or his designee, to be represented in the appeal proceedings, to be granted a hearing before the superintendent (or his designee), in order to be heard against the suspension, and to request that such hearing be held in private.
  - b. The hearing shall be scheduled as soon as possible, but no later than five (5) school days after receipt of the appeal request, unless extended by mutual agreement. A verbatim record of the hearing shall be made. After reviewing all the information, the superintendent/or his designee may affirm the suspension, may reinstate the pupil, or otherwise reverse, vacate or modify the order of the suspension. Written copies of the decision shall be distributed to all concerned parties within one (1) school day. If the suspension is vacated, all references to it in school records will be purged.
- D. Should a Revere student enrolled at the Cuyahoga Valley Career Center (CVCC) be suspended from that school for a conduct code violation, which would also be grounds for suspension in the Revere Local School District, the suspension of such student also will be in effect at Revere. The student shall be notified of that suspension by the Revere Local School District in accordance with the normal suspension procedure.
- E. Simultaneous written notice of the suspension shall be sent to:
- a. Student's discipline file
  - b. Superintendent

**EMERGENCY REMOVAL**

- A. **Definition:** The term "emergency removal" means the removal of a student from curricular or extracurricular activities or from the school premises because the student's presence poses a continuing danger to persons or property or is an ongoing threat or disruption to the academic process.
- B. **Procedure:** Only a building level administrator or superintendent may implement an emergency removal from school premises. A teacher may remove a student from a curricular setting. For extracurricular activities, a coach or an advisor may remove a student from that setting in line with their procedures and policies of the team or group. In each instance, the following

procedures shall take place:

- a. A student's parent(s) or guardian(s) will be contacted via phone to explain the reasoning behind the emergency removal.
  - b. An attempt will be made to arrange for that student to be transported home. If the student is able to drive, verbal consent will be obtained by the parent(s) or guardian(s) to allow that student to drive themselves home.
  - c. Follow-up conversations will take place determining the outcome of any emergency removal. If a coach or advisor initiates the removal during an extracurricular activity, a written account of that action will be submitted to the building administration and athletic director (if applicable).
- C. If it is intended that the student is removed from a curricular or extracurricular activity for more than twenty-four (24) hours, a due process hearing must be held within seventy-two (72) hours after a removal is ordered.
- a. An attempt should be made to notify the student's parents, guardian, or custodian immediately by telephone of the pending action and applicable reasons.
  - b. Written notice of the hearing and reasons for the removal and any intended disciplinary action must be given to the student as soon as possible prior to the hearing.
  - c. The person who ordered or requested the hearing must be present at the hearing.
  - d. If suspension or expulsion is intended, the due process requirement of the law must be carried out.

## **EXPULSION**

- A. **Definition:** The term "expulsion" means exclusion of a student from all school attendance and related activities for the remainder of the current semester, or for a period of up to eighty (80) school days, or in cases involving weapons, firearms or bomb threats, an expulsion may be imposed for one (1) calendar year. Only the Superintendent of Revere Schools may expel a student in accordance with procedure outlined by Ohio statute.
- B. **Procedure:** The building administrator shall afford due process to the student before such administrator recommends expulsion to the Superintendent. The building administrator will follow all the procedures outlined in the suspension section of the Code of Conduct. Prior to expulsion, the Superintendent shall follow the following procedures:

**Written Notice:** The student and his/her parent, guardian or custodian shall be provided written notice of the intention to expel. The notice must advise the student and his/her parent, guardian or custodian or other representatives of their right to appear in person before the Superintendent or his designee to challenge the reasons for the expulsion. The notification must include the location and time of the hearing, which must take place no earlier than three (3) school days and not later than five (5) days after the notice is sent. The Superintendent may grant an extension of time only upon request from the student, parent or guardian. The Superintendent will then provide notice to all parties involved of the revised date and time for the hearing.

**Scheduled Hearing:** A hearing will be conducted by the Superintendent or his designee under the guidelines established by the individual conducting the hearing. Within one (1)

school day after the time of the expulsion hearing, the Superintendent shall send written notice to the student and his/her parent, guardian or custodian, and the Treasurer of the Board of Education regarding the decision. The notice shall specify the duration of the expulsion and the reasons therefore. It also shall include notification of the rights of the student, his/her parent, guardian or custodian, to appeal the expulsion to the Board of Education or to its designee within the fourteen (14) days of receipt of the notification in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such a hearing be held in executive sessions.

**C. Notification of Appeal:**

- a. Within fourteen (14) days of notification of the student expulsion, the parent, guardian or custodian may appeal the expulsion. The request for appeal must be submitted to the Board of Education. A hearing shall be scheduled within five (5) days of receipt of the request, unless the time for the hearing is extended by mutual agreement. The student or his parent, guardian or custodian may be represented in the appeal proceedings.
  - b. The Board may affirm the order of expulsion or may reinstate such pupil or otherwise reverse, vacate or modify the order of expulsion. The Board shall determine the procedures to be followed during the hearing. A verbatim record shall be made.
- D. Should a student enrolled at the Cuyahoga Valley Career Center (CVCC) be expelled from the Career Center for a conduct code violation, which would be grounds for expulsion in the Revere Local School District, the student will be expelled from the Revere Local School District in accordance with the normal expulsion procedure.

**LIMITATIONS ON THE DISCIPLINING STUDENTS WITH DISABILITIES**

- A. A student with a disability is one whose education is governed by an Individualized Education Program (IEP) under the Individuals with Disabilities Education Improvement Act of 2004 or a 504 Plan under Section 504 of the Rehabilitation Act of 1973, as amended. Students with disabilities may not be suspended for more than ten (10) days per school year without first conducting a manifestation determination review hearing. All students with disabilities are subject to removal on an emergency basis described in this code of conduct. Repeated behavior concerns and/or conduct code violations must be addressed by a student’s IEP team or 504 team.

**PERMANENT EXCLUSION**

- A. Any student who has been found guilty of committing, when sixteen (16) years of age or older, any of the specific offenses identified by state statute while on school grounds or at a school-sponsored activity may be subject to permanent exclusion by the Board of Education.
- B. The Board of Education’s statement of policy on permanent exclusion is posted in each school and is available to students and their parents, upon request, at each school office.

**CODE OF STUDENT CONDUCT**

- A. Grounds for removal from class, suspension or expulsion may include any of the following violations committed at school or school sponsored activities, on school premises, or against

school property, personnel or students:

01. **ACADEMIC DISHONESTY** - Cheating on tests or school assignments, forging school and/or parent documents, falsifying information or committing fraud. Cheating is considered, but not limited to capturing images of quizzes and exams (paper or online) in order to pass to other students or for self-use, the use of online sources without citation, and/or copying another student's computer code, spreadsheets, documents, or handwritten material.
02. **AIDING & ABETTING** - An involvement with another student, or group of students, that results in a violation of one or more of the codes of conduct.
03. **ARSON** - An act of arson, initiating without cause a fire alarm, reporting a fire, or reporting of an impending bombing or catastrophe.
04. **BUS CONDUCT** - Any violation of rules of conduct on the school bus.
05. **CRIMINAL ACTIVITIES** - Violations of specific provision of federal, state or local statutes.
06. **DISRESPECT** - Rude, disrespectful behavior, or failure to cooperate with school personnel.
07. **DISRUPTIVE BEHAVIOR** - Disruption or continuous disruption of the classroom, school, school grounds, or school activities or functions.
08. **EXPLOSIVE DEVICES** - The use, threatened use, or possession of explosives including matches and lighters or any item which could explode, burn, detonate, cause bodily harm or have the appearance to do so.
09. **FIGHTING / ASSAULT / PHYSICAL VIOLENCE** - The act of intentionally causing or threatening to cause physical and emotional harm to another student or behave in such a manner as to present an eminent risk of such harm.
10. **FRAUD / FALSIFICATION** - Writing the name of another person, times, dates, grades, addresses, or other information on school forms or associated with school material.
11. **GAMBLING** - Students shall not engage in or promote games of chance, placing bets, or risk anything of value on school grounds.
12. **HARASSMENT** - Harassment includes, but is not limited to, any action which subjects an individual or group to unwanted behavior of a nonverbal, verbal, written, or physical nature. An act that injures, degrades, or disgraces or attempts to injure, degrade, or disgrace a student falls within this category. Examples of, but not inclusive, including the following: sexual, religious, racial, gender harassment, bullying, intimidation, coercion, hazing, spreading rumors, name calling and menacing. Please reference the Revere Local Schools Harassment Policy.
13. **ILLEGAL SUBSTANCES** - The sale, possession, concealment, or uses of illegal drugs, counterfeit controlled substances, look-a-like substances, drug paraphernalia, inhalants, consumables, alcoholic beverages or the unauthorized use and/or distribution of over-the-counter medication. This includes being under the influence or possessing a discernible odor.
14. **INAPPROPRIATE LANGUAGE / MATERIALS** - The use of profane, vulgar, or other



improper language, gestures, comments, or material, or the possession of any profane, vulgar, obscene, or other improper objects or materials.

15. **INAPPROPRIATE PHYSICAL OR NONPHYSICAL BEHAVIOR** - Any behavior deemed inappropriate in school, including but not limited to unwelcome touching, play fighting, unwanted advances, physical intimidation, sexual contact, public displays of affection, throwing items, and excessively loud hallway or classroom behavior.
16. **INCITING** - Inciting to riot or to disrupt or attempt to disrupt the operation of the school.
17. **INSUBORDINATION** - The failure to comply with directions of school personnel or acting in defiance of authority, including intentional interference with the performance of a teacher's duties or failure to identify oneself to school personnel when requested. Also included within is the failure to accept discipline or punishment from appropriate school personnel.
18. **LOITERING / TRESPASSING** - The action of being present on any school grounds, including a school bus, or any occupation of, or loitering on, near, or around school property without authorization.
19. **REPEATED VIOLATION** - Repeated violations of one, or combination of multiple, student codes of conduct.
20. **SCHOOL PERSONNEL** - The harassment, vandalism, physical abuse, theft, or other disruptive or destructive behavior toward school personnel during school and non-school time.
21. **TARDY TO CLASS / SCHOOL** - The act of being late to the classroom or school at the expected time as defined by the school building guidelines for the beginning of the individual class periods and/or school day.
22. **TECHNOLOGY / INTERNET MISUSE** - Any violation of the Revere Local Schools Acceptable Use Policy including but not limited to any school issued or personal device.
23. **THEFT** - The act of confiscating, possessing, or stealing private or public property of the school or another individual.
24. **TOBACCO / VAPING / OTHER DEVICES** – The use and/ or possession of either in the school buildings, within sight of the school buildings, on school grounds, or in areas in which school sponsored activities are taking place.
25. **UNAUTHORIZED MATERIALS** - The publication or distribution of unauthorized material. This includes posting such materials throughout the school and school grounds.
26. **VANDALISM** - The intentional, purposeful, or reckless destruction or defacing, or attempt to do so, of public or private property within the school.
27. **WEAPONS** - The possession, concealment, use, threat of use, or exhibition of a firearm or other weapon, or look-a-like weapon. A weapon is defined as an item designed to inflict injury or an item designed for another purpose, then converted to a weapon through its use.

**LIABILITY FOR PARENTS OF STUDENT MISCONDUCT**

Under Ohio Revised Code 3109.09, parents having custody of a minor under 18 are liable for the student's willful damages to school or private property or the theft of such property. The Board of Education, or any other own of property, can bring a civil action against the parents to recover compensatory damages up to \$10,000.00 and cost of the suit. Parents also are liable for the student's willful assaults on another person. The injured party may bring civil action against the parents to recover compensatory damages up to \$15,000.00 and cost of the suit.

It is the policy of the Revere Local Schools that educational activity, employment, programs and services are offered without regard to race, color, national origin, sex, religion, handicap or age.

Revere Local Schools  
Code of Student  
Conduct for  
Extracurricular  
Activities



*In January 2021, the Revere Board of Education adopted the Revere Local Schools “**Vision of a Minuteman**” which, as an educational community, encompasses our hopes and aspirations for our students. The Revere Local Schools Code of Student Conduct for Extracurricular Activities will help all students reach their fullest potential in their journey to achieve each of these competencies.*



## A REVERE MINUTEMAN...

### **CREATES SOLUTIONS**

Embraces the world and skillfully uses critical thinking to bring creative solutions to problems. Minutemen focus on authentic tasks with a real world purpose and impact.

### **DEMONSTRATES A LEARNER'S MINDSET**

Stays curious to maximize opportunities and grow perspectives through a willingness to learn, unlearn and relearn information in pursuit of mastery. Minutemen apply financial, media, technical and information literacy skills to foster decision-making and intellectual growth.



### **EMBODIES CONFIDENCE & EMPATHY**

In groups and individual work, Minutemen demonstrate awareness, sensitivity and compassion for others' experiences while persisting to overcome obstacles and creating joint reasoning.

### **PERSEVERES & ADAPTS**

Works effectively in a climate of ambiguity and changing priorities. Minutemen are agile and respond productively to feedback with a focus on positive outcomes.

### **ENGAGES WITH PURPOSE**

Takes initiative and acts intentionally to benefit the broader community and greater good. Minutemen seek personalization in variety of tasks, make significant choices and strive for equitable access.

### **COMMUNICATES TRUTH**

Seeks mutual understanding through effective verbal, written and non-verbal communication while considering the audience. Minutemen actively listen, honoring diverse perspectives to create collective commitment and action.

#WeRRevere

## **REVERE LOCAL SCHOOL DISTRICT CODE OF STUDENT CONDUCT FOR EXTRACURRICULAR ACTIVITIES**

### **DEFINITION**

Revere Local Schools provides a variety of **athletic** and **non-athletic** extracurricular opportunities for students as part of our desire to encourage each student in their Kindergarten through 12th grade experience. Extracurricular activities can be defined as any activity in which a student participates that is beyond that of the normal academic course of study. **Athletic activities** are guided by the rules and regulations of the Ohio High School Athletic Association (OHSAA), in conjunction with the Revere Local Schools Code of Student Conduct. In any such situation where the OHSAA has input on a student's ability to participate in their desired sport, their decision will supersede that of the Revere Local Schools. **Non-athletic** activities are guided by the rules in the Revere Local Schools Code of Student Conduct in conjunction with the expectations set forth by the approved supervisors of the activity. This extracurricular code of student conduct applies to students who participate in any athletic and non-athletic extracurricular activity.

### **PARTICIPATION**

The Revere Local School District believes that participation in school athletics and extracurricular activities is a privilege, not a right, and can have a direct positive impact on a student's overall high school experience. Revere Local Schools offer numerous opportunities for our young men and women to explore and develop their personal skills as part of a team or group. We believe that participation on a team or group brings with it certain responsibilities that are above and beyond those that are expected of individuals who are not participants.

Athletes and non-athletes are expected to follow the rules and regulations in the RHS Code of Student Conduct as well as the rules and regulations established by their coaches, supervisors and other authorities or governing bodies. These authorities or governing bodies include but are not limited to the athletic director, principals, superintendent, board of education, or the Ohio High School Athletic Association (OHSAA) and any organization affiliated with any club or activity at Revere.

All athletes and at least one of their parents and or/guardian must attend a Pre-Season Code of Conduct Meeting to be eligible to compete. Players need to have a complete set of athletic forms on file. The RHS Athletic Department uses an online system called Final Forms to achieve this. During this process, all athletes will be asked to digitally sign they have read and understand all aspects of the Revere High School Code of Conduct and the Extracurricular Code of Conduct. Final Forms must be completed before an athlete is allowed to participate on an athletic team.

All students participating in a club or activities that are not athletics are expected to follow the guidelines and expectations set forth by the supervisor.

## INTERSCHOLASTIC ATHLETICS

Boys/Girls Basketball	Cheerleading	Boys Baseball
Boys/Girls Cross Country	Football	Girls Softball
Boys/Girls Golf	Wrestling	Girls Volleyball
Boys/Girls Soccer		
Boys/Girls Swimming		
Boys/Girls Lacrosse		
Boys/Girls Tennis		
Boys/Girls Track		

## ATHLETICS AND OHSAA

Student athletes and parents should familiarize themselves with the following OHSAA Bylaws:

- All beginning ninth graders must have passed five (5) one-credit classes in which they were enrolled during the immediately preceding grading period. (Ex: 4th grading period of 8th grade year to be eligible for participation during fall of 9th grade year.)
- Eligibility for each grading period is determined by grades received the preceding grading period. **Semester grades have no effect on OHSAA eligibility.**
- **Grades 9-12:** To be eligible, a student-athlete must be currently enrolled in a member school and, again, have received passing grades in a minimum of **five one-credit courses, or the equivalent**, in the immediately preceding grading period (**Note:** Students taking post-secondary options must comply with these standards).
- For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

The following websites are listed for the convenience of student-athletes and parents. Students and parents will be able to research eligibility, rules, regulations, and a variety of other topics.

[www.revereminutemen.org](http://www.revereminutemen.org)

[www.ncaa.org](http://www.ncaa.org)

[www.ohsaa.org](http://www.ohsaa.org)

[www.play.mynaia.org](http://www.play.mynaia.org)

## EXTRACURRICULAR CLUBS, GROUPS, & ACTIVITIES

Revere offers many extracurricular activities throughout the district. For an updated list of these, please contact the individual school office and request a copy.

**ATTENDANCE**

A student must be in attendance at school for one-half (1/2) of the school day in order to participate in any school-sponsored activity that is conducted on that day. This rule applies for any extracurricular activity. Exceptions or in cases of emergency this policy will be determined by the administration.

**DURATION OF POLICY**

This extracurricular code of student conduct is in effect during the school day, at school sponsored or school-related activities, regardless of whether on or off school property, and any time the student is out of school, including breaks in the academic calendar. Therefore, a student may be prohibited from participating in extracurricular activities for misconduct, regardless of where or when such misconduct occurs and whether or not the season of the activity or sport is in session.

**IMPLEMENTATION**

This Code of Student Conduct for Extracurricular Activities is a guideline to **Revere Local School Board Policy 6.43 – Prohibition From Extracurricular Activities**. A student subject to discipline under this Extracurricular Code of Student Conduct may also be subject to discipline in accordance with the Revere Local Schools Code of Student Conduct. If a student is subject to a suspension under this Code of Student Conduct for Extracurricular Activities, the student will, prior to the suspension, be provided with a written notice of the intent to suspend and the reasons for the intended suspension. The student will have the opportunity to appear at an informal hearing before a person authorized to suspend a student from any or all extra-curricular activities, to challenge the reason for the suspension, or to otherwise explain his/her actions. If a suspension is imposed, the student will receive written notice of the suspension, including the reasons therefore along with the beginning and ending dates of the suspension. The student may appeal the decision of an assistant principal, teacher, coach or activity advisor to his/her building principal. The decision of the principal on such an appeal shall be final. If a building principal, rather than another staff member, initiates the suspension of a student from extracurricular activities, the student may appeal the initial decision of the principal to the Superintendent. The decision of the Superintendent shall be final.

Prior to the first meeting date of the extracurricular activity, the coach or activity supervisor will check to make sure a student's online Final Forms application has been updated. This is in effect for Revere students participating in **athletic** activities and replaces any paper forms or agreements put in place by a **non-athletic** activity supervisor. Digital signatures on Final Forms indicate the student and parent/guardian have agreed to the guidelines in the Code of Student Conduct for Extracurricular Activities.

Violations shall be cumulative during a student's career at Revere High School. In situations where a student is concurrently a member of more than one co-curricular or extracurricular activity, participation in all activities shall be impacted accordingly. All violations will be categorized as either **General Conduct** or **Major Conduct, Levels 1 and 2**, as defined below.

This Code of Student Conduct for Extracurricular Activities is a guideline for the coach, advisor, athletic department and school administration. A student's misconduct will be reviewed on a case-by-case basis. A school administrator may limit or deny a student's participation in all extracurricular activities as a result of a student's misconduct. The Board of Education, the Administration, the Athletic Department, the Coach and/or the Activity Advisor reserves the right to amend and/or deviate from these guidelines, as they deem necessary and reasonable.

## **1. General Conduct Violations**

### **a. Types of General Conduct Violations**

The advisor or coach in charge of any elective activity or an administrator may limit or deny a student's participation in all extracurricular activities as a result of the student's misconduct which is reasonably determined by the advisor, coach, or administrator to be disruptive of the activity, good order and discipline of the school, or the authority of the school personnel in charge.

Examples of the types of misconduct, which may result in such disciplinary action include, but are not limited to, the following:

1. Failure to follow the rules and regulations of the Revere High School Student/Parent Handbook.
2. Failure to follow any team/group rules established by the advisor/coach.
3. Failure to follow any training regulations, safety requirements, or other directions set forth by the advisor/coach.
4. Any form of insubordination toward an advisor/coach.
5. Engaging in any conduct, which materially and substantially interferes with the educational process of the elective activity, including the use of obscene or profane language or gestures.

### **b. Penalty Assessment for General Conduct Violations**

A student may be removed from participation in the specific activity for a period to be determined by the advisor or coach. Other actions may be taken as deemed appropriate by the administration or the person responsible for the activity only after the advisor or coach has taken the appropriate first action. Parent(s) and/or guardian(s) will be notified within twenty-four (24) hours of the violation and subsequent decision.

## **2. Major Conduct Violations**

### **a. Level 1 - Most Serious Types of Major Conduct Violations**

Any criminal conviction and/or adjudication, or expulsion, disciplinary action by the school administration may result in exclusion from fifty percent (50%) of contests for a sports/activity season to a complete denial from participation in all extracurricular activities for the balance of the student's high school career.



Examples of the types of Level 1 major misconduct that will result in such disciplinary action include but are not limited to the following:

1. Selling or conspiring to sell or distribute illegal drugs, counterfeit controlled substances, look-alike substances, drug paraphernalia, inhalants, tobacco, vaping products, and/or alcohol.
2. A charge, conviction and/or adjudication of a criminal activity in a court of law (other than a minor traffic violation or minor misdemeanor).
3. Possession, concealment, use, threat of use, or exhibition of a firearm or other weapon, or look-alike weapon.
4. Bomb threats.
5. Engaging in and/or encouraging any type of hazing, which means and/or refers to any activity expected of someone when joining or participating in a group that humiliates, degrades, abuses, or endangers the mental or physical well-being of the victim regardless of that person's willingness to participate.

**b. Level 2 - Other Types of Major Conduct Violations**

Commission of a Level 2 violation may result in exclusion from twenty percent (20%) to fifty percent (50%) of contests for a sports/activity season up to a denial from participation in all extracurricular activities for the balance of the current school year.

Examples of the types of Level 2 major misconduct that will result in such disciplinary action include but are not limited to the following:

1. Possession, handling, concealing, using, consuming, purchasing, or under the influence of illegal drugs, controlled substances, drug paraphernalia, inhalants, tobacco, vaping products, and/or alcohol.
2. The unauthorized use and/or distribution of over-the-counter medication or prescription medication.
3. A charge, conviction and/or adjudication of a criminal activity in a court of law (other than a minor traffic violation).
4. Theft and/or destruction of personal or school property.

**c. Penalty Assessment for Major Conduct Violations, Levels 1 and 2**

**1. First Offense:**

- a. A meeting with the coach, advisor, administrator, student, and parent(s) or guardian(s) regarding the misconduct will be held. Unless the consequence to be imposed is exclusion from all extracurricular and cocurricular activities for the balance of the student's high school career, the group of individuals present at the meeting, including the student and their family, will choose from

one of the two following options. The options cannot be combined to form a third option.

- i. The student shall cooperate with an agency or individual approved by the administration that addresses the student's misconduct (i.e., chemical use for the purpose of assessment or assistance with criminal prevention) or enrolls in and participates in a Revere school-run program designed to assist students who are at-risk for identified behavior. The same option is available for **athletes** and **non-athletes**. Documentation will be provided as proof of successful participation in said program. During the time in which the program is being conducted, the student may continue to practice and participate in all regularly scheduled events both in an **athletic** and **non-athletic** capacity.

**OR**

- ii. The student shall be suspended from participating in twenty percent (20%), fifty percent (50%) or the balance sports/activity season of the scheduled activities for the remainder of the school year in which the student participates, based upon the severity of the student's misconduct. For **athletes** this would require a recognized contest between another school. For **non-athletes** this would be discussed during the meeting with the final decision as reported by school administration. The student can continue to participate in practices related to the sport or activity in which they are participating. During scheduled contests, however, the student cannot dress for the event in school issued uniform but can still be in association with the team or group. The student must be dressed in clothing that is appropriate for the event.
- b. A second meeting will be held at the conclusion of either option above to discuss the student's progress and, if applicable, reentry plans in addition to any consequences as a result of future violations. This meeting will include student, parent(s) or guardian(s), athletic director (if applicable), and coach/advisor. Any other participants in the meeting will be at the discretion of school administration.

**2. Second Offense:**

- a. A meeting with the coach, advisor, administrator, student, and parent(s) or guardian(s) regarding the misconduct will be held.
- b. The student will be suspended from participating in fifty percent (50%) of the scheduled activities in which the student participates or the balance of the sports/activity season. For **athletes** this would require a recognized contest between another school. For

**non-athletes** this would be discussed during the meeting with the final decision as reported by school administration.

- c. A second meeting will be held at the conclusion of the suspension to discuss the student's progress and reentry plans in addition to any consequences as a result of future violations. This meeting will include student, parent(s) or guardian(s), athletic director (if applicable), and coach/advisor. Any other participants in the meeting will be at the discretion of school administration.

**3. Third Offense:**

- a. A meeting with the coach, advisor, administrator, student, and parent(s) or guardian(s) regarding the misconduct will be held.
- b. The student shall be suspended from participation in all respective extracurricular activities from the date of the meeting for the duration of the student's high school career.
  - i. The student may, after one year, from the date of the meeting, request the Board of Education, or its designee, reconsider the third offense penalty.
  - ii. During the meeting, the Coach, Activity Advisor, Athletic Department, Administration, and/or Board of Education may consider alternatives to said removal, if applicable.
  - iii. Any and all costs associated with agencies, rehabilitation, counseling, intervention and/or educational services discussed in the penalty assessment will be the responsibility of the student and his/her parent.

*Nothing in this Extra-Curricular Code of Conduct shall prevent a coach, activity advisor or administrator from removing a student on an emergency basis, for a specific period of time, if the student's conduct threatens the health and safety of any individual or disrupts the good order and discipline of the environment of the extracurricular activity.*