



# COLT PRIDE

## Student Handbook 2025-2026

### Cloverleaf Middle School

7540 Buffham Road  
Seville, Ohio 44273

<b>Main Office</b> 330-302-0207	<b>Attendance</b> 330-302-0205	<b>Fax</b> 330-302-0520
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#### **Mission**

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

#### **Beliefs**

- We believe that family is the foundation of society.
- We believe that excellence is achieved through commitment, risk, and hard work.
- We believe that every person has worth and potential.
- We believe that learning is a lifelong process.
- We believe that a safe environment is essential for a quality of life.
- We believe that honesty and integrity are the basis of good relationships.
- We believe that respect is fundamental for social order.
- We believe that all people are responsible for their own actions.

Principal	Assistant Principal	Counselors
Mrs. Kristina Yako Principal <a href="mailto:Kristina.Yako@cloverleaflocal.org">Kristina.Yako@cloverleaflocal.org</a>	Mr. Dominic Wilson Assistant Principal <a href="mailto:Dominic.Wilson@cloverleaflocal.org">Dominic.Wilson@cloverleaflocal.org</a>	Mrs. Kayla Sweeney - School Counselor <a href="mailto:Kayla.Sweeney@cloverleaflocal.org">Kayla.Sweeney@cloverleaflocal.org</a>  Mrs. Brandy Miracle - Prevention Counselor <a href="mailto:Brandy.Miracle@cloverleaflocal.org">Brandy.Miracle@cloverleaflocal.org</a>
Secretary	Attendance Secretary	School Nurse
Mrs. Valerie Gregory <a href="mailto:Val.Gregory@cloverleaflocal.org">Val.Gregory@cloverleaflocal.org</a>	Mrs. Dawn Hagenbaugh <a href="mailto:Dawn.Hagenbaugh@cloverleaflocal.org">Dawn.Hagenbaugh@cloverleaflocal.org</a>	Mrs. Tara Calame <a href="mailto:Tara.Calame@cloverleaflocal.org">Tara.Calame@cloverleaflocal.org</a>

Central Office			
Superintendent	Director of Curriculum	Director of Special Services	Treasurer
Dr. Daryl Kubilus, Jr.	Mr. Adam Lewis	Mrs. Nicki Stalter	Mr. Jim Hudson

Board of Education				
Mr. Jason Myers President	Mrs. Carrie Beier Member	Mrs. Jane Rych Treasurer Pro Tempore	Mr. James Curran Member	Mr. Matt Morel Member

### School Hours:

#### Arrival

**7:10** Doors open for breakfast  
**7:25** Students are released to homeroom  
**7:33** Tardy Bell

#### Dismissal

**2:38** Bus and car riders

School Motto	School Colors	Team Name
Colt Pride	Green & White	Colts

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

## Grades/Grading Scale

Students attending Cloverleaf Middle School will be graded on the following scale:

A	93-100	4.0	C	73 - 76	2.0
A-	90 - 92	3.6	C-	70 - 72	1.6
B+	87 - 89	3.4	D+	67 - 69	1.4
B	83 - 86	3.0	D	63 - 66	1.0
B-	80 - 82	2.6	D-	60 - 62	0.6
C+	77 - 79	2.4	F	59 - 0 (failing)	0.0

### Grading Policy (80/20 Grading System)

Cloverleaf Middle School uses an 80/20 Grading System. Grades are weighted so that 80% of the student's final grade is derived from Achievement/Summative scores and 20% of the student's final grade is derived from Practice/Formative scores.

Achievement (Summative) Grades are at the discretion of the classroom teacher.

Achievement/Summative grades assess standards-based content/tasks after the learning has occurred for the student that measures mastery of the curriculum.

Practice (Formative) Grades are at the discretion of the classroom teacher. Practice/Formative grades are taken DURING the learning process, for the student to engage in low-risk practice of new standards-based learning material and assessments per teacher discretion.

Students will be provided retake options for each class regarding Achievement/Summative assessments. This will require the student to participate in some remedial work to prepare for the retake assessment as determined by the teacher's retake policy. This can include test corrections, reflections, or any other process that provides an opportunity to "prove" having mastered the given material.

#### Merit Roll

3.00 - 3.49

#### Honor Roll

3.5 - 4.0

## What is PBIS?

Cloverleaf Middle School is one of many schools using a research-based approach to discipline in our schools. This "positive behavior intervention and support" or PBIS system focuses not on the discipline of poor behavior, although that is certainly a component, but rather focuses on supporting and rewarding the positive behaviors that the vast majority of our students do daily. So much attention is traditionally focused on the students who are not behaving, but this system trains teachers to notice and reward those students who are doing what is right. This attention shift will often redirect problem behaviors since problem behaviors are often attention-seeking. If a student does behave poorly we use corrective feedback and consequences known as documentation reports and office referrals. It is considered an office referral if the student's actions are more severe or repeated and warrant consequences from administration. It is a documentation report if the behavior can be addressed from start to finish by the staff member.

**CMS focuses on four core behaviors that represent being a C.O.L.T.**

1. Students will be compassionate
2. Students will be optimistic
3. Students will be level-headed
4. Students will be trustworthy

Below is our behavioral matrix which we use to help students understand what each target behavior looks like in various locations throughout the school.

## CMS Behavioral Expectations Matrix

### Cloverleaf Middle School Be a C.O.L.T



	COMPASSIONATE	OPTIMISTIC	LEVEL - HEADED	TRUSTWORTHY
Classroom	<ul style="list-style-type: none"> <li><b>Respect</b> adults, peers, and spaces</li> <li><b>Value</b> other ideas and perspectives</li> <li><b>Be Self Aware</b> of the impact you have on others</li> </ul>	<ul style="list-style-type: none"> <li><b>Encourage</b> yourself and others, even when a task is difficult.</li> <li><b>Focus on Growth:</b> View mistakes as opportunities to learn and grow.</li> <li><b>Celebrate Success:</b> Recognize your achievements and those of your classmates.</li> </ul>	<ul style="list-style-type: none"> <li><b>Focus</b> on the task at hand</li> <li><b>React</b> thoughtfully to teacher feedback</li> <li><b>Ask for help</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Begin</b> and complete your own work</li> <li><b>Be an equal contributor</b> in a group</li> <li><b>Focus</b> on the work assigned to you for the class.</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li><b>Clean Up with Care:</b> Show pride in your space by keeping it tidy and ready for others.</li> <li><b>Polite</b> to peers and staff (please, thank you, manners, and volume.)</li> </ul>	<ul style="list-style-type: none"> <li><b>Encourage</b> kindness and inclusiveness with your peers.</li> <li>Create a <b>Positive Environment:</b> avoid drama, name-calling, spreading rumors</li> </ul>	<ul style="list-style-type: none"> <li>Use a <b>voice level</b> that suits the situation, such as talking quietly indoors and using an outdoor voice respectfully when outside</li> <li><b>Observe and adhere</b> to rules for eating, seating, and cleaning up even when frustrated</li> <li><b>Patience</b> wait patiently in line</li> </ul>	<ul style="list-style-type: none"> <li><b>Honesty</b> use your own lunch card, eat your own food</li> <li><b>Accountability</b> keep food in the cafeteria</li> </ul>
Shared Spaces	<ul style="list-style-type: none"> <li><b>Respect</b> the building and furniture.</li> <li><b>Be patient</b> and understand that others are also sharing the space.</li> <li>I can use a respectful volume.</li> <li><b>Kindness/Support</b> stand up for others and seek help when necessary</li> </ul>	<ul style="list-style-type: none"> <li><b>Keep a positive attitude</b> even if the space is loud, busy, or crowded.</li> <li><b>Support classmates</b> by sharing resources or offering help when needed.</li> <li><b>Respect Property:</b> Treat materials, equipment, and shared areas as your own.</li> </ul>	<ul style="list-style-type: none"> <li><b>Choose to include others.</b></li> <li><b>Add value</b> in your interactions. Refrain from participating in drama.</li> <li><b>Wait patiently</b> for your turn to use shared spaces (Pod, RR, Hall).</li> </ul>	<ul style="list-style-type: none"> <li><b>Follow your schedule</b> arrive to classes on time</li> <li><b>Take Pride</b> in the spaces.</li> <li><b>Be Responsible</b> for your materials and actions</li> </ul>
Digital Spaces	<ul style="list-style-type: none"> <li><b>Use your knowledge</b> to benefit others.</li> <li><b>Positively interact</b> with others through mixed media.</li> <li><b>Be Mindful</b> of tone and context. Digital communication lacks facial expressions and tone of voice, choose your words carefully</li> </ul>	<ul style="list-style-type: none"> <li><b>Use Positive Language:</b> Communicate respectfully and kindly in online interactions.</li> <li><b>Give Constructive Feedback:</b> Offer helpful, uplifting feedback to peers.</li> <li><b>Be Open-Minded:</b> Be willing to learn new skills.</li> </ul>	<ul style="list-style-type: none"> <li><b>Consider the future</b> when you post or comment.</li> <li><b>Maintain</b> a positive attitude when interacting with others digitally.</li> <li><b>Practice Self-Control:</b> Stay focused on tasks and avoid distractions in digital spaces.</li> </ul>	<ul style="list-style-type: none"> <li><b>Respect the privacy</b> of others as well as yourself</li> <li><b>Use your Chromebook</b> for its intended purpose.</li> <li><b>Begin and complete</b> your own work</li> </ul>

Be Empowered to Act with Integrity in All Settings

## DISCLAIMER

Since a handbook of this nature cannot cover every possible item or incident that may arise, the final resolution of each of these situations will be made by the school administration based on district policies. For a complete list of District policies please visit the website at <https://www.cloverleaflocal.org/board>.

## ATTENDANCE

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

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

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

In compliance with board policy, the superintendent has granted discretion to building principals to approve vacation as an excused absence. Students completing a vacation form to document a family vacation will be allowed to make up work for full credit. All work, including examinations, must be made up. Teachers are not required to provide advance assignments, but they may choose to do so if assignments are available.

### Reporting Student Absence

All absences are to be verified by a written excuse from the parents upon the student's return to school or by telephone call from the parents on the morning of the student's absence. If neither of these occurs, the absence is unexcused. Families can call 24 hours a day to report a student absence. **Dial 330-302-0205.** Please give the student's name and reason for absence. In order to comply with the Missing Child's Act, school personnel will call home to verify the absence on the days that parents have not called. We must receive confirmation of the student's absence in note form or a phone call from the parent. Otherwise, the student may be considered unexcused/truant and consequences may be assigned. If the student is going to be late due to appointments, oversleeping, etc., please call the attendance line.

### Appointments

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

### Absence Work

Students who missed school due to an absence are required to make up the work they miss. Upon returning to school, the student will have the same number of days he/she missed to make up the work. Parents may request missed homework assignments beginning the second day of an absence. However, most assignments can be found in Google Classroom. Requests should be made by 8:00 AM, and assignments may be picked up between 2:36-3:30 PM the same day they are requested.

### Unexcused Absence-Truancy

Students absent for a reason other than the six listed categories above or a pre-approved vacation will be considered unexcused or truant. Notification of absence from a parent will still be required to comply with the Missing Children's

Act; however, it may not automatically excuse an absence. Truancy is defined as unexcused absence from a class or school.

In accordance with State Law, the school system recognizes the following, but not limited to, as acts of truancy: Leaving school without signing out, Oversleeping, Transportation problems, Shopping, Babysitting, Emergency removal from class or school, Skipping class or school, Failure to come back to school on the same day when sent home for improper dress, Failure to provide a doctor's excuse for absence when requested by the school system.

### **Excessive Absences/Habitual Truancy**

Parents of students missing more than 38 total hours within one month will be notified by letter that any further student absences must be verified by written medical documentation. It is the responsibility of the student and parent to communicate with the school. In cases covered by medical documentation, the parents should contact the counselor or principal to review the case and discuss any other options to help keep the student current with class work.

Any undocumented/unexcused absences totaling 30 or more consecutive hours, 42 or more hours in a school month - 30-day period, or 72 hours in an academic school year will be considered habitually truant and will result in the student being referred to the Absence Intervention Team (AIT).

Definition of "**habitual truant**" (HB 410) is:

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one school month without a legitimate excuse; or
- c. Absent 72 or more hours in one school year without a legitimate excuse.

Includes "**excessive absences**":

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

The following progression will be followed in regard to excessive absenteeism:

#### **Written Notice of Excessive Absences**

**1st Letter - 38 hours** (6 days) of missed instruction both excused and unexcused within one month

**2nd Letter - 65 hours** (10 days) of missed instruction, both excused and unexcused. A doctor's note is required after 10 days.

After a student reaches 10 days (65 hours) of excused absences (including parent phone calls) a doctor's note excusing the absence is required. Students reaching this level of absence will be considered **excessively absent**. When a student is considered excessively absent all subsequent absences that are not accompanied by a doctor's note will be marked as unexcused. When your student is considered Excessively Absent the Cloverleaf Local Schools may initiate an Absence Intervention Team (AIT) meeting.

If your child was seen by a physician (e.g. doctor, dentist, orthodontist, etc...) during any of the absences noted on the record provided in this letter please provide documentation to the school office. You may call your physician and have them fax the note to our office at **330-302-0520 (fax)**.

### **Student Assigned to Absence Intervention Team (AIT)**

Students that meet the habitual truant definition by being absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month - 30 day period, or 72 hours in a school year will be assigned to an Absence Intervention Team to develop a plan that will ensure the students' success in relation to absenteeism. This required meeting will be attended by a district representative, one of the student's current teachers, the truant student, and a parent/guardian of the truant student.

### **Habitual Truancy Charges Filed with Medina Juvenile Court**

If the conditions set forth during the Absence Intervention Team meeting are not followed Chronic Truancy Charges will be filed with the Medina County Juvenile Court.

## ATHLETICS & EXTRACURRICULAR ACTIVITIES

### **Athletic Conference**

Metro Athletic Conference

### **Eligibility for Athletics**

**Students below the 7th grade may not practice or participate with 7th through 12th-grade students.**

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

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

### **Ohio High School Athletic Association**

For the latest information regarding middle school athletics, please go to the OHSAA website <https://www.ohsaa.org/eligibility>

### **Athletic Code of Conduct**

All student-athletes are required to follow the Athletic Code of Conduct. Please see a coach or the district athletic director for an up-to-date copy of the code.

### **Physicals**

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

### **Participation in Extracurricular/After School Activities**

In order for students to participate in extracurricular or after-school activities they must be present for at least ½ of the school day (11:00 am).

## CLINIC/NURSE/MEDICATION

### **Clinic/Illness**

Should a student become ill while at school, he or she should report directly to the clinic. At that time, the student will see the school nurse or be asked to sit in the office and the parent or guardian will be contacted if necessary. It is imperative that each student has an up-to-date emergency medical form on file, complete with correct phone numbers for parents. Parents are encouraged to notify the office by note with changes that need to be made.

Cloverleaf School District will follow the Ohio Department of Health's Communicable Disease recommendations and student's may not be allowed to return to school unless required documentation is presented to the school. Students may return to school if:

1. Common cold: Feels well and no fever for 24 hours without medication used.
2. Cough: cough is not severe or persistent
3. Diarrhea & Vomiting: 24 hours after the last occurrence without medication used.
4. Fever: No fever greater than 100.0°F for 24 hours
5. Pink eye: **Needs a doctor's note** and can return after 24 hours of treatment.
6. Rash: **Needs a doctor's note** stating when your child may return; all areas must be covered at school.
7. Strep Throat: **Needs a doctor's note**; excluded until on antibiotics for 24 hours; no fever for 24 hours.

### **Immunization**

Cloverleaf Local Schools are required by law to have written proof that a student has met the current State of Ohio immunization requirements or has an exemption form on file within fourteen (14) days from the start of the school year (O.R.C 3313.671). Any parent filing an exemption from immunizations must follow current Ohio law requirements for immunization exemptions and the form can be found on the school's website.

### **Medical Information**

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

### **Medication**

Students are not to be in possession of any over-the-counter, supplements or prescribed medications without a signed order and instructions by the student's care provider on file in the clinic and permission from the office. Students in possession of any type of medication without a doctor's order on file and the proper permission by the office and the doctor will be dealt with through the drug/alcohol policies listed in this handbook. Consequences can range from a detention, out-of-school suspension to expulsion. (See Procedures for dealing with alcohol use/student drug abuse).

If your student is in need of medication during the school day including over-the-counter medication or needs to carry an inhaler or Epipen for emergencies, the following information must be on file in the school office:

1. Parents must complete the proper medication form and have a physician complete & sign the form for all medication prior to any school official administering the medication.
2. All medication must be dropped off at the school office by an adult and must be in the original container or have a pharmacy-labeled bottle with the child's name, medication name, and dispensing instructions.
3. Any medication tablets that must be split needs to be done prior to the school receiving the medication.
4. The school nurse or authorized school official does not dispense medication for the treatment of fever.
5. The school nurse or authorized school official has the right to refuse the dispensing of any medication based on questionable dosage, procedure, and/or drug interaction. The student's physician may be contacted to verify dispensing of any medication.
6. Medication will need to be picked up at the end of the school year by the last day of school or it will be destroyed.

## **GENERAL INFORMATION**

### **Backpacks & Bookbags**

Students will carry their bookbag with them and follow the directions of the classroom teacher as to where to place them during class periods and when students are allowed to access them. The administration does reserve the right to prohibit the use of backpacks for violating the code of conduct or other safety reasons.

### **Cafeteria/Vending Machines**

Each student is assigned a thirty-minute lunch period daily. All students are expected to eat in the cafeteria. Students may bring lunch from home, purchase full lunches, a la carte items, or items from the vending machines. **Students can pay cash for their second lunch or purchase any à la carte items by cash or through their Pay School lunch account as their first breakfast or lunch meals at no cost.** Ice cream, milk, and a variety of punches are also available. While in the cafeteria, individuals are expected to behave in an orderly manner and follow school rules. Students are expected to keep tables clean and the floors free of food and paper. Students are not to borrow money or eat off of others' trays. Food is not to be consumed anywhere in the building except the cafeteria unless special permission is granted. Students will need to bring their lunch card with them to the cafeteria to purchase breakfast and lunch. The use of other students' information such as passwords, and lunch codes/pins to purchase items from the cafeteria or vending machines is prohibited and may result in disciplinary action as well as administration of fees.

### **Lunch**

All students will receive one free breakfast and one free lunch per day. Students can purchase an additional school breakfast and/or lunch from the middle school cafeteria. The Food Service department will accept cash, checks, credit cards, and online payments made via Payschools. As a reminder, there is no Payschool fee to parents if you pay by check or credit card at any school office. Cash will be accepted in the lunch lines. Students will still need to bring their lunch card with them to the cafeteria to purchase breakfast and lunch even if using cash.

Breakfast \$2.00

Lunch \$3.75

Adult \$5.00

Reduced price Breakfast is (.30 cents) and Lunch is (.40 Cents)

### **Free and Reduced Lunch Program**

Students may qualify for free or reduced meals at school, based on family size and income. Families who may qualify for this program will need to fill out an application at <https://payschoolscentral.com/>. All information provided on the application will be treated with discretion and appropriate confidentiality.

### **Admission to Cloverleaf Sporting Events**

Free admission to sporting events for all students, veterans and those over 60 years of age. The free tickets to sporting events will be available on Hometown Ticketing. You must have a ticket to get into the game.

### **Changing Classes**

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

### **Directory Information**

Cloverleaf Schools is required by Ohio law to release student Directory Information when requested for non-profit use. Student Directory Information includes: Name, Address, Telephone numbers, Date and place of birth, Participation in official school activities and sports, Height, and weight, if a member of a sports team, Awards and honors, Major field of study, Dates of enrollment and Date of graduation.

Parents, guardians, or eligible students have two weeks from issuance of this handbook to advise the Superintendent's Office in writing of any or all items they refuse to permit as Directory Information about their student. For more, see Board Policy JO at [www.Cloverleaflocal.org](http://www.Cloverleaflocal.org).

Cloverleaf seeks to highlight positive student achievement by posting news and photos on the district Website, on district social media, in district publications, and through the news media.

Parents, guardians, or eligible students have two weeks from issuance of this handbook to advise the Superintendent's Office in writing if they wish their student's name, photo and/or achievements not to be posted or printed.

## Digital Expectations

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

Cell Phone Expectations: Student cell phones and other personal devices are required to **be stored in the student's backpack and/or locker and turned off or placed on "silent" between the hours of 7:10 AM-2:38 PM** (to include all lunch periods). Any cell phone or personal device not secured during the identified hours may be confiscated and the student will be issued a consequence in accordance with Rule 5 of the Code of Conduct. Calls should be made only with the permission of the office personnel. All calls concerning illness students must be made in the office by the office staff. We cannot call students to the office to receive personal phone calls or relay personal messages. In urgent situations, a message will be relayed to the student.

## Password Expectations:

The regulation of student identification codes and passwords or pins is the responsibility of the student. Students sharing their identification codes, passwords, or other personal school-administered information puts themselves at risk of impersonation and theft. Cloverleaf local schools are not responsible for damages, fees, etc.

## Drinks

Students can bring resealable containers for water within the classroom. Clear water bottles are preferred. Students are not allowed to consume any drinks (other than water) in the classroom. Students are not to drink or possess highly caffeinated and/or energy drinks, Starbucks drinks, or coffee at any time at the middle school including entering the building in the morning, lunch, or extracurricular and sporting events.

## Fees

### Middle School Fees: \$75 Consumable Fee, \$12 technology fee

Four Ways to Pay:

1. Make checks payable to Cloverleaf Middle School
2. PaySchools ([payschoolscentral.com](https://payschoolscentral.com))
3. Call 330-302-0206.
4. Fee Waiver Application - <https://payschoolscentral.com/>
5. Cloverleaf Local School does not accept cash

**\*\*All fees are due by November 3rd.** If you need to set up a payment plan, please contact the building secretary at 330-302-0206. At the end of the year, fines may be assessed. Fines for restitution must be paid in a timely manner. Fees/fines not paid will accumulate until graduation

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

## Field Trips

Students who have received three Friday PM detentions, assigned in-school restrictions or have been out of school suspended will not be allowed to take part in field trips including the Washington D.C. field trip. **Students not in good academic** standing or who have poor attendance may be denied participation in all field trips, including the Washington D.C. field trip.

- For any out-of-school suspension or in-school restriction, the parents along with the students have the right to petition the administration to earn the Washington D.C. trip back. Granting this petition is at the discretion of the administrators and will be considered on a case-by-case basis. A student/parent may only petition the administration one time.
- If the petition is granted, any future discipline issues including but not limited to a Friday PM Detention or suspension (in-school restriction or out-of-school) will permanently remove the student from the Washington D.C. field trip.
- The petition must be petitioned after 10 days from the student serving their consequence.

## **Hall Passes**

A student in the halls while classes are in session must be carrying a teacher pass or be accompanied by a staff member. Halls will be monitored closely. It is the student's responsibility to receive a pass when in the halls, restroom, lockers, etc., while classes are in session.

## **Lines of Communication**

Those students or parents with questions or concerns are encouraged to utilize the lines of communication in the following order:

1st-Teachers, 2nd, Counselors, 3rd-Assistant Principal, 4th-Principal, 5th-Superintendent, 6th-Board of Education.

## **Lockers**

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

Cloverleaf Schools cannot be held responsible for personal items or money left in lockers. Items of value should not be brought to school. Students should not share lockers with other students or keep the locker combination "set" in the unlocked position. Lockers should be kept clean at all times. Students are required to use district-provided locks. Non-district-provided locks will be cut from the locker and replaced with a district lock at the student's cost.

## **Report Cards**

Quarterly grade reports will be available through Progress Book. Continuous progress can be monitored in ProgressBook at any time throughout the school year.

## **Policy Referral**

All policies of the Cloverleaf Board of Education are available online at the district website. If unable to access the internet, hard copy policies are available in each school building or in the office of the Board of Education.

## **Promotion/Retention**

A student will be promoted to the next grade if he/she passes three of the four major subjects for the year. A student who fails more than two of the core subjects may be considered for retention or to attend summer school. A student may be promoted based on age restrictions or other outstanding circumstances.

## **Remedial Courses**

It is the goal of Cloverleaf Middle School that all students leave 8<sup>th</sup> grade prepared for the rigors of high school. To that end, we continually assess student progress to learn about our student's needs so that we can effectively meet them. If our assessment of a child's progress indicates the need for added support or remediation in Math or Reading, that child will be assigned to a course designed specifically to help ensure his/her continued progress in the deficit area. An inquiry to opt out of such a placement would require a scheduled meeting with both the Principal and School Counselor to review the data that led to the placement; however, such a meeting would not necessarily result in the child's removal from the course.

## **Schedule**

All middle school students will have the opportunity to be scheduled in the following courses: Language Arts, Mathematics, Science, Social Studies, Physical Education/Health, Art, Band or Chorus, Technology, World Languages, and Project Lead the Way (Grades 7 and 8 only).

Advanced and Accelerated courses are offered in Mathematics for students in grades 6-8. In order to be enrolled in an advanced or accelerated math course, a student must meet the achievement requirements. Students who meet the criteria for gifted in reading in 6th grade will be clustered and grouped in several classes. These students will work with a classroom teacher and a Gifted Intervention Specialist in their Language Arts class. Students must maintain a C average in their advanced or accelerated classes. If a student is falling below a C average in class a conference with parents will be scheduled to determine a course of action for the student.

With essential classes, a student may request to change the elective with no penalty during the first 5 school days with written parent permission.

## **School Counseling Services**

Counselors are an integral part of the school's educational program. Counselors recognize the unique nature of each student and, through counseling services, attempt to support their individual growth and development. The CMS School Counseling program addresses the academic, career, and personal/social development of all students.

In partnership with parents, teachers, and administration, CMS counselors act as advocates to maximize student potential and academic success.

1. **Individual/Group Counseling:** School Counselors provide individual and group counseling in conflict resolution, social and emotional health, and academic success.
2. **Classroom Guidance:** School Counselors provide instruction in the classroom, promoting the well-being of each student as a member of the Cloverleaf community as a whole.
3. **Individual Student Planning:** School Counselors assist in planning student schedules for the following year and aid them with concerns about their present courses.
4. **Consultation:** School Counselors communicate with parents, teachers, staff, and administration when concerns arise to address emerging student needs, with the goal of making student life at CMS a supportive and rewarding experience.

Counselors can also assist with outside referrals for community resources upon request.

**For after-school emergencies please call the Sheriff's Office or 988 the Suicide and Crisis Prevention number**

### **Soliciting, Selling, and Distributing**

No person is permitted to solicit, sell, or distribute anything in school, on buses, or on grounds without permission of the principal.

### **Textbooks**

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

### **Visitors**

All visitors are required by state law to report to the school office before entering any part of the school building. A badge will be issued. We do not allow visitors to eat lunch with students. School board policy prohibits student visitors from other schools unless in an approved exchange program.

### **Work Permits**

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

## **BUS CONDUCT**

- Students riding school buses are the responsibility of the school once he/she board the bus, and only at that time.
- Such responsibility will end when the child is delivered to the regular bus stop at the end of the school day.
- Students are not allowed to leave school grounds at any time without written permission and approval from the office.
- Students are expected to show bus drivers respect at all times. Bus drivers have tremendous responsibility and students are expected to cooperate. Bus Drivers shall have the ability to limit the use of electronic devices similar to conduct expected in a classroom setting.

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

Students are not to:

- A. Use tobacco or drugs while a passenger on a school bus;
- B. Be insubordinate or disruptive while a passenger on a bus;
- C. Assault another student or school personnel while a passenger on a school bus;
- D. Be in possession of dangerous weapons while a passenger on a school bus;
- E. Use profanity and/or obscene language while a passenger on a school bus;
- F. Cause or attempt to damage a school bus.
- G. Take pictures, videotape, post, or share images of students/staff members.

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

- A. The district's student code of conduct applies to students while on the buses and supersedes bus rule violations.
- B. If there is any question about a bus discipline report, a conference will be held with the parties.
- C. Parents are responsible for the safety of their students going to and from the pick-up locations and for abiding by the bus on schedule.
- D. The school does not enter disputes between parents and students prior to pick up or after drop off. However, school personnel may intervene in disputes witnessed.
- E. Buses are on a time schedule and cannot wait on tardy students. Students who miss the bus are responsible for getting themselves to school on time.
- F. Parents are responsible for any damage to a bus caused by their student(s).
- G. Eating, drinking, and littering are not permitted on the bus.
- H. Students are to remain seated until their designated stop while on the bus
- I. Noise on the bus will be maintained at a safe level as determined by the driver. Absolute quiet must be maintained at all railroad crossings.
- J. Students are to return to their side of the street or road. Cross at least ten feet in front of the bus. Wait for the driver to gesture that it is OK to cross.
- K. In case of emergency medical situations, the driver will contact the transportation office who will in turn contact the proper authorities.

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

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

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

### **Transportation Policy: Bus Passes**

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

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

**Child Care** – We recognize the need for parents to have their children picked up or dropped off at a childcare provider or daycare center. Therefore, with certain restrictions, transportation will be provided to and from childcare. A transportation childcare form may be found on the Transportation website. The AM may or may not differ from the PM location.

## **Dress Code**

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

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

1. Apparel shall not display: Illegal activities, drug/alcohol/tobacco references, sexual references, obscene language/pictures/symbols/references, ethnic/racial slurs or epithets, gang-related material or activities, sexist attitudes, offensive material, violent material, or grotesque material.
2. Tops must have straps/sleeves that are at least three fingers wide.
3. Clothing may have rips, cuts, frays, tears, or holes if at or below the knee. No holes above the knees are allowed even if a garment is worn underneath to reveal skin (tights, leggings, etc.). Reveal of excessive skin is not permitted. Bottoms may not be oversized, excessively baggy, drag on the ground, reveal undergarments, or reveal skin. All bottoms must be worn securely around the waist. No writing may appear on the rear of the bottoms. **Pajama pants are not permitted to be worn during the school day.**
4. Hats, sunglasses, bandanas, or other head coverings are not permitted during the school day. These items must be removed from head upon entering the building and placed in the student's locker for the duration of the school day. Hoods on hooded apparel must be kept completely off of the head throughout the school day. **Headphones and earbuds of any kind are not permitted to be kept in the student's ears or around their neck during the school day.**
5. Tight-fitting and/or excessively short shorts/skirts are not to be worn. Skirts and shorts will be of moderate length, regardless if another garment is worn underneath (i.e. leggings, tights, etc.).
6. Chains, dog collars, choker chains, chained wallets, chained keys, or other items of a similar nature are not considered jewelry and may not be worn.
7. Jewelry must not present a safety concern. NOTE: All jewelry must be removed for Physical Education.
8. Hairstyle must not present a distraction in the educational environment.
9. Outdoor apparel (such as coats, jackets, vests, or any type of **gloves**) must be kept in the student's locker for the duration of the school day. **Blankets may not be worn during the school day.**
10. Shoes must be worn at all times. Slippers are not permitted. All footwear must not present a safety concern.

### **Disclaimer**

Any new "fads" in clothing, or anything not specifically covered in the above guidelines, determined to be inappropriate dress, shall be dealt with at the discretion of the Cloverleaf Middle Schools Administration.

## **STUDENT CODE OF CONDUCT**

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

Parents and students are expected to read the Cloverleaf District Code of Conduct and understand the possible consequences should a rule be violated by the student. Each student has received a copy of this Code of Conduct. It is posted within the middle school as a reminder to all students. All consequences are at administrative discretion and may range from verbal warning to recommendation for expulsion with the possibility of criminal charges.

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

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

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

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

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

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

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

**RULE 1: Academic Dishonesty**

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

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

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

**RULE 3: Assault/ Battery/Fighting**

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably threaten to cause physical injury to any person. Acting with intent to cause fear in another person of immediate bodily harm or death, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, students or other person associated with the District, regardless of whether it causes injury, will not be tolerated.

Any intentional, harmful or potentially harmful physical contact initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action.

Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

**RULE 4: Bus Misconduct**

Students shall observe all school rules aboard school transportation. See Bus Conduct above.

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

Student cell phones and other personal devices are required to be stored in the student's backpack, turned off or placed on "silent" between the hours of 7:30AM-2:36PM (to include all lunch periods). Students are not permitted to make calls, send messages or use social media during the school day. Students are not permitted to take photos or videos of students or staff during the school day, including on the buses. Students are not permitted to show/share or distribute photos or videos of students or staff. Accessing, sending, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials is prohibited.

**RULE 6: Damage to Property**

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

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

**RULE 7: Dangerous Weapons and Instruments/ Use of an Object as a Weapon**

A student shall not possess, handle, transmit or conceal any weapon or instrument capable of harming another person, such as guns, rifles, knives, ice picks, switchblades, brass knuckles, bars, lighters etc., on the school premises, at school activities or while transported to and from school activities. (Included in this prohibition would be the use of chemicals, gasses, mace firecrackers, smoke bombs, explosives, etc.). Look-alike instruments will be treated as real weapons.

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

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

**RULE 9: Disrespect and/or Misconduct**

A student shall not be disrespectful toward any staff member, student, or visitor. Physical or verbal misconduct is prohibited (horseplay, disrespectful language, raucous movement through hallways, lying, etc...).

**RULE 10: Disruption of Class**

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

**RULE 11: Disruption of School**

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

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

**RULE 12: Dress Code Violation**

**RULE 13: Extortion**

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

**RULE 14: Failure to Serve**

Failure to serve any disciplinary consequence will result in issuing the next level of progression in the line of consequences.

**RULE 15: Inappropriate/ Unauthorized Use of Technology**

A student shall abide by the Board's Computer/Online Services Acceptable Use Policy. A student shall not use school and/or personal technology to engage in the violation of any rule. Damage to a school Chromebook may result in discipline and/or issued fees.

**RULE 16: Insubordination**

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

**RULE 17: Misconduct Against a School Official or Employee or the Property Thereof Regardless of Where it Occurs**

**RULE 18: Misconduct by a Student that Occurs Off of School Property, but is Connected to Cloverleaf Activities or On Property Owned by the District**

**RULE 19: Trespassing/ Loitering**

A student shall not loiter or stay in or around a school building without any purpose for being there. This includes school buildings and board owned property during unauthorized periods. Also included are areas that are restricted from students during regular school hours. Students are not to be in any other part of the building or grounds without supervision. Students in restricted areas may face disciplinary action. Trespassing charges may be filed on those persons who do not comply.

**RULE 20: Profane, Obscene, Abusive, or Inappropriate Language**

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

**RULE 21: Public Display of Affection**

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

## **RULE 22: Refusal to Participate in the Education Process**

Students are expected to engage in the process of learning both in and out of the classroom. Students are expected to comply with requests to complete class and homework assignments, work productively during class time, complete assessments, organize their materials, report to class prepared, and work effectively in learning groups. Teachers at CMS will make numerous attempts to problem solve when students are struggling or failing to complete assignments, but may refer the case to the office if it is determined that the problem is primarily behavioral.

## **RULE 23: Harassment/Intimidation/Bullying/Hazing**

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

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

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

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

Harassment, intimidation, or bullying is strictly prohibited and may result in disciplinary action including suspension and/or expulsion from school. These behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation (including on the school bus to and from school) or at any official school bus stop. The administration may take disciplinary action for any harassment, intimidation, or bullying which causes a disruption on school grounds regardless of where it occurs.

Students who feel they are experiencing bullying or harassment must tell an adult and/or complete a hassle report (located in the office). Students who are experiencing immediate physical, emotional or mental bullying or harassment must report directly to the office. Students found to have purposely made a false report may face disciplinary action.

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

Sexual harassment: Ohio and Federal law defines sexual harassment as unwanted sexual advances or unwanted visual, verbal or physical contact of a sexual nature. Such offensive behavior includes, but is not limited to the following:

Unwanted sexual advances, making or threatening reprisals after a negative response to sexual advances, nonverbal conduct, leering, making sexual gestures, displaying sexually suggestive objects, making or using derogatory comments, epithets, slurs or jokes, making sexually based remarks about another person or one's own body, verbal abuse of a sexual nature, graphic verbal commentaries or suggestive obscene letters.

## **RULE 24: Theft/ Forgery**

A student shall not take, borrow or move property, which does not belong to him/her. This includes property belonging to the Cloverleaf School Board, another student, teacher, other staff member or visitor to the school. A

student shall not imitate another individual's or entity's signature, handwriting, or likeness. A student shall not engage in unauthorized copying or copyright infringement. The nature and severity of the damage will determine the consequence and possibility of criminal charges. Replacement cost may be assigned to fees.

### **RULE 25: Physical Contact/Horseplay/Instigation**

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

### **RULE 26: Tardy/Truancy/Unexcused Absence**

A student shall not exhibit repeated tardiness to class.

### **RULE 27: Chemical/Drug Policy**

To help ensure the safety and well-being of our students, Cloverleaf Middle school is committed to maintaining a campus environment that is free of any licit or illicit drug or substance. The policy extended to any and all property of the Cloverleaf Local School District.

The following are prohibited by Cloverleaf Local School District Policy:

- The possession, use and /or transmission of alcohol and any substance that is illegal to federal, state or local law.
- The possession, use and/or transmission of any counterfeit controlled substance (as described in Ohio Revised Code 2925.01 (P). Example: A substance is used, possessed, concealed or transmitted that appears to be or is represented as a controlled substance\*
- The possession of prescribed or over the counter medication while on school property. If medications need to be dispensed during the school day, school policy must be followed.
- The possession, use and/or transmission of any product containing nicotine or look-a-like substances.
- The possession, use and/or transmission of any product, instrument or mechanism that can be used as a delivery system for nicotine, alcohol or any substance that is illegal to federal, state or local law. All products, instruments or mechanisms (paraphernalia or device) are subject to be confiscated and tested for presence of a controlled substance or alcohol.

#### **Possession of Vape/Nicotine/Device:**

- 1st offense: 3 days of ISR, online vape/tobacco education course or Insight Program (admin. discretion).
- 2nd offense: 3 days of OSS
- 3rd offense and beyond: 5 (or more) OSS with possibility for a recommendation for expulsion and possible referral to law enforcement.

### **RULE 28: Violation of Individual/Classroom/School Rules**

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

### **RULE 29: Any Act or Deed that is Detrimental to the Operation and/or Welfare of the School.**

### **Rule 30: Continued Violation of School Rules.**

## **Chronic Misconduct**

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

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

## **Application of the Code**

It is considered a fundamental understanding by each student and his/her parent that any administrator, teacher, or other school official has not only the right, but also the duty, to insist on good behavior. The building principal is charged with the overall responsibility of proper enforcement of discipline in the total school setting. However, he/she

has discretionary authority along with other certificated personnel to use the following measures to correct pupil behavior:

1. Teacher-student conferences
2. Teacher-parent conferences
3. Referral to school/prevention counselor
4. Extra assigned studies
5. Assigned detentions
6. Referral to the office
7. Removal from class or activity for 24 hours or less

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

1. Emergency removal
2. In-School Restriction
3. Out-of-School Suspension
4. Referral to police or judicial authorities
5. Expulsion

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

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

## **Detention**

Students assigned to detention are to report to the room designated on the detention notice at the time given and be excused at the time stated on the detention. As part of the middle school PBIS program a reflection prompt will be given to each student to complete before students can begin other assignments. Each student is to have sufficient study materials and is to cooperate with the detention supervisor. Students will be given 24 hours notice of detentions at minimum.

### **1-Hour Detention**

Discipline referrals may result in a 1-Hour Detention, which is served on Tuesdays and Thursdays from 2:40 PM to 3:40 PM. Failure to serve these detentions may result in a Friday 3-hour Detention.

### **Friday 3-Hour Detention**

Discipline referrals may result in a Friday 3-hour detention. Failure to serve a Friday 3-hour detention will result in additional Fridays assigned or suspension, depending on the repetition of the offense.

Friday PM School will meet from 3:00 PM until 6:00 PM. Tardy students admitted after 2:45 PM will be required to attend additional Friday PM School or be issued an in-school suspension. Students will not be allowed to go to their lockers or use the phone except in cases of emergency.

- Students who skip a Friday PM detention or do not follow the rules while attending will receive an additional Friday PM detention(s), In-School Restriction, or Suspension.
- Students will not be allowed to put their heads down or sleep.
- No food will be consumed during Friday PM School.
- There will be a 10-minute break given students may go to the restroom, throw away paper, and sharpen pencils.
- Students are required to bring school work to keep busy for the entire 3-hour detention.

### **In-School Restriction (ISR)**

- Students will report to the in-school restriction assigned location by 7:30 AM and will remain there until 2:36 PM.
- Students are to bring educational materials to the in-school restriction room. Failure to bring books or materials will result in further disciplinary action.  
Students will not be permitted to leave the in-school restriction room to get assignments.
- The student must complete any additional assignments made by the in-school restriction staff member.
- Students are not permitted to talk or sleep in the in-school restriction room.
- Students will use restrooms as directed by the teacher in charge of in-school restriction. Restroom privileges will be limited to once in the morning and once in the afternoon, as a group, unless there is an emergency.
- Lunch will be eaten in the in-school restriction room.
- Students must be present the full day for the day to be counted. Days of partial attendance will not be counted.
- Students who refuse to report to in-school restriction; who leave without permission, or who disrupt the quiet atmosphere will be suspended from school.

## **Out-of-School Suspension (OSS)**

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

## **Emergency Removal**

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

## **Appeal**

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

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

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

## **Participation in the Federal Title Grants under the Elementary and Secondary Education Act**

### **Annual Public Notice**

Cloverleaf Local School District participates in the federally funded grant programs (Title I - Improving the Academic Achievement of the Disadvantaged; Title II - Improving Teacher Quality; Title IVB - Individuals with Disabilities Education Improvement Act). These federally-funded programs provide supplemental assistance to school districts for supporting educational programs and provision of Free and Appropriate Public Education (FAPE) to all students. If you have any questions or comments regarding the districts use of the federal funds, please contact the Director of Curriculum, Adam Lewis at [adam.lewis@cloverleaflocal.org](mailto:adam.lewis@cloverleaflocal.org) or the Director of Special Services, Nicki Stalter at [Nicki.Stalter@cloverleaflocal.org](mailto:Nicki.Stalter@cloverleaflocal.org) with any questions or concerns regarding the special education services within the Cloverleaf Local School District.

## **Child Find**

### **Public Notice**

Cloverleaf Local Schools is committed to the location and identification of all un-served individuals with disabilities from birth through 22 years of age. Location and referral of children meeting this criteria (Child Find) may be initiated by anyone with knowledge of the child and suspecting the child may have a disability. Please contact the Director of Special Services, Nicki Stalter at [Nicki.Stalter@cloverleaflocal.org](mailto:Nicki.Stalter@cloverleaflocal.org) with any questions, concerns, or names for Child Find referral within the Cloverleaf Local School District.

## **Parents Right to Request Teacher Qualifications**

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

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

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

## Hassle Report

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Who(m) is directly hassling you? \_\_\_\_\_

When did this happen (Date/Time/Period)? \_\_\_\_\_

How long has this been happening? \_\_\_\_\_

Where did this happen?

- Bus
- Cafeteria
- Class
- Electronically
- Hallway/Lockers
- Recess
- Restroom

What happened?

- Physical contact       Spreading rumors       Verbal threats       Intimidation

Explain/Give details of hassling:

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Have there been previous issues with this student this school year?

- Yes
- No

How did you react to the person hassling you?

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Who witnessed this?

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**Resolution (Office Use):**